

- Programmatic priorities.

*V.3. Anticipated Announcement and Award Dates*

September 17, 2004.

**VI. Award Administration Information**

*VI.1. Award Notices*

Successful applicants will receive a Notice of Grant Award (NGA) from the CDC Procurement and Grants Office. The NGA shall be the only binding, authorizing document between the recipient and CDC. The NGA will be signed by an authorized Grants Management Officer, and mailed to the recipient fiscal officer identified in the application.

Unsuccessful applicants will receive notification of the results of the application review by mail.

*VI.2. Administrative and National Policy Requirements*

45 CFR part 74 and part 92. For more information on the Code of Federal Regulations, see the National Archives and Records Administration at the following Internet address: <http://www.access.gpo.gov/nara/cfr/cfr-table-search.html>.

The following additional requirements apply to this project:

- AR-1 Human Subjects Requirements.
- AR-2 Requirements for Inclusion of Women and Racial and Ethnic Minorities in Research.
- AR-4 HIV/AIDS Confidentiality Provisions.
- AR-5 HIV Program Review Panel Requirements.
- AR-7 Executive Order 12372.
- AR-9 Paperwork Reduction Act Requirements.
- AR-10 Smoke-Free Workplace Requirements.
- AR-11 Healthy People 2010.
- AR-12 Lobbying Restrictions.
- AR-14 Accounting System Requirements.
- AR-22 Research Integrity.
- AR-24 Health Insurance Portability and Accountability Act Requirements.
- AR-25 Release and Sharing of Data.

Additional information on these requirements can be found on the CDC Web site at the following Internet address: <http://www.cdc.gov/od/pgo/funding/ARs.htm>.

*VI.3. Reporting*

You must provide CDC with an original, plus two hard copies of the following reports:

1. Interim progress report, (use form PHS 2590, OMB Number 0925-0001, rev. 5/2001 as posted on the CDC Web site) no less than 90 days before the end

of the budget period. The progress report will serve as your non-competing continuation application, and must contain the following elements:

- a. Current Budget Period Activities Objectives.
- b. Current Budget Period Financial Progress.
- c. New Budget Period Program Proposed Activity Objectives.
- d. Budget.
- e. Additional Requested Information.
- f. Measures of Effectiveness.

2. Financial status report and annual progress report, no more than 90 days after the end of the budget period.
3. Final financial and performance reports, no more than 90 days after the end of the project period.

These reports must be mailed to the Grants Management Specialist listed in the "Agency Contacts" section of this announcement.

**VII. Agency Contacts**

For general questions about this announcement, contact: Technical Information Management Section, CDC Procurement and Grants Office, 2920 Brandywine Road, Atlanta, GA 30341; telephone: (770) 488-2700.

For scientific/research issues, contact: Diane Bennett, M.D., Extramural Project Officer, CDC, National Center for HIV, STD and TB Prevention, Division of HIV/AIDS Prevention, 1600 Clifton Road, Mail-Stop E-47, Atlanta, Georgia 30333; telephone: (404) 639-5349, e-mail: [dbennett@cdc.gov](mailto:dbennett@cdc.gov).

For questions about peer review, contact: Andrew Vernon, Scientific Review Administrator, CDC, National Center for HIV, STD and TB Prevention, Office of the Director, Associate Director for Science, 1600 Clifton Road, Mail-Stop E-07, Atlanta, Georgia 30333; telephone: (404) 639-8000, e-mail: [avernon@cdc.gov](mailto:avernon@cdc.gov).

For financial, grants management, or budget assistance, contact: Brenda Hayes, Grants Management Specialist, CDC Procurement and Grants Office, 2920 Brandywine Road, Atlanta, GA 30341; telephone: 770-488-2741, e-mail: [bkh4@cdc.gov](mailto:bkh4@cdc.gov).

For financial, grants management, or budget assistance in the territories, contact: Vincent Falzone, Contract Specialist, CDC Procurement and Grants Office, 2920 Brandywine Road, Atlanta, GA 30341; telephone: 770-488-2763, e-mail: [vcf6@cdc.gov](mailto:vcf6@cdc.gov).

Dated: April 14, 2004.

**William P. Nichols,**

*Acting Director, Procurement and Grants Office, Centers for Disease Control and Prevention.*

[FR Doc. 04-8875 Filed 4-19-04; 8:45 am]

**BILLING CODE 4163-18-P**

**DEPARTMENT OF HEALTH AND HUMAN SERVICES**

**Administration for Children and Families**

**Grants and Cooperative Agreements; Notice of Availability**

*Federal Agency Contact Name:* Administration for Children and Families (ACF), Family and Youth Services Bureau (FYSB).

*Funding Opportunity Title:* FY 2004 Basic Center Program (BCP).

*Announcement Type:* Initial.

*Funding Opportunity Number:* HHS-2004-ACF-ACYF-CY-0011.

*CFDA Number:* 93.623.

*Due Dates for Applications:* The due date for receipt of applications is June 4, 2004.

**I. Funding Opportunity Description**

*A. Background: Basic Center Program*

The Runaway and Homeless Youth Act of 1974 was a response to widespread concern regarding the alarming number of youth who were leaving home without parental permission, crossing State lines and who, while away from home, were exposed to exploitation and other dangers of street life. The purpose of Part A of the RHY Act is to establish or strengthen locally-controlled, community-based and faith-based programs that address the immediate needs of runaway and homeless youth and their families. Services must be delivered outside of the law enforcement, child welfare, mental health and juvenile justice systems.

The Basic Center Program was one of the programs authorized under Part A of the Act to address the runaway and homeless youth problems. The goals of the Basic Center Program are as follows:

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

Each Basic Center program is required to provide outreach to runaway and homeless youth; temporary shelter for up to fifteen (15) days; food; clothing; individual, group and family counseling; aftercare and referrals, as appropriate. Basic Center programs are required to provide their services in residential settings. Some programs also provide some or all of their shelter

services through host homes (usually private homes under contract to the centers) with counseling and referrals being provided from a central location. Basic Center programs shelter youth through 18 years of age at risk of separation from the family and who have a history of running away from the family. Basic Centers must provide age appropriate services or referrals for homeless youth ages 18–21.

The primary presenting problems of youth who receive shelter and non-shelter services through FYSB-funded Basic Centers include: (1) Family conflicts; (2) physical, sexual and emotional abuse; (3) divorce, death or sudden loss of income; and (4) personal problems such as drug use, problems with peers, school attendance and truancy, bad grades, inability to get along with teachers and learning disabilities.

The Family and Youth Services Bureau has worked to promote a positive youth development framework for all FYSB funded grant programs (including the Basic Center Programs) and activities. Applicants are advised to be mindful of this fact in responding to the evaluation criteria.

The positive youth development approach is predicated on the understanding that all young people need support, guidance and opportunities during adolescence, a time of rapid growth and change. With this support, they can develop self-assurance and create a healthy, successful life.

Key elements of positive youth development are:

- Healthy messages to adolescents about their bodies, their behaviors and their interactions;
- Safe and structured places for teens to study, recreate and socialize;
- Strengthened relationships with adult role models, such as parents, mentors, coaches or community leaders;
- Skill development in literacy, competence, work readiness and social skills; and
- Opportunities to self-esteem.

If these factors are being addressed, young people can become not just “problem free” but “fully-prepared” and engaged constructively in their communities and society.

These key elements result in the following outcomes:

- Increased opportunities and avenues for the positive use of time;
- Increased opportunities for positive self-expression; and
- Increased opportunities for youth participation and civic engagement.

It is FYSB's hope and expectation that awareness of this positive youth

development approach and its importance for serving youth will increase. The FYSB publication, *Understanding Youth Development: Promoting Positive Pathways of Growth and Reconnecting Youth and Community: A Youth Development Approach* is widely distributed as source documents for positive youth development concepts and applications. It is currently available from FYSB National Clearinghouse on Families and Youth (NCFY) at <http://www.ncfy.com> (301–608–8098). Additionally, a recent Statement of Principles for Positive Youth Development, endorsed by a broad range of agencies, institutions and organizations, may be found in the brochure: *Toward A Blueprint For Youth: Making Positive Youth Development A National Priority*. Multiple copies of this resource are available from NCFY or it can be found online at <http://www.acf.hhs.gov/programs/fysb>.

#### *B. Legislative Authority*

Grants for Runaway and Homeless Youth programs are authorized by the Runaway and Homeless Youth Act (Title III of the Juvenile Justice and Delinquency Prevention Act of 1974), as amended by the Runaway, Homeless, and Missing Children Protection Act of 2003, Public Law 108–96. Text of the statute may be found at <http://www.acf.hhs.gov/programs/fysb>.

#### *C. Definitions*

These definitions may be found at section 387 of the RHY Act, as amended in 1999.

**Homeless Youth**—The term “homeless youth” means an individual who is not more than 21 years of age, in the case of a youth seeking shelter in a center under part A, not more than 18 years of age, and for the purposes of part B, not less than 16 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.

**Street Youth**—The term “street youth” means an individual who is a runaway youth; or indefinitely or intermittently a homeless youth; and spends a significant amount of time on the street or in other areas that increase the risk to such youth for sexual abuse, sexual exploitation, prostitution, or drug abuse.

**Youth at Risk of Separation from the Family**—The term “youth at risk of separation from the family” means an individual who is less than 18 years of age; and who has a history of running away from the family of such individual whose parent, guardian, or custodian is not willing to provide for the basic

needs of such individual; or who is at risk of entering the child welfare system or juvenile justice system as a result of the lack of services available to the family to meet such needs.

**Drug Abuse Education and Prevention Services**—The term “drug abuse education and prevention services” means services to runaway and homeless youth to prevent or reduce the illicit use of drugs by such youth; and may include individual, family, group, and peer counseling; drop-in services; assistance to runaway and homeless youth in rural areas (including the development of community support groups); information and training relating to the illicit use of drugs by runaway and homeless youth, to individuals involved in providing services to such youth; and activities to improve the availability of local drug abuse prevention services to runaway and homeless youth.

**Home-Based Services**—The term “home-based services” means services provided to youth and their families for the purpose of preventing such youth from running away, or otherwise becoming separated, from their families; and assisting runaway youth to return to their families; and includes services that are provided in the residences of families (to the extent practicable), including intensive individual and family counseling; and training relating to life skills and parenting.

**Street-Based Services**—The term “street-based services” means services provided to runaway and homeless youth, and street youth, in areas where they congregate, designed to assist such youth in making healthy personal choices regarding where they live and how they behave; and may include identification of and outreach to runaway and homeless youth, and street youth; crisis intervention and counseling; information and referral for housing; information and referral for transitional living and health care services; advocacy, education, and prevention services related to alcohol and drug abuse; sexual exploitation; sexually transmitted diseases, including human immunodeficiency virus (HIV); and physical and sexual assault.

**Transitional Living Youth Project**—The term “transitional living youth project” means a project that provides shelter and services designed to promote a transition to self-sufficient living and to prevent long-term dependency on social services.

**Public Agency**—The term “public agency” means any State, unit of local government, Indian tribe and tribal organization, 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.

**Shelter**—The term “shelter” includes host homes, group homes and supervised apartments. As currently understood in the field: “Host homes” are facilities providing shelter, usually in the home of a family, under contract to accept runaway and/or homeless youth assigned by the RHY service provider and are licensed according to State or local laws. “Group homes” are single-site residential facilities designed to house RHY clients who may be new to the program or may require a higher level of supervision. These dwellings operate in accordance with State or local housing codes and licensure. “Supervised apartment” is a single unit dwelling or multiple unit apartment house operated under the auspices of the TLP service provider for the purpose of housing program participants.

**Street Based Outreach and Education**—The term “street-based outreach and education” includes education and prevention efforts directed at youth that are victims of offenses committed by offenders who are and are not known to the victim.

**Temporary Shelter**—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.

**State**—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.

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

**Technical Assistance**—The term “technical assistance” means the provision of expertise, consultation and/or support for the purpose of strengthening the capabilities of grantee organizations to deliver services.

## II. Award Information

**Funding Instrument Type:** Grant.

**Anticipated Total Priority Area**

**Funding:** \$17.4 million in FY2004.

**Anticipated Number of Awards:** 180.

**Ceiling on Amount of Individual**

**Awards:** \$200,000 per budget period.

**Floor of Individual Award Amounts:**

None.

**Average Anticipated Award Amount:** \$128,000 per budget period.

**Project Periods:** This announcement invites applications for project periods up to three years. Awards, however, will be made on a competitive basis for a one-year budget period. Applications for continuation grants funded under these awards beyond the one-year budget period but within the three year project period will be entertained in subsequent years on a noncompetitive basis, subject to availability of funds, satisfactory progress of the grantee and a determination that continued funding would be in the best interest of the Government.

## III. Eligibility Information

### 1. Eligible Applicants

County governments, city or township governments, special district governments, State controlled institutions of higher education, Native American tribal governments (federally recognized), Native American tribal organizations (other than federally-recognized tribal governments), nonprofits having a 501(c)(3) status, nonprofits that do not have a 501(c) with the IRS, other than institutions of higher education, and faith-based organizations.

### Additional Information on Eligibility

Faith-based organizations are eligible applicants.

Current Basic Center grantees with project periods ending on or before September 29, 2004, and all other eligible applicants not currently receiving Basic Center funds may apply for a new competitive Basic Center grant under this announcement.

Current Basic Center Program grantees (including subgrantees) with one or two years remaining on their current grant and the expectation of continuation funding in FY 2004 may not apply for a new Basic Center grant for the community they currently serve. These grantees will receive instructions from their respective ACF Runaway and Homeless Youth (RHY) Regional Office contacts on the procedures for applying for noncompetitive continuation grants. Current grantees that have questions regarding their eligibility to apply for new funds, should consult with the appropriate Regional Office Youth Contact, listed in Part VIII, Appendix B, to determine if they are eligible to apply for a new grant award.

The funds available for new awards and continuations in each State and insular area are listed in the Table of Allocations by State (Part VIII, Appendix D). In this Table, the amounts shown in the “New Awards” column are the amounts available for competition

under this announcement. The number of new awards made within each State depends upon the amount of the State's total allotment less the amount required for non-competing continuations, as well as on the number of acceptable applications. Therefore, where the amount required for non-competing continuations in any State equals or exceeds the State's total allotment, it is possible that no new awards will be made in the State. However, agencies in States where zero (\$ -0-) funding is reflected on the BCP Table of Allocation are highly encouraged to apply for grant funding in the event that additional funding becomes available.

All applicants under this competitive grant area will compete with other eligible applicants in the State in which they propose to deliver services. In the event that there are insufficient numbers of applications approved for funding in any State or jurisdiction, the unused funds will be reallocated to other Basic Center Program applicants.

Non-profit organizations applying for funding are required to submit proof of their non-profit status.

Proof of non-profit status is any one of the following:

(a) A reference to the applicant organization's listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations described in the IRS code.

(b) A copy of a currently valid IRS tax exemption certificate.

(c) A statement from a State taxing body, State Attorney General, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrue to any private shareholders or individuals.

(d) A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.

(e) Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

### 2. Cost Sharing or Matching

Yes.

**Applicant Share of Project Costs:** The applicant must provide a non-Federal share or match of at least ten percent (10%) of the Federal funds awarded. (There may be certain exceptions for tribes with “638” funding pursuant to Pub. L. 93-638, under which certain Federal grants may qualify as matching funds for other Federal grant programs, e.g., those which contribute to the

purposes for which grants under section 638 were made.) 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 \$600,000 in Federal funds (based on an award of \$200,000 per 12-month budget period) must provide a match of at least \$60,000 (\$20,000 per budget period).

### 3. Other

All applicants must have a DUNS & Bradstreet Number. On June 27, 2003, the Office of Management and Budget published in the **Federal Register** a new Federal policy applicable to all Federal grant applicants. The policy requires all Federal grant applicants to provide a Dun and Bradstreet Data Universal Numbering System (DUNS) number when applying for Federal grants or cooperative agreements on or after October 1, 2003. The DUNS number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal (<http://www.Grants.gov>). A DUNS number will be required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement and block grant programs, submitted on or after October 1, 2003.

Please ensure that your organization has a DUNS number. You may acquire a DUNS number at no cost by calling the dedicated toll-free DUNS number request line on 1-866-705-5711 or you may request a number on-line at <http://www.dnb.com>.

## IV. Application and Submission Information

### 1. Address To Request Information

ACYF Operations Center, c/o the Dixon Group, Inc., 118 Q Street, NE., Washington, DC 20002-2132; telephone: 1-866-796-1591, e-mail: [FYSB@dixongroup.com](mailto:FYSB@dixongroup.com).

### 2. Content and Form of Application Submission

An original and two copies of the complete application are required. The original and two copies must include all required forms, certifications, assurances, and appendices, be signed by an authorized representative, have original signatures and be submitted unbound. All applications must be stapled well in the upper left corner to prevent separation of any part of the complete application and submitted in a single package. Applicants have the option of omitting from the application

copies (not the original) specific salary rates or amounts for individuals specified in the application budget.

You may submit your application to us in either electronic or paper format. To submit an application electronically, please use the <http://www.Grants.gov> apply site. If you use Grants.gov, you will be able to download a copy of the application package, complete it off-line, and then upload and submit the application via the Grants.gov site. You may not e-mail an electronic copy of a grant application to us.

Please note the following if you plan to submit your application electronically via <http://www.Grants.gov>.

- Electronic submission is voluntary.
- When you enter the Grants.gov site, you will find information about submitting an application electronically through the site, as well as the hours of operation. We strongly recommend that you do not wait until the application deadline date to begin the application process through Grants.gov.

• To use Grants.gov, you, as the applicant, must have a DUNS Number and register in the Central Contractor Registry (CCR). You should allow a minimum of five days to complete the CCR registration.

• You will not receive additional point value because you submit a grant application in electronic format, nor will we penalize you if you submit an application in paper format.

• You may submit all documents electronically, including all information typically included on the SF 424 and all necessary assurances and certifications.

• Your application must comply with any page limitation requirements described in this program announcement.

• After you electronically submit your application, you will receive an automatic acknowledgement from Grants.gov that contains a Grants.gov tracking number. The Administration for Children and Families will retrieve your application from Grants.

• We may request that you provide original signatures on forms at a later date.

• You may access the electronic application for this program on <http://www.Grants.gov>.

• You must search for the downloadable application package by the CFDA number.

Private non-profit organizations may voluntarily submit with their applications the survey located under "Grant Related Documents and Forms" titled "Survey for Private, Non-Profit Grant Applicants" at <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

### Application Requirements

Each application will be duplicated, therefore, do not use or include separate covers, binders, clips, tabs, plastic inserts, folded 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.

**Project Description:** Each application may include only one proposed project. Describe the project clearly in 40 pages or less (not counting budget narrative justification, supplemental documentation, letters of support) using the outline and guidelines for each program area. The description must be 12-point Times Roman font, double spaced, and single-sided on 8½ x 11 inches plain white paper with at least 1 inch margins. Pages over the limit will be removed from the application and will not be reviewed.

**Project Summary/Abstract (one page maximum):** Clearly mark this page with the applicant name as shown on item 5 of the SF 424 and the service area as shown in item 12 of the SF 424. Also, include telephone number and e-mail address. The summary description is limited to one page. Care should be taken to produce a summary which accurately and concisely reflects the proposed project. It should describe the objectives of the project, the approach to be used and the results and benefits expected.

**Supplemental Documentation:** The maximum number of pages for supplemental documentation is 10 pages. The supplemental documentation, subject to the 10-page limit, must be numbered and may include brief resumes, position descriptions, maps, organization charts, etc. Supplemental documentation over the 10-page limit will not be reviewed.

**Letters of Support:** Applicants are encouraged to provide letters of support, if appropriate or applicable, in relationship to the project description. Letters of support are limited to 10.

**Sub-grant/Contractual Agreements:** Applicants should provide brief summaries of proposed sub-grants or contractual agreements. Applicable agreements are those between the grantee and cooperating entities which support or complement the provision of mandated services to runaway and homeless youth as reflected in the project description. Summaries of agreements are not counted as part of the 40-page project description limit.

nor the 10-page supplemental documentation limit.

#### Forms and Certifications

*An Application for Federal Assistance (Standard Form 424)* must be fully completed and submitted by the due date to the address stated above. 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. Use the addition guidance below to complete the form:

- *Item 6:* Insure the accuracy of Employer Identification Number (EIN). This number is provided to an organization by the Internal Revenue Service (IRS).
- *Item 10:* clearly state the Catalog of Federal Domestic Assistance (CFDA) number (93.623) and title of the program (Basic Center Program).
- *Item 13:* Proposed Project Start Date is 09/30/2004; End Date is 09/29/2007.
- *Item 14:* Include the Congressional District where the applicant is located in (a) and other district(s) affected by the project in (b). An applicant may insure the accuracy of its district(s) via the following Web site address: <http://www.house.gov/writerep/>. Once in the site: Select your State, enter your zip code, including the 4-digit zip code extension, then click "contact my representative".

*Standard Form 424A (Budget Information Form and Budget Justification):* The budget justification includes a detailed budget and a narrative justification. Refer to the "Budget and Budget Justification" evaluation criteria in Part II for more guidance. The budget justification should be typed on standard size plain white paper. The detailed budget must include breakdowns for major budget categories. In the budget narrative, describe and justify all costs. List amounts and sources of all funds, both

Federal and non-Federal, proposed for this project.

**Note:** Applicant should refer to the UPD Requirement guidance when preparing the budget and narrative budget justification. Place the budget/narrative budget justification after form 424A. These documents do not count against any page limitation.

*Assurances Form:* Applicants requesting financial assistance for non-construction projects must file the Standard Form 424B, "Assurances: Non-Construction Programs." Applicants must sign and return the Standard Form 424B with their applications.

*Certification Regarding Lobbying, Standard Form LLL Disclosure of Lobbying Activities:* Applicants must disclose lobbying activities on the form when applying for an award in excess of \$100,000. Applicants who have used non-Federal funds for lobbying activities in connection with receiving assistance under this announcement shall complete a disclosure form to report lobbying. Applicants must sign and return the disclosure form, if applicable, with their applications.

*Certification Regarding Environmental Tobacco Smoke:* Applicants are not required to return a signed certification. As stated on the certification, by signing and submitting an application, the applicant certifies compliance with the requirements of Pub. L. 103-227, part C, Environmental Tobacco Smoke.

#### Availability of Forms and Other Materials

Legislation referenced in section I of this announcement may be found at <http://www.acf.hhs.gov/programs/fysb/grant.htm> (click on the link to

"Missing, Exploited, and Runaway Children Protection Act").

Additional copies of this announcement may be downloaded from this Web site: <http://www.acf.hhs.gov/programs/fysb>.

Many standard forms can also be downloaded and printed from the following ACF Web page: <http://www.acf.hhs.gov/programs/ofs/grants/form.htm>.

#### 3. Submission Date and Time

The closing time and date for receipt of applications is 4:30 p.m. eastern standard time (e.s.t.) on June 4, 2004. Mailed or hand carried applications received after 4:30 p.m. on the closing date will be classified as late. Mailed applications shall be considered as meeting an announced deadline if they are received on or before the deadline time and date at the following address: ACYF Operations Center, c/o the Dixon Group, Inc., 118 Q Street, NE., Washington, DC 20002-2132; telephone: 1-866-796-1591.

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 hand carried by applicants, applicant couriers, other representatives of the applicant, 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., e.s.t., at the following address:

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

*Extension of deadlines:* ACF may extend application deadlines when circumstances such as acts of God (floods, hurricanes, etc.) occur, or when there are widespread disruptions of mails service. Determinations to extend or waive deadline requirements rest with the Chief Grants Management Officer.

#### REQUIRED FORMS AND DOCUMENTS

What to submit	Required content	Required form or format	When to submit
Project Description .....	Responsiveness to Evaluation Criteria.	Format described in Part V; 40-pages limit, 12 font, Times Roman, double spaced, single sided, 1 inch, margin.	By application due date.
Project Summary/Abstract .....	Summary of application request.	One page limit.	
SF 424, SF 424A .....	Per required form .....	May be found on <a href="http://www.acf.hhs.gov/programs/ofs/forms.htm">http://www.acf.hhs.gov/programs/ofs/forms.htm</a> .	By application due date.
SF 424B, Assurances—Non-Construction Programs.	Sign and submit .....	May be found on <a href="http://www.acf.hhs.gov/programs/ofs/forms.htm">http://www.acf.hhs.gov/programs/ofs/forms.htm</a> .	By application due date.
Certification regarding Lobbying and associated Disclosure of Lobbying Activities (SF LLL).	Sign and submit if applicable.	May be found on <a href="http://www.acf.hhs.gov/programs/ofs/forms.htm">http://www.acf.hhs.gov/programs/ofs/forms.htm</a> .	By application due date.

## REQUIRED FORMS AND DOCUMENTS—Continued

What to submit	Required content	Required form or format	When to submit
Proof of Non-Profit Status .....	As described in Section IV.	Format described in Section IV .....	By application due date.

## Additional Forms

Private non-profit organizations may voluntarily submit with their

applications the survey located under “Grant Related Documents and Forms” titled “Survey for Private, Non-Profit

Grant Applicants” at <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

What to submit	Required content	Required form or format	When to submit
Survey for Private, Non-Profit Grant Applicants.	Per Required Form ....	<a href="http://www.acf.hhs.gov/programs/ofs/forms.htm">http://www.acf.hhs.gov/programs/ofs/forms.htm</a> .	By application due date.

## 4. Intergovernmental Review

## Single Point of Contact (SPOC)

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 October 2003, of the most recent SPOC list, 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, Arizona, Colorado, Connecticut, Hawaii, Idaho, Indiana, Kansas, Louisiana, Massachusetts, Minnesota, Montana, Nebraska, New Jersey, New York, Ohio, Oklahoma, Oregon, Palau, Pennsylvania, South Dakota, Tennessee, Vermont, Virginia, Washington and Wyoming.

Although the jurisdictions listed above no longer participate in the process, entities which have met the eligibility requirements of the program are still eligible to apply for a grant even if a State, Territory, Commonwealth, etc. does not have a SPOC. All remaining jurisdictions participate in the Executive Order process and have established SPOCs. Applicants from participating jurisdictions should contact their SPOCs as soon as possible to alert them of the prospective applications and receive instructions. Applicants must submit any required material to the SPOCs as soon as possible so that the program office can obtain and review SPOC comments as part of the award process. The applicant must submit all required materials, if

any, to the SPOC and indicate the date of this submittal (or the date of contact if no submittal is required) on the Standard Form 424, item 16a. Under 45 CFR 100.8(a) (2), a SPOC has 60 days from the application deadline to comment on proposed new or competing continuation awards.

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

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

The official list, including addresses, of the jurisdictions elected to participate in E.O. 12372 can be found on the following URL: <http://www.whitehouse.gov/omb/grants/s poc.htm>.

## 5. Funding Restrictions

Grant funds are not allowable for construction of a facility.

Grant funds are not allowable for pre-award costs.

A minimum of \$100,000 will be awarded to each State, the District of Columbia and Puerto Rico. A minimum of \$45,000 will be awarded to each of the four insular areas: Guam, American Samoa, the Commonwealth of the Northern Marianas and the Virgin Islands.

## 6. Other Submission Requirements

*Electronic Address to Submit Application:* <http://www.Grants.Gov>.

*Submission by Mail:* Mailed applications shall be considered as

meeting an announced deadline if they are received on or before the deadline time and date at:

ACYF Operations Center, c/o the Dixon Group, Inc., 118 Q Street, NE., Washington, DC 20002-2132; telephone: 1-866-796-1591.

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.

*Hand Delivery:* Applications hand-carried by applicants, applicant couriers, other representatives of the applicant, 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., e.s.t., at ACYF Operations Center, c/o the Dixon Group, Inc., 118 Q Street, NE., Washington, DC 20002-2132, telephone: 1-866-796-1591, between Monday and Friday (excluding Federal holidays). This address must appear on the envelope/package containing the application. Applicants are cautioned that express/overnight mail services do not always deliver as agreed. ACF cannot accommodate transmission of applications by fax.

*Electronic Submission:* Please see “Section IV. 2. Content and Form of Application Submission,” for guidelines and requirements when submitting applications electronically.

*Hard Copy Address Submission:* ACYF Operations Center, c/o the Dixon Group, Inc., 118 Q Street, NE., Washington, DC 20002-2132.

## V. Application Review Information

## 1. Criteria

The Paperwork Reduction Act of 1995 (Pub. L. 104-13)

Public Reporting Burden for this collection of information is estimated to average 20 hours per response, including the time for reviewing

instructions, gathering and maintaining the data needed and reviewing the collection information.

The project description is approved under OMB Control No. 0970-0139.

#### General Instructions for the Uniform Project Description

The following are instructions and guidelines on how to prepare the “project summary/abstract” and “Full Project Description” sections of the application. Under the evaluation criteria section, note that each criterion is preceded by the generic evaluation requirement under the ACF Uniform Project Description (UPD).

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

#### Approach

Outline a plan of action which describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors which might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement. Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished. When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

If any data is to be collected, maintained, and/or disseminated, clearance may be required from the U.S. Office of Management and Budget (OMB). This clearance pertains to any “collection of information that is conducted or sponsored by ACF.”

List organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

#### Results or Benefits Expected

Identify the results and benefits to be derived. For example, describe how the intermediary’s assistance to faith-based and community organizations will increase their effectiveness, enhance their ability to provide social services, diversify their funding sources, and

create collaborations to better serve those most in need.

#### Objectives and Need for Assistance

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

#### Staff and Position Data

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

#### Organizational Profiles

Provide information on the applicant organization(s) and cooperating partners, such as organizational charts, financial statements, audit reports or statements from CPAs/Licensed Public Accountants, Employer Identification Numbers, names of bond carriers, contact persons and telephone numbers, child care licenses and other documentation of professional accreditation, information on compliance with Federal/State/local government standards, documentation of experience in the program area, and other pertinent information. Any non-profit organization submitting an application must submit proof of its non-profit status in its application at the time of submission.

#### Budget and Budget Justification

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

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

#### General

The following guidelines are for preparing the budget and budget justification. Both Federal and non-Federal resources shall be detailed and justified in the budget and narrative justification. For purposes of preparing the budget and budget justification, “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 budget amounts and computations be presented in a columnar format: First column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s), and last column, total budget. The budget justification should be a narrative.

#### Personnel

*Description:* Costs of employee salaries and wages.

*Justification:* Identify the project director or principal investigator, if known. For each staff person, provide the 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 the costs of consultants or personnel costs of delegate agencies or of specific project(s) or businesses to be financed by the applicant.

#### Fringe Benefits

*Description:* Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

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

#### Travel

*Description:* 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 should be detailed in the budget.

## Equipment

**Description:** "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of (a) the capitalization level established by the organization for the financial Statement purposes, or (b) \$5,000.

**(Note:** Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

**Justification:** For each type of equipment requested, provide a description of the equipment, the cost per unit, the number of units, the total cost, and a plan for use on the project, as well as use or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy or section of its policy which includes the equipment definition.

## Supplies

**Description:** Costs of all tangible personal property 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

**Description:** 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. Recipients and subrecipients, other than States that are required to use part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceed the simplified acquisition threshold fixed at 41 U.S.C. 403(11) (currently set at \$100,000). Recipients might be 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.

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

## Indirect Charges

**Description:** 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 (HHS) or another cognizant Federal agency.

**Justification:** An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. 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 cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. 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 also be charged as direct costs to the grant. Also, if the applicant is requesting a rate which is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

## Program Income

**Description:** The estimated amount of income, if any, expected to be generated from this project.

**Justification:** Describe the nature, source and anticipated use of program income in the budget or refer to the pages in the application which contain this information.

## Non-Federal Resources

**Description:** 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. A detailed budget must be prepared for each funding source.

**Total Direct Charges, Total Indirect Charges, Total Project Costs**

Self-explanatory.

**Evaluation Criterion I: Approach (Maximum: 35 points)**

The Program Performance Standards in Appendix A define the minimum standards of which RHY Basic Center projects funded by ACF must conform. They address operational features such as outreach, individual intake and group counseling, family counseling, service linkages, recreational program, case disposition, aftercare, individual client files, staffing and staff development, youth participation, ongoing center planning, periodic reports to the Secretary of HHS and Board of Directors/Advisory Body.

Applications will be evaluated based on the acceptability of the description of the factors below and plans and/or procedures for assuring all Basic Center Program Performance Standards are met.

**Factors:** a. Application describes the program's positive youth development philosophy and approach 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.

b. Application states the expected or estimated ratio of staff to youth and explain how it will be sufficient to ensure adequate supervision and treatment.

c. Application describes how runaway and homeless youth and their families will be reached and how services will be provided consistent with the Basic Center Program Performance Standards listed in Part V, Appendix A.

d. Application describes the strategies and activities for encouraging awareness of and sensitivity to the diverse needs of runaway and homeless youth who are persons of low English proficiency, or represent particular ethnic and racial backgrounds, sexual orientations, or who are street youth.

e. Application describes plans for conducting an outreach program that, where applicable, will attract members of ethnic, cultural, and racial minorities and/or persons with limited ability to speak English.

f. Application proposes to serve a specific RHY population (e.g., single-sex

programs, gay and lesbian youth, a particular ethnic group, etc.) and describe plans for providing focused services to meet the special needs of this population and how the applicant will make referrals or otherwise provide for the needs of RHY youth who are not in the specific population the applicant will serve.

g. Application describes the plans for ensuring coordination with schools to which runaway and homeless youth will return and for assisting the youth to stay current with the curricula of these schools.

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

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

j. To provide optional home-based services, an applicant must include assurances that in providing such services the applicant will:

- Provide counseling and information to youth and the families (including unrelated individuals in the family households) of such youth, including services relating to basic life skills, interpersonal skill building, educational advancement, job attainment skills, mental and physical health care, parenting skills, financial planning, and referral to sources of other needed services;

- Provide directly, or through an arrangement made by the center, 7 day, 24-hour service to respond to family crises (including immediate access to temporary shelter for runaway and homeless youth, and youth at risk of separation from the family);

- Establish, in partnership with the families of runaway and homeless youth, and youth at risk of separation from the family, objectives and measures of success to be achieved as a result of receiving home-based services;

- Provide initial and periodic training of staff who provide home-based services; and

- Ensure that (a) caseloads will remain sufficiently low to allow for intensive (5 to 20 hours per week)

involvement with each family receiving such services; and (b) staff providing such services will receive qualified supervision.

k. To provide optional drug abuse education and prevention services, an applicant must provide a description of:

- The types of such services that the applicant proposes to provide;
- The objectives of such services;
- The types of information and training to be provided to individuals providing such services to runaway and homeless youth; and
- An assurance that in providing such services the applicant must conduct outreach activities for runaway and homeless youth.

l. To provide optional street-based services, the applicant must include assurances that in providing such services the applicant will:

- Provide qualified supervision of staff, including on-street supervision by appropriately trained staff;
- Provide backup personnel for on-street staff;
- Provide initial and periodic training of staff who provide such services; and conduct outreach activities for runaway and homeless youth, and street youth.

#### Evaluation Criterion II: Results or Benefits Expected (Maximum: 20 points)

Applications will be evaluated based on the acceptability of the description of the following factors:

*Factors:* a. Application specifies the annual number of qualifying runaway and homeless youth (RHY) and their families expected to be directly served (e.g., sheltered and counseled), the number of beds available for runaway and homeless youth (at least 4 youth and a maximum capacity of not more than 20 youth, except where the applicant assures that the State or local law or regulations that requires a higher maximum to comply with licensure requirements for child and youth serving facilities; and a ratio of staff to youth that is sufficient to ensure adequate supervision) and the types and quantities of services to be provided. (Runaway and homeless youth are distinct from other youth, e.g., youth currently in foster care or other systems.)

b. Application describes the anticipated changes in attitudes, values and behavior of the youth served and improvements in individual and family functioning that will occur as a consequence of the services provided.

c. Application describes the criteria to be used to evaluate the results and success of the program.

#### Evaluation Criterion III: Objectives and Need for Assistance (Maximum: 15 points)

Applications will be evaluated based on the acceptability of the description of the following factors:

*Factors:* a. Application specifies the goals and objectives of the project and how implementation will fulfill the purposes of the legislation described above in the "Background"

b. Application states the need for assistance by describing the conditions of youth and families in the area to be served and the estimated number and characteristics of runaway and homeless youth and their families. The discussion must include matters of family functioning and the health, education, employment and social conditions of the youth, including at-risk conditions or behaviors such as drug use, school failure and delinquency.

c. Application proposing to focus services on a specific RHY population (e.g., single-sex programs, gay and lesbian youth, a particular ethnic group, etc.) identifies the youth to be served. Additional information on "focused" services is requested under "Approach" criteria.

d. Application discusses the existing support systems for "youth at risk of separation from the family" in the area, with specific references to law enforcement, health and mental health care, social services, schools and child welfare. In addition, other agencies providing shelter and services to runaway and homeless youth in the area must be identified. Supporting documentation of need from other community groups may be included. Additional information about other organizations is requested under "Organizational Profile" Criteria. It must be clear that the applicant will complement or enhance, not duplicate, existing available services.

e. Application describes the area to be served, indicate the precise locations of program services and demonstrate that the services will be located in an area which is frequented by and/or easily accessible by runaway and homeless youth. Maps or other graphic aids may be included as part of the supplementary documentation 10-page limit.

#### Evaluation Criterion IV: Staff and Position Data (Maximum: 10 points)

Applications will be evaluated based on the acceptability of the description of the following factors:

*Factors:* a. Application discusses key staff experience in working with runaway, homeless, and the street youth populations.

b. Application includes information on skills, knowledge and experience of the project director and other key project staff. Biographical sketches or brief resumes of current and proposed staff, as well as job descriptions, should be included. Resumes must indicate what position the individual will fill and position descriptions must specifically describe the job as it relates to the proposed project. Such documents count against the 10-page supplemental documentation limit. They do not count against the overall 40-page project description limit.

c. Application lists consultants who will work on the program along with a short description of the nature of their effort or contribution.

d. Application provides information on plans for training project staff as well as staff of cooperating organizations and individuals.

#### Evaluation Criterion V: Organizational Profiles (Maximum 10 points)

Applications will be evaluated based on the acceptability of the description of the following factors:

*Factors:* a. Application discusses organizational experience in working with runaway, homeless and street youth populations. As required by the RHY Act, priority for funding shall be given to organizations with demonstrated experience providing long-term residential services to runaway, homeless and street youth. Application documents the services it provides to this specific population and the length of time the applicant has been involved in the provision of these services.

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

Organizational charts may be provided.

c. Application provides a plan for project continuance beyond grant support, including a plan for securing resources and continuing project activities after Federal assistance has

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

d. Application includes letters of support and statements from community, public and commercial leaders and organizations that support the project proposed for funding.

**(Note:** Letters of support are limited to 10. They do not count against the 40-page project description limit nor the 10-page supplemental documentation limit.)

#### Evaluation Criterion VI: Budget and Budget Justification (Maximum: 10 points)

Applications will be evaluated based on the acceptability of the description of the following factors:

*Factors:* a. Application provides a proposed detailed line item budget related to the types and quantities of activities to be implemented as discussed in the full project description for the first year (12 months) of the proposed project. The detailed line items must be consistent with the Budget Categories listed on standard form 424A, Section B. In this section of the form reflect total costs for each of the following categories: personnel, fringe benefits, travel, equipment, supplies, contractual, other, total direct charges, indirect charges, and total budget. Non-Federal share must also be reflected among the same categories where appropriate.

b. Application includes a narrative budget that describes how each category of costs are derived, *i.e.*, detailed calculations that include estimation methods, quantities unit costs, etc., that equate to the total costs proposed in a particular category. Applicants must adhere to the following additional guidance in preparing the budget justification:

**Note:** Proposed indirect costs must be supported by a current indirect cost rate (IDC) agreement. Indirect Costs cannot be proposed as direct costs too. Place the budget/ narrative budget justification after grant application form 424A. These documents do not count against any page limitation. Applicant must include brief, concise summaries of proposed written agreements, if applicable, between grantee and sub-grantee or contractor or other cooperating entities which support or complement the provision of mandated services to runaway and homeless youth.

Summaries of agreements do not count against the 40-page project description limit.)

c. Application describes the fiscal control that will be used to ensure prudent use, proper disbursement and accurate accounting of funds received under this program announcement.

**(Note:** Do not submit an entire audit report. If available, an applicant may provide an executive summary of the organization's current audit report.)

#### 2. Review and Selection Process

Applications received by the due date will be reviewed and scored competitively. Experts in the field, generally persons from outside the Federal government, will use the evaluation criteria listed in Part V of this announcement to review and score the applications. The results (scores) of this review will be a primary factor in making funding decisions. ACF may also solicit comments from Regional Office staff. ACF may consider a variety of factors in addition to the review criteria identified above, including geographic and types of applicant organizations, in order to ensure that the interests of the Federal Government are met in making the final selections. Please note that applicants that do not comply with the requirements in the section titled "Eligible Applicants" will not be included in the review process.

#### *Approved but Unfunded*

*Applications:* In cases where more applications are approved for funding than ACF can fund with the money available, the Grants Officer shall fund applications in their order of approval until funds run out. In this case, ACF has the option of carrying over the approved applications up to a year for funding consideration in a later competition of the same program. These applications need not be reviewed and scored again if the program's evaluation criteria have not changed. However, they must then be placed in rank order along with other applications in the later competition

#### VI. Award Administration Information

##### 1. Award Notices

The successful applicant will be notified through the issuance of a Financial Assistance Award (FAA) document, signed by an authorized Grants Officer, 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 in writing by the Administration on Children, Youth and Families. The Compilation of Reviewers' Comments will also be made available to unsuccessful applicants as a means of providing technical assistance for preparing future proposals.

#### 2. Administrative and National Policy Requirements

Runaway Youth Program Administration Requirements (45 CFR part 1351). Uniform Administrative Requirements for Grant Awards (45 CFR parts 74 and 92).

#### 3. Reporting Requirements

**Programmatic Reports:** Semi-annually with final report due 90 days after project end date.

**Financial Reports:** Semi-annually with final report due 90 days after project end date.

### VII. Agency Contacts

#### 1. Program Office Contact

Dorothy W. Pittard, Family and Youth Services Bureau, 330 C Street, SW., Washington, DC 20447.

E-mail: [dpittard@acf.hhs.gov](mailto:dpittard@acf.hhs.gov), telephone number: 202-205-8906.

#### 2. Grants Management Office Contact

William Wilson, Office of Grants Management, 330 C Street, SW., Washington, DC 20447.

E-mail: [wwilson@acf.hhs.gov](mailto:wwilson@acf.hhs.gov), telephone number: 202-205-8913.

All Basic Center grants are managed out of the ACF Regional Offices. See ACF Regional Office Youth Contacts in your area listed in Appendix B.

### VIII. Other Information

#### 1. Special Requirements

By signing and submitting an application, the applicant is agreeing to the following special requirements:

**RHYMIS (Runaway and Homeless Youth Management Information System)**—Applicant must agree to keep adequate statistical records profiling the youth and families served under the Federal grant and to gather and submit program and client data required by FYSB. This information is required by the RHY program legislation and defined in user-friendly Runaway and Homeless Youth Management Information System (RHYMIS or RHYMIS-LITE). Recipients of a FYSB grant are required and expected to submit the data via RHYMIS or in an approved format which RHYMIS can receive. Grantees have the option of using RHYMIS for internal management improvement or for research and other

program needs. A RHYMIS hotline/help desk is available at 888-749-64, and/or at [rhymis\\_help@csc.com](mailto:rhymis_help@csc.com).

The Family and Youth Services Bureau will fund computer software for RHY program data collection through RHYMIS. An applicant lacking the computer equipment for RHYMIS data collection must include an estimated cost for such equipment in their proposed budget. If the applicant already has such equipment, this fact must be noted.

**(Note:** Existing grantees generally report that their staff has been able to easily train themselves to operate RHYMIS due to its user-friendliness, prompts and help features, and FYSB's technical support service.)

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

- **Annual Report**—Applicant must agree to submit data required for the Family and Youth Services Bureau Annual Report to the Secretary of HHS on program activities and accomplishments with statistical summaries describing the number and characteristics of runaway and homeless youth, and youth at risk of family separation, who participate in the project and the services provided to such youth by the project.

- **Other Reports**—Applicant must also agree to submit other required program and financial reports, as instructed by FYSB.

#### 2. Appendices

Appendix A: Basic Center Program Performance Standards.

Appendix B: Administration for Children and Families Regional Office Youth Contacts.

Appendix C: Training and Technical Assistance Providers.

Appendix D: Table of Basic Center Program Allocations by State.

Dated: April 9, 2004.

**Frank Fuentes,**

Deputy Commissioner, Administration on Children, Youth and Families.

#### Appendix A. Basic Center Program Performance Standards

##### I. Background, Purpose, Goals and Objectives

The Program Performance Standards established by the Family and Youth Services Bureau (FYSB) are minimum standards for its funded basic centers. They relate to the basic program components enumerated in section 312 of the Runaway and Homeless Youth Act as reauthorized and as further detailed in Regulations and other guidance from FYSB 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 to the clients served. 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 six to administrative functions or activities (staffing and staff development, youth participation, individual client files, reporting, 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 youth specialist and/or staff from the Office of Fiscal Operations will also review the project's financial management activities.

The standards are designed to serve as a developmental tool for use by the project staff and the Regional ACF staff specialists in identifying those services and administrative components of projects which require strengthening through internal action on the part of staff or through the provision of external technical assistance.

#### II. Basic Center Program Performance Standards

The following are the program performance standards applicable to funded basic centers:

##### 1. Outreach

The project shall conduct outreach efforts directed towards community agencies, youth and parents based on a written plan that takes diversity into consideration.

##### 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 at least 4 youth and no more than 20.

c. Temporary shelter funded by the Basic Center program shall not be provided for a period exceeding 15 days during a youth's given stay at the project.

d. Each facility in which temporary shelter is provided shall ensure nutritional needs are met as appropriate for individual youth.

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

f. The shelter shall maintain a ratio of staff to youth that is sufficient to ensure adequate supervision and treatment.

### 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. Recreational Program

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

### 8. 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.

### 9. Aftercare Services

The project shall provide for 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.

### 10. 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.

### 11. Periodic Reports to the Secretary, HHS

The project shall meet its data reporting requirements via the Runaway and Homeless Youth Management Information System (RHYMIS) or in an approved form which RHYMIS can receive and shall submit reports as required by FYSB, including an annual report for the Secretary of HHS no later than 3 months after the end of each year in which Federal RHY funds were received.

a. The report to the Secretary shall include information regarding the activities carried out with RHY funds, the achievements of the project carried out by the applicant and statistical summaries describing the number and the characteristics of the runaway and

homeless youth and youth at risk of family separation who participate in such project, and the services provided to such youth by such project, in the year for which the report is submitted.

b. The project shall submit timely and complete program and financial reports, and data reports under RHYMIS requirements, according to the instructions of FYSB.

### 12. 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.

### 13. 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.

### 14. 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.

### 15. 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 14.

## Appendix B. Administration for Children and Families Regional Office Youth Contacts

Region I: Maryellen Connors, Administration for Children and Families, John F. Kennedy Federal Building, Room 2011, Boston, MA 02203, (CT, MA, ME, NH, RI, VT), (617) 565-1119.

Region II: Junius Scott, Administration for Children and Families, 26 Federal Plaza, Room 4114, New York, NY 10278, (NJ, NY, PR, VI), (212) 264-2890, Ext. 145.

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

Region IV: Ruth Walker, Administration for Children and Families, 61 Forsyth Street, S.W., Suite 4M60, Atlanta, GA 30303, (AL, FL, GA, KY, MS, NC, SC, TN), (404) 562-2901.

Region V: Bill Clair, Administration for Children and Families, 233 North Michigan Avenue, Suite 400, Chicago, IL 60601, (IL, IN, MI, MN, OH, WI), (312) 353-0166.

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

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

Region VIII: Al Martinez, Administration for Children and Families, Federal Office Building, 1961 Stout Street, 9th Floor, Denver, CO 80294, (303) 844-1172, (CO, MT, ND, SD, UT, WY), (303) 844-1167.

Region IX: Deborah Oppenheim, Administration for Children and Families, 50 United Nations Plaza, San Francisco, CA

94102, (AZ, CA, HI, NV, American Samoa, Guam, Northern Mariana Islands, Marshall Islands, Federated States of Micronesia), (415) 437-8426.

Region X: Steve Ice, Administration for Children and Families, 2201 Sixth Avenue, RX 32, Seattle, WA 98121, (AK, ID, OR, WA), (206) 615-2210.

## Appendix C. Training and Technical Assistance Providers

The Family and Youth Services Bureau funds 10 regionally based organizations to provide training and technical assistance to programs funded under the Basic Center, Transitional Living and Street Outreach Programs, and to other agencies serving runaway and homeless youth.

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

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

### Region I

New England Network, 156 College Street, Suite 302, Burlington, VT 05401-8423.

Contact: Melanie Goodman, (802) 658-9182, Fax (802) 951-4201; [information@nenetwork.org](mailto:information@nenetwork.org). CT, MA, ME, NH, RI, VT

### Region II

Empire State Coalition of Youth and Family Services, 121-6th Avenue, Room 507, New York, NY 10013-1505.

Contact: Margo Hirsch, (212) 966-6477, Ext. 307, Fax (212) 226-6817; [EMPIREST@empirestatecoalition.org](mailto:EMPIREST@empirestatecoalition.org). NJ, NY, PR, VI

### Region III

Mid-Atlantic Network of Youth and Family Services, 135 Cumberland Road, Suite 201, Pittsburgh, PA 15237.

Contact: Nancy Johnson, (412) 366-6562, Fax (412) 366-5407; [Nancy@MANYNET.org](mailto:Nancy@MANYNET.org). DC, DE, MD, PA, VA, WV

### Region IV

Southeastern Network of Youth and Family Services, 3780 C Via Del Rey, Bonita Springs, FL 34134.

Contact: Sherry Allen, (239) 949-4414, Ext. 14, Fax (239) 949-4911; [sherryallen@senetwork.org](mailto:sherryallen@senetwork.org). AL, FL, GA, KY, MS, NC, SC, TN

### Region V

Youth Network Council, 200 North Michigan Avenue, Suite 400, Chicago, IL 60601.

Contact: Denis Murstein, (312) 704-1257, Fax (312) 704-1265; [Murstein@youthnetworkcouncil.org](mailto:Murstein@youthnetworkcouncil.org). IL, IN, MI, MN, OH, WI

### Region VI

Southwest Network of Youth Services, Inc., 2525 Wallingwood Drive, Suite 1503, Austin, TX 78746.

Contact: Theresa Tod, (512) 328-6860, Fax (512) 328-6863; [TTOD@TNOYS.org](mailto:TTOD@TNOYS.org). AR, LA, NM, OK, TX

### Region VII

M.I.N.K Youth Services Network, 9082 Parkhill, Lenexa, KS 66215.

Contact: Amy Gray, (913) 888-5992, Fax (913) 888-5774; [MINKNET@aol.com](mailto:MINKNET@aol.com). IA, KS, MO, NE

### Region VIII

Mountain Plains Network for Youth, 410 E. Thayer Avenue, #2, Bismarck, ND 58501.

Contact: Linda Garding, (701) 355-0721 or 1-800-665-8682, Fax (701) 255-0848; [MTNPLAINS@aol.com](mailto:MTNPLAINS@aol.com). CO, MT, ND, SD, UT, WY

### Region IX

Western States Youth Services Network, 1309 Ross Street, Suite B, Petaluma, CA 94954.

Contact: Nancy Fastenau, (707) 763-2213, Fax (707) 763-2704; [wsysn@aol.com](mailto:wsysn@aol.com). AZ, CA, HI, NV, AS, GU, NMI, MI, MICRONESIA

### Region X

Northwest Network for Youth, 603 Stewart Street, Suite 609, Seattle, WA 98101.

Contact: Gary Hammons, (206) 628-3760, Fax (206) 628-3746; [Gary@nwyny.org](mailto:Gary@nwyny.org). AK, ID, OR, WA

## Appendix D: Table of Basic Center Program Allocations by State

### FY 2004 BASIC CENTER PROGRAM: ALLOCATION BY STATE

	Continuations	New Awards	Totals
<b>Region I:</b>			
Connecticut .....	255,000	244,645	499,645
Maine .....	134,371	53,974	188,345
Massachusetts .....	705,892	203,145	909,037
New Hampshire .....	0	190,923	190,923
Rhode Island .....	221,382	0	221,382
Vermont .....	99,992	8	100,000
<b>Region I Total</b> .....	<b>1,416,637</b>	<b>692,695</b>	<b>2,109,332</b>
<b>Region II:</b>			
New Jersey .....	571,721	627,086	1,198,807
New York .....	2,315,166	500,328	2,815,494
Puerto Rico .....	344,149	303,452	647,601
Virgin Islands .....	0	45,000	45,000

## FY 2004 BASIC CENTER PROGRAM: ALLOCATION BY STATE—Continued

	Continuations	New Awards	Totals
Region II Total .....	3,231,036	1,475,866	4,706,902
Region III:			
Delaware .....	37,857	80,744	118,601
District of Columbia .....	50,000	50,000	100,000
Maryland .....	300,000	510,672	810,672
Pennsylvania .....	673,568	1,103,956	1,777,524
Virginia .....	680,175	369,188	1,049,363
West Virginia .....	0	251,054	251,054
Region III Total .....	1,741,600	2,365,614	4,107,214
Region IV:			
Alabama .....	315,000	368,053	683,053
Florida .....	1,076,639	1,130,646	2,207,285
Georgia .....	708,974	585,472	1,294,446
Kentucky .....	350,000	253,070	603,070
Mississippi .....	447,299	0	447,299
North Carolina .....	724,578	451,943	1,176,521
South Carolina .....	328,906	290,779	619,685
Tennessee .....	568,981	274,827	843,808
Region IV Total .....	4,520,377	3,354,790	7,875,167
Region V:			
Illinois .....	526,501	1,414,832	1,941,333
Indiana .....	407,255	546,119	953,374
Michigan .....	1,181,542	392,199	1,573,741
Minnesota .....	640,272	145,984	786,256
Ohio .....	1,129,219	621,512	1,750,731
Wisconsin .....	320,790	525,580	846,370
Region V Total .....	4,205,579	3,646,226	7,851,805
Region VI:			
Arkansas .....	301,070	111,023	412,093
Louisiana .....	728,489	0	728,489
New Mexico .....	281,920	0	281,920
Oklahoma .....	165,060	379,807	544,867
Texas .....	2,417,036	1,084,111	3,501,147
Region VI Total .....	3,893,575	1,574,941	5,468,516
Region VII:			
Iowa .....	337,239	117,740	454,979
Kansas .....	203,844	229,893	433,737
Missouri .....	500,000	370,927	870,927
Nebraska .....	265,475	0	265,475
Region VII Total .....	1,306,558	718,560	2,025,118
Region VIII:			
Colorado .....	447,881	211,687	659,568
Montana .....	0	144,106	144,106
North Dakota .....	56,425	46,060	102,485
South Dakota .....	100,000	0	100,000
Utah .....	415,000	0	415,000
Wyoming .....	0	100,000	100,000
Region VIII Total .....	1,019,306	501,853	1,521,159
Region IX:			
American Samoa .....	.....	.....	.....
Arizona .....	615,265	192,725	807,990
California .....	2,829,188	2,437,297	5,266,485
Guam .....	45,000	0	45,000
Hawaii .....	174,214	0	174,214
Northern Marianas .....	.....	45,000	45,000
Nevada .....	171,878	123,832	295,710
Region IX Total .....	3,835,545	2,798,854	6,634,399
Region X:			

## FY 2004 BASIC CENTER PROGRAM: ALLOCATION BY STATE—Continued

	Continuations	New Awards	Totals
Alaska .....	94,835	19,360	114,195
Idaho .....	0	224,955	224,955
Oregon .....	698,521	0	698,521
Washington .....	830,965	85,803	916,768
Region X Total .....	1,624,321	330,118	1,954,439
<b>FY 2004 BCP TOTAL .....</b>	<b>26,794,534</b>	<b>17,459,517</b>	<b>44,254,051</b>

**Note:** Agencies in States where zero (\$ -0-) funding is reflected on the BCP Table of Allocation are highly encouraged to apply for grant funding in the event that additional funds becomes available.

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BILLING CODE 4184-01-P

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

### Health Resources and Services Administration

#### Availability of Funds Announced in the HRSA Mini-Preview

**AGENCY:** Health Resources and Services Administration.

**ACTION:** General notice.

**SUMMARY:** Health Resources and Services Administration (HRSA) announces the availability of funds in the HRSA Mini-Preview for Spring 2004. The HRSA Preview is a comprehensive review of HRSA's fiscal year (FY) 2004 competitive grant programs. This supplemental edition provides information on programs not initially announced in the full HRSA Preview, which was published in the **Federal Register** on September 4, 2003. (Vol. 68, No. 171)

The purpose of the HRSA Preview is to provide the general public with a single source of program and application information related to the Agency's competitive grant offerings. The HRSA Preview is designed to replace the multiple **Federal Register** notices that traditionally advertised the availability of HRSA's discretionary funds for its various programs. It should be noted that additional program initiatives responsive to new or emerging issues in the health care area and unanticipated at the time of publication of the HRSA Preview may be announced through the **Federal Register** and the HRSA Web site, <http://www.hrsa.gov/grants.htm>. A list of these programs can also be found at the Grants.gov Web site: <http://www.grants.gov>. This notice does not

change requirements appearing elsewhere in the **Federal Register**.

This notice is intended to serve as the HRSA Mini-Preview. The HRSA Mini-Preview contains a description of new competitive grant programs scheduled for awards in FY 2004 which were not included in the earlier HRSA Preview, and includes instructions on how to contact the Agency for information and receive application kits for these programs. Specifically, the following information is included in the HRSA Mini-Preview: (1) Program announcement number; (2) program announcement title; (3) program announcement code; (4) legislative authority; (5) Catalog of Federal Domestic Assistance (CFDA) identification number; (6) purpose; (7) eligibility; (8) funding priorities and/or preferences; (9) application review criteria; (10) estimated dollar amount of competition; (11) estimated number of awards; (12) estimated project period; (13) application availability date; (14) letter of intent deadline (if any); (15) application deadline; (16) projected award date; and (17) programmatic contact, with telephone and e-mail addresses. Certain other information, including how to obtain and use the HRSA Preview and grant terminology, can also be found in the HRSA Mini-Preview.

This Fiscal Year HRSA began accepting grant applications online. Please refer to the HRSA Web site at <http://www.hrsa.gov/grants/preview/default.htm> for more information.

Dated: April 13, 2004.

**Elizabeth M. Duke,**  
Administrator.

This notice describes funding for the following HRSA discretionary authorities and programs (receipt deadlines are also provided):

#### Health Professions Programs:

HRSA-04-086 Nurse Faculty Loan Program (NFLP) 05/19/2004  
HRSA-04-087 Health Careers Adopt a School Demonstration Program (HCSDP) ..... 06/01/2004

HRSA-04-096 Clinical Experiences in Federally-Funded Community Health Centers for Nurse Practitioners and/or Nurse-Midwifery Students (CENS) ..... 06/07/2004

HIV/AIDS Programs:

HRSA-04-079 National Quality Improvement/Management Technical Assistance Center Cooperative Agreement (NQC) .... 06/30/2004

Maternal and Child Health Programs:

HRSA-04-083 Awareness and Access to Care for Children and Youth with Epilepsy (AACYE) ..... 06/01/2004

HRSA-04-084 State Oral Health Collaborative Systems (SOHCS) ..... 06/25/2004

HRSA-04-085 Heritable Disorders Program (HDP) 06/30/2004

HRSA-04-088 State Grants for Perinatal Depression (SGPD) ..... 06/01/2004

HRSA-04-094 State Maternal and Child Health Early Childhood Comprehensive Systems (SECCS) ..... 06/18/2004

Rural Health Policy Programs:

HRSA-04-089 Public Access Defibrillation Demonstration Projects (PADDP) ..... 06/10/2004

HRSA-04-090 Rural Emergency Medical Service Training and Equipment Assistance Program (REMSTEP) ..... 06/10/2004

HRSA-04-091 Rural Health Best Practices and Community Development Cooperative Agreement (RHCD) ..... 06/21/2004

HRSA-04-092 Frontier Extended Stay Clinic Cooperative Agreement (FESC) 07/02/2004

HRSA-04-093 Rural Policy Analysis Cooperative Agreement (RPACA) ..... 06/30/2004

Special Programs—Grants:

HRSA-04-082 State Planning Grants (SPGP) ..... 06/15/2004

HRSA-04-095 Media-Based Grass Roots Efforts to Increase Minority Organ Donations (MBMOD) ..... 06/25/2004