

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

### Administration for Children and Families

[Program announcement no. 95-06]

## ENVIRONMENTAL PROTECTION AGENCY

### Request for Applications Under the Environmental Protection Agency's Toxic Substances Control Act and the Office of Community Services' Fiscal Year 1995 Job Opportunities for Low-Income Individuals Program (Demonstration Projects) and the Discretionary Grants Program

**AGENCY:** Office of Community Services, Administration for Children and Families, (ACF), DHHS; Office of Prevention Pesticides, and Toxic Substances Environmental Protection Agency (EPA).

**ACTION:** Announcement of availability of funds and request for applications under the Environmental Protection Agency's Toxic Substances Control Act and the Office of Community Services' FY 1995 Job Opportunities for Low-Income Individuals Program and the Urban and Rural Community Economic Development Discretionary Grants Program.

**SUMMARY:** The Department of Health and Human Services (DHHS), Administration for Children and Families (ACF), Office of Community Services (OCS) and the Environmental Protection Agency (EPA) are announcing, with this Notice, the availability of FY 1995 grant funds for a pilot program to develop joint projects between public agencies and non-profit organizations to form partnerships in the demonstration of innovative community-based ventures and to reduce the disproportionate exposure of disadvantaged communities to lead poisoning in their environment and to provide job and career opportunities to low-income residents of these communities. These funds are being provided as a result of the planning work of a Federal Project Task Force, consisting of officials of the Department of Health and Human Services, Environmental Protection Agency, Department of Housing and Urban Development, and Department of Labor, convened to explore opportunities for joint lead poisoning prevention and environmental justice programming. EPA and ACF/OCS expect the grantees to use these funds and other available resources to plan and coordinate a range of training, business enterprise

development, education, and hazard abatement activities so as to reduce significantly the deleterious health effects of lead poisoning in their low-income urban and rural communities and to create new career and economic development opportunities for low-income residents of those communities.

In order to underwrite these initiatives, the funding agencies intend to fund up to three (3) projects totaling approximately \$3.0 million. Each project will receive two grants totaling up to \$1 million. Up to \$500,000 will be provided to the project by each of the two Federal agencies. EPA will award a grant of up to \$500,000 to each of three (3) urban and/or rural public agency partners for training and education; OCS will award a grant of up to \$500,000 to each of three (3) private non-profit agency partners for job creation and career development for low-income residents. The grants will be awarded by ACF/OCS under the authorities of the Family Support and Community Services Block Grant Acts and by EPA under the authority of the Toxic Substances Control Act.

**CLOSING DATES:** The closing date for submission of applications is May 30, 1995.

**FOR FURTHER INFORMATION CONTACT:** Re: Lead Training and Education elements of the application:

James Boles, Chemical Management Division, Program Development Branch (7404), Environmental Protection Agency, 401 M Street, S.W., Washington, D.C. 20447 (202) 260-3969

Contacts at Regional EPA Offices are listed under Part VIII, A, of this notice.

Re: Enterprise Development, Job Creation, and Lead Abatement elements of the application:

Richard M. Saul, Director, Community Demonstration Programs Division, Office of Community Services, Administration for Children and Families, 370 L'Enfant Promenade, S.W., Washington, D.C. 20447 (202) 401-9233

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### Part I—Background

Lead poisoning is one of the worst environmental threats to children in the United States. Lead absorbed into the blood from such sources as gasoline additives, house paint, drinking water, and consumer products can and does have extremely damaging health consequences on children. As more and more has been learned about the adverse effects of lead poisoning, the Centers for Disease Control and Poisoning Prevention (CDC) have lowered the acceptable blood lead level three times in the past 20 years.

Fortunately, lead poisoning is entirely preventable. As public officials have come to realize this, they have begun to address the problem of exposure to lead at its several sources. Leaded gasoline was, for many years, one of the major sources of lead absorbed into the blood, but government-mandated changes in gasoline composition have greatly reduced the amount of airborne lead. Initiatives such as this have already resulted in reduced blood lead levels. The major remaining source of lead in the environment is house paint,

especially types that were commonly used prior to 1978. Huge amounts of this peeling lead-based paint and paint dust exist in older homes throughout the country, especially among those inhabited by people without the financial means or ownership incentive to maintain and repair them adequately. Several studies show strong correlations between lead levels in the blood of inner city residents and the large numbers of dilapidated older houses and apartments in which lower income people frequently are concentrated. As an unhappy consequence, the very people who probably can least afford the impacts of lead poisoning—lower income children and families concentrated in poorer urban neighborhoods and rural communities—are the ones most at risk from this threat.

Several Federal agencies have undertaken important initiatives to attack the problem of household exposure to lead and lead poisoning in poor, urban communities. The Department of Housing and Urban Development (HUD) has authorized and funded several programs under Title X of the Residential Lead-Based Paint Hazard Reduction Act of 1992 designed to stimulate lead abatement activities in both public housing and privately-owned housing for lower income individuals and families. EPA has worked to ensure that its public educational efforts are effective in reaching these audiences and is searching for low cost methods of reducing risk. CDC has funded screening programs to measure lead levels in blood in both urban and rural communities which are judged to be at particularly high risk of lead exposure. ACF/OCS has supported, and participated in, a California public-private partnership to develop and implement a model for combining lead abatement with community-based weatherization programs.

While these early lead abatement activities generally have attacked the problem of environmental lead from a public health perspective, a number of public officials with responsibilities for community and economic development have noted that such initiatives have the potential to create work and business opportunities for adults living in the very communities most severely afflicted with the problem. These officials have reasoned that individuals with practical knowledge of neighborhood conditions, a willingness to undergo necessary training, and a desire for gainful employment in community-based ventures have much to offer to those planning lead and other

hazard abatement initiatives. They have also come to believe that community-based ventures involving such individuals may possess important advantages in assessing environmental hazards, building support for abatement services, and developing community capabilities over larger businesses based outside the impacted neighborhoods.

As a consequence, providing a significant amount of funding to the economies of these neighborhoods has come to be seen as both a catalyst for the creation of, and a resource for the initial support of, a group of viable new community-based non-profit agencies and contracting businesses able to capitalize on hazard assessment, lead abatement, and post-abatement renovation work to create new labor-intensive jobs and build employment skills in their work force. These officials of Federal, state, tribal, and local governments have found strong interest, furthermore, on the part of community leadership in lead abatement-type initiatives and have engaged during recent months in considerable discussion and planning of collaborative enterprises such as the one envisioned with this announcement. As a result, the agencies funding this initiative have come to share a vision of numerous community-based partnerships throughout the country working together to educate, involve, and empower lower income communities to make their own neighborhoods free from lead poisoning and safe and healthy for their children.

#### Part II—Purpose

The purpose of the grants to be funded under this announcement is to demonstrate the potential advantages that partnerships between community-based enterprises and state, local, or tribal governments have for making beneficial impacts, through lead abatement activities, on both the physical health and economic vitality of the low-income neighborhoods and citizens that they serve.

Officials of both ACF/OCS and EPA expect the partners in the project to work together to organize resources and develop coordinated programs that are effective in removing lead-based paint from their neighborhoods, thereby improving residents' health, while developing new and/or expanded locally based housing contractor enterprises with the capacity for job creation, career development and growth. Successful applicants will utilize the funds and visibility of this initiative to create new public/private partnerships, strengthen skills and knowledge of community residents,

create job opportunities and new business ventures, and impart fresh momentum to local efforts towards community revitalization.

#### Part III—Legislative Authorities and Funding Sources

In order to accomplish these distinct but complementary goals, the funded public agency/non-profit partners must effectively integrate disparate elements into a single cohesive project. The applicants' projects must blend training support funding and program guidelines from the EPA with capacity-building funding and program guidelines from ACF/OCS in order to launch and implement their projects.

##### *Legislative Authorities*

EPA is authorized by the Toxic Substances Control Act to make grants to States, Federally recognized Native American tribal governments, and local governmental bodies to support research, development and training activities capable of developing local capacity to successfully prevent lead poisoning.

ACF/OCS authority for this joint initiative is contained in two legislative enactments—the Job Opportunities for Low-Income Individuals Program authorized under Section 505 of the Family Support Act of 1988, as amended, and the Office of Community Services' Discretionary Grants Program under section 681(a)(1) of the Community Services Block Grant Act of 1981, as amended.

##### *Funding*

EPA's funding support is for community education and technical hazard abatement training provided through local public health agencies. ACF/OCS funding support is for the organization and/or expansion of community-based abatement enterprises and the resulting creation of new jobs with career potential for low-income employees in these enterprises or the development of their own businesses provided through local private non-profit organizations.

Each funded project will receive two grants totalling up to \$1 Million, up to \$500,000 from each agency. EPA will award a grant of up to \$500,000 to a public agency partner for training and education; OCS will award a grant of up to \$500,000 to a private non-profit agency partner for job creation and career development.

EPA requires, furthermore, that applicants provide either evidence of a local contribution of 5% of the value of the EPA grant from State, Foundation or other Federal sources such as

Community Development Block Grant monies, in-kind services, or local cash or a written justification of its inability to raise such a match. ACF/OCS does not require a match for its grants but does encourage the applicant to review and describe ways by which it would plan to mobilize additional public and private resources to further the purposes of this announcement if it were to receive a grant. The funded community-based environmental lead abatement ventures are expected to add partners and obtain resources from other sources with complementary interests, when practical.

#### Part IV—Eligible Applicants

Because of the dual authorities involved with this program announcement, eligible applicants for the grants will consist of local partnerships, of which each member must meet the eligibility criteria of the relevant funding agency:

##### A. Public Agencies—EPA

Eligible applicants for purposes of the EPA funding under this notice include any State (including the District of Columbia, the U.S. Virgin Islands, the Commonwealth of Puerto Rico, and any territory or possession of the United States), Federally recognized Native American Tribal government, or local government that has an active, health-based lead program. For the purposes of this notice, an active, health-based lead program is defined as health or environmental officials collecting and analyzing environmental lead data with the assistance of local health care providers.

Private universities, private non-profit entities, private businesses, and individuals are not eligible for EPA funds. For convenience, the term "State" in this notice refers to all EPA eligible applicants.

##### B. Non-Profit Organizations—ACF/OCS

Organizations eligible to apply for funding under this program are any non-profit organizations including community development corporations that are exempt from taxation under Section 501(a) of the Internal Revenue Code of 1986 by reason of paragraph (3) or (4) of Section 501(c) of such code and private non-profit community development corporations governed by a board consisting of residents of the community and business and civic leaders which has as a principal purpose planning, developing, or managing low-income housing or community development projects. At least one OCS grant under this Announcement will be made to a non-

profit partner which is a private, non-profit community development corporation as defined above.

Applicants must provide documentation of their tax exempt status. The applicant can accomplish this by providing a copy of the applicant's currently valid IRS tax exemption certificate. Failure to provide evidence of non-profit status will result in rejection of the application.

Public entities and private non-profit organizations in urban and rural communities are eligible for funding under this environmental justice initiative. For purposes of this announcement, applicants will be considered urban if the target area is within a Metropolitan Statistical Area. All other applicants will be considered as rural. Applicants must provide data adequate for the reviewers to determine whether the project would be urban or rural.

#### Part V—Eligible Activities

In order to accomplish both the health and economic development goals of this initiative, grantees will be authorized and encouraged to undertake a wide range of complementary programmatic activities. Both ACF/OCS and EPA officials envision a range of organizational partnership models that could be suitable for the programs initiated with this announcement. Each will have in common the eligibility of individual partners for the EPA and ACF/OCS enabling grants and a demonstrated commitment to successfully achieving the purpose of the program. Initial activity is likely to be concentrated on the organization of the project partnership and the development, in consultation with the targeted community, of a project implementation plan.

As noted below, grants from EPA to the public partners for community education and worker training will be of two years duration, permitting the training and certification of several cycles of abatement workers. The ACF/OCS grants to the non-profit partners for job creation and support activities will be for an initial operational period of three years, to permit the continued provision of support services beyond the training period of the EPA grant, to assist low-income workers to strengthen their underlying job skills and advance their career development.

*Public Agencies—EPA activities include:*

- Assessing and prioritizing the nature and extent of the target community's environmental lead problems;
- Planning and conducting a hands-on lead-based paint abatement training program for community residents who

wish to be employed in abatement project activity;

- Conducting (using community residents) a tailored lead poisoning education campaign for the targeted community;
- Outreach to other public and private parties with interests in hazard removal, housing rehabilitation, and community revitalization and leveraging resources that may complement those provided by EPA and ACF/OCS;
- Monitoring abatement contractor performance in reducing the amount of lead-based paint in the target area, protecting the safety of abatement workers and area residents, and tracking project impacts in terms of job creation and health improvement.

*B. Non-Profit Organizations—ACF/OCS activities include:*

- Jobs and/or business/self employment opportunities created under this program that will contribute to the goal of self-sufficiency. The employment opportunities should provide hourly wages that exceed the minimum wage and also provide benefits such as health insurance, transportation, child care, and career development opportunities;
- Projects that create new jobs and/or business opportunities for eligible program participants. Projects funded under this program must demonstrate how the proposed project will enhance the participants' ability and skills in their progress toward self-sufficiency;
- The creation of a significant number of new full-time permanent jobs through the expansion of a pre-identified business or new business development or by providing opportunities for self-employment to eligible participants. While projected employment in future years may be included in the application, it is essential that the focus of employment opportunities concentrate on new full-time, permanent jobs to be created during the duration of the grant project period and/or on the creation of new business development opportunities for low-income individuals;
- Providing assistance to prospective community-based abatement contractors in preparing project plans and—if necessary—working capital/financing proposals to support project activity; and
- Launching and overseeing a coordinated program to abate the community's lead hazards, utilizing the community-based resources identified and developed during the initial phases of the project.

In keeping with the Federal Government's environmental justice strategies, grantees are encouraged to undertake a variety of activities that have proven helpful to the development and strengthening of community-based hazard abatement and contracting firms. In particular, grantees should be prepared to initiate the technical training, help with the certification, business training, and assist with obtaining the bonding and insurance coverage that participating contractors are likely to need to participate fully in the economic activity stimulated by these grants.

#### Part VI—Project Planning/Application Requirements

##### A. Project Planning

Successful applications for grants under this announcement shall describe the nature of the public agency and community-based non-profit partnerships. The individual private, non-profit partners should have had successful experience in job creation for low-income individuals and enterprise development, and project planning and management. While each of the partners will address its portion of the single joint application to the agency funding the project activities that it will undertake, the single combined application should clearly demonstrate how the members of the partnership will work together in the beginning stages of the project, and with selected abatement contractors or with individuals who wish to create new abatement businesses to accomplish key project milestones and impacts in a targeted community over the life of the project. The partners will show how the funds to be received—including funding resources other than those provided by ACF/OCS and EPA—will be coordinated and used (1) to establish a joint project management capacity, (2) to contract with training and abatement specialists, (3) to conduct planned project activities, and (4) to direct and oversee project activity to a successful conclusion. While each partner will concentrate on explaining the elements of the project design and plan for which it is primarily responsible, it will also show how its investments in health education, abatement training, community-based business development/self-employment, and/or project-related jobs will be integrated into continuing efforts to improve the health and economic vitality of the targeted community.

##### 1. Project Organization

ACF/OCS and EPA officials prescribe no particular model for the organization of a project partnership or for the design of its program. While the grant recipients must be qualifying public agencies or locally based non-profit entities, the abatement ventures themselves can take a variety of organizational forms, including but not limited to community-based non-profit ventures, for-profit contractors, subsidiaries of community development corporations, and worker-owned cooperatives. Irrespective of organizational form, applications will be assessed primarily in terms of the amount of lead abatement and enterprise development/job creation impact that the partners project and the likelihood that these desirable outcomes will be realized.

##### 2. Project Design

Because of the sponsoring agencies' emphasis on innovative proposals with significant potential value to both target communities and the community health and revitalization fields, applicants are advised to explain their project design and accompanying plans so that the logic of their project is clear.

The purpose of this initiative is to demonstrate the capacity of community-based public/private partnerships for reducing the hazard of environmental lead while providing new jobs and income opportunities for community residents. Several of the most important outcomes associated with this purpose include—in addition to a significant verifiable reduction in the number of dwellings/buildings with lead-based paint in the target community—established/strengthened community contractor businesses with the potential for viability, financial and management resources redirected into this lead hazard abatement field, and community residents knowledgeable about the techniques of lead abatement.

It is important to note, *that the outcomes and impacts of the environmental justice project depend upon effective joint planning and coordination among the members of the project partnership.* As a consequence, project task planning by individual project partners must take place within the framework of the overall project design.

While applicants may choose to use other project design models to represent the way that their project will work, they should ensure that the proposal makes it clear the way in which project management and contractors will use resources to produce results internal to

the project which will, in turn, lead to beneficial impacts in the targeted community.

##### B. Application Requirements

###### 1. Project Periods and Budget Periods

This Environmental Justice Initiative is for a period of up to six years. The EPA grant will support community education and worker training for the first two years of the project; the ACF/OCS grant will support job creation and worker support services which will last one year beyond the training, with the possibility of continued tracking and support for a final three years as noted below.

EPA: The Environmental Protection Agency will approve FY 1995 grants for a project period of two (2) years and a budget period of two (2) years.

ACF/OCS will approve FY 1995 grants for a project period of six (6) years and an initial budget period of 36-months, or three (3) years. The initial 36-month budget period will be considered the Operational Phase of the project, during which the Work Plan described in this announcement is to be carried out. The second 36 months, or three years, of the Project Period is to be considered a period of tracking workers in the newly created jobs, of providing them, as needed, with modest support and assistance, and of continuing Project evaluation. Applications for continuation grants funded under these awards beyond the 36 month budget period will be entertained in subsequent years on a non-competitive basis, in a modest amount commensurate with the reduced level of effort, and subject to the availability of funds, satisfactory progress of the grantee, and determination that this would be in the best interest of the government.

###### 2. Cooperative Partnership Agreements

Applicants should document their commitment through a Cooperative Partnership Agreement to work together to successfully achieve the purposes of this announcement. The agreement should be signed by the responsible executive officer of each partner and should include, as a minimum, a written description including organization charts and other graphical displays as appropriate of the roles and responsibilities of the officials in the partnering agencies who are responsible for the administration/management of the project.

ACF/OCS—*Cooperative Partnership Agreement with State IV-A Agency (JOBS Program).*

A signed written agreement, or letter of commitment to sign such an

agreement within six months of a grant award, between the ACF/OCS applicant and the local State IV-A agency (JOBS Program) must be submitted with the application in order to be reviewed and evaluated competitively. The agreement/letter must describe the cooperative relationship and include specific activities and/or responsibilities that each of the entities proposes to carry out over the course of the project period in support of the project. (See Attachment J for a list of the State JOBS agencies)

### 3. Program Participants/Beneficiaries

Projects proposed for funding under ACF/OCS must result in direct benefits to low-income people. Low-income people are those individuals eligible to receive AFDC under Part A of Title IV of the Social Security Act, or individuals whose income does not exceed 100% of the poverty line as defined in the most recent Annual Revisions of Poverty Income Guidelines published by DHHS.

Attachment A to this announcement is an excerpt from the 1995 Poverty Guidelines now in effect. Annual revisions of these guidelines are normally published in the Federal Register in February or early March of each year. Grantees will be required to apply the most recent guidelines throughout the project period. These revised guidelines also may be obtained at public libraries, Congressional offices, or by writing the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. The revised guidelines are also accessible on the OCS Electronic Bulletin Board for downloading through your computer modem by calling 1-800-627-8886.

### 4. Prohibition and Restrictions on the Use of Funds

The use of funds for new construction or the purchase of real property is prohibited. Costs incurred for rearrangement and alteration of facilities required specifically for the grant program are allowable when specifically approved by ACF/OCS in writing.

If the applicant is proposing a project which will affect a property listed in, or eligible for inclusion in the National Register of Historic Places, it must identify this property in the narrative and explain how it has complied with the provisions of section 106 of the National Historic Preservation Act of 1966 as amended. If there is any question as to whether the property is listed in or eligible for inclusion in the National Register of Historic Places, the applicant should consult with the State Historic Preservation Officer. (See

Attachment B: SF-424B, Item 13 for additional guidelines.) The applicant should contact OCS early in the development of its application for instructions regarding compliance with the Act and data required to be submitted to the Department of Health and Human Services. Failure to comply with the cited Act will result in the application being ineligible for funding consideration.

### 5. Third-Party Project Evaluation

The sponsoring agencies (EPA and ACF/OCS) require that a plan for a methodologically sound independent evaluation of the project be included in the application. The evaluative activity to be undertaken should deal, at a minimum, with the performance of the grantees' management in implementing the project and other resources to produce planned outputs, an assessment of the activities carried out in creating new jobs and business opportunities, and with the effectiveness of the project design in realizing the outcomes and impacts sought. The evaluation plan should clearly reflect the project period, incorporating relatively early assessments of project activity and production, intermediate assessments of the efficiency and effectiveness of abatement activity, and later assessments of changes in blood lead levels and community-based enterprise vitality/viability.

Applicants should consult with an independent third-party entity with credible program evaluation experience to help develop the evaluation design and to help prepare the evaluation section of their applications. Applicants should ensure, however, that the evaluation methodology presented is consistent with the logic of the project design. The evaluation methodology should include, but not be limited to, the key measures of performance and accomplishment set out elsewhere in the application. Project managers and evaluators should address the issues relating to project data collection and management, since most process and outcome measures will be used for both project management and the evaluation plan. Finally, applicants should express a firm commitment to support their third-party evaluators with project data, with management's interpretation of that data as needed, and with management and contractor time to participate in evaluative activities. The evaluators should include, in their final report, a characterization of the organizational and strategy model represented by the grantee team and of the replicability of these models in similar settings elsewhere.

### 6. Economic Development Strategy

In accordance with the legislative reference cited in Part II, Section A, applicants must include in their proposal an explanation of how the proposed project is integrated with and supports a larger economic development strategy within the target community. Where appropriate, applicants should document how they were involved in the preparation and planned implementation of a comprehensive community-based strategic plan to achieve both economic and human development in an integrated manner.

### 7. Maintenance of Effort

The application must include an assurance that activities funded under this program announcement are in addition to, and not in substitution for, activities previously carried on without Federal assistance.

### Part VII—Criteria for Review and Evaluation of Applications

EPA and ACF/OCS will jointly review applications submitted for each of the combined projects proposed, with each agency's staff reviewing the portions of the joint application bearing on the suitability of the project partner to which it would provide grant funds. Grants will only be made, however, to project partnerships, each member of which fully meets the selection criteria employed by the agency providing its grant funding.

The criteria to be used by the funding agencies to review and score applications are set forth below. The competitive review of proposals will be based on the degree to which: (1) each part of the application incorporates each of the review criterion and sub-criterion; (2) the applicants describe convincingly a project to reach the stated purpose of the grants; and (3) the applicants will test and evaluate such approaches so as to make possible replication of a successful project.

#### A. Environmental Protection Agency Criteria

##### Criterion I: Analysis of Need (Maximum: 10 Points)

Applicants should demonstrate, in this section, their understanding of the extent and nature of both the environmental hazard problem and the underemployment and underdevelopment problems in the neighborhoods to be served.

The State partner should primarily address the need for lead abatement activity from a demographic perspective—data about the size, age structure, ethnicity, and income

characteristics of the population in the target area should be assembled, using maps, along with such information about the community's health as is available.

**Criterion II: Partnering Organizations' Capability for Project (Maximum: 10 Points)**

EPA is interested in assessing the capabilities that the members of the grantee project team bring to this initiative. EPA will ascertain whether the State has demonstrated, through prior experience with large, complex environmental and/or public health projects in disadvantaged communities, that it has the institutional capacity and staff knowledge to achieve project goals within the specified time frame. EPA will also review the qualifications and experience of the proposed project director or manager, looking for evidence of successful experience managing interdisciplinary projects involving public health, housing rehabilitation, and/or environmental management in actual neighborhood settings.

**Criterion III: Project Design and Implementation plans (Maximum: 40 Points)**

**(a) Project Design and Strategy (Maximum: 10 Points)**

The applicant should state clearly how its project will work to create the proposed community outcomes and impacts sought from this initiative. The applicant should identify the capacity—and condition-type outcomes that they have established as their goals for the project and should explain their joint approach, or strategy, for realizing these outcomes. The State partner should identify the task elements of the project for which it will be responsible, associating them with specific outputs (deliverables, events, materials, and other produced results) important to achieving project goals. Jointly conducted activity and associated outputs should be identified and the approach selected for task accomplishment explained. In addition to introducing the intended results of the project and their relationship to one another, applicants should stipulate the key assumptions (factors outside management's control/influence) upon which the project strategy is based. Applicants should also identify and define the primary measures of performance and accomplishment that they will use for project monitoring and management.

Workplan should also describe the nature of the training and abatement

activity that will take place during project implementation. That description must use the following job titles and responsibilities:

*Inspector Technicians:* Responsible for conducting inspection of target housing for lead-based paint; completing an inspection report; taking post-abatement soil and dust clearance samples.

*Inspector/Risk Assessor:* Responsible for same as Inspector Technicians and conducting a risk assessment in target housing; completing a risk assessment report; interpreting the results of inspections and assessments; identifying hazard control strategies; conducting post-abatement clearance sampling and evaluating results.

*Workers:* Responsible for conducting abatement activities in accordance with procedures and requirements of the pre-abatement plan.

*Supervisors:* Responsible for ensuring that abatement activities are conducted in accordance with regulatory requirements; maintaining accessibility at all time during the performance of abatement activities; ensuring completion of abatement activities in accordance to regulations.

*Planners/Project Designers:* Responsible for designing abatement projects; preparing a written pre-abatement plan for abatement projects.

Please refer to your State certification standards (or contact EPA) for further information.

This section need not be long in order to be effective. Several paragraphs of the sort suggested above, combined with suitable graphic display(s) where appropriate, should be sufficient to convey the logic of the proposed project.

**(b) Project Partnerships and Cooperative Arrangements (Maximum: 5 Points)**

A broad range of community networks and commitments, in addition to the applicants, will be required to accomplish the purposes of this initiative. Applicants should show proof they have established these working relationships, as evidenced by letters of understanding or other written commitments signed by responsible officials, with such additional partners as:

- Public and private agencies engaged in environmental health screening, testing, and education;
- Community development corporations, community action agencies, or other community-based non-profits with both a credible presence in, and leadership from, the targeted community;
- Technical resources for such tasks as abatement training, blood screening,

environmental risk assessment, blood and lead data quality assurance, and large-scale survey design;

- Officials of such public agencies as the Department of Housing and Urban Development, Department of Labor, and the Small Business Administration and/or private corporations involved in property development and management who are willing to collaborate with and support the project in ways appropriate to their skills and resources.

Applicants should show, in their proposal, that they have thought out the roles and responsibilities of the partners selected and have effectively integrated them into the project organization and management team.

**(c) Project Organization and Management (Maximum: 10 Points)**

While the prior experience of the organizational partners is important to project success, the soundness of project organization and the capabilities of project management are frequently crucial. Applicants should identify the key leaders of the team and introduce and describe the director/manager or co-managers who will be responsible for day-to-day supervision of project resources. Applications should include resumes/CVs where appropriate, though applicants should note that relevant and successful experience may be more important than education and position titles in describing the capabilities of at least some of the project managers. They should further specify the relationship of the project manager(s) to the public officials and private executives who lead the partnering agencies. The applications should specify the levels of effort (percentage of time) that the project manager and other key officials will devote to the project. These level-of-effort factors should be correlated to the project expense budget, documenting this important resources-result relationship. Finally, the application should describe the roles and responsibilities of other key project personnel and show their places in the project organization.

**(d) Project Implementation Plans (Maximum: 15 Points)**

With their relevant experience explained and the design, organization, and management of the project described, the applicant team should outline its plans for completing the key tasks and reaching important project milestones successfully. These workplans should primarily show how, and according to what schedule, the project managers from each of the

project partners expect to use funding and engage key resources to conduct the activity that leads to important project outputs for each of the major project elements.

Some of the more important project elements or tasks for which implementation plans should be presented, either separately or in combination, include:

- Conducting an assessment of environmental lead hazards in the target community and a subsequent prioritization of lead hazards;
- Educating residents of the target community about lead hazards and protection from lead poisoning and involving them in the abatement project.

**Criterion IV: Significant and Beneficial Impact (Maximum: 30 Points)**

**(a) Potential for Desirable (Significant and Beneficial) Impact (Maximum: 15 Points)**

EPA will review the application with an eye for the value that is likely to result from the grant. This value, or return on the Federal grant investment, primarily will be a function of:

- The amount of public health impact that is expected to result from the abatement activity in the target community and the likelihood, given the capability of the grantee project team and the soundness of their design and plans, that this impact will be realized;
- The amount of additional environment enhancing activity that is expected to be stimulated by project-related investment (Federal grants and other leveraged resources) and the likelihood, given the capability of the grantee project team and the soundness of their design and plans, that this impact will be realized;
- The informational and educational value to the public health that is likely to result from the project's implementation, given the innovativeness and soundness of the project design and the capability of the grantees.

Applicants need not (but may) prepare a separate section in their application to demonstrate the potential for desirable impact of their project, as long as these elements of value are persuasively built in to their project design and plans.

**(b) Commitment to Lead (Hazard) Abatement Mission (Maximum: 5 Points)**

With these grants, EPA seeks to stimulate a growing commitment to lead

hazard abatement activity and the environmental justice mission throughout the public health and development communities. The public agency partner should seek to show the strength and level of their commitment to continuing work in this field, providing evidence of their relevant past work and describing their strategies for using this initiative as a vehicle for engaging in additional hazard abatement work to improve public health and stimulate economic activity and empowerment in low-income communities.

**(c) Project Evaluation Plan (Maximum: 10 Points)**

Applicants should present, with their application, a project evaluation plan. The third-party evaluator selected for participation in the project should actively assist in the development of this plan but should not produce it independently of project management.

Applicants should ensure that the plan submitted with their application covers both process and impact assessments of the project and is fully compatible with the project described elsewhere in the application. The types of results—produced (outputs), outcome, and impact—most important to the project team should be identified and defined with measures appropriate to the results. The plan should further identify the cause-effect relationships of most interest to the project team and how they will be studied during the evaluative process. Finally, the evaluation process and schedule should be described, with key phases, milestones, and reports identified.

**Criterion V: Budget Presentation and Justification (Maximum: 10 Points)**

The applicant should summarize all of the financial resources—both Federal and other on-budget resources—that they expect to be able to use to carry out their project. This information should be presented in the budget forms required by EPA and should also be summarized and related to the project staff, contract, and material assets that will be used to conduct project activity.

Applicants are encouraged to leverage other Federal and non-Federal resources for the project in addition to the 5% match EPA requires. The applicant should explain their project budget in the narrative of their application, seeking to parallel the description of their implementation plans with their analysis of the resources that they will use to fund them.

*B. Administration for Children and Families/Office of Community Services Criteria*

**Criterion I: Analysis of Need (Maximum: 10 Points)**

Applicants should include a brief description of the geographic area and population to be served, indicating what the unemployment rates are and (to the extent practicable) the jobs available and skills necessary to fill those vacancies in such areas, and how the proposed businesses and subsequent jobs will impact on the nature and extent of the problem. Applicants should also include (with an identification of the source of the information) the number and percentage of individuals receiving AFDC, the number of low-income individuals and the total number of individuals which make up the population in the area where the project will operate.

Applicants must include an analysis of the identified personal barriers to employment and greater self-sufficiency faced by the population to be targeted by the project. (These might include such problems as illiteracy, substance abuse, family violence, lack of skills training, health or medical problems, need for childcare, or poor self-image.) Application also includes an analysis of the identified community systemic barriers which the project will seek to overcome. These might include lack of jobs; lack of transportation; lack of suitable clothing or equipment; lack of markets; unavailability of financing, insurance or bonding; inadequate municipal services (water, sewage treatment, street lighting, trash collection, electricity, traffic control); high incidence of crime; inadequate health care; or environmental hazards like toxic dumpsites or leaking underground tanks.) If the jobs to be created by the proposed project are themselves designed to fill one or more of the needs so identified, this fact should be included in the discussion.

**Criterion II: Partnering Organizations' Capability for Project (Maximum: 10 Points)**

ACF/OCS will assess the capabilities that the non-profit member of the partnership has in managing abatement-type and/or housing rehabilitation or weatherization projects in low-income disadvantaged communities and in building the capacity of small community-based enterprises to participate in such projects. Applicants should document such experience, citing references as appropriate, and relate it to the purposes of this initiative. They should relate their

experience, in particular, to the eligible activities identified above and to other key tasks identified in their project strategy.

**Criterion III: Project Design and Implementation Plans (Maximum: 40 Points)**

**(a) Project Design and Strategy (Maximum: 10 Points)**

The work plan and business plan(s), where appropriate, must be both sound and feasible. If the applicant is proposing to use project funds to provide technical and/or financial assistance for the establishment of an identified business, or to a third-party private employer to develop or expand a pre-identified business, the application must include a complete business plan. An application that does not include a business plan where one is appropriate may be disqualified and returned to the applicant.

The project must be responsive to the needs and problems identified in the Analysis of Need and Problems to be Addressed.

The work plan must describe the proposed project activities, or interventions, and explain how they are expected to result in outcomes which will meet the needs of the program participants and assist them to overcome the identified personal and systemic barriers to employment and self-sufficiency. In other words, what will the project staff do with the resources provided to the project and how will what they do (interventions) assist in the creation of employment and business opportunities for program participants in the face of the needs and problems that have been identified. The application should include a hypothesis or hypotheses that is(are) significant and include(s) the key interventions, and which permit(s) measurement of the extent to which the target population can achieve greater self-sufficiency as a result of its involvement in the project. The key interventions should include the types and sources of technical and financial assistance to be provided the participants, as well as any education, training, and support services and the problems or barriers they are designed to overcome. If the technical and/or financial assistance is to be provided to pre-identified businesses that will be expanded or franchised, written commitments from the businesses specifying their undertakings and levels of participation must be included with the application. The work program must set forth realistic quarterly time targets by which the various work tasks will be completed.

Workplan should also describe the nature of the training and abatement activity that will take place during project implementation. That description must use the following job titles and responsibilities:

*Inspector Technicians:* Responsible for conducting inspection of target housing for lead-based paint; completing an inspection report; taking post-abatement soil and dust clearance samples.

*Inspector/Risk Assessor:* Responsible for same as Inspector Technicians and conducting a risk assessment in target housing; completing a risk assessment report; interpreting the results of inspections and assessments; identifying hazard control strategies; conducting post-abatement clearance sampling and evaluating results.

*Workers:* Responsible for conducting abatement activities in accordance with procedures and requirements of the pre-abatement plan.

*Supervisors:* Responsible for ensuring that abatement activities are conducted in accordance with regulatory requirements; maintaining accessibility at all time during the performance of abatement activities; ensuring completion of abatement activities in accordance to regulations.

*Planners/Project Designers:* Responsible for designing abatement projects; preparing a written pre-abatement plan for abatement projects.

Please refer to your State certification standards (or contact ACF/OCS) for further information.

The application identifies and defines critical issues or potential problems that might impact negatively on the project and explains how they can be overcome and the project objectives reasonably attained despite such potential problems.

As noted above, a business plan is required whenever the applicant is proposing to establish a new, specific and identified business, or will be providing assistance to a private third-party private employer for the development or expansion of a pre-identified business. In these cases, the business plan is one of the major components that will be evaluated by OCS to determine the feasibility of a jobs creation project.

Because the following guidelines were written to cover a variety of possibilities, rigid adherence to them is not possible nor even desirable for all projects. For example, a plan for a service business would not require a discussion of manufacturing nor product design.

With this understanding, the business plan should be prepared in accordance with the following guidelines:

1. *The business and its industry:* This section should describe the nature and history of the business and provide some background on its industry.

a. *The Business:* as a legal entity; the general business category;

b. *Description and Discussion of Industry:* Current status and prospects for the industry;

2. *Products and Services:* This section deals with the following:

a. *Description:* Describe in detail the products or services to be sold;

b. *Proprietary Position:* Describe proprietary features, if any, of the product, e.g. patents, trade secrets;

c. *Potential:* Features of the product or service that may give it an advantage over the competition;

3. *Market Research and Evaluation:*

This section should present sufficient information to show that the product or service has a substantial market and can achieve sales in the face of competition;

a. *Customers:* Describe the actual and potential purchasers for the product or service by market segment.

b. *Market Size and Trends:* State the size of the current total market for the product or service offered;

c. *Competition:* An assessment of the strengths and weaknesses of competitive products and services;

d. *Estimated Market Share and Sales:* Describe the characteristics of the product or service that will make it competitive in the current market;

4. *Marketing Plan:* The marketing plan should detail the product, pricing, distribution, and promotion strategies that will be used to achieve the estimated market share and sales projections. The marketing plan must describe what is to be done, how it will be done and who will do it. The plan should address the following topics—Overall Marketing Strategy, Packaging, Service and Warranty, Pricing, Distribution and Promotion.

5. *Design and Development Plans:* If the product, process or service of the proposed venture requires any design and development before it is ready to be placed on the market, the nature and extent and cost of this work should be fully discussed. The section should cover items such as Development Status and Tasks, Difficulties and Risks, Product Improvement and New Products, and Costs.

6. *Manufacturing and Operations Plan:* A manufacturing and operations plan should describe the kind of facilities, plant location, space, capital equipment and labor force (part and/or full time and wage structure) that are



required to provide the company's product or service.

7. *Management Team:* The management team is the key in starting and operating a successful business. The management team should be committed with a proper balance of technical, managerial and business skills, and experience in doing what is proposed. This section must include a description of: the key management personnel and their primary duties; compensation and/or ownership; the organizational structure; Board of Directors; management assistance and training needs; and supporting professional services.

8. *Overall Schedule:* A schedule that shows the timing and interrelationships of the major events necessary to launch the venture and realize its objectives. Prepare, as part of this section, a month-by-month schedule that shows the timing of such activities as product development, market planning, sales programs, and production and operations. Sufficient detail should be included to show the timing of the primary tasks required to accomplish each activity.

9. *Critical Risks and Assumptions:* The development of a business has risks and problems and the Business Plan should contain some explicit assumptions about them. Accordingly, identify and discuss the critical assumptions in the Business Plan and the major problems that will have to be solved to develop the venture. This should include a description of the risks and critical assumptions relating to the industry, the venture, its personnel, the product's market appeal, and the timing and financing of the venture.

10. *Community Benefits:* The proposed project must contribute to economic, community and human development within the project's target area.

11. *The Financial Plan:* The Financial Plan is basic to the development of a Business Plan. Its purpose is to indicate the project's potential and the timetable for financial self-sufficiency. In developing the Financial Plan, the following exhibits must be prepared for the first three years of the business' operation:

- a. Profit and Loss Forecasts—quarterly for each year;
- b. Cash Flow Projections—quarterly for each year;
- c. Pro forma balance sheets—quarterly for each year;
- d. Initial sources of project funds;
- e. Initial uses of project funds; and
- f. Any future capital requirements and sources.

### *Facilities*

If the rearrangement or alteration of facilities will be required in implementing the project, the applicant has described and justified such changes.

#### (b) Project Partnerships and Cooperative Arrangements (Maximum: 5 Points)

The cooperative partnership arrangements are fully described and clearly relate to the objectives of the proposed project. The cooperative partnership with the State IV-A agency must include one or more of the mandatory or optional components of the State's JOBS program.

The application documents that the applicant will mobilize from public and/or private sources cash and/or third-party in-kind contributions. Applications that document that the value of such contributions will be at least equal to the OCS funds requested, and demonstrate that the cooperative partnership arrangements clearly relate to the objectives of the proposed project, will receive the maximum number of points for this criterion. Lesser contributions will be given consideration based upon the value documented.

Applicants should note that partnership relationships are not created via service delivery contracts; partners should be responsible for substantive project components or activities to be carried out under the project design.

#### (c) Project Organization and Management (Maximum: 10 Points)

The application should include documentation which briefly summarizes two similar projects undertaken by the applicant agency and the extent to which the stated and achieved performance targets, including permanent benefits to low-income populations, have been achieved. Application notes and justifies the priority that this project will have within the agency including the facilities and resources that it has available to carry out the project.

#### (d) Project Implementation Plans (Maximum: 15 Points)

With their relevant experience explained and the design, organization, and management of the project described, the applicant team should outline its plans for completing the key tasks and reaching important project milestones successfully. These workplans should primarily show how, and according to what schedule, the project managers from each of the project partners expect to use funding and engage key resources to conduct the

activity that leads to important project outputs for each of the major project elements.

Some of the more important elements or tasks for which implementation plans should be presented, either separately or in combination, include:

- Identifying, screening, and selecting community-based contractors and other for-profit or nonprofit entities for abatement work and for training their management and employees in abatement techniques and safety;
- Recruiting, screening and training low-income and AFDC residents of the community in project activities in such a way as to build credible job skills in abatement-type work, housing rehabilitation, property improvement and management, and business management training; and
- Conducting lead abatement activities on community dwellings in such a way—effective targeting, cost-effective abatement techniques—as to maximize desired health and employment outcomes for the Federal resources being utilized.

Applicants should focus, in their discussion of implementation plans on what major challenges are expected and how they will be overcome by the project team, key milestones and contingency plans if they are not met, and the like. Simple graphic displays (e.g., Gantt charts) may be useful for showing task schedules.

#### Criterion IV: Significant and Beneficial Impact (Maximum: 30 Points)

##### (a) Potential for Significant and Beneficial Impact (Maximum: 10 Points)

ACF/OCS will review the applications with an eye for the value that is likely to result from their grants. This value, or return on the Federal grant investments, primarily will be a function of:

- The amount of public health impact that is expected to result from the abatement activity in the target community and the likelihood, given the capability of the grantee project team and the soundness of their design and plans, that this impact will be realized;
- The amount of additional community-based economic activity that is expected to be stimulated by project-related investment (Federal grants and other leveraged resources)—both for individuals and enterprises—and the likelihood, given the capability of the grantee project team and the soundness of their design and plans, that this impact will be realized;
- The informational and educational value to both the public health and

the community and economic development fields that is likely to result from the project's implementation, given the innovativeness and soundness of the project design and the capability of the grantees;

Applicants need not (but may) prepare a separate section in their application to demonstrate the potential for desirable impact of their project, as long as these elements of value are persuasively built in to their project design and plans.

#### *ACF/OCS Quality of Jobs/Business Opportunities*

The proposed project is expected to produce permanent and measurable results that will reduce the incidence of poverty in the community. Expected results are quantifiable in terms of the creation of permanent, full-time jobs or business opportunities developed. In developing business opportunities and self-employment for AFDC recipients and low-income individuals the applicant proposes, at a minimum, to provide basic business planning and management concepts, and assistance in preparing a business plan and loan package.

#### (b) Commitment to Lead (Hazard) Abatement Mission (Maximum: 5 Points)

The application documents that:

- The business opportunities to be developed for eligible participants will contribute significantly to their progress toward self-sufficiency; and/or
- Jobs to be created for eligible participants will contribute significantly to their progress toward self-sufficiency; they provide, for example, wages that exceed the minimum wage, plus benefits such as health insurance, transportation, child care and career development opportunities.

#### *Cost-per-Job*

- During the project period the proposed project will create new, permanent jobs through business opportunities or non-traditional employment opportunities for low-income residents at a cost-per-job below \$15,000 in OCS funds, (e.g. cost per job is calculated by dividing the total amount of grant funds requested (\$420,000) divided by the number of jobs to be created (60) equals the cost-per-job (\$7,000)). If any other calculations are used, please include your methodology in this section.

Note: Except in those instances where independent reviewers identify extenuating

circumstances related to business development activities, the maximum number of points will be given only to those applicants proposing cost-per-job created estimates of \$5,000 or less of OCS requested funds. Higher cost-per-job estimates will receive correspondingly fewer points.

#### (c) Project Evaluation Plan (Maximum: 10 Points)

##### *The Evaluation Plan*

- Includes a specific working definition of "self-sufficiency" (consistent with the broad definition contained in Part I) that permits the measurement of incremental progress of eligible individuals and their families from dependency toward self-sufficiency;
- Clearly defines the changes or benefits (outcomes) to be produced, the activities (interventions) that will produce the changes, and the measures of client progress toward self-sufficiency for which information will be collected (for example: increases in income, decreases in public assistance payments);
- Provides for the annual compilation of community-level data on the characteristics of the population in the project area, including percentage on public assistance, percentage below the poverty line, unemployment rate, business starts and failures, and major employers;
- Provides for the conduct of a continuing process evaluation. This should include the periodic assessment of the following: client characteristics, pertinent policies and procedures; staffing; cooperative partnerships with state and local agencies; use of other community resources; client outreach and recruitment; client service delivery; cost of services; and, level of technical and financial assistance to employers. The types of data and information, measures and indicators to be used for the process evaluation, as well as the methods and timeframe for collecting and analyzing the required data should be indicated;
- Provides for the completion of two interim evaluation reports and a final report. The final evaluation report will describe the program design and any changes from the original workplan, outreach and recruitment results, interventions, and accomplishments. The measurement instruments, data collection procedures, and analysis techniques should be discussed, and the report should yield conclusions as to how well the program works and why. It should also discuss the program's potential for replication in other communities; and

—Includes a realistic plan for disseminating the project findings to other interested organizations and public agencies.

#### (d) Community Empowerment Consideration (Maximum: 5 Points)

Special consideration will be given to applicants who are located in areas which are characterized by poverty and other indicators of socio-economic distress such as a poverty rate of at least 20%, designation as an Empowerment Zone or Enterprise Community, high levels of unemployment, and high levels of incidences of violence, gang activity, crime, or drug use. Applicants should document that they were involved in the preparation and planned implementation of a comprehensive community-based strategic plan to achieve both economic and human development in an integrated manner.

#### Criterion V: Budget Presentation and Justification (Maximum: 10 Points)

ACF/OCS funds requested are commensurate with the level of effort necessary to accomplish the goals and objectives of the project.

The application includes a detailed budget break-down for each of the budget categories in the SF-424A. The applicant presents a reasonable administrative cost if an indirect cost rate has not been negotiated with the cognizant Federal agency (See Part VI, Section B, Line 6j).

The estimated cost to the government of the project also is reasonable in relation to the anticipated results.

#### Part VIII: Application Procedures and Instructions

##### *A. Application Kit for EPA Federal Assistance To States (Public Partners)*

To obtain EPA's Application for Federal Assistance Kit, please write to: U.S. Environmental Protection Agency, Grants Operations Branch (3903F), Grants Administration Division, 401 M Street, S.W., Washington, D.C. 20460.

##### *EPA Regional Lead Contacts*

- Region 1*—Ann Carroll, US EPA, JFK Federal Building, Boston, MA 02203 (617) 565-3411
- Region 2*—Louis Bevilacqua, US EPA, 2890 Woodbridge Ave., Edison, NJ 08837-3670, (908) 321-6671
- Region 3*—Gerallyn Valls, US EPA, 841 Chestnut Bldg., Philadelphia, PA 19107, (215) 597-2450
- Region 4*—Connie Landers-Roberts, US EPA, 345 Courtland St., N.E., Atlanta, GA 30365, (404) 347-1033
- Region 5*—David Turpin, US EPA, 77 W. Jackson St., Chicago, IL 60604, (312) 886-6003

*Region 6*—Jeff Robinson, US EPA, 12th Floor, Ste. 2000, 1445 Ross Ave., Dallas TX 75202, (214) 655-7577

*Region 7*—Mazzie Talley, US EPA, 726 Minnesota Ave., Kansas City, KS 66101, (913) 551-7518

*Region 8*—David Combs, US EPA, 999—18th St., Ste. 500, Denver, CO 80202, (303) 293-1442

*Region 9*—Larry Biland, US EPA, 75 Hawthorne St., San Francisco, CA 94105, (415) 744-1121

*Region 10*—Barbara Ross, US EPA, 1200 Sixth Avenue, Seattle, WA 98101, (206) 553-1985

#### *B. Application Procedures for ACF/OCS Funding to Private Non-Profit Partners*

##### 1. Availability of Forms

Attachments B contains all of the standard forms necessary for the application for awards under this OCS program. This attachment and Parts VI, VII and VIII of this announcement contain all of the instructions required for submittal of applications. These forms may be photocopied for submission of the application. *Two signed original applications and three copies should be submitted.* (Approved by the Office of Management and Budget under Control Number 0970-0062.)

Copies of the Federal Register containing this announcement are available at most local libraries and Congressional District Offices for reproduction. The announcement also is accessible on the OCS Electronic Bulletin Board for downloading through your computer modem by calling 1-800-627-8886. If copies are not available at these sources, they may be obtained by writing or telephoning the office listed under the section entitled **FOR FURTHER INFORMATION** at the beginning of this announcement.

The applicant must be aware that in signing and submitting the application for this award, it is certifying that it will comply with the Federal requirements concerning the drug-free workplace and debarment regulations set forth in Attachments C and D and environmental tobacco smoke in Attachment K.

##### 2. Application Submission

The closing date for submission of the combined EPA/ACF-OCS applications is the date found under "Closing Date" at the beginning of this Announcement.

##### (a) Deadlines

Application shall be considered as meeting the deadline if they are either:

- Received on or before the deadline date at the ACF Office of Financial

Management, Division of Discretionary Grants, 6th Floor OFM/DDG, 370 L'Enfant Promenade, S.W., Washington, D.C. 20447, or

b. Sent on or before the deadline date and received by the granting agency in time for the independent review. (Applicants are cautioned to request a legibly dated U.S. Postal Service postmark of to obtain a legibly dated receipt from a commercial carrier or U.S. Postal Service. Private metered postmarks are not acceptable as proof of timely mailing.)

##### (b) Applications Submitted by Other Means

Applications which are not submitted in accordance with the above criteria shall be considered as meeting the deadline only if they are physically received before the close of business on or before the deadline date. Hand delivered applications will be accepted at the ACF Office of Financial Management, Division of Discretionary Grants, 6th Floor ACF Guard Station, 901 D Street, S.W. Washington, D. C. during the normal working hours of 8:00 a.m. to 4:30 p.m., Monday through Friday.

##### (c) Late Applications

Applications which do not meet one of these criteria are considered late applications. The ACF Division of Discretionary Grants will notify each late applicant that its application will not be considered in this competition.

##### (d) Extension of Deadline

ACF in consultation with the Environmental Protection Agency may extend the deadline for all applicants due to disasters such as floods, hurricanes, etc. or when there is a disruption of the mails. However, if the Federal agencies do not extend the deadline for all applicants, they may not waive or extend the deadline for any applicant.

#### 3. Intergovernmental Review—ACF/OCS

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 Program and Activities." Under the Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

All States and Territories except Alabama, Alaska, Colorado, Connecticut, Hawaii, Idaho, Kansas, Louisiana, Minnesota, Montana,

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

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

SPOCS are encouraged to eliminate the submission of routine endorsements as official recommendations.

Additionally, SPOCs are requested to clearly differentiate between mere advisory comments and those official State process recommendations which may trigger the "accommodate or explain" rule.

When comments are submitted directly to ACF, they should be addressed to: Department of Health and Human Services, Administration for Children and Families, Division of Discretionary Grants, 6th Floor, 370 L'Enfant Promenade, S.W., Washington, DC. 20447. A list of the Single Points of Contact for each State and Territory is included as Attachment E of this announcement.

#### 4. Criteria for Screening Applicants

##### (a) Initial Screening

All timely applicants will receive an acknowledgement card with an assigned identification number. This number, along with any identification code, must be referenced in all subsequent communications concerning the application. If an acknowledgement is not received within three weeks after the deadline date, please notify ACF by telephone at (202) 401-9234. All applications that meet the published deadline for submission will be screened to determine completeness and conformity to the requirements of this

announcement. Only those applications meeting the following requirements will be reviewed and evaluated competitively. Others will be returned to the applicants with a notation that they were unacceptable.

(1) The application must contain a Standard Form 424 *Application for Federal Assistance* (SF-424), a budget (SF-424A), and signed *Assurances* (SF 424B) completed according to instructions published in Part VI and Attachments B, C, and D of this Program Announcement.

(2) A project narrative must also accompany the standard forms. OCS requires that the narrative portion of the application be limited to 50 pages, double-spaced, typewritten (type size no smaller than 12 pitch) on one side of the paper only. Charts, exhibits, letters of support and cooperative agreements are not counted against this page limit. It is strongly recommended that you follow the format for the narrative in Part VIII, B, 5.

(3) The SF-424 and the SF-424B must be signed by an official of the organization applying for the grant who has authority to obligate the organization legally.

(4) Application must contain documentation of the applicant's tax exempt status.

#### (b) Pre-Rating Review

Applications which pass the initial screening will be forwarded to reviewers and/or OCS staff prior to the programmatic review to verify that the applications comply with this Program Announcement in the following areas:

(1) *Eligibility*: Applicant meets the eligibility requirements described in Part IV. Proof of non-profit status must be included in the Appendices to the Project Narrative. 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'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. Failure to provide evidence of non-profit status will result in rejection of the application. Applicants must also be aware that the applicant's legal name as required on the SF-424 (Item 5) *must match* that listed as corresponding to the Employer Identification Number (Item 6).

(2) *Target Populations*: The application clearly targets the specific outcomes and benefits of the project to

low-income participants and beneficiaries as defined in Part VI, Section B.3., Program Participants/Beneficiaries.

(3) *Grant Amount*: The amount of funds requested does not exceed the limits indicated in Part III.

(4) *Cooperative Partnership Agreement*. The application contains a written agreement or letter of commitment that includes, at a minimum, the activities cited in Part VI, B.2. The agreement must be signed by an official of the State IV-A agency responsible for administering the JOBS program in the area to be served.

(5) *Third-Party Project Evaluation*. A third-party project evaluation plan is included.

(6) *Business Plan*. If a CDC or other non-profit partner proposes establishing a business or if the third-party private employer is part of the proposed project, a complete business plan is included in the application.

An application will be disqualified from the competition and returned if it does not conform to all of the above requirements.

#### 5. Contents of Application

Each application submission should include *two signed originals and three additional copies of the application*. (Approved by the Office of Management and Budget under Control Number 0970-0062. Each application *must include all of the following, in the order listed below*:

(a) *An Abstract of the proposal*—very brief, on one page, not to exceed 250 words, which identifies the type of project, the target population, the partner(s), and the major elements of the work plan, and that would be suitable for use in an announcement that the application has been selected for a grant award;

(b) Table of Contents;

(c) A completed Standard Form 424 which has been signed by an official of the organization applying for the grant who has authority to obligate the organization legally; [Note: The original SF-424 must bear the original signature of the authorizing representative of the applicant organization];

(d) *Budget Information-Non-Construction Programs* (SF-424A);

(e) A narrative budget justification for each object class category required under Section B, SF-424A;

(f) Filled out, signed and dated *Assurances—Non-Construction Programs* (SF-424B), Attachment B;

(g) Attachment C and D, setting forth the Federal requirements concerning the drug-free workplace and debarment regulations with which the applicant is

certifying that it will comply, by signing and submitting the SF-424.

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

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

(h) *Restrictions on Lobbying—Certification for Contracts, Grants, Loans, and Cooperative Agreements*: fill out, sign and date form found at Attachment F;

(i) *Disclosure of Lobbying Activities, SF-LLL*: Fill out, sign and date form found at Attachment F, if appropriate;

(j) *A project narrative* that will include *all* of the following components:

[Specific information/data required under each component is described in Part VII, Criteria for Review and Evaluation of Applications.]

- (1) Analysis of Need
- (2) Organizational History and Management Capability
- (3) Project Design
- (4) Project Partnerships and Cooperative Arrangements
- (5) Project Organization and Management
- (6) Project Implementation Plans
- (7) Significant and Beneficial Impact
- (8) Third Party Project Evaluation Plan
- (9) Budget Appropriateness and Match and,
- (10) Appendices, including Maintenance of Effort Certification;

partnership agreements signed by the partners; statement regarding the date of incorporation; IRS letter on non-profit status, where applicable; Business Plan, if applicable; Single Point of Contact comments, if applicable and available; resumes; Certification Regarding Lobbying; letters of match commitment or letters of intent; a current listing of all sources of funds and projects operated in the applicant's current operating year

The total number of pages for the narrative portion of the application package must not exceed 50 pages, excluding Appendices. *Pages should be numbered sequentially throughout the application package, excluding Appendices, beginning with the Proposal Abstract as Page #1.* The application may also contain letters that show collaboration or substantive commitments to the project by organizations other than partners with committed match. Such letters are not part of the narrative and should be included in the Appendices. These letters are, therefore, not counted against the fifty page limit.

Applications must be uniform in composition since it may be necessary to duplicate them for review purposes. Therefore, applications must be submitted on white 8½ x 11 inch paper only. They must not include colored, oversized or folded materials. Do not include organizational brochures or other promotional materials, slides, films, clips, etc. in the proposal. They will be discarded if included. The applications should be two-hole punched at the top center and fastened separately with a compressor slide paper fastener, or a binder clip. The submission of bound applications, or applications enclosed in binders is specifically discouraged.

#### 6. Acknowledgement of Receipt

Applicants who meet the initial screening criteria outlined in Part VIII, Section E, will receive an acknowledgement postcard with an assigned identification number. Applicants are requested to supply a self-addressed mailing label with their application which can be attached to this acknowledgement post-card. This number and the program priority area letter code (JE) must be referred to in all subsequent communication concerning the application. If an acknowledgement is not received within three weeks after the deadline date, please notify ACF by telephone at (202) 401-9234.

#### C. Instructions for Completing ACF/OCS Application Package

[Approved by the Office of Management and Budget under Control Number 0970-0062.]

The standard forms attached to this announcement shall be used to apply for funds under this program announcement.

It is suggested that you reproduce single-sided copies of the SF-424 and SF-424A, and type your application on the copies. Please prepare your application in accordance with instructions provided on the forms as well as with the OCS specific instructions set forth below:

##### A. SF-424—Application for Federal Assistance

Top of Page. Please enter the single priority area number (JE) under which the application is being submitted.

Item 1. For the purposes of this announcement, all projects are considered *Applications*; there are no *Pre-Applications*.

Prepare your application in accordance with the standard instructions given in Attachments B and C corresponding to the forms, as well as the OCS specific instructions set forth below:

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

Item 3. *Date Received by State*—N/A.

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

Items 5 and 6. The legal name of the applicant must match that listed as corresponding to the Employer Identification Number. Where the applicant is a previous Department of Health and Human Services grantee, enter the Central Registry System Employee Identification Number (CRS/EIN) and the Payment Identifying Number, if one has been assigned, in the Block entitled *Federal Identifier* located at the top right hand corner of the form.

Item 7. If the applicant is a non-profit corporation, enter *N* in the box and specify *non-profit* corporation in the space marked *Other*. Proof of non-profit status, such as IRS determination, Articles of Incorporation, or By-laws, must be included as an appendix to the project narrative.

Item 8. *Type of Application*—Please indicate the type of application.

Item 9. *Name of Federal Agency*—Enter DHHS-ACF/OCS.

Item 10. *The Catalog of Federal Domestic Assistance* numbers for OCS programs covered under this announcement are 93.647, the title is

*SOCIAL SERVICES RESEARCH AND DEMONSTRATION*, and 93.570, the title is *CSBG Discretionary Awards*.

Item 11. In addition to a brief descriptive title of the project, indicate the priority area for which funds are being requested. Use the following letter designation:

JE—OCS/EPA Environmental Justice Initiative

Item 12. *Areas Affected by Project*—List only the largest unit or units affected, such as State, county or city.

Item 13. *Proposed Project*—The ending date should be calculated based on a 72-month project period.

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.

Item 15a. This amount should be no greater than the amount specified under Part III, Legislative Authorities and Funding.

Item 15b-e. These items should reflect both cash and third-party, in-kind contributions for the budget period requested.

Item 15f. N/A.

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

##### B. SF-424A—Budget Information—Non-Construction Programs

See instructions accompanying this form as well as the instructions set forth below:

In completing these sections, the *Federal Funds* budget entries will relate to the requested OCS funds only, and *Non-Federal* will include mobilized funds from all other sources—applicant, state, local, and other. Federal funds other than requested OCS funding should be included in *Non-Federal* entries.

Sections A B, C and D of SF-424A should reflect budget estimates for the first budget period (thirty-six months) of the project.

##### Section A—Budget Summary

Lines 1-4.

Col. (a):

*Line 1*—Enter *Social Services Research and Demonstration*.

Col. (b):

*Line 1*—Catalog of Federal Domestic Assistance number is 93.647.

Col. (c) and (d):

Columns (c) and (d) are not relevant to this program and should not be completed.

Column (e)—(g):

For line 1, enter in columns (e), (f) and (g) the appropriate amounts needed

to support the first 36 months of the project (the operational phase of the program. (Maximum \$500,000)

Line 5—Enter the figures from Line 1 for all columns completed (e), (f), and (g).

#### Section B—Budget Categories

Please Note: This information supersedes the instructions provided following SF-424A.

Columns (1)—(5):

Column 1: Enter the *first* budget period of 12 months.

Column 2: Enter the *second* budget period of 12 months.

Column 3: Enter the third budget period of 12 months.

Column 4: Leave blank.

Column 5: Enter the total requirements for Federal funds by the Object Class Categories of this section.

Allocability of costs are governed by the cost principles set forth in OMB Circular A-122 and 45 CFR Part 74.

Budget estimates for national administrative costs must be supported by adequate detail for the grants officer to perform a cost analysis and review. Adequately detailed calculations for each budget object class are those which reflect estimation methods, quantities, unit costs, salaries, and other similar quantitative detail sufficient for the calculation to be duplicated. For any additional object class categories included under the object class *other* identify the additional object class(es) and provide supporting calculations.

Supporting narratives and justifications are required for each budget category, with emphasis on unique/special initiatives, large dollar amounts; local, regional, or other travels, new positions, major equipment purchases and training programs.

A detailed itemized budget with a separate budget justification for each major item should be included as indicated below:

Personnel-Line 6a. Enter the total costs of salaries and wages.

*Justification:* Identify the principal investigator or project director, if known. Specify by title or name the percentage of time allocated the project, the individual annual salaries, and the cost to the project of the organization's staff who will be working on the project. Do not include costs of consultants or personnel costs of delegate agencies or of specific project(s) or businesses to be financed by the applicant.

Fringe Benefits-Line 6b. Enter the total costs of fringe benefits unless treated as part of an approved indirect cost rate which is entered on line 6j.

*Justification:* Provide a breakdown of amounts and percentages that comprise

fringe benefit costs, such as health insurance, FICA, retirement insurance, taxes, etc.

Travel-Line 6c. Enter total costs of all travel by employees of the project. Do not enter costs for consultant's travel.

*Justification:* Include the total number of traveler(s), total number of trips, destinations, number of days, transportation costs and subsistence allowances. Travel costs to attend two national workshops in Washington, D.C. by the project director should be included.

Equipment-Line 6d. Enter the total costs of all non-expendable personal property to be acquired by the project. Equipment means tangible, non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5000 or more per unit.

*Justification:* Only equipment required to conduct the project may be purchased with Federal funds. The applicant organization or its subgrantees must not have such equipment, or a reasonable facsimile, available for use in the project. The justification also must contain plans for future use or disposal of the equipment after the project ends. An applicant may use its own definition of non-expendable personal property, provided that such a definition would at least include all tangible personal property as defined above. (See Line 21 for additional requirements).

Supplies-Line 6e. Enter the total costs of all tangible personal property (supplies) other than that 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) the estimated cost of the third-party evaluation contract; travel costs for the chief evaluator to attend two national workshops in Washington, D. C. should be included; (2) procurement contracts (except those which belong on other lines such as equipment, supplies, etc.) and (3) contracts with secondary recipient organizations including delegate agencies and specific project(s) or businesses to be financed by the applicant.

*Justification:* Attach a list of contractors, indicating the names of the organizations, the purposes of the contracts, the estimated dollar amounts, and selection process of the awards as part of the budget justification. Also provide back-up documentation identifying the name of contractor, purpose of contract, and major cost elements.

Note: Whenever the applicant/grantee intends to delegate part of the program to

another agency, the applicant/grantee must submit Sections A and B of this Form SF-424A, completed for each delegate agency by agency title, along with the required supporting information referenced in the applicable instructions. The total costs of all such agencies will be part of the amount shown on Line 6f. Provide draft Request for Proposal in accordance with 45 CFR Part 74. Free and open competition is encouraged for any procurement activities planned using ACF grant funds. Prior approval is required when applicants anticipate evaluation procurements that will exceed \$25,000 and are requesting an award without competition.

(Note: Previous or past experience with contractor is not sufficient justification for sole source.)

The applicant's procurement procedures should outline the type of advertisement appropriate to the nature and anticipated value of the contract to be awarded. Advertisements are typically made in city, regional, and local newspapers; trade journals; and/or through announcements by professional associations.

Construction-Line 6g. Not applicable.

Other-Line 6h. Enter the total of all other costs. Such costs, where applicable, 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.

Total Direct Charges-Lines 6i. Show the total of Lines 6a through 6h.

Indirect Charges-Line 6j. Enter the total amount of indirect costs. This line 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. With the exception of local governments, applicants should enclose a copy of the current rate agreement if it was negotiated with a cognizant Federal agency other than the Department of Health and Human Services. If the applicant organization is in the process of initially developing or renegotiating a rate, it should immediately upon notification that an award will be made, develop a tentative indirect cost rate proposal based on its most recently completed fiscal year in accordance with the principles set forth in the pertinent *DHHS Guide for Establishing Indirect Cost Rates*, and submit it to the appropriate DHHS Regional Office. Applicants awaiting approval of their indirect cost proposals may also request indirect costs.

It should be noted that when an indirect cost rate is requested, those costs included in the indirect cost pool should not be also charged as direct costs to the grant.

Totals-Line 6k. Enter the total amounts of Lines 6i and 6j.

Program Income-Line 7. Enter the estimated amount of income, if any, expected to be generated from this project. Separately show expected program income generated from OCS 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 Program Narrative Statement.

Column 5: Carry totals from Column 1 to Column 5 for all line items.

#### Section C—Non-Federal Resources

This section is to record the amounts of *non-Federal* resources that will be used to support the project. *Non-Federal* resources mean those other than OCS funds. Therefore, mobilized funds from other Federal programs should be entered on these lines. Provide a brief listing of the non-Federal resources on a separate sheet and describe whether it is a grantee-incurred cost or a third-party in-kind contribution. The firm commitment of these resources must be documented and submitted with the application in order to be given credit in the Public-Private Partnerships criterion.

Except in unusual situations, this documentation must be in the form of letters of commitment from the organization(s)/individuals from which funds will be received.

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

Grant Program-Line 8.

Column (a): Enter the project title.

Column (b): Enter the amount of contributions to be made by the applicant to the project.

Column (c): Enter the State contribution. If the applicant is a State agency, enter the non-Federal funds to be contributed by the State other than the applicant.

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

Column (e): Enter the total of columns (b), (c), and (d).

Grant Program-Lines 9, 10, and 11 should be left blank.

Grant Program-Line 12.

Carry the total of each column of Line 8, (b) through (e). The amount in

Column (e) should be equal to the amount on Section A, Line 5, column (f).

#### Section D—Forecasted Cash Needs

Federal-Line 13. Enter the amount of Federal (OCS) cash needed for this grant, by quarter, during the first 12 month budget period.

Non Federal-Line 14. Enter the amount of cash from all other sources needed by quarter during the first 12-month budget period.

Totals-Line 15. Enter the total of Lines 13 and 14.

#### Section E—Budget Estimates of Federal Funds Needed for Balance of Project(s)

For new 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).

#### Section F—Other Budget Information

Direct Charges-Line 21. Use this space and continuation sheets as necessary to fully explain and justify the major items included in the budget categories shown in Section B. Include sufficient detail to facilitate determination of allowability, relevance to the project, and cost benefits. Particular attention must be given to the explanation of any requested direct cost budget item which requires explicit approval by the Federal agency. Budget items which require identification and justification shall include, but not be limited to, the following:

A. Salary amounts and percentage of time worked for those key individuals who are identified in the project narrative;

B. Any foreign travel;

C. A list of all equipment and estimated cost of each item to be purchased wholly or in part with grant funds which meet the definition of nonexpendable personal property provided on Line 6d, Section B. Need for equipment must be supported in program narrative;

D. *Contractual:* major items or groups of smaller items; and

E. *Other:* group into major categories all costs for consultants, local transportation, space, rental, training allowances, staff training, computer equipment, etc. Provide a complete breakdown of all costs that make up this category.

Indirect Charges-Line 22. Enter the type of HHS or other cognizant Federal agency approved indirect cost 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. Also, enter the date the rate was approved and attach a copy of the rate agreement.

Remarks-Line 23. Provide any other explanations and continuation sheets required or deemed necessary to justify or explain the budget information.

#### C. SF-424B Assurances-Non-Construction

All applicants must fill out, sign, date and return the *Assurances* with the application.

#### Part IX—Post Award Information and Reporting Requirements

Following approval of the applications selected for funding, notice of project approval and authority to draw down project funds will be made in writing. The official award document is the Financial Assistance Award which provides the amount of Federal funds approved for use in the project, the project and budget period for which support is provided, the terms and conditions of the award, and the total project period for which support is contemplated.

Project directors and chief evaluators will be required to attend two national evaluation workshops in Washington, D.C. A program development and evaluation workshop will be scheduled shortly after the effective date of the grant. They also will be required to attend, as presenters, the final evaluation workshop on utilization and dissemination to be held at the end of the project period.

Grantees will be required to submit semi-annual progress and financial reports (SF-269) as well as a final progress and financial report within 90 days of the expiration of the grant. Interim evaluation reports, along with a written policies and procedures manual based on the findings of the process evaluation, will be due 30 days after the first twelve months, and the second interim evaluation 30 days after the second twelve months, and a final evaluation report will be due 90 days after the expiration of the grant. This final report will cover 36 months of activities related to project participants. Reporting requirements for the remaining 36 months of the project period will be provided during the solicitation of applications.

Grantees are subject to the audit requirements in 45 CFR Part 74 (non-profit organization) and OMB Circular A-133.

Section 319 of Public Law 101-121, signed into law on October 23, 1989, imposes new prohibitions and requirements for disclosure and

certification related to lobbying on recipients of Federal contracts, grants, cooperative agreements, and loans. It provides limited exemptions for Indian tribes and tribal organizations. Current and prospective recipients (and their subtier contractors and/or grantees) are prohibited from using appropriated funds for lobbying Congress or any Federal agency in connection with the award of a contract, grant, cooperative agreement or loan. In addition, for each award action in excess of \$100,000 (or \$150,000 for loans) the law requires recipients and their subtier contractors and/or subgrantees (1) to certify that they have neither used nor will use any appropriated funds for payment to lobbyists, (2) to submit a declaration setting forth whether payments to lobbyists have been or will be made out of non-appropriated funds and, if so, the name, address, payment details, and purpose of any agreements with such lobbyists whom recipients or their subtier contractors or subgrantees will pay with the *non-appropriated* funds and (3) to file quarterly up-dates about the use of lobbyists if an event occurs that materially affects the accuracy of the information submitted by way of declaration and certification. The law establishes civil penalties for noncompliance and is effective with respect to contracts, grants, cooperative agreements and loans entered into or made on or after December 23, 1989. See

Attachment F for certification and disclosure forms to be submitted with the applications for this program and the Discretionary Grants Program.

Attachment G indicates the regulations which apply to all applicants/grantees under the Job Opportunities for Low-Income Individuals Program.

Dated: March 29, 1995.  
 Donald Sykes,  
*Director, Office of Community Services.*  
 Dated: March 31, 1995.  
 Lynn R. Goldman,  
*Assistant Administrator for Prevention, Pesticides, and Toxic Substances.*

ATTACHMENT A

Size of family unit	Poverty guideline
<b>1995 Poverty Income Guidelines for All States (Except Alaska and Hawaii) and the District of Columbia</b>	
1 .....	\$7,470
2 .....	10,030
3 .....	12,590
4 .....	15,150
5 .....	17,710
6 .....	20,270
7 .....	22,830
8 .....	25,390

For family units with more than 8 members, add \$2,560 for each additional member. (The same increment applies to smaller family sizes also, as can be seen in the figures above.)

ATTACHMENT A—Continued

Size of family unit	Poverty guideline
<b>Poverty Income Guidelines for Alaska</b>	
1 .....	9,340
2 .....	12,540
3 .....	15,740
4 .....	18,940
5 .....	22,140
6 .....	25,340
7 .....	28,540
8 .....	31,740

For family units with more than 8 members, add \$3,200 for each additional member. (The same increment applies to smaller family sizes also, as can be seen in figures above.)

**Poverty Guidelines for Hawaii**

1 .....	8,610
2 .....	11,550
3 .....	14,490
4 .....	17,430
5 .....	20,370
6 .....	23,310
7 .....	26,250
8 .....	29,190

For family units with more than 8 members, add \$2,940 for each additional member. (The same increment applies to smaller family sizes also, as can be seen in the figures above.)

BILLING CODE 4184-01-P



Attachment B

OMB Approval No. 0348-0043

**APPLICATION FOR FEDERAL ASSISTANCE**

<b>1. TYPE OF SUBMISSION:</b> <i>Application</i> <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		<b>2. DATE SUBMITTED</b> Applicant Identifier																						
<input type="checkbox"/> <i>Preapplication</i> <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		<b>3. DATE RECEIVED BY STATE</b> State Application Identifier																						
		<b>4. DATE RECEIVED BY FEDERAL AGENCY</b> Federal Identifier																						
<b>5. APPLICANT INFORMATION</b>																								
Legal Name:		Organizational Unit:																						
Address (give city, county, state, and zip code):		Name and telephone number of the person to be contacted on matters involving this application (give area code):																						
<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN):</b> [ ][ ] - [ ][ ][ ][ ][ ][ ][ ][ ][ ]		<b>7. TYPE OF APPLICANT: (enter appropriate letter in box)</b> <input type="checkbox"/> <ul style="list-style-type: none"> <li>A. State</li> <li>B. County</li> <li>C. Municipal</li> <li>D. Township</li> <li>E. Interstate</li> <li>F. Intermunicipal</li> <li>G. Special District</li> <li>H. Independent School Dist.</li> <li>I. State Controlled Institution of Higher Learning</li> <li>J. Private University</li> <li>K. Indian Tribe</li> <li>L. Individual</li> <li>M. Profit Organization</li> <li>N. Other (Specify): _____</li> </ul>																						
<b>8. TYPE OF APPLICATION:</b> <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es): <input type="checkbox"/> <input type="checkbox"/> A. Increase Award    B. Decrease Award    C. Increase Duration D. Decrease Duration    Other (specify): _____		<b>9. NAME OF FEDERAL AGENCY:</b>																						
<b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:</b> [ ][ ][ ] - [ ][ ][ ]		<b>11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:</b>																						
TITLE:																								
<b>12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.):</b>																								
<b>13. PROPOSED PROJECT:</b> Start Date      Ending Date		<b>14. CONGRESSIONAL DISTRICTS OF:</b> a. Applicant      b. Project																						
<b>15. ESTIMATED FUNDING:</b> <table border="1"> <tr> <td>a. Federal</td> <td>\$</td> <td>.00</td> </tr> <tr> <td>b. Applicant</td> <td>\$</td> <td>.00</td> </tr> <tr> <td>c. State</td> <td>\$</td> <td>.00</td> </tr> <tr> <td>d. Local</td> <td>\$</td> <td>.00</td> </tr> <tr> <td>e. Other</td> <td>\$</td> <td>.00</td> </tr> <tr> <td>f. Program Income</td> <td>\$</td> <td>.00</td> </tr> <tr> <td>g. TOTAL</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	<b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b> 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	
a. Federal	\$	.00																						
b. Applicant	\$	.00																						
c. State	\$	.00																						
d. Local	\$	.00																						
e. Other	\$	.00																						
f. Program Income	\$	.00																						
g. TOTAL	\$	.00																						
		<b>17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?</b> <input type="checkbox"/> Yes    If "Yes," attach an explanation. <input type="checkbox"/> No																						
<b>18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED</b>																								
a. Typed Name of Authorized Representative		b. Title	c. Telephone number																					
d. Signature of Authorized Representative			e. Date Signed																					

Previous Editions Not Usable

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

Authorized for Local Reproduction

## Instructions for the SF 424

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

## Item and Entry

1. Self-explanatory.
2. Date application submitted to Federal agency (or State if applicable) & applicant's control number (if applicable).
3. State use only (if applicable).
4. If this application is to continue or revise an existing award, enter present Federal identifier number. If for a new project, leave blank.
5. Legal name of applicant, name of primary organizational unit which will undertake the assistance activity, complete address of the applicant, and name and telephone number of the person to contact on matters related to this application.
6. Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.
7. Enter the appropriate letter in the space provided.
8. Check appropriate box and enter appropriate letter(s) in the space(s) provided:
  - “New” means a new assistance award.
  - “Continuation” means an extension for an additional funding/budget period for a project with a projected completion date.
  - “Revision” means any change in the Federal Government's financial obligation or contingent liability from an existing obligation.
9. Name of Federal agency from which assistance is being requested with this application.
10. Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.
11. Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.
12. List only the largest political entities affected (e.g., State, counties, cities).
13. Self-explanatory.
14. List the applicant's Congressional District and any District(s) affected by the program or project.
15. Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate *only* the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15.
16. Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.
17. This questions applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.
18. To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)

BILLING CODE 4184-01-M

OMB Approval No. 0348-0044

**BUDGET INFORMATION — Non-Construction Programs**

SECTION A — BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.		\$	\$	\$	\$	\$
2.						
3.						
4.						
5. TOTALS		\$	\$	\$	\$	\$
SECTION B — BUDGET CATEGORIES						
6 Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY					
	(1)	(2)	(3)	(4)	Total (5)	
a. Personnel	\$	\$	\$	\$	\$	
b. Fringe Benefits						
c. Travel						
d. Equipment						
e. Supplies						
f. Contractual						
g. Construction						
h. Other						
i. Total Direct Charges (sum of 6a - 6h)						
j. Indirect Charges						
k. TOTALS (sum of 6i and 6j)	\$	\$	\$	\$	\$	
7. Program Income						

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

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## Instructions for the SF-424A

*General Instructions*

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

*Section A. Budget Summary*

Lines 1-4, Columns (a) and (b)

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

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

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

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

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

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

needed for the upcoming period. The amount(s) in Column (g) should be the sum of amounts in Columns (e) and (f).

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

Line 5—Show the totals for all columns used.

*Section B. Budget Categories*

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

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

Line 6j—Show the amount of indirect cost.

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

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

*Section C. Non-Federal-Resources*

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

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

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

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

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

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

Line 12—Enter the total for each of Columns (b)-(e). The amount in Column (e)

should be equal to the amount on Line 5, Column (f), Section A.

*Section D. Forecasted Cash Needs*

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

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

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

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

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

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

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

*Section F. Other Budget Information*

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

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

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

*Assurances—Non-Construction Programs*

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

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

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

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

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

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

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

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

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

statute(s) which may apply to the application.

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

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

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

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

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

underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).

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

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

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

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

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

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

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

\_\_\_\_\_  
Signature of authorized certifying official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Applicant organization

\_\_\_\_\_  
Date submitted

BILLING CODE 4184-01-M

Attachment C

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

DGMO Form#2 Revised May 1990



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

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

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

(b) have not within a 3-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

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

(d) have not within a 3-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

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

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

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

(To Be Supplied to Lower Tier Participants)

By signing and submitting this lower tier proposal, the prospective lower tier participant, as defined in 45 CFR Part 76, certifies to the best of its knowledge and belief that it and its principals:

(a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or

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

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

**Attachment E—Executive Order 12372—State Single Points of Contact**

**Arizona**

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

**Arkansas**

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

**California**

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

**Delaware**

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

**District of Columbia**

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

**Florida**

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

**Georgia**

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

**Illinois**

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

**Indiana**

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

**Iowa**

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

**Kentucky**

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

**Maine**

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

**Maryland**

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

**Massachusetts**

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

**Michigan**

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

**Mississippi**

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

**Missouri**

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

**Nevada**

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

**New Hampshire**

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

**New Jersey**

Gregory W. Adkins, Acting Director, Division of Community Resources, N.J. Department of Community Affairs, Trenton, New Jersey 08625-0803, Telephone (609) 292-6613

Please direct correspondence and questions to:

Andrew J. Jaskolka, State Review Process, Division of Community Resources, CN 814,

Room 609, Trenton, New Jersey 08625-0803, Telephone (609) 292-9025

#### New Mexico

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

#### New York

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

#### North Carolina

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

#### North Dakota

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

#### Ohio

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

#### Rhode Island

Mr. Daniel W. Varin, Associate Director, Statewide Planning Program, Department of Administration, Division of Planning, 265 Melrose Street, Providence, Rhode Island 02907, Telephone (401) 277-2656

Please direct correspondence and questions to:

Review Coordinator, Office of Strategic Planning

#### South Carolina

Omeagia Burgess, State Single Point of Contact, Grant Services, Office of the Governor, 1205 Pendleton Street, Room 477, Columbia, South Carolina 29201, Telephone (803) 734-0494

#### Tennessee

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

#### Texas

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

#### Utah

Utah State Clearinghouse, Office of Planning and Budget, ATTN: Carolyn Wright, Room

116 State Capitol, Salt Lake City, Utah 84114, Telephone (801) 538-1535

#### Vermont

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

#### West Virginia

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

#### Wisconsin

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

#### Wyoming

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

#### Guam

Mr. Michael J. Reidy, Director, Bureau of Budget and Management Research, Office of the Governor, P.O. Box 2950, Agana, Guam 96910, Telephone (671) 472-2285

#### Northern Mariana Islands

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

#### Puerto Rico

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

#### Virgin Islands

Jose L. George, Director, Office of Management and Budget, #41 Norregade Emancipation Garden Station, Second Floor, Saint Thomas, Virgin Islands 00802  
Please direct correspondence to:

Linda Clarke, Telephone (809) 774-0750

Attachment F—Certification Regarding Lobbying

#### Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any

Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

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

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

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

#### State for Loan Guarantee and Loan Insurance

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

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form—LLL "Disclosure Form to Report Lobbying," in accordance with its instructions.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Date

BILLING CODE 4184-01-M

**DISCLOSURE OF LOBBYING ACTIVITIES**

Approved by OMB  
0348-0046

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

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

Attachment G—DHHS Regulations Applying to All Applicants/Grantees Under the Job Opportunities for Low-Income Individuals and the Discretionary Grants Programs

Title 45 of the *Code of Federal Regulations*:

- Part 16—Department of Grant Appeals Process
- Part 74—Administration of Grants (non-governmental)
- Part 74—Administration of Grants (state and local governments and Indian Tribal affiliates):
- Sections 74.62(a) Non-Federal Audits
- 74.173 Hospitals
- 74.174(b) Other Nonprofit Organizations
- 74.304 Final Decisions in Disputes
- 74.710 Real Property, Equipment and Supplies
- 74.715 General Program Income
- Part 75—Informal Grant Appeal Procedures
- Part 76—Debarment and Suspension from Eligibility for Financial Assistance
- Subpart F—Drug Free Workplace Requirements
- Part 80—Non Discrimination Under Programs Receiving Federal Assistance through the Department of Health and Human Services Effectuation of Title VI of the Civil Rights Act of 1964
- Part 81—Practice and Procedures for Hearings Under Part 80 of this Title
- Part 83—Non-discrimination on the basis of sex in the admission of individuals to training programs
- Part 84—Non-discrimination on the Basis of Handicap in Programs
- Part 91—Non-discrimination on the Basis of Age in Health and Human Services Programs or Activities Receiving Federal Financial Assistance
- Part 92—Uniform Administrative Requirements for Grants and Cooperative Agreements to States and Local Governments (Federal Register, March 11, 1988)
- Part 93—New Restrictions on Lobbying
- Part 100—Intergovernmental Review of Department of Health and Human Services Programs and Activities

Attachment H—Certification Regarding Maintenance of Effort

The undersigned certifies that:

(1) activities funded under this program announcement are in addition to, and not in substitution for, activities previously carried on without Federal assistance.

(2) funds or other resources currently devoted to activities designed to meet the needs of the poor within a community, area, or State have not been reduced in order to provide the required matching contributions.

When legislation for a particular block grant permits the use of its funds as match, the applicant must show that it has received a real increase in its block grant allotment and must certify that other anti-poverty programs will not be scaled back to provide the match required for this project.

Organization

Authorized Signature

Title

Date

Attachment I—Checklist for Use in Submitting OCS Grant Applications Job Opportunities for Low-Income Individuals (Optional)

The application should contain:

1. Table of Contents.

2. A completed, *signed* SF-424, *Application for Federal Assistance*. The letter code for the priority area (JO) should be in the lower right-hand corner of the page.

3. A completed SF-424A, *Budget Information—Non-Construction*.

4. A narrative budget justification for each object class category required under Section B, SF-424A;

5. Filled out signed, and dated *Assurances—Non-Construction Programs* (SF-424B);

6. The applicant should sign Attachments E and F. In so doing, the applicant is certifying that it will comply with the Federal requirements concerning the drug-free workplace and debarment regulations set forth in Attachments E.

7. A *signed* copy of *Certification Regarding Anti-Lobbying Activities*.

8. A completed Disclosure of Lobbying Activities, if applicable.

9. A Executive Summary—not to exceed 300 words;

10. A Project Narrative beginning with a Table of Contents that describes the project in the following order:

(i) Eligibility Confirmation

(ii) Organization Experience and Staff Responsibilities

(iii) Analysis of Need

(iv) Project Design/Work Program

(v) Business Plan (If appropriate)

(vi) Third-Party Evaluation

(vii) Cooperative Partnership Agreement

(viii) Budget Appropriateness and Reasonableness

11. Appendices, including proof of non-profit status; proof that the organization is a community development corporation, if applying under the CDC Set-aside; a *signed* copy of the Cooperative Partnership Agreement or letter of commitment with State IV—A agency (JOBS Program); commitments from officials of businesses that will be expanded or from franchises, where applicable; Single Point of Contact comments, if applicable; Maintenance of Effort Certification and resumes.

12. A self-addressed mailing label which can be affixed to a postcard to acknowledge receipt of application.

Attachment J—Department of Health and Human Services, Administration for Children and Families, Office of Family Assistance, Washington, DC 20447

Jobs Program Director

February 1994.

Alabama

Claire Ealy, Director, Office of Work and Training Services, Public Assistance Division, S. Gordon Persons Building, 50 Ripley Street, Montgomery, Alabama 36130, (205) 242-1950

Alaska

Charles Knittel, Work Programs Coordinator, Division of Public Assistance, Department of Health and Social Service, P.O. Box 110640, Juneau, Alaska 99811-0640, (907) 465-3347

Arizona

Gretchen Evans, JOBS Program Director, Dept. of Economic Security, P.O. Box 6123, Site Code 8011, Phoenix, Arizona 85005, (602) 542-6310

Arkansas

Ken Whitlock, Deputy Director, Project SUCCESS, Department of Human Services, P.O. Box 1437, Little Rock, Arkansas 72203, (501) 682-8375

California

Bruce Wagstaff, Chief, Employment and Immigrations Programs Branch, Department of Social Services, 744 P Street M/S 6-700, Sacramento, California 95814, (916) 657-2367

Colorado

Bob Henson, Director, Work Programs, Department of Social Services, 1575 Sherman Street, Denver, Colorado 80203, (303) 866-2643

Connecticut

Dawn Homer-Bouthiette, Planning Supervisor, Job Connection, Department of Social Services, 110 Bartholomew Avenue, Hartford, Connecticut 06106, (203) 566-7125

Delaware

Rebecca Varella, Chief Administrator, Employment and Training, Division of Social Services, P.O. Box 906, New Castle, Delaware 19720, (302) 577-4451

District of Columbia

Shari Curtis, Chief, Bureau of Training and Employment, Department of Human Services, 33 N Street N.E., Washington, D.C. 20001, (202) 727-1293

Florida

Reggis Smith, Chief, Benefit Recovery and Special Programs, Department of Health and Rehabilitative Services, 1317 Winewood Boulevard, Bldg 6, Tallahassee, Florida 32399-0700, (904) 487-2966

Georgia

Sylvia Elam, Chief, Employment Services Unit, Division of Family and Children Services, Department of Human Resources, 2 Peachtree St., 14th Floor, Room 402, Atlanta, Georgia 30303, (404) 657-3737

Guam

Diana Calvo, Social Services Supervisor, Department of Public Health and Social Services, P.O. Box 2816, Agana, Guam 96910, (011-671) 734-7286

Hawaii

Garry Kemp, Special Assistant to the Director, Department of Human Services, P.O. Box 339, Honolulu, Hawaii 96809, (808) 586-7054

*Idaho*

Kathy James, Acting Bureau Chief, Bureau of Family Self Support, Department of Health and Welfare, 450 West State Street, Boise, Idaho 83720, (208) 334-5704

*Illinois*

Karan Maxson, Administrator, Division of Planning and Community Services, Department of Public Aid, 100 S. Grand, 2nd Floor, Springfield, Illinois 62762 (217) 785-3300

*Indiana*

Thomas Reel, Program Manager, IMPACT, Department of Public Welfare, 402 W. Washington, W. 363, Indianapolis, Indiana 46204, (317) 232-2002

*Iowa*

Doug Howard, Coordinator, Employment and Training Programs, Department of Human Services, Fifth Floor, Hoover State Office Building, Des Moines, Iowa 50319, (515) 281-8629

*Kansas*

Phyllis Lewin, Director, Employment Preparation Services, Department of Social and Rehabilitation Services, 300 S.W. Oakley, West Hall, Topeka, Kansas 66606, (913) 296-4276

*Kentucky*

Sharon Perry, Assistant Director, Center for Program Development, Department of Social Insurance, Cabinet for Human Resources, 275 E. Main Street, Frankfurt, Kentucky 40621, (502) 564-3703

*Louisiana*

Howard Prejean, Assistant Secretary, Department of Social Services, Office of Eligibility Determination, P.O. Box 3776, Baton Rouge, Louisiana 70821, (504) 342-4953

*Maine*

Barbara Van Burgel, ASPIRE Coordinator, Bureau of Income Maintenance, Department of Human Services, Statehouse Station #11, 32 Winthrop St., Augusta, Maine 04333, (207) 289-3106

*Maryland*

Charlene Gallion, Acting Executive Director, Office of Project Independence Management, Department of Human Services, Room 745, 311 W. Saratoga Street, Baltimore, Maryland 21201, (410) 333-0837

*Massachusetts*

John Buonomo, Director, Massachusetts JOBS Program, Department of Public Welfare, 600 Washington St., Boston, Massachusetts 02111, (617) 348-5931

*Michigan*

Alex D. Hawkins, Director, Job Skills Development Group, Michigan Jobs Commission, 201 North Washington Square, Third floor, Victor Centre, Lansing, Michigan 48913, (517) 373-7382

*Minnesota*

Bonnie Baker, Supervisor, Program Development, Department of Human

Services, 444 Lafayette Road, St. Paul, Minnesota 55155, (612) 296-2499

*Mississippi*

Jean Temple, Director, JOBS Branch, Office of Children and Youth, Department of Human Services, 421 W. Pascagoula, Jackson, Mississippi 29302, (601) 359-4855

*Missouri*

Richard Koon, FUTURES Program Director, Income Maintenance, Division of Family Services, 72728 Plaza Drive, P.O. Box 88, Jefferson City, Missouri 65103, (314) 751-3124

*Montana*

Marylis Filipovich, Bureau Chief, Program and Policy, Department of Social and Rehabilitation Services, P.O. Box 4210, Helena, Montana 59604, (406) 444-4540

*Nebraska*

Margaret Hall, Public Assistance Administrator, Public Assistance Division, Department of Social Services, 301 Centennial Mall South, P.O. Box 95026, Lincoln, Nebraska 68509, (402) 471-3121

*Nevada*

John Alexander, Employment and Training Coordinator, Nevada State Welfare Division, Capitol Complex, 2527 North Carson Street, Carson City, Nevada 89710, (702) 687-4143

*New Hampshire*

Arthur Chicaderis, JOBS Administrator, Employment Support Services, Office of Economic Services, Division of Human Services, Department of Health and Human Services, 6 Hazen Drive, Concord, New Hampshire 03301-6521, (603) 271-4249

*New Jersey*

Marion E. Reitz, Director, Division of Family Development, Department of Human Services, CN 716, Trenton, New Jersey 08625, (609) 588-2401

*New Mexico*

Bill Dunbar, Acting Director, Income Support Division, Department of Human Services, P.O. Box 2348, Santa Fe, New Mexico 87500, (505) 827-7252

*New York*

Jack Ryan, Director, Bureau of Employment Programs, Department of Social Services, 40 North Pearl Street, Albany, New York 12243, (518) 473-8744

*North Carolina*

Lucy Burgess, Chief, Employment Programs Section, Department of Human Resources, 325 North Salisbury Street, Raleigh, North Carolina 27611, (919) 733-2873

*North Dakota*

Gloria House, JOBS Coordinator, Director of Public Assistance, Department of Human Services, State Capitol, New Wing, 3rd Floor, Bismark, North Dakota 58505, (701) 224-4001

*Ohio*

Mary L. Harris, Deputy Director, Family Support and JOBS, Department of Human

Services, State Office Tower, 31st Floor, 30 East Broad Street, Columbus, Ohio 43266-0423, (614) 466-3196

*Oklahoma*

Raymond Haddock, Division Administrator, Family Services Division, Department of Human Services, P.O. Box 25352, Oklahoma City, Oklahoma 73125, (405) 521-3076

*Oregon*

Debbi White, JOBS Program Manager, Adult and Family Services Division, Human Resource Bldg., 2nd Floor, Salem, Oregon 97310-1013, (503) 945-6127

*Pennsylvania*

David Florey, Director, Bureau of Employment and Training Program, Department of Public Welfare, P.O. Box 2675, Harrisburg, Pennsylvania 17105, (717) 787-8613

*Puerto Rico*

Migdalia Marrero, Special Asst. to Secretary, SOSEDF, Isla Grande, Building #10, P.O. Box 11398, Santurce, Puerto Rico 00910, (809) 722-2863

*Rhode Island*

Sherry Campanelli, Associate Director, Community Services, Department of Human Services, 600 New London Avenue, Cranston, Rhode Island 02920, (401) 464-2423

*South Carolina*

Hiram Spain, Executive Assistant for Self-Sufficiency, Department of Social Services, P.O. Box 1520, Columbia, South Carolina 29202, (803) 737-5937

*South Dakota*

Julie Osnes, Administrator, Office of Family Independence, Department of Social Services, Richard F. Kneip Building, Pierre, South Dakota 57501, (605) 773-3493

*Tennessee*

Wanda Moore, Director of Program Services, Department of Human Services, 12th Floor, 400 Deadericks, Nashville, Tennessee 37219, (615) 741-6953

*Texas*

Irma Bermea, Deputy Commissioner, Department of Human Services, Mail Code 521E, P.O. Box 2960, Austin, Texas 78769, (512) 450-3011

*Utah*

Helen Thatcher, Assistant Director, Office of Family Support, Department of Human Services, 120 North 200 West, Salt Lake City, Utah 84145-0500, (801) 538-8231

*Vermont*

Steve Gold, Director, REACH-UP Program, Department of Social Welfare, State Office Building, 103 South Main Street, Waterbury, Vermont 05676, (802) 241-2800

*Virgin Islands*

Ermin Boshulte, Director, Public Assistance Programs, Department of Human Services,

Financial Programs Division, Knud Hansen Complex—Building A, 1303 Hospital Ground, Charlotte Amalie, V.I. 00802, (809) 774-4673

*Virginia*

David Olds, Program Manager, Employment Services, Department of Social Services, 730 E. Broad St., 2nd Floor, Richmond, Virginia 23219-1849, (804) 692-1229

*Washington*

Lee Todorovich, Acting Assistant Director, Division of Income Assistance, Department of Social and Health Services, P.O. Box 45400, Olympia, Washington 98504-5400, (206) 438-8350

*West Virginia*

Sharon Paterno, Director, Division of Work and Training, Department of Health and Human Services, Building 6, State Office Complex, Charleston, West Virginia 25305, (304) 558-3186

*Wisconsin*

Jean Rogers, Administrator, Division of Economic Support, Department of Health and Social Services, P.O. Box 7935, 1 West Wilson Street, Madison, Wisconsin 53707-7935, (608) 266-3035

*Wyoming*

Kirk McKinney, JOBS Coordinator, Self-Sufficiency Division, Department of Family Services, Hathaway Building, Rm 347, 2300 Capitol Avenue, Cheyenne, Wyoming 82002-0710, (307) 777-6849

Attachment K—Certification Regarding Environmental Tobacco Smoke

Public Law 103-227, Part C—Environmental Tobacco Smoke, also known as the Pro-Children Act 1994 (Act), requires that smoking not be permitted in any portion of any indoor routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services

are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity.

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

[FR Doc. 95-8374 Filed 4-13-95; 8:45 am]

**BILLING CODE 4184-01-P**