

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Administration for Children and Families

[Program Announcement No. CB 97-11]

Announcement of the Availability of Financial Assistance and Request for Applications To Support Child Welfare Training Projects

AGENCY: Administration on Children, Youth and Families, ACF, DHHS.

ACTION: Announcement of the availability of financial assistance and request for applications to support child welfare training projects.

SUMMARY: The Children's Bureau (CB) within the Administration on Children, Youth and Families (ACYF), Administration for Children and Families, announces the availability of fiscal year 1997 funds for competing new discretionary grants to public and private non-profit accredited institutions of higher learning to develop and improve educational and training programs and to assist child welfare agencies to enhance skills and build capacity of staff to achieve planned outcomes.

This announcement contains forms and instructions for submitting an application.

CLOSING DATE: The closing time and date for the receipt of applications under this announcement is 4:30 p.m. (Eastern Time Zone), on August 22, 1997. Applications received after 4:30 p.m. of the closing date will be classified as late. Post marks and other similar documents DO NOT establish receipt of an application.

DEADLINE: Mailed applications shall be considered as meeting an announced deadline if they are received on or before the deadline time and date at the U.S. Department of Health and Human Services, Administration for Children and Families, Division of Discretionary Grants, 370 L'Enfant Promenade, S.W., Mail Stop 6C-462, Washington, D.C. 20447. Attention: Children's Bureau Discretionary Training Funds Program (Specify Priority Area 1, 2, 3, or 4).

Applications hand-carried by applicants, applicant courier, or by overnight/express mail couriers shall be considered as meeting an announced deadline if they are received on or before the deadline receipt date, between the hours of 8:00 a.m. and 4:30 p.m. (EST), at the U.S. Department of Health and Human Services, Administration for Children and Families, Division of Discretionary

Grants, ACF Mailroom, 2nd Floor Loading Dock, Aerospace Center, 901 D Street, S.W., Washington, DC 20024, between Monday and Friday (excluding Federal holidays). Attention: Children's Bureau Discretionary Training Funds Program (Specify Priority Area 1, 2, 3, or 4). Any application received after 4:30 p.m. on the deadline date will not be considered for competition. Applicants using express/overnight services should allow for two working days prior to the deadline date for receipt of applications.

ACF cannot accommodate transmission of applications by fax or through other electronic media. Therefore, applications transmitted to ACF electronically will not be accepted regardless of date or time of submission and time of receipt. Envelopes containing applications must clearly indicate the specific priority area that the application is addressing.

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

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

FOR FURTHER INFORMATION CONTACT: The ACYF Operations Center, Technical Assistance Team (telephone number 1-800-351-2293) is available to answer questions regarding application requirements and to refer you to the appropriate contact person in ACYF for programmatic questions.

INTENT TO APPLY: If you plan to submit an application, within two weeks of the receipt of this announcement, send a post card or call in the following information: the name, address and telephone number of the contact person; the name of the organization; and the priority area(s) in which you may submit an application to: Administration on Children Youth and Families, Operations Center, 3030 Clarendon Boulevard, Suite 240, Arlington, VA 22201, ATTN: Child Welfare Training Program. The telephone number is 1-800-351-2293. This information will be used to determine the number of expert reviewers needed and to update the mailing list of persons to whom the program announcement is sent.

SUPPLEMENTARY INFORMATION: This program announcement consists of five parts. Part I provides information on the Children's Bureau. Part II describes the review process and funding decisions, additional requirements for the grant applications, and the programmatic priorities for which applications are being requested. Part III provides information on the application requirements. Part IV describes the evaluation criteria. Part V provides the instructions for the development and submission of applications.

Outline of Announcement

Part I: General Information

- A. Background
- B. Statutory Authority Covered Under This Announcement

Part II: Review Process and Priority Areas

- A. Eligible Applicants
- B. Review Process and Funding Decisions
- C. Evaluation Process
- D. Structure of Priority Area Descriptions
- E. Available Funds
- F. Grantee Share of Project Costs
- G. Priority Areas
- H. Priority Area Descriptions

Part III: Application Requirements

- A. Objectives and Needs for Assistance
- B. Results and Benefits
- C. Approach
- Priority Area 1
- Priority Area 2
- Priority Area 3
- Priority Area 4
- D. Staff Background and Organizational Experience
- E. Budget Appropriateness

Part IV: Evaluation Criteria

- A. Criterion 1: Objectives and Need for Assistance
- B. Criterion 2: Results and Benefits Expected
- C. Criterion 3: Approach
- D. Criterion 4: Staff Background and Organizational Experience
- E. Criterion 5: Budget Appropriateness

Part V: Instructions for the Development and Submission of Applications for FY 1997

- A. Availability of Forms
- B. Paperwork Reduction Act of 1995
- C. Required Notification of the State Single Point of Contact
- D. Deadline for Submission of Applications
- E. Instructions for Preparing the Application and Completing Application Forms
- 1. SF 424 Page 1, Application Cover Sheet
- 2. SF 424A—Budget Information, Non-Construction Programs
- 3. Project Summary Description
- 4. Program Narrative Statement
- 5. Organizational Capability Statement
- 6. Assurances/Certifications
- F. Checklist for a Complete Application
- G. The Application Package

Part I. General Information

A. Background

The Administration on Children, Youth and Families administers national Federal programs for children

and youth; works with States, Tribes, and local communities to develop services which support and strengthen family life and protect children; seeks joint ventures with the private sector to enhance the lives of children and their families; and provides information and other assistance related to child welfare programs.

The concerns of ACYF extend to all children from birth through adolescence, with particular emphasis on children who have special needs. Many of the programs administered by the agency focus on children from low-income families; children and youth in need of protective services, foster care, adoption or other child welfare services; preschool children, including children with disabilities; abused and neglected children; runaway and homeless youth; and children from American Indian and migrant families.

Within ACYF, the Children's Bureau plans, manages, coordinates, and supports child welfare services programs. It administers the Foster Care and Adoption Assistance Program, the Child Welfare Services State Grants Program, the Family Preservation and Support Program, the Independent Living Program, the Child Welfare Services Training Program, the Adoption Opportunities Program, and the Abandoned Infants Assistance Program.

The Children's Bureau programs are designed to promote the welfare of all children, including disabled, homeless, dependent, abused or neglected children and their families. The programs also encourage strengthening of the family unit to help alleviate unnecessary separation of children from their families and reunify families where possible, when separation has occurred. Where reunification is not possible, rapid movement into adoption or other form of permanency placement is necessary.

B. Statutory Authority Covered Under This Announcement

Section 426 of the Social Security Act, as amended. 42 U.S.C. 626, CFDA: 93.648. Under this section, funds are authorized each fiscal year for grants to public or other non-profit institutions of higher learning for special projects for training personnel for work in the field of child welfare, including traineeships with such stipends and allowances as may be permitted by DHHS.

Part II. Review Process and Priority Areas

A. Eligible Applicants

Each priority area description contains information about the types of agencies and organizations which are eligible to apply under that priority area. Each application will be screened for applicant organization eligibility as specified under the selected priority area. Applications from ineligible organizations will not be considered or reviewed in the competition, and the applicant will be so informed.

Only agencies and organizations, not individuals, are eligible to apply under this Announcement. All applications developed jointly by more than one agency or organization must identify only one lead organization and official applicant. Participating agencies and organizations can be included as co-participants, subgrantees or subcontractors. For-profit organizations are eligible to participate as subgrantees or subcontractors with eligible non-profit organizations under all priority areas.

Any non-profit organization submitting an application must submit proof of its non-profit status in its application at the time of submission. The non-profit agency can accomplish this by providing a copy of the applicant's listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations as described in Section 501(c)(3) of the IRS code, or by providing a copy of the current valid IRS tax exemption certification, or by providing a copy of the articles of incorporation bearing the seal of the State in which the corporation or association is domiciled.

B. Review Process and Funding Decisions

Timely applications received by the deadline date which are from eligible applicants will be reviewed and scored competitively. Experts in the field, generally persons outside the Federal government, will use the appropriate evaluation criteria listed later in this section to review and score the applications. The results of this review are a primary factor in making funding decisions.

The ACYF reserves the option of discussing applications with, or referring them to, other Federal or non-Federal funding sources when this is in the best interest of the Federal government or the applicants. ACYF may also solicit comments from ACF Regional Office staff, other Federal agencies, interested foundations, national organizations, specialists,

experts, States and the general public. These comments, along with those of the expert reviewers, will be considered by ACYF in making funding decisions.

To the greatest extent possible, efforts will be made to ensure that funding decisions reflect an equitable distribution of assistance among the States and geographical regions of the country, rural and urban areas, and ethnic populations. In making these decisions, ACYF may also take into account the need to avoid unnecessary duplication of effort.

C. Evaluation Process

A panel of at least three reviewers (primarily experts from outside the Federal government) will review the applications. To facilitate this review, applicants should ensure that they address each minimum requirement in the priority area description under the appropriate section of the Program Narrative Statement. Applicants are encouraged to use job titles and not specific names in developing the application budget. However, the specific salary rates or amounts for staff positions identified must be included in the application budget.

The reviewers will determine the strengths and weaknesses of each application using the evaluation criteria listed below, provide comments and assign numerical scores. The point value following each criterion heading indicates the maximum numerical weight.

D. Structure of Priority Area Descriptions

Each priority area description is composed of the following sections:

Eligible Applicants: This section specifies the type of organization eligible to apply under the particular priority area. Specific restrictions are also noted, where applicable.

Purpose: This section presents the basic focus and/or broad goal(s) of the priority area.

Background Information: This section briefly discusses the legislative background as well as the current state-of-the-art and/or current state-of-practice that supports the need for the particular priority area activity. Relevant information on projects previously funded by ACYF or others are noted, where applicable.

Minimum Requirements for Project Design: This section presents the basic set of issues that must be addressed in the application. Typically, they relate to project design, evaluation, and other organizational or community involvement. This section also asks for specific information on the proposed

project. Inclusion and discussion of these items is important since they will be used by the reviewers in evaluating the applications against the evaluation criteria. Project products, continuation of the project effort after the Federal support ceases, and dissemination/utilization activities, if appropriate, are also addressed.

Project Duration: This section specifies the maximum allowable length of time for the project period and refers to the amount of time for which Federal funding is available, including any extensions.

Federal Share of Project Cost: This section specifies the maximum amount of Federal support for the project for the first budget year.

Matching Requirement: This section specifies the minimum non-Federal contribution, either through cash or in-kind match, required in relation to the maximum Federal funds requested for the project. The applicant must assure that the proposed budget meets or exceeds the cost sharing or match requirement. Grantees must provide at least 25 percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF share and the non-Federal share. The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. For example, a grantee with \$100,000 grant award (Federal funds) should commit no less than \$33,334 each budget period, i.e., 25 percent of the \$133,334 in total project costs.

Anticipated Number of Projects To Be Funded: This section specifies the number of projects ACYF anticipates it will fund under the priority area.

Please note that applications that do not comply with the specific priority area requirements in the section on "Eligible Applicants" will not be reviewed. Applicants should also note that non-responsiveness to the section "Minimum Requirements for Project Design" will result in a low evaluation score by the reviewers. Applicants must clearly identify the specific priority area under which they wish to have their applications considered, and tailor their applications accordingly. Previous experience has shown that an application which is broader and more general in concept than outlined in the priority area description scores lower than one more clearly focused on, and directly responsive to, that specific priority area.

E. Available Funds

The ACYF intends to award new grants resulting from this announcement during the fourth quarter of fiscal year 1997, subject to the availability of funds. The size of the actual awards will vary.

Under this announcement, approximately \$3.5 million is available for FY 1997. Each priority area description includes information on the maximum Federal share of the project costs and the anticipated number of projects to be funded.

The term "budget period" refers to the interval of time (usually 12 months) into which a multi-year period of assistance (project period) is divided for budgetary and funding purposes. The term "project period" refers to the total time a project is approved for support, including any extensions.

Where appropriate, applicants may propose project periods which are shorter than the maximums specified in the various priority areas. Non-Federal share contributions may exceed the minimums specified in the various priority areas when the applicant is able to do so. However, if the proposed match exceeds the minimum requirement, the grantee must meet its proposed level of match support before the end of the project period. Applicants should propose only that non-Federal share they can realistically provide since any unmatched Federal funds will be disallowed by ACF.

For multi-year projects, continued Federal funding beyond the first budget period is dependent upon satisfactory performance by the grantee, availability of funds from future appropriations, and a determination that continued funding is in the best interest of the Government.

F. Grantee Share of Project Costs

Grantees must provide at least 25 percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF share and the non-Federal share. The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. Therefore, a project requesting \$300,000 in Federal funds (based on an award of \$100,000 per budget period), must include a match of at least \$100,000 (25 percent of the total cost of the project). If approved for funding, grantee will be held accountable for commitments of non-Federal resources and failure to provide the required amount will result in a disallowance of unmatched Federal funds.

G. Priority Areas

Priority Area 1: Interdisciplinary Training For Public Agency Workers and Supervisors to Improve Child Welfare Services.

Priority Area 2: Training for Managers to Support Outcome-based Management in Child Welfare.

Priority Area 3: Cross-Program Training of Public Agency Workers to Conduct Intake for Comprehensive Family Needs Assessment, Including Stress and Strength Areas, and Service Requirements.

Priority Area 4: Training for Determining Adult Relatives as Preferred Caretakers in Permanency Planning.

H. Priority Area Descriptions

Priority Area 1—Interdisciplinary Training For Public Agency Workers and Supervisors to Improve Child Welfare Services

Eligible Applicants: Public or non-profit institutions of higher education with accredited social work education programs, or other accredited bachelor or graduate level programs leading to a degree relevant to work in child welfare.

Purpose: To develop a competency-based interdisciplinary training curriculum and a training plan to enhance and strengthen the capacity of child welfare workers and supervisors to respond to complex family problems of child abuse and neglect resulting from substance abuse, mental illness, and domestic violence, which require effective interdisciplinary service coordination necessary to achieve child safety and permanency goals.

Background Information: A Departmental study in progress indicates that children who have caretakers with substance abuse and mental health problems are more likely to be placed in foster care than children who do not have caretakers with such problems. Preliminary analysis of this data also found that 54% of the caretakers had substance abuse and 55% mental health problems. Domestic violence was the presenting problem in 11% of the IV-E foster care and non-IV-E foster care cases who were involved in the child welfare system.

Families and children in the child welfare system exhibit multiple problems, requiring specialized community-based services. Because of the increasingly complex nature of the family problems, the public agency staff are continuously challenged to provide comprehensive services such as medical, legal, psychological, educational and/or training necessary to address diverse family needs. Families

need an integrated service strategy to address their multiple problem areas. This effort necessitates the use of a multi-disciplinary team approach to achieve child safety and permanency goals.

The capacity of the public agencies to make sound decisions regarding safety and permanency is contingent upon the staffs' ability to understand the predisposing family conditions that contribute to the entry of children into the foster care system. An understanding of the family dynamics and issues of substance abuse, mental health and domestic violence as social problems is critical to determining appropriate services needed to achieve family preservation goals.

Interdisciplinary training is an important way to build staff capacity to facilitate effective collaboration between child welfare and other professionals who also serve the same population. Interdisciplinary service coordination is therefore critical to the success of a case plan. This process also requires a holistic on-going assessment, treatment strategy, and monitoring to evaluate the progress made by families. It requires skills in asking the right questions that go beyond the presenting problems to determine underlying psycho-social problems that require solutions. It requires an understanding of various disciplines which are governed by their own theoretical systems, service philosophies and intervention approaches and how to collaborate with these disciplines on behalf of the families in the child welfare system.

The Family Preservation and Support Services Act of 1993 emphasized the importance of service integration to stabilize families and enhance environmental opportunities for normal child development. In recent years, the Department has supported curriculum development projects that emphasize interdisciplinary collaboration. For example, in 1991, the National Center on Child Abuse and Neglect funded 94 interdisciplinary training projects that focused on linkages between substance abuse and child maltreatment. During the same period, the Office of Community Services' collaborative grants project also highlighted the need to develop inter-program training curricula to improve coordination between the child support enforcement programs and domestic violence programs. In 1991, the funding of the cooperative agreement between the Children's Bureau and the Florida International University and the funding of 11 interdisciplinary child welfare training grants also indicate the importance of this priority area. In FY

1997, under the Abandoned Infants Assistance Program, the Children's Bureau will continue to fund several demonstrations that will focus on comprehensive services for the abandoned infants and infants at risk of abandonment and their families who are affected by substance abuse and the human immunodeficiency virus.

While the need for interdisciplinary training for public child welfare workers and supervisors has been recognized, few training programs have been developed with sufficient emphasis on multi-disciplinary coordination in areas of substance abuse, mental health and domestic violence. This priority area will specifically focus on developing curricula and training to enhance increasing knowledge and practice skills in the areas of: (1) substance abuse, mental health and domestic violence as social problems; (2) developing assessment, interdisciplinary coordination and monitoring skills to evaluate progress in family situations; and (3) integrating various professional disciplines' framework and programs (e.g., health, mental health, juvenile justice, law enforcement, substance abuse counseling, child care, Child Support Enforcement, Head Start, and Temporary Assistance to Needy Families programs) which are governed by their own theoretical systems, service philosophies and intervention approaches. Funding from this priority area is expected to be used to develop an interdisciplinary training curriculum, to deliver training, and to evaluate the effectiveness of the training provided to the child welfare staff.

Minimum Requirements for Project Design: To compete successfully under this priority area, the applicant must:

- Demonstrate knowledge and understanding of interdisciplinary training issues specific to the substance abuse, mental health, and domestic violence problems found in the child welfare population throughout the country. Discuss how the proposed project will build on the existing knowledge and evaluations of such projects and will add innovative dimensions to achieve the interdisciplinary training goals.
- Describe past and/or current collaborative efforts between the educational programs and the public (State/local and Tribal) agencies. Describe how this project will build on existing partnerships with such agencies.

- Discuss an approach to developing a theoretical and practice-based curriculum that integrates substance abuse, mental health, and domestic violence issues as these relate to child

abuse and neglect. Describe the need for such training for the public child welfare staff in specific and child welfare professionals in general. Also describe the contents of the proposed interdisciplinary training curriculum.

- Describe the proposed curriculum and discuss how it builds on, expands, and strengthens the existing curriculum approaches/ models. The applicant must explain the preliminary planning and coordination activities with other disciplines in the development and execution of the training curriculum. Discuss the approach to teaching a competency-based interdisciplinary curriculum and the use of other disciplines to teach in various components of the training curriculum to achieve the project objectives.

- Describe how the public child welfare agency staff and community agencies providing services to families with substance abuse and domestic violence problems will be involved in the development of the curriculum.

- Describe who the trainees will be; how many at each level of the child welfare services tier are expected to be trained over the life of the project; selection criteria for trainee recruitment; and specific strategies for recruiting minority and Tribal agency trainees. There should also be a consideration to include individuals from the community agencies that provide services to the child welfare population.

- Describe any interactive and long distance training, including video technology, if any, that will be part of this effort.

- Describe coordination with the public agency in evaluating the interdisciplinary training curriculum, including the timelines.

- Submit a work plan which describes the timelines for each task to be accomplished to match the scope of the project. It must also describe the timeframes for: the development of the proposed interdisciplinary training curriculum; coordination with various disciplines in the proposed tasks; training the public agency staff; evaluation of the project; and submission of the interim progress and final reports and the final products.

- Describe the proposed plan for the evaluation of the project. Discuss how the effectiveness of the competency-based interdisciplinary curriculum will be assessed.

- Describe the applicant's experience in developing and providing interdisciplinary training in child welfare. Also describe the applicant's history and relationship with the targeted public child welfare agency. Include a discussion of the relevant

programs, administrative and fiscal management experience.

- Identify and provide a brief description of key staff who are proposed to work in this project, indicating their education, experience in working in similar programs and training/teaching experiences that are relevant to achieving the project goals. Include their resumes.
- Describe the qualifications and experience of the individuals who will assist in: developing the curriculum; training of the public agency staff; and evaluating the project. Include their resumes.
- Identify and describe the administrative and organizational interface required in this project (State agency, community agencies, academic departments, other disciplines, institutions, etc.). Also include interagency agreements and commitments obtained from the participating entities.
- Provide assurance that at least one key staff from the university and one from the public child welfare agency will jointly attend a one-day meeting in the HHS Regional office shortly after the award of the grant and participate in a four-day annual meeting in Washington, D.C.

Project Duration: The length of the project must not exceed 36 months.

Federal Share of Project Costs: The Federal share is not to exceed \$150,000 for the first 12 month budget period or \$450,000 for a three year project period.

Matching Requirements: For each budget period with an award of \$150,000 (Federal funds), the non-Federal share would be no less than \$50,000 (i.e., 25 percent of the total project cost of \$200,000). The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through a cash contribution. Funds from this grant cannot be used to match title IV-E training funds.

Anticipated Number of Projects: It is anticipated that four or five projects will be funded, depending on availability of funds.

Length of Proposal: The length of the narrative, including the appendices, must be limited to 60 pages.

CFDA Number: 93.648 Child Welfare Training Program Grants: Section 426 of the Social Security Act.

Priority Area 2—Training for Managers To Support Outcome-based Management in Child Welfare

Eligible Applicants: Public or non-profit institutions of higher education with accredited social work education

programs, or other accredited bachelor or graduate level programs leading to a degree relevant to work in child welfare.

Purpose: To support and promote management capabilities in the use of the child welfare program data to: (1) identify outcomes to be achieved; (2) create ownership of the data by the staff; (3) develop a strategy for the planned use of the data to track performance; and (4) identify training needs to build staff capacity to improve program outcomes. To achieve this objective, this priority will focus on developing a training curriculum to build managerial capacity for effectively using the child welfare program data for the purposes of developing and instituting an outcome-based management strategy that will focus on program outcomes, tracking performance at all agency levels, and removing barriers to achieving child welfare outcomes.

Background Information: Public sector agencies are increasingly exploring ways to improve management practices which focus on results rather than process. Managing for results and outcome-based management have become central to demonstrating the effectiveness of an agency in managing its child welfare program in terms of child safety, permanency, and well-being goals.

Although specifically mandated for federal agencies, the Government Performance Review Act provides guidelines for developing measurable outcomes that can be used to evaluate an agency's success in achieving its mission and goals. The American Humane Association, an affiliate of the American Public Welfare Association, holds roundtable discussions to increase knowledge and understanding of outcome measures and the elements of effective outcome-based models in child welfare. The Family Preservation and Support Services Program also requires States to describe the goals to be accomplished and the methods to be used to measure progress toward accomplishing these goals. Other performance and outcome-based management models used successfully by industries could also have practical applications for child welfare agencies.

Theoretically, continuous improvement strategies are built upon ongoing monitoring of results and understanding factors that influence outcomes. A results-orientated management plan should be based on decisions resulting from the review of various sources of State/federal or other systems data, including internal and external program and fiscal audits; data obtained from the periodic review and monitoring of the outcomes on the front-

lines of the agency; cost-effectiveness reports; and finally an assessment of funding sources and their impact on program outcomes.

To enable child welfare agencies to strengthen the transition toward results-oriented performance, it is essential that they determine ways to enhance and build capacity of the management staff in this area. It is also desirable for child welfare agencies to take advantage of the new technologies and information sources, such as SACWIS (Statewide Automated Child Welfare Information Systems), AFCARS (Adoption and Foster Care Analysis and Reporting System) and NCANDS (National Child Abuse and Neglect Data System) to enhance management practices and to measure the service outcomes of the child welfare agency. Although these data are not yet available for all States, they reflect certain commonalities that could be useful for developing effective management measures. Other child welfare data sources could also be explored for management decisions.

Outcomes can also be planned in accordance with the public laws and regulations which govern foster care and adoption assistance and family preservation and support services programs. Additionally, child welfare practice knowledge should also provide critical information for developing outcome-based and results-oriented management plans. Training of the top and mid-level managerial staff who are involved in the decision making process is therefore critical to promoting outcome-based management in child welfare.

Minimum Requirements for Project Design: In order to compete successfully under this priority area, the applicant must:

- Demonstrate knowledge and understanding of the theory and principles of outcome-based management practices in general and their current applications in public child welfare agencies throughout the country, including the linkages between program outcomes and effective practices. Discuss how the proposed training project will build on the existing knowledge and evaluations of these management practices. Discuss the innovative dimensions of the proposed training approach which focuses on capacity building to improve the child welfare program outcomes. Discuss the use of relevant fiscal and program data to develop performance goals, use of such analysis for developing effective management practices toward achieving interim and final performance goals, and evaluating barriers to achieving the intended goals.

- Describe past and/or current collaboration between the applicant and the public (State/local and Tribal) agencies. Describe how this project will build on existing partnerships with such agencies.

- Discuss the proposed approach to developing a theoretical and practice-based curriculum that focuses on outcome-based management as it relates to child welfare agencies. Describe the need for such training for the public agencies' managers. Also describe the contents of the proposed outcome-based management training curriculum.

- Describe the proposed training curriculum and discuss how it builds on, expands, and strengthens existing curricula to promote outcome-based management approaches/models. The applicant must explain the preliminary planning and coordination activities with the public child welfare agency in developing and executing the training curriculum. Also discuss the approach to teaching such a curriculum and the use of other disciplines, if any, to teach various components of the curriculum to achieve the project objectives.

- Describe the use of new technologies, federal/State data systems, other relevant information sources and reports, monitoring systems, etc., as components of the proposed training curriculum.

- Describe how the public child welfare agency staff will be involved in the development of the curriculum.

- Describe who the trainees will be; how many at each level of the managerial tier are expected to be trained over the life of the project; the criteria for selection of trainees; how the trainees will be recruited; and specific strategies which will be used to recruit minority and Tribal agency trainees.

- Describe any interactive and long distance training, including video technology, if any, that will be part of this effort.

- Describe coordination with the public agency in evaluating the outcome-based management training curriculum, including the timelines.

- Submit a work plan which describes the timelines for each task to be accomplished to match the scope of the project. It must also describe the timeframes necessary for: the development of the proposed training curriculum development; coordination with the public child welfare agency; coordination and use of other disciplines in the curriculum development and training tasks; training of the public agency staff; evaluation of the project, and submission of the interim progress and final reports, and the final products.

- Describe the proposed plan to evaluate the project. Discuss how the effectiveness of the competency-based training curriculum will be assessed.

- Describe the applicant's experience in developing and providing outcome-based training relevant to public child welfare agencies. Also describe the applicant's history and relationship with the targeted public child welfare agency. Include a discussion of the relevant programs and administrative and fiscal management experience.

- Identify and provide a brief description of key staff who are proposed to work in this project, indicating their education, experience in working in similar programs and training/teaching experiences relevant to achieving the project goals. Include their resumes.

- Describe the qualifications and experience of the individuals who will assist in the development of the curriculum, training of the public agency staff, and evaluation of the project. Include their resumes.

- Identify and describe the administrative and organizational interface required in this project (State agency, academic departments, other disciplines, institutions, etc.). Also include interagency agreements and commitments obtained from the participating entities.

- Provide assurance that at least one key staff from the applicant agency and one from the public child welfare agency will jointly attend a one-day meeting in the HHS Regional office shortly after the award of the grant and participate in a four-day annual grantee meeting in Washington, D.C.

Project Duration: The length of the project must not exceed 36 months.

Federal Share of Project Costs: The Federal share is not to exceed \$150,000 for the first 12 month budget period or \$450,000 for a three year project period.

Matching Requirements: For each budget period with an award of \$150,000 (Federal funds), the non-Federal share would be no less than \$50,000 (i.e., 25 percent of the total project cost of \$200,000). The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through a cash contribution. Funds from this grant cannot be used to match title IV-E training funds.

Anticipated Number of Projects: It is anticipated that three to five projects will be funded, depending on availability of funds.

Length of Proposal: The length of the narrative, including the appendices, must be limited to 60 pages.

CFDA Number: 93.648 Child Welfare Training Program Grants: Section 426 of the Social Security Act.

Priority Area 3—Cross-Program Training of Public Agency Workers To Conduct Intake for Comprehensive Family Needs Assessment, Including Stress and Strength Areas, and Service Requirements

Eligible Applicants: Public or non-profit institutions of higher education with accredited social work education programs, or other accredited bachelor or graduate level programs leading to a degree relevant to work in child welfare.

Purpose: To develop a competency-based cross-program training curriculum and a training plan to enhance child welfare workers' ability and skills to conduct comprehensive assessments of family needs at the intake level. The objective of this priority is to build capacity of the workers to identify and assess all family conditions, including socio-economic factors, family strengths, and areas of stress which contribute to child abuse and neglect and which require referrals and coordination with other human service programs.

Background Information: Families and children in the child welfare system exhibit multiple problems, requiring referrals to programs that specialize in responding to specific needs. However, there appears to be a single-factor assessment approach (i.e., primary focus being risks to child safety) to evaluating child abuse and neglect. This practice method limits the child welfare worker's ability to conduct a "holistic" assessment of the family situation and to develop a comprehensive case plan to achieve family sufficiency, child safety, and family preservation goals. Many families which experience child abuse and neglect will be asked to focus simultaneously on economic self-sufficiency and family preservation. Critical to achieving self-sufficiency is the parents' ability to keep children safe.

Child abuse and neglect is a multi-problem phenomenon. Complex psycho-social factors contribute to child abuse and neglect. Numerous studies have also found significant relationships between socio-economic conditions and the parents' ability to provide safe environment for the children. Child abuse and neglect resulting from unemployment, lack of job skills, absence of child support, need for child care and transportation, and homelessness are well documented and require corrective measures. A comprehensive case plan therefore should include attention to all elements

of family needs as well as strengths and a referral plan to access services to meet basic and concrete needs as well.

Recent major public policy changes demand new expectations from the parents and caretakers of children in need. The Temporary Assistance for Needy Families (TANF) program, a consolidated Child Care and Development Block Grant program, and stricter Child Support Enforcement provisions (enacted under the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA)) emphasize family responsibility toward achieving self-sufficiency. Rapid entry into employment using child care assistance and tracking biological fathers to obtain child support are directed to support families in their self-sufficiency efforts.

The public agency staff (i.e., child welfare and TANF) are continuously challenged to provide comprehensive services in efforts to address diverse family needs. Intake is a critical point for identifying and assessing conditions that bring a family to the child welfare agency. It is also a cross point for determining the types of assistance which might be necessary prior to and after the removal of the child from the family home. Skills in conducting comprehensive assessment require knowledge and understanding of all contributing factors, an understanding of the programs designed to address basic needs, and coordination with the collaborating agencies.

Capacity building for effective holistic, family-centered assessment at intake requires an understanding of the basic principles of such a practice approach. Skills must include making sound, goal-oriented case plan decisions based on such assessments, including a multi-program team approach to achieve child safety and family self-sufficiency goals. Cross-program training therefore is key to developing practice skills to assure collaboration built on the mutual understanding of each other's roles, responsibilities, and expected performance outcomes.

The provisions under title IV-B, subpart 2, Family Preservation and Support Services emphasize service integration to stabilize families and enhance environmental opportunities for normal child development. The Temporary Assistance for Needy Families (TANF) program, consolidation of funding of child care to meet the needs of diverse working and welfare families, and stricter child support enforcement laws—all enacted under the 1996 welfare reform—emphasize cross-program coordination to achieve the family self-sufficiency goal.

Although there are no systematic studies, there is sufficient anecdotal evidence to suggest that the same families are being served concurrently by different programs. This is generally accomplished by the families themselves who have basic needs that must be fulfilled. Cross-program coordination can be more effectively achieved if the child welfare, TANF, and Child Support Enforcement program workers have a shared framework and a systematically coordinated approach to the intake process to identify all the stress areas that need to be addressed. Such a practice approach is critical to a successful case plan.

Holistic intake assessments require learned skills to ask the right questions that go beyond the presenting problems. It also requires an understanding of relevant human service program policies that govern each program's method of assistance and performance. While the need for cross-program training for public child welfare workers has been recognized, few training programs sufficiently emphasize the need to develop holistic intake assessment skills in child welfare practice.

This priority area will specifically focus on developing curriculum and training to enhance and increase knowledge and understanding of: (1) TANF, child care, child support programs which are governed by their own policies and intervention approaches; and (2) elements of holistic assessment, cross-program coordination and monitoring to evaluate progress in family situations. Funding for this priority area is expected to be used to: develop an inter-program training curriculum; deliver training; and evaluate the effectiveness of the training.

Minimum Requirements for Project Design: In order to compete successfully under this priority area, the applicant must:

- Demonstrate knowledge and understanding of cross-program training issues specific to TANF, child care, and child support programs that may be relevant to child welfare and used in other programs throughout the country. Discuss how the proposed project will build on the existing knowledge of such projects and will add innovative dimensions to achieve the cross-training of child welfare workers.

- Describe past and/or current collaborative efforts between the educational programs and the public (State/local and Tribal) agencies. Describe how this project will build on

existing partnerships with such agencies.

- Discuss an approach to developing a practice-based curriculum that focuses on the importance of holistic intake skills relevant to the child abuse and neglect population. Describe the need for such training for the public child welfare staff in specific and child welfare professionals in general. Also describe the contents of the proposed cross-program training curriculum.

- Describe the proposed curriculum and discuss how it builds on, expands, and strengthens the existing curriculum approaches/models. The applicant must explain the preliminary planning and coordination activities with other programs in the development and execution of the training curriculum. Discuss the approach to teaching a cross-program and holistic intake approach and the use of other program staff to teach various components of the training curriculum to achieve the project objectives.

- Describe how the public child welfare agency staff and the TANF, child care and child support program staff will be involved in the development of the curriculum.

- Describe who the trainees will be; how many at each level of child welfare services tier are expected to be trained over the life of the project; the criteria for selection of trainees; how the trainees will be recruited; and specific strategies which will be used to recruit minority and Tribal agency trainees. There should also be a consideration to include individuals from the aforementioned programs that provide services to the child welfare population.

- Describe any interactive and long distance training, including video technology if any, that will be part of this effort.

- Describe coordination with the public agency in evaluating the cross-program training curriculum, including the timelines.

- Submit a work plan which describes the timelines for each task to be accomplished. It must describe: the timeframes for the proposed cross-program training curriculum development; coordination with the various programs; training of the public agency staff, evaluation of the project; and submission of the interim progress and final reports and the final products.

- Describe the proposed plan for the evaluation of the project. Discuss how the effectiveness of the competency-based cross-program curriculum directed to enhance intake skills will be assessed.

- Describe the applicant's experience in developing and providing inter-

program training in child welfare. Also describe the applicant's history and relationship with the targeted public child welfare agency. Include a discussion of the relevant programs, administrative and fiscal management experience.

- Identify and provide a brief description of key staff who are proposed to work in this project, indicating their education, experience in working in similar programs and training/teaching experiences that are relevant to achieving the project goals. Include their resumes.
- Describe the qualifications and experience of the individuals who will assist in the development of the curriculum, participate in the training of the public agency staff, and conduct evaluation of the project. Include their resumes.
- Identify and describe the administrative and organizational interface required in this project (State agency, community agencies, academic departments, other disciplines, institutions, etc.). Also include interagency/inter-program agreements and commitments obtained from the participating entities.
- Provide assurance that at least one key staff from the university and one from the public child welfare agency will jointly attend a one-day meeting in the HHS Regional office shortly after the award of the grant and participate in a four-day annual meeting in Washington, D.C.

Federal Share of Project Costs: The Federal share is not to exceed \$100,000 for the first 12 month budget period or \$300,000 for a three year project period.

Matching Requirements: For each budget period with an award of \$100,000 (Federal funds), the non-Federal share would be no less than \$33,334 (i.e., 25 percent of the total project cost of \$133,334). The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through a cash contribution. Funds from this grant cannot be used to match title IV-E training funds.

Anticipated Number of Projects: It is anticipated that four or five projects will be funded, depending on availability of funds.

Length of Proposal: The length of the narrative, including the appendices, must be limited to 60 pages.

CFDA Number: 93.648 Child Welfare Training Program Grants: Section 426 of the Social Security Act.

Priority Area 4—Training for Determining Adult Relatives as Preferred Caretakers in Permanency Planning

Eligible Applicants: Public or non-profit institutions of higher education with accredited social work education programs, or other accredited bachelor or graduate level programs leading to a degree relevant to work in child welfare.

Purpose: To develop a competency-based training curriculum and a training plan to facilitate the implementation of the new title IV-E State plan requirement to consider giving preference to adult relatives over non-relatives when determining a placement for a child. The objective of such a training is to provide knowledge and skills necessary for making decisions regarding the appropriateness of relative/kinship care placements in foster care and permanency planning.

Background Information: The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) amended § 471(a) of the Social Security Act (the Act) by adding subsection (18) which provides that “* * * the State shall consider giving preference to an adult relative over a non-related caregiver when determining a placement for a child provided the relative caregiver meets all relevant State child protection standards.” The Children’s Bureau and the Assistant Secretary for Planning and Evaluation are engaged in research and demonstration projects that focus on the relative care policy. The President’s Adoption 2002 initiative requires States to further study the legal guardianship issue, which has particular significance for relative care. Several States are currently experimenting with the relative care policy under the Child Welfare demonstration authority provided by Congress and governed by § 1129 of the Social Security Act. The Child Abuse Prevention and Treatment Act (CAPTA), as amended in 1996, has also authorized grants in support of innovative programs and projects in kinship care.

Placement with relatives has long been recognized as a viable alternative in permanency planning for foster care children. Historically, for various reasons, parents have placed children with relatives as temporary or permanent, formal or informal arrangements, without seeking assistance from public agencies. Although relatives were not specifically precluded as foster parents under Pub. L. 96-272, this group of potential caretakers were not considered as priority placements. The provision in

PRWORA is the first statutory recognition of the preference for relatives in placement of children—a practice already in use in many jurisdictions. The recent rapid increase in the number of children entering the foster care system has also increased demand for foster parents.

States must revise their title IV-E State plans to include the PRWORA provision that they shall consider giving preference to relatives when placing children out-of-home, provided such home meets all the child protection standards applicable to non-relative foster parents. In enacting this law, Congress also took into consideration that relative placements could be in the best interest of the child because of the existing relationship ties.

The new provision does not intend for States to conduct exhaustive searches for relatives—a process that could delay the prompt placement of children. Rather, in situations where a relative is identified as an appropriate caregiver, the State is required to consider giving preference to that relative. Further, to receive title IV-E assistance on behalf of a child, the relative caretaker’s home must meet all the child protection standards and must be licensed or approved in accordance with sections 471(a)(10) and 472(c) of the Act. These standards apply primarily to title IV-E eligible children.

The Adoption Assistance and Child Welfare Act of 1980 (Pub. L. 96-272) which provides the framework for Federal child welfare programs, requires the State to make “reasonable efforts” to maintain the family. States must also pursue safe reunification of the children with their parents as quickly as possible when they are removed from the family. These as well as all the other protections and requirements of the law, such as case plans and case reviews, judicial and administrative reviews to determine the future status of the child, and safeguarding all information concerning individuals assisted under the title IV-E plan, must also apply to children placed in relative foster care. Should it be found that the family situation has not improved within a reasonable period of time and it is therefore not feasible to return the child home, an alternate plan for permanency must also be developed in relative placement cases.

Additionally, relative care has generated new challenges for the foster care system. One of the fundamental issues is how to use relative care in a manner that promotes permanency without jeopardizing the potential for reunification with birth parents. Agencies must determine where relative

care fits in the continuum of services in the child welfare system. These concerns are also central to implementing this PRWORA provision. The issues of child safety, relative-parent relationship, supports for the relative caretakers and the parent during the reunification period, making "reasonable efforts" prior to such placements, the need for continued State involvement, termination of parental rights, and adoption decisions are equally critical in relative care placement decisions and permanency planning.

Capacity building for effective implementation of the Pub. L. 104-193 provision will necessitate knowledge and skills specific to the requirements of this provision. It also requires a focus on the process and procedures for determining the appropriateness of the child's relative as a foster parent. The training will need to address problems and issues that are unique to relative placements and different from non-relative foster placements. Skills must also include making sound judgments regarding relative placements and their implications for permanency planning.

Minimum Requirements for Project Design: In order to compete successfully under this priority area, the applicant must:

- Demonstrate knowledge and understanding of title IV-E program requirements, State IV-E program practices relevant to relative/kinship care throughout the country, and the new provision of Pub. L. 104-193. Discuss how the proposed project will build on the existing knowledge of the statute and State practices, and how the applicant will address the new requirements regarding preferential treatment of relatives in situations where a child must be removed from the family home.

- Describe past and/or current collaboration between the educational programs and the public (State/local and Tribal) agencies. Describe how this project will build on existing partnerships with such agencies.

- Discuss an approach to developing a practice-based curriculum that focuses on the implementation of the provision of Pub. L. 104-193. Describe the need for such training for the public child welfare staff in specific and child welfare professionals in general.

- Describe the contents of the proposed curriculum and discuss how it will build and expand on the current policies and procedures used to identify and license foster care families. The applicant must explain the preliminary planning and coordination activities with the State child welfare agency.

Discuss the approach to teaching the curriculum contents and the use of various staff to teach the curriculum components to achieve the project objectives.

- Describe how the public child welfare agency staff will be involved in developing the curriculum.

- Describe who the trainees will be; how many at each level of the child welfare services tier are expected to be trained over the life of the project; the criteria for the selection and recruitment of the trainees; and specific strategies to recruit minority and Tribal agency trainees.

- Describe any interactive and long distance training, including video technology if any, that will be part of this effort.

- Describe coordination with the public agency in evaluating the relative placement training curriculum, including the timelines.

- Submit a work plan which describes the timelines for each task to be accomplished. It must describe: the timeframes for the proposed curriculum development; coordination with the public agency; training of the public agency staff; evaluation of the project; and submission of the interim progress and final reports and the final products.

- Describe the proposed plan for the evaluation of the project. Discuss how the effectiveness of the competency-based curriculum under this priority will be assessed.

- Describe the applicant's experience in developing and providing training in child welfare. Also describe the applicant's history and relationship with the targeted public child welfare agency. Include a discussion of the relevant programs, administrative and fiscal management experience.

- Identify and provide a brief description of key staff who are proposed to work in this project, indicating their education, experience in working in similar programs and training/teaching experiences that are relevant to achieving the project goals. Include their resumes.

- Describe the qualifications and experience of the individuals who will assist in the development of the curriculum, participate in the training of the public agency staff, and conduct evaluation of the project. Include their resumes.

- Identify and describe the administrative and organizational interface required in this project (State agency, community agencies, academic departments, other disciplines, institutions, etc.). Also include interagency/inter-program agreements

and commitments obtained from the participating entities.

- Provide assurance that at least one key staff from the university and one from the public child welfare agency will jointly attend a one-day meeting in the HHS Regional office shortly after the award of the grant as well as participate in a four-day annual meeting in Washington, D.C.

Project Duration: The length of the project must not exceed 36 months.

Federal Share of Project Costs: The Federal share is not to exceed \$100,000 for the first 12 month budget period or \$300,000 for a three year project period.

Matching Requirements: For each budget period with an award of \$100,000 (Federal funds), the non-Federal share would be no less than \$33,334 (i.e., 25 percent of the total project cost of \$133,334). The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through a cash contribution. Funds from this grant cannot be used to match title IV-E training funds.

Anticipated Number of Projects: It is anticipated that four or five projects will be funded, depending on availability of funds.

Length of Proposal: The length of the narrative, including the appendices, must be limited to 60 pages.

CFDA Number: 93.648 Child Welfare Training Program Grants: Section 426 of the Social Security Act.

Part III. Application Requirements

Applicants are required to use the Standard Forms, Certifications, Disclosures and Assurances provided under Appendix A. Applications submitted for funding under this announcement are considered New Applications; and therefore, applicants should follow instructions for New Applications.

New applications must respond to the instructions under Program Narrative, Item A—Project Description—Component, and Item D—Budget and Budget Justification. In preparing the program narrative statement, the applicant should provide the information that the panel will use to evaluate and rank the proposal. The information should be concise and complete when addressing the activities for which Federal funds are being requested. Supporting documents should be included in order to present the information clearly and succinctly. Applicants are encouraged to provide information on their organizational structure, staff, related experiences, and

other information considered to be relevant.

Under Item A—Project Description—Component, the applicant must address the specific information requested under each priority area in this program announcement.

Section A.1—Project Summary/Abstract—This should be a one page or less summary of the project and placed directly after the table of contents. This page will not count against the page limitation.

Section A.5—Evaluation—Provide a narrative that describes a way to evaluate: (1) the results of the proposed project on the existing training curriculum as well as the impacts resulting from the training of the child welfare staff on the quality of service and child welfare outcomes; and (2) the process outcomes of the project. State how the evaluation will determine the extent to which the project objectives have been achieved and which accomplishments of the objectives can be attributed to the project itself. Discuss the criteria to be used to evaluate the results. Also explain the methodology that will be used to determine the training needs specific to the project; the impact to be accomplished from the proposed training curriculum; and the benefits to be achieved. Describe the procedures the applicant will employ to determine whether the project is being conducted in a manner consistent with the work plan and discuss the impact of the project effectiveness.

Section A.6—Geographic Location—should be addressed under the Objective and Needs for Training.

Section A.7—Additional Information—should be addressed under the Staff Background and Organizational Experience. Letters of support should be included in the appendices.

Section B.—Non-competing Continuation Applications—Does not apply to this announcement.

Section C.—Supplemental Requests—Does not apply to this announcement.

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

Provide a narrative budget justification which describes how the

categorical costs are derived. Discuss the necessity, reasonableness, and allocability of the proposed costs.

Applicants must address the following requirements in their application to be considered responsive to the **Federal Register** announcement. These requirements have been organized according to the evaluation criteria discussed in Part III.

A. Objectives and Needs for Assistance

1. State the objectives for the priority project and indicate how these objectives relate to the public child welfare agency training issues to be addressed and demonstrate that there is a need for the project and is based on an assessment of the public agency training needs. Provide letters of support for the project from the State/local public agencies.

2. Identify the public agency staff to be trained under the proposed project and describe the training needs of the target population. Provide an estimated number of public agency staff to be trained under the project.

3. Identify the geographic location of the public agency staff to be served by the project.

B. Results and Benefits

1. Identify the specific results or outcomes that can be expected as a result of the proposed training curriculum and training of the public agency staff in this project.

2. Identify the kinds of qualitative and quantitative data the project staff will collect to measure progress and impacts from the project design and implementation. In discussing the evaluation approach, discuss the methods and procedures to be used to determine the extent to which the project achieved the stated objectives.

3. Provide assurance that the program will provide interim progress and final reports, or any other report required by ACYF. These reports must discuss the process and the outcomes specific to the development of the training curriculum, training of the public agency staff, and evaluation of the project in terms of the objectives of the project.

4. Describe how the project results will benefit the national technical assistance strategy for public agency staff training to achieve the child welfare program goals and outcomes.

C. Approach

Priority Area 1

Applications submitted under this priority area are to include approaches and strategies for developing a competency-based interdisciplinary

training curriculum and a training plan to enhance and strengthen the capacity of child welfare workers and supervisors to respond to complex family problems of child abuse and neglect resulting from substance abuse, mental illness, and domestic violence, which require effective interdisciplinary service coordination necessary to achieve child safety and permanency goals. Applicants must:

1. Demonstrate knowledge and understanding of interdisciplinary training issues specific to the substance abuse, mental health, and domestic violence problems found in the child welfare population throughout the country. Discuss how the proposed project will build on the existing knowledge and evaluations of such projects and add innovative dimensions to achieve the interdisciplinary training goals.

2. Describe past and/or current collaboration between the educational programs and the public (State/local and Tribal) agencies. Describe how this project will build on existing partnerships with such agencies.

3. Discuss an approach to developing a theoretical and practice-based curriculum that focuses on the substance abuse, mental health, and domestic violence issues as these relate to child abuse and neglect. Describe the need for such training for the public child welfare staff, specifically, and child welfare professionals in general. Also describe the contents of the proposed interdisciplinary training curriculum.

4. Describe the proposed curriculum and discuss how it builds on, expands, and strengthens the existing curriculum approaches/models. The applicant must explain the preliminary planning and coordination activities with other disciplines in the development and execution of the training curriculum. Discuss the approach to teaching a competency-based interdisciplinary curriculum and the use of other disciplines to teach in various components of the training curriculum to achieve the project objectives.

5. Describe how the public child welfare agency staff, community agencies providing services to families with substance abuse and domestic violence problems will be involved in developing the curriculum.

6. Describe who the trainees will be; how many at each level of the child welfare services tier are expected to be trained over the life of the project; criteria for selection and recruitment of the trainees; and specific strategies to be used to recruit minority and Tribal agency trainees. There should also be a

consideration to include individuals from the community agencies that provide services to the child welfare population.

7. Describe any interactive and long distance training, including video technology if any, that will be part of this effort.

8. Describe coordination with the public agency in evaluating the interdisciplinary training curriculum, including the timelines.

9. Submit a work plan which describes the timelines for each task to be accomplished. It must describe: the timeframes for the proposed interdisciplinary training curriculum development; coordination with the various disciplines in various tasks; training of the public agency staff; evaluation of the project; and submission of the interim progress and final reports and the final products.

10. Describe the proposed plan for the evaluation of the project. Discuss how the effectiveness of the competency-based interdisciplinary curriculum will be assessed.

11. Identify and describe the administrative and organizational interface required in this project (State agency, community agencies, academic departments, other disciplines, institutions, etc.). Also include interagency agreements and commitments obtained from the participating entities.

12. Provide assurance that at least one key staff from the university and one from the public child welfare agency will jointly attend a one-day meeting in the HHS Regional office shortly after the award of the grant and participate in a four-day annual meeting in Washington, D.C.

For Priority Area 2

Applications submitted under this priority area are to include approaches and strategies to support and promote management capabilities in the use of the child welfare program data to: (1) identify outcomes to be achieved, (2) create ownership of the data by the staff, (3) develop a strategy for the planned use of the data to track performance, and (4) identify training needs to build staff capacity to improve program outcomes. To achieve this objective, this priority will focus on developing a training curriculum to build managerial capacity for making effective use of the child welfare program data for the purposes of developing and instituting an outcome-based management strategy that will focus on developing program outcomes, tracking performance at all agency levels; and removing barriers to

achieving child welfare outcomes. Applicants must:

1. Demonstrate knowledge and understanding of the theory and principles of outcome-based management practices in general and their current applications in public child welfare agencies throughout the country, including the linkages between program outcomes and effective practices. Discuss how the proposed training project will build on the existing knowledge and evaluations of these management practices. Discuss the innovative dimensions of the proposed training approach which focuses on capacity building to improve the child welfare program outcomes. Include discussion of the use of relevant fiscal and program data to: develop performance goals; develop effective management practices for achieving interim and final performance goals; and evaluate barriers to achieving the intended goals.

2. Describe past and/or current collaboration between the applicant and the public (State/local and Tribal) agencies. Describe how this project will build on existing partnerships with such agencies.

3. Discuss the proposed approach to developing a theoretical and practice-based curriculum that focuses on outcome-based management related to child welfare agencies. Describe the need for such training for public agencies' managers. Also describe the contents of the proposed outcome-based management training curriculum.

4. Describe the proposed training curriculum and discuss how it builds on, expands, and strengthens the existing curricula to promote outcome-based management approaches/models. The applicant must explain the preliminary planning and coordination activities with the public child welfare agency in developing and executing the training curriculum. Also discuss the approach to teaching such a curriculum and the use of other disciplines, if any, to teach various components of the curriculum to achieve the project objectives.

5. The proposed training curriculum should describe the use of new technologies, federal/State data systems, other relevant information sources and reports, monitoring systems etc. as components of the training curriculum.

6. Describe how the public child welfare agency staff will be involved in curriculum development.

7. Describe who the trainees will be; how many at each level of the managerial tier are expected to be trained over the life of the project; the criteria for selection and recruitment of

trainees; and specific strategies to recruit minority and Tribal agency trainees.

8. Describe any interactive and long distance training, including video technology if any, that will be part of this effort.

9. Describe coordination with the public agency in evaluating the outcome-based management training curriculum, including the timelines.

10. Submit a work plan which describes the timelines for each task to be accomplished. It must describe: the timeframes for developing the training curriculum; coordination with the public child welfare agency; coordination and use of other disciplines in the curriculum development and training tasks; training of the public agency staff; evaluation of the project; and submission of the interim progress and final reports, and the final products.

11. Describe the proposed plan for the evaluation of the project. Discuss how the effectiveness of the competency-based training curriculum will be assessed.

12. Identify and describe the administrative and organizational interface required in this project (State agency, academic departments, other disciplines, institutions, etc.). Also include interagency agreements and commitments obtained from the participating entities.

13. Provide assurance that at least one key staff from the applicant agency and one from the public child welfare agency will jointly attend a one-day meeting in the HHS Regional office shortly after the award of the grant and participate in a four-day annual grantee meeting in Washington, D.C.

Priority Area 3

Applications submitted under this priority area are to include approaches and strategies for developing a competency-based cross-program training curriculum and a training plan to enhance child welfare workers' ability and skills to conduct comprehensive assessments of family needs at the intake level. The objective of this priority is to build capacity of the workers to identify and assess all family conditions, including socio-economic factors, family strengths, and areas of stress which contribute to child abuse and neglect and require referrals and coordination with other human service programs. Applicants must:

1. Demonstrate knowledge and understanding of cross-program training issues specific to TANF, child care, and child support programs that may be relevant to child welfare and used in

other programs throughout the country. Discuss how the proposed project will build on the existing knowledge of such projects and add innovative dimensions to the cross-program training of child welfare workers.

2. Describe past and/or current collaboration between the educational programs and the public (State/local and Tribal) agencies. Describe how this project will build on existing partnerships with such agencies.

3. Discuss an approach to developing a practice-based curriculum that focuses on the importance of holistic intake skills relative to the child abuse and neglect population. Describe the need for such training for the public child welfare staff, specifically, and child welfare professionals in general.

4. Describe the proposed curriculum and discuss how it builds on, expands, and strengthens the existing curriculum approaches/ models. The applicant must explain the preliminary planning and coordination activities with other programs in the development and execution of the training curriculum. Discuss the approach to teaching a cross-program and holistic intake approach and the use of other program staff to teach various components of the training curriculum.

5. Describe how the public child welfare agency staff and the TANF, child care and child support program staff will be involved in the development of the curriculum.

6. Describe who the trainees will be; how many at each level of the child welfare services tier are expected to be trained over the life of the project; criteria for selection and recruitment of trainees; and specific strategies to recruit minority and Tribal agency trainees. There should also be a consideration to include individuals from the aforementioned programs involved in providing services to the child welfare population.

7. Describe any interactive and long distance training, including video technology if any, that will be part of this effort.

8. Describe coordination with the public agency in evaluating the cross-program training curriculum, including the timelines.

9. Submit a work plan which describes the timelines for each task to be accomplished to match the scope of the project. It must also describe the timeframes for the proposed cross-program training curriculum development, coordination with the various programs, conducting training of the public agency staff, evaluation of the project, and submission of the

interim progress and final reports and the final products.

10. Describe the proposed plan for the evaluation of the project. Discuss how the effectiveness of the competency-based cross-program curriculum directed to enhance intake skills will be assessed.

11. Identify and describe the administrative and organizational interface required in this project (State agency, community agencies, academic departments, other disciplines, institutions, etc.). Also include interagency/inter-program agreements and commitments obtained from the participating entities.

12. Provide assurance that at least one key staff from the university and one from the public child welfare agency would jointly attend a one-day meeting in the HHS Regional office shortly after the award of the grant as well as participate in a four-day annual meeting in Washington, D.C.

Priority Area 4

Applications submitted under this priority area are to include approaches and strategies for developing a competency-based training curriculum and a training plan to facilitate the implementation of the new title IV-E State plan requirement to consider giving preference to adult relatives over non-relatives when determining a placement for a child. The objective of such a training is to provide knowledge and skills necessary for making decisions regarding the appropriateness of relative/kinship care placements in foster care and permanency planning. Applicants must:

1. Demonstrate knowledge and understanding of title IV-E program requirements, State IV-E program practices relevant to relative/kinship care throughout the country, and the new provision of Pub. L. 104-193. Discuss how the proposed project will build on the existing knowledge of the statute and State practices, and how the applicant will address the new requirements regarding preferential treatment of relatives in situations where a child must be removed from the family home.

2. Describe past and/or current collaboration between the applicant, educational programs and the public (State/local and Tribal) agencies. Describe how this project will build on existing partnerships with such agencies.

3. Discuss the proposed approach to developing a practice-based curriculum that focuses on the implementation of the provision of Pub. L. 104-193. Describe the need for such training for

the public child welfare staff in specific and child welfare professionals in general.

4. Describe the contents of the proposed curriculum and discuss how it will build and expand on the current policies and procedures used to identify and license foster care families. The applicant must explain the preliminary planning and coordination activities with the State child welfare agency. Discuss the approach to teaching the curriculum contents and the use of various staff to teach the curriculum components to achieve the project objectives.

5. Describe how the public child welfare agency staff will be involved in the development of the curriculum.

6. Describe who the trainees will be; how many at each level of the child welfare services tier are expected to be trained over the life of the project; criteria for selection and recruitment of trainees; and specific strategies to recruit minority and Tribal agency trainees.

7. Describe any interactive and long distance training, including video technology, if any, that will be part of this effort.

8. Describe coordination with the public agency in evaluating the training curriculum, including the timelines.

9. Submit a work plan which describes the timelines for each task to be accomplished. It must describe: the timeframes for the proposed curriculum development; coordination with the public agency; training of the public agency staff; evaluation of the project; and submission of the interim progress and final reports and the final products.

10. Describe the plan for the evaluation of the project. Discuss how the effectiveness of the competency-based curriculum under this priority will be assessed.

11. Identify and describe the administrative and organizational interface required in this project (State agency, community agencies, academic departments, other disciplines, institutions, etc.). Also include interagency/inter-program agreements and commitments obtained from the participating entities.

12. Provide assurance that at least one key staff from the university and one from the public child welfare agency will jointly attend a one-day meeting in the HHS Regional office shortly after the award of the grant and participate in a four-day annual meeting in Washington, D.C.

D. Staff Background and Organizational Experience

1. Describe the applicant's experience in developing and providing training in child welfare. Also describe the applicant's history and relationship with the targeted public child welfare agency. Include a discussion of the relevant programs, administrative and fiscal management experience.

2. Identify and provide a brief description of key staff who are proposed to work in this project, indicating their education, experience in working in similar programs and training/teaching experiences that are relevant to achieving the project goals. Include their resumes.

3. Describe the qualifications and experience of the individuals who will assist in the development of the curriculum, participate in the training of the public agency staff and conduct evaluation of the project. Include their resumes.

E. Budget Appropriateness

1. Provide a detailed line-item budget. In the proposed budget, applicants must include sufficient funds for at least one key staff from the university and one from the public child welfare agency to jointly attend a one-day meeting in the HHS Regional office shortly after the award of the grant as well as participate in a four-day annual meeting in Washington, D.C.

2. Describe how the budget reflects the implementation of a high quality, ongoing work to be performed under the project at a reasonable cost. Include a discussion regarding the appropriateness of staff compensation levels. Also explain the efforts the applicant has made to secure funds from various sources for matching the applicant's share of the project costs.

Part IV. Evaluation Criteria

In considering how applicants will carry out the responsibilities addressed under Part III of this announcement, competing applications will be reviewed and evaluated against the following four criteria. The point values following each criterion indicate the maximum numerical weight each criterion will be accorded in the review process.

A. Criterion 1: Objectives and Need for Assistance (20 Points)

The extent to which the applicant:

- Discusses the project objectives and indicates how these objectives relate to the public child welfare agency training issues;

- Addresses the project goals of curriculum development and training of the public child welfare agency staff;

- Proposes objectives and the need for assistance to: (1) support existing training and curriculum building efforts; and (2) address the need for training of the public agency staff to achieve child welfare program goals of child protection, safety, and permanency planning and placement;

- Draws on the existing knowledge, experience, research, and extant data, if available, in support of the project objectives;

- Describes the training needs of the target population. Provides an estimated number of public agency staff to be trained under the project. Identifies the geographic location of the public agency staff to be served by the project; and

- Proposes strategies to address the training needs of the target population.

B. Criterion 2: Results or Benefits Expected (10 Points)

The extent to which the applicant:

- Identifies the specific results and benefits to be derived from the project and links these to the stated objectives;

- Discusses the outcomes that can be expected as a result of the proposed training curriculum and training of the public agency staff in this project;

- Describes the types of data to be collected and how it will be utilized to measure progress towards the stated results or benefits;

- Discusses how the lessons learned from the project will benefit approaches to training public agency staff, and improve management and operations practices to accomplish child welfare program performance standards; and

- Describes how the project results will benefit a national technical assistance strategy for training public agency staff in efforts to achieve the child welfare program goals and outcomes.

Information provided in response to Part II of this announcement will be used to evaluate applicants on this criterion.

C. Criterion 3: Approach (40 Points)

The extent to which the applicant:

- Demonstrates knowledge and understanding of the training issues and strategies to support and enhance the public child welfare agency staff capabilities to achieve child welfare outcomes;

- Discusses an approach to developing a theoretical and practice-based curriculum that addresses the training needs of the public agency staff;
- Describes the proposed curriculum and discusses how it builds on,

expands, and strengthens the existing curriculum approaches/models. The applicant explains the preliminary planning and coordination activities with other disciplines in developing and executing the training curriculum. Discusses the approach to teaching a competency-based curriculum and training to achieve the project objectives;

- Describes past and/or current collaboration between the applicant and educational programs and the public (State/local and Tribal) agencies. Discusses how this project will build on existing partnerships with such agencies;

- Outlines a sound and workable plan of action relevant to the stated objectives and the scope of the project, and details how the proposed work will be accomplished;

- Addresses the training outcomes for the public agency staff and identifies factors which might facilitate or impede the work, giving acceptable reasons for taking the proposed approach;

- Lists the proposed activities in a chronological order, showing a reasonable schedule of accomplishments and target dates;

- Identifies and describes the administrative and organizational interface required in the project (State agency, community agencies, academic departments, other disciplines, institutions, etc.). Also includes interagency agreements and commitments obtained from the participating entities;

- Describes who the trainees will be; how many at each level of the child welfare services tier are expected to be trained over the life of the project; the criteria for selection and recruitment of trainees; and specific strategies for recruiting minority and Tribal agency trainees;

- Identifies the type of data to be collected and maintained and discusses the criteria to be used to evaluate the results and success of the project; and

- Describes the evaluation methodology to be used to determine whether the project objectives have been met and the general impact on curriculum development, staff training and effectiveness of program services. Discusses how the effectiveness of the competency-based curriculum will be assessed.

Information provided in Part II of this announcement will also be used to evaluate applicants on this criterion.

D. Criterion 4: Staff Background and Organizational Experience (20 Points)

The extent to which the applicant:

- Demonstrates that the proposed project director and key project staff have the ability, experience and background to effectively and efficiently administer a project of this size and scope and complexity, including the development of training curriculum and training of public agency child welfare agency staff;

- Describes the relationship between the proposed project and other work planned, anticipated or underway by the applicant with Federal assistance;

- Details the organization's experience in addressing the training needs in the public agencies; and

- Describes the adequacy of the applicant's management plan in achieving the project goals.

Information provided in response to Part II of this announcement will be used to evaluate applicants on this criterion.

E. Criterion 5: Budget Appropriateness (10 Points)

The extent to which the applicant justifies the following:

- Costs are reasonable in view of the activities to be conducted and expected results and benefits;

- Salaries and fringe benefits reflect the level of compensation appropriate for the proposed staff responsibilities; and

- The non-Federal contribution of the project costs.

Part V. Instructions for the Development and Submission of Application for FY 1997

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

Potential applicants should read this section carefully in conjunction with the information contained within the specific priority areas under which the application is to be submitted. The priority area descriptions are in Part II and the application requirements are in Part III.

A. Availability of Forms

Eligible applicants interested in applying for funds must submit all the required forms included at the end of this announcement in Appendix A—ACF Uniform Discretionary Grant Application Form (ACF/UDGAF). This material is also included in the application kit provided by contacting the ACF Operations Center at 1-800-351-2293 (phone) or 1-800-351-4490

(fax). Applicants are required to use the Standard Forms, Certifications, Disclosures and Assurances provided under Appendix A—ACF Uniform Discretionary Grant Application Form (ACF/UDGAF). Under the ACF/UDGAF, applications submitted for funds under this announcement are considered NEW APPLICATIONS. Applicants should follow instructions in the ACF/UDGAF for NEW APPLICATIONS.

In order to be considered for a grant under this announcement, an application must be submitted on the Standard Form 424 which has been approved by the Office of Management and Budget (OMB) under Control Number 0970-0139. A copy has been provided (see Appendix A). Each application must be signed by an individual authorized to act for the applicant and to assume responsibility for the obligations imposed by the terms and conditions of the grant award.

A copy of the governing body's authorization for this person to sign this application as official representative must be on file in the applicant's office.

Applicants requesting financial assistance for non-construction projects must file the Standard Form 424B, "Assurances: Non-Constructions Programs" (approved by OMB under Control Number 0348-0040). Applicants must sign and return the Standard Form 424B with the application. Applicants must provide certification regarding lobbying (approved by OMB under Control Number 0348-0046). Prior to receiving an award in excess of \$100,000, applicants shall furnish an executed copy of the lobbying certification. Applicants must sign and return the certification with their application.

Applicants must make the appropriate certification of their compliance with the Drug-Free Workplace Act of 1988. By signing and submitting the application, applicants are providing the certification and need not mail back the certification with the application.

Applicants must also understand that they will be held accountable for the smoking prohibition included within P.L. 103-227, Part C Environmental Tobacco Smoke (also known as the Pro-Children's Act of 1994). A copy of the **Federal Register** notice which implements the smoking prohibition is included with the forms. By signing and submitting the application, applicants are providing the certification and need not mail back the certification with the application.

B. Paperwork Reduction Act of 1995

Under the Paperwork Reduction Act of 1995 (P.L. 104-13), the Department is

required to submit to the Office of Management and Budget for review and approval any reporting or program announcements. All information collections within this program announcement are approved under the Uniform Discretionary Grant Application Form under OMB Control Number 0970-0139 (expiration date August 31, 1997). The estimated burden per response is 20 hours. 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.

C. Required Notification of the State Single Point of Contact

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

All States and territories except Alabama, Alaska, Colorado, Connecticut, Hawaii, Idaho, Kansas, Louisiana, Massachusetts, Minnesota, Montana, Nebraska, New Jersey, Oklahoma, Oregon, Pennsylvania, South Dakota, Tennessee, Vermont, Virginia, Washington, American Samoa, and Palau have elected to participate in the Executive Order process and have established Single Points of Contact (SPOCs). Applicant's from these twenty-three jurisdictions areas need not take action regarding Executive Order 12372.

Applications for projects to be administered by Federally-recognized Indian Tribes are also exempt from the requirements of Executive Order 12372. Otherwise, applicants should contact their SPOC as soon as possible to alert them to the prospective application and to receive any necessary instructions. Applicants must submit any required material to the SPOC as early as possible so that the program office can obtain and review SPOC comments as part of the award process. It is imperative that the applicant submit all required materials, if any, to the SPOC and indicate the date of this submittal (or date of contact if no submittal is required) on the Standard Form 424, item 16a.

Under 45 CFR 100.8(a)(2), an SPOC has 45 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 the 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, S.W., Mail Stop 6C-462, Washington, D.C. 20447.

A list of Single Points of Contact for each State and territory is included as Appendix B of this announcement.

D. Deadline for Submission of Applications

The closing time and date for the receipt of applications under this announcement is 4:30 p.m. (Eastern Time Zone), on August 22, 1997. Applications received after 4:30 p.m. of the closing date will be classified as late. Post marks and other similar documents DO NOT establish receipt of an application.

Deadline: Mailed applications shall be considered as meeting an announced deadline if they are received on or before the deadline time and date at the U.S. Department of Health and Human Services, Administration for Children and Families, Division of Discretionary Grants, 370 L'Enfant Promenade, S.W., Mail Stop 6C-462, Washington, D.C. 20447. Attention: Children's Bureau Discretionary Training Funds Program (Specify Priority Area 1, 2, 3, or 4). Any application received after 4:30 p.m. on the deadline date will not be considered for competition. Applicants using express/overnight services should allow for two working days prior to the deadline date for receipt of applications.

Applications hand-carried by applicants, applicant courier, or by overnight/express mail couriers shall be considered as meeting an announced deadline if they are received on or before the deadline receipt date, between the hours of 8:00 a.m. and 4:30 p.m. (EST), at the U.S. Department of Health and Human Services, Administration for Children and Families, Division of Discretionary Grants, ACF Mailroom, 2nd Floor Loading Dock, Aerospace Center, 901 D Street, S.W., Washington, DC 20024, between Monday and Friday (excluding Federal holidays). Attention: Children's Bureau Discretionary Training Funds Program (Specify Priority Area 1, 2, 3, or 4). Any application received after 4:30 p.m. on the deadline date will not

be considered for competition.

Applicants using express/overnight services should allow for two working days prior to the deadline date for receipt of applications.

ACF cannot accommodate transmission of applications by fax or through other electronic media. Therefore, applications transmitted to ACF electronically will not be accepted regardless of date or time of submission and time of receipt. Envelopes containing applications must clearly indicate the specific priority area that the application is addressing.

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

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

E. Instructions for Preparing the Application and Completing Application Forms

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

Please prepare your application in accordance with the following instructions:

1. **SF 424 Page 1, Application Cover Sheet.** Please read the following instructions before completing the application cover sheet. An explanation of each item is included. Complete only the items specified.

Top of Page. Enter the single priority area number under which the application is being submitted under only one priority area.

Item 1. Type of submission—Preprinted on the form.

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

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

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

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

Organizational Unit—Enter the name of the primary unit within the applicant organization which will actually carry out the project activity. Do not use the name of an individual as the applicant. If this is the same as the applicant organization, leave the organizational unit blank.

Address—Enter the complete address that the organization actually uses to receive mail, since this is the address to which all correspondence will be sent. Do not include both street address and P.O. box number unless both must be used in mailing.

Name and telephone number of the person to be contacted on matters involving this application (give area code)—Enter the full name (including academic degree, if applicable) and telephone number of a person who can respond to questions about the application. This person should be accessible at the address given here and will receive all correspondence regarding the application.

Item 6. Employer Identification Number (EIN)—Enter the employer identification number of the applicant organization, as assigned *only* by the DHHS Central Registry System. EIN prefixes and suffixes assigned by agencies other than DHHS are not valid at DHHS/ACF.

Item 7. Type of Applicant—Self-explanatory.

Item 8. Type of Application—Preprinted on the form.

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

Item 10. Catalog of Federal Domestic Assistance Number and Title—Enter the Catalog of Federal Domestic Assistance (CFDA) number assigned to the program under which assistance is requested and its title, as indicated in the relevant priority area description. The CFDA number of for the Child Welfare Training Grants is 93.648.

Item 11. Descriptive Title of Applicant's Project—Enter the project title and the priority area number in parenthesis after the project title. The title is generally short and is descriptive of the project.

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

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

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

Items 15. Estimated Funding Levels In completing 15a through 15f, the dollar amounts entered should reflect, for a 12 month budget period, the total amount requested. If the proposed project period exceeds 17 months, enter only those dollar amounts needed for the first 12 months of the proposed project.

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

Item 15b–e. Enter the amount(s) of funds from non-Federal sources that will be contributed to the proposed project. Items b–e are considered cost-sharing or matching funds. The value of third party in-kind contributions should be included on appropriate lines as applicable.

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

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

Item 16a. Is Application Subject to Review By State Executive Order 12372 Process? Enter Yes and the date the applicant contacted the SPOC regarding this application. Select the appropriate SPOC from the listing provided in Appendix B. The review of the application is at the discretion of the SPOC. The SPOC will verify the date noted on the application.

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

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

Item 18. To the best of my knowledge and belief, all data in this application/

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

Item 18 a–c. Typed Name of Authorized Representative, Title, Telephone Number—Enter the name, title and telephone number of the authorized representative of the applicant organization. This individual will receive all ACF/ACYF correspondence regarding the application.

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

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

2. SF 424A—Budget Information—Non-Construction Programs. This is a form used by many Federal agencies. For this application, Sections A, B, C, E and F are to be completed. Section D does not need to be completed.

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

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

Section B—Budget Categories. This budget, which includes the Federal as well as non-Federal funding for the proposed project, covers the first year budget period if the proposed project period exceeds 12 months. It should relate to item 15g, total funding, on the SF 424. Under column (5), enter the total requirements for funds (Federal and non-Federal) by object class category.

A separate itemized budget justification for each line item is required. The types of information to be included in the justification are indicated under each category. For multiple year projects, it is desirable to provide this information for each year of the project. The budget justification

should immediately follow the second page of the SF 424A.

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

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

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

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

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

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

Equipment—Line 6d. Enter the total costs of all equipment to be acquired by the project. Equipment is defined as 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 or more per unit.

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

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

Justification: Specify general categories of supplies and their costs.

Contractual—Line 6f. Enter the total costs of all contracts, including (1) Procurement contracts (except those which belong on other lines such as equipment, supplies, etc.) and (2) contracts with secondary recipient organizations, including delegate

agencies. Also include any contracts with organizations for the provision of technical assistance. Do not include payments to individuals on this line. If the name of the contractor, scope of work, and estimated total costs are not available or have not been negotiated, include on Line 6h, other.

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

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

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

Justification: Specify the costs included.

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

Indirect Charges—6j. Enter the total amount of indirect charges (costs). If no indirect costs are requested, enter none. Generally, this line should be used when the applicant has a current

indirect cost rate agreement approved by the Department of Health and Human Services or another Federal agency.

Because this application is for a training grant, budgeted indirect cost is limited to 8%. However, before the applicant may budget for this percent or for some lesser percent, the applicant must include a copy of its latest negotiated indirect cost agreement in the application package. The applicant must also budget its indirect cost consistent with the negotiated indirect cost rate, base and other terms and conditions of the negotiated indirect cost agreement in accordance with longstanding Department policy.

Local and State governments should enter the amount of indirect costs determined in accordance with DHHS requirements. When an indirect cost rate is requested, these costs are included in the indirect cost pool and should not be charged again as direct costs to the grant.

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

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

Program Income—Line 7. Enter the estimated amount, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount.

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

Section C—Non-Federal Resources. This section summarizes the amounts of non-Federal resources that will be applied to the grant. Enter this information on line 12 entitled Totals. In-kind contributions are defined in 45 CFR, Part 74.51 and 45 CFR Part 92.3, as property or services which benefit a grant-supported project or program and which are contributed by non-Federal third parties without charge to the grantee, the subgrantee, or a cost-type contractor under the grant or subgrant.

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

Section D—Forecasted Cash Needs, Not applicable.

Section E—Budget Estimate of Federal Funds Needed For Balance of the Project. This section should only be completed if the total project period exceeds 12 months.

Totals—Line 20. For projects that will have more than one budget period, enter the estimated required Federal funds for the second budget period (months 13 through 24) under column (b) First. If a third budget period will be necessary, enter the Federal funds needed for months 25 through 36 under (c) Second. Column (d) would be used in the case

of a 48 month project. Column (e) would not apply.

Section F—Other Budget Information. Direct Charges—Line 21, Not applicable.

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

Remarks—Line 23. If the total project period exceeds 12 months, you must enter your proposed non-Federal share of the project budget for each of the remaining years of the project.

3. *Project Summary Description.* Clearly mark this separate page with the applicant name as shown in item 5 of the SF 424, the priority area number as shown at the top of the SF 424, and the title of the project as shown in item 11 of the SF 424. The summary description should not exceed 300 words. These 300 words become part of the computer database on each project.

Care should be taken to produce a summary description which accurately and concisely reflects the application. It should describe the objectives of the project, the approaches to be used and the outcomes expected. The description should also include a list of major products that will result from the proposed project, such as software packages, materials, management procedures, data collection instruments, training packages, or videos (please note that audiovisuals should be closed captioned). The project summary description, together with the information on the SF 424, will constitute the project abstract. It is the major source of information about the proposed project and is usually the first part of the application that the reviewers read in evaluating the application.

At the bottom of the page, following the summary description, type up to 10 key words which best describe the proposed project, the service(s) involved and the target population(s) to be covered. These key words will be used for computerized information retrieval for specific types of funded projects.

4. *Program Narrative Statement.* The Program Narrative Statement is a very important part of an application. It should be clear, concise, and address the specific requirements mentioned under the priority area description in Part II.

The narrative should provide information concerning how the application meets the evaluation criteria using the following headings:

- (a) Objectives and Need for Assistance;
- (b) Results and Benefits Expected;
- (c) Approach;
- (d) Staff Background and Organization's Experience; and
- (e) Budget Appropriateness.

The narrative should be typed double-spaced on a single-side of an 8 1/2" x 11" plain white paper, with 1" margins on all sides using standard type size or fonts (e.g., Times Roman 12 or Courier 10). Type should be no smaller than 10 points). Applicants should not submit reproductions of larger paper, reduced to meet the size requirement. All pages of the narrative (including charts, references/footnotes, tables, maps, exhibits, etc.) must be sequentially numbered, beginning with Objectives and Need for Assistance as page number one.

The length of the application, including the application forms and all attachments, should meet criteria set forth in each Priority Area. A page is a single side of an 8 1/2" x 11" sheet of paper. Applicants are requested not to send pamphlets, brochures or other printed material along with their application as these pose xeroxing difficulties. These materials, if submitted, will not be included in the review process if they exceed the page limit criteria. If the applicant chooses to submit printed materials, the applicant must provide a duplicate or a copy of each printed document with each copy of the application submitted. Each page of the application will be counted to determine the total length.

5. Organizational Capability Statement. The Organizational Capability Statement should consist of a brief (two to three pages) background description of how the applicant organization (or the unit within the organization that will have responsibility for the project) is organized, the types and quantity of services it provides, and/or the research and management capabilities it possesses. This description should cover capabilities not included in the Program Narrative Statement. It may include descriptions of any current or previous relevant experience, or describe the competence of the project team and its demonstrated ability to produce a final product that is readily comprehensible and usable. An organization chart showing the relationship of the project to the current organization should be included.

6. Assurances/Certifications. Applicants are required to file an SF 424B, Assurances—Non-Construction Programs and the Certification Regarding Lobbying. Both must be signed and returned with the application. In addition, applicants must certify their compliance with: (1) Drug-Free Workplace Requirements, (2) Debarment and Other Responsibilities; and (3) Pro-Children Act of 1994 (Certification Regarding Environmental Tobacco Smoke). Copies of the assurances/certifications are reprinted at the end of this announcement in (See Appendix A) and should be reproduced, as necessary. A duly authorized representative of the applicant organization must certify that the applicant is in compliance with these assurances/certifications. A signature on the SF 424 indicates compliance with the Drug Free Workplace Requirements, and Debarment and Other Responsibilities and Environmental Tobacco Smoke certifications.

A signature on the application constitutes an assurance that the applicant will comply with the pertinent Departmental regulations contained in 45 CFR Part 74 and 45 CFR part 92. Applicants requesting financial assistance for non-construction project must file the standard SF-424B, "Assurances—Non-Construction Programs." Applicants must sign and return the Standard Form 424B with their applications.

F. Checklist for a Complete Application

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

- One original, signed and dated application, plus two copies. (Please note that applicants have the option to omit from the copies for non-Federal reviewers specific salary rates for individuals identified in the application.) Applications for different priority areas are packaged separately;
- Application is from an organization which is eligible under the eligibility requirements defined in the priority area description (screening requirement);
- Application length does not exceed 60 pages, unless otherwise specified in the priority area description. A complete application consists of the following items in this order:
 - Application for Federal Assistance (SF 424, REV 4-92);

- A completed SPOC certification with the date of SPOC contact entered in line 16, page 1 of the SF 424;
- Budget Information—Non-Construction Programs (SF 424A, REV 4-92);
- Budget justification for Section B—Budget Categories;
- Table of Contents;
- Letter from the Internal Revenue Service to prove non-profit status, if necessary;
- Copy of the applicant's approved indirect cost rate agreement;
- Project summary description and listing of key words;
- Program Narrative Statement (See Part III, Section C);
- Organizational capability statement, including an organization chart;
- Any appendices/attachments;
- Assurances-Non-Construction Programs (Standard Form 424B, REV 4-92); and
- Certification Regarding Lobbying.

G. The Application Package

Each application package must include an original and two copies of the complete application. Each copy should be secured with a binder clip in the upper left-hand corner. All pages of the narrative (including charts, tables etc.) must be sequentially numbered, beginning with page one. The narrative, including the appendices, must be only 60 pages. Any pages over that number will be removed and will not be reviewed. In order to facilitate handling, please do not use covers, binders or tabs. Do not include extraneous materials as attachments, such as agency promotion brochures, slides, tapes, film clips, minutes of meetings, survey instruments or articles. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the Federal government for review.

Do not include a self-addressed, stamped acknowledgement card. All applicants will be notified automatically about the receipt of their application. If acknowledgement of receipt of your application is not received within eight weeks after the deadlines date, please notify the ACYF Operations Center by telephone at 1-800-351-2293.

Dated: June 30, 1997.

James A. Harrell,
Acting Commissioner, Administration on
Children, Youth and Families.

BILLING CODE 4184-01-P

APPLICATION FOR Appendix A FEDERAL ASSISTANCE

OMB Approval No. 0348-0043

1. TYPE OF SUBMISSION: Application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction Preapplication <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		2. DATE SUBMITTED	Applicant Identifier																												
5. APPLICANT INFORMATION Legal Name: _____ Address (give city, county, state, and zip code): _____ 6. EMPLOYER IDENTIFICATION NUMBER (EIN): <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px 0;"></div> 7. TYPE OF APPLICANT: (enter appropriate letter in box) <input type="checkbox"/> <div style="display: flex; justify-content: space-between; font-size: small;"> <div> A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District </div> <div> H. Independent School Dist. I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify) _____ </div> </div> 8. TYPE OF APPLICATION: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) <input type="checkbox"/> <input type="checkbox"/> <div style="font-size: x-small;"> A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration Other (specify): _____ </div>		3. DATE RECEIVED BY STATE State Application Identifier	4. DATE RECEIVED BY FEDERAL AGENCY Federal Identifier																												
		9. NAME OF FEDERAL AGENCY: _____																													
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px 0;"></div> TITLE: _____		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: _____																													
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): _____		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE _____ b. NO. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372 <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW																													
13. PROPOSED PROJECT Start Date _____ Ending Date _____																															
14. CONGRESSIONAL DISTRICTS OF: a. Applicant _____ b. Project _____		17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," attach an explanation.																													
15. ESTIMATED FUNDING: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">a. Federal</td> <td style="width: 10%;">\$</td> <td style="width: 10%;"></td> <td style="width: 10%;">.00</td> </tr> <tr> <td>b. Applicant</td> <td>\$</td> <td></td> <td>.00</td> </tr> <tr> <td>c. State</td> <td>\$</td> <td></td> <td>.00</td> </tr> <tr> <td>d. Local</td> <td>\$</td> <td></td> <td>.00</td> </tr> <tr> <td>e. Other</td> <td>\$</td> <td></td> <td>.00</td> </tr> <tr> <td>f. Program Income</td> <td>\$</td> <td></td> <td>.00</td> </tr> <tr> <td>g. TOTAL</td> <td>\$</td> <td></td> <td>.00</td> </tr> </table>		a. Federal	\$.00	b. Applicant	\$.00	c. State	\$.00	d. Local	\$.00	e. Other	\$.00	f. Program Income	\$.00	g. TOTAL	\$.00	18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.	
a. Federal	\$.00																												
b. Applicant	\$.00																												
c. State	\$.00																												
d. Local	\$.00																												
e. Other	\$.00																												
f. Program Income	\$.00																												
g. TOTAL	\$.00																												
a. Typed Name of Authorized Representative _____ b. Title _____ c. Telephone Number _____ d. Signature of Authorized Representative _____ e. Date Signed _____																															

Previous Edition Usable
Authorized for Local Reproduction

Standard Form 424 (REV 4-92)
Prescribed by OMB Circular A-102

Instructions for the SF 424

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

Please do not return your completed form to the Office of Management and Budget; send it to the address provided by the sponsoring agency.

This is a standard form used by applicants as a required facesheet for preapplications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

Item and Entry

1. Self-explanatory.
2. Date application submitted to Federal agency (or State, if applicable) & applicant's control number (if applicable).
3. State use only (if applicable).
4. If this application is to continue or revise an existing award, enter present

Federal identifier number. If for a new project, leave blank.

5. Legal name of applicant, name of primary organizational unit which will undertake the assistance activity, complete address of the applicant, and name and telephone number of the person to contact on matters related to this application.

6. Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.

7. Enter the appropriate letter in the space provided.

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

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

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

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

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

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

13. Self-explanatory.

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

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

16. Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.

17. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit allowances, loans and taxes.

18. To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)

BILLING CODE 8184-01-P

BUDGET INFORMATION -- Non-Construction Programs

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

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

SECTION C — NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8.	\$	\$	\$	\$	\$
9.					
10.					
11.					
12. TOTAL (sum of lines 8 and 11)	\$	\$	\$	\$	\$
SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$	\$	\$	\$	\$
14. Non-Federal					
15. TOTAL (sum of lines 13 and 14)	\$	\$	\$	\$	\$
SECTION E — BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (Years)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16.	\$	\$	\$	\$	
17.					
18.					
19.					
20. TOTAL (sum of lines 16 - 19)	\$	\$	\$	\$	
SECTION F — OTHER BUDGET INFORMATION					
21. Direct Charges:		22. Indirect Charges:			
23. Remarks:					

Authorized for Local Reproduction

Standard Form 424A (Rev. 4-92) Page 2

Instructions for the SF 424A

Public reporting burden for this collection of information is estimated to average 180 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

Please do not return your completed form to the Office of Management and Budget, send it to the address provided by the sponsoring agency.

General Instructions

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

Section A. Budget Summary Lines 1-4, Columns (a) and (b)

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

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

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

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

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

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

Otherwise, leave these columns blank. Enter in Columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of amounts in Columns (e) and (f).

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

Line 5—Show the total for all columns used.

Section B. Budget Categories

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

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

Line 6j—Show the amount of indirect cost.

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

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

Section C. Non-Federal Resources

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

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

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

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

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

Column (e)—Enter totals in Columns (b), (c), and (d).

Line 12—Enter the total for each of Columns (b)-(e). The amount in Column (e) should be equal to the amount on Line 5, Column (f), Section A.

Section D. Forecasted Cash Needs

Line 13—Enter the amount of cash needed by quarter from the grantor agency during the first year.

Line 14—Enter the amount of cash from all other sources needed by quarter during the first year.

Line 15—Enter the totals of amounts on Lines 13 and 14.

Section E. Budget Estimates of Federal Funds Needed for Balance of the Project

Lines 16-19—Enter in Column (a) the same grant program titles shown in Column (a), Section A. A breakdown by function or activity is not necessary. For new applications and continuation grant applications, enter in the proper columns amounts of Federal funds which will be needed to complete the program or project over the succeeding funding periods (usually in years). This section need not be completed for revisions (amendments, changes, or supplements) to funds for the current year of existing grants.

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

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

Section F. Other Budget Information

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

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

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

Assurances—Non-Construction Programs

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing

the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

Please do not return your completed form to the Office of Management and Budget; send it to the address provided by the sponsoring agency.

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

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

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as

amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to non-discrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

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

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

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

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

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plan under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. §§ 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).

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

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

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

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

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

17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984 or OMB Circular No. A-133, Audits of Institutions of Higher Learning and other Non-profit Institutions.

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

Signature of authorized certifying official

Title

Applicant organization

Date submitted

Program Narrative

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

The program narrative provides a major means by which the application is evaluated and ranked to compete with other applications for available assistance. It should be concise and complete and should address the activity for which Federal funds are requested. Supporting documents should be included where they can present information clearly and succinctly. Applicants are encouraged to provide information on their organizational structure, staff, related experience, and other

information considered to be relevant. Awarding offices use this and other information to determine whether the applicant has the capability and resources necessary to carry out the proposed project. It is important, therefore, that this information be included in the application. However, in the narrative the applicant must distinguish between resources directly related to the proposed project from those which will not be used in support of the specific project for which funds are requested.

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

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

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

A. Project Description—Components

1. Project Summary/Abstract

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

2. Objectives and Need for Assistance

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

3. Results or Benefits Expected

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

4. Approach

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

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

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

5. Evaluation

Provide a narrative addressing how you will evaluate (1) the results of your project and (2) the conduct of your programs. In addressing the evaluation of results, state how you will determine the extent to which the program has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the program. Discuss the criteria to be used to evaluate results; explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of your program, define the procedures you will employ to determine whether the program is being conducted in a manner consistent with the work plan you presented and discuss the impact of the program's various activities upon the program's effectiveness.

6. Geographic Location

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

7. Additional Information (Include if Applicable)

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

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

PLAN FOR PROJECT CONTINUANCE BEYOND GRANT SUPPORT—A plan for securing resources and continuing project activities after Federal assistance has ceased.

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

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

DISSEMINATION PLAN—A plan for distributing reports and other project outputs to colleagues and the public. Applicants must provide a description of the kind, volume and timing of distribution.

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

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

LETTERS OF SUPPORT—Statements from community, public and commercial leaders which support the project proposed for funding.

B. Noncompeting Continuation Applications

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

An abbreviated application consists of:

1. The Standard Form 424 series (SF 424, SF 424A, SF-424B).
2. The estimated or actual unobligated balance remaining from the previous budget period should be identified on an accurate SF-269 as well as in Section A, Columns (c) and (d) of the SF-424A.
3. The grant budget, broken down into the object class categories on the 424A, and if

category "other" is used, the specific items supported must be identified.

4. Required certifications.

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

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

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

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

C. Supplemental Requests

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

D. Budget and Budget Justification

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

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

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

Personnel. Costs of employee salaries and wages.

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

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

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

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

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

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

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

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

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

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

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

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

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

Construction. Costs of construction by applicant or contractor.

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

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

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

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

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

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

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

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

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

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988: 45 CFR Part 76, Subpart F. Sections 76.630 (c) and (d)(2) and 76.645 (a)(1) and (b) provide that a Federal agency may designate a central receipt point for STATE-WIDE AND STATE AGENCY-WIDE certifications, and for notification of criminal drug convictions. For the Department of Health and Human Services, the central point is: Division of Grants Management and Oversight, Office of Management and Acquisition, Department of Health and Human Services, Room 517-D, 200 Independence Avenue, SW., Washington, DC 20201.

Certification Regarding Drug-Free Workplace Requirements (Instructions for Certification)

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

2. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.

3. For grantees other than individuals, Alternate I applies.

4. For grantees who are individuals, Alternate II applies.

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

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

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

8. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification.

Grantees' attention is called, in particular, to the following definitions from these rules:

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

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

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

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

Certification Regarding Drug-Free Workplace Requirements

Alternate I. (Grantees Other Than Individuals)

The grantee certifies that it will or will not continue to provide a drug-free workplace by:

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

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

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

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

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

(1) Abide by the terms of the statement; and

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

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

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

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

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

(B) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

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

Alternate II. (Grantees Who Are Individuals)

(a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;

(b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

[55 FR 21690, 21702, May 25, 1990]

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

Instructions for Certification

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

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that

the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

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

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

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

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

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

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

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered

transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

* * * * *

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

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

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

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

Instructions for Certification

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

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

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

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

5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions

and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.

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

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

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

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

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

* * * * *

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

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

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible,

or voluntarily excluded by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or

State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

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

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

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

BILLING CODE 4184-01-P

OMB No. 9999-0020

OMB No. 0925-0418

Approved for use through 12/31/97

Protection of Human Subjects
Assurance Identification/Certification/Declaration
(Common Federal Rule)

POLICY: Research activities involving human subjects may not be conducted or supported by the Departments and Agencies adopting the Common Rule (56FR28003, June 18, 1991) unless the activities are exempt from or approved in accordance with the common rule. See Section 101(B) the common rule for exemptions. Institutions submitting applications or proposals for support must submit certification of appropriate Institutional Review Board (IRB) review and approval to the Department or Agency in accordance with the common rule.

Institutions with an assurance of compliance that covers the research to be conducted on file with the Department, Agency or the Department of Health and Human Services (HHS) should submit certification of IRB review and approval with each application or proposal unless otherwise advised by the Department or Agency. Institutions which do not have such an assurance must submit an assurance and certification of IRB review and approval within 30 days of a written request from the Department or Agency.

1. Request Type <input type="checkbox"/> ORIGINAL <input type="checkbox"/> FOLLOWUP <input type="checkbox"/> EXEMPTION	2. Type of Mechanism <input type="checkbox"/> GRANT <input type="checkbox"/> CONTRACT <input type="checkbox"/> FELLOWSHIP <input type="checkbox"/> COOPERATIVE AGREEMENT <input type="checkbox"/> OTHER: _____	3. Name of Federal Department or Agency and, if known, Application or Proposal Identification No.
4. Title of Application or Activity		5. Name of Principal Investigator, Program Director, Fellow, or Other

6. Assurance Status of this Project (Respond to one of the following)

- ☐ This assurance, on file with the Department of Health and Human Services, covers this activity:
Assurance identification no. M-_____ IRB identification no. _____
- ☐ This Assurance, on file with (agency/dept.) _____, covers this activity:
Assurance identification no. _____ IRB identification no. _____ (if applicable)
- ☐ No assurance has been filed for this project. This institution declares that it will provide an Assurance and Certification of IRB review and approval upon request.
- ☐ *Exemption status:* Human subjects are involved, but this activity qualifies for exemption under Section 101 (b), paragraph _____.

7. Certification of IRB Review (Respond to one of the following IF you have an Assurance on file)

- ☐ This activity has been reviewed and approved by the IRB in accordance with the common rule and any other governing regulations and subparts on (date) _____ by: ☐ Full IRB Review or ☐ Expedited Review.
- ☐ This activity contains multiple projects, some of which have not been reviewed. The IRB has granted approval on condition that all projects covered by the common rule will be reviewed and approved before they are initiated and that appropriate further certification will be submitted.

8. Comments

9. The official signing below certifies that the information provided above is correct and that, as required, future reviews will be performed and certification will be provided.		10. Name and Address of Institution	
11. Phone No. (with area code)	12. Fax No. (with area code)		
13. Name of Official	14. Title		
15. Signature		16. Date	

Authorized for local reproduction

Public reporting burden for this collection of information is estimated to average 5 minutes per response. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: PHS Reports Clearance Officer (9999-0020 and 0925-0418), Humphrey Building, 200 Independence Ave. S.W., Washington, D.C. 20201. Attn: PRA. Do not return the completed form to this address.

OPTIONAL FORM 310 (Rev. 1-95)
Sponsored by HHS/PHS/NIH

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

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

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant,

loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

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

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

Statement for Loan Guarantees and Loan Insurance

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

If any funds have been paid or will be paid to any person for influencing or attempting to influence on officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less that \$10,000 and not more than \$100,000 for each such failure.

Signature

Title

Organization

Date

BILLING CODE 4184-01-P

DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB
0348-0046

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

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance		2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award		3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For material change only Year _____ Quarter _____ date of last report _____	
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known. Congressional District, if known			5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, if known		
6. Federal Department/Agency:			7. Federal Program Name/Description: CFDA Number, if applicable:		
8. Federal Action Number, if known:			9. Award Amount, if known: \$		
10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i>			b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>		
Items 11 through 15 are deleted.					
16. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.			Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____		
Federal Use Only:			Authorized for Local Reproduction Standard Form - LLL		

**CERTIFICATION REGARDING
ENVIRONMENT TOBACCO SMOKE**

Public Law 103-227, Part C—Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per day and/or the imposition of an administrative compliance order on the responsible entity.

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

**Appendix B—Omb State Single Point Of
Contact Listing****ARIZONA**

Joni Saad, Arizona State Clearinghouse, 3800 N. Central Avenue, Fourteenth Floor, Phoenix, Arizona 85012; Telephone (602) 280-1315; FAX: (602) 280-1305

ARKANSAS

Mr. Tracy L. Copeland, Manager, State Clearinghouse, Office of Intergovernmental Services, Department of Finance and Administration, 1515 W. 7th St., Room 412, Little Rock, Arkansas 72203; Telephone (501) 682-1074; FAX: (501) 682-5206

CALIFORNIA

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

DELAWARE

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

DISTRICT OF COLUMBIA

Charles Nichols, State Single Point of Contact, Office of Grants Mgmt. & Dev., 717 14th Street, N.W.—Suite 500, Washington, D.C. 20005; Telephone: (202) 727-6554; FAX: (202) 727-1617

FLORIDA

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

GEORGIA

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

ILLINOIS

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

INDIANA

Frances Williams, State Budget Agency, 212 State House, Indianapolis, Indiana 46204-2796; Telephone: (317) 232-5619; FAX: (317) 233-3323

IOWA

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

KENTUCKY

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

MAINE

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

MARYLAND

William G. Carroll, Manager, State Clearinghouse for Intergovernmental Assistance, Maryland Office of Planning, 301 W. Preston Street—Room 1104, Baltimore, Maryland 21201-2365, Staff Contact: Linda Janey; Telephone: (410) 225-4490; FAX: (410) 225-4480

MICHIGAN

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

MISSISSIPPI

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

MISSOURI

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

NEVADA

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

NEW HAMPSHIRE

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

NEW MEXICO

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

NEW YORK

New York State Clearinghouse, Division of the Budget, State Capitol, Albany, New York 12224; Telephone: (518) 474-1605; FAX: (518) 486-56127

NORTH CAROLINA

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

NORTH DAKOTA

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

OHIO

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

RHODE ISLAND

Kevin Nelson, Review Coordinator, Department of Administration/Division of Planning, One Capitol Hill, 4th Floor, Providence, Rhode Island 02908-5870; Telephone: (401) 277-2656; FAX: (401) 277-2083. Please direct correspondence and questions to: Review Coordinator, Office of Strategic Planning

SOUTH CAROLINA

Rodney Grizzle, State Single Point of Contact, Grant Services, Office of the Governor, 1205 Pendleton Street—Room 331, Columbia, South Carolina 29201; Telephone: (803) 734-0494; FAX: (803) 734-0356

TEXAS

Tom Adams, Governor's Office, Director, Intergovernmental Coordination, P.O. Box 12428, Austin, Texas 78711; Telephone: (512) 463-1771; FAX: (512) 463-1888

UTAH

Carolyn Wright, Utah State Clearinghouse, Office of Planning and Budget, Room 116, State Capitol, Salt Lake City, Utah 84114; Telephone: (801) 538-1535; FAX: (801) 538-1547

WEST VIRGINIA

Fred Cutlip, Director, Community Development Division, W. Virginia

Development Office, Building #6, Room 553, Charleston, West Virginia 25305; Telephone: (304) 558-4010; FAX: (304) 558-3248

WISCONSIN

Jeff Smith, Section Chief, State/Federal Relations, Wisconsin Department of Administration, 101 East Wilson Street—6th Floor, P.O. Box 7868, Madison, Wisconsin 53707; Telephone: (608) 266-0267; FAX: (608) 267-6931

WYOMING

Matthew Jones, State Single Point of Contact, Office of the Governor, 200 West 24th Street, State Capitol, Room 124, Cheyenne, Wyoming 82002; Telephone: (307) 777-7446; FAX: (307) 632-3909

TERRITORIES

GUAM

Mr. Giovanni T. Sgambelluri, Director, Bureau of Budget and Management Research, Office of the Governor, P.O. Box 2950, Agana, Guam 96910; Telephone: 011-671-472-2285; FAX: 011-671-472-2825

PUERTO RICO

Norma Burgos/Jose E. Caro, Chairwoman/Director, Puerto Rico Planning Board, Federal Proposals Review Office, Minillas Government Center, P.O. Box 41119, San Juan, Puerto Rico 00940-1119; Telephone: (809) 727-4444, (809) 723-6190; FAX: (809) 724-3270, (809) 724-3103

NORTH MARIANA ISLANDS

Mr. Alvaro A. Santos, Executive Officer, State Single Point of Contact, Office of Management and Budget, Office of the Governor, Saipan, MP, Northern Mariana Islands 96950; Telephone: (670) 664-2256; FAX: (670) 664-2272

Contact Person: Ms. Jacoba T. Seman, Federal Programs Coordinator; Telephone: (670) 644-2289; FAX: (670) 644-2272

VIRGIN ISLANDS

Nelson Bowry, Director, Office of Management and Budget, #41 Norregade Emancipation Garden Station, Second Floor, Saint Thomas, Virgin Islands 00802. Please direct all questions and correspondence about intergovernmental review to: Linda Clarke; Telephone: (809) 774-0750; FAX: (809) 776-0069
In accordance with Executive Order #12372, "Intergovernmental Review of

Federal Programs," this listing represents the designated State Single Points of Contact. The jurisdictions not listed no longer participate in the process BUT GRANT APPLICANTS ARE STILL ELIGIBLE TO APPLY FOR THE GRANT EVEN IF YOUR STATE, TERRITORY, COMMONWEALTH, ETC DOES NOT HAVE A "STATE SINGLE POINT OF CONTACT." STATES WITHOUT "STATE SINGLE POINTS OF CONTACT" INCLUDE: Alabama, Alaska, American Samoa, Colorado, Connecticut, Kansas, Hawaii, Idaho, Louisiana, Massachusetts, Palau, Minnesota, Montana, Nebraska, New Jersey, Oklahoma, Oregon, Pennsylvania, South Dakota, Tennessee, Vermont, Virginia, and Washington. This list is based on the most current information provided by the States. Information on any changes or apparent errors should be provided to the Office of Management and Budget and the State in question. Changes to the list will only be made upon formal question. Changes to the list will only be made upon formal notification by the State. Also, this listing is published biannually in the Catalogue of Federal Domestic Assistance.

[FR Doc. 97-17655 Filed 7-7-97; 8:45 am]

BILLING CODE 4184-01-P