

**B. Federal Reserve Bank of San Francisco** (Kenneth R. Binning, Director, Bank Holding Company) 101 Market Street, San Francisco, California 94105:

1. *California Bancshares, Inc.*, San Ramon, California; to acquire 100 percent of the voting shares of First Community Bankshares, Inc., Castro Valley, California, and thereby indirectly acquire Centennial Bank, Castro Valley, California.

Board of Governors of the Federal Reserve System, April 21, 1995.

**Jennifer J. Johnson,**

*Deputy Secretary of the Board.*

[FR Doc. 95-10325 Filed 4-26-95; 8:45 am]

BILLING CODE 6210-01-F

**Mercantile Bancorporation, Inc.; Acquisition of Company Engaged in Permissible Nonbanking Activities**

The organization listed in this notice has applied under § 225.23(a)(2) or (f) of the Board's Regulation Y (12 CFR 225.23(a)(2) or (f)) for the Board's approval under section 4(c)(8) of the Bank Holding Company Act (12 U.S.C. 1843(c)(8)) and § 225.21(a) of Regulation Y (12 CFR 225.21(a)) to acquire or control voting securities or assets of a company engaged in a nonbanking activity that is listed in § 225.25 of Regulation Y as closely related to banking and permissible for bank holding companies. Unless otherwise noted, such activities will be conducted throughout the United States.

The application is available for immediate inspection at the Federal Reserve Bank indicated. Once the application has been accepted for processing, it will also be available for inspection at the offices of the Board of Governors. Interested persons may express their views in writing on the question whether consummation of the proposal can "reasonably be expected to produce benefits to the public, such as greater convenience, increased competition, or gains in efficiency, that outweigh possible adverse effects, such as undue concentration of resources, decreased or unfair competition, conflicts of interests, or unsound banking practices." Any request for a hearing on this question must be accompanied by a statement of the reasons a written presentation would not suffice in lieu of a hearing, identifying specifically any questions of fact that are in dispute, summarizing the evidence that would be presented at a hearing, and indicating how the party commenting would be aggrieved by approval of the proposal.

Comments regarding the application must be received at the Reserve Bank indicated or the offices of the Board of Governors not later than May 12, 1995.

**A. Federal Reserve Bank of St. Louis** (Randall C. Sumner, Vice President) 411 Locust Street, St. Louis, Missouri 63166:

1. *Mercantile Bancorporation Inc.*, St. Louis, Missouri; to acquire Southwest Insurance Agency, Hermitage, Missouri, an operating division of Southwest Bancshares, Inc., Bolivar, Missouri, and thereby engage in general insurance activities in a town with a population not exceeding 5,000, pursuant to § 225.25(b)(8)(iii) of the Board's Regulation Y. The geographic scope for these activities is the town of Hermitage, Missouri.

Board of Governors of the Federal Reserve System, April 21, 1995.

**Jennifer J. Johnson,**

*Deputy Secretary of the Board.*

[FR Doc. 95-10326 Filed 4-26-95; 8:45 am]

BILLING CODE 6210-01-F

**GENERAL SERVICES ADMINISTRATION**

**Interagency Committee for Medical Records (ICMR) Stocking Change and Revision of SF 526, Medical Record—Interstitial/Intercavitary Therapy**

**AGENCY:** General Services Administration.

**ACTION:** Notice.

**SUMMARY:** The General Services Administration/ICMR is changing the stocking requirement of SF 526, Medical Record—Interstitial/Intercavitary Therapy. This form is now authorized for local reproduction. You can request camera copy of SF 526 from General Services Administration (CARM), Attn.: Barbara Williams, (202) 501-0581.

This form also is revised to:

To delete "grade" and "date" from "PATIENT'S IDENTIFICATION" item and replace with "ID No. (SSN or other);".

**FOR FURTHER INFORMATION CONTACT:** Ms. Barbara Williams, General Services Administration, (202) 501-0581.

**DATES:** Effective upon publication in the **Federal Register**.

Dated: April 19, 1995.

**Theodore D. Freed,**

*Chief, Forms Management Branch.*

[FR Doc. 95-10306 Filed 4-26-95; 8:45 am]

BILLING CODE 6820-34-M

**Interagency Committee for Medical Records (ICMR) Stocking Change and Revision of SF 536, Medical Record—Pediatric Nursing Notes**

**AGENCY:** General Services Administration.

**ACTION:** Notice.

**SUMMARY:** The General Services Administration/ICMR is changing the stocking requirement of SF 536, Medical Record—Pediatric Nursing Notes. This form is now authorized for local reproduction. You can request camera copy of SF 536 from General Services Administration (CARM), Attn.: Barbara Williams, (202) 501-0581.

This form also is revised to:

To delete "grade" and "date" from "PATIENT'S IDENTIFICATION" item and replace with "ID No. (SSN or other);".

**FOR FURTHER INFORMATION CONTACT:** Ms. Barbara Williams, General Services Administration, (202) 501-0581.

**DATES:** Effective upon publication in the **Federal Register**.

Dated: April 19, 1995.

**Theodore D. Freed,**

*Chief, Forms Management Branch.*

[FR Doc. 95-10306 Filed 4-26-95; 8:45 am]

BILLING CODE 6820-34-M

**DEPARTMENT OF HEALTH AND HUMAN SERVICES**

**Administration for Children and Families**

[Program Announcement No. ACF/ACYF/RHYP 95-1]

**Runaway and Homeless Youth Program (RHYP): Fiscal Year (FY) 1995 Final Program Priorities, Availability of Financial Assistance for Fiscal Year 1995, and Request for Applications**

**AGENCY:** Family and Youth Services Bureau (FYSB), Administration on Children, Youth and Families (ACYF), Administration for Children and Families (ACF), Department of Health and Human Services (HHS).

**ACTION:** Notice of Fiscal Year 1995 Final Runaway and Homeless Youth (RHY) Program Priorities, announcement of availability of financial assistance, and request for applications for the Basic Center Program for Runaway and Homeless Youth (BCP) and the Drug Abuse Education and Prevention Program for Runaway and Homeless Youth (DAPP).

**SUMMARY:** The Family and Youth Services Bureau of the Administration

on Children, Youth and Families is publishing final program priorities and announcing the availability of funds for:

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

2. The Drug Abuse Education and Prevention Program for Runaway and Homeless Youth (DAPP). The purpose of the DAPP is to improve and expand drug abuse prevention, education and information services to runaway and homeless youth and their families.

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

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

Program	Fiscal year	New start funds available (million)	Number of new grants
BCP .....	1995	\$14.6	115
DAPP .....	1995	\$4.5	45
TLP* .....	1995	\$6.3	36

\*There will be no FY 1995 requests for applications for the Transitional Living Program for Homeless Youth (TLP). FY 1995 funds for new TLP programs have already been awarded based on an FY 1994 competition.

In addition to the competitive, new start grants, the Administration on Children, Youth and Families anticipates providing FY 1995 non-competitive, continuation funds to current grantees, including Demonstration Projects (DEMOS), as follows:

Program	Continuation funds available (million)	Number of continuation grants
BCP .....	\$21.8	227
DAPP .....	\$6.6	72
TLP .....	\$6.6	36
DEMOS (rural) .....	\$1.3	8

Grantees eligible for these continuation grants will receive letters to that effect from the appropriate regional grants management offices and should not submit their continuation applications in response to this announcement. Only applications for new grants are solicited through this announcement.

**DATES:** The deadlines or closing dates for RECEIPT by HHS of applications for new grants under this announcement are as follows:

Programs	Closing dates
BCP .....	June 16, 1995.
DAPP .....	June 30, 1995.

Applications will be considered as meeting the deadline if they are received on or before the RECEIPT date at the address below. *Please note that this is a departure from the traditional approach of using postmarks instead of receipt dates to determine eligibility of applications for review.*

**ADDRESSES:** Application receipt point: Department of Health and Human Services, Administration for Children and Families, Division of Discretionary Grants, 370 L'Enfant Promenade, SW., Aerospace Building, 6th Floor, Washington, DC 20447. Attn: Maiso Bryant, ACF-95-ACYF/RHYP.

Hand delivered applications are accepted during the normal working hours of 8 a.m. to 4:30 p.m., Monday through Friday, on or prior to the established closing date at:

Administration for Children and Families, Division of Discretionary Grants, 6th Floor, ACF Guard Station, 901 D Street, SW., Washington, DC 20047

Envelopes containing applications must clearly indicate the specific program that the application is addressing: Basic Center Program (BCP) or Drug Abuse Prevention Program (DAPP).

**FOR FURTHER INFORMATION CONTACT:** Administration on Children, Youth and Families, Family and Youth Services Bureau, PO Box 1182, Washington, DC 20013; Telephone: 1-800-351-2293.

**SUPPLEMENTARY INFORMATION:** This program announcement consists of six

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

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

- Part I: General Information
  - A. Background on Runaway and Homeless Youth
  - B. Legislative Authority
  - C. Purpose, Goals and Objectives of the Federal Runaway and Homeless Youth Grant Programs
    - 1. Basic Center Program for Runaway and Homeless Youth
    - 2. Drug Abuse Education and Prevention Program for Runaway and Homeless Youth
  - D. Definitions
  - E. Final Priorities
    - 1. Public Comments in Response to the Proposed Priorities
    - 2. Final Program Priorities for Fiscal Year 1995
      - a. Basic Center Program Grants
      - b. Transitional Living Program Grants
      - c. National Communications System
      - d. Support Services for Runaway and Homeless Youth Programs
        - (1) Training and Technical Assistance
        - (2) National Clearinghouse on Runaway and Homeless Youth
        - (3) Runaway and Homeless Youth Management Information System (RHYMIS)
        - (4) Monitoring Support for FYSB Programs
      - e. Research and Demonstration Initiatives
        - (1) Services for Youth in Rural Areas
        - (2) Analysis, Synthesis, and Interpretation of New Information Concerning Runaway and Homeless Youth
      - f. Priority for a Comprehensive Youth Development Approach
      - g. Priorities for Administrative Changes
  - F. Eligible Applicants
  - G. Availability of Competitive New Start Funds
    - 1. Basic Center Program for Runaway and Homeless Youth
    - 2. Drug Abuse Education and Prevention Program for Runaway and Homeless Youth
  - H. Duration of Projects
  - I. Maximum Federal Award and Grantee Share of the Projects

## Part II: Evaluation Criteria

## Part III: Program Areas

- A. Basic Center Program for Runaway and Homeless Youth
- B. Drug Abuse Education and Prevention Program for Runaway and Homeless Youth (DAPP)

## Part IV: Application Process

- A. Assistance to Prospective Grantees
- B. Application Requirements
- C. Paperwork Reduction Act of 1980
- D. Notification Under Executive Order 12372
- E. Availability of Forms and Other Materials
- F. Application Consideration

## Part V: Application Content, Instructions, Assembly and Submission

## Part VI: Appendices

- A. Basic Center Program Performance Standards
- B. National Runaway Switchboard
- C. National Clearinghouse on Runaway and Homeless Youth
- D. Runaway and Homeless Youth Continuation Grantees
  - 1. Basic Center Program for Runaway and Homeless Youth
  - 2. Drug Abuse Prevention Program for Runaway and Homeless Youth
- E. Administration for Children and Families Regional Office Youth Contacts
- F. Training and Technical Assistance Providers
- G. State Single Points of Contact
- H. Basic Center Program Allocations by State
- I. Forms and Instructions

**Part I. General Information****A. Background on Runaway and Homeless Youth**

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

While living on the streets or away from home without parental supervision, these youth are highly vulnerable. They may become victims of street violence, or may be exploited by dealers of illegal drugs. Usually lacking marketable skills, they may be drawn into shoplifting, prostitution, or dealing drugs in order to earn money for food, clothing, and other daily expenses. Without a fixed address or regular place to sleep, they often drop out of school, forfeiting their opportunities to learn and to become independent, self-sufficient, contributing members of society. As street people, they may try to survive with little or no contact with

medical professionals, the result being that their health problems may go untreated and may worsen. Without the support of family, schools, and other community institutions, they may not acquire the personal values and work skills that will enable them to enter or advance in the world of work at other than the most minimal levels. Finally, as street people, they may create substantial law enforcement problems, endangering both themselves and the communities in which they are located. All these problems, real and potential, call for a comprehensive, nationwide, community-based program to address the needs of runaway and homeless youth.

**B. Legislative Authority**

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

Grants for the Drug Abuse Education and Prevention Program for Runaway and Homeless Youth are authorized under section 3511 of Public Law 100-690, the Anti-Drug Abuse Act of 1988 (Anti-Drug Abuse Act), which established the Drug Abuse Education and Prevention Program for Runaway and Homeless Youth, as amended by Public Law 102-132.

**C. Purpose, Goals and Objectives of the Federal Runaway and Homeless Youth Grant Programs****1. Basic Center Program for Runaway and Homeless Youth**

The overall purpose of the BCP is to provide financial assistance to establish or strengthen community-based centers that address the immediate needs (outreach, temporary shelter, food, clothing, counseling, aftercare, and related services) of runaway and homeless youth and their families. Services supported by this program are to be outside the law enforcement, the

child welfare, the mental health, and the juvenile justice systems. The program goals and objectives of Part A of the RHY Act are to:

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

**2. Drug Abuse Education and Prevention Program for Runaway and Homeless Youth**

The overall purpose of the DAPP is to help communities address the problem of drug abuse among runaway and homeless youth through the prevention, early intervention, and reduction of drug dependency. The specific goals and objectives of the program, as set forth in Section 3511 of the Anti-Drug Abuse Act, are to:

- a. Provide individual, family, and group counseling to runaway youth and their families and to homeless youth for the purpose of preventing or reducing the illicit use of drugs by such youth;
- b. Develop and support peer counseling programs related to the illicit use of drugs by runaway and homeless youth;
- c. Develop and support community education activities related to the illicit use of drugs by runaway and homeless youth, including outreach to individual youth;
- d. Provide runaway and homeless youth in rural areas with assistance (including the development of community support groups) related to the illicit use of drugs;
- e. Provide information and training regarding issues related to the illicit use of drugs by runaway and homeless youth to individuals providing services to these youth;
- f. Support research on illicit drug use by runaway and homeless youth, the effects on such youth of drug abuse by family members, and any correlation between such use and attempts at suicide; and
- g. Improve the availability and coordination of local services related to drug abuse for runaway and homeless youth.

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

**D. Definitions**

- 1. Under Part A of the RHY Act, which authorizes the BCP, the term

*homeless youth* means a person under 18 years of age who is in need of services and without a place of shelter where he or she receives supervision and care. This definition applies to all Basic Center projects and can be found in 45 CFR 1351.1(f).

2. The term *public agency* means any State, unit of local government, combination of such States or units, or any agency, department, or instrumentality of any of the foregoing. This definition applies to all runaway and homeless youth programs and can be found in section 3601(8) of the Anti-Drug Abuse Act, incorporating by reference section 103(11) of the Juvenile Justice and Delinquency Prevention Act of 1974, as amended.

3. The term *runaway youth* means a person under 18 years of age who absents himself or herself from home or place of legal residence without the permission of parents or legal guardian. This definition applies to all Basic Center programs and can be found in 45 CFR 1351.1(k).

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

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

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

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

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

#### E. Final Priorities

Section 364 of the Runaway and Homeless Youth Act (RHY Act) requires the Department to publish annually for public comment a proposed plan specifying priorities the Department will follow in awarding grants and contracts under the RHY Act. The proposed plan for FY 1995 was published in the **Federal Register** on Thursday, January 5, 1995, and requested comments and recommendations from the field.

##### 1. Public Comments in Response to the Proposed Priorities

The Family and Youth Services Bureau (FYSB) received 14 written responses from a number of sources, principally Runaway and Homeless Youth Program grantees, in nine different States. The responses were generally supportive and the following summarizes the major issues raised:

a. A number of respondents suggested that the change in the proposal due date from the "mailing receipt date" of FY 1994 to the "actual receipt date" of FY 1995 would be unfair to potential grantees from distant or insular areas. The FYSB appreciates these concerns.

The "mailing receipt date" of FY 1994 was the date by which proposals had to be delivered to the U.S. Postal Service and given a date stamp. In FY 1994, agencies had only 34 days in which to prepare and submit their proposals. That is, only 34 days intervened between the publication date of the **Federal Register** solicitation and the "mailing receipt date" for the proposals. The FYSB considered this a minimal time for proposal preparation and submission. Those proposals that were delivered to the U.S. Postal Service on the mailing receipt date itself typically arrived in Washington, DC., for review only several days and in some cases several weeks later. These late arrivals occasioned some disruptions in the review process.

In FY 1995, approximately 60 days will intervene between the publication date of the solicitation and the actual receipt date of the proposals by HHS in Washington, DC. The FYSB considers 60 days to be fully adequate for proposal preparation, mailing, and delivery.

b. A number of respondents supported the proposal to establish a minimum grant level of \$75,000 per year, while a somewhat larger number suggested that runaway and homeless youth in rural States, such as in Region VIII, might be deprived of services if all or almost all of a State's allocation went to just one site, leaving youth in distant sections of the State completely

unserved. The FYSB will adopt the goal of increasing funding to individual sites now receiving very small awards when possible, but will not establish a minimum at this time.

c. Most respondents agreed with the proposal to establish consolidated youth services demonstration programs that combined the services of the three traditional programs: the BCP, the DAPP, and the TLP. However, the proposal in the Administration's FY 1996 budget to consolidate all of the RHY programs into a single program, along with a variety of different proposals by the Congress, suggests to FYSB that it would be preferable to postpone implementation of this demonstration effort.

To the extent feasible, ACYF addressed these and all other public comments in preparing the final priorities. The final program priorities below reflect the changes made in the proposed priorities in light of the comments received.

##### 2. Final Program Priorities for Fiscal Year 1995

The final priorities are similar to those of earlier years in that the Department will award 90 percent or more of the funds appropriated under the BCP and approximately 90 percent of the funds appropriated under the DAPP and the TLP to grantees providing direct services to runaway and homeless youth.

The final priorities are further similar to those of earlier years in that the Department will award continuation funding to the National Communications System, to the ten Regional Training and Technical Assistance providers, and to a number of related program support activities.

The Final Program Priorities differ from those of earlier years in two major ways:

- The Family and Youth Services Bureau is adopting an approach to youth services that emphasizes comprehensive youth development over attempts to correct discrete dysfunctional behaviors of youth and their families, and
- The FYSB is adopting administrative changes designed for more efficient delivery of services and more stability among service providers.

##### a. Basic Center Program Grants

Approximately 340 Basic Center grants, of which about one-third will be competitive new starts and two-thirds will be non-competitive continuations, will be funded in FY 1995.

Eligible applicants for the new starts are current grantees with project periods

ending in FY 1995 and otherwise eligible applicants not holding current grants. The applications will be reviewed by State, and awards will be made during the last quarter of FY 1995 (July - September 1995).

Section 385(a)(2) of the Act requires that 90 percent of the funds appropriated under Part A (The Runaway and Homeless Youth Grant Program) be used to establish and strengthen runaway and homeless youth Basic Centers. Total funding under Part A of the Act for FY 1995 is approximately \$40.5 million. This sum, which is an increase over the FY 1994 level, triggers the provision in the Act calling for a minimum award of \$100,000 to each State, the District of Columbia, and Puerto Rico, and a minimum award of \$45,000 to each of the four insular areas: the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Marianas.

#### *b. Transitional Living Program Grants*

Part B, section 321 of the Runaway and Homeless Youth Act, as amended, authorizes grants to establish and operate transitional living projects for homeless youth. This program is structured to help older, homeless youth achieve self-sufficiency and avoid long-term dependency on social services. Transitional living projects provide shelter, skills training, and support services to homeless youth ages 16 through 21 for a continuous period not exceeding 18 months.

In FY 1995, approximately \$12.9 million is available for TLP direct service grants. Approximately \$6.3 million has already been awarded as new start FY 1995 funding to applicants that were successful in the competition conducted at the end of FY 1994, and the remaining \$6.6 million will be awarded as continuation funding to TLP grants awarded in FY 1994. Further, it is projected that all potential FY 1996 TLP funds will be awarded in the form of continuation grants. In consequence, no applications for new start Transitional Living Program grants will be solicited in FY 1995 for use of FY 1996 funds.

#### *c. National Communications System*

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

Non-competitive continuation funding will be awarded to the grantee in FY 1995.

#### *d. Support Services for Runaway and Homeless Youth Programs*

##### *(1) Training and Technical Assistance*

Part D, section 342 of the Act authorizes the Department to make grants to statewide and regional nonprofit organizations to provide training and technical assistance (T&TA) to organizations that are eligible to receive service grants under the Act. Eligible organizations include the Basic Centers authorized under Part A of the Act (The Runaway and Homeless Youth Grant Program) and the service grantees authorized under Part B of the Act (The Transitional Living Grant Program). Section 3511 of the Anti-Drug Abuse Act of 1988, which authorizes the Drug Abuse Prevention Program for Runaway and Homeless Youth (DAPP), also authorizes support for T&TA to runaway and homeless youth service providers. The purpose of this T&TA is to strengthen the programs and to enhance the knowledge and skills of youth service workers.

In FY 1994, the Family and Youth Services Bureau made ten Cooperative Agreement Awards, one in each of the ten Federal Regions, to provide T&TA to agencies funded under the three Federal programs for runaway and homeless youth (the BCP, the TLP, and the DAPP). Each Cooperative Agreement is unique, being based on the characteristics and different T&TA needs in the respective Regions. Each has a five-year project period that will expire in FY 1999.

Non-competitive continuation funding will be awarded to the ten T&TA grantees in FY 1995.

##### *(2) National Clearinghouse on Runaway and Homeless Youth*

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

- Collects, evaluates and maintains reports, materials and other products regarding service provision to runaway and homeless youth;
- Develops and disseminates reports and bibliographies useful to the field;
- Identifies areas in which new or additional reports, materials and products are needed; and

- Carries out other activities designed to provide the field with the information needed to improve services to runaway and homeless youth.

Non-competitive continuation funding will be awarded to sustain the Clearinghouse in FY 1995.

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

In FY 1992, a three-year contract was awarded to implement the Runaway and Homeless Youth Management Information System (RHYMIS) across three FYSB programs: The BCP, the TLP, and the DAPP. In FY 1993, using an existing computer-based, information gathering protocol, the contractor began providing training and technical assistance to these grantees in the use of the RHYMIS. The data generated by the system are used to produce reports and information regarding the programs, including information for the required reports to Congress on each of the three programs. The RHYMIS also serves as a management tool for FYSB and for the individual programs.

Non-competitive continuation funding for the RHYMIS will be an option in FY 1995.

##### *(4) Monitoring Support for FYSB Programs*

In FY 1992, FYSB began developing a comprehensive monitoring instrument and set of site visit protocols, including a peer-review component for the BCP, the TLP, and the DAPP. Pilot implementation of the instrument and related protocols began in FY 1993. Also in FY 1993 a new contract to provide logistical support for the peer review monitoring process was awarded, including nationwide distribution of the new materials. Use of the new instrument and peer review process during the first full year of operation has resulted in identification of a number of strengths and weaknesses among individual grantees. These findings have been used by the Regional T&TA providers as a basis for their activities.

Non-competitive continuation funding for the logistical contractor will be provided in FY 1995, and a new contract for the effort may be solicited in FY 1996.

##### *e. Research and Demonstration Initiatives*

Section 315 of the Act authorizes the Department to make grants to States, localities, and private entities to carry out research, demonstration, and service projects designed to increase knowledge concerning and to improve services for runaway and homeless youth. These

activities are important in order to identify emerging issues and to develop and test models which address such issues.

*(1) Services for Youth in Rural Areas*

Because of geographic distances, population density and, in some cases, cultural differences, it is difficult to provide effective services to runaway and homeless youth in rural areas. In many such areas, scarcity of funds and other resources precludes funding of separate, autonomous Basic Center programs. The need exists for innovative and effective models for the provision of runaway and homeless youth services in rural areas, including Indian reservations. The new models should make services accessible to youth without setting up inordinately expensive service agencies in low populated areas. In FY 1993, first-year funding was awarded to eight grants to develop such models. Non-competitive continuation funding was provided in FY 1994 and will be provided in FY 1995.

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

Over the past few years, considerable new knowledge and information has been developed concerning the runaway and homeless youth programs administered by FYSB, and concerning the youth and families served. The main sources of this new information are the Runaway and Homeless Youth Management Information System (RHYMIS), the results of RHY monitoring visits, and a number of evaluation studies underway or recently completed. The RHYMIS, monitoring reports, and the evaluation studies contain descriptions of FYSB's grantee agencies, along with detailed data on the youth and families served, such as demographic profiles, presenting problems, services provided, and service outcomes. There is need for analysis, synthesis, and interpretation of this new information that will be useful in development of RHY plans and policies for the Family and Youth Services Bureau.

A contract will be awarded in FY 1995 to analyze, synthesize, and develop the program and policy implications of the new information now becoming available. The study will be developed within a context of the most significant, current comprehensive theories of youth development. Proposals to conduct the study will be solicited from the eight Master Contractors for the "Policy and Program

Studies" consortium recently established by the Administration on Children, Youth and Families.

*f. Priority for a Comprehensive Youth Development Approach.*

Over the past several decades, the Federal government has established many programs designed to alleviate discrete problems identified among American youth. Examples are programs for school dropout prevention, juvenile delinquency prevention, abuse and neglect prevention, adolescent pregnancy prevention, youth gang prevention, drug abuse prevention, and compensatory programs to improve the performance of minority and non-English-speaking youth in the public schools. Among these many programs are the BCP, the DAPP, and the TLP.

A shared feature of all these programs is their emphasis on undesirable behavior, with a number of negative consequences. Youth "problems" are commonly used to define and blame, even to punish, the youth. Further, the labeling of a youth as a drug abuser or a delinquent may lead to interventions too narrow to take into account the full array of causes leading to the abuse or delinquency, such as parental neglect, school failure, or poverty. Practicing youth workers are well aware that "single-problem" youth are rare, and that interventions from many different perspectives, and supports, including funding, from many different sources, are required to effectively help troubled youth.

The disjointed services that often follow from this Federal pattern of categorical funding to correct undesirable behavior (funding that targets a single problem behavior of the youth) may be avoided if interventions are viewed from a "developmental" perspective. A developmental perspective views adolescence and youth as the passage from the almost total dependence of the child into the independence and self-sufficiency of the young adult. The various changes, stages, and growth spurts of the passage may be considered as the youth's natural, healthy responses to the challenges and opportunities provided by functional families, peers, neighborhoods, schools and churches. The tasks of youth services providers are seen, thus, not as correcting the "pathologies" of troubled youth, but rather as providing for the successive "needs" of maturing individuals: The psychological need to develop a clear self-identity; the sociological need to resolve disagreements through talking and not through flight or fighting; the economic need to prepare for and enter

into a career; and the familial needs for sharing, for trusting, for giving love and receiving love, for commitment, and for all that establishing a family entails.

This developmental approach will become central to all FYSB activities and programs over the next two years.

*g. Priorities for Administrative Changes*

To support the increased emphasis on youth development, a number of management or administrative changes will be implemented over the coming years:

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

- The Administration on Children and Families (ACF) will change the deadline for receipt of a Runaway and Homeless Youth grant application from the postal date of the application to the actual receipt date of the application by ACF. Applicants should carefully examine receipt dates in this announcement to assure that they meet deadlines in the manner prescribed.

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

- Where possible, FYSB will attempt to increase minimum grant funding levels to amounts sufficient to support the required youth services. However, no minimum levels will be established at this time and the recommendations of Regional staff will be considered in this matter. We suggest that all applicants examine carefully the program announcements to ensure that they request sufficient funds.

*F. Eligible Applicants*

The various legislative Acts authorizing the runaway and homeless youth programs addressed in this **Federal Register** announcement identify "eligible applicants" differently. Accordingly, the definition appropriate to each individual program is found in Part III of this announcement as a part of each program area description.

Basic Center Program grantees with one or two years remaining on their current awards and the expectation of continuation funding in FY 1995 may not apply for new Basic Center grants. Drug Abuse Prevention Program grantees with one or two years remaining on their current awards and the expectation of continuation funding in FY 1995 may not apply for new Drug Abuse Prevention Program grants. All remaining eligible applicants may apply for new grants for either or both of these two programs.

Applicants may refer to Part VI, Appendix D, for a listing of current grantees that are ineligible to apply under the respective grant programs.

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

#### *G. Availability of Competitive New-Start Funds*

The Administration on Children, Youth and Families expects to award approximately 540 new and continuation grants to serve runaway and homeless youth in FY 1995. Dollar amounts to be awarded by fiscal year and program are as follows:

##### 1. Basic Center Program for Runaway and Homeless Youth

The Administration on Children, Youth and Families expects to award approximately \$36.4 million in Basic Center Program grants in FY 1995. Of this total, approximately \$21.8 million will be awarded in the form of non-competitive continuations to current grantees, and the remaining approximately \$14.6 million will be available for competitive, new-start awards. In accordance with the RHY Act, the funds will be divided among the States in proportion to their respective populations under the age of 18. The FY 1995 funding level, which is an increase over the FY 1994 level, triggers the provision in the Act calling for a minimum award of \$100,000 to each State, the District of Columbia, and Puerto Rico, and a minimum award of \$45,000 to each of the four insular areas: the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Marianas.

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

Current Basic Center Program grantees having one or two years remaining in their project periods will receive instructions from their respective ACF Regional Offices on the procedures for applying for these continuation grants and should not respond to this announcement. These grantees are listed in Part VI, Appendix D.1, have project expiration dates in FY 1996 or 1997, and are not eligible to apply for new Basic Center grants.

Current Basic Center Program grantees with project periods ending by September 30, 1995, and all other eligible applicants not currently receiving Basic Center funds may apply for the new competitive grants under this announcement.

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

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

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

##### 2. Drug Abuse Education and Prevention Program for Runaway and Homeless Youth

In FY 1995, the Administration on Children, Youth and Families expects to award approximately \$4.5 million in new competitive Drug Abuse Prevention Program grants and \$6.6 million in non-competing continuation DAPP awards.

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

#### *H. Duration of Projects*

This announcement solicits applications for projects of up to three years duration (36-month project periods) for the BCP and the DAPP.

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

#### *I. Maximum Federal Award and Grantee Share of the Project*

The maximum amount of Federal funds for which an applicant can apply is specified in the program descriptions found in Part III of this announcement.

The legislation authorizing runaway and homeless youth programs requires that grantees provide a non-Federal match for Federal funds. In some cases, this non-Federal share is a percent of the total cost of the project and, in some cases, it is a percent of the Federal share. Specific non-Federal share requirements for each Priority Area are found in Part III of this announcement.

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

#### **Part II. Evaluation Criteria**

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

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

Pinpoint any relevant physical, economic, social, financial, institutional, or other problems requiring a solution. Demonstrate the need for the assistance and state the goals or service objectives of the project. Supporting documentation or other testimonies from concerned interests other than the applicant may be used. Give a precise location of the project

site(s) and area(s) to be served by the proposed project. Maps or other graphic aids may be attached. (The applicant should refer to Part I, Section C, of this announcement for a description of each program's purpose.)

**Criterion 2. Results or Benefits Expected (20 Points)**

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

**Criterion 3. Approach (35 Points)**

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

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

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

Legislation authorizing each of the Federal Runaway and Homeless Youth Programs requires that priority for funding be given to agencies with experience in providing direct services to runaway and homeless youth. In line with this requirement, BCP and DAPP applicants having three (3) or more years of continuous effort serving runaway and homeless youth in one or

more areas set forth in section 312 of the Act are eligible to receive an additional five (5) points on this criterion.

**Criterion 5. Budget Appropriateness (10 Points)**

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

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

**Part III. Program Areas**

**A. Basic Center Program for Runaway and Homeless Youth**

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

Grantees (including subgrantees) with current Basic Center grants who are eligible to apply for non-competitive continuation funding in FY 1995 may not apply for competitive new Basic Center grants under this announcement. Applicants may refer to Part VI, Appendix D.1 for a listing of current grantees which are ineligible for grants under this priority area.

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

**Program Purpose, Goals, and Objectives:** The Administration on Children, Youth and Families will award approximately 115 new service grants to establish or strengthen existing or proposed runaway and homeless youth Basic Centers. These programs must be locally controlled efforts that provide temporary shelter, counseling and related services to juveniles who have left home without permission of their parents or guardians or to other homeless juveniles.

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

**Background:** The Runaway Youth and Homeless Youth Act of 1974 was a response to widespread concern regarding the alarming number of youth who were leaving home without parental permission, crossing State lines, and who, while away from home, were exposed to exploitation and other dangers of street life.

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

Currently, approximately 60,000 youth annually receive shelter for an average of 12 nights and other ongoing services through ACYF-funded Basic Centers. The primary presenting problems of these youth include conflict with parents or other adults, including physical and sexual abuse; other family crises such as divorce, death, or sudden loss of income; and personal problems such as drug use, or problems with peers, school attendance and truancy, bad grades, inability to get along with teachers, and learning disabilities.

Low self-esteem is a major problem among this population. Half have a poor self image; somewhat less than half are depressed; and 10 percent are possibly suicidal.

After receiving ongoing services from shelter programs, approximately one half of the youth return to their families. One-third are provided alternative, but safe, long-term living arrangements. Five percent return to the streets, and 10



percent leave the centers with no known destination.

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

#### Objectives and Need for Assistance

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

2. Applicant must describe the conditions of youth and families in the area to be served, with an emphasis on the incidence and characteristics of runaway and homeless youth and their families. The discussion must consider matters of family functioning, along with the health, education, employment, and social conditions of the youth, including at-risk conditions or behaviors such as drug use, school failure, and delinquency.

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

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

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

#### Results and Benefits Expected

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

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

3. Applicant must discuss the expected impact of the project on the availability of services to runaway and homeless youth in the local community and indicate how the project will

enhance the organization's capacity to provide services that address the needs of runaway and homeless youth in the community.

#### Approach

1. Applicant must describe how the center's youth development approach or philosophy underlies and integrates all proposed activities, including provision of services to runaway and homeless youth and involvement of the youth's parents or legal guardians.

2. Applicant must describe how runaway and homeless youth and their families will be reached, and how services will be provided in compliance with the Program Performance Standards listed in Part VI, Appendix A.

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

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

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

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

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

8. Applicant must describe the center's plans for ensuring proper

coordination with law enforcement personnel, health and mental health care personnel, social service personnel, and welfare personnel.

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

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

11. Applicant must describe procedures for dealing with youth who have run from correctional institutions, and must show that procedures are in accordance with Federal, State and local laws.

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

13. Applicant must agree to gather and submit program and client data required by FYSB's Runaway and Homeless Youth Management Information System (RHYMIS). If applicant is a current recipient of a BCP or DAPP grant (expiring in FY 1995), applicant must describe the extent to which he or she now gathers and submits required data to the RHYMIS.

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

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

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

### Staff Background and Organizational Experience

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

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

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

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

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

### Budget Appropriateness

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

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

*Duration of Project:* This announcement solicits applications for Basic Center projects of up to three years duration (36-month project periods). Initial grant awards, made on

a competitive basis, will be for one-year (12-month) budget periods.

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

*Federal Share of Project Costs:* Priority will be given to applicants which apply for less than \$200,000 per year. The maximum Federal share for a 3-year project period is \$600,000.

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

### B. Drug Abuse Education and Prevention Program for Runaway and Homeless Youth (DAPP)

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

Grantees (including subgrantees) with current DAPP grants with 12 or more months remaining in their project periods may not apply for new DAPP grants under this announcement. Applicants may refer to Part VI, Appendix D.2. for a listing of current grantees which are ineligible to apply for grants under this priority area. No more than one grant per legal entity (organization) will be awarded under this priority area. Organizations submitting more than one application for DAPP funds must understand that only one application will be considered for funding.

Legislation authorizing each of the Federal Runaway and Homeless Youth Programs requires that priority for funding be given to agencies with experience in providing direct services to runaway and homeless youth. In line

with this requirement, applicants which have three (3) or more years of continuous effort serving runaway and homeless youth in one or more areas set forth in Section 312 of the Act are eligible to receive an additional five (5) points in this criterion. Applications claiming credit for this preference must include a statement of no more than one page documenting the relevant experience. Empirical or applied research experience is not considered direct service.

*Program Purpose, Goals and Objectives:* The Administration on Children, Youth and Families will award approximately 45 new grants to support services within a community to maintain, improve and/or expand drug abuse prevention, early intervention, and reduction of drug dependency services to runaway and homeless youth and their families. Applications are solicited under this priority area to carry out direct service projects designed to address the issue of drug abuse among runaway and homeless youth in the applicant's community as required by the goals and objectives set forth in the legislation and specified in Part I, section C.2. of this announcement.

Activities that may be maintained, improved and/or expanded through a DAPP grant include but are not necessarily limited to:

1. Improving networking and service coordination to increase the availability of services to runaway and homeless youth;

2. Expanding outreach activities, particularly street-based outreach programs;

3. Providing individual, family, group, and/or peer prevention and intervention counseling related to alcohol and other drug use;

4. Strengthening intake and assessment procedures for substance abuse at runaway and homeless youth shelters;

5. Coordinating services with drug treatment facilities and making referrals to treatment that are geared to the runaway and homeless youth population;

6. Providing aftercare and follow-up services to runaway and homeless youth with substance abuse problems who have received shelter and/or non-residential services;

7. Increasing staff knowledge and skills related to working with runaway and homeless youth with substance abuse problems by improving or accessing training opportunities;

8. Improving programming to address the unique cultural needs and concerns of minority runaway and homeless youth;

9. Involving and educating parents, siblings and peers of runaway and homeless youth receiving drug abuse prevention services;

10. Developing and implementing programs designed to reduce drug involvement among the target population by improving coping skills and reducing stress factors arising from such problems as homelessness, family dysfunction, and peer pressure; and

11. Establishing linkages with community mental health programs that will provide comprehensive substance abuse counseling and/or treatment to runaway and homeless youth.

Efforts that will not be funded under this priority area include research and demonstration projects on illicit drug use by runaway and homeless youth, and the direct provision of drug treatment services such as those services provided in a medical setting or by medical personnel.

This priority area is specifically targeted to runaway and homeless youth. Potential applicants interested in providing drug abuse prevention services to high-risk youth other than those who are runaways or homeless are encouraged to contact the Center for Substance Abuse Prevention (CSAP). For information on CSAP grant programs and other drug abuse prevention resources, applicants should contact the National Clearinghouse for Alcohol and Drug Information, P.O. Box 2345, Rockville, Maryland 20847-2345; telephone: 1-800-729-6686.

*Background:* Abuse of drugs has had an increasingly severe effect on runaway and homeless youth. In 1994, approximately 20 percent of youth entering the Basic Centers identified alcohol and other illicit drugs as a personal problem. Approximately the same percentage identified substance abuse by household members as a problem.

The Drug Abuse Education and Prevention Program (DAPP) provides Federal Assistance to comprehensively address the problem of drug involvement among runaway and homeless youth. Since the program's inception in 1989, ACYF has awarded approximately \$90 million in discretionary grants to approximately 475 agencies and organizations located throughout the United States, including Puerto Rico and the Virgin Islands.

While varying degrees of success have been reported by DAPP grantees, many of the most promising programs have implemented one or more of the following components:

1. Candid discussions between youth and street-wise peer counselors and/or recovering youth substance abusers who

can discuss addiction and recovery from their personal experience;

2. Sessions in which youth obtain accurate facts on any and all aspects of substance abuse and treatment;

3. Presentation of decision-making and self-assertiveness skills and techniques that assist youth in making independent choices and avoiding drug-involved friends and environments;

4. Counseling and/or other strategies for helping youth to understand both the underlying causes of drug use and the effect of drugs on them, their families, their peers and their communities;

5. Educational information that portrays the consequences of overdosing, the effects of drug withdrawal, and the increased chances of contracting the HIV virus and AIDS; and

6. The provision of specific and realistic information on various treatment options that are available, assistance in enrolling in such programs, and appropriate follow-up by the service provider.

*Minimum Requirements for Project Design:* As a part of addressing the evaluation criteria outlined in Part II of this announcement, applicants must address the following items in the program narrative sections of their applications.

#### Objectives and Need for Assistance

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

2. Applicant must discuss the rates of illicit drug use by juveniles, specifically addressing the incidence related to runaway and homeless youth in the community(ies) to be served and the availability (or lack) of services for runaway and homeless youth in those communities.

3. Applicant must identify the extent to which the proposed projects or activities will provide services in geographic areas where similar services are unavailable or in short supply.

4. Applicant must demonstrate an understanding of the issues related to alcohol and other drug abuse among runaway and homeless youth and the provision of services to that population.

#### Results and Benefits Expected

1. Applicant must identify the number of runaway and homeless youth and their families to be served, the types and quantities of services to be provided and how units of service will be defined and measured.

2. Applicant must discuss how the project will enhance or increase the capacity of the applicant to provide services to address the illicit use of alcohol and other drugs by runaway and homeless youth.

3. Applicant must describe the extent to which the project will maintain, increase or improve the community's level of services and/or the coordination of services for runaway and homeless youth.

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

#### Approach

1. Applicant must describe how the project's youth development approach or philosophy underlies and integrates all proposed activities, including provision of services to runaway and homeless youth and involvement of the youth's parents or legal guardians.

2. Applicant must describe how the program will maintain, improve, and/or expand direct alcohol and other drug abuse prevention, intervention and reduction services in their community.

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

4. Applicant must identify, when appropriate, the short-term prevention and intervention strategies to be used with runaway and homeless youth in temporary emergency shelters and explain the follow-up efforts to be implemented with the youth once they leave the shelters.

5. Applicant must discuss how the proposed project will be integrated with other services to runaway and homeless youth that are provided by the applicant or that are available in the community. In addition, applicant is encouraged to show evidence of collaboration with other agencies in the development of a comprehensive approach to service

delivery for runaway and homeless youth. Applicant must identify the organizations with which it will work and describe the contributions of these organizations to the project. A letter of commitment that indicates the level of responsibility and involvement must be included for each participating agency.

6. Applicant must identify and explain how the program will provide alcohol and other drug abuse prevention services to address the particular needs of runaway and homeless youth who are members of ethnic and racial minority groups, persons with limited ability to speak English and/or who are street youth.

7. Applicant must discuss the extent, if any, to which the project will incorporate new or innovative techniques.

8. Applicant must discuss plans for evaluating the project, including assessing the outcomes and accomplishments of the program and the service delivery models being implemented.

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

10. Applicant must agree to gather and submit program and client data required by FYSB's Runaway and Homeless Youth Management Information System (RHYMIS). If applicant is a current recipient of a BCP or DAPP grant (expiring in FY 1995), applicant must describe the extent to which he or she now gathers and submits required data to the RHYMIS.

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

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

#### Staff Background and Organizational Experience

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

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

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

#### Budget Appropriateness

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

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

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

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

*Federal Share of Project Costs:* Up to \$100,000 per year, which equals a maximum Federal share of \$300,000 for a 3-year project period.

*Applicant Share of Project Costs:* Drug Abuse Prevention Program grantees must provide at least 25 percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF share and the non-Federal share. The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. Therefore, a project requesting \$300,000 in Federal funds over a three-year project period (based on an award of \$100,000 per 12-month budget period) must include a match of at least \$100,000 (= 25 percent of \$400,000, the total approved cost of the project).

#### Part IV. Application Process

##### A. Assistance to Prospective Grantees

Potential grantees can receive informational assistance in developing applications from the appropriate ACF Regional Youth Contacts listed in Part VI, Appendix E, or from the Administration on Children, Youth and Families in Washington, D.C. (see address at the beginning of this announcement). Organizations may also receive information and technical assistance in preparing applications from the appropriate Training and Technical Assistance Provider grantee listed in Part VI, Appendix F.

##### B. Application Requirements

To be considered for a grant, each application must be submitted on the forms provided at the end of this announcement (see Part VI, section I of this announcement) and in accordance with the guidance provided below. The application must be signed by an individual authorized both to act for the applicant agency and to assume responsibility for the obligations imposed by the terms and conditions of the grant award.

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

##### C. Paperwork Reduction Act of 1980

Under the Paperwork Reduction Act of 1980, Public Law 96-511, the Department is required to submit to the Office of Management and Budget (OMB) for review and approval any reporting and record-keeping requirements in regulations, including

program announcements. This program announcement does not contain information collection requirements beyond those approved for grant applications under OMB Control Number 0348-0043.

*D. Notification Under Executive Order 12372*

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

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

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

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

When comments are submitted directly to ACF, they must be addressed to: Department of Health and Human Services, Administration for Children and Families, Division of Discretionary

Grants, 370 L'Enfant Promenade, SW, Washington, DC 20447.

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

*Availability of Forms and Other Materials*

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

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

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

*F. Application Consideration*

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

Non-Federal experts will review the applications based on the Evaluation Criteria listed in Part II of this announcement and the specific Minimum Requirements for Project Design contained in Part III of this announcement, and will assign a score

to each application. Both Central and Regional office staff will conduct administrative reviews of the applications and the results of the competitive reviews and will select those applications to be recommended for funding to the Commissioner, ACYF.

The Commissioner will make the final selection of the applicants to be funded. As required by runaway and homeless youth legislation, priority for funding will be given to agencies with demonstrated experience in providing direct services to runaway and homeless youth. However, current grantees ending three-year funding periods, and applying as new applicants for funds under this program announcement, are reminded that when the current project periods end so does the funding agency's obligation for future awards. Criterion 3, Approach, requires applicants to specifically discuss how their projects will be maintained after termination of Federal support.

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

Grant awards for Basic Center Program and Drug Abuse Prevention Program Grants will be made by September 30, 1995. Successful applicants will be notified through the issuance of a Financial Assistance Award which will set forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided, and the total project period for which support is contemplated. Organizations whose applications will not be funded will be notified of that decision in writing by the Commissioner of the Administration on Children, Youth and Families. Every effort will be made to notify all unsuccessful applicants as soon as possible after final decisions are made, including grantees whose three-year project periods end in FY 1995.

Applicants applying for more than one runaway and homeless youth grant (Basic Center Program (BCP), Drug Abuse Prevention Program (DAPP))

must submit separate and complete applications for each program. BCP and DAPP applications that combine the two programs in a single proposal will not be reviewed.

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

#### A. Content, Instructions, and Assembly of Applications

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

1. Application for Federal Assistance (Standard Form 424, REV 4-88) (page i). Follow the instructions in Part VI, Appendix I. In Item 8 of Form 424, check "New." In Item 10 of the 424, clearly identify the Catalog of Federal Domestic Assistance Program Number and Title for the program for which funds are being requested (93.623, Basic Center Program for Runaway and Homeless Youth; 93.657, Drug Abuse Education and Prevention Program for Runaway and Homeless Youth). In Item 11 of the 424, identify the Program Area (IIIA or IIIB) and the program name [(Basic Center Program (BCP) or Drug Abuse Prevention Program (DAPP))] which the application is addressing.

2. Budget Information (Standard Form 424A, REV 4-88) (pages ii-iii). Follow the instructions in Part VI, Appendix I.

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

4. Assurances—Non-Construction Programs (Standard Form 424B, REV 4-88) (pages vi-vii). Certification Regarding Drug-Free and Smoke-Free Workplace, Certification Regarding Debarment, Certification Regarding Lobbying, and Certification Regarding Environmental Tobacco Smoke. Of these forms, only the Standard Form 424B and the Certification Regarding Lobbying need to be signed and returned with the application. By signing and submitting its application each applicant is certifying its compliance with the Drug-Free and Smoke-Free Workplace and Debarment certification requirements included in this announcement.

5. Program Narrative Statement (pages 1 and following; 40 pages maximum, double-spaced). Use the Evaluation Criteria in Part II as a way to organize the Narrative. Be sure to address all the specifics contained in the appropriate Program Area Description in Part III, especially the information described under Minimum Requirements for Project Design.

The pages of the narrative statement must be numbered and are limited to 40 typed pages, double spaced, printed on only one side, with at least ½ inch margins. Applications which contain a program narrative statement longer than 40 double-spaced pages will not be reviewed or considered for funding. In addition, please note that previous attempts by applicants to circumvent space limitations or to exceed page limits by using small print have resulted in negative responses from reviewers because of the difficulty in reviewing the application. It is in the best interest of the applicants to ensure that the narrative statements are easy to read, logically developed in accordance with evaluation criteria, and adhere to page limitations.

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

7. Supporting Documents (pages SD-1 and following). The maximum for supporting documentation is 10 pages, double spaced, exclusive of letters of support or agreement. These documents might include résumés, photocopies of newspaper clippings, evidence of the program's efforts to coordinate youth services at the local level, etc. Documentation over the ten page limit will not be reviewed. Applicants may include as many letters of support or agreement as are appropriate.

#### B. Application Submission

To be considered for funding, each applicant must submit one signed

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

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

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

#### Program and Closing Date

BCP, June 16, 1995

DAPP, June 30, 1995

Applications should be submitted to the following address: Department of Health and Human Services, Administration for Children and Families, Division of Discretionary Grants, 370 L'Enfant Promenade, SW., Aerospace Building, 6th Floor, Washington, DC 20447. Attn: Maiso Bryant, ACF-95-ACYF/RHYP. (Hand delivered applications will be accepted during the normal working hours of 9 a.m. to 5:30 p.m., Monday through Friday.)

Hand delivered applications are accepted during the normal working hours of 8 a.m. to 4:30 p.m., Monday through Friday, on or prior to the established closing date at:

Administration for Children and Families, Division of Discretionary Grants, 6th Floor, ACF Guard Station, 901 D Street, SW., Washington, DC 20047

Envelopes containing applications must clearly indicate the specific program that the application is addressing: Basic Center Program (BCP); Drug Abuse Prevention Program (DAPP).

**Deadline.** Applications will be considered as meeting the deadline if they are received on or before the RECEIPT date at the above address. *Please note that this is a departure from the traditional approach of using postmarks instead of actual receipt dates to determine eligibility of applications for review.*

**Late Applications.** Applications which do not meet the criteria stated above and are not received by the RECEIPT date are considered late

applications. The Administration for Children and Families (ACF) will notify each late applicant that its application will not be considered in the current competition.

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

*(Catalog of Federal Domestic Assistance. Number 93.623, Basic Center Program for Runaway and Homeless Youth; Number 93.657, Drug Abuse Education and Prevention Program for Runaway and Homeless Youth)*

Dated: April 13, 1995.

**Joseph A. Mottola,**

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

## Part VI. Appendices

### Appendix A. Basic Center Program Performance Standards

#### *Program Performance Standards*

#### I. Purpose

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

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

*Program Performance Standard:* The general principle against which a judgment can be made to determine whether a service or an administrative component has achieved a particular level of attainment.

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

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

Fourteen program performance standards, with related criteria, are

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

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

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

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

#### II. Program Performance Standards and Criteria

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

##### 1. Outreach

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

##### 2. Individual Intake Process

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

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

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

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

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

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

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

##### 3. Temporary Shelter

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

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

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

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

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

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

##### 4. Individual and Group Counseling

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

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

shelter basis and requesting such counseling.

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

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

#### 5. Family Counseling

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

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

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

#### 6. Service Linkages

The project shall establish and maintain linkages with community agencies and individuals for the provision of those services which are required by youth and/or their families but which are not provided directly by the centers.

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

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

#### 7. Aftercare Services

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

#### 8. Recreational Program

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

#### 9. Case Disposition

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

a. To the extent feasible, the project shall provide for the active involvement

of the youth, the parent(s) or legal guardian, and the staff in determining what living arrangement constitutes the best interest of each youth.

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

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

#### 10. Staffing and Staff Development

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

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

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

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

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

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

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

#### 11. Youth Participation

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

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

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

#### 12. Individual Client Files

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

a. The client file maintained on each youth should, at a minimum, include an

intake form which minimally contains the basic background information needed by FYSB; counseling notations; information on the services provided both directly and through referrals to community agencies and individuals; disposition data; and, as applicable, any follow-up and evaluation data which are compiled by the center.

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

#### 13. Ongoing Center Planning

The center shall develop a written plan at least annually.

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

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

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

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

#### 14. Board of Directors/Advisory Body (Optional)

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

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

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

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



### Appendix B. National Runaway Switchboard

The National Runaway Switchboard:

- Facilitates communication among youth, their families and youth and community-based resources through conference calling services.
  - Provides crisis intervention counseling and message delivery services to at-risk youth and their families.
  - Provides information and referral services to at-risk youth and their families on youth serving agencies using a computerized national resource directory.
  - Conducts an annual conference for local switchboard service providers.
- The Switchboard distributes information brochures, posters, a newsletter, and public service announcements. For more information, contact the National Runaway Switchboard, 3080 North Lincoln, Chicago, IL 60657.

### Appendix C. National Clearinghouse on Runaway and Homeless Youth

The Family and Youth Services Bureau (FYSB) established NCRHY in June 1992 in response to the need for a central source of information on runaway and homeless youth and the provision of services to that client population. As a national resource for youth service professionals, policymakers and the general public, NCRHY offers the following specific services:

Through its information line, bibliographic and FYSB program databases and special mailings, NCRHY distributes information about successful program approaches, available resources and current activities relevant to runaway and homeless youth organizations.

NCRHY develops semi-annual briefing packages to inform the field about new developments, ideas and issues related to services to runaway and homeless youth. It also produces informational packets on FYSB programs and reports on critical issues, best practices and model programs.

NCRHY facilitates FYSB-sponsored forums, bringing together experts in the field to discuss critical issues and develop strategies for addressing the causes and consequences of runaway episodes and homelessness.

NCRHY will assist FYSB in collaborating with national, State and local organizations on youth-related policy and program initiatives.

For more information, please contact the National Clearinghouse on Runaway and Homeless Youth, P.O. Box 13505,

Silver Spring, Maryland 20911-3505, telephone (301) 608-8098.

### Appendix D. Runaway and Homeless Youth Continuation Grantees

The following grantees are expected to receive continuation grants in FY 1995 and are NOT eligible to apply for funds under this announcement.

#### *D.1: Basic Center Programs for Runaway and Homeless Youth Grantees Ineligible for New FY 1995 Funding*

#### Region I

##### Connecticut

The Bridge Family Center, Inc., 90 North Main Street, West Hartford, CT 06107, David Johnson, (203) 521-8035  
 The Youth Shelter, One Salem Street, Cos Cob, CT 06830, Shari Shapiro, (203) 661-2599  
 Youth Continuum (Douglas House Shelter), P.O. Box 2033, New Haven, CT 06521, David Sorensen, (203) 562-3396

##### Maine

New Beginnings, 436 Main Street, Lewiston, ME 04240, Robert Rowe, (207) 795-4077

##### Massachusetts

Life Resources, 199 State St., 5th Fl., Boston, MA 02104, David Kaufer, (508) 584-0500  
 Concord-Assabet Family and Adolescent Services, Inc., 56 Winthrop Street, Concord, MA 01742, Stephen A. Joffe, (508) 371-3006  
 L.U.K. Crisis Center, Inc., 99 Day Street, Fitchburg, MA 01420, Ernest M. Pletan-Cross, (508) 345-0658  
 The Bridge Over Troubled Waters, 47 West Street, Boston, MA 02111, Sister Barbara Whelan, (617) 423-9575  
 Brookline Community Mental Health Center, 43 Garrison Road, Brookline, MA 02146, Cynthia Price, (617) 277-8107  
 ServiceNet, Inc., 17 New South Street, Northampton, MA 01060, James Reis, (413) 586-8680

##### New Hampshire

Community Youth Advocates, 88 Pleasant Street, Claremont, NH 03743, Rodney Minckler, (603) 543-0427

##### Rhode Island

Stopover Services of Newport County, 2538 East Main Road, Portsmouth, RI 02871, Peter Marshall, (401) 683-1824

#### Region II

##### New Jersey

Atlantic County Department of Social Services, 101 So. Shore Road, Northfield, NJ 08225, Don Leeds, (609) 645-5862

Somerset Youth Shelter, 49 Brahma Avenue, Bridgewater, NJ 08807, Jeffrey Fetzko, (201) 526-6605  
 Together, 7 State Street, Glassboro, NJ 08028, Susan Sasser, (609) 881-6100  
 Tri-County Youth Services (Project Youth Haven), 435 Main Street, Paterson, NJ 07501, Gail Manning, (201) 881-0280  
 Ocean's Harbor House, 2445 Windsor Avenue, Toms River, NJ 08754, Lynn Hahm, (201) 929-0660  
 Youth Coordinating Council, Kennedy Memorial Hospital, 2201 Chapel Avenue West, Cherry Hill, NJ 08002, Ruth Hoskins, (609) 667-6525

##### New York

Family and Community Services, 41 West Main Street, Cobleskill, NY 12043, Tom Meyer, (518) 234-3581  
 Oneida County Community Action Agency, 303 West Liberty Street, Rome, NY 13440, Treva Wood, (315) 339-5640  
 Cortland County Community Action Program (Time Out Program), 23 Main Street, Cortland, NY 13045, Lenn Ann Underwood, (607) 753-6781  
 The Salvation Army, 749 S. Warren Street, Syracuse, NY 13202, Roberta Schofield, (315) 479-1323  
 Westchester County Youth Bureau, 150 Grand Street, 6th Fl., White Plains, NY 10601, Toni Collarini, (914) 285-2745  
 County of Nassau, One West Street, Mineola, NY 11501, Ann M. Irvin, (516) 571-5893  
 Dutchess County YMCA, Eastman Park, Poughkeepsie, NY 12601, Karen Pietrasanta, (914) 485-1001  
 Center for Youth Services, 258 Alexander Street, Rochester, NY 14607, Frank Petrus, (716) 473-2464  
 Hillside Children's Center, 1183 Monroe Avenue, Rochester, NY 14620, James Cotter, (716) 473-5150  
 Catholic Charities of Ogdensburg, 380 Arlington Street, Watertown, NY 13601, Ann Boulter-Davis, (315) 788-4330  
 Society for Seamen's Children (Center for Youth and Families), 25 Hyatt Street, Staten Island, NY 10301, Ann Deinhardt, (718) 447-7740  
 Putnam County Youth Bureau, 110 Old Route Six Center, Carmel, NY 10512, Robert Bondi, (914) 225-6316  
 Family and Children's Service of Niagara, 826 Chilton Avenue, Niagara Falls, NY 14301, Gerald Kozak, (716) 693-9961

##### Puerto Rico

Centros Sor Isolina Ferre, Box 213, Playa Station, Ponce, PR 00734, Sister Rosita Bauza, (809) 843-1910  
 Centro De Servicios A La Juventud, Box 9368 Cotto Station, Arecibo, PR

00613, Nidna Torres-Martinez, (809) 878-6776  
The Salvation Army, 1327 Americo Miranda Avenue, Caparra Terrace, Rio Piedras, PR 00921, Nestor Nuesch, (809) 781-6883

**Region III***Delaware*

Aid in Dover, 838 Walker Rd., Suite 2B-1, Dover, DE 19901, Beverly Williams, (302) 734-7610

*District of Columbia*

Sasha Bruce Youthwork, 1022 Maryland Avenue, N.E., Washington, DC 20002, Deborah Shore, (202) 675-9340

*Maryland*

Walden/Sierra, Inc., St. Andrews Church Road, P.O. Box 1238, California, MD 20619, Carl Loffler, (301) 475-4464  
Southern Area Youth Services, 4305 St. Barnabas Road, Temple Hills, MD 20748, Robert Jones, (301) 702-9731  
Youth Resources Center, (Second Mile House), 4307 Jefferson Street, Hyattsville, MD 20781, Holger Kjeldsen, (301) 864-9735  
Fellowship of Lights, Inc., 1300 North Calvert Street, Baltimore, MD 21202, Ross Pologe, (301) 837-8155  
Boys & Girls Home of Maryland, Inc., 9601 Colesville Road, Silver Spring, MD 20901, Quanah Parker, (301) 589-8444

*Pennsylvania*

Council of Three Rivers American Indian Center, 200 Charles Street, Pittsburgh, PA 15238, Russell Simms, (412) 782-4457  
Youth Services of Bucks County, Neshaminy Manor Center, Almshouse Building, Doylestown, PA 18901, Roger Dawson, (215) 257-2945  
Centre County Youth Service, 410 South Fraser Street, State College, PA 16801, Norma Keller, (814) 237-5731  
Valley Youth House Committee, 827-829 Linden Street, Allentown, PA 18101, David Gilgoff, (215) 691-1200  
Whale's Tale, 250 Shady Avenue, Pittsburgh, PA 15206, Christopher Smith, (412) 661-1800  
Family and Children's Services, 2022 Broad Avenue, Altoona, PA 16601, Jackie Sutton, (814) 944-3583  
Youth Services, Inc., 410 N. 34th Street, Philadelphia, PA 19104, Laurien D. Ward, (215) 222-3262

*Virginia*

Seton House, Inc., 642 North Lynnhaven Road, Virginia Beach, VA 23452, Kathy Jeffries, (804) 498-4673  
Children, Youth and Family Services, 116 West Jefferson Street,

Charlottesville, VA 22902, Cathy Bodkin, (804) 296-4118  
Family and Children's Services, 1518 Willow Lawn Drive, Richmond, VA 23230, Richard J. Lung, (804) 282-4255  
Loudoun County Youth Shelter, 16450 Meadowview Court, Leesburg, VA 22075, Jerry Tracy, (703) 771-5300  
Alternative House, 2136-G Gallows Road, Dunn Loring, VA 22027, Jim Warwick, (703) 698-7062  
The Campagna Center (This Way House), 418 South Washington Street, Alexandria, VA 22314, Katherine L. Morrison, (703) 549-0111

**Region IV***Alabama*

Group Homes, Inc., 1426 S. Court Street, Montgomery, AL 36104, George Hoyt/Martha Nachman, (334) 262-2953  
Family Connection, Inc., P.O. Box 1261, Alabaster, AL 35007, Susan Johnston, (205) 663-6301  
Marshall County Attention Home, P.O. Box 952, Guntersville, AL 35976, Ramona Collins, (205) 582-0377

*Florida*

Crosswinds Youth Services, P.O. Box 540625, Merritt Island, FL 32954-0625, Jan Lokay, (305) 452-8988  
Family Resources, Inc. (Youth & Family Connection), P.O. Box 13087, St. Petersburg, FL 33733, Jane Harper, (813) 893-1150  
Lutheran Ministries (Gulf Coast Youth and Family Services), 4610 W. Fairfield Drive, Pensacola, FL 32506, Neil Pape, (904) 453-2772  
Switchboard of Miami (Family P.A.C.T.), 75 SW. 8th Street, Miami, FL 33130, Shirley Aron, (305) 358-1640  
Corner Drugstore (Interface), 1300 Northwest 6th Street, Gainesville, FL 32601, Karen Crapo, (904) 334-3800  
Miami Bridge, Inc., 2810 NW. South River Drive, Miami, FL 33125, Chilton Harper, (305) 635-8953  
Lutheran Ministries (Lippman Family Center), 221 Northwest 43rd Court, Oakland Park, FL 33309, Donald Carey, (305) 568-2801  
YMCA Youth and Family Services, 41 N. School Avenue, Sarasota, FL 34237, Jack Greer, (813) 955-5596  
Anchorage Children's Home (Hidle House), 707 MLK, Jr. Blvd., Panama City, FL 32401, Barbara Cloud, (904) 763-7102

Orange County Department of Human Services, 1718 East Michigan Avenue, Orlando, FL 32806, Mike Robenson, (407) 836-7675

Lutheran Ministries (Gulf Coast/Currie House), 3507 Frontage Road, Tampa,

FL 33607-1776, Richard Eissfeldt, (813) 288-9550

*Georgia*

The Alcove, 507 East Church Street, Monroe, GA 30655, Gail Bayes, (404) 267-9156  
Tri-County Protective Agency, P.O. Box 1937, Hinesville, GA 31313, Rita Campbell, (912) 368-9200  
Safe Harbor Children's Shelter, P.O. Box 1313, Brunswick, GA 31521, Kate Minnock, (912) 267-6000  
Open Arms (The Bridge), P.O. Box 71562, Albany, GA 31708, April Lott, (912) 432-3378  
Children's Emergency Shelter, 127 West Church Street, Cartersville, GA 30120, Teresa Ramey, (404) 387-1143  
Greenbriar Children's Center, 3709 Hopkins Street, Savannah, GA 31405, Yvette Johnson-Hagins, (912) 234-3431

*Kentucky*

YMCA Center for Youth Alternatives, 1410 South First Street, Louisville, KY 40208, Kevin Connelly, (502) 635-5233  
Lexington-Fayette Urban County Government, 200 East Main Street, Lexington, KY 40507, Pam Miller, (606) 252-3126

*Mississippi*

Catholic Charities, P.O. Box 2248, Jackson, MS 39225-2248, Linda Raff, (601) 355-8634  
Mississippi Children's Home Society, P.O. Box 1078, Jackson, MS 39215, Christopher Cherney, (601) 352-7784  
Mississippi Children's Home Society, (Warren County Children's Shelter), P.O. Box 1078, Jackson, MS 39215, Christopher Cherney, (601) 352-7784

*North Carolina*

Youth Focus, Inc., 301 E. Washington St., Ste. 202, Greensboro, NC 27401, Charles Hoderne, (910) 333-6858  
Lee County Youth Services, P.O. Box 57, Sanford, NC 27331-0057, Todd Edwards, (919) 774-9515  
Haven House, 401 E. Whitaker Mill Road, Raleigh, NC 27608, Michael Rieder, (919) 856-6368  
Catholic Social Services, P.O. Box 10962, Winston Salem, NC 27108, David Harold, (910) 727-0705  
Buncombe Shelter, Inc. (Trinity Place), 12 Ravenscroft Drive, Asheville, NC 28801, Dean Vick, (704) 253-7233

*South Carolina*

Dept. of Youth Services (Crossroads), 4360 Headquarters Road, N. Charleston, SC 29405, Greg Leighton, (803) 744-3381  
Dept. of Youth Services (Hope House), 1940 Shivers Road, Columbia, SC

29210, Marilyn McEachern, (803) 731-1694  
Dept. of Youth Services (Greenhouse),  
529 N. Wise Drive, Sumter, SC 29150,  
Howard McFadden, (803) 775-3311

#### Tennessee

Child and Family Services, 114  
Dameron Avenue, Knoxville, TN  
37917, Charlie Gentry, (615) 524-7483  
Gardner House, 317 Oak Street,  
Chattanooga, TN 37403, Tom  
Edwards, (615) 755-2725  
The Family Link, P.O. Box 40437,  
Memphis, TN 38174-0437, Marian  
Carruth, (901) 725-7270

#### Region V

##### Illinois

Youth Outreach Services, 6417 W.  
Irving Park Road, Chicago, IL 60634,  
William Southwick, (312) 777-7112  
Teen Living Programs (Foundation  
House), 3179 N. Broadway, Chicago,  
IL 60657, Deborah Hinde, (312) 883-  
0025  
The Harbour, 1480 Renaissance Drive,  
Park Ridge, IL 60068, Mary Eichling,  
(708) 297-8540  
LaSalle County Youth Service Bureau,  
424 West Madison Street, Ottawa, IL  
61350, Dave McClure, (815) 433-3953  
Project OZ, 502 South Morris Avenue,  
Bloomington, IL 61701, Peter  
Rankaitis, (309) 827-0377  
Aunt Martha's, 4343 Lincoln Highway,  
Matteson, IL 60443, Daniel Strick,  
(708) 747-2701  
Travelers and Immigrants Aid, 208 S.  
LaSalle, Suite 1818, Chicago, IL  
60604, Sid Mohn, (312) 528-7767

##### Indiana

Youth Service Bureau of St. Joseph  
County, 2222 Lincoln Way West,  
South Bend, IN 46628, Bonnie  
Strycker, (219) 235-9231  
Stopover, Inc., 2236 E. 10th Street,  
Indianapolis, IN 46201-2099,  
Elizabeth Malone, (317) 635-9301  
Clark County Youth Shelter, 118 East  
Chestnut Street, P.O. Box 886,  
Jeffersonville, IN 47131, Candice  
Chaney, (812) 284-5229  
Monroe County Youth Service Bureau,  
1310 East Atwater Avenue,  
Bloomington, IN 47401, Tim Tilton,  
(812) 333-3506  
Crisis Center, Inc. (Alternative House),  
101 N. Montgomery Street, Gary, IN  
46403, Shirley Caylor, (219) 938-7070

##### Michigan

Comprehensive Youth Services (The  
Harbor), 3061 Commerce Drive, Suite  
2, Port Huron, MI 48060, Sally Currie,  
(313) 385-7010  
Cory Place, 1218 Washington Avenue,  
Bay City, MI 48708, Raul Gonzales,  
(517) 895-5563

Saginaw County Youth Council, P.O.  
Box 3191, Saginaw, MI 48605, Ronald  
Spess, (517) 752-5175  
Northeast Michigan Community,  
Service Agency, 2373 Gordon Road,  
Alpena, MI 49707, John Swise, (517)  
356-3474

League of Catholic Women (Off The  
Streets), 10612 E. Jefferson, Detroit,  
MI 48201, David Suttner, (313) 831-  
1000

Advisory Centers (The Bridge), 1115  
Ball Avenue, NE., Grand Rapids, MI  
49505, Nancy Ayers, (616) 451-3001  
Ozone House, 608 N. Main Street, Ann  
Arbor, MI 48104, Paul Wood, (313)  
662-2265

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

Bethany Christian Services, 6995 W.  
48th Street, Fremont, MI 49412, Dale  
A Painter, (616) 924-3390

Catholic Family Services, 1819 Gull  
Road, Kalamazoo, MI 49001, Frances  
Denny, (616) 381-9800

The Sanctuary, 132 Franklin Boulevard,  
Pontiac, MI 48341, Meri Pohutsky,  
(313) 547-2260

Genesee County Youth Corporation, 914  
Church Street, Flint, MI 48502, Jo  
Davis, (313) 233-8700

Gateway Community Services (Higher  
Ground), 910 Abbott Road, Suite 100,  
East Lansing, MI 48823, Donna  
Spence, (517) 351-4000

##### Minnesota

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

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

Lutheran Social Services (Bethany Crisis  
Center), 9239 Odaho Street, Duluth,  
MN 55808, John Moline, (218) 626-  
2726

Minneapolis Youth Diversion Program  
(Project Offstreets), 1905 Third  
Avenue South, Minneapolis, MN  
55404, Jeremy Lane, (614) 871-3613

Mountain Plains Youth Services  
(Youthworks), 715 11th Street North,  
Moorhead, MN 56560, Doug Herzog,  
(218) 233-7990

##### Ohio

Children's and Family Service, 535  
Marmion Avenue, Youngstown, OH  
44502, Gerald Janosik, (216) 782-5664

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

Center for Children and Youth Services,  
42707 North Ridge Road, Elyria, OH  
44035, John Ollerton, (216) 323-3400

Daybreak, Inc., 50 Theobald Court,  
Dayton, OH 45410, Kipra Heermann,  
(513) 461-1000

Free Medical Clinic of Greater  
Cleveland (Safe Space Station), 12201  
Euclid Avenue, Cleveland, OH 44106,  
W. Martin Hiller, (216) 721-4010

Lighthouse Youth Services, 1527  
Madison Road, Cincinnati, OH 45206,  
Robert Mecum, (513) 221-3350

Lutheran Metropolitan Ministries, Inc.,  
1468 West 25th Street, Cleveland, OH  
44113, Thomas Sutton, (216) 241-  
4791

Specialized Alternatives for Families  
and Youth, 10100 Elida Road,  
Delphos, OH 45833, Bruce Maag,  
(419) 695-8010

Connecting Point, 525 Hamil Road,  
#302B, Toledo, OH 43602, Juania  
Price, (419) 243-6326

##### Wisconsin

Innovative Youth Services, 1030  
Washington Avenue, Racine, WI  
53403, Burt Kintzler, (414) 632-0424

Wisconsin Association for Runaway  
Services, 2318 E. Dayton Street,  
Madison, Wisconsin 53704, Patricia  
Balke, (608) 241-2649

Walker's Point Youth and Family  
Center, 2030 W. National Avenue,  
Milwaukee, WI 53204, Andre Olton,  
(414) 672-5300

#### Region VI

##### Arkansas

Centers for Youth and Families  
(Stepping Stone), 6501 W. 12th Street,  
Little Rock, AR 72204, Richard Hill/  
Janie Isom, (501) 666-9066

Consolidated Youth Services, 4220  
Stadium Boulevard, Jonesboro, AR  
72401, Cecil Province, Jr./Bonnie  
Smith, (501) 972-1110

##### Louisiana

Tangipahoa Youth Service Bureau, 1826  
River Road, Hammond, LA 70401,  
Jeanne Voorhees, (504) 345-1171

ETC Harbour House, P.O. Box 864, Lake  
Charles, LA 70602, Martha Parnell,  
(318) 433-1062

Father Flanagan's Boys' Home, New  
Orleans, LA 68010, Fr. Val J. Peter,  
(402) 498-1000

Our House, Inc., P.O. Box 7496, Monroe,  
LA 71211, Carol Christopher, (318)  
387-2186

##### New Mexico

Youth Development, 1710 Centro  
Familiar SW., Albuquerque, NM  
87105, Augustine C. Baca, (505) 873-  
1604

Youth Shelters and Family Services,  
P.O. Box 8135, Santa Fe, NM 87504,  
Vic Vandegriff/Cynthia Gonzales,  
(505) 983-0586

##### Oklahoma

Youth Services of Oklahoma County,  
201 NE. 50th Street, Oklahoma City,

OK 73105, Ken Young, (405) 235-7537  
Payne County Youth Services, 2224 W. 12th, Stillwater, OK 74076, John Bracken, (405) 377-3380  
Northwest Family Services, Inc., 628 Flynn, Alva, OK 73717, John R. Jones, (405) 327-2900

#### Texas

El Paso Center for Children, 3700 Altura, El Paso, TX 79930, Sandy Rioux, (915) 565-8361  
YMCA of Dallas, 601 N. Akard Street, Dallas, TX 75201, Kathy Rod, (214) 954-0655  
The Bridge Association, 115 West Broadway, Fort Worth, TX 76104, Cindy Honey, (817) 332-8317  
Central Texas Youth Services Bureau, 703 Parmer Street, P.O. Box 185, Killeen, TX 76540, Keith Wallace, (817) 634-2085  
The Children's Center, 2127 Avenue M, Galveston, TX 77550, Terry Keel, (409) 765-5212  
Harris County Children's Protective Services (Chimney Rock Center), 6425 Chimney Rock Road, Houston, TX 77081, Ann Hibbert, (713) 664-5701  
Promise House, 236 W. Page Street, Dallas, TX 75208, Lynn Stallings, (214) 941-8578  
Grayson County Juvenile Alternatives, P.O. Box 1625, Sherman, TX 75091, Pam Johnson, (903) 893-4717  
Father Flanagan's Boys' Home, San Antonio, TX 78204, Marcel Lue, (210) 271-3131  
Middle Earth Youth Options, 3816 S. First Street, Austin, TX 78704, Mitch Weynand, (512) 447-5639  
Sand Dollar, 527 Spring Drive, Pasadena, TX 77504, Happy Spillar, (713) 946-3030  
Montgomery County Youth Services, P.O. Box 1316, Conroe, TX 77305, Gretchen Faulkner, (409) 756-8682  
Collin Intervention to Youth, 902 - 16th Street, Plano, TX 75074, Julianne Bulau, (214) 423-7057  
Sabine Valley MHMR Center, P.O. Box 6800, Longview, TX 75608, Mark Blackwell, (903) 753-9744  
Catholic Family Services, P.O. Box 15127, Amarillo, TX 79105, Al Bednorz, (806) 376-7731

#### Region VII

##### Iowa

United Action for Youth, 410 Iowa Avenue, Iowa City, IA 52240, Jim Swaim, (319) 338-7518  
Foundation II, 1540 Second Avenue, Cedar Rapids, IA 52403, Steve Meyer, (319) 362-1170  
Youth Emergency Services, 921 Pleasant Street, Des Moines, IA 50309, Susan Gehring-Liker, (515) 243-7825

Christian Home Association, North 6th Street & Avenue E, P.O. Box 8-C, Council Bluffs, IA 51502, Richard Christie, (712) 322-3700

#### Kansas

United Methodist Youthville, 900 W. Broadway, Newton, KS 67114, Stacy Pfeiffer, (316) 823-5529  
Temporary Lodging for Children, 333 E. Poplar, Olathe, KS 66061, Sherrie Love, (913) 764-2887  
Wichita Children's Home, 810 N. Holyoke, Wichita, KS 67208, Sarah Robinson, (316) 684-6581

#### Missouri

Synergy House, P.O. Box 12181, Parkville, MO 64152, Carol Kuhns, (816) 741-1477  
Youth in Need, 516 Jefferson, St. Charles, MO 63301, Leo Tigue, (314) 946-0101  
Youth Emergency Service, P.O. Box 24260, St. Louis, MO 63130, Edith Tate, (314) 862-1334  
reStart, Inc., 918 East 9th Street, Kansas City, MO 64106, Olivia Dorsey, (314) 874-8686

#### Nebraska

Youth Emergency Services, 3001 Douglas Twin Towers, Omaha, NE 68131, Robert Sparby, (402) 345-5187  
Panhandle Community Services, 3350 North 10th Street, Gering, NE 69341, Ruth Vance, (308) 635-3089  
Father Flanagan's Boys' Home, 14100 Crawford Street, Boys Town, NE 68010, Father Val J. Peter, (402) 498-3323

#### Region VIII

##### Colorado

Urban Peak, 1577 Clarkson Street, Denver, CO 80218, Jon Schwartz, (303) 863-7325  
Pueblo Youth Service Bureau, 425 West Third Street, Pueblo, CO 81003, Molly Melendez, (719) 542-5161  
CHINS UP Youth and Family Services, 17 North Farragut Avenue, Colorado Springs, CO 80909, Gerar H. Veneman, (719) 475-0562  
Volunteers of America, 1865 Larimer Street, Denver, CO 80202, Linda Sinton, (303) 297-0408  
Attention, Inc., P.O. Box 907, Boulder, CO 80306, Pat Whirl-Lasarte, (303) 447-1206  
Family Tree, Inc., (Gemini House), 3805 Marshall Street, Wheatridge, CO 80033, Tracy Kraft-Tharp, (303) 235-0630  
Garfield Youth Services, 902 Taughenbaugh Blvd., Rifle, CO 81650, Dennis Steffan, (303) 625-3141  
Comitis Crisis Center, P.O. Box 913, Aurora, CO 80010, Richard Barnhill, (303) 341-9160

#### South Dakota

Rosebud Sioux Tribe, P.O. Box 430, Rosebud, SD 57570, Rose Chasing Hawk, (605) 747-2258  
Crow Creek Sioux Tribe (Red Horse Lodge), P.O. Box 49, Ft. Thompson, SD 57339, Durine Chase, (605) 245-2410

#### Utah

Department of Human Services, 150 W. North Temple, Box 45550, Salt Lake City, UT 84103, Joe Leiker, (801) 538-4090

#### Region IX

##### Arizona

Children's Village of Yuma, 257 South Third Avenue, Yuma, AZ 85364, Judy Smith, (602) 783-2427  
Center for Youth Resources (Tumbleweed), 915 N. Fifth Street, Phoenix, AZ 85004, Janet Garcia, (602) 271-9904  
Colorado River Region Youth Service, P.O. Box 7176, Mohave Valley, AZ 86440, Richard Steinberg, (602) 768-1500  
Open-Inn, 4810 E. Broadway, Tucson, AZ 85711, Darlene Dankowski, (602) 323-0200

##### California

Center for Human Services, 1700 McHenry Village Way, Modesto, CA 95350, Linda Kovacs, (209) 526-1440  
Community Human Services, P.O. Box 3076, Monterey, CA 93942, Allison Olsen, (408) 373-3641  
Youth and Family Assistance, 609 Price Avenue, #205, Redwood City, CA 94063, Richard Gordon, (415) 366-8401  
Klein Bottle, 401 N. Milpas, Santa Barbara, CA 93103, David Edelman, (805) 564-7830  
1736 Family Crisis Center, 103 W. Torrance Boulevard, Redondo Beach, CA 90277, Carol A. Adelfoff, (310) 372-4674  
Butte County Department of Mental Health, 584 Rio Lindo Avenue, Chico, CA 95926, Ron Erickson, (916) 891-2850  
Fred Finch Youth Center, 3800 Coolidge Avenue, Oakland, CA 94602, John F. Steinfirst, (510) 482-2244  
Youth Advocates (Huckleberry House), 3310 Geary Boulevard, San Francisco, CA 94118, Bruce Fisher, (415) 668-2622  
Los Angeles Youth Network, 1550 Gower Street, Los Angeles, CA 90028, Elizabeth Gomez, (213) 957-7340  
The Salvation Army, 900 West 9th Street, Los Angeles, CA 90015, George Church, (213) 627-0725  
Catholic Charities/Angel's Flight, 1400 W. 9th Street, P.O. Box 15095, Los

Angeles, CA 90015, Rev. Gregory Cox, (213) 413-2311

Santa Clara Social Advocates for Youth, 1072 Saratoga-Sunnyvale Rd., San Jose, CA 95129, Kathleen Lynch, (408) 253-3540

Klein Bottle, 412 East Tunnel Street, Santa Maria, CA 93454, David Edelman, (805) 922-0468

Social Advocates for Youth (Individuals Now), 1303 College Avenue, Santa Rosa, CA 95404, Ed Patterson, (707) 544-3299

San Diego Youth and Community Services, 3255 Wing Street, Ste. 550, San Diego, CA 92110, Liz Shear, (619) 221-8600

Yolo Community Care Continuum, (Runaway Alternatives Program), 523 G Street, Davis, CA 95616, Henry Kloczkowski, (916) 758-2160

Operation Safehouse, Inc., 9685 Hayes Street, Riverside, CA 92503, Kathy McAdara, (909) 242-1518

Fresno County Economic Opportunities Commission, 1920 Mariposa Mall, Fresno, CA 93721, Roger Palomino, (209) 263-1012

Center for Human Rights and Constitutional Law, 256 S. Occidental Boulevard, Los Angeles, CA 90057, Peter Schey, (213) 388-8693

Options House of Hollywood, 1754 Taft Avenue, Hollywood, CA 90028, Leslie Forbes, (213) 467-1932

Redwood Community Action Agency, 904 G Street, Eureka, CA 95501, Lloyd Throne, (707) 443-8322

Community Service Programs, 16842 Von Karman Avenue, Irvine, CA 92714, Margot Carlson, (714) 250-0488

#### *Hawaii*

Hawaii Youth Services Network, 2146 Damon Street, Honolulu, HI 96822, Sam Cox, (808) 946-3635

#### *Nevada*

WestCare, 401 S. Martin Luther King, Las Vegas, NV 89106, Richard Steinberg, (702) 385-2020

#### *Guam*

Sanctuary, P.O. Box 21030, Guam Main Facility, Guam, CM 96921, Tony Champaco, (671) 734-2661

#### *CNMI*

Commonwealth of the Marianas, Department of Community, Cultural Affairs, Saipan, CM 96950, Margarita Olopai-Taitano, (670) 322-9366

American Samoa, Dept. of Human Resources, Social Services Division, Pago Pago, American Samoa, Faimafialoalii Taamu, (684) 633-2696

#### *Palau*

Palau Community Action Agency, P.O. Box 3000 Koror, Republic of Palau 96940, Doroteo Nagata, Phone: 4882-469 (Operator Assistance Needed)

#### **Region X**

##### *Alaska*

Juneau Youth Services, P.O. Box 32839, Juneau, AK 99803, Betty Jo Engelman, (907) 789-7610

##### *Oregon*

Northwest Human Services, 681 Center, N.E., Salem, OR 97301, Sandy Alexander, (503) 588-5825  
J Bar J Ranch, 62895 Hamby Road, Bend, OR 97701, Craig Christiansen, (503) 389-1409

Janus Youth Programs, 738 NE Davis Street, Portland, OR 97232, Dennis Morrow, (503) 233-6090

Looking Glass, 72-B Centennial Loop, Eugene, OR 97401, James Forbes, (503) 689-2688

##### *Washington*

Youth Help Association, W. 522 Riverside, Spokane, WA 99201, Bernadine Spalla, (509) 455-5226  
Community Youth Services, 824 Fifth Avenue, SE., Olympia, WA 98501, Charles Shelan, (206) 943-0780  
Auburn Youth Resources, 816 F Street, SE., Auburn, WA 98002, Richard Brugger, (206) 939-2202  
Friends of Youth, 16225 NE 87th Street, Redmond, WA 98052, Howard Finck, (206) 869-6490  
Northwest Youth Services, P.O. Box 5447, Bellingham, WA 98227, Michael Tyers, (206) 734-9862  
Washington State Migrant Council, 301 North 1st Street, Sunnyside, WA 98944, Carlos Diaz, (509) 839-9762  
United Indians of All Tribes, P.O. Box 99100, Seattle, WA 98199, Bernie Whitebear, (206) 285-4425

#### **D.2: Drug Abuse Prevention Programs for Runaway and Homeless Youth**

*Grantees Ineligible for New FY 1995 Funding*

#### **Region I**

##### *Connecticut*

Youth Continuum (Douglas House Shelter), P.O. Box 2033, New Haven, CT 06521, David Sorensen, (203) 562-3396

##### *Massachusetts*

Brookline Community Mental Health Center, 43 Garrison Road, Brookline, MA 02146, Cynthia Price, (617) 277-8107

Franklin County DIAL/ SELF, Inc., 196 Federal Street, Greenfield, MA 01301, Ryan Murphy, (413) 774-7054

##### *New Hampshire*

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

##### *Rhode Island*

Stopover Services of Newport County, 2538 East Main Road, Portsmouth, RI 02871, Peter Marshall, (401) 683-1824

##### *Vermont*

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

#### **Region II**

##### *New Jersey*

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

Crossroads, 770 Woodlane Road, Suite 57, Mt. Holly, NJ 08060, Delores G. Martell, (609) 261-5400

Somerset Youth Shelter, 49 Brahma Avenue, Bridgewater, NJ 08807, Jeffrey Fetzko, (201) 526-6605

Together, 7 State Street, Glassboro, NJ 08028, Susan Sasser, (609) 881-6100

##### *New York*

Equinox, 306 Central Avenue, Albany, NY 12206, Mary Seeley, (518) 434-4502

The Salvation Army, 749 S. Warren Street, Syracuse, NY 13202, Roberta Schofield, (315) 479-1323

Metropolitan Assistance (Streetwork Project), 2 Lafayette Street, New York, NY 10007, Helene Lauffer, (212) 577-3806

Greenwich Village Youth Council, 37 Carmine Street, Box 208, New York, NY 10014, John Pettinato, (212) 242-3887

##### *Puerto Rico*

Centro De Servicios A La Juventud, Box 9368 Cotto Station, Arecibo, PR 00613, Nidna Torres-Martinez, (809) 878-6776

#### **Region III**

##### *District of Columbia*

Sasha Bruce Youthwork, 1022 Maryland Avenue, N.E., Washington, DC 20002, Deborah Shore, (202) 675-9340

##### *Pennsylvania*

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

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

Valley Youth House Committee, 827-829 Linden Street, Allentown, PA 18101, David Gilgoff, (215) 691-1200

*Virginia*

Alternative House, 2136-G Gallows Road, Dunn Loring, VA 22027, Jim Warwick, (703) 698-7062

**Region IV***Florida*

Youth Crisis Center, 7007 Beach Boulevard, Jacksonville, FL 32216, Tom Patania, (904) 720-0002  
Switchboard of Miami (Family P.A.C.T.), 75 SW. 8th Street, Miami, FL 33130, Shirley Aron, (305) 358-1640

*Georgia*

The Alcove, 507 East Church Street, Monroe, GA 30655, Gail Bayes, (404) 267-9156  
The Bridge, 1559 Johnson Road, NW., Atlanta, GA 30318, Ann Starr, (404) 792-0070

*Kentucky*

Brighton Center, Inc., P.O. Box 325, Newport, KY 41072, Robert Brewster, (606) 491-8303

*Tennessee*

The Family Link, P.O. Box 40437, Memphis, TN 38174-0437, Marian Carruth, (901) 725-7270

**Region V***Illinois*

Teen Living Programs (Foundation House), 3179 N. Broadway, Chicago, IL 60657, Deborah Hinde, (312) 883-0025

*Indiana*

Park Center, Inc. (Daybreak), 2722 Fairfield Avenue, Fort Wayne, IN 46807, Kim Butcher, (219) 481-2700

*Michigan*

Link Crisis Intervention Center, 2002 South State Street, St. Joseph, MI 49085, Nancy Berendsen, (616) 983-6351  
The Sanctuary, 132 Franklin Boulevard, Pontiac, MI 48341, Meri Pohutsky, (313) 547-2260  
Juvenile Diversion Program, 301 Francis Street, Jackson, MI 49201, Barbara Turan, (517) 788-4240

*Minnesota*

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

*Ohio*

Daybreak, Inc., 50 Theobald Court, Dayton, OH 45410, Kipra Heermann, (513) 461-1000  
Free Medical Clinic of Greater Cleveland (Safe Space Station), 12201

Euclid Avenue, Cleveland, OH 44106, W. Martin Hiller, (216) 721-4010  
Lighthouse Youth Services, 1527 Madison Road, Cincinnati, OH 45206, Robert Mecum, (513) 221-3350

*Wisconsin*

Briarpatch, 512 E. Washington Avenue, Madison, WI 53703, Steve Sperling, (608) 251-6211  
Counseling Center of Milwaukee (Pathfinders), 2038 N. Bartlett, Milwaukee, WI 53202, Ted Seaver, (414) 271-2565  
Innovative Youth Services, 1030 Washington Avenue, Racine, WI 53403, Burt Kintzler, (414) 632-0424  
Wisconsin Association for Runaway Services, 2318 E. Dayton Street, Madison, Wisconsin 53704, Patricia Balke, (608) 241-2649

**Region VI***Louisiana*

ETC Harbour House, P.O. Box 864, Lake Charles, LA 70602, Martha Parnell, (318) 433-1062

*New Mexico*

A New Day, 2720-A Carlislen N.E., Albuquerque, NM 87110, Jeffrey Burrows, (505) 881-5228

*Oklahoma*

Youth Services of Tulsa, 302 South Cheyenne, Room 114, Tulsa, OK 74103, Sharon Terry, (918) 582-0061  
Youth and Family Services of North Oklahoma, 2925 North Midway, Enid, OK 73701, Jan Webber, (405) 233-7220

*Texas*

Institute for Child and Family Services, 100 Sandman, Houston, TX 77007, Jane Harding, (713) 863-7850  
The Bridge Association, 115 West Broadway, Fort Worth, TX 76104, Cindy Honey, (817) 332-8317  
Promise House, 236 W. Page Street, Dallas, TX 75208, Lynn Stallings, (214) 941-8578  
Middle Earth Youth Options, 3816 S. First Street, Austin, TX 78704, Mitch Weynand, (512) 447-5639

**Region VII***Iowa*

United Action for Youth, 410 Iowa Avenue, Iowa City, IA 52240, Jim Swaim, (319) 338-7518  
Foundation II, 1540 Second Avenue, Cedar Rapids, IA 52403, Steve Meyer, (319) 362-1170

*Kansas*

Kaw Valley Center, 4300 Brenner Drive, Kansas City, KS 66104, Wayne Sims, (913) 334-0294

*Missouri*

Youth in Need, 516 Jefferson, St. Charles, MO 63301, Leo Tigue, (314) 946-0101

*Nebraska*

Youth Service System, 770 N. Cotner Blvd., #410, Lincoln, NE 68505, James Blue, (402) 466-6181

**Region VIII***Colorado*

Pueblo Youth Service Bureau, 425 West Third Street, Pueblo, CO 81003, Molly Melendez, (719) 542-5161

*South Dakota*

Mountain Plains Youth Services (Turning Point), P.O. Box 89306, Sioux Falls, SD 57105, Linda Wood, (605) 334-1414

**Region IX***Arizona*

Center for Youth Resources (Tumbleweed), 915 N. Fifth Street, Phoenix, AZ 85004, Janet Garcia, (602) 271-9904

*California*

Bill Wilson Counseling Center, 1000 Market Street, Santa Clara, CA 95050, Sparky Harlan, (408) 984-5955  
Mendocino County Youth Project, 202 S. State Street, Ukiah, CA 95482, Arlene Rose, (707) 463-4915  
Center for Human Services, 1700 McHenry Village Way, Modesto, CA 95350, Linda Kovacs, (209) 526-1440  
Klein Bottle, 401 N. Milpas, Santa Barbara, CA 93103, David Edelman, (805) 564-7830  
Youth Advocates (Huckleberry House), 3310 Geary Boulevard, San Francisco, CA 94118, Bruce Fisher, (415) 668-2622  
Los Angeles Youth Network, 1550 Gower Street, Los Angeles, CA 90028, Elizabeth Gomez, (213) 957-7340  
Santa Clara Social Advocates for Youth, 1072 Saratoga-Sunnyvale Rd., San Jose, CA 95129, Kathleen Lynch, (408) 253-3540  
San Diego Youth and Community Services, 3255 Wing Street, Ste. 550, San Diego, CA 92110, Liz Shear, (619) 221-8600  
Redwood Community Action Agency, 904 G Street, Eureka, CA 95501, Lloyd Throne, (707) 443-8322  
Community Service Programs, 16842 Von Karman Avenue, Irvine, CA 92714, Margot Carlson, (714) 250-0488  
Los Angeles Free Clinic, 8405 Beverly Boulevard, Los Angeles, CA 90049, Mary Rainwater, (213) 653-8622

*Nevada*

WestCare, 401 S. Martin Luther King,  
Las Vegas, NV 89106, Richard  
Steinberg, (702) 385-2020

**Region X***Alaska*

Alaska Youth and Parent Foundation,  
3745 Community Park Loop,  
Anchorage, AK 99508, Sheila Gaddis,  
(907) 274-6541  
Fairbanks Native Association, 310 First  
Avenue, Fairbanks, AK 99701,  
Banarsi Lal, (907) 452-6201

*Washington*

United Indians of All Tribes, P.O. Box  
99100, Seattle, WA 98199, Bernie  
Whitebear, (206) 285-4425  
Tacoma Housing Authority, 1728 East  
44th Street, Tacoma, WA 98404,  
Patricia Harrington, (206) 473-2331

**Appendix E. Administration for  
Children and Families Regional Office  
Youth Contacts**

Region I: Paul Kelley, Administration  
for Children and Families, John F.  
Kennedy Federal Building, Room  
2011, Boston, Massachusetts 02203  
(CT, MA, ME, NH, RI, VT), (617) 565-  
1138

Region II: Estelle Haferling,  
Administration for Children and  
Families, 26 Federal Plaza, Room  
4149, New York, NY 10278 (NJ, NY,  
PR, VI), (212) 264-1329

Region III: Dave Lyon, Administration  
for Children and Families, 3535  
Market Street, P.O. Box 13714,  
Philadelphia, PA 19101 (DC, DE, MD,  
PA, VA, WV), (215) 596-4139

Region IV: Viola Brown, Administration  
for Children and Families, 101  
Marietta Tower, Suite 903, Atlanta,  
GA 30323 (AL, FL, GA, KY, MS, NC,  
SC, TN), (404) 331-7210

Region V: Katie Williams,  
Administration for Children and  
Families, 105 West Adams, 23rd  
Floor, Chicago, IL 60603 (IL, IN, MI,  
MN, OH, WI), (312) 353-4241

Region VI: Ralph Rogers,  
Administration for Children and  
Families, 1200 Main Tower, 20th  
Floor, Dallas, TX 75202 (AR, LA, NM,  
OK, TX), (214) 767-8850

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

Region VIII: Vicki Wright,  
Administration for Children and  
Families, Federal Office Building,  
1961 Stout Street, 9th Floor, Denver,  
CO 80294 (CO, MT, ND, SD, UT, WY),  
(303) 844-3100, Ext. 361

Region IX: Al Brown, Administration for  
Children and Families, 50 United  
Nations Plaza, San Francisco, CA  
94102 (AZ, CA, HI, NV, American  
Samoa, Guam, Northern Mariana  
Islands, Marshall Islands, Federated  
States of Micronesia, Palau), (415)  
556-6153

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

**Appendix F. Training and Technical  
Assistance Providers**

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

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

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

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

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

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

Southeastern Network of Youth and  
Family Services, 337 South Milledge  
Avenue, Athens, GA 30605, (706)  
354-4568, Contact: Gail Kurtz,

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

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

M.I.N.K., A Network of Runaway and  
Youth Serving Agencies, c/o Youth in  
Need, 516 Jefferson Street, St. Charles,  
MO 633014152, (314) 946-0101,  
Contact: Laura Harrison

Mountain Plains Youth Services, 221  
West Rosser, Bismarck, ND 58501,  
(701) 255-7229, Contact: Linda Wood  
Western States Youth Services Network,  
1306 Ross Street, Suite B, Petaluma,  
CA 94954, (707) 763-2213, Contact:  
Nancy Fastenau

Northwest Network of Runaway and  
Youth Services, 603 Steward Street,

Seattle, WA 98101, (206) 628-3760,  
Contact: Carmen Ray

**Appendix G. 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*

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

*California*

Mrs. 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*

Mr. Rodney T. Hallman, State Single  
Point of Contact, Office of Grants  
Mgmt and Development, 717 14th  
Street, NW., Suite 500, Washington,  
DC 20005, Telephone (202) 727-6551

*Florida*

Florida State Clearinghouse,  
Intergovernmental Affairs Policy Unit,  
Executive Office of the Governor,  
Office of Planning and Budgeting, The  
Capitol, Tallahassee, Florida 32399-  
0001, Telephone (904) 488-8114

*Georgia*

Mr. Charles H. Badger, Administrator,  
Georgia State Clearinghouse, 254  
Washington Street, SW., Room 534A,  
Atlanta, Georgia 30334, Telephone  
(404) 656-3855

*Illinois*

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

*Indiana*

Ms. 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*

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

#### *Maine*

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

#### *Maryland*

Ms. Mary Abrams, Chief, Maryland  
State Clearinghouse, Department of  
State Planning, 301 West Preston  
Street, Baltimore, Maryland 21201-  
2365, Telephone (410) 225-4490

#### *Massachusetts*

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

#### *Michigan*

Mr. 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) 949-2174

#### *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, ATTN:  
Mr. Ron Sparks, Clearinghouse  
Coordinator

#### *New Hampshire*

Mr. Jeffery 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*

Mr. Gregory W. Adkins, Acting Director,  
Division of Community Resources,  
New Jersey 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*

Mr. George Elliott, Deputy Director,  
State Budget Division, Room 190,  
Bataan Memorial Building, Sante 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*

North Dakota 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*

Mr. 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 Burgees, 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: Ms.  
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, 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 Office, Wisconsin  
Department of Administration, 101  
South Webster Street, P.O. Box 7864,  
Milwaukee, Wisconsin 53707,  
Telephone (608) 266-0267

#### *Wyoming*

Ms. Sheryl Jeffries, State Single Point of  
Contact, Herachler 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 E. 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, No. 41  
Norregade Emancipation Garden

Station, Second Floor, Saint Thomas,  
Virgin Islands 00802  
Please direct correspondence to: Ms.  
Linda Clarke, Telephone (809) 774-  
0750.

## Appendix H—Basic Center Program for Runaway and Homeless Youth

TABLE OF ALLOCATIONS BY STATE, FISCAL YEAR 1995

Regions and States	Continuations plus Gap Funding	New starts	Total
Region I:			
Connecticut .....	\$232,385	\$177,082	\$409,467
Maine .....	56,918	105,284	162,202
Massachusetts .....	586,883	149,101	735,984
New Hampshire .....	35,113	114,408	149,521
Rhode Island .....	112,123	12,038	124,161
Vermont .....	6,250	93,750	100,000
Region II:			
New Jersey .....	665,146	336,595	1,001,741
New York .....	1,291,982	1,068,661	2,360,643
Puerto Rico .....	441,544	168,165	609,709
Virgin Islands .....	0	45,000	45,000
Region III:			
Delaware .....	37,857	62,143	100,000
District of Columbia .....	46,200	53,800	100,000
Maryland .....	518,336	137,339	655,675
Pennsylvania .....	881,901	635,504	1,517,405
Virginia .....	560,835	278,176	839,011
West Virginia .....	34,513	194,788	229,301
Region IV:			
Alabama .....	372,050	196,977	569,027
Florida .....	934,325	739,999	1,674,324
Georgia .....	565,308	407,374	972,682
Kentucky .....	322,904	190,118	513,022
Mississippi .....	366,105	34,380	400,485
North Carolina .....	544,167	356,132	900,299
South Carolina .....	362,187	140,797	502,984
Tennessee .....	357,591	312,878	670,469
Region V:			
Illinois .....	703,233	917,728	1,620,961
Indiana .....	503,830	272,308	776,138
Michigan .....	897,778	426,253	1,324,031
Minnesota .....	343,916	304,891	648,807
Ohio .....	968,787	541,750	1,510,537
Wisconsin .....	379,654	329,384	709,038
Region VI:			
Arkansas .....	188,369	147,130	335,499
Louisiana .....	503,341	153,391	656,732
New Mexico .....	165,983	88,151	254,134
Oklahoma .....	176,016	283,115	459,131
Texas .....	1,638,809	1,099,600	2,738,409
Region VII:			
Iowa .....	286,866	100,939	387,805
Kansas .....	200,325	161,063	361,388
Missouri .....	532,473	187,660	720,133
Nebraska .....	153,836	78,107	231,943
Region VIII:			
Colorado .....	352,034	143,553	495,587
Montana .....	14,022	108,554	122,576
North Dakota .....	13,663	86,337	100,000
South Dakota .....	47,753	62,143	109,896
Utah .....	304,690	46,659	351,349
Wyoming .....	12,500	87,500	100,000
Region IX:			
American Samoa .....	30,000	15,000	45,000
Arizona .....	405,687	159,642	565,329
California .....	2,391,482	2,149,110	4,540,592
Guam .....	30,000	15,000	45,000
Hawaii .....	140,885	17,090	157,975
Northern Marianas .....	30,000	15,000	45,000
Nevada .....	156,972	29,005	185,977

TABLE OF ALLOCATIONS BY STATE, FISCAL YEAR 1995—Continued

Regions and States	Continuations plus Gap Funding	New starts	Total
Palau .....	30,000	15,000	45,000
Region X:			
Alaska .....	37,394	62,606	100,000
Idaho .....	0	175,939	175,939
Oregon .....	305,496	107,669	413,165
Washington .....	515,189	220,795	735,984
National totals .....	21,793,606	14,618,562	36,412,168

BILLING CODE 4184-01-P

Appendix I

APPLICATION FOR FEDERAL ASSISTANCE

OMB Approval No. 0348-0043

<b>1. TYPE OF SUBMISSION:</b> <i>Application</i> <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction  <i>Preapplication</i> <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		<b>2. DATE SUBMITTED</b>	Applicant Identifier																																																																																
		<b>3. DATE RECEIVED BY STATE</b>	State Application Identifier																																																																																
		<b>4. DATE RECEIVED BY FEDERAL AGENCY</b>	Federal Identifier																																																																																
<b>5. APPLICANT INFORMATION</b>																																																																																			
Legal Name:		Organizational Unit:																																																																																	
Address (give city, county, state, and zip code):		Name and telephone number of the person to be contacted on matters involving this application (give area code)																																																																																	
<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN):</b> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px;"></div>		<b>7. TYPE OF APPLICANT: (enter appropriate letter in box)</b> <input type="checkbox"/> <table style="width: 100%; border: none;"> <tr> <td>A. State</td> <td>H. Independent School Dist.</td> </tr> <tr> <td>B. County</td> <td>I. State Controlled Institution of Higher Learning</td> </tr> <tr> <td>C. Municipal</td> <td>J. Private University</td> </tr> <tr> <td>D. Township</td> <td>K. Indian Tribe</td> </tr> <tr> <td>E. Interstate</td> <td>L. Individual</td> </tr> <tr> <td>F. Intermunicipal</td> <td>M. Profit Organization</td> </tr> <tr> <td>G. Special District</td> <td>N. Other (Specify) _____</td> </tr> </table>		A. State	H. Independent School Dist.	B. County	I. State Controlled Institution of Higher Learning	C. Municipal	J. Private University	D. Township	K. Indian Tribe	E. Interstate	L. Individual	F. Intermunicipal	M. Profit Organization	G. Special District	N. Other (Specify) _____																																																																		
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G. Special District	N. Other (Specify) _____																																																																																		
<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> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px;"></div>		<b>11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:</b>																																																																																	
<b>12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.):</b> <div style="border: 1px solid black; width: 100%; height: 40px;"></div>																																																																																			
<b>13. PROPOSED PROJECT:</b> <table style="width: 100%; border: none;"> <tr> <td style="border: 1px solid black; width: 50%;">Start Date</td> <td style="border: 1px solid black; width: 50%;">Ending Date</td> </tr> </table>		Start Date	Ending Date	<b>14. CONGRESSIONAL DISTRICTS OF:</b> <table style="width: 100%; border: none;"> <tr> <td style="border: 1px solid black; width: 50%;">a. Applicant</td> <td style="border: 1px solid black; width: 50%;">b. Project</td> </tr> </table>		a. Applicant	b. Project																																																																												
Start Date	Ending Date																																																																																		
a. Applicant	b. Project																																																																																		
<b>15. ESTIMATED FUNDING:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">a. Federal</td> <td style="width: 10%;">\$</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">.00</td> </tr> <tr> <td>b. Applicant</td> <td>\$</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">.00</td> </tr> <tr> <td>c. State</td> <td>\$</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">.00</td> </tr> <tr> <td>d. Local</td> <td>\$</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">.00</td> </tr> <tr> <td>e. Other</td> <td>\$</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">.00</td> </tr> <tr> <td>f. Program Income</td> <td>\$</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">.00</td> </tr> <tr> <td>g. TOTAL</td> <td>\$</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">.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																																																																										
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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

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

**Instructions for the SF 424**

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

**Item and Entry**

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

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

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

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

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

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

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

13. Self-explanatory.

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

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

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

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

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

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

**BILLING CODE 4184-01-P**

OMB Approval No. 0348-0044

**BUDGET INFORMATION — Non-Construction Programs**

**SECTION A - BUDGET SUMMARY**

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

**SECTION B - BUDGET CATEGORIES**

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

Standard Form 424A (4-88)  
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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				
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	
13. Federal	\$	\$	\$	\$	
14. Non-Federal					
15. TOTAL (sum of lines 13 and 14)	\$	\$	\$	\$	\$
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (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:					

SF 424A (4-88) Page 2  
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**Instructions for the SF-424A***General Instructions*

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

*Section A. Budget Summary*

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

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

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

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

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

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

For continuing grant program applications, submit these forms before the end of each funding period as required by the grantor agency. Enter in Columns (c) and (d) the estimated amounts of funds which will remain obligated 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 incoming 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*

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

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

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

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

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

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

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

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

*Section D. Forecasted Cash Needs*

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

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

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

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

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

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

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

*Section F. Other Budget Information*

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

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

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

**Assurances—Non-Construction Programs**

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

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

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

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

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

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

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

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

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

7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 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 \_\_\_\_\_

**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 take 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 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 violations 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 of the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice

under subparagraph (d)(2), with respect to any employee who is so convicted:

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

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

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

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

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

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

#### **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 belief that it and its principals:

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

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

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

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

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

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

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

(To Be Supplied to Lower Tier Participants)

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

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

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

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

#### **Certification Regarding 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, 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 the funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a

Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL "Disclosure Form to Report Lobbying," in accordance with its instructions.

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

Signature \_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_

Date \_\_\_\_\_

**BILLING CODE 4184-01-P**

**DISCLOSURE OF LOBBYING ACTIVITIES**

Approved by OI  
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><b>Congressional District, if known:</b> _____</p>		<p><b>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime</b></p> <p><b>Congressional District, if known:</b> _____</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><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>

**Certification Regarding Environmental Tobacco Smoke**

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

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

[FR Doc. 95-10089 Filed 4-26-95; 8:45 am]

BILLING CODE 4184-01-P

**National Institutes of Health****National Institute on Aging; Workshop on Pre-Application Guidance for SBIR/STTR Proposals**

Notice is hereby given of the National Institute on Aging's workshop on pre-application guidance for proposals submitted by small business concerns under the Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) programs for proposals related to technologies and approaches relevant to problems and needs of older people. The one-day workshop, beginning at 8:00 a.m., will be held on Monday, June 19, 1995, in the Natcher Building Auditorium on the campus of the NIH in Bethesda, Maryland. The workshop is open to ALL interested small business concerns and individuals; there is no registration fee. Presentations will be made by NIH staff involved in review process of SBIR and STTR applications as well as those involved in establishing the funding priorities within the awarding components. Representatives from other awarding components with complementary interests relevant to the aging population also will be present. In addition, the experience of some successful grantee small business concerns will be shared. Opportunities

will be available for questions and discussions with the presenters and other NIH staff. Further information may be obtained from: Andrew A. Monjan, Ph.D., M.P.H., Chief, Neurobiology of Aging Branch, Neuroscience and Neuropsychology of Aging Program, National Institute on Aging, Gateway Building, Suite 3C307, 7201 Wisconsin Avenue MSC 9205, Bethesda, Maryland 20892-9205, Telephone: 301-496-9350, Fax: 301-496-1494, E-mail address: am39m@nih.gov.

Dated: April 14, 1995.

**Richard Hodes,**  
Director, NIA.

[FR Doc. 95-10383 Filed 4-26-95; 8:45 am]

BILLING CODE 4140-01-M

**National Heart, Lung, and Blood Institute; Notice of Meeting of the National Heart, Lung, and Blood Advisory Council**

Pursuant to Public Law 92-463, notice is hereby given of the meeting of the National Heart, Lung, and Blood Advisory Council, National Heart, Lung, and Blood Institute, June 1-2, 1995, National Institute of Health, 9000 Rockville Pike, Building 31, Conference Room 10, Bethesda, Maryland 20892.

The Council meeting will be open to the public on June 1 from 8:30 a.m. to approximately 3:30 p.m. for discussion of program policies and issues. Attendance by the public is limited to space available.

In accordance with the provisions set forth in secs. 552b(c)(4) and 552b(c)(6), Title 5, U.S.C., section 10(d) of Public Law 92-463, the Council meeting will be closed to the public from approximately 3:30 p.m. to recess on June 1 and from 8:30 a.m. to adjournment on June 2 for the review, discussion and evaluation of individual grant applications. These applications and the discussions could reveal confidential trade secrets or commercial property such as patentable material, and personal information concerning individuals associated with the applications, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy.

Ms. Terry Long, Chief, Communications and Public Information Branch, National Heart, Lung, and Blood Institute, Building 31, Room 4A21, National Institutes of Health, Bethesda, Maryland 20892, (301) 496-4236, will provide a summary of the meetings and a roster of the Council members.

Individuals who plan to attend and need special assistance, such as sign

language interpretation or other reasonable accommodations, should contact the Executive Secretary in advance of the meeting.

Dr. Ronald G. Geller, Executive Secretary, National Heart, Lung, and Blood Advisory Council, Rockledge Building (RKL2), Room 7100, National Institutes of Health, Bethesda, Maryland 20892, (301) 435-0260, will furnish substantive program information.

(Catalog of Federal Domestic Assistance Program Nos. 93.837, Heart and Vascular Diseases Research; 93.838, Lung Diseases Research; and 93.839, Blood Diseases and Resources Research, National Institutes of Health.)

Dated: April 21, 1995.

**Susan K. Feldman,**

Committee Management Officer, NIH.

[FR Doc. 95-10367 Filed 4-26-95; 8:45 am]

BILLING CODE 4140-01-M

**National Center for Research Resources; Notice of Closed Meeting**

Pursuant to Section 10(d) of the Federal Advisory Committee Act, as amended (5 U.S.C. Appendix 2), notice is hereby given of the following meeting:

*Name of Committee:* General Clinical Research Centers Committee.

*Dates of Meeting:* June 20-21, 1995.

*Time:* 8:00 a.m.—until adjournment.

*Place of Meeting:* Holiday Inn, Crown Plaza, 1750 Rockville Pike, Rockville, MD 20852.

*Scientific Review Administrator:* Dr. Richard Nahin, National Institutes of Health, 1 Rockledge Center, Room 6114, 6705 Rockledge Drive, MSC 7965, Bethesda, MD 20892-7965. Telephone: (301) 435-0809.

*Purpose/Agenda:* To review and evaluate grant applications.

The meeting will be closed in accordance with the provisions set forth in section 552b(c)(4) and 552b(c)(6), Title 5, U.S.C. Applications and/or proposals and the discussions could reveal confidential trade secrets or commercial property such as patentable material and personal information concerning individuals associated with the applications and/or proposals, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy.

(Catalog of Federal Domestic Assistance Program No. 93.333, Clinical Research, National Institutes of Health, HHS)

Dated: April 21, 1995.

**Susan K. Feldman,**

Committee Management Officer, NIH.

[FR Doc. 95-10368 Filed 4-26-95; 8:45 am]

BILLING CODE 4140-01-M