

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Administration for Children and Families

[Program Announcement No. ACF/ACYF/RHYP 97-1]

Runaway and Homeless Youth Program (RHYP): Fiscal Year (FY) 1997 Final Program Priorities, Availability of Financial Assistance for Fiscal Year 1997, and Request for Applications for FY 1997 and FY 1998

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

ACTION: Notice of Fiscal Year 1997 Final Runaway and Homeless Youth (RHY) Program Priorities, announcement of availability of financial assistance, and request for applications for the FY 1997 Basic Center Program for Runaway and Homeless Youth (BCP), FY 1997 Street Outreach Program (SOP), and the Transitional Living Program for Homeless Youth (TLP) for FY 1998.

SUMMARY: The Family and Youth Services Bureau of the Administration on Children, Youth and Families is publishing final program priorities and announcing the availability of funds for:

1. The Basic Center Program for Runaway and Homeless Youth. The purpose of the Basic Center Program is to provide financial assistance to establish or strengthen locally-controlled centers that address the immediate needs (outreach, temporary shelter, food, clothing, counseling, aftercare, and related services) of runaway and homeless youth and their families.

2. The Street Outreach Program. The purpose of the Street Outreach Program is to provide financial assistance to prevent sexual abuse and exploitation of runaway, homeless and street youth. Street-based outreach and education services, including treatment, counseling, and the provision of information and referral assistance are allowable services under this program.

3. Transitional Living Program for Homeless Youth. The overall purpose of the Transitional Living Program for Homeless Youth is to support programs which assist older homeless youth in making a successful transition to self-sufficient living and to prevent long-term dependency on social services.

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

Programs	Closing dates
BCP	May 2, 1997.
SOP	May 16, 1997.
TLP	May 30, 1997.

ADDRESSES: Mailed applications shall be considered as meeting an announced deadline if they are received on or before the DEADLINE date and time at the: U.S. Department of Health and Human Services, Administration for Children and Families, Division of Discretionary Grants, 370 L'Enfant Promenade, SW., Mail Stop 6C-462, Washington, DC 20447. Attention: Basic Center Program for Runaway and Homeless Youth, Street Outreach Program or Transitional Living Program for Homeless Youth.

Applicants are responsible for mailing applications well in advance, when using all mail services, to ensure that the applications are received on or before the deadline time and date. Applications received after 4:30 p.m. (Eastern Time Zone) on the closing date will be classified as late. Postmarks and other similar documents do not establish receipt of an application.

Applications handcarried by applicants, applicant couriers, or by overnight/express mail couriers shall be considered as meeting an announced deadline if they are received on or before the receipt date, between the hours of 8 a.m. and 4:30 p.m. (EST), at the: U.S. Department of Health and Human Services, Administration for Children and Families, Division of Discretionary Grants, ACF Mailroom, 2nd Floor Loading Dock, Aerospace Center, 901 D Street, SW., Washington, DC. 20024 between Monday and Friday (excluding Federal Holidays).

(Applicants are cautioned that express/overnight mail services do not always deliver as agreed.) ACF cannot accommodate transmission of applications by fax. Therefore, applications faxed to ACF will not be accepted regardless of date or time of submission and time of receipt. Envelopes containing applications must clearly indicate the specific program that the application is addressing: Basic Center Program (BCP), Street Outreach Program (SOP) or Transitional Living Program for Homeless Youth (TLP).

FOR FURTHER INFORMATION CONTACT: Administration on Children, Youth and Families, Family and Youth Services Bureau, PO Box 1182, Washington, DC 20013; Telephone: 1-800-351-2293. You may also locate a copy of this program announcement on the FYSB website at <http://www.acf.dhhs.gov/programs/FYSB> on the FYSB homepage under Policy and Announcements.

SUPPLEMENTARY INFORMATION: Grant awards of FY 1997 funds will be made by September 30, 1997 for the Basic Center and the Street Outreach Program. Subject to the availability of resources in FY 1998 and the number of acceptable applications received as a result of this program announcement, the Federal government may elect to select recipients for new FY 1998 SOP grant awards out of the pool of Street Outreach Program applications submitted under this program announcement. Transitional Living Program awards under this announcement will be made after October 1, 1997 with FY 1998 funds.

This single announcement for the three programs has been developed in order to save the field and the Federal government significant resources. Also, the single announcement provides the field with the application due dates for each program, providing interested agencies the means to forecast the workload and resources needed to apply for these grants. Potential applicants should note that separate applications must be submitted for each program applied for.

This announcement contains all the necessary information and application materials to apply for funds under these three grant programs. The estimated funds available for new starts and the approximate number of new grants that have been or are to be awarded under this program announcement are as follows:

Program	Fiscal year	New start funds available (million)	Number of new grants
BCP	FY 1997 ...	\$14.2	150
SOP	FY 1997 ...	4.4	50
TLP	FY 1998 ...	7.3	40

In addition to the competitive new start grants, the Administration on Children, Youth and Families anticipates providing FY 1997 non-competitive, continuation funds to current grantees as follows:

Program	Continuation funds available (million)	Number of continuation grants
BCP	\$25.1	300
SOP	3.0	33
TLP	6.6	36

Grantees eligible for these continuation grants will receive letters to that effect from the appropriate

Regional grants management offices and should not submit their continuation applications in response to this announcement. Only applications for new grants are solicited through this announcement.

This program announcement consists of six parts. Part I provides general information for potential applicants who wish to apply to operate programs serving runaway and homeless youth. Part II contains the evaluation criteria against which all applications will be competitively reviewed, evaluated and rated. Part III contains specific information necessary to apply for funds under each of the three programs. Part IV describes the application process. Part V provides instructions on the assembly and submission of applications. Part VI contains appendices to be consulted in preparation of applications. All forms needed to prepare applications for the two programs are found in Part VI, Appendix I, of this announcement.

The following outline is provided to assist in the review of this Federal Register announcement:

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Part I. General Information

A. Background on Runaway and Homeless Youth

The Family and Youth Services Bureau (FYSB), within the Administration on Children, Youth and Families (ACYF), administers programs that support services to an adolescent population of runaway and homeless youth. Estimates of this population vary from 500,000 to 1,300,000 million. Many of these youth have left home to escape abusive situations, or because their parents could not meet their basic needs for food, shelter and a safe supportive environment. Many live on the streets.

While living on the streets or away from home without parental supervision, these youth are highly vulnerable. They may become victims of

street violence, may be exploited by dealers of illegal drugs, or may become members of gangs who provide protection and a sense of extended family. Usually lacking marketable skills, they may be drawn into shoplifting, prostitution, or dealing drugs in order to earn money for food, clothing, and other daily expenses. Without a fixed address or regular place to sleep, they often drop out of school, forfeiting their opportunities to learn and to become independent, self-sufficient, contributing members of society. As street people, they may try to survive with little or no contact with medical professionals, the result being that health problems may go untreated and may worsen. Without the support of family, schools, and other community institutions, they may not acquire the personal values and work skills that will enable them to enter or advance in the world of work at other than the most minimal levels. Finally, as street people, they may create substantial law enforcement problems, endangering both themselves and the communities in which they are located. All these problems, real and potential, call for a comprehensive, nationwide, community-based program to address the needs of runaway and homeless youth.

B. Legislative Authority

Grants for the Basic Center Program for Runaway and Homeless Youth are authorized by Part A of the Runaway and Homeless Youth Act (RHY Act), 42 U.S.C. 5701 et seq. Grants for the Transitional Living Program for Homeless Youth are authorized under Part B of the Runaway and Homeless Youth Act. Part B was established in 1988 as part of Public Law 100-690. The RHY Act was enacted as Title III of the Juvenile Justice and Delinquency Prevention Act of 1974 (Pub. L. 93-415), and amended by the Juvenile Justice Amendments of 1977 (Pub. L. 95-115), the Juvenile Justice Amendments of 1980 (Pub. L. 96-509), the Juvenile Justice Amendments of 1984 (Pub. L. 98-473), and the Juvenile Justice and Delinquency Prevention Act Amendments of 1992 (Pub. L. 102-586). Grants for coordinating, training and technical assistance, research, demonstration, evaluation and service projects are authorized under Part D of the RHY Act.

Grants for the Street Outreach Program are authorized by the Violent Crime Control and Law Enforcement Act of 1994 (Pub. L. 103-322, Sec. 40155) which amended Part A of the Runaway and Homeless Youth Act (42 USC 5711 et seq.) by creating Section

316, Grants for Prevention of Sexual Abuse and Exploitation.

Information collection requirements made in this announcement are covered under OMB Control Number 0970-0139.

C. Purpose, Goals and Objectives of the Federal Runaway and Homeless Youth Grant Programs

1. Basic Center Program for Runaway and Homeless Youth

The overall purpose of the BCP is to provide financial assistance to establish or strengthen community-based centers that address the immediate needs (outreach, temporary shelter, food, clothing, counseling, aftercare, and related services) of runaway and homeless youth and their families. Services supported by this program are to be outside the law enforcement, the child welfare, the mental health, and the juvenile justice systems. The program goals and objectives of Part A of the RHY Act are to:

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

2. Street Outreach Program for Runaway and Homeless Youth

The overall purpose of SOP is to provide education and prevention services to reduce the incidence of sexual abuse of runaway, homeless, and street youth. This program is designed to support services for youth who are living on the street or in other unsafe environments and are at-risk of sexual abuse and/or exploitation.

3. Transitional Living Program for Homeless Youth

The overall purpose of TLP for homeless youth is to establish and operate transitional living projects for homeless youth. This program is structured to help older, homeless youth achieve self-sufficiency and avoid long-term dependency on social services. Transitional living projects provide shelter, skills training, and support services to homeless youth ages 16 through 21 for a continuous period not exceeding 18 months.

Transitional Living Program funds are to be used for the purpose of enhancing the capacities of youth-serving agencies in local communities to effectively address the service needs of homeless,

older adolescents and young adults. Goals, objectives and activities that may be maintained, improved and/or expanded through a TLP grant must include, but are not necessarily limited to:

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

Specifics regarding grant awards in each of these three programs are found in Part III, Sections A, B and C, of this announcement.

D. Definitions

1. The term "homeless youth" is defined differently for different programs.

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

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

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

3. The term *runaway youth* means a person under 18 years of age who absents himself or herself from home or place of legal residence without the permission of parents or legal guardian. This definition applies to all Basic

Center program grantees and can be found in 45 CFR 1351.1(k).

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

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

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

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

5. The term *State* means any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Marianas. This definition applies to the Basic Center Program and the Transitional Living Program and can be found in section 3601(10) of the Anti-Drug Abuse Act, incorporating by reference section 103(7) of the Juvenile Justice and Delinquency Prevention Act of 1974, as amended.

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

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

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

9. The term *transitional living youth project* means a project that provides shelter and services designed to promote transition to self-sufficient living and to prevent long-term dependency on social services. This definition applies to all TLP program

grantees and is found in section 321(b)(2) of the RHY Act.

E. Final Priorities

Section 364 of the Runaway and Homeless Youth Act (RHY Act) requires the Department to publish annually for public comment a proposed plan specifying priorities the Department will follow in awarding grants and contracts under the RHY Act. The proposed plan for FY 1997 was published in the Federal Register on Thursday, December 19, 1997, and requested comments and recommendations from the field.

1. Public Comments

The Family and Youth Services Bureau (FYSB) usually receives approximately 20 written responses from a number of sources, principally Runaway and Homeless Youth Program grantees. The responses are generally supportive.

To the extent feasible, ACYF takes these and all other public comments into account when preparing the final priorities.

2. Final Program Priorities for Fiscal Year 1997

The Department will award new and continuation grants for provision of Basic Center, Street Outreach and Transitional Living services.

The Department will also award continuation funding to the National Communications System, to the ten Regional Training and Technical Assistance providers, and to a number of related program support activities.

The Final Program Priorities continue to support and emphasize a comprehensive youth development approach to services to youth and their families.

a. Basic Center Program Grants

Approximately 450 Basic Center grants, of which about 150 will be competitive new starts and 300 will be non-competitive continuations, will be funded in FY 1997.

Section 385(a)(2) of the Act requires that 90 percent of the funds appropriated under Part A (The Runaway and Homeless Youth Grant Program) be used to establish and strengthen runaway and homeless youth Basic Centers. Total funding under Part A of the Act for FY 1997 is expected to be approximately \$43.6 million. This sum triggers the provision in the Act calling for a minimum award of \$100,000 to each State, the District of Columbia, and Puerto Rico, and a minimum award of \$45,000 to each of the four insular areas: the Virgin

Islands, Guam, American Samoa, and the Commonwealth of the Northern Marianas.

b. Street Outreach Program Grants

In FY 1997, approximately \$4.4 million will be used to fund new Street Outreach Program grants and \$3.0 million will be used to fund non-competitive continuation Street Outreach Program grants.

c. Transitional Living Program Grants

In FY 1997, approximately \$7.3 million has been used to fund new TLP grants and \$6.6 million to fund TLP continuation grants. In FY 1998, total funding for TLP is expected to be approximately \$14.9 million. Approximately \$6.6 million will be awarded for new grants and \$7.3 million will be awarded as continuation grants.

d. National Communications System

Part C, Section 331 of the Runaway and Homeless Youth Act, as amended, mandates support for a National Communications System to assist runaway and homeless youth in communicating with their families and with service providers. In FY 1994, a five-year grant was awarded to the National Runaway Switchboard, Inc., in Chicago, Illinois, to operate the system. Subject to the availability of funding, non-competitive continuation funding will be awarded to the grantee in FY 1997.

e. Support Services for Runaway and Homeless Youth Programs

(1) Training and Technical Assistance

Part D, Section 342 of the Act authorizes the Department to make grants to statewide and regional nonprofit organizations to provide training and technical assistance (T&TA) to organizations that are eligible to receive service grants under the Act. Eligible organizations include the Basic Centers authorized under Part A of the Act (The Runaway and Homeless Youth Grant Program) and the service grantees authorized under Part B of the Act (The Transitional Living Grant Program). The purpose of this T&TA is to strengthen the programs and to enhance the knowledge and skills of youth service workers.

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

needs in the respective Regions. Each has a five-year project period that will expire in FY 1999.

Subject to availability of funds, non-competitive continuation funding will be awarded to the ten T&TA grantees in FY 1997.

(2) National Clearinghouse on Families and Youth

In June 1992, a five-year contract was awarded by the Department to establish and operate the National Clearinghouse on Families and Youth. The purpose of the Clearinghouse is to serve as a central information point for professionals and agencies involved in the development and implementation of services to runaway and homeless youth. To this end, the Clearinghouse:

- Collects, evaluates and maintains reports, materials and other products regarding service provision to runaway and homeless youth;
- Develops and disseminates reports and bibliographies useful to the field;
- Identifies areas in which new or additional reports, materials and products are needed; and
- Carries out other activities designed to provide the field with the information needed to improve services to runaway and homeless youth.

The contract with the National Clearinghouse on Families and Youth expires in Fiscal Year 1997. Subject to availability of funds, a Request for Proposals will be published and a new contract will be awarded this Fiscal Year to sustain the Clearinghouse services.

(3) Runaway and Homeless Youth Management Information System (RHYMIS)

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

Subject to availability of funds, in Fiscal Year 1997, a request for proposals to maintain RHYMIS services will be published and a new contract awarded.

(4) Monitoring Support for FYSB Programs

The Family and Youth Services Bureau uses a standardized, comprehensive monitoring instrument

and site visit protocols, including a pre-review component for monitoring runaway and homeless youth programs. The Bureau awarded a three year contract, which expires in Fiscal Year 1997, to provide logistical support for the peer review monitoring process, including nationwide distribution of the monitoring instrument. The findings from the monitoring visits are being used by the Regional Offices and the T/TA providers as a basis for their activities.

Subject to the availability of funds, in Fiscal Year 1997, a procurement to sustain this activity will be published and a new contract awarded.

f. Research and Demonstration Initiatives

Section 315 of the Act authorizes the Department to make grants to States, localities, and private entities to carry out research, demonstration, and service projects designed to increase knowledge concerning and to improve services for runaway and homeless youth. These activities serve to identify emerging issues and to develop and test models which address such issues.

(1) Improved Access to Services and Supports for Youth With Developmental Disabilities

The Family and Youth Services Bureau and the Administration of Developmental Disabilities are collaborating to address the needs of youth with developmental disabilities. In 1995, a competitive review process resulted in jointly funded grant awards to three demonstration projects designed to improve local coordination of services to youth with developmental disabilities.

Subject to the availability of funds, non-competitive continuation funding will be awarded to the three grantees in Fiscal Year 1997.

(2) Analysis, Synthesis, and Interpretation of New Information Concerning Runaway and Homeless Youth Programs

Over the past few years, considerable new knowledge and information has been developed concerning the runaway and homeless youth programs administered by FYSB, and concerning the youth and families served. The main sources of this new information are the Runaway and Homeless Youth Management Information System (RHYMIS) and a number of evaluation studies underway or recently completed. The RHYMIS and the evaluation studies contain descriptions of FYSB's grantee agencies, along with

detailed data on the youth and families served.

A contract was awarded in Fiscal Year 1995 to analyze and synthesize this valuable data and to explore program and policy implications. Results from this contract effort will be available in Fiscal Year 1997.

g. Comprehensive Youth Development Framework

A youth development approach has become central to all FYSB activities and programs since 1995. In Fiscal Year 1995, a contract was awarded to develop a youth development framework from a theoretical perspective. This framework is intended to enhance the capacity of policy and program developers, program managers, and youth services professionals to develop service models and approaches that will redirect youth in high risk situations toward positive pathways of development.

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

The report from this contract will be available later in Fiscal Year 1997 and will receive wide distribution.

h. Priorities for Administrative Changes

To support the increased emphasis on youth development, two management or administrative changes will continue:

- Regional Offices have and will continue to play a significant role in the assessment of grant applications. This role includes Regional staff involvement (1) as chairpersons for peer review panels and (2) in conduct of administrative reviews of new start applications that take into account knowledge about the applicants' experience, effectiveness, and potential and of the geographic distribution of the grantees in their respective States and Regions. Final funding decisions will remain the responsibility of the Commissioner of the Administration on Children, Youth and Families.

- Efforts will be continued to avoid the problems of gaps in financial support between the expiration of one grant and the beginning of a new grant for current grantees that are successful in competition.

F. Eligible Applicants

The various legislative Acts that authorize the runaway and homeless youth programs addressed in this Federal Register announcement identify "eligible applicants" differently.

Accordingly, refer to the definition of eligible applicants appropriate to each FYSB RHY program described in Part III of this announcement. In addition please refer to Part VI, Appendix D for a listing of current grantees that are NOT eligible to apply under each of the grant programs.

Any non-profit organization submitting an application must submit proof of its non-profit status with its application. Proof can include a copy of the applicant's listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations described in section 501(c)(3) of the IRS code, or a copy of the currently valid IRS tax-exemption certificate, or a copy of the articles of incorporation bearing the seal of the State in which the corporation or association is domiciled.

G. Availability of Competitive New-Start Funds

1. Basic Center Program for Runaway and Homeless Youth

The Administration on Children, Youth and Families expects to award approximately \$14.2 million for new competitive, Basic Center Program grants. In accordance with the RHY Act, the funds will be divided among the States in proportion to their respective populations under the age of 18, with a minimum award of \$100,000 to each State, the District of Columbia, and Puerto Rico, and a minimum award of \$45,000 to each of the four insular areas: Guam, American Samoa, the Commonwealth of the Northern Marianas and the Virgin Islands.

The funds available for both continuations and new starts in each of the States and insular areas is listed in the Table of Allocations by State (Part VI, Appendix H). In this Table, the amounts shown in the column labeled "New Starts" are the amounts available for competition in the respective States.

The number of new awards made within each State will depend upon the funds available (i.e., the State's total allotment less the amount required for non-competing continuations), as well as on the number of acceptable applications. Therefore, where the amount required for non-competing continuations in any State equals the State's total allotment, no new awards will be made.

All applicants under this announcement will compete with other applicants in the State in which their services would be provided. In the event that an insufficient number of acceptable applications is approved for funding from any State or jurisdiction,

the Commissioner, ACYF, will reallocate the unused funds.

Further information on the BCP application requirements is presented in Part III, Section A, and in Part IV.

2. Street Outreach Program for Runaway and Homeless Youth

The Administration on Children, Youth and Families expects to award approximately \$4.4 million for new competitive Street Outreach Program grants.

Further information on the SOP application requirements is presented in Part III, Section B, and in Part IV.

3. Transitional Living Program for Homeless Youth

In FY 1998, the Administration on Children, Youth and Families expects to award approximately \$7.3 million in new competitive Transitional Living Program grants.

Further information on the TLP application requirements is presented in Part III, Section C, and in Part IV.

H. Duration of Projects

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

I. Maximum Federal Award and Grantee Share of the Project

The maximum amount of Federal funds for which an applicant can apply is specified in the program descriptions found in Part III of this announcement. The non-Federal share requirements for each of the three programs are also found in Part III of this announcement.

The non-Federal share may be met by cash or in-kind contributions. Federal funds provided to States and services or other resources purchased with Federal funds may not be used to match project grants. Applicants which do not provide the required percentage of non-Federal share *will not be funded*. For-profit applicants for Basic Center Program grants are reminded that no grant funds may be paid as profit to any recipient of a grant or sub-grant (45 CFR 74.705).

Part II. Evaluation Criteria

The five criteria that follow will be used to review and evaluate each application under the BCP, the SOP and the TLP and should be addressed in developing the program narratives. The point values following each criterion heading indicate the numerical weight each criterion will be accorded in the review process. Note that the highest possible value BCP, SOP and TLP applications can receive is 105 points. See Criterion 4 for more specific information.

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

Pinpoint any relevant physical, economic, social, financial, institutional, or other problems requiring a solution. Demonstrate the need for the assistance and state the goals or service objectives of the project. Supporting documentation or other testimonies from concerned interests other than the applicant may be used. Give a precise location of the project site(s) and area(s) to be served by the proposed project. Maps or other graphic aids may be attached. (The applicant should refer to Part I, Section C, of this announcement for a description of each program's purpose.)

Criterion 2. Results or Benefits Expected (20 Points)

Identify the results and benefits to be derived from the project. State the numbers of runaway and homeless youth and their families to be served, and describe the types and quantities of services to be provided. Identify the kinds of data to be collected and maintained, and discuss the criteria to be used to evaluate the results and success of the project.

Criterion 3. Approach (35 Points)

Outline a plan of action pertaining to the scope of the project and detail how the proposed work will be accomplished. Describe any unusual features of the project, such as extraordinary social and community involvements, and how the project will be maintained after termination of Federal support. Explain the methodology that will be used to determine if the needs identified and discussed are being met and if the results and benefits identified are being achieved.

Criterion 4. Staff Background and Organizational Experience (20-25 Points)

List the organizations, cooperators, consultants, or other key individuals who will work on the project along with

a short description of the nature of their effort or contribution. Summarize the background and experience of the project director and key project staff and the history of the organization. Demonstrate the ability to effectively manage the project and to coordinate activities with other agencies. Applicants are encouraged to discuss staff and organizational experience in working with runaway and homeless youth populations and may include information regarding their past performance under RHYP grants. Applicants may refer to the staff resumes and to the Organizational Capability Statement included in the submission.

Legislation authorizing each of the Federal Runaway and Homeless Youth Programs requires that priority for funding be given to agencies with experience in providing direct services to runaway and homeless youth. In line with this requirement, BCP, SOP and TLP applicants having three (3) or more years of continuous effort serving runaway and homeless youth in one or more areas set forth in Section 312 of the Act are eligible to receive an additional five (5) points on this criterion.

Criterion 5. Budget Appropriateness (10 Points)

Demonstrate that the project's costs (overall costs, average cost per youth served, costs for different services) are reasonable in view of the anticipated results and benefits. (Applicants may refer (1) to the budget information presented in Standard Forms 424 and 424A and in the associated budget justification, and (2) to the results or benefits expected as identified under Criterion 2.)

The Program Narrative information provided by the applicant in response to any one or more of the three priority area descriptions identified in Part III of this announcement should be organized and presented according to these five evaluation criteria.

Part III. Program Areas

A. Basic Center Program for Runaway and Homeless Youth

Eligible Applicants: Any State, unit of local government, combination of units of local government, public or private agency, organization, institution, or other non-profit entity is eligible to apply for these funds. Federally recognized Indian Tribes are eligible to apply for Basic Center grants. Non-Federally recognized Indian Tribes and urban Indian organizations are also

eligible to apply for grants as private, non-profit agencies.

Current Basic Center Program grantees with project periods ending by September 30, 1997 and all other eligible applicants not currently receiving Basic Center funds may apply for a new competitive Basic Center grant under this announcement.

Basic Center Program Grantees (including subgrantees) with one or two years remaining on their current grant and the expectation of continuation funding in Fiscal Year 1997 may not apply for a new Basic Center grant under this announcement. These grantees are eligible to apply for non-competitive continuation funding in FY 1997 and will receive instructions from their respective ACF Regional Offices on the procedures for applying for continuation grants.

Please refer to Part VI, Appendix D.1 for a listing of current grantees that are NOT eligible to apply for new Basic Center Program grants under this announcement.

As required by runaway and homeless youth legislation, priority for funding will be given to agencies with demonstrated experience establishing and operating centers that provide direct services to runaway and homeless youth in a manner that is outside the law enforcement system, the child welfare system, the mental health system and the juvenile justice system. Demonstrated experience providing direct services means three (3) or more years of continuous effort serving runaway and homeless youth in one or more areas set forth in Section 312 of the Act. Applicants claiming credit for this preference must include a statement of no more than one page documenting the relevant experience.

Program Purpose, Goals, and Objectives: The Administration on Children, Youth and Families will award approximately 150 new service grants to establish or strengthen existing or proposed runaway and homeless youth Basic Centers. These programs must be locally controlled efforts that provide temporary shelter, counseling and related services to juveniles who have left home without permission of their parents or guardians or to other homeless juveniles.

Applications are solicited under this program area to provide direct services that fulfill the program purposes, goals and objectives set forth in the legislation and as specified in Part I, section C.1 of this announcement.

Background: The Runaway Youth and Homeless Youth Act of 1974 was a response to widespread concern regarding the alarming number of youth

who were leaving home without parental permission, crossing State lines, and who, while away from home, were exposed to exploitation and other dangers of street life.

Each Basic Center funded under the authorizing legislation is required to provide outreach to runaway and homeless youth; temporary shelter for up to fifteen days; food; clothing; individual, group, and family counseling; and related services. Many Basic Centers provide their services in residential settings with a capacity for no more than 20 youth. Some centers also provide some or all of their shelter services through host homes (usually private homes under contract to the centers), with counseling and referrals being provided from a central location.

In FY 1996, approximately 50,000 youth received shelter and non-shelter services through ACYF-funded Basic Centers. The primary presenting problems of these youth include conflict with parents or other adults, including physical and sexual abuse; other family crises such as divorce, death, or sudden loss of income; and personal problems such as drug use, or problems with peers, school attendance and truancy, bad grades, inability to get along with teachers, and learning disabilities.

Low self-esteem is a major problem among youth participating in the Basic Center Program. Slightly more than half gave an indication of clinical depression; and 14 percent reported having made at least one suicide attempt.

After receiving services from Basic Center programs, approximately 65 percent of the youth return to their families; approximately 25 percent go to a variety of other situations such as Job Core, independent living programs, drug treatment programs and other institutional programs; and approximately 10 percent return to the streets or leave the centers with no known destination.

Minimum Requirements for Project Design: As part of addressing the evaluation criteria outlined in Part II of this announcement, each applicant must address the following items in the program narrative section of the proposal.

Objectives and Need for Assistance

1. Applicant must specify the goals and objectives of the project and how implementation will fulfill the purposes of the legislation identified in Part I, section C.1. of this announcement.

2. Conditions must describe the conditions of youth and families in the area to be served, with an emphasis on the incidence and characteristics of

runaway and homeless youth and their families. The discussion must consider matters of family functioning, along with the health, education, employment, and social conditions of the youth, including at-risk conditions or behaviors such as drug use, school failure, and delinquency.

3. Applicant must discuss the existing support systems for at-risk youth and families in the area, with specific references to law enforcement, health and mental health care, social services, school systems, and child welfare. In addition, other agencies providing shelter and services to runaway and homeless youth in the area must be identified.

4. Within the context of the existing support systems, applicant must demonstrate the need for the center and indicate the objectives that the program would work toward fulfilling.

5. Applicant must describe the area to be served by the proposed center, and must demonstrate that the center is or will be located in an area which is frequented by and/or easily accessible by runaway and homeless youth.

Results and Benefits Expected

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

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

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

Approach

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

2. Applicant must describe how runaway and homeless youth and their families will be reached, and how

services will be provided in compliance with the Program Performance Standards listed in Part VI, Appendix A.

3. Applicant must include detailed plans for implementing direct services based upon a youth development approach and upon identified goals and objectives. Applicant must identify the strategies that will be employed and the activities that will be implemented, including innovative approaches to securing appropriate center services for the runaway and homeless youth to be served, for involving family members as an integral part of the services provided, for periodic review and assessment of individual cases, and for encouraging awareness of and sensitivity to the diverse needs of runaway and homeless youth who represent particular ethnic and racial backgrounds, sexual orientations, or who are street youth.

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

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

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

7. Applicant must describe the type of shelter that will be available, the shelter capacity of the center and the system of staff supervision to be implemented in the shelter.

8. Applicant must describe the center's plans for ensuring proper coordination with law enforcement personnel, health and mental health care personnel, social service personnel, and welfare personnel.

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

10. Applicant must describe the center's procedures for dealing with youth who have run from foster care placements.

11. Applicant must describe procedures for dealing with youth who

have run from correctional institutions, and must show that procedures are in accordance with Federal, State and local laws.

12. Applicant must describe the center's plans and procedures for providing aftercare services and for ensuring, whenever possible, that aftercare services will also be provided to those youth who are returned beyond the State in which the center is located.

13. Applicant must agree to gather and submit program and client data required by FYSB through the Runaway and Homeless Youth Management Information System (RHYMIS). If applicant is a current recipient of a BCP or TLP grant, applicant must describe the extent to which it now gathers and submits required data to the RHYMIS. Current recipients of a FYSB grant who are not submitting the required data are at risk of not being considered for a new grant award.

While the computer software and training for the implementation of the RHYMIS will be provided by FYSB to grantees, applicant should include a request for funds in its budget (within the maximum Federal funds allowed) for any computer equipment needed for implementation of the RHYMIS.

To determine whether an agency's current computer equipment is adequate, or whether purchase of an upgrade or of new equipment is necessary, potential applicants are invited to contact the RHYMIS Technical Support Group at Information Technology Incorporated, Bethesda, MD, telephone: 1-800-392-2395.

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

15. Applicant must describe how the activities implemented under this project will be continued by the agency once Federal funding for the project has ended. The applicant must describe specific plans for accomplishing program phase-out for the last two quarters of the 36-month project period in the event the applicant does not receive a new award.

STAFF BACKGROUND AND ORGANIZATIONAL EXPERIENCE

1. As priority for funding will be given to agencies and organizations that have documented experience in establishing and operating centers that provide direct services to runaway and homeless youth, applicant must include a brief description of the organization and its experience in providing services to this client population.

2. Applicant must include a description of current and proposed

staff skills and knowledge regarding runaway and homeless youth and indicate how staff will be utilized in achieving the goals and objectives of the program. Information on proposed staff training and brief resumes or job descriptions may be included.

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

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

5. Applicant must describe how community and other support will be secured to continue the project at the conclusion of the Federal grant period.

Budget Appropriateness

1. Applicant must discuss and justify the costs of the proposed project in terms of numbers of youth and families to be served, types and quantities of services to be provided, and the anticipated outcomes for the youth and families.

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

Duration of Project: This announcement solicits applications for Basic Center projects of up to three years duration (36-month project periods). Initial grant awards, made on a competitive basis, will be for one-year (12-month) budget periods.

Applications for continuation grants beyond the one-year budget periods, but within the 36-month project periods, will be entertained in subsequent years on a non-competitive basis, subject to the availability of funds, satisfactory progress of the grantee, and determination that continued funding would be in the best interest of the government.

Federal Share of Project Costs: Priority will be given to applicants

which apply for less than \$200,000 per year. The maximum Federal share for a 3-year project period is \$600,000.

Applicant Share of Project Costs: Basic Center grantees must provide a non-Federal share or match of at least ten percent of the Federal funds awarded. The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. Therefore, a three-year project costing \$300,000 in Federal funds (based on an award of \$100,000 per 12-month budget period) must include a match of at least \$30,000 (\$10,000 per budget period).

B. Street Outreach Program for Runaway and Homeless Youth

Eligible Applicants: Any private, nonprofit agency is eligible to apply for these funds. Non-Federally recognized Indian Tribes and urban Indian organizations are eligible to apply for grants as private, non-profit agencies.

Current Street Outreach Program grantees with Basic Center Program project periods ending September 30, 1997 and all other eligible applicants not currently receiving SOP funds may apply for a new competitive SOP grant under this announcement.

Current Street Outreach Program grant recipients with one or two years remaining on their Basic Center Program grant and the expectation of non-competitive continuation Basic Center Program funding in Fiscal Year 1997 may not apply for a new Street Outreach Program grant under this announcement. These grantees are eligible to apply for non-competitive continuation funding in FY 1997 and will receive instructions from their respective ACF Regional Offices on the procedures for applying for continuation grants.

Please note that public agencies are NOT eligible to apply for these funds.

Please refer to Part VI, Appendix D.2 for a listing of current grantees that are NOT eligible to apply for new Street Outreach Program grants under this announcement.

As required by the legislation, priority for funding will be given to agencies that have experience in providing services to runaway, homeless, and street youth. Demonstrated experience providing direct services means three (3) or more years of continuous effort serving runaway, homeless or and street youth.

Applicants claiming credit for this preference must include a statement of no more than one page documenting the relevant experience. Applicants with 3 years of demonstrated experience

providing direct services to the target population are eligible to receive an additional five (5) points in the Staff Background and Organizational Experience evaluation criterion section.

Program Purpose, Goals, and Objectives: The Administration on Children, Youth and Families will award approximately 50 new SOP grants for street-based outreach and education. The programs must provide services that focus on establishing and building relationships between street youth and program staff with the goal of helping youth leave the streets. These services might include treatment, counseling, provision of information, and referral services for runaway, homeless, and street youth who have been subjected to or are at risk of being subjected to exploitation or sexual abuse. These programs must have access to local emergency shelter space that can be made available for youth willing to come in off the streets. In addition, street outreach staff must have access to the shelter in order to maintain important and constant interaction with the youth during the time they are in the shelter.

Applications are solicited under this program area to provide direct services that fulfill the program purposes, goals and objectives set forth in the legislation and as specified in Part I, Section C.2 of this announcement.

Background

In response to the needs of street youth who are subjected, or at risk of being subjected, to sexual abuse, Congress amended the Runaway and Homeless Youth Act by authorizing the Education and Prevention Services to Reduce Sexual Abuse of Runaway, Homeless, and Street Youth Program as part of the Violent Crime Control and Law Enforcement Act of 1994. This program is referred to as the Street Outreach Program (SOP) for Runaway, Homeless and Street Youth.

The array of social, emotional and health problems faced by youth on the street are dramatically compounded by incidence of exploitation and/or sexual abuse. Street youth are victimized by strangers as well as by individuals known to the youth, and a significant number of homeless youth are exploited as they participate in survival sex and prostitution to meet their basic needs for food and shelter. Because of these issues, sexually exploited youth often need more intensive services. Youth must be afforded the opportunity to slowly build trust relationships with caring and responsible adults as the first step to successfully encouraging them to leave the streets.

Minimum Requirements for Project Design: As a part of addressing the evaluation criteria outlined in Part II of this announcement, each applicant must address the following items in the program narrative section of their application.

Objectives and Need for Assistance

1. Applicant must specify the goals and objectives of the project and how implementation will fulfill the purposes of the legislation identified in Part I, section C.2 of this announcement.

2. Applicant must describe the specific geographic area frequented by street youth and the incidence and characteristics of these youth, including their social needs and health problems.

3. The applicant must demonstrate that the area that the program will serve is or will be located in the area which is frequented by and /or easily accessible by these street youth.

4. The applicant must describe currently available services for street youth. Service gaps must be addressed and considered in developing program objectives.

5. The applicant must describe the objectives of the program and the manner in which these objectives will help to encourage youth to leave the streets.

Results and Benefits

1. Applicant must provide detailed information on the expected results and benefits of the program in terms of the number and frequency of youth served annually and in terms of the benefits and outcomes that will accrue to the street youth.

2. The applicant must describe barriers to effective delivery of services that currently exist or are anticipated and identify actions the program will take to overcome the barriers to serving this population.

Approach

1. The applicant must describe a youth development approach to serving street youth including how youth will be involved in the design, operation and evaluation of the program.

2. Applicant must describe its current or proposed street outreach effort, including: framework and philosophy, hours of operation, staffing pattern and support, services provided, and expertise in approaching and addressing issues of victims of sexual abuse.

3. The applicant must describe a plan to provide street-based outreach services during hours when youth will most likely avail themselves of those services (late afternoon, evenings, nights, and weekends).

4. The applicant must show that there is guaranteed access to emergency shelter services that can be made available to street youth. In addition, they must show that street outreach workers will have guaranteed access to the street youth that are taking advantage of the shelter's services.

5. The applicant must describe the range of services that will be offered to street youth and methods of their provision by demonstrating that, at a minimum, emergency shelter, street-based outreach and education, survival aid, individual assessment, counseling, prevention and education activities and information, information and referral services, crisis intervention and follow-up support will be available. Applicant must specify which services (excluding shelter services) will be provided through contracts.

6. The applicant must demonstrate that supportive training and appropriate street-based outreach supervision is provided to outreach staff and volunteers. This supervision must include guidance on policies and boundaries regarding their job responsibilities and their contact with and responsibilities to young people; training that will assist them in abiding by policies and maintaining appropriate boundaries; as well as training on youth development, sexual abuse, and other topics relevant to street life.

7. The applicant must show that the relationship of staff and volunteer gender, ethnicity and life experiences are relevant to those of the young people being served.

8. The applicant must describe current efforts or plans to work with organizations that serve victims of domestic violence and sexual assault in order to tap into their expertise and to coordinate services.

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

10. Applicant must agree to gather and submit program and client data required by FYSB through the Runaway and Homeless Youth Management Information System (RHYMIS). If applicant is a current recipient of a BCP or TLP grant, applicant must describe the extent to which it now gathers and submits required data to the RHYMIS. Current recipients of a FYSB grant who are not submitting the required data are at risk of not being considered for a new grant award.

While the computer software and training for the implementation of the RHYMIS will be provided by FYSB to grantees, applicant should include a request for funds in its budget (within the maximum Federal funds allowed) for any computer equipment needed for implementation of the RHYMIS. To determine whether an agency's current computer equipment is adequate, or whether purchase of an upgrade or of new equipment is necessary, potential applicants are invited to contact the RHYMIS Technical Support Group at Information Technology Incorporated, Bethesda, MD, Telephone: 1-800-392-2395.

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

Staff Background and Organizational Experience

1. As priority for funding will be given to organizations with experience in providing services to runaway, homeless, and street youth, applicant must describe the organization and the current services it provides to this specific target population including the direct provision of emergency shelter and supportive services.

2. Applicant must include a description of current and proposed staff skills and knowledge regarding runaway, homeless and street youth and indicate how staff will be utilized in achieving the goals and objectives of the program. Information on proposed staff training and brief resumes or job descriptions may be included.

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

4. Applicant must describe how community and other resources will be secured to continue the project at the conclusion of the Federal grant period.

Budget Appropriateness

1. Applicant must discuss and justify the costs of the proposed project in terms of the number of youth to be served, the types and quantities of services to be provided, and the anticipated outcomes for youth.

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

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

Federal Share of Project Costs: Applicants may apply for up to \$100,000 in Federal support each year, which equals a maximum of \$300,000 for a 3-year project period. The Maximum Federal share of project costs is \$100,000 for 12 months.

Applicant Share of Project Cost: The applicant is required to provide 10 percent of the Federal Project costs each year. For example, a project requesting \$100,000 in Federal funds must include a match of at least \$10,000.

The non-Federal share may be met by cash and/or in-kind contributions. Federal funds provided to States and services or other resources purchased with Federal funds may not be used to match project grants. Applicants which do not provide the required percentage of non-Federal share will not be funded.

Background

C. Transitional Living Program for Homeless Youth (TLP)

Eligible Applicants: Any State, units of local government (or a combination of units of local government), public or non-profit, private agency organizations, institutions or other non-profit entities. Federally recognized Indian Tribes are eligible to apply for TLP grants. Non-Federally recognized Indian Tribes and urban Indian organizations are also eligible to apply for grants as private, non-profit agencies.

Current TLP grantees with project periods ending by September 30, 1997 and all other eligible applicants not currently receiving TLP funds may apply for a new competitive TLP grant under this announcement.

TLP grantees (including subgrantees) with one or two years remaining on their current awards and the expectation of continuation funding in Fiscal Year

1998 may not apply for a new TLP grant under this announcement. These grantees are eligible to apply for non-competitive continuation funding in FY 1997. These continuation grantees will receive instructions from their respective ACF Regional Offices on the procedures for applying for continuation grants.

Please refer to Part VI, Appendix D.3 for a listing of current grantees which are ineligible to apply for new TLP grants under this announcement.

As required by runaway and homeless youth legislation, priority for funding will be given to agencies with demonstrated experience in providing direct services to runaway and homeless youth. In line with this requirement, applicants which have three (3) or more years of continuous effort serving runaway and homeless youth in one or more areas set forth in Section 312 of the Act are eligible to receive an additional five (5) points in the Staff Background and Organizational Experience evaluation criterion section.

Program Purpose, Goals and Objectives: The Administration on Children, Youth and Families will award approximately 40 new service grants to provide shelter, skill training and support services to assist homeless youth in making a smooth transition to self-sufficiency and to prevent long-term dependency on social services.

Applications are solicited under this priority area to carry out direct service projects designed to carry out the program purpose, goals and objectives set forth in the legislation and as specified in Part I, section C.2 of this announcement.

Background: It is estimated that about one-fourth of the youth served by all runaway and homeless youth programs are homeless. This means that the youth cannot return home or to another safe living arrangement with a relative. Other homeless youth have "aged out" of the child welfare system and are no longer eligible for foster care.

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

Homeless youth, lacking a stable family environment and without social and economic supports, are at high risk

of being involved in dangerous lifestyles and problematic or delinquent behaviors. More than two-thirds of homeless youth served by ACYF-funded programs report using drugs or alcohol and many participate in survival sex and prostitution to meet their basic needs.

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

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

Minimum Requirements for Project Design: As a part of addressing the evaluation criteria outlined in Part II of this announcement, each applicant must address the following items in the program narrative section of their application.

Objectives and Need for Assistance

1. Applicant must specify the goals and objectives of the program and how the implementation of the objectives will fulfill the requirements of the legislation identified in Part I, section C.3. of this announcement.

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

3. Applicant must describe the system that will be used to ensure that individual clients will meet the eligibility criteria of need for service as established by the Act. This may include a discussion of the intake and assessment activities which will be conducted with a client prior to acceptance into the TLP project. The applicant is encouraged to include samples of any forms to be used to determine eligibility and appropriate services.

Results and Benefits Expected

1. Applicant must describe how homeless youth will be reached and identify the number who will be served annually on both a residential and non-residential basis.

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

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

Approach

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

1. *Shelter:* Applicant must:

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

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

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

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

- Assure, if applicable, that the applicant meets the requirements of the

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

2. Services:

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

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

minority groups and/or who are street youth.

3. Administration: Applicant must:

- Describe the procedures to be employed in the development, implementation and monitoring of an individualized, written transitional living plan for each program client which addresses the provision of services, and is appropriate to the individual developmental needs of the client.
 - Assure that the clients will substantively participate in the assessment of their needs and in decisions about the services to be received.
 - Assure that the outreach programs to be established are designed to attract individuals who are eligible to participate in the project.
 - Provide an assurance that housing and services will be available to a client for a continuous period not to exceed 540 days (18 months).
 - Describe the methods to be employed in collecting statistical records and evaluative data and for submitting annual reports on such information to the Department of Health and Human Services.
 - Describe how the applicant will ensure the confidentiality of client records.
 - Applicant must describe how the activities implemented under this project will be continued by the agency once Federal funding for the project has ended. The applicant must describe specific plans for accomplishing program phase-out for the last two quarters of program project period in the event that the applicant would not receive a new award.
 - Applicant must agree to gather and submit program and client data required by FYSB through the Runaway and Homeless Youth System (RHYMIS). If applicant is a current recipient of a Runaway and Homeless Youth Program grant, applicant must describe the extent to which it now gathers and submits required data to the RHYMIS. Current recipients of a FYSB grant which are not submitting the required data are at risk of not being considered for a new grant award.
- While the computer software and training for the implementation of the RHYMIS will be provided by FYSB to grantees, applicant should include a request for funds in its budget for any computer equipment needed for implementation of the RHYMIS. To determine whether an agency's current computer equipment is adequate, or whether purchase of an upgrade or of new equipment is necessary, potential applicants are invited to contact the

RHYMIS Technical Support Group at Information Technology Incorporated, Bethesda, MD, telephone: 1-800-392-2395.

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

Staff Background and Organizational Experience

1. As priority for funding will be given to agencies and organizations that have documented experience in providing direct services to homeless youth, applicant must include a brief description of the organization and its experience in providing services to this specific client population.

2. Applicant must include a description of current and proposed staff skills and knowledge regarding homeless youth and indicate how staff will be utilized in achieving the goals and objectives of the program. Information on proposed staff training and brief resumes or job descriptions may be included.

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

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

Budget Appropriateness

1. Applicant must discuss and justify the costs of the proposed project in terms of numbers of youth to be served, the types and quantities of services to be provided, and the anticipated outcomes for the youth.

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

3. Applicant must describe how cost-effective use of TLP funds will be ensured by taking maximum advantage

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

Duration of Project: Because successful applicants will receive grants with funds appropriated by Congress for FY 1998, project periods for these new awards will begin when FY 1998 funds are appropriated and made available to ACYF, but in no case will they begin prior to October 1, 1997.

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

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

Applicant Share of the Project: The Runaway and Homeless Youth Act requires a non-Federal matching requirement of ten percent of the total Federal funds. For example, a project requesting \$600,000 in Federal funds over a three year project period (based on an award of \$200,000 per twelve month budget period) must include a match of at least \$60,000 (10% of the Federal share).

Part IV. Application Process

A. Assistance to Prospective Grantees

Potential grantees can direct questions about program requirements or application forms to the appropriate ACF Regional Youth Contacts listed in Part VI, Appendix E, or to the Administration on Children, Youth and Families in Washington, D.C. (see address at the beginning of this announcement). This assistance is available to anyone who requests an application kit.

B. Application Requirements

To be considered for a grant, each application must be submitted on the forms provided at the end of this

announcement (Part VI, Section I) and in accordance with the guidance provided below. The application must be signed by an individual authorized both to act for the applicant agency and to assume responsibility for the obligations imposed by the terms and conditions of the grant award.

If more than one agency is involved in submitting a single application, one entity must be identified as the applicant organization which will have legal responsibility for the grant.

C. Paperwork Reduction Act of 1995

Under the Paperwork Reduction Act of 1995, Pub.L. 104-13, the Department is required to submit to the Office of Management and Budget (OMB) for review and approval any reporting and record-keeping requirements or program announcements. This program announcement meets all information collection requirements approved for ACF grant applications under OMB Control Number 0970-0139.

Required form	OMB no.
SF 424 series of forms.	OMB No. 0970-0139.

D. Notification Under Executive Order 12372

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

As of February, 1996, the following jurisdictions have elected not to participate in the Executive Order Process. Applicants from these jurisdictions or for projects administered by Federally-recognized Indian tribes need take no action in regard to E.O. 12372: Alabama, Alaska, American Samoa, Colorado, Connecticut, Hawaii, Idaho, Kansas, Louisiana, Massachusetts, Minnesota, Montana, Nebraska, New Jersey, Oklahoma, Oregon, Palau, Pennsylvania, South Dakota, Tennessee, Vermont, Virginia, and Washington. All remaining jurisdictions participate in the Executive Order process and have established Single Points of Contacts (SPOCS). Applicants from participating jurisdictions should contact their SPOC as soon as possible to alert them to the prospective application and receive any necessary instructions. Applicants must submit any required material to the

SPOCs as early as possible so that the program office can obtain and review SPOC comments as part of the award process. The applicant must submit all required materials, if any, to the SPOC and indicate the date of this submittal (or date of contact if no submittal is required) on the Standard Form 424, item 16a.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application deadline date to comment on proposed new or competing continuation awards.

SPOCs are encouraged to eliminate the submission of routine endorsements as official recommendations. Additionally, SPOCS are requested to clearly differentiate between mere advisory comments and those official State process recommendations which they intend to trigger the "accommodate or explain" rule.

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

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

E. Availability of Forms and Other Materials

A copy of the forms that must be submitted as part of each application for a runaway and homeless youth grant, and instructions for completing the application, are provided in Part VI, Appendix I. The Basic Center Program Performance Standards as well as descriptions of the National Runaway Switchboard and the National Clearinghouse on Families and Youth are presented in Part VI, Appendices A, B and C. Addresses of the State Single Points of Contact (SPOCs) to which applicants must submit review copies of their proposals are listed in Part VI, Appendix G.

Legislation referenced in Part I, section B, of this announcement may be found in major public libraries and at the ACF Regional Offices listed in Part VI, Appendix E, at the end of this announcement.

Additional copies of this announcement may be obtained by calling the telephone number listed at the beginning of this announcement. Further general information may be obtained from the Training and Technical Assistance Providers listed in Part VI, Appendix F.

F. Application Consideration

All applications which are complete and conform to the requirements of this program announcement will be subject to a competitive review and evaluation process against the specific criteria outlined in Part II of this announcement and the specific Minimum Requirements for Project Design contained in Part III of this announcement. This review will be conducted in Washington, DC, by teams of non-Federal experts knowledgeable in the areas of youth development and human service programs. Applications for Basic Center Program grants will be reviewed competitively only with other applications from the same State. Applications for Street Outreach Program grants and for Transitional Living Program grants will be reviewed as part of a national competition.

Non-Federal experts will review the applications based on the Evaluation Criteria listed in Part II of this announcement and the specific Minimum Requirements for Project Design contained in Part III of this announcement and will assign a score to each application. Both Central and Regional office staff will conduct administrative reviews of the applications and the results of the competitive reviews and will select those applications to be recommended for funding to the Commissioner, ACYF.

The Commissioner will make the final selection of the applicants to be funded. As required by runaway and homeless youth legislation, priority for funding will be given to agencies with demonstrated experience in providing direct services to runaway and homeless youth. However, current grantees ending three-year funding periods, and applying as new applicants for funds under this program announcement, are reminded that, when the current project period ends, so does the funding agency's obligation for future awards.

In addition to scores assigned by non-Federal reviewers and Federal administrative reviews, consideration will be given to adequate geographic distribution of services, and the Commissioner may show preference for applications proposing services in areas that would not otherwise be served. The Commissioner also may elect to consider applicants' past performance in providing services to runaway and homeless youth and also may elect not to fund any applicants having known management, fiscal, reporting (as under the RHYMIS), or other problems which make it unlikely that they would be able to provide effective services.

Awards for Basic Center and for Street Outreach Program Grants will be made by September 30, 1997. Subject to the availability of resources in FY 1998 and the number of acceptable applications received as a result of this program announcement, the Federal government may elect to select recipients for new FY 1998 SOP grant awards out of the pool of Street Outreach Program applications submitted under this program announcement. Awards for Transitional Living Programs will be made after October 1, 1997 when FY 1998 funds are appropriated by Congress.

Successful applicants will be notified through the issuance of a Financial Assistance Award which will set forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided, and the total project period for which support is contemplated. Organizations whose applications will not be funded will be notified of that decision in writing by the Commissioner of the Administration on Children, Youth and Families. Every effort will be made to notify all unsuccessful applicants as soon as possible after final decisions are made.

Applicants applying for more than one runaway and homeless youth grant (Basic Center Program (BCP), Transitional Living Program (TLP)) or (Street Outreach Program (SOP)) must submit separate and complete applications for each program. Applications that combine two or more programs in a single proposal will not be reviewed or funded.

Part V. Application Content, Instructions, Assembly, and Submission

A. Content, Instructions, and Assembly of Applications

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

1. Application for Federal Assistance (Standard Form 424, REV 4-92) (page i). Follow the instructions in Part VI, Appendix I. In Item 8 of Form 424, check "New." In Item 10 of the 424, clearly identify the *Catalog of Federal Domestic Assistance* Program Number and Title for the program for which funds are being requested (93.623, Basic Center Program for Runaway and Homeless Youth; 93.557, Street Outreach Program for Runaway, Homeless and Street Youth; 93.550, Transitional Living Program for Homeless Youth). In Item 11 of the 424, identify the Program Area and the program name (IIIA: Basic Center Program (BCP), IIIB: Street Outreach

Program (SOP) or IIIC: Transitional Living Program (TLP) which the application is addressing.

2. Budget Information (Standard Form 424A, REV 4-92) (pages ii-iii). Follow the instructions in Part VI, Appendix I.

3. Budget Justification (Type on standard size plain white paper) (pages iv-v). Provide breakdowns for major budget categories and justify significant costs. List amounts and sources of all funds, both Federal and non-Federal, that will be used for this project.

4. Project Summary Description (PS-1, one page maximum). Clearly mark this page with the applicant name as shown on item 5 of the SF 424, the program name and the title of the project as shown in item 11 of the SF 424. The summary description should not exceed 300 words.

Care should be taken to produce a summary description which accurately and concisely reflects the application. It should describe the objectives of the project, the approaches to be used and the outcomes expected. The project summary description, together with the information on the SF 424, will constitute the project abstract.

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. Copies of the assurances/certifications are reprinted at the end of this announcement and should be reproduced, as necessary. A duly authorized representative of the applicant organization must certify that the applicant is in compliance with these assurances/certifications. In addition, applicants must certify their compliance with: (1) Drug-Free Workplace Requirements; (2) Debarment and Other Responsibilities; and (3) Pro-Children Act of 1994 (Certification Regarding Environmental Tobacco Smoke). A signature on the SF 424 indicates compliance with the Drug Free Workplace Requirements, Debarment and Other Responsibilities and Environmental Tobacco Smoke Certifications.

A signature on the application constitutes an assurance that the applicant will comply with the pertinent Departmental regulations contained in 45 CFR Part 74. Applicants must sign and return the Standard Form 424B with their applications.

6. Program Narrative Statement (pages 1 and following; 40 pages maximum, double-spaced). Use the Evaluation Criteria in Part II as a way to organize the Narrative. Be sure to address all the specifics contained in the appropriate

Program Area Description in Part III, especially the information described under Minimum Requirements for Project Design.

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

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

7. Organizational Capability Statement (pages OCS-1 and following; 3 pages maximum). Applicants must provide a description (no more than three pages, double-spaced) of how the applicant agency is organized and the types, quantities and costs of services it provides, including services to clients other than runaway and homeless youth. For the prior year, list all contracts with or funds received from juvenile justice, probation and/or welfare agencies. Provide an organizational chart showing any superordinate, parallel, or subordinate agencies to the specific agency that will provide direct services to runaway and homeless youth, and summarize the purposes, clients and overall budgets of these other agencies. If the agency has multiple sites, list these sites, including addresses, phone numbers and staff contact names, if different than those on the SF 424. If the agency is a recipient of funds from the Administration on Children, Youth and Families for services to runaway and homeless youth for programs other than that applied for in this application, show how the services supported by these funds are or will be integrated with the existing services.

8. Supporting Documents (pages SD-1 and following). The maximum for supporting documentation is 10 pages, double spaced, exclusive of letters of support or agreement. These documents might include resumes, photocopies of news clippings, evidence of the program's efforts to coordinate youth services at the local level, etc.

Documentation over the ten page limit will not be reviewed. Applicants may include as many letters of support or agreement as are appropriate.

B. Application Submission

To be considered for funding, each applicant must submit one signed original and two additional copies of the application, including all attachments, to the application receipt point specified below. The original copy of the application must have original signatures, signed in *black* ink. Each copy must be stapled (back and front) in the upper left corner. All copies of a single application must be submitted in a single package.

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

The closing dates for receipt of applications for the grant programs contained in this announcement are:

Program	Closing date
BCP	May 2, 1997.
SOP	May 16, 1997.
TLP	May 30, 1997.

Deadlines: Mailed applications shall be considered as meeting an announced deadline if they are received on or before the deadline time and date at the U.S. Department of Health and Human Services, Administration for Children and Families, Division of Discretionary Grants, 370 L'Enfant Promenade, S.W., Mail Stop 6C-462, Washington, D.C. 20447. Attention: Basic Center Program for Runaway and Homeless Youth; Street Outreach Program for Runaway, Homeless and Street Youth; or Transitional Living Program for Homeless Youth.

Applications handcarried by applicants, applicant couriers, or by overnight/express mail couriers shall be considered as meeting an announced deadline if they are received on or before the deadline date, between the hours of 8 a.m. and 4:30 p.m., at the U.S. Department of Health and Human Services, Administration for Children and Families, Division of Discretionary Grants, ACF Mailroom, 2nd Floor Loading Dock, Aerospace Center, 901 D

Street, S.W., Washington, D.C. 20024 between Monday and Friday (excluding Federal Holidays).

ACF cannot accommodate transmission of applications by fax. Therefore, applications faxed to ACF will not be accepted regardless of date or time of submission and time of receipt. Envelopes containing applications must clearly indicate the specific program that the application is addressing: Basic Center Program (BCP); Street Outreach Program (SOP); or Transitional Living Program (TLP).

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

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

(Catalog of Federal Domestic Assistance. Number 93.623, Basic Center Program for Runaway and Homeless Youth; Number 93.557, Street Outreach Program for Runaway, Homeless and Street Youth; and Number 93.550, Transitional Living Program for Homeless Youth.)

Dated: February 27, 1997.

James A. Harrell,

Acting Commissioner, Administration on Children, Youth and Families.

Part VI. Appendices

Appendix A—Basic Center Program Performance Standards

Program Performance Standards

I. Purpose

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

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

Program Performance Standard: The general principle against which a judgment can be made to determine whether a service

or an administrative component has achieved a particular level of attainment.

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

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

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

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

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

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

III. Program Performance Standards and Criteria

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

1. Outreach

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

2. Individual Intake Process

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

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

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

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

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

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

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

3. Temporary Shelter

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

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

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

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

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

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

4. Individual and Group Counseling

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

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

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

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

5. Family Counseling

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

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

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

6. Service Linkages

The project shall establish and maintain linkages with community agencies and individuals for the provision of those

services which are required by youth and/or their families but which are not provided directly by the centers.

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

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

7. Aftercare Services

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

8. Recreational Program

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

9. Case Disposition

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

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

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

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

10. Staffing and Staff Development

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

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

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

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

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

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

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

11. Youth Participation

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

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

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

12. Individual Client Files

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

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

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

13. Ongoing Center Planning

The center shall develop a written plan at least annually.

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

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

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

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

14. Board of Directors/Advisory Body (Optional)

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

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

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

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

Appendix B—National Runaway Switchboard (National Communications System)

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

- Facilitates communication among youth, their families and youth and community-based resources through conference calling services.

- Provides crisis intervention counseling and message delivery services to at-risk youth and their families.

- Provides information and referral services to at-risk youth and their families on youth serving agencies using a computerized national resource directory.

- Conducts an annual conference for local switchboard service providers.

The Switchboard distributes information brochures, posters, a newsletter, and public service announcements. For more information, contact the National Runaway Switchboard, 3080 North Lincoln, Chicago, IL 60657, (312) 880-9860.

Appendix C—National Clearinghouse on Families and Youth

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

Information Sharing

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

Issue Forums

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

Materials Development

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

Networking

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

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

Appendix D—Runaway and Homeless Youth Continuation Grantees

The following grantees are expected to receive continuation grants in FY 1997 and are NOT eligible to apply for funds under this announcement.

D.1: Basic Center Programs for Runaway and Homeless Youth Grantees Ineligible for New FY 1997 Funding

Region I

Connecticut

The Bridge Family Center, 90 North Main Street, West Hartford, CT 0006107, Wayne Starkey, (203) 521-8035

Waterbury Youth Services, 95 North Main Street, Waterbury, CT 06702, Kelly Cronin, (203) 573-0264

Council of Churches of Greater Bridgeport, 126 Washington Avenue, Bridgeport, CT 06604, John Cottrell, (203) 334-1121

Quinebaug Valley Youth Service Bureau, P.O. Box 812, N. Grosvenordale, CT 06255, David Johnson, (203) 521-8035

Maine

Youth Alternatives of Southern Maine, 175 Lancaster Street, Portland, Maine 04101, Mike Tarpinian, (207) 874-1175

Youth and Family Services, P.O. Box 502, Skowhegan, ME 04976, Ronald Herbert, (207) 474-8311

Massachusetts

Phaneuf Youth Outreach (Life Resources, Inc.), P.O. Box 749, Brockton, MA 02403, David Kaufer, (508) 584-3855

Concord-Assabet Family and Adolescent Services, 56 Winthrop Street, Concord, MA 01742, Stephen A. Joffe, (508) 371-3006

Youth and Family Support Network, Inc., 75 Fountain Street, Framingham, MA 01701, Eric L. Masi, (508) 879-8900, Ext. 222

L.U.K. Crisis Center, 99 Day Street, Fitchburg, MA 01420, Ernest M. Pletan-Cross, (508) 345-0658

Center for Human Development, Inc., 332 Birnie Avenue, Springfield, MA 01107, James Williams, (413) 733-6624

Riverside Community Health and Retardation, 450 Washington Street, Dedham, MA 02026, Susan Sawyer, (617) 244-4802

New Hampshire

Community Youth Advocates, 36 Tremont Square, Claremont, NH 03743, Rodney Minckler, (603) 543-0427

Child and Family Services, 99 Hanover Street, Manchester, NH 03105, Gail Starr, (603) 558-1920

Vermont

Washington County Youth Service Bureau, P.O. Box 627, Montpelier, VT 05753, Tom Howard, (802) 229-9151

Region II

New Jersey

Atlantic County Div. of Intergenerational Svcs., 201 So. Shore Road, Northfield, NJ 08225, Stephen Bruner, (609) 645-7700, Ext. 4700
 Hunterdon Youth Services, 322 Highway 12, Flemington, NJ 08822, Carol Hay-Greene, (908) 782-1246

Anchor House, 482 Centre Street, Trenton, NJ 08611, Judith Hutton, (609) 396-8329

Group Homes of Camden County, 35 South 29th Street, Camden, NJ 08105, Sandra Mengestu, (609) 541-9283

Crossroads, 770 Woodlane Road, Mt. Holly, NJ 08060, Stefanie Schwartz, (609) 261-5400

New York

Schenectady Inner City Ministry, 93 Albany Street, Schenectady, NY 12304, Delores Edmonds-McIntosh, (518) 374-0166

Catholic Charities of the Albany Diocese, 41 West Main Street, Cobleskill, NY 12043, (518) 234-3581

Oneida County Community Action Agency, 303 West Liberty Street, Rome, NY 13440, Treva Wood, (315) 339-5640

Cortland County Community Action Program (Time Out Program), 23 Main Street, Cortland, NY 13045, Jean Rightmire, (607) 753-6781

The Salvation Army, 677 S. Salina Street, Syracuse, NY 13202, Linda M. Wright, (315) 479-1326

The Children's Village, Dobbs Ferry, NY, Mary L. Pulido, (914) 693-0600, Ext. 1212

Catholic Charities of the Roman Catholic Diocese, 1408 Genesee Street, Utica, NY 13502, Kathleen O. Mahoney, (315) 724-3167

Chautauqua Opportunities, 17 West Courtney Street, Dunkirk, NY 14048, Douglas Fricke, (716) 366-3333

Center for Children and Families, 295 Lafayette Street, New York, NY 10012, Teri L. Messian, (718) 526-0722 or (212) 226-3536

Equinox, 214 Lark Street, Albany, NY 12210, Judith Watson, (518) 465-9524

St. Agatha Home, 135 Convent Road, Nanuet, NY 10954, Rosemarie Cristello, (914) 623-3461

Compass House, 370 Linwood Avenue, Buffalo, NY 14209, Janell Wilson, (716) 886-1351

Family of Woodstock, U.P.O. Box 3516, Kingston, NY 12401, Joan Mayer, (914) 679-9240

Huntington Youth Bureau, 423 Park Avenue, Huntington, NY 11743, Paul Lowery, (516) 351-3061

Children's House, Inc., 100 E. Old Country Road, Mineola, NY 11501, Gerard McCaffery, (516) 746-0350

YWCA of Binghamton/Broome County, 80 Hawley Street Binghamton, NY 13901, Saraann Delafield, (607) 772-0340

Emergency Housing Group, 141 Monhagen Avenue, Middletown, NY 10940, John Harper, (914) 343-7115

Oswego County Opportunities, Inc., 223 Oneida Street, Fulton, NY 13069, Janette Reshick, (315) 698-4717

Puerto Rico

Centros Sor Isolina Ferre, Box 213, Playa Station, Ponce, PR 00734, Sister Rosita Bauza, (809) 843-1910

Capacitate Instituto de Educacion Novedosa, P.O. Box 3531, Guaynabo, PR, Edgardo I. Garcia, (787) 792-6981

Cruzalina Home, Box 18681, Gurabo, PR 00778, Carlos Carrasquillo, (809) 737-4611

Region III

Delaware

Child, Inc., 507 Philadelphia Avenue, Wilmington, DE 19809, Linda Weinman, (302) 762-8989

District of Columbia

Latin American Youth Center, 3045-15th Street, NW., Washington, DC. 20009, Lori Kaplan, (202) 483-1140

Maryland

St. Mary's County Board of County Commissioners, P.O. Box 653, Leonardtown, MD 20650, Kathleen O. O'Brien, (301) 475-4464

Local Management Board of Anne Arundel County, 2666 Riva Road, Annapolis, MD 21401, Linda Skreptack, (401) 222-7420

Pennsylvania

Youth Services of Bucks County, 118-120 S. Bellevue Ave., Penndel, PA 19047, Roger Dawson, (215) 752-7050

Catholic Charities, 4800 Union Deposit Road, Harrisburg, PA 17105, Tom D'Annunzio, (717) 657-4804

Three Rivers Youth, 2039 Termon Avenue, Pittsburgh, PA 15212, David Droppa, (412) 766-2215

Catholic Social Services, 33 E. Northhampton St., Wilkes-Barre, PA 18701, Thomas Cherry, (717) 824-5766

Baptist Children's Services, 373 East Main Street, Collegville, PA 19426, Deborah Furst, (610) 489-0395

Voyage House, 1431 Lombard Street, Philadelphia, PA 19146, Susan Pursch, (215) 545-2910

Boys Club and Girls Club of Lancaster, P.O. Box 104, Lancaster, PA 17608, George Custer, (717) 392-6343

Virginia

Seton House, Inc., 642 North Lynnhaven Road, Virginia Beach, VA 23452, Kathryn R. Jeffries, (804) 498-4673

Children, Youth and Family Services, 116 West Jefferson St., Charlottesville, VA 22902, Catherine J. Bodkin, (804) 296-4118

Family and Children's Services, 1518 Willow Lawn Drive, Richmond, VA 23230, Richard J. Lung, (804) 282-4255

Volunteer Emergency Families for Children, 9840-D Midlothian Tpk., Richmond, VA 23235, Anne Earle, (804) 560-9618

Project Safe Place of Hampton Roads, Inc., P.O. Box 3531, Virginia Beach, VA 23454, Benjamin Fuller, (804) 431-2627

City of Roanoke, 4350 Coyner Spring Road, Roanoke, VA 24012, James O'Hare, (703) 977-3330

West Virginia

Southwestern Community Action Council, Inc. (Time Out Youth Svcs.), 540-5th Avenue, Huntington, WV 25701, Pamela Dickens-Rush, (304) 525-7161

Daymark (Patchwork), 1598-C Washington St., E., Charleston, WV 25311, Vicki Pleasant, (304) 340-3670

Region IV

Alabama

Group Homes, Inc., 1426 S. Court Street, Montgomery, AL 36104, Mark I. Holbrook, (334) 834-5512

Thirteenth Place, Inc., 405 South 12th Street, Gadsden, AL 35901, Alan Bates, (205) 547-8971

Florida

Crosswinds Youth Services, Inc., P.O. Box 540625, Merritt Island, FL 32954, Jan Lokay, (305) 452-8988

Children's Home Society, 3600 Broadway, W. Palm Beach, FL 32202, Allison F. Metcalf, (404) 844-9802

Family Resources, Inc. (Residential South), P.O. Box 13087, St. Petersburg, FL 33733, Jane Harper, (813) 341-2200

Lutheran Ministries (Gulf Coast Youth and Family Services), 3507 Frontage Road, Tampa, FL 33607, Beth A. Deck, (904) 453-2772

Youth and Family Alternatives, 5400 Bethlehem Road, Mulberry, FL 33860, Kenneth Conley, (941) 428-8400

Capital City Youth Services, 2407 Roberts Avenue, Tallahassee, FL 32310, Stacy Gromatski, (904) 576-6000

Youth and Family Alternatives, 7524 Plathe Road, New Port Richey, FL 34653, Richard Hess, (813) 841-4184

Child/Family Counseling Program, 207 Each Place, Tampa, FL 33606, Barry Drew, (813) 272-6606

Arnett House, P.O. Box 70212, Ocala, FL 34470, Patricia Pogue, (904) 622-4432

Family Resources, Inc. (Youth and Family Connection), P.O. Box 13087, St. Petersburg, FL 33733, Jane Harper, (813) 893-1150

Florida Keys Children's Shelter, 2221 Patterson Avenue, Key West, FL 33040, William Woolf, (305) 294-4202

Youth Crisis Center, 7007 Beach Boulevard, Jacksonville, FL 32216, Tom Patania, (904) 720-0002

The Village South, Inc., 3180 Biscayne Boulevard, Miami, FL 33137, Valera Jackson, (305) 573-3784

Act Corporation, 1220 Willis Avenue, Daytona Beach, FL 32114, Becky Anderson, (904) 947-3291

Georgia

The Alcove, 507 East Church Street, Monroe, GA 30655, Kristen O. Harrison, (770) 267-9156

Safe Harbor Children's Shelter, PO Box 1313, Brunswick, GA 31521, Kate Minnock, (912) 267-6000

Atlernate Life Paths Program, 827 Pryor Street, Atlanta, GA 30315, Camellia Moore, (404) 688-1002

Athens Regional Attention Home, 490 Pulaski Street, Athens, GA 30601, Sharon Smith, (404) 548-5893

Marshlands Foundation, PO Box 13866, Savannah, GA 31416, Kathy Fabozzi, (912) 234-4048

Cobb County Children's Center, 2221 Austell Road, Marietta, GA 30060, Ellen McCarty, (404) 333-0887

Kentucky

Brighton Center, Inc., PO Box 325, Newport, KY 41072, Ginger Ward, (606) 581-1111

Mississippi

Catholic Charities (Our House), PO Box 2248, Jackson, MS 39225-2248, Gayle Watts, (601) 355-8634

Mississippi Children's Home, PO Box 1078, Jackson, MS 39215, Christopher Cherney, (601) 352-7784

North Carolina

Youth Focus, Inc., 304 W. Fisher Avenue, Greensboro, NC 27401, Charles Hodierne, (901) 274-5909

Lee County Youth Services, PO Box 57, Sanford, NC 27331-0057, Randell, K. Woodruff, (919) 774-8404

With Friends, Inc., PO Box 971, Belmont, NC 28012, Patricia A. Krikorian, (704) 825-3150

The Relatives, 1100 East Boulevard, Charlotte, NC 28203, Jo Ann Greyer, (704) 335-0203

Mountain Youth Resources, 8 Ridgeway Street, Sylva, NC 28779, Elizabeth Chambers, (704) 586-8958

Coastal Horizons Center, 721 Market Street, Wilmington, NC 28401, Margaret Weller-Stargell, (910) 343-0145

Tuscarora Tribe, PO Box 8, Pembroke, NC 28372, Robert Locklear, (919) 521-1861

South Carolina

Dept. of Juvenile Justice (Crossroads), 4900 Broad River Road, Columbia, SC 29221, Brenda A. Nelson, (803) 740-6148

Dept. of Juvenile Justice (Greenhouse), PO Box 7367, Columbia, SC 29202, Nancy M. Kuhl, (803) 896-9117

Sea Haven, Inc., N. Myrtle Beach, SC

Tennessee

Child and Family Services, 901 E. Summit Hill Dr., Knoxville, TN 37915, Mark Wolfe, (423) 523-2698

Hamilton County Govt. (Gardner House), 317 Oak Street, Chattanooga, TN 37403, Judi Byrd, (423) 209-6833

The Family Link, PO Box 40437, Memphis, TN 38174, Marian Carruth, (901) 725-7270

Central Appalachia Services, PO Box 809, Kingsport, TN 37662, Ronald E. Harrington, (423) 578-3905

Oasis Center, 1221 16th Ave., South, Nashville, TN 37212, Liz Fey, (615) 327-4455

Region V

Illinois

Youth Outreach Services, 6417 W. Irving Park Road, Chicago, IL 60634, Rick Velasquez, (312) 777-7112

The Night Ministry, 1218 West Addison Street, Chicago, IL 60613, Steven Wakefield, (312) 935-8300

Youth Attention Center, PO Box 606, Jacksonville, IL 62651, Jerome Noble, (217) 245-6000

Hoyleton Youth and Family Services, 8787 State Street, E. St. Louis, IL 62203, Shelly Byndom, (618) 398-0900

Youth Service Bureau, 2901 Normandy Road, Springfield, IL 62703, Kaywin Davis, (217) 529-8300

Children's Home and Aid Society, 1819 South Neil Street, Champaign, IL 61820, Ronald Stuyvesant, (217) 359-8815

McHenry County Youth Service, 101 S. Jefferson Street, Woodstock, IL 60098, Susan Krause, (815) 338-7360

Franklin-Williamson Human Services, 902 West Main Street, W. Frankfort, IL 62896, Peggy Falcone, (618) 937-6483

Youth Service Network, 2130 N. Knoxville Avenue, Peoria, IL 61603, Tony Frank, (309) 685-1047

Omni Youth Services, 1111 West Lake Cook Road, Buffalo Grove, IL 60089, Dennis Depcik, (708) 537-6878

Indiana

Youth Service Bureau of St. Joseph County, 2222 Lincoln Way West, South Bend, IN 46628, William J. Monahan, (219) 235-5517

Stopover, Inc., 2236 E. 10th Street, Indianapolis, IN 46201, Elizabeth Malone, (317) 635-9301

Clark County Youth Shelter, 118 East Chestnut Street, Jeffersonville, IN 47130, Candice Chaney Barksdale, (812) 284-5229

Indiana Juvenile Justice Task Force, 1800 N. Meridian, Indianapolis, IN 46202, Laurel Elliott, (317) 926-6100

Children's Bureau, 615 North Alabama, Indianapolis, IN 46204, (317) 634-5050

Michigan

Comprehensive Youth Services (The Harbor), 3061 Commerce Drive, Port Huron, MI 48060, Sally Currie, (313) 385-7010

Saginaw County Youth Council, P.O. Box 3191, Saginaw, MI 48605, Ronald Spess, (517) 752-5175

Northeast Michigan Community Service Agency, 2373 Gordon Road, Alpena, MI 49707, John Swise, (517) 356-3474

MetroMatrix Human Svcs. (Off The Streets), 10612 E. Jefferson, Detroit, MI 48201, Kenneth A. Jones, (313) 824-0499

Arbor Circle Corp., 1115 Ball Avenue, NE., Grand Rapids, MI 49505, Nancy Ayers, (616) 451-3001

Ozone House, 608 N. Main Street, Ann Arbor, MI 48104, Tanya Hilgendorf, (313) 662-2265

Every Woman's Place, 425 W. Western Avenue, Muskegon, MI 49440, Mary MacDonald, (616) 726-4493

Bethany Christian Services, 6995 W. 48th Street, Fremont, MI 49412, David M. Glerum, (616) 924-3390

Third Level Crisis Intervention Center, 1022 East Front Street, Traverse City, MI 49685, Gail Heath, (616) 922-4802

Comprehensive Youth Services (Macomb Co. Youth Interim Care Facility), Two Crocker Boulevard, Mt. Clemens, MI 48043, Joanne Smyth, (313) 463-7079

Youth Living Centers, 30000 Hively, Inkster, MI 48141, Linda Connolly, (313) 563-5005
Crisis Center (Listening Ear), 107 E. Illinois, Mt. Pleasant, MI 48804, Donald Schuster, (517) 772-2918

Lutheran Social Services of WI and Upper MI, 135 West Washington St., Marquette, MI 49855, Nancy Gauchey, (906) 225-5437

Link Crisis Intervention Center, 2002 South State Street, St. Joseph, MI 49085, Richard Pahl, (616) 983-5465

Minnesota

Evergreen House, 622 Mississippi Avenue, Bemidji, MN 56601 Cheryl Byers, (218) 751-4332

Ain Dah Yung Shelter (Our Home), 1089 Portland Avenue, St. Paul, MN 55104, Gabrielle Strong, (612) 227-4184

Lutheran Social Services, 600 Ordean Street, Duluth, MN 55808, John Moline, (218) 626-2726

The Bridge, 2200 Emerson Avenue S., Minneapolis, MN 55405, Thomas Sawyer, (612) 377-8800

Lutheran Social Services (Crossroads), 565 Dunnell Drive, Owatonna, MN 55060, Mike Ducharme (507) 455-3863

St. Paul Youth Service Bureau, Inc., 1147 Arcade Street, St. Paul MN 55106, Nancy LeTourneau, (612) 771-1301

Ohio

Children's and Family Service, 535 Marmion Avenue, Youngstown, OH 44502, Jacqueline Scott Rogers, (216) 782-5664

Council on Rural Service Programs, 116 E. Third Street, Greenville, OH 45331, Shirley Hathaway, (513) 548-8002

Center for Children and Youth Services, 42707 North Ridge Road, Elyria, OH 44035, David A. Cummings, (216) 324-6113

Huckleberry House, 1421 Hamlet Street, Columbus, OH 43201 Douglas McCoard, (614) 294-8097

Southern Consortium for Behavioral Healthcare, 7990 Dairy Lane, Athens, OH 45701, Steven Trout, (614) 593-8293

Shelter Care, Inc. (Save Landing Youth Shelter), 680 East Market Street, Akron, OH 44304, Kathleen Stevenson, (216) 376-4200

Wisconsin

Crossroad Runaway Program, 279 S. 17th Avenue, West Bend, WI 53095, Dan Laurent, (414) 338-1991

The Counseling Center of Milwaukee (Pathfinders), 2038 N. Bartlett Avenue, Milwaukee, WI 53202, Linda Austin, (414) 271-2565

Briarpatch, 512 E. Washington Avenue, Madison, WI 53703, Beth Hovind, (608) 251-6211

Lutheran Social Services, 1337 North Taylor Drive, Sheboygan, WI 53081, Merry Klemme, (414) 458-8381

Region VI

Arkansas

Comprehensive Juvenile Services, 1606 South "J" Street, Fort Smith, AR 72901, Jerry Robertson, (501) 785-4031

Youth Bridge, P.O. Box 668, Fayetteville, AR 72702, Scott Linebaugh, (501) 521-1532

Louisiana

New Horizons Youth Service Bureau, 47257 River Road, Hammond, LA 70401, Jeanne Voorhees, (504) 345-1171

Education Treatment Council, P.O. Box 864 Lake Charles, LA Martha Parnell, (318) 433-1062

Johnny Gray Jones Regional Youth Shelter, 4815 Shed Road, Bossier City, LA 71111, Dennis Woodward, (318) 965-2328

New Mexico

Youth Development, 6301 Central N.W., Albuquerque, NM 87105, Augustine C. Baca, (505) 831-6038
 City of Aztec, 201 W. Chaco, Aztec, NM 87410, Debi Lee, (505) 334-9456
 A New Day, 2720-A Carlisle, NE., Albuquerque, NM 87110, Jeffrey Burrows, (505) 881-5228

Oklahoma

Youth Services of Oklahoma County, 201 NE 50th Street, Oklahoma City, OK 73105, Ken Young, (405) 235-7537
 Payne County Youth Services, 222 W. 12th, Stillwater, OK 74076, John Bracken, (405) 377-3380
 Youth and Family Services of Canadian County, 2404 Sunset Drive, El Reno, OK 73036, Leslie Sparks, (405) 262-6555
 Youth Services for Stephens County, PO Box 1603, Duncan, OK 73534, John Herdt, (405) 255-8800
 Youth Services of Tulsa, 302 South Cheyenne, Tulsa, OK 74103, Sharon Terry, (918) 582-0061
 Cherokee Nation Youth Shelter, PO Box 948, Tahlequah, OK 74465, Linda Vann, (918) 456-0671

Texas

El Paso Center for Children, 3700 Altura, El Paso, TX 79930, Sandy Rioux, (915) 565-8361
 YMCA of Dallas, 601 N. Akard Street, Dallas, TX 75201, Tom Boyer, (214) 880-9622
 The Bridge Association, 115 West Broadway, Fort Worth, TX 76104, Cindy Honey, (817) 332-8317
 Central Texas Youth Services Bureau (Project Option), 701 Parmer Street, PO Box 185, Killeen, TX 76540, Keith Wallace, (817) 939-3466
 Harris County Children's Protective Services (Chimney Rock Center), 6425 Chimney Rock Road, Houston, TX 77081, Phyllis McFarland, (713) 664-5701
 Roy Maas' Youth Alternatives (The Bridge), 3103 West Avenue, San Antonio, TX 78213, Lori Ratcliff, (210) 340-8077
 George Gervin Youth Center, 6903 Sunbelt Drive South, San Antonio, TX 78218, Barbara D. Hawkins, (210) 804-1786
 Catholic Family Services, 102 Avenue J, Lubbock, TX 79401, Stephen Hay, (806) 765-8475
 Comal County Juvenile Residential Supervision, 1414 W. San Antonio St., New Braunfels, TX 78130, Kyle Barrington, (210) 629-6571
 Stop Child Abuse and Neglect, 1208 Laredo Street, Laredo, TX 78040, Isela Dabdoub, (210) 724-3177
 Children's Aid Society, 1101-30th Street, Wichita Falls, TX 76302, Patricia King, (817) 322-3141
 DePelchin Children's Center, 100 Sandman, Houston, TX 77007, Jane Harding, (713) 802-7733
 East Texas Open Door, 415 West Burleson Street, Marshall, TX 75670, Therrel Brown, (903) 935-2099
 Youth and Family Counseling Services, PO Box 1611, Angleton, TX 77516, Diana Fleming, (409) 849-5711

Region VII

Iowa

United Action for Youth, 410 Iowa Avenue, Iowa City, IA 52240, Jim Swaim, (319) 338-7518
 Foundation II, 1540 Second Avenue, Cedar Rapids, IA 52403, Steve Meyer, (319) 362-1170
 Youth and Shelter Services, 232½ Main Street, Ames, IA 50010, George Belitsos, (515) 233-3141

Kansas

United Methodist Youthville, 900 W. Broadway, Newton, KS 67144, Karen L. Baker, (316) 283-1950, Ext. 305
 Temporary Lodging for Children, 480 S. Rogers Road, Olathe, KS 66063, Sherry Love, (913) 764-2887
 Kaw Valley Center, 4300 Brenner Drive, Kansas City, KS 66104, Wayne Sims, (913) 334-0294

Missouri

Synergy House, P.O. Box 12181, Parkville, MO 64152, Carol Kuhns, (816) 587-4100
 Manager's of Roman Catholic Asylums of St. Louis (Marian Hall), 325 North Newstead Ave., St. Louis, MO 63108, Patricia Johnson, (314) 726-3339

Nebraska

Youth Emergency Services, 3001 Douglas Twin Towers, Omaha, NE 68131, Frank J. Velinsky, (402) 345-5187
 Panhandle Community Services, 3350 10th Street, Gering, NE 69341, Katie Fattig, (308) 635-3089
 Youth Service System, 770 North Cotner Blvd., Lincoln, NE 68505, James Blue, (402) 466-6181

Region VIII

Colorado

Urban Peak, 1577 Clarkson Street, Denver, CO 80218, Roxane White, (303) 863-7325
 Pueblo Youth Service Bureau, 112 West D Street, Pueblo, CO 81003, Molly Melendez, (719) 542-5161
 Volunteers of America, 1865 Larimer Street, Denver, CO 80202, Dianna Kunz, (303) 297-0408
 Ute Mountain Ute Nation (Sunrise Youth Shelter), P.O. Box 56, Towaoc, CO 81334, James Dorsey, (303) 565-9634
 Larimer County Youth S.A.F.E., 303 W. Skyway Drive, Fort Collins, CO 80525, Robert Gaines, (907) 498-6492
 Human Services, Inc., 899 Logan Street, Denver, CO 80203, Christine Gerhard, (303) 429-4440

Montana

Mountain Plains Youth Services, 709 East Third, Anaconda, MT 59711, Linda Wood, (701) 255-7229

North Dakota

Youthworks, 221 West Rosser Avenue, Bismarck, ND 58501, Douglas Herzog, (701) 255-7229

South Dakota

Rosebud Sioux Tribe, P.O. Box 430, Rosebud, SD 57570, Rose Chasing Hawk-Dubray, (605) 747-2258
 Oglala Sioux Tribe, P.O. Box H, Pine Ridge, SD 57770, Roberta Ecoffey, (605) 867-1520

Turning Point, 1401 W. 51st., Sioux Falls, SD 57105, Pamela Bollinger, (605) 334-1414

Utah

Dept. of Human Services, 120 North 200 West, Salt Lake City, UT 84103, Cosette Mills, (801) 538-4100

Wyoming

Mountain Plains Youth Services, 11 Minter Lane, Riverton, WY 82501, Linda Wood, (701) 255-7229
 Attention Homes, Inc., P.O. Box 687, Cheyenne, WY 82003, Terry Clarke, (307) 778-7832

Region IX

Arizona

Children's Village of Yuma, 257 South Third Avenue, Yuma, AZ 85364, Judy Smith, (602) 783-2427
 Northland Family Help Center, 2501 N. Fourth Street, Flagstaff, AZ 86004, Kay Doggett, (520) 774-4503
 Out Town Family Center, P.O. Box 26665, Tucson, AZ 85726, Susan Krahe-Eggleston, (520) 323-1708

California

Center for Human Services, 1700 McHenry Village Way, Modesto, CA 95350, Linda Kovacs, (209) 536-1440
 Community Human Services, P.O. Box 3076, Monterey, CA 93942, Robin McCrae, (408) 899-4131
 Youth and Family Assistance, 609 Price Avenue, #205, Redwood City, CA 94063, Richard Gordon, (415) 366-8401
 Klein Bottle, 401 N. Milpas, Santa Barbara, CA 93103, David Edelman, (805) 564-7830
 1736 Family Crisis Center, 103 W. Torrance Blvd., Redondo Beach, CA 90277, Carol A. Adelfoff, (310) 372-4674
 Butte County Department of Mental Health, 584 Rio Lindo Avenue, Chico, CA 95926, Michael Clark, (916) 891-2850
 City of Oceanside, 300 N. Coast Highway, Oceanside, CA 92054, Doris Ahrens, (619) 966-4608
 Volunteers of America, 3600 Wilshire Blvd., Los Angeles, CA 90010, Bob Pratt, (213) 389-1500
 Los Angeles Gay and Lesbian Community Service Center, 1625 N. Schrader Blvd., Los Angeles, CA 90028, Darryl Cummings, (213) 993-7600
 Interface Community, 1305 Del Norte Road, Camarillo, CA 93010, Martha Bolton, (805) 371-5707
 Bill Wilson Marriage and Family Counseling Ctr., 3490 The Alameda, Santa Clara, CA 95050, Sparky Harlan, (408) 243-0222
 Youth Advocates, Inc., 3310 Geary Boulevard, San Francisco, CA 94118, Michelle Magee, (415) 668-2622
 Larkin Street Services, 1044 Larkin Street, San Francisco, CA 94109, Cassandra Benjamin, (415) 749-3840
 Tahoe Youth and Family Services, 1021 Fremont Avenue, S. Lake Tahoe, CA 96150, Teri Mundt, (916) 541-2445
 Diogenes Youth Services, 8912 Volunteer Lane, Sacramento, CA 95826, James Bueto, (916) 368-3350
 San Diego Youth Involvement, P.O. Box 95, Lemon Grove, CA 91946, Hura Murphy, (619) 463-7800

Central City Hospitality House, 290 Turk Street, San Francisco, CA 94102, Robert Foley, (415) 749-2117

South Bay Community Services, 315 Fourth Avenue, Chula Vista, CA 91910, Kathryn Lembo, (619) 420-3620

Casa Youth Shelter, 10911 Reagan Street, Los Alamitos, CA 90720, Luciann Maulhardt, (310) 594-6825

YMCA of San Diego County, 4715 Viewridge Avenue, San Diego, CA 92123, Laura Mustari, (619) 292-4034

Emergency Housing Consortium, P.O. Box 2346, San Jose, CA 95109, Barry Del Buono, (408) 291-5445

Xanthos, Inc., 1335 Park Avenue, Alameda, CA 94501, Jon Schiller, (510) 522-8363

Youth and Family Assistance, 609 Price Avenue, Redwood City, CA 94063, Richard Gordon, (415) 366-8401

Mendocino County Youth Project, 202 South State Street, Ukiah, CA 95482, Arlene Rose, (707) 463-4915

Father Flanagan's Boys Town of Southern California, 23832 Rockfield Blvd., Lake Forest, CA 92630, Michael Riley, (714) 581-2281

Center for Positive Prevention Alternatives, 729 N. California Street, Stockton, CA 95202, Linda Mascarenas, (209) 948-4357

Northern California Family Center, 2244 Pacheco Boulevard, Martinez, CA 94553, Thomas Fulton, (510) 370-1990

Life Steps Foundation, 1107 Johnson Avenue, San Luis Obispo, CA 93401, Sharon Fredrick, (805) 549-0150

Santa Cruz Community Counseling Center, 195-A Harvey West Blvd., Santa Cruz, CA 95060, Walter Guzman, (408) 425-0771

Nevada

The Children's Cabinet, 1090 South Rock Blvd., Reno, NV 90502, Sarah Longaker, (702) 856-6200

Guam

Sanctuary, Inc., PO Box 21030, GMF, Barrigada, GU 96921, Stephanie Smith, 011 (617) 734-2537

CNMI

Commonwealth of the Marianas/DYS, PO Box 1000, Saipan, MP 96950, Margarita Olopai-Taitano, 011 (670) 322-9366

Region X

Alaska

Fairbanks Native Association, 201 First Avenue, Fairbanks, AK 99701, Florence Loucks, (907) 455-4725

Alaska Youth and Parent Foundation, 3745 Community Park Loop, Anchorage, AK 99508, Sheila Gaddis, (907) 274-0344

Idaho

Hays Shelter Home, 1602 West Franklin St., Boise, ID 83702, Tracy Everson, (208) 336-1066

Bannock Youth Foundation, P.O. Box 2072, Pocatello, ID 83206, Stephen Mead, (208) 234-1122

Oregon

Northwest Human Services, 681 Center, NE., Salem, OR 97301, Mary Beth Thompson, (503) 588-5828

J Bar J Ranch, 62895 Hamby Road, Bend, OR 97701, Craig Christiansen, (503) 389-1409

The Boys and Girls Aid Society, 018 SW Boundary Court, Portland, OR 97201, Theresa Thorson, (503) 222-9661

Youthworks, Inc., 1032 West Main Street, Medford, OR 97501, Steven Groveman, (503) 779-2393

Washington

Youth Help Association, 522 West Riverside, Spokane, WA 99201, Bernadine Spalla, (509) 455-5226, Ext. 109

Auburn Youth Resources, 816 F Street, SE, Auburn, WA 98002, Richard Brugger, (206) 939-2202

Pierce County Alliance, 510 Tacoma Avenue South, Tacoma, WA 98402, Terree Schmidt-Whelan, (206) 502-5404

The Housing Authority of Vancouver, 500 Omaha Way, Vancouver, WA 98661, Richard Sample, (360) 694-2501

YouthCare, 190 Queen Anne Avenue N., Seattle, WA 98109, Victoria Wagner, (206) 282-1288

D.2: Street Outreach Program for Runaway and Homeless Youth Grantees Ineligible for New FY 1997 Funding

Region I

New Hampshire

Child and Family Services, 99 Hanover Street, Gail Starr, Manchester, NH 03105, (603) 558-1920

Vermont

Washington County Youth Services, PO Box 627, Montpelier, VT 05753, Tom Howard, (802) 229-9151

Region II

New Jersey

Crossroads, 770 Woodlane Road, Mt. Holly, NJ 08060, Stefanie Schwartz, (609) 261-5400

New York

Equinox, 306 Central Avenue, Albany, NY 12206, Laurel Thatcher, (518) 465-9524

Oswego County Opportunities, 223 Oneida Street, Fulton, NY 13069, Janette Reshick, (315) 598-4717

The Salvation Army, 677 S. Salina Street, Syracuse, NY 13202, Linda M. Wright, (315) 479-1326

Center for Children and Families, 295 Lafayette Street, New York, NY 10012, Teri L. Messian, (718) 526-0722

Region III

Pennsylvania

Three Rivers Youth, 2039 Termon Avenue, Pittsburgh, PA 15212, David Droppa, (412) 766-2215

Catholic Social Services, 33 E. Northhampton St., Wilkes-Barre, PA 18701, Thomas Cherry, (717) 824-5766

Youth Services of Bucks County, 118-120 S. Bellevue Ave., Penndel, PA 19047, Roger Dawson, (215) 752-7050

West Virginia

Daymark (Patchwork), 1598-C Washington St., E., Charleston, WV 25311, Vicki Pleasant, (304) 340-3670

Region IV

Florida

Florida Keys Children's Shelter, 2221 Patterson Avenue, Key West, FL 33040, William Woolf, (305) 294-4202

Youth Crisis Center, 7007 Beach Boulevard, Jacksonville, FL 32216, Tom Patania, (904) 720-0002

Crosswinds Youth Services, PO Box 540625, Merritt Island, FL 32954, Jan Lokay, (305) 452-8988

Kentucky

Brighton Center, PO Box 325, Newport, KY 41072, Ginger Ward, (606) 581-1111

North Carolina

Coastal Horizons Center, 721 Market Street, Wilmington, NC 28401, Margaret Weller-Stargell, (910) 343-0145

Tennessee

Oasis Center, 1221-16th Ave., South, Nashville, TN 37212, Liz Fey, (615) 327-4455

Region V

Illinois

Youth Outreach Services, 6417 W. Irving Park Road, Chicago, IL 60634, Rick Velasquez, (312) 777-7112

Indiana

Clark County Youth Shelter, 118 East Chestnut Street, Jeffersonville, IN 47130, Candice Chaney Barksdale, (812) 284-5229

Minnesota

Ain Dah Yung Shelter (Our Home), 1089 Portland Avenue, St. Paul, MN 55104, Gabrielle Strong, (612) 227-4184

Region VI

Arkansas

Youth Bridge, P.O. Box 668, Fayetteville, AR 72702, Scott Linebaugh, (501) 521-1532

Oklahoma

Youth Services of Oklahoma County, 201 N.E. 50th Street, Oklahoma City, OK 73105, Ken Young, (405) 235-7537

Texas

Stop Child Abuse and Neglect, 1208 Laredo Street, Laredo, TX 78040, Isela Dabdoub, (210) 724-3177

The Bridge Association, 115 West Broadway, Ft. Worth, TX 76104, Cindy Honey, (817) 332-8317

Region VII

Iowa

Youth and Shelter Services, 232½ Main Street, Ames, IA 50010, George Belitsos, (515) 233-3141

Nebraska

Youth Service System, 770 North Cotner Blvd., Lincoln, NE 68505, James Blue, (402) 466-6181

Region VIII

Colorado

Urban Peak, 1577 Clarkson Street, Denver, CO 80218, Roxane White, (303) 863-7325

- South Dakota
Turning Point, 1401 W. 51st, Sioux Falls, SD 57105, Pamela Bollinger, (605) 334-1414
- Region IX*
California
Larkin Street Youth Center, 1044 Larkin Street, San Francisco, CA 94109, Anne Stanton, (415) 673-0911
- Region X*
Alaska
Fairbanks Native Assoc., 201 First Avenue, Fairbanks, AK 99701, Florence Loucks, (907) 455-4725
- Idaho
Bannock Youth Foundation, P.O. Box 2072, Pocatello, ID 83206, Stephen Mead, (208) 234-1122
- Washington
YouthCare, P.O. Box 9130, Seattle, WA 98109, Victoria Wagner, (206) 282-1288
- D.3: Transitional Living Program for Homeless Youth Grantees Ineligible for New FY 1997 Funding
- Region I*
Connecticut
Hall Neighborhood House, 52 Green Street, Bridgeport, CT 06608, Easter James, (203) 334-3900
- Maine
New Beginnings, Inc., 436 Main Street, Lewiston, ME 04240, Robert Rowe, (207) 795-4077
- New Hampshire
Child and Family Services, 99 Hanover Street, Manchester, NH 03105, Gail Starr, (603) 558-1920
- Vermont
Washington County Youth, P.O. Box 627, Montpelier, VT 05753, Tom Howard, (802) 229-9151
- Region II*
New Jersey
Anchor House, 482 Centre Street, Trenton, NJ 08611, Judith Hutton, (609) 396-8329
- New York
Dutchess County YMCA, 22 Market Street, Poughkeepsie, NY 12601, Folomi Gray, (914) 485-1001
- The Salvation Army, 677 S. Salina Street, Syracuse, NY 13202, Linda M. Wright, (315) 479-1326
- Region III*
District of Columbia
Sasha Bruce Youthwork, 1022 Maryland Ave., NE., Washington, DC 20002, Deborah Shore, (202) 675-9340
- Latin American Youth Center, 3045-15th Street, NW., Washington, DC 20009, Lori Kaplan, (202) 483-1140
- Pennsylvania
Volunteers of America, 106 South Main Street, Wilkes-Barre, PA 18701, Stephen Bolinski, (717) 825-5261
- Virginia
Residential Youth Services, 2701 Cameron Mills Road, Alexandria, VA 22302, Carol Shannon, (703) 548-8334
- West Virginia
Southwestern Community Action Council, 650-5th Avenue, Huntington, WV 25701, Pamela Dickens-Rush, (304) 525-7161
- Region IV*
Florida
Sarasota Family YMCA, 1075 S. Euclid Avenue, Sarasota, FL 34237, Carl Weinrich, (941) 955-8194
- Kentucky
YMCA Safe Place Services, 1410 South First Street, Louisville, KY 40208, Kevin Connelly, (502) 635-5233
- Tennessee
Council for Alcohol and Drug Abuse Services, 207 Spears Avenue, Chattanooga, TN 37405, Bob Millsaps, (423) 756-7644
- Oasis Center, 1221-16th Ave., South, Nashville, TN 37212, Liz Fey, (615) 327-4455
- Region VI*
Illinois
The Harbour, Inc., 1480 Renaissance Drive, Park Ridge, IL 60068, Mary Eichling, (708) 297-8540
- Southern Illinois Regional Social Services, 604 East College, Carbondale, IL 62901, Art Zaitz, (618) 457-6703
- Teen Living Programs, Inc. (Foundation House), 3179 N. Broadway, Chicago, IL 60657, Vacant, (312) 883-0025
- Michigan
Saginaw County Youth Project, P.O. Box 3191, Saginaw, MI 48605, Ronald Spess, (517) 752-5175
- Alternatives for Girls, 1950 Trumbull, Detroit, MI 48216, Amanda Good, (313) 496-0938
- Ozone House, 608 N. Main Street, Ann Arbor, MI 48104, Tanya Hilgendorf, (313) 662-2265
- The Sanctuary, Inc., 1222 South Washington, Royal Oak, MI 48067, Meri Pohutsky, (313) 547-2260
- Ohio
Daybreak, 50 Theobald Court, Dayton, OH 45410, Kipra Heermann, (513) 461-1000
- Region VI*
New Mexico
Youth Shelters and Family Services, PO Box 8135, Santa Fe, NM 87504, Cynthia Gonzales, (505) 983-0586
- Texas
The Bridge Association, 115 West Broadway, Ft. Worth, TX 76104, Cindy Honey, (817) 332-8317
- Comal County Juvenile Residential Supervision, 1414 W. San Antonio St., New Braunfels, TX 78130, Kyle Barrington, (210) 629-6571
- Youth Options, Inc., 3816 S. First Street, Austin, TX 78704, Mitch Weynand, (512) 447-5639
- Iowa
Youth and Shelter Services, 232½ Main Street, Ames, IA 50010, George Belitos, (515) 233-3141
- Missouri
Youth In Need, 516 Jefferson, St. Charles, MO 63301, James Braun, (314) 946-0101
- Region VIII*
Colorado
Volunteers of America, 1865 Larimer Street, Denver, CO 80202, Dianna Kunz, (303) 297-0408
- Region IX*
Arizona
Our Town Family Center, PO Box 26665, Tucson, AZ 85726, Susan Krahe-Eggleston, (520) 323-1708
- California
Center for Positive Prevention Alternatives, 729 N. California Street, Stockton, CA 95202, Linda Mascarenas, (209) 948-4357
- Central City Hospitality House, 290 Turk Street, San Francisco, CA 94102, Kate Durham, (415) 749-2117
- Appendix E—Administration for Children and Families Regional Office Youth Contacts
- Region I:*
Bill Jackson, Administration for Children and Families, John F. Kennedy Federal Building, Room 2011, Boston, Massachusetts 02203 (CT, MA, ME, NH, RI, VT), (617) 565-1138
- Region II:*
Estelle Haferling, Administration for Children and Families, 26 Federal Plaza, Room 4149, New York, NY 10278 (NJ, NY, PR, VI), (212) 264-1329
- Region III:*
Dick Gilbert, Administration for Children and Families, 3535 Market Street, P.O. Box 13714, Philadelphia, PA 19101 (DC, DE, MD, PA, VA, WV), (215) 596-0369
- Region IV:*
Viola Flowers, Administration for Children and Families, 101 Marietta Tower, Suite 903, Atlanta, GA 30323 (AL, FL, GA, KY, MS, NC, SC, TN), (404) 331-7210
- Region V:*
Katie Williams, Administration for Children and Families, 105 West Adams, 23rd Floor, Chicago, IL 60603 (IL, IN, MI, MN, OH, WI), (312) 353-4241
- Region VI:*
Ralph Rogers, Administration for Children and Families, 1200 Main Tower, 20th Floor, Dallas, TX 75202 (AR, LA, NM, OK, TX), (214) 767-8850
- Region VII:*
Lynda Bitner, Administration for Children and Families, Federal Office Building, Room 384, 601 East 12th Street, Kansas City, MO 64106 (IA, KS, MO, NE), (816) 426-5401, Ext. 182
- Region VIII:*
Vicki Wright, Administration for Children and Families, Federal Office Building, 1961 Stout Street, 9th Floor, Denver, CO 80294 (CO, MT, ND, SD, UT, WY), (303) 844-3100, Ext. 361
- Region IX:*
Al Brown, Administration for Children and Families, 50 United Nations Plaza, San

Francisco, CA 94102 (AZ, CA, HI, NV, American Samoa, Guam, Northern Mariana Islands, Marshall Islands, Federated States of Micronesia, Palau), (415) 437-8437

Region X:

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

Appendix F—Training and Technical Assistance Providers

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

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

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

New England Consortium for Families and Youth, 25 Stow Road, Boxborough, MA 01719, (508) 266-1998, Contact: Nancy Jackson

Empire State Coalition, 121 Avenue of the Americas, New York, NY 10013, (212) 966-6477, Contact: Margo Hirsch

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

Southeastern Network of Youth and Family Services, 337 South Millidge Avenue, Athens, GA 30605, (706) 354-4658, Contact: Gail Kurtz

Youth Network Council, 506 S. Wabash, Chicago, IL 60605, (312) 427-2710, Contact: Denis Murstein

Southwest Network of Youth Services; 2525 Wallingwood Drive, Austin, TX 78746, (512) 328-6860, Contact: Theresa Andreas-Tod

M.I.N.K., A Network of Runaway and Youth Serving Agencies, c/o Youth in Need, 516 Jefferson Street, St. Charles, MO 63301-4152, (314) 946-0101, Contact: Dana Baldwin

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

Western States Youth Services Network, 1306 Ross Street, Suite B, Petaluma, CA 94954, (707) 763-2213, Contact: Nancy Fastenau

Northwest Network of Runaway and Youth Services, 603 Steward Street, Seattle, WA 98101, (206) 628-3760, Contact: Andrew Estep

Appendix G—OMB State Single Point of Contact Listing

Arizona

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

Arkansas

Mr. Tracy L. Copeland, Manager, State Clearinghouse, Office of Intergovernmental

Services, Department of Finance and Administration, 1515 W. 7th St., Room 412, Little Rock, Arkansas 77203, Telephone: (501) 682-1074, FAX: (501) 682-5206

California

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

Delaware

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

District of Columbia

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

Florida

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

Georgia

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

Illinois

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

Indiana

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

Iowa

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

Kentucky

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

Maine

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

Maryland

William G. Carroll, Manager, State Clearinghouse for Intergovernmental Assistance, Maryland Office of Planning, 301 W. Preston Street—Room 1104, Baltimore, Maryland 21201-2365, Staff

Contact: Linda Janey, Telephone: (410) 225-4490, FAX: (410) 225-4480

Michigan

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

Mississippi

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

Missouri

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

Nevada

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

New Hampshire

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

New Mexico

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

New York

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

North Carolina

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

North Dakota

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

Ohio

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

Rhode Island

Daniel W. Varin, Associate Director, Department of Administration/Division of Planning, One Capitol Hill, 4th Floor, Providence, Rhode Island 02908-5870, Telephone: (401) 277-2656, FAX: (401) 277-2083

Please direct correspondence and questions to:
 Review Coordinator, Office of Strategic Planning
 South Carolina
 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, FAX: (803) 734-0385
 Texas
 Tom Adams, Governors Office, Director, Intergovernmental Coordination, PO Box 12428, Austin, Texas 78711, Telephone: (512) 463-1771, FAX: (512) 463-1888
 Utah
 Carolyn Wright, Utah State Clearinghouse, Office of Planning and Budget, Room 116, State Capitol, Salt Lake City, Utah 84114, Telephone: (801) 538-1535, FAX: (801) 538-1547
 West Virginia
 Fred Cutlip, Director, Community Development Division, W. Virginia Development Office, Building #6, Room 553, Charleston, West Virginia 25305,

Telephone: (304) 558-4010, FAX: (304) 558-3248
 Wisconsin
 Martha Kerner, Section Chief, State/Federal Relations, Wisconsin Department of Administration, 101 East Wilson Street—6th Floor, PO Box 7868, Madison, Wisconsin 53707, Telephone: (608) 266-2125, FAX: (608) 267-6931
 Wyoming
 Sheryl Jeffries, State Single Point of Contact, Office of the Governor, State Capital, Room 124, Cheyenne, Wyoming 82002, Telephone: (307) 777-5930, FAX: (307) 632-3909
 Territories
 Guam
 Mr. Giovanni T. Sgambelluri, Director, Bureau of Budget and Management Research, Office of the Governor, PO Box 2950, Agana, Guam 96910, Telephone: 011-671-472-2285, FAX: 011-671-472-2825
 Puerto Rico
 Norma Burgos/Jose E. Caro, Chairwoman/Director, Puerto Rico Planning Board,

Federal Proposals Review Office, Minillas Government Center, PO Box 41119, San Juan, Puerto Rico 00940-1119, Telephone: (809) 727-4444, (809) 723-6190, FAX: (809) 724-3270, (809) 724-3103
 North Mariana Islands
 Mr. Alvaro A. Santos, Executive Officer, State Single Point of Contact, Office of Management and Budget, Office of the Governor, Saipan, MP, Telephone: (670) 664-2256, FAX: (670) 664-2272
 Contact Person: Ms. Jacoba T. Seman, Federal Programs Coordinator, Telephone: (670) 644-2289, FAX: (670) 644-2272
 Virgin Islands
 Jose George, Director, Office of Management and Budget, #41 Norregade Emancipation Garden Station, Second Floor, Saint Thomas, Virgin Islands 00802
 Please direct all questions and correspondence about intergovernmental review to:
 Linda Clarke, Telephone: (809) 774-0750, FAX: (809) 776-0069

Appendix H.—Basic Center Program Allocations by State

NEW APPENDIX H—10-JAN-97—BASIC CENTER PROGRAM FOR RUNAWAY AND HOMELESS YOUTH—TABLE OF ALLOCATIONS BY STATE

[Total 57 States and Jurisdictions—Fiscal Year 1997]

Regions and states	Continuations	New starts	Totals
Region I:			
Connecticut	\$347,083	\$98,355	\$445,437
Maine	104,642	68,332	172,974
Massachusetts	575,000	229,951	804,951
New Hampshire	152,766	12,294	165,060
Rhode Island	0	135,666	135,666
Vermont	93,750	6,250	100,000
Region II:			
New Jersey	496,376	595,170	1,091,546
New York	2,005,383	544,571	2,549,954
Puerto Rico	315,106	337,786	652,892
Virgin Islands	0	45,000	45,000
Region III:			
Delaware	62,143	37,857	100,000
District of Columbia	50,000	50,000	100,000
Maryland	200,000	513,942	713,942
Pennsylvania	867,015	771,151	1,638,166
Virginia	600,000	306,135	906,135
West Virginia	209,606	32,897	242,503
Region IV:			
Alabama	305,000	305,497	610,497
Florida	1,269,885	574,041	1,843,926
Georgia	728,034	342,031	1,070,065
Kentucky	175,000	373,317	548,317
Mississippi	330,049	97,299	427,348
North Carolina	686,724	305,898	992,622
South Carolina	450,207	87,935	538,142
Tennessee	713,625	19,536	733,161
Region V:			
Illinois	1,103,598	639,144	1,742,742
Indiana	477,650	355,000	832,650
Michigan	1,136,350	290,969	1,427,319
Minnesota	551,196	150,310	701,506
Ohio	800,156	813,138	1,613,294
Wisconsin	402,635	358,790	761,425
Region VI:			
Arkansas	146,461	215,315	361,776

NEW APPENDIX H—10-JAN-97—BASIC CENTER PROGRAM FOR RUNAWAY AND HOMELESS YOUTH—TABLE OF
ALLOCATIONS BY STATE—Continued

[Total 57 States and Jurisdictions—Fiscal Year 1997]

Regions and states	Continuations	New starts	Totals
Louisiana	358,721	339,393	698,114
New Mexico	238,721	42,786	281,507
Oklahoma	514,528	(17,086)	497,442
Texas	1,882,000	1,114,299	2,996,521
Region VII:			
Iowa	248,803	163,282	412,085
Kansas	310,240	79,800	390,040
Missouri	333,367	446,147	779,514
Nebraska	178,107	71,744	249,851
Region VIII:			
Colorado	362,483	185,834	548,317
Montana	108,554	25,981	134,535
North Dakota	86,337	13,663	100,000
South Dakota	141,348	(23,771)	117,577
Utah	351,572	28,293	379,865
Wyoming	100,000	0	100,000
Region IX:			
American Samoa	0	45,000	45,000
Arizona	257,378	358,206	615,584
California	3,153,782	1,705,885	4,859,667
Guam	45,000	0	45,000
Hawaii	0	171,844	171,844
Northern Marianas	45,000	0	45,000
Nevada	60,000	152,543	212,543
Region X:			
Alaska	62,606	45,927	108,533
Idaho	175,939	15,689	191,628
Oregon	252,697	189,913	442,610
Washington	497,932	297,975	795,907
Totals	25,120,776	14,166,924	39,287,700

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 Order 12372 to determine whether the application is subject to the State intergovernmental review process.
17. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.
18. To be signed by the authorized representatives 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					
	(1)	(2)	(3)	(4)	Total (5)	
a. Personnel	\$	\$	\$	\$	\$	
b. Fringe Benefits						
c. Travel						
d. Equipment						
e. Supplies						
f. Contractual						
g. Construction						
h. Other						
i. Total Direct Charges (sum of 6a - 6h)						
j. Indirect Charges						
k. TOTALS (sum of 6i and 6j)	\$	\$	\$	\$	\$	
7. Program Income						

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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 in Columns (e) and (f).

Line 5—Show the totals for all columns used.

Section B. Budget Categories

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

Lines 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 need not be completed for revisions (amendments, changes, or supplements) to funds for the current year of existing grants.

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

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

Section F. Other Budget Information

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

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

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

Assurances—Non-Construction Programs

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

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

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.

2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will

establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

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

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

6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88–352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681–1683, and 1685–1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101–6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92–255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91–616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd–3 and 290 ee–3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to non-discrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

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

8. Will comply 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.O. 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

Program Narrative

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

The program narrative provides a major means by which the application is evaluated and ranked to compete with other applications for available assistance. It should be concise and complete and should address the activity for which Federal funds are requested. Supporting documents should be included where they can present information clearly and succinctly. Applicants are encouraged to provide information on their organizational structure, staff, related experience, and other information considered to be relevant. Awarding offices use this and other information to determine whether the applicant has the capability and resources necessary to carry out the proposed project. It is important, therefore, that this information be included in the application. However, in the narrative the applicant must distinguish between resources directly related to the proposed project from those which will not be used in support of the specific project for which funds are requested.

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

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

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

A. Project Description—Components**1. Project Summary/Abstract**

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

2. Objectives and Need for Assistance

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

3. Results or Benefits Expected

Identify results and benefits to be derived. For example, when applying for a grant to establish a neighborhood child care center, describe who will occupy the facility, who will use the facility, how the facility will be used, and how the facility will benefit the community which it will serve.

4. Approach

Outline a plan of action which describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors which might accelerate or decelerate the work and state your reason for taking this approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of microloans made. When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

Identify the kinds of data to be collected, maintained, and/or disseminated. (Note that clearance from the U.S. Office of Management and Budget might be needed prior to an information collection.) List organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

5. Evaluation

Provide a narrative addressing how you will evaluate (1) the results of your project and (2) the conduct of your program. In addressing the evaluation of results, state

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

6. Geographic Location

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

7. Additional Information (Include if Applicable)

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

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

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

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

Organization Profiles—Information on applicant organizations and their cooperating partners such as organization charts, financial statements, audit reports or statements from CPA/Licensed Public Accountant, Employer Identification Numbers, names of bond carriers, contact persons and telephone numbers, child care licenses and other documentation of professional accreditation, information on compliance with federal/state/local government standards, documentation of experience in program area, and other pertinent information. Any non-profit organization submitting an application must submit proof of its non-profit status in its application at the time of submission. The non-profit agency can accomplish this by providing a copy of the applicant's listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations described in Section 501(c)(3) of the IRS code or by providing a copy of the currently valid IRS tax exemption certificate, or by providing a copy of the articles of incorporation bearing the seal of the State in which the corporation or association is domiciled.

Dissemination Plan—A plan for distributing reports and other project outputs

to colleagues and the public. Applicants must provide a description of the kind, volume and timing of distribution.

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

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

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

B. Noncompeting Continuation Applications

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

An abbreviated application consists of:

1. The Standard Form 424 series (SF-424, SF-424A, SF-424B).

2. The estimated or actual unobligated balance remaining from the previous budget period should be identified on an accurate SF-269 as well as in Section A, Columns (c) and (d) of the SF-424A.

3. The grant budget, broken down into the object class categories on the 424A, and if category "other" is used, the specific items supported must be identified.

4. Required certifications.

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

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

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

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

C. Supplemental Requests

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

D. Budget and Budget Justification

Provide line item detail and detailed calculations for each budget object class identified on the Budget Information form. Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. The detailed budget must also include a

breakout by the funding sources identified in Block 15 of the SF-424.

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

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

Personnel. Costs of employee salaries and wages.

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

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

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

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

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

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

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

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

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

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

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

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

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

Construction. Costs of construction by applicant or contractor.

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

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

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

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

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

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

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

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

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

BILLING CODE 4184-01-P

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

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

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

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

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

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

Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

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

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

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

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

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

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

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

(1) The dangers of drug abuse in the workplace; (2) The grantee's policy of maintaining a drug-free workplace; (3) Any available drug counseling, rehabilitation, and employee assistance programs; and, (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

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

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

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

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

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

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or, (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

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

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

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

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

Sections 76.630(c) and (d)(2) and 76.635(a)(1) and (b) provide that a Federal agency may designate a central receipt point for STATE-WIDE AND STATE AGENCY-WIDE certifications, and for notification of criminal drug convictions. For the Department of Health and Human Services, the central receipt point is: Division of Grants Management and Oversight, Office of Management and Acquisition, Department of Health and Human Services, Room 517-D, 200 Independence Avenue, S.W., Washington, D.C. 20201.

DGMO Form#2 Revised May 1990

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

Instructions for Certification

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

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

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

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

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

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

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

8. A participant in a covered transaction may rely upon a certification of a prospective

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

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

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

* * * * *

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

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

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

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

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

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

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

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

Instructions for Certification

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

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

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

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

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

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

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

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

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

* * * * *

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

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

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

Certification Regarding Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

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

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

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

This certification is a material representation of fact upon which reliance

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

State for Loan Guarantee and Loan Insurance

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

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL "Disclosure Form to Report Lobbying," in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and no more than \$100,000 for each such failure.

Signature

Title

Organization

Date

BILLING CODE 4184-01-P

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

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

Certification Regarding Environmental Tobacco Smoke

Public Law 103-227, Part C—Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either

directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity.

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

[FR Doc. 97-5693 Filed 3-7-97; 8:45 am]

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