

Dated: March 17, 1987.

Cynthia C. Matthews,

Executive Officer, Executive Secretariat.

[FR Doc. 87-6147 Filed 3-18-87; 10:42 am]

BILLING CODE 6750-06-M

FEDERAL MARITIME COMMISSION

TIME AND DATE: 10:00 a.m., March 25, 1987.

PLACE: Hearing Room One, 1100 L Street, NW., Washington, DC 20573.

STATUS: Parts of the meeting will be open to the public. The rest of the meeting will be closed to the public.

MATTERS TO BE CONSIDERED:

Portion Open to the Public

1. Marine Terminal Agreement Matters:
 - Docket No. 85-10—Marine Terminal Agreements;
 - Docket No. 85-22—Agreements by Ocean Common Carriers and Other Persons Subject to the Shipping Act of 1984;
 - Waiver of Penalties Regarding Marine Terminal Service Agreements;
 - Proposed Nonadjudicatory Fact Finding.

Portion Closed to the Public

2. Agreement No. 212-011045: Trans-Atlantic Revenue Apportionment Agreement.

CONTACT PERSON FOR MORE

INFORMATION: Joseph C. Polking, Secretary, (202) 523-5725.

Joseph C. Polking,

Secretary.

[FR Doc. 87-6166 Filed 3-18-87; 11:02 am]

BILLING CODE 6730-01-M

FEDERAL MINE SAFETY AND HEALTH REVIEW COMMISSION

March 17, 1987.

TIME AND DATE: 10:00 a.m., Thursday, March 19, 1987.

PLACE: Room 600, 1730 K Street, NW., Washington, DC.

STATUS: Open.

MATTERS TO BE CONSIDERED: In addition to the previously announced item, the Commissioners will consider and act upon the following:

3. Secretary of Labor on behalf of Andy Brackner v. Jim Walter Resources, Inc., Docket No. SE 86-69-D. (Issues include consideration of petition for discretionary review).

4. Union Oil Company of California, Docket No. WEST 86-1-M. (Issues include consideration of petition for discretionary review).

It was determined by a unanimous vote of Commissioners that these items be included in the meeting and that no earlier announcement of the addition was possible. 5 U.S.C. 552b(e)(1).

CONTACT PERSON FOR MORE

INFORMATION: Jean Ellen (202) 653-5629.

Jean H. Ellen,

Agenda Clerk.

[FR Doc. 87-6142 Filed 3-18-87; 9:59 am]

BILLING CODE 6735-01-M

FEDERAL RESERVE SYSTEM BOARD OF GOVERNORS

TIME AND DATE: 10:00 a.m., Wednesday, March 25, 1987.

PLACE: Marriner S. Eccles Federal Reserve Board Building, C Street entrance between 20th and 21st Streets, NW., Washington, DC 20551.

STATUS: Open.

MATTERS TO BE CONSIDERED:

Summary Agenda:

Because of their routine nature, no substantive discussion of the following items is anticipated. These matters will be voted on without discussion unless a member of the Board requests that an item be moved to the discussion agenda.

1. Proposal to terminate New York State's exemption from the Home Mortgage Disclosure Act and Regulation C (Home Mortgage Disclosure).
2. Proposed 1987 fee schedule for Federal agency book-entry security services.

Discussion Agenda

3. Proposed redeposit service for low-dollar return items in the Federal Reserve check collection service. (Proposed earlier for public comment; Docket No. R-0582)
4. Proposed revisions to the Board's Rules Regarding Availability of Information.

Note. This meeting will be recorded for the benefit of those unable to attend. Cassettes will be available for listening in the Board's Freedom of Information Office, and copies may be ordered for \$5 per cassette by calling (202) 452-3684 or by writing to: Freedom of Information Office, Board of Governors of the Federal Reserve System, Washington, DC 20551.

CONTACT PERSON FOR MORE

INFORMATION: Mr. Joseph R. Coyne, Assistant to the Board; (202) 452-3204.

Dated: March 17, 1987.

James McAfee,

Associate Secretary of the Board.

[FR Doc. 87-6152 Filed 3-18-87; 10:29 am]

BILLING CODE 6210-01-M

FEDERAL RESERVE SYSTEM BOARD OF GOVERNORS

TIME AND DATE: Approximately 11:30 a.m., Wednesday, March 25, 1987, following a recess at the conclusion of the open meeting.

PLACE: Marriner S. Eccles Federal Reserve Board Building, C Street entrance between 20th and 21st Streets, NW., Washington, DC 20551.

STATUS: Closed.

MATTERS TO BE CONSIDERED:

1. Personnel actions (appointments, promotions, assignments, reassignments, and salary actions) involving individual Federal Reserve System employees.

2. Any items carried forward from a previously announced meeting.

CONTACT PERSON FOR MORE

INFORMATION: Mr. Joseph R. Coyne, Assistant to the Board; (202) 452-3204. You may call (202) 452-3207, beginning at approximately 5 p.m. two business days before this meeting, for a recorded announcement of bank and bank holding company applications scheduled for the meeting.

Dated March 17, 1987.

James McAfee,

Associate Secretary of the Board

[FR Doc. 87-6153 Filed 3-18-87; 10:29 am]

BILLING CODE 6210-01-M

Corrections

Federal Register

Vol. 52, No. 54

Friday, March 20, 1987

This section of the FEDERAL REGISTER contains editorial corrections of previously published Presidential, Rule, Proposed Rule, and Notice documents and volumes of the Code of Federal Regulations. These corrections are prepared by the Office of the Federal Register. Agency prepared corrections are issued as signed documents and appear in the appropriate document categories elsewhere in the issue.

DEPARTMENT OF COMMERCE

International Trade Administration

Hardware Subcommittee of the Computer Systems Technical Advisory Committee; Partially Closed Meeting

Correction

In notice document 87-5623 appearing on page 8093 in the issue of Monday, March 16, 1987, in the first column, in the fourth line, "March 21, 1987" should read "March 31, 1987".

BILLING CODE 1505-01-D

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Centers for Disease Control

Program Announcement and Availability of Funds for Fiscal Year 1987 for Cooperative Agreements; Acquired Immunodeficiency Syndrome (AIDS) Prevention Projects

Correction

In notice document 87-4792 beginning on page 7028 in the issue of Friday, March 6, 1987, make the following corrections:

1. On page 7029, in the first column, in the first paragraph, in the last line, after "AIDS" insert "meeting the CDC

surveillance case definition as set forth above."

2. On the same page, in the second column, in paragraph (e), in the seventh line, "period" was misspelled, and in the last line "populations" should read "population".

3. On page 7032, in the third column, in paragraph (c)(4), in the last line, after "implementation" insert "and evaluation".

4. On page 7033, in the first column, under the heading "Review and Application Criteria", in the first paragraph, in the second line, "HER/RR" should read "HE/RR".

5. In the same column, in paragraph (1)(e), in the second line, after "plan" insert "described".

6. In the second column, in paragraph (i), in the third line, after "instruments" insert "of measurement".

BILLING CODE 1505-01-D

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Food and Drug Administration

[Docket No. 87F-0003]

E.I. du Pont de Nemours and Co.; Filing of Food Additive Petition

Correction

In notice document 87-4346 appearing on page 6391 in the issue of Tuesday, March 3, 1987, make the following correction:

- On page 6391, in the second column, in the SUMMARY, in the ninth line, "acd" should read "acid".

BILLING CODE 1505-01-D

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Food and Drug Administration

[Docket No. 87M-0027]

Beiersdorf Inc.; Premarket Approval of Implast® Bone Cement

Correction

In notice document 87-4345 beginning on page 6391 in the issue of Tuesday, March 3, 1987, make the following corrections:

1. On page 6392, in the first column, in the SUPPLEMENTARY INFORMATION, in the fifth line, "Implast" should read "Implast®".

2. On the same page, in the same column, in the last paragraph, in the last line, "360(g)" should read "360e(g)".

BILLING CODE 1505-01-D

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Social Security Administration

Federal Old-Age, Survivors, and Disability Insurance Supplemental Security Income for the Aged, Blind, and Disabled; Vocational Rehabilitation and Employment Demonstration Priorities for Fiscal Year 1986; Recommendations for Priority Areas for Demonstrations

Correction

In notice document 87-5195 beginning on page 7320 in the issue of Tuesday, March 10, 1987, make the following correction:

- On page 7321, in the first column, in the 13th line from the bottom of the column, "are not being evaluated" should read "are now being evaluated".

BILLING CODE 1505-01-D

Great Report

Friday
March 20, 1987

Part II

Department of Health and Human Services

Office of Human Development Services

Runaway and Homeless Youth Program;
Availability of Financial Assistance;
Notice

DEPARTMENT OF HEALTH AND HUMAN SERVICES**Office of Human Development Services**

[Program Announcement No. HDS/ACYF/RHYP 13.623-87-2]

Runaway and Homeless Youth Program: Availability of Financial Assistance

AGENCY: Administration for Children, Youth, and Families (ACYF), Office of Human Development Services (OHDS), Department of Health and Human Services (DHHS).

ACTION: Announcement of availability of financial assistance to agencies serving runaway and homeless youth—grants for Basic Centers.

SUMMARY: The Family and Youth Services Bureau of the Administration for Children, Youth, and Families announces the availability of fiscal year 1987 funds for the Runaway and Homeless Youth Basic Center Grant Program.

Competition for new awards will not be possible in all States. See the Table of Allocations by State and the accompanying narrative (Part I, Section F, "Available Funds for Basic Centers") for explanation.

This program announcement consists of a Preamble plus five parts. Part I provides general or background considerations for potential applicants to the program. Part II provides requirements of the Runaway and Homeless Youth Act in regard to services and activities that must be carried out by grantees. Part III describes the application process. Part IV provides instructions for completing the program narrative of grant applications and also provides the criteria to be used in evaluating the applications. Part V provides appendices to be consulted during preparation of the application.

DATE: The deadline or closing date for receipt of all applications under this announcement is May 4, 1987.

ADDRESS: Application receipt point: Department of Health and Human Services, HDS/Grants and Contracts Management Division, 200 Independence Avenue, SW., Room 341-F, Humphrey Building, Washington, D.C. 20201. Attn: William J. McCarron, HDS-87-ACYF/RHYP.

FOR FURTHER INFORMATION CONTACT: Dr. W. Ray Rackley, Administration for Children, Youth and Families, Family and Youth Services Bureau, P.O. Box

1182, Washington, D.C. 20013, Telephone: (202) 755-7800.

SUPPLEMENTARY INFORMATION:**Preamble**

Runaway behavior and homelessness among youth continue to be major problems of national concern. The Department of Health and Human Services estimates that the number of such youth remains at more than one million. Youth increasingly are running away within the local area rather than interstate or across jurisdictions, although some localities do attract a high number of out-of-jurisdiction youth.

Reports from runaway youth centers indicate a growing proportion of youth arriving at the centers with multiple and complex problems. Substance abuse by youth; sexual abuse or physical abuse by adults; conflicts in school or with peers; and problems of teen pregnancy, prostitution and suicide all seem to be on the increase in youth appearing at centers.

Basic Centers funded under the Runaway and Homeless Youth Act (RHYA) share a number of common characteristics. All centers provide the basic services required under the law including temporary shelter, individual and family counseling, and aftercare. Also, through linkages and agreements with other agencies, other services are provided such as health, education, legal and employment services. Beyond these similarities, centers show considerable diversity in organization, management, scope and approach.

The basic purpose of RHYA funds is to enable centers to provide short-term, crisis intervention services for runaway and homeless youth.

For the past six years, appropriate responses to the needs of runaway and homeless youth have entailed the involvement of major segments, components, organizations, and agencies of local communities, including the private sector. OHDS policy has focused on the use of Federal resources to stimulate the establishment and growth of new agencies that can become viable with less or no further Federal support. This policy continues with this announcement. Since fiscal year 1983, 176 new runaway and homeless youth centers have been funded. (Thirty-four new grantees were funded in fiscal year 1986.) These centers have formed linkages with and obtained financial support from their communities.

For a number of years prior to fiscal year 1986, awards to Basic Centers were limited to one-year project periods, even though a number of the centers had been in operation for five, ten, or more years and contemplated continued operation

in future years. In fiscal year 1986, a staggered, three-year funding cycle was initiated, with one-third of the awards having project periods of three years, one-third having project periods of two years, and one-third having project periods of one year. The emphasis on longer-term funding is continued in the present announcement. This year, we anticipate that all Basic Center awards under this announcement will be for three-year project periods.

Note: Basic Center grantees awarded two- or three-year project periods in fiscal year 1986 should *not* submit applications under this announcement. Separate continuation application kits will be sent to each of these multi-year grantees from the respective regional offices.

We recognize that some localities, because of climate, location, or other attraction for youth, have exceptionally high concentrations of runaway and homeless youth, beyond what could be expected from their local youth population. These high impact areas require special consideration and targeted funding for services and activities that go beyond what basic centers routinely can provide. In fiscal year 1986, as part of a long-term strategy to address this issue, six High Impact Supplemental Demonstration grants were awarded to centers addressing problems of substance abuse; sexual exploitation; chronic runaway behavior; services to military families; and older, homeless adolescents. Each of these grants has a three-year project period (with over two years remaining before project completion). Funding for additional projects in high impact areas is not included in this announcement.

Another part of OHDS policy has been the establishment of Coordinated Networks whose responsibilities include communication among centers, training and technical assistance, and a mechanism for dealing with State-level agencies and entities. In fiscal year 1986, funding was provided to ten Coordinated Networks, one in each of the ten Federal regions. Each award was for a two-year project period. These networks will continue to operate through September 1988; therefore, no new network grants will be funded under this announcement.

In summary, this announcement continues a funding strategy focused on: (1) Competition, (2) encouraging new grantees to enter the Runaway and Homeless Youth Center Program, (3) building strong community-based programs and reducing dependency on Federal funds, and (4) continuing longer

project periods for Basic Center programs.

Part I: General or Background Considerations

A. Scope of This Program Announcement

This program announcement solicits applications and describes the application process for Basic Center grants under the Runaway and Homeless Youth Program. These grants will be competitively awarded during the third and fourth quarters of fiscal year 1987. Project periods for the grants will be three years.

B. Legislative Authority

Grants under this program are authorized by the Runaway and Homeless Youth Act (the Act), 42 U.S.C. 5701 *et seq.* This Act was enacted as Title III of the Juvenile Justice and Delinquency Prevention Act of 1974 (Pub. L. 93-415), as amended by the Juvenile Justice Amendments of 1977 (Pub. L. 95-115), the Juvenile Justice Amendments of 1980 (Pub. L. 96-509), and the Juvenile Justice Amendments of 1984 (Pub. L. 98-473). See 42 U.S.C. 5701 *et seq.*

C. Program Purpose

The purpose of the National Runaway and Homeless Youth Program is to provide financial assistance to establish or strengthen community-based centers that address the needs (e.g., outreach, temporary shelter, counseling, and aftercare services) of runaway and homeless youth and their families.

Programs receiving Runaway and Homeless Youth Act funding under this announcement are required to know and to adhere to the requirements of 45 CFR Part 1351, the Runaway Youth Program regulations. Applicants must develop their applications in accordance with those regulations and the supplementary instructions which are included in this announcement.

D. Program Goals and Objectives

The program goals and objectives of the Runaway and Homeless Youth Act are to assist runaway and homeless youth centers to: (a) Alleviate the 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.

E. Non-Discrimination in Services

All services under this program, including temporary shelter, must be provided in accordance with 45 CFR Parts 80, 81, and 84 pertaining to non-discrimination under programs receiving Federal assistance.

F. Available Funds for Basic Centers

In fiscal year 1987, the Administration for Children, Youth, and Families expects to award approximately \$19,407,051 in Basic Center grants. This total will be divided among the States according to their respective populations under the age of 18.

Approximately two-thirds of this total (or \$12,736,787) will be awarded in the form of non-competing extensions (continuations) to current Basic Center grantees having one or two years remaining in their project periods. Grantees in this category will receive instructions from their respective regional offices on the procedures for applying for these extensions. These grantees should not apply for funds under this announcement.

In 15 jurisdictions, the entire State allocation will be awarded in the form of non-competing extensions (continuations) to current grantees. That is, each of these 15 jurisdictions will receive its full allocation as determined by the population in the State of children under the age of 18. However, the entire allocation in each case will be distributed as continuation funding among grantees that received multi-year awards in fiscal year 1986. In these jurisdictions, no funds will remain in fiscal year 1987 for awards to new grantees. The 15 States in which there will be no competition in fiscal year 1987 are Maine, Vermont, Delaware, District of Columbia, Maryland, West Virginia, Kentucky, Wisconsin, Arkansas, Montana, North Dakota, Wyoming, Arizona, Hawaii, and Idaho. Funding for new awards will be available in all other jurisdictions. (Refer to the Table of Allocations by State.)

Approximately one-third of the total funds (or \$6,670,264) will be awarded in the form of new grants according to the procedures outlined in this announcement.

Approximately 100 new Basic Center grants will be awarded. Award recipients may include current grantees having project periods ending by September 30, 1987, and new applicants.

New Basic Center grant awards will be made from late June, 1987, through the end of September, 1987.

All grant applicants should request three-year project periods.

Funding recommendations for the new Basic Center applications will be based on the scores assigned to the applications by the non-Federal reviewers who will evaluate each application according to the criteria described in Part IV below, and on input from ACYF staff in the regional offices and in Washington, D.C. Final decisions will be made by the Commissioner of ACYF.

While the project periods assigned to successful applicants will be for three years, initial awards of grant funds will be for only one year. Subsequent awards of funds will depend upon satisfactory performance by the grantees and on the availability of appropriated funds.

The number of new Basic Center grants awarded within each State will depend upon the State's allocation for new grants and on the number of acceptable applications. All applicants under this announcement will compete with other applicants in the State in which their services will be provided. In the event that an insufficient number of applications meeting the minimum criteria for funding is submitted from within any State or jurisdiction, the Commissioner, ACYF, may reallocate any unused funds.

The following table indicates the fiscal year 1987 allocations for each State. In this table, the amount (if any) shown in the column labeled "New Awards" is the amount available for competition in each State in fiscal year 1987. A zero (-0-) in that column means that no applications from that State will be considered under this announcement because the entire State allocation (as shown in the Totals column) has been set aside for non-competing (continuation) awards, as explained above.

RUNAWAY AND HOMELESS YOUTH CENTERS;
TABLE OF ALLOCATIONS BY STATE

(Total 57 States and Jurisdictions—Fiscal Year 1987)

Regions/States	Continuations	New awards	Totals
Region I			
Connecticut.....	\$156,582	\$71,149	\$227,731
Maine.....	91,586	0	91,586
Massachusetts.....	221,514	189,329	410,843
New Hampshire.....	56,356	19,849	76,205
Rhode Island.....	0	67,771	67,771
Vermont.....	42,169	0	42,169
Region II			
New Jersey.....	516,988	44,156	561,144
New York.....	908,498	407,163	1,315,661
Puerto Rico.....	74,969	301,235	376,204
Virgin Islands.....	0	13,855	13,855
Region III			
Delaware.....	47,289	0	47,289
District of Columbia.....	39,759	0	39,759
Maryland.....	330,421	0	330,421
Pennsylvania.....	576,043	290,824	866,867
Virginia.....	292,650	142,591	435,241

RUNAWAY AND HOMELESS YOUTH CENTERS;
TABLE OF ALLOCATIONS BY STATE—Continued
[Total 57 States and Jurisdictions—Fiscal Year 1987]

Regions/States	Continuations	New awards	Totals
West Virginia.....	155,723	0	155,723
Region IV			
Alabama.....	309,191	26,953	336,144
Florida.....	581,429	182,426	763,855
Georgia.....	326,691	172,706	499,397
Kentucky.....	308,132	0	308,132
Mississippi.....	0	237,650	237,650
North Carolina.....	271,378	207,236	478,614
South Carolina.....	0	277,711	277,711
Tennessee.....	114,841	256,243	371,084
Region V			
Illinois.....	876,393	57,040	933,433
Indiana.....	228,575	225,039	453,614
Michigan.....	265,133	482,758	747,891
Minnesota.....	190,460	162,612	343,072
Ohio.....	672,531	192,830	865,361
Wisconsin.....	386,747	0	386,747
Region VI			
Arkansas.....	194,277	0	194,277
Louisiana.....	148,766	259,366	408,132
New Mexico.....	70,247	64,693	134,940
Oklahoma.....	210,718	67,896	278,614
Texas.....	889,276	555,602	1,444,878
Region VII			
Iowa.....	130,000	102,831	232,831
Kansas.....	108,896	91,706	200,602
Missouri.....	285,628	114,070	399,698
Nebraska.....	47,664	86,974	134,638
Region VIII			
Colorado.....	157,213	103,028	260,241
Montana.....	70,482	0	70,482
North Dakota.....	59,337	0	59,337
South Dakota.....	45,000	17,048	62,048
Utah.....	0	184,940	184,940
Wyoming.....	48,193	0	48,193
Region IX			
Arizona.....	263,554	0	263,554
California.....	1,633,220	427,019	2,060,239
Hawaii.....	87,349	0	87,349
Nevada.....	0	66,265	66,265
American Samoa.....	0	5,120	5,120
Guam.....	0	14,759	14,759
Northern Marianas.....	0	2,711	2,711
Federated States of Micronesia.....	0	8,748	8,748
Marshall Islands.....	0	3,947	3,947
Palau.....	0	1,302	1,302
Region X			
Alaska.....	21,872	29,333	51,205
Idaho.....	97,289	0	97,289
Oregon.....	178,759	35,397	214,156
Washington.....	243,000	112,422	355,422
Totals.....	13,022,748	6,384,303	19,407,051

Part II. Requirements of the Runaway and Homeless Youth Act

Section 311(a), 42 U.S.C. 5711(a), of the Runaway and Homeless Youth Act requires that grants shall be made among the States based upon their respective populations of youth under 18 years of age for the purpose of developing or strengthening local facilities to deal primarily with immediate needs of runaway or otherwise homeless youth, and their families, in a manner which is outside the law enforcement structure and juvenile justice system. The size of such grants shall be determined by the number of such youth in the community

and the availability of existing services. Among applicants, priority shall be given to private organizations or institutions which have had past experience in dealing with such youth.

Section 312(a), 42 U.S.C. 5712(a), of the Act requires that, to be eligible for assistance under this part, an applicant shall propose to establish, strengthen, or fund an existing or proposed runaway center (a locally controlled facility providing temporary shelter) and counseling services to juveniles who have left home without permission of their parents or guardians, or to other homeless juveniles.

Section 312(b), 42 U.S.C. 5712(b), of the Act requires that, in order to qualify for assistance under this part, an applicant shall submit a plan to the Secretary meeting the following requirements and including the following information. Each center:

(1) Shall be located in an area which is demonstrably frequented by or easily reachable by runaway youth;

(2) Shall have a maximum capacity of no more than twenty children with a ratio of staff to children of sufficient proportion to assure adequate supervision and treatment;

(3) Shall develop adequate plans for contacting the child's parents or relatives and assuring the safe return of the child according to the best interests of the child, for contacting local government officials pursuant to informal arrangements established with such officials by the runaway and homeless youth center, and for providing for other appropriate alternative living arrangements;

(4) Shall develop an adequate plan for assuring proper relations with law enforcement personnel, social service personnel, school system personnel, and welfare personnel, and the return of runaway youth from correctional institutions;

(5) Shall develop an adequate plan for aftercare counseling involving runaway youth and their families within the State in which the runaway and homeless youth center is located and for assuring, when possible, that aftercare services will be provided to those children who are returned to any State other than the State in which the center is located;

(6) Shall keep adequate statistical records profiling the children and family members which it serves, except that records maintained on individual runaway youths shall not be disclosed without the consent of the individual youth and parent or legal guardian to anyone other than another agency compiling statistical records or a government agency involved in the

disposition of criminal charges against an individual runaway youth, and reports or other documents based on such statistical records shall not disclose the identity of individual runaway youths;

(7) Shall submit annual reports to the Secretary detailing how the center has been able to meet the goals of its plans and reporting the statistical summaries required by paragraph (6);

(8) Shall demonstrate its ability to operate under the accounting procedures and fiscal control devices as required by the Secretary;

(9) Shall submit a budget estimate with respect to the plan submitted by each center under this subsection; and

(10) Shall supply such other information as the Secretary reasonably deems necessary.

Section 313, 42 U.S.C. 5713, of the Act requires that an application by a State, locality, or private entity for a grant under this part may be approved by the Secretary only if it is consistent with the applicable provisions of this part and meets the requirements set forth in section 312. Priority shall be given to grants smaller than \$150,000. In considering grant applications under this part, priority shall be given to organizations which have a demonstrated experience in the provision of service to runaway and homeless youth and their families.

Section 321, 42 U.S.C. 5731, of the Act requires that records containing the identity of individual youths pursuant to this Act may under no circumstances be disclosed or transferred to any individual or to any public or private agency.

Other standards which Runaway and Homeless Youth Basic Center grantees are expected to meet are found in the Program Performance Standards (Attachment C).

Part III. Application Process

A. Eligible Applicants

States, localities, private for-profit and private non-profit agencies, and coordinated networks of such agencies are eligible to apply for Runaway and Homeless Youth Program basic center grants under this announcement unless they are part of the law enforcement structure or the juvenile justice system. States are defined to include any State of the United States; the District of Columbia; the Commonwealth of Puerto Rico; the Virgin Islands; Guam; American Samoa; the Commonwealth of the Northern Mariana Islands; and the successor entities of the Trust Territory of the Pacific Islands; the Republic of the

Marshall Islands, the Federated States of Micronesia, and Palau (see 42 U.S.C. 5603 (7)). Federally recognized Indian Tribes are eligible to apply for grants as local units of government. Non-Federally recognized Indian Tribes and urban Indian organizations are eligible to apply for grants as private non-profit agencies.

Applicants are reminded that Basic Center grants may be awarded to agencies which operate a central shelter facility, or to agencies which provide emergency shelter through a series of host homes, or to agencies which employ a combination of shelter facility(ies) and host homes. Host homes are facilities providing short-term shelter, usually the home of a family, under contract to accept runaway and homeless youth assigned by the Basic Center grantee, usually for a nominal fee, and licensed according to State or local laws.

B. Assistance to Prospective Grantees

Potential grantees can receive informational assistance in developing applications from the appropriate ACYF regional youth contacts listed in Appendix E or from the Family and Youth Services Bureau in Washington, DC (see above for address). Organizations may also receive information from the appropriate Coordinated Network grantee listed in Appendix F.

C. Application Kit

As a further aid to applicants and those considering submitting an application, an Application Kit is available from the Family and Youth Services Bureau in Washington. The Application Kit contains a copy of the Runaway and Homeless Youth Act, Questions and Answers on the FY 1987 Funding Cycle, a copy of the Runaway and Homeless Youth Program Regulations, and a copy of the Runaway and Homeless Youth Program Fact Sheet. To obtain an Application Kit, call (202) 755-7800 or write to: The Runaway and Homeless Youth Program, Program Operations Division, Family and Youth Services Bureau, P.O. Box 1182, Washington, DC 20013.

D. Application Requirements

To be considered for a Runaway and Homeless Youth Basic Center grant, each application must be submitted on the forms provided at the end of this announcement and in accordance with the guidance provided herein. The application must be signed by an individual authorized to act for the applicant agency and authorized to assume responsibility for the obligations

imposed by the terms and conditions of the grant award.

E. 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 Alaska, Idaho, Nebraska, American Samoa, and Palau have elected to participate in the Executive Order process and have established Single Points of Contact (SPOCs). Applicants from these areas 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 should contact their SPOCs as soon as possible to alert them to the prospective applications 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 SF 424, item 22a.

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.

Therefore, the comment period for State processes will end on July 20, 1987, to allow time for HDS to review, consider and attempt to accommodate SPOC input. 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 HDS, they should be addressed to: Department of Health and Human Services, Office of Human Development Services, Grants and Contracts Management Division, 200 Independence Ave., SW., Room 341F, Hubert H. Humphrey Building,

Washington, DC 20201. Attn: William J. McCarron.

A list of the single points of contact for each State and territory is included at the end of this announcement.

F. Availability of Forms

A copy of each form required to submit an application for a grant under the Runaway and Homeless Youth Program, and instructions for completing the application, are provided in Appendices A and B. The Program Performance Standards and a description of the National Runaway Switchboard are included at the end of this announcement as Appendix C. Addresses of the State Single Points of Contact (SPOCs) to which applicants should submit review copies of their proposals are listed in Appendix D. Grantees must comply with the requirements of Title III of Pub. L. 98-473, the Runaway and Homeless Youth Act, 42 U.S.C. 5701 *et seq.*, and with the Code of Federal Regulations (CFR) Title 45, Part 1351, Runaway Youth Program. Copies of the Act and the Regulations may be found in major public libraries and at the regional offices listed in Appendix E at the end of this announcement. Additional copies of this announcement may be obtained from the regional offices or from the information contact person listed at the beginning of the announcement. Further general information may be obtained from the Coordinated Networks listed in Appendix F. A listing of all current multi-year Basic Center grantees, with the project period expiration date of each, is presented in Appendix G.

G. 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 below. This review will be conducted in Washington, DC. The initial review will be conducted by teams of non-Federal experts knowledgeable in the areas of youth development and/or human service programs. These experts will review applications to determine that applicants will conform to the requirements of the Act (see Part II of this announcement) and the Program Performance Standards. Then they will use the criteria presented below to assign a score to each application. The non-Federal reviewers will be from States other than the one from which applications are being reviewed. The results of the competitive review will be analyzed by Federal staff and taken into

consideration by the Associate Commissioner of the Family and Youth Services Bureau who, in consultation with ACYF regional officials, will recommend projects to be funded. The ACYF Commissioner will make the final selection of the applicants to be funded. The Commissioner may elect not to fund any applicants that have known management, fiscal or other problems or situations which make it unlikely that they would be able to provide effective services. The Commissioner also will give preference to applicants proposing to work in geographic areas outside those areas now served by Basic Center grantees with multi-year project periods extending into fiscal year 1988 (that is, with project periods extending beyond September 30, 1987). (Refer to Appendix G for current Basic Center expiration dates.)

In negotiating the final budgets for successful applicants, consideration will be given to the needs expressed in the application, the number of runaway or homeless youth in the community in which the project will be located, the existing availability of services designed to provide for the immediate needs of runaway or homeless youth and their families in the community, and the range and types of services proposed.

Successful applicants will be notified through the issuance of a Notice of Financial Assistance Awarded which sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which support is given, the non-Federal share to be provided, and the total project period for which support is provided. Organizations whose applications have been disapproved will be notified in writing of that decision.

H. Grantee Share of the Project

The Runaway and Homeless Youth Act requires a ten percent match of the Federal funds requested (line 12a of SF Form 424) on all grants funded under this announcement (42 U.S.C. 5716, 45 CFR 1351.13). For example, a total Federal amount of \$100,000 (line 12a) must be matched by at least a \$10,000 non-Federal share (line 12b), for a total cost of at least \$110,000. The non-Federal portion may be cash, in-kind contributions or grantee-incurred costs (including the facility, equipment or services) and must be project-related and allowable under the cost principles provided in 45 CFR Part 74, the Department's regulations on the Administration of Grants. For-profit applicants are reminded of the prohibition against profits in the use of grant funds (45 CFR 74.705).

I. Instructions for Completing the Application

1. *Contents of Application.* Each copy of the application must contain the following items in the order listed:

- a. Standard Form 424 (page 1)
- b. Project Abstract (page 2)
- c. Part II—Project Approval Information (page 3)
- d. Part III—Budget Information (pages 4, 5)
- e. Part IV—Project Narrative (pages 6 and following, as appropriate)
- f. Part V—Plans and Assurances (paginate as appropriate)
- g. Application Certification for Profit-Making Organizations (paginate as appropriate)
- h. Supporting Documents (if any, paginate as appropriate)

2. *Instructions for Preparing Application.* Prepare your application in accordance with the following instructions:

- a. Standard Form 424 (page 1). Follow instructions in Appendix B.
- b. Project Abstract (page 2). Self-explanatory.
- c. Part II—Project Approval Information (page 3). Self-explanatory.
- d. Part III—Budget Information (pages 4-5). Follow instructions in Appendix B.
- e. Part IV—Project Narrative (pages 6 and following). Instructions for completing the project narrative are found below.

- f. Plans and Assurances
- (1) HHS-SF 441, Assurance of Compliance, Title VI, Civil Rights Act of 1964. Self-explanatory.
- (2) HHS-SF 641, Assurance of Compliance, Sec. 504, Rehabilitation Act of 1973, as amended. Self-explanatory.
- g. Application Certification for Profit-Making Organizations. Self-explanatory.
- h. Supporting Documentation

Applicants may attach only photocopies (no originals) of any additional materials, such as resumes, letters of support or agreement, news clippings, or descriptions of the program's participation in local, State or regional coalitions of youth service agencies, which would give further support to the application. *Resumes must be limited to one page.*

The absolute maximum for supporting documentation is 10 pages, exclusive of letters of support or agreement. Documentation which ACYF staff determines to be excessive will not be provided to the independent panel reviewers. Applicants may include as many letters of support or agreement as are appropriate.

Note: Include only photocopies of the materials. Do not use separate covers, binders, clips, tabs, plastic inserts,

pages with pockets, separately bound brochures, folded maps or charts, or any other items that cannot be processed easily on a photocopy machine with automatic feed. Do not bind, clip, or fasten in any way separate subsections of the application, including supporting documentation.

J. Application Submission

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

Closing Date for the Receipt of Applications

The closing date for receipt of applications under this announcement is: May 4, 1987. Applications must be mailed or hand delivered to: HHS/Division of Grants and Contracts Management, 200 Independence Avenue, SW., Room 341-F, Humphrey Building, Washington, DC 20201. Attn: William J. McCarron, HDS-87-ACYF/RHYP.

Deadline for Submission of Applications

A. Hand delivered applications will be accepted during the normal working hours of 9:00 a.m. to 5:30 p.m., Monday through Friday. An application will be considered as meeting the deadline if it is either:

1. Received on or before the deadline date at the above address, or
2. Sent on or before the deadline date, and received by the granting agency in time to be considered during the competitive review and evaluation process.

(Applicants are cautioned to request a legibly dated U.S. Postal Service postmark or to obtain a legibly dated receipt from a commercial carrier or the U.S. Postal Service. Private metered postmarks are not acceptable as proof of timely mailing.)

B. Late applications. Applications which do not meet the criteria in paragraph A of this section are considered late applications. HDS will notify each late applicant that its application will not be considered in the current competition.

C. Extension of deadline. HDS may extend the deadline for all applicants because of acts of God such as floods or hurricanes, when there is a widespread disruption of the mails or when HDS

determines an extension to be in the best interests of the government. However, if HDS does not extend the deadline for all applicants, it may not waive or extend the deadline for any applicants.

Part IV. Program Narrative and Review Criteria

Prepare the narrative section in accordance with the following instructions, *using the same captions and numbering system*. The program narrative should be clear and concise, and should not exceed 25 single-spaced pages plus such necessary attachments as organization charts, resumes, and letters of agreement and support. The portion of any program narrative that ACYF staff determine as exceeding these limits will not be presented to the independent panel reviewers.

1. Objectives and need for this assistance (15 points).

State the specific objectives and needs addressed by the project in terms of its significance and its applicability to objectives of the project. Provide a discussion of the problem or area addressed by the proposal and indicate how the proposed effort will impact on it. Indicate goals or service objectives of the proposal. Supporting documentation or other testimonials from concerned interests other than the applicant may be used. Any relevant data must be summarized, evaluated and related to the proposed project.

2. Results or benefits expected (beneficial impact) (10 points).

Identify the results and benefits—for target groups and programs—to be derived from implementing the proposed project.

3. Approach (project implementation plan) (35 points).

Tasks to be performed (15 points)

Provide major milestones of events and activities and a timetable for completion, including the time commitments of all key staff.

Design and Methodology (15 points).

Identify the specific problem(s), issue(s), and objectives of the proposal and provide a detailed discussion of how the approach provided for will accomplish these project objectives. The methodology, plan, design, or other appropriate techniques to be used should be fully described.

Evaluation (5 points).

Where appropriate, describe in detail the evaluation plans and procedures capable of measuring the degree to which project objectives have been accomplished.

4. Geographic location (5 points).

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

5. Staffing and management (20 points).

Staffing Pattern (5 points).

Describe the staffing pattern for the proposed project, clearly linking responsibilities to project tasks and specifying the contribution to be made by senior staff.

Competence of Staff (10 points).

Indicate the qualifications of the project team, the variety of skills to be used, relevant experience, educational background, and the demonstrated ability to produce final results.

Adequacy of Resources (5 points).

Specify the adequacy of the facilities, resources and organizational experience with regard to the tasks of the proposed project.

6. Budget appropriateness and reasonableness (15 points).

Budget (10 points).

Relate the proposed budget to the level of effort required to attain project objectives. Demonstrate that the project's costs are reasonable in view of the anticipated results.

Assurances (5 points).

Discuss collaborative efforts with other agencies or organizations. Written assurances should be included with the application if available.

(Catalog of Federal Domestic Assistance Number 13.623, Runaway and Homeless Youth Program)

Dated: February 12, 1987.

Dodie Livingston,

Commissioner, Administration for Children, Youth and Families.

Approved: March 2, 1987.

Jean K. Elder,

Assistant Secretary-Designate for Human Development Services.

Appendix A: Forms and Assurances

Appendix B: Instructions for Applying for Federal Assistance From HDS Programs

Appendix C: Program Performance Standards; National Runaway Switchboard Project Description

Appendix D: State Single Points of Contact (SPOCS)

Appendix E: Regional Youth Contacts

Appendix F: Coordinated Networks

Appendix G: Current Multi-Year Basic Center Grantees

BILLING CODE 4130-01-M

APPENDIX A

OMB Approval No. 0348-0006

FEDERAL ASSISTANCE		2. APPLICANT'S APPLICATION IDENTIFIER		a. NUMBER		3. STATE APPLICATION IDENTIFIER		a. NUMBER	
1. TYPE OF SUBMISSION (Mark appropriate box) ☐ NOTICE OF INTENT (OPTIONAL) ☐ PREAPPLICATION ☐ APPLICATION		b. DATE Year month day 19		NOTE: TO BE ASSIGNED BY STATE 19		b. DATE Year month day 19		Leave Blank	
4. LEGAL APPLICANT/RECIPIENT						5. EMPLOYER IDENTIFICATION NUMBER (EIN)			
a. Applicant Name b. Organization Unit c. Street/P.O. Box d. City e. County f. State g. ZIP Code h. Contact Person (Name & Telephone No.)						6. PROGRAM (From CFDA) a. NUMBER MULTIPLE ☐ b. TITLE			
7. TITLE OF APPLICANT'S PROJECT (Use section IV of this form to provide a summary description of the project.)						8. TYPE OF APPLICANT/RECIPIENT A—State B—Intermediate C—Substate D—County E—City F—School District G—Special Purpose District H—Community Action Agency I—Higher Educational Institution J—Indian Tribe K—Other (Specify): Enter appropriate letter ☐			
9. AREA OF PROJECT IMPACT (Names of cities, counties, states, etc.)						10. ESTIMATED NUMBER OF PERSONS BENEFITING		11. TYPE OF ASSISTANCE	
								A—Basic Grant B—Supplemental Grant C—Loan D—Insurance E—Other Enter appropriate letter(s) ☐	
12. PROPOSED FUNDING		13. CONGRESSIONAL DISTRICTS OF:				14. TYPE OF APPLICATION			
a. FEDERAL \$.00 b. APPLICANT .00 c. STATE .00 d. LOCAL .00 e. OTHER .00 f. Total \$.00		a. APPLICANT b. PROJECT 15. PROJECT START DATE Year month day 19 16. PROJECT DURATION Months 17. DATE DUE TO FEDERAL AGENCY Year month day 19				A—New B—Renewal C—Revision D—Continuation E—Augmentation Enter appropriate letter ☐			
19. FEDERAL AGENCY TO RECEIVE REQUEST						20. EXISTING FEDERAL GRANT IDENTIFICATION NUMBER			
a. ORGANIZATIONAL UNIT (IF APPROPRIATE) b. ADMINISTRATIVE CONTACT (IF KNOWN) c. ADDRESS						21. REMARKS ADDED			
						☐ Yes ☐ No			
22. THE APPLICANT CERTIFIES THAT:		a. YES, THIS NOTICE OF INTENT/PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE _____ b. NO, PROGRAM IS NOT COVERED BY E.O. 12372 ☐ OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW ☐							
23. CERTIFYING REPRESENTATIVE		a. TYPED NAME AND TITLE				b. SIGNATURE			
24. APPLICATION RECEIVED 19		25. FEDERAL APPLICATION IDENTIFICATION NUMBER				26. FEDERAL GRANT IDENTIFICATION			
27. ACTION TAKEN		28. FUNDING				29. ACTION DATE Year month day 19			
☐ a. AWARDED ☐ b. REJECTED ☐ c. RETURNED FOR AMENDMENT ☐ d. RETURNED FOR E.O. 12372 SUBMISSION BY APPLICANT TO STATE ☐ e. DEFERRED ☐ f. WITHDRAWN		a. FEDERAL \$.00 b. APPLICANT .00 c. STATE .00 d. LOCAL .00 e. OTHER .00 f. TOTAL \$.00				30. STARTING DATE Year month date 19 31. CONTACT FOR ADDITIONAL INFORMATION (Name and telephone number) 32. ENDING DATE Year month date 19 33. REMARKS ADDED ☐ Yes ☐ No			

PART II
PROJECT APPROVAL INFORMATION

OMB NO. 0348-0006

Item 1.

Does this assistance request require
State, local regional, or other priority rating?
_____ Yes _____ No

Name of Governing Body _____
Priority Rating _____

Item 2.

Does this assistance request require State, or local
advisory, educational or health clearances?
_____ Yes _____ No

Name of Agency or
Board _____
(Attach Documentation)

Item 3.

Does this assistance request require State, local,
regional or other planning approval?
_____ Yes _____ No

Name of Approving Agency _____
Date _____

Item 4.

Is the proposed project covered by an approved compre-
hensive plan?
_____ Yes _____ No

Check one: State ☐
Local ☐
Regional ☐
Location of Plan _____

Item 5.

Will the assistance requested serve a Federal
installation?
_____ Yes _____ No

Name of Federal Installation _____
Federal Population benefiting from Project _____

Item 6.

Will the assistance requested be on Federal land or
installation?
_____ Yes _____ No

Name of Federal Installation _____
Location of Federal Land _____
Percent of Project _____

Item 7.

Will the assistance requested have an impact or effect
on the environment
_____ Yes _____ No

See instructions for additional information to be
provided.

Item 8.

Will the assistance requested cause the displacement
of individuals, families, businesses, or farms?
_____ Yes _____ No

Number of:
Individuals _____
Families _____
Businesses _____
Farms _____

Item 9.

Is there other related assistance on this project previous,
pending, or anticipated
_____ Yes _____ No

See instructions for additional information to be
provided.

PART III - BUDGET INFORMATION

SECTION A - BUDGET SUMMARY

Grant Program, Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.		\$	\$	\$	\$	\$
2.						
3.						
4.						
5. TOTALS		\$	\$	\$	\$	\$

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	- Grant Program, Function or Activity				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	\$	\$	\$	\$	\$
b. Fringe Benefits					
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual					
g. Construction					
h. Other					
i. Total Direct Charges					
j. Indirect Charges					
k. TOTALS	\$	\$	\$	\$	\$
7. Program Income	\$	\$	\$	\$	\$

OMB NO. 0348-0006

SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) APPLICANT	(c) STATE	(d) OTHER SOURCES	(e) TOTALS
8.	\$	\$	\$	\$
9.				
10.				
11.				
12. TOTALS	\$	\$	\$	\$

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$	\$	\$	\$	\$
14. Non-Federal					
15. TOTAL	\$	\$	\$	\$	\$

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b) FIRST	(c) SECOND	(d) THIRD	(e) FOURTH
16.	\$	\$	\$	\$
17.				
18.				
19.				
20. TOTALS	\$	\$	\$	\$

SECTION F - OTHER BUDGET INFORMATION

(Attach Additional Sheets if Necessary)

21. Direct Charges:

22. Indirect Charges:

23. Remarks:

PART IV PROGRAM NARRATIVE (Attach per instruction)

PART V

ASSURANCES

The Applicant hereby assures and certifies that it will comply with the regulations, policies, guidelines and requirements, including 45 CFR Part 74 and OMB Circulars No. A-102, A-110 and applicable cost principles, (Circulars: A-21, "Educational Institutions"; A-87, "Cost Principles for State and Local Governments"; and A-122, "Nonprofit Organizations"), as they relate to the application, acceptance and use of Federal funds for this Federally assisted project. Also the applicant assures and certifies with respect to the grant that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
 2. It will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and in accordance with Title VI of that Act, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement.
 3. It will comply with Title VI of the Civil Rights Act of 1964 (42 USC 2000d) prohibiting employment discrimination where (1) the primary purpose of a grant is to provide employment or (2) discriminatory employment practices will result in unequal treatment of persons who are or should be benefiting from the grant-aided activity.
 4. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisition Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
 5. It will comply with the provisions of the Hatch Act which limit the political activity of State and local government employees.
 6. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act (29 U.S.C. 201) as they apply to employees of institutions of higher education, hospitals, other nonprofit organizations, and to employees of State and local governments who are not employed in integral operations in areas of traditional governmental functions.
- Head Start, Certification of Minimum Wage: It certifies that it has reviewed the salary structures and wages for all positions and certifies that persons employed in carrying out this program shall not receive compensation at a rate which is (a) in excess of the average rate of compensation paid in the area to persons providing substantially comparable services; or (b) less than the minimum wage rate prescribed in section 6(a) of the Fair Labor Standards Act of 1938. Documentation of the methods by which it established wage scales is available in their files for review by audit and HDS personnel.
7. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
 8. It will give the sponsoring agency or the Comptroller General through any authorized representative the access to and the right to examine all records, books, papers, or documents related to the grant, including the records of contractors and subcontractors performing under the grant.
 9. It will comply with all requirements imposed by the Federal sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.

10. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.

The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.

11. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards.
12. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 U.S.C. 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1966 (16 U.S.C. 469a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the grantee's activity and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
13. Applicants for the Administration for Native Americans Programs, hereby certify in accordance with 45 CFR 1336.53, that the financial assistance provided by the Office of Human Development Services for the speci-

fied activities to be performed under this program, will be in addition to, and not in substitution for, comparable activities provided without Federal assistance.

14. It will comply with the Age Discrimination Act of 1975 enacted as an amendment to the Older Americans Act (Pub. L. 94-135), which provides that: No person in the United States shall, on the basis of age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity for which the applicant receives Federal financial assistance.
15. It will comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), all requirements imposed by the applicable HHS regulation (45 C.F.R. Part 84), and all guidelines and interpretations issued pursuant thereto, which prohibits discrimination on the basis of handicap in programs and activities receiving Federal financial assistance.
16. It will comply with Title IX of the Education Amendments of 1972 (20 U.S.C. 1681, et seq.) which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance (whether or not the programs or activities are offered or sponsored by an educational institution).
17. It will comply with Pub. L. 93-348 as implemented by Part 46 of Title 45 (45 CFR 46, 42 U.S.C. 2891) regarding the protection of human subjects involved in research, development, and related activities supported by the grant.
18. It will comply with the equal opportunity clause prescribed by Executive Order 11246, as amended, and will require that its sub-recipients include the clause in all construction contracts and subcontracts which have or are expected to have an aggregate value within a 12-month period exceeding \$10,000, in accordance with Department of Labor regulations at 41 CFR Part 60.
19. It will include, and will require that its sub-recipients include, the provision set forth in 29 CFR 5.5(c) pertaining to overtime and unpaid wages in any nonexempt nonconstruction contract which involves the employment of mechanics and laborers (including watchmen, guards, apprentices, and trainees) if the contract exceeds \$2,500.

Appendix B—Instructions for Applying for Federal Assistance From HDS Programs

Introduction

Use of Forms

The forms included in this "kit" shall be used to apply for all new discretionary grants and cooperative agreements awarded by the Office of Human Development Services. They shall also be used to request supplemental assistance, proposed changes or amendments, and request continuation or refunding for previously approved grants or cooperative agreements from the Office of Human Development Services. An original and two copies of the forms should be submitted to the responsible grants management office. If an item cannot be answered or does not appear to be related or relevant to the assistance required, write "NA" for not applicable.

Applications

Applicants for new awards and competing continuations are required to submit a complete application which consists of Part I (SF-424) through Part V. Applicants for new projects must include completed Standard Forms 441, Civil Rights Assurance, and HHS-641, Rehabilitation Act Assurance. Applicants for additional funding (such as a non-competing continuation or supplemental grant) or amendments to a previously submitted application should include only affected pages. Previously submitted pages whose information is still current need not be resubmitted. Additionally, applicants for certain HDS programs may be subject to Executive Order 12372, Intergovernmental Review of Federal Programs (see Attachments 1 and 2). These applicants must follow the instructions provided relative to Executive Order 12372 coverage where appropriate, as listed on page 11.

Submission of Applicants

(1) Non-competing Continuation Grants—Applicants for continuation grants must submit these forms not later than 90 days prior to the budget period end date.

(2) New Projects and Competing Continuations—Applicants for Assistance to support new projects or for competing continuations should refer to program announcements for information regarding deadline dates for submission of forms.

Section I

Applicants shall complete all items in Section I. If an item is not applicable, write "NA". If additional space is

needed, insert an asterisk (*) and use Section IV. An explanation follows for each item.

Item

1. Mark appropriate box. Preapplication and application are described in OMB Circular A-102 and HDS program instructions. Use of the SF-424 as a Notice of Intent is a State option. HDS does not require Notice of Intent.

2a. Applicant's own control number, if desired.

2b. Date application is signed.

3a. For a program covered by Executive Order 12372, enter the number assigned, if any, by the State Single Point of Contact. Applications submitted to OHDS must contain this identifier, if provided by the State Single Point of Contact. Note: Item 22 of this form must be completed for programs covered by E.O. 12372.

3b. Date identifier is assigned by State.

4a-4h. Enter legal name of applicant/recipient, name of primary organizational unit which will undertake the assistance activity, complete address of applicant, and name and telephone number of person who can provide further information about this request.

IF THE PAYEE WILL BE OTHER THAN THE APPLICANT, ENTER IN THE REMARKS SECTION "PAYEE". THE PAYEE'S NAME, DEPARTMENT OR DIVISION. COMPLETE ADDRESS AND EMPLOYER IDENTIFICATION NUMBER AND DHHS ENTITY NUMBER.

If an individual's name and/or title is desired on the payment instrument, the name/or title of the designated individual must be specified.

5. Enter Employer Identification Number of applicant as assigned by the Internal Revenue Service. If the applicant organization has been assigned a DHHS Entity Number consisting of the IRS employer identification number prefixed by "1" and suffixed by a two-digit number, enter the full Entity Number. If applicant has other grants with DHHS and has been assigned a Paye Identification Number, enter PIN in parenthesis () beside employer identification number.

6a. Enter the Catalog of Federal Domestic Assistance number assigned to program under which assistance is requested. If more than one program (e.g., joint funding) check "multiple" and explain in Section IV, remarks. If unknown, cite Public Law or U.S. Code.

6b. Enter the program title from Catalog of Federal Domestic Assistance. Abbreviate if necessary.

7. Enter title and appropriate description of project. For Notification of Intent, continue in Section IV if necessary to convey proper description. If project affects particular sites as, for example, construction of real property projects, attach a map showing the project location.

8. Enter appropriate letter to designate grantee type—"City" includes town, township or other municipality. If the grantee is other than that listed, specify type on "Other" line e.g., Council of Governments. Note: Non-profit organizations which have not previously received HDS program support must submit proof of nonprofit status.

9. Enter Governmental unit where significant and meaningful impact could be observed. List only largest unit or units affected, such as State, county, or city. If entire unit is affected, list it rather than subunits.

10. Identify estimated number of persons *directly* benefiting from project, as described in the program narrative.

11. All applicants for new, competing continuation and non-competing continuation grants should enter the letter "A". And applicants for supplemental grant funding should enter the letter "B". For proposed changes or amendments, enter "E".

12. Enter amount requested or to be contributed during the initial funding/budget period by each contributor. Where allowable the value of in-kind contributions should be included. If the action is a change in dollar amount of existing grant (a revision or augmentation), indicate only the amount of the change. For decreases, enclose the amount in parentheses. If both basic and supplemental amounts are included, breakout in Section IV. For multiple program funding use totals and show program breakdowns in remarks. Item definition: 12a, amount requested from Federal Government; 12b, amount from local government, if applicant is not a local government; 12e, amount from any other sources, explain in Section IV.

13a. Self explanatory. Enter the appropriate Congressional District number(s). If the State has only one Congressional District, enter "at large".

13b. Enter the district(s) where most of the actual work will be accomplished. If city-wide or State-wide covering several districts, write "city-wide" or "State-wide".

14. Enter appropriate letter. Definitions are:

A. New. A submittal for the first time for a new project or project period (includes competing continuations).

B. Renewal. Not applicable to HDS grant programs.

C. Revision. A modification to project after the initial funding/budget period and within the approved project period.

D. Continuation. Support for a non-competing continuation project after the initial funding/budget period and within the approved project period.

E. Augmentation. (Referred to elsewhere in these instructions and in other HDS publications as a "supplemental"). An application for additional funds for a project previously awarded funds in the same funding/budget period. Project nature and scope unchanged.

15. Enter approximate date project is expected to begin. If initial budget period is other than 12 months, explain in Part IV.

16. Enter estimated number of months to complete project after Federal funds are available.

17. Complete only for revisions (item 14C), or augmentations (Supplements) (Item 14E).

18. Date application/preapplication must be submitted to HDS in order to be eligible for funding consideration.

19. Name and address of the Federal agency to which this request is addressed. Indicate as clearly as possible the name of the office to which the application will be delivered.

20. Enter existing HDS award number from item 3 of the Notice of Financial Assistance Awarded if this is not a new request and directly relates to a previous Federal action. Otherwise write "NA".

21. Check appropriate box as to whether Section IV of form contains remarks and/or additional remarks are attached.

Section II

Applicants will always complete either item 22a or 22b and items 23a and 23b. An explanation follows for each item.

22a. Complete if application is subject to Executive Order 12372 (State review and comment). Note: All written comments submitted by or through the State Contact must be attached, if available. Applicants are advised of the delay of funding near the end of the fiscal year, if a timely notification to the State Contact is not made.

22b. Check if application is not subject to E.O. 12372.

23a. Name and title of authorized representative of legal applicant.

23b. Self explanatory. *Note:* The authorized representative signature cannot be signed by designee.

Note. Applicant Completes Only Sections I and II. Section III is Completed by Federal Agencies.

Instructions for Completion of Part II

Negative answers will not require an explanation unless the responsible HDS program office requests more information at a later date. All "Yes" answers must be explained on a separate page in accordance with these instructions.

Item 1—Provide the name of the governing body establishing the priority system and the priority rating assigned to this project. If the priority rating is not available, give the approximate date that it will be obtained.

Item 2—Provide the name of the agency or board which issued the clearance and attach the documentation of status or approval. If the clearance is not available, give the approximate date that it will be obtained.

Item 3—Furnish the name of the approving agency and the approval date. If the approval has not been received, state approximately when it will be obtained. If the application is covered by Executive Order 12372, this item should be completed.

Item 4—Show whether the approved comprehensive plan is State, local or regional; or, if none, of these, explain the scope of the plan. Give the location where the approved plan is available for examination, and state whether this project is in conformance with the plan. If the plan is not available, explain why.

Item 5—Show the population residing or working on the Federal installation who will benefit from this project. (Federally recognized Indian reservations are not "Federal Installations").

Item 6—Show the percentage of the project work that will be conducted on Federally-owned land or leased land. Give the name of the Federal installation and its location.

Item 7—Briefly describe the possible beneficial and/or harmful effect on the environment because of the proposed project. If an adverse environmental effect is anticipated, explain what action will be taken to minimize it.

Item 8—State the number of individuals, families, businesses, or farms this project will displace. Federal agencies will provide separate instructions, if additional data is needed.

Item 9—Show the Catalog of Federal Domestic Assistance number, the program number, the type of assistance, the status, the amount of each project where there is related previous, pending or anticipated assistance from another funding source. If this application is for

a non-competing continuation, a supplement or a revision, do not refer to the prior or current HDS award.

Instructions for Completion of Part III

This form is designed so that application can be made for funds to support one or more functions or activities. Generally, HHS funded programs do not require a breakdown by function or activity. Therefore, only Line 1 need be completed. However, Head Start, funded by the Administration for Children, Youth and Families requires that activities commonly identified by program accounts be displayed separately on individual lines (Lines 1-4 under Section A and Columns 1-4 under Section B).

Since HDS programs award funds to support activities for budget periods which are generally 12 months in duration, Section A, B, C, and D must provide budget information for the requested budget period. Section E should reflect the need for Federal Assistance in subsequent budget periods.

Applicants for research grants are not required to complete information items related to non-Federal share. Rather, research cost sharing shall be negotiated separately with the funding office.

Section A—Budget Summary

Lines 1-4

Col. (a): For applications pertaining to a single grant program and *not* requiring a functional activity or program account breakout enter on Line 1 under Column (a) the Federal Domestic Assistance Catalog program title (See attached listing). For "Head Start", enter the activities (program accounts) name for which funds are being requested on separate lines.

Col. (b): Enter appropriate Catalog of Federal Domestic Assistance number. For "Head Start", enter the activities (program accounts) number for which funds are being requested on separate lines.

Col. (c)-(g): For *new applications*, leave Columns (c) and (d) blank. For each line entry, enter in Columns (e), (f), and (g) the appropriate amounts needed to support the project for the first budget period.

For *non-competing, or competing continuation applications*, enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the current budget period. Enter in columns (e), (f), and (g) the appropriate amounts needed to support the project for the new budget period. (Column (g) should equal the total of Column (e) and Column (f).)

For augmentation (supplements) and changes to existing grants, leave Columns (c) and (d) blank and enter in Columns (e) and (f) the amount of increase or decrease of Federal and non-Federal funds, as appropriate. Enter in Column (g) the new total budgeted amount (Federal and non-Federal) which includes the previously authorized total budgeted amounts for the current budget period 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 the amounts in Columns (e) and (f).

Enter the total for all columns completed.

Section B—Budget Categories

Column 1-5

In the Column heading (1) through (4), enter the same titles of the grant programs and/or program accounts shown on Lines 1 through 4, Column (a), Section A. For each grant program or activity (program account) enter in Columns (1) through (4) the total requirements for Federal funds by object class categories and enter total in Column 5.

Allowability of costs are governed by applicable cost principles set forth in Sub-part Q of 45 CFR Part 74 and the HDS Grants Administration Manual.

Personnel—Line 6a: Enter the total cost of salaries and wages of applicant/grantee staff. Do not include costs of consultants or personnel costs of delegate agencies. (See Section F, Line 21, for additional requirements).

Fringe Benefits—Line 6b: Enter the total costs of fringe benefits unless treated as part of an approved indirect cost rate. Provide break-down of amounts and percentages that comprise fringe benefit costs, such as health insurance, F.I.C.A., retirement insurance, etc.

Travel—Line 6c: Enter total costs of out-of-town travel (travel requiring per diem) for employees of the project. Do not enter costs for consultant's travel or local transportation. Provide justification for requested travel costs. (See Line 6h and Section F, Line 21, for additional instructions.)

Equipment—Line 6d: Enter the total costs of all equipment to be acquired by the project. "Equipment" means an article of tangible personal property having a useful life of more than two years and an acquisition cost of \$500 or more per unit. An applicant may use its own definition of equipment, provided that such a definition would at least include all tangible personal property as defined in the preceding sentence. (See

Section F., Line 21 for additional requirements.)

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

Contractual—Line 6f: Enter the total costs of all contracts, including (1) procurement contracts (except those which belong on other lines such as equipment, supplies, etc.), and, (2) contracts agreements with secondary recipient organizations including delegate agencies. Also include any contracts with organizations for the provision of technical assistance. Do not include payments to individuals on this line. Attach a list of contractors indicating the name of the organization; the purpose of the contract; statement (scope) of work; period of performance; and the estimated dollar amount of the award. If the name of contractor, scope of work and estimated total is not available or has not been negotiated, include in Line h, "Other". (Note: Whenever the applicant/grantee must submit sections A and B of Part III, Budget Section, completed for each delegated agency by agency title, along with the required supporting information referenced in the applicable instructions. The total cost of all such agencies will be part of the amount shown on Line 6(f). Provide back-up documentation identifying name of contractor, purpose of contract and major cost elements.)

Construction—Line 6g: Enter the costs of alterations or renovation. Provide narrative justification and break-down of costs. New construction is unallowable.

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

Total Direct Charges—Lines 6i: Show the totals of Line 6(a) through 6(h).

Indirect Charges—Line 6j: Enter the total amount of indirect costs. If no indirect costs are requested enter "none". This line should be used only when the applicant (except local governments) has an indirect cost rate approved by the Department of Health and Human Services. Applicant should enclose a copy of the current negotiated

agreement. Local governments shall enter the amount of indirect costs determined in accordance with HHS requirements. In the case of training grants to other than State or local governments, the reimbursement of indirect costs will be limited to the lesser of actual indirect costs of 8 percent of the amount allowed for direct costs exclusive of any equipment charges, rental of space, tuition and fees, post-doctoral training allowances, contractual items, and alteration and renovations. *It should be noted that when an indirect cost rate is requested, those costs included in the indirect cost pool should not be also charged as direct costs to the grant.*

Total—Line 6k: Enter the amounts of Lines 6(i) and 6(j). For all new competing and non-competing continuation applications, the total amount shown in Column (5), Line 6(k), should be the same as the amount shown in Section A, Column (e), Line 5.

For all supplements or changes, the total of the amount shown in Columns (1) through (4) should equal the amount shown in section A, line 5(e). The amount shown in Column (5) should include the cumulative total of the previously approved Federal share for the current budget period plus or minus, as appropriate, the increase or decrease of Federal funds.

Program Income—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 the nature and source of income, in the program narrative statement.

Section C—Non-Federal Resources

Line 8-11: Enter amounts of non-Federal resources that will be used to support the project. Provide a brief explanation, on a separate sheet, showing the type of contribution, and whether it is in cash or in-kind. If in-kind is allowable and included, show the basis for computation including:

(1) Numbers and types of volunteers and rates at which their services are valued;

(2) Valuation of donated space (use only), including number of square feet and value assigned per square foot; and

(3) Determination of depreciation or use allowance for grantee-owned space; [include statement specifying whether space was purchased or constructed, totally or in part with federal funds for items (2) and (3)].

(4) Type and value of other in-kind contributions expected.

Column (a): Enter the program title or activities (program accounts) as in Column (a) Section A.

Column (b): Enter the amount of cash and in-kind contributions to be made by the applicant.

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

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

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

*Line 12—*Enter total of each of Columns (b) through (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 Federal cash needed for this grant, by quarter, during the budget period.

*Line 14—*Enter the amount of cash from all other sources needed by quarter during the budget period.

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

Section E—Budget Estimates of Federal Funds Needed for Balance of Projects

*Line 16-19—*Enter in Column (a) the same program title or activities (program accounts) as in Column (a) Section A. For new or competing continuation or non-competing 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 budget periods (usually in years). Do not enter current year budget amount; enter second, third, fourth, and fifth year budget estimate needs. This Section need not be completed for Headstart applicants with indefinite project periods or for revisions or supplements for the current budget period which do not increase the general level of support.

*Line 20—*Enter the totals of each of the Columns (b) through (e).

Section F—Other Budget Information

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

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

2. Travel requiring per diem and foreign travel, number of trips traveled, destinations, length of stay, transportation cost, subsistence allowance, purpose of trip.

3. A list of all equipment (See Part III, Section B, Line 6d) and estimated cost of each item to be purchased. Need for equipment must be supported in program narrative.

4. Contractual: Major items or groups of smaller items; and

5. Other: group and major categories, e.g., consultants, local transportation, space rental, training allowances, staff training, computer equipment, etc. Provide a complete breakdown of all costs that make up this category.

*Line 22—*Enter the type of indirect cost rate (provisional, final, fixed or predetermined) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense. Also, enter the date HDS approved the rate, where applicable. Attach a copy of rate agreement.

*Line 23—*Provide any other explanation required or deemed necessary.

Attachment 1—Executive Order 12372 Coverage

1. General

Executive Order 12372, "Intergovernmental Review of Federal Programs," provides for the State and local government coordination and review of proposed Federal financial assistance. Certain applicants for HDS grants must comply with the provisions of E.O. 12372 and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." The following table provides a listing of all HDS assistance programs identified by Catalog of Federal Domestic Assistance Number (CFDA), and shows those programs and activities which are covered by E.O. 12372 and those which are exempt from coverage.

Federally recognized Indian Tribes are exempt from the provisions and requirements of E.O. 12372 (see 48 FR 29196 dated June 24, 1983).

States design their own processes for reviewing and commenting on proposed Federal assistance under certain Federal programs. States adopting a review process under the E.O. have designated a State official or organization to act as

the State's "Single Point of Contact" (SPOC) for sending official State recommendations to HDS. Applicants with projects subject to E.O. 12372 review must adhere to the requirements of their State processes.

2. Procedures for New and Competing Continuation Applications

E.O. 12372 requires applicants for new and competing continuation grants and cooperative agreements to coordinate their plans at the State and local levels through the State SPOC. Names and addresses of the State SPOC are listed in the **Federal Register** announcement soliciting applications or in the application kit. A current listing can also be obtained from the regional or headquarters grants management office. Potential applicants should contact their State SPOC at the earliest feasible time and notify them of their intent to apply for Federal assistance. Many State offices have their own notification forms and instructions, and applicants should obtain this material directly from them.

Applications covered by E.O. 12372 must show E.O. 12372 certification in Item 22 on Standard Form 424. HDS will notify the State SPOC of any application covered by E.O. 12372 that does not indicate that the State contact has had an opportunity to review it. Therefore, failure to notify the State of the proposed application to HDS may result in a delay of funding.

State SPOC offices have sixty (60) days after the HDS deadline date for the receipt of applications in which to review and resolve problems with the applicant and submit comments to HDS.

3. Procedures for Non-Competing Continuation Applications

Applicants for non-competing continuations of awards covered by E.O. 12372 must contact the State SPOC regarding their application at the earliest possible time. Applications submitted to HDS must show the E.O. 12372 certification in Item 22 on the Standard Form 424. HDS will notify the State SPOC of the receipt of any covered program application which has no indication that the State process has had an opportunity for review.

The closing date for submission of State comments is thirty (30) days after the deadline date for receipt of applications. Applicants are advised to make clear to the SPOC that they are applying for a non-competing continuation award with a thirty day rather than a sixty (60) day review period.

ATTACHMENT 2—HDS PROGRAMS AND ACTIVITIES COVERED BY EXECUTIVE ORDER 12372

Catalog of Federal domestic assistance no.	Discretionary grants	Mandatory or formula grants
13.600	Head Start—Basic Head Start Program, Research, Training and Technical Assistance, Demonstration, and Pilot Projects.	
13.623	Runaway Youth—All projects.....	
13.630		Developmental Disabilities—Basic Support and Advocacy.
13.631	Developmental Disabilities Special Projects.....	
13.633		Aging—Title III-B, Grants for Supportive Services and Senior Centers.
13.635		Aging—Title III-C, Nutrition Services.
13.645		Child Welfare Services—Title IV-B State Grants.
13.646		Work Incentive Program (WIN).
13.669		State Child Abuse and Neglect Prevention and Treatment.
13.670	Child Abuse and Neglect Prevention and Treatment—All Projects.	
13.608	Child Welfare Research & Demonstration Section 426 of Social Security Act (SSA).	
13.612	Native American Programs—Financial Assistance.....	
13.632	Developmental Disabilities—University Affiliated Facilities and Satellite Centers.	
13.647	Social Services Research and Demonstration—Section 1110 of SSA.	
13.648	Child Welfare Services (426) Training.....	
13.652	Adoption Opportunities—Research & Demonstration.....	
13.655	Aging—Title VI Grants to Indian Tribes.....	
13.658		Title IV-E—Foster Care.
13.659		Title IV-E—Adoption Assistance.
13.661	Native American Programs—Research, Demonstration, and Evaluation.	
13.662	Native American Programs—Training and Technical Assistance.	
13.667		Social Services Block Grant.
13.668	Aging—Title IV Research, Demonstration, & Training.....	

I. Overview of Program Performance Standards

Appendix C

The program performance standards established by the Bureau for its funded centers relate to 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 program performance standards, and the related criteria and indicators, as initially published in March 1977, were developed by the Bureau through a functional analysis of the service and administrative components of the runaway youth projects, and were revised based upon the comments and feedback provided by the FY 1975 funded projects; they have subsequently been further revised, based upon the experience of the Bureau and its funded centers in their implementation. The standards 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.

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 ACYF 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 (and the Program Performance Standards Self-Assessment Instrument) are designed to serve as a developmental tool, and are to be employed by both the project staff and the regional ACYF 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:

- Direct access to project services on a 24-hour basis.
- 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.
- 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. 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 constitute 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 shall, at a minimum, include an intake form which minimally contains the basic background information required 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 13.

III. National Runaway Switchboard Project Description

The National Runaway Switchboard/National Communication System is a confidential telephone information, referral and counseling service to runaway and otherwise homeless youth and their families in the United States, including Alaska and Hawaii. It is also an invaluable technical resource to assist youth-serving agencies in delivering more effective services by facilitating communication among service providers about specific cases. In essence, the National Communications System is designed to provide a neutral and available channel of communication between runaway and homeless youth and their families

and to refer runaway and otherwise homeless youth and their families to the appropriate agency for assistance with their immediate crisis as well as working toward resolving their problems. The National Runaway Switchboard (NRS) has become a major conduit for the reunification of runaway youth and their families. Also for the past year, the NRS has served as the National Youth Suicide Hotline, providing crisis intervention counseling and referral services to youth and their families.

The significant reasons for the development of the NRS are: (1) the interstate nature of the runaway and homeless youth problem, and (2) the increased vulnerability of youth to various forms of exploitation when they are away from home and/or in unfamiliar environments.

Approximately 2.26 million youth have been served by NRS from 1975 to the present. The current grant to operate NRS is held by Metro Help, Inc., 2210 N. Halsted, Chicago, Illinois 60614; Baulkus C. Heard, Executive Director; telephone: (312) 880-9860.

Appendix D—Executive Order 12372—State Single Points of Contact

Alabama

Mrs. Donna J. Snowden, SPOC, Alabama State Clearinghouse, Alabama Department of Economic and Community Affairs, 3465 Norman Bridge Road, Post Office Box 2939, Montgomery, Alabama 36105-0939, Tel. (205) 284-8905.

Alaska

None.

Arizona

Department of Commerce, State of Arizona.
Note: Correspondence & questions concerning this State's E.O. 12372 process should be directed to: Janice Dunn, Attn: Arizona State Clearinghouse, 1700 West Washington, Fourth Floor, Phoenix, Arizona 85007, Tel. (602) 255-5004.

Arkansas

State Clearinghouse, Office of Intergovernmental Services, Department of Finance and Administration, P.O. Box 3278, Little Rock, Arkansas 72203, Tel. (501) 371-1074.

California

Office of Planning and Research, 1400 Tenth Street, Sacramento, California 95814, Tel. (916) 323-7480.

Colorado

State Clearinghouse, Division of Local Government, 1313 Sherman Street, Rm. 520, Denver, Colorado 80203, Tel. (303) 866-2156.

Connecticut

Gary E. King, Under Secretary, Comprehensive Planning Division, Office of

Policy and Management, Hartford, Connecticut 06106-4459.

Note: Correspondence & questions concerning this State's E.O. 12372 process should be directed to: Intergovernmental Review Coordinator, Comprehensive Planning Division, Office of Policy and Management, 80 Washington Street, Hartford, Connecticut 06106-4459, Tel. (203) 566-3410.

Delaware

Executive Department, Thomas Collins Building, Dover, Delaware 19903, Attn: Francine Booth, Tel. (302) 736-4204.

Florida

Ron Fahs, Executive Office of the Governor, Office of Planning and Budgeting, The Capitol, Tallahassee, Florida 32301, Tel. (904) 488-8114.

Georgia

Charles H. Badger, Administrator, Georgia State Clearinghouse, 270 Washington Street S.W., Atlanta, Georgia 30334, Tel. (404) 656-3855.

Hawaii

Kent M. Keith, Director, Department of Planning and Economic Development, P.O. Box 2359, Honolulu, Hawaii 96804.

For Information Contact: Hawaii State Clearinghouse, Tel. (808) 548-3016 or 548-3085.

Idaho

None.

Illinois

Tom Berkshire, Office of the Governor, State of Illinois, Springfield, Illinois 62706, Tel. (217) 782-8639.

Indiana

Mr. Alexander J. Ingram, Deputy Director, State Budget Agency, 212 State House, Indianapolis, Indiana 46204, Tel. (317) 232-5604.

Iowa

Office for Planning and Programming, Capitol Annex, 523 East 12th Street, Des Moines, Iowa 50319, Tel. (515) 281-3864.

Kansas

Martin Kennedy, Intergovernmental Liaison, Department of Administration, Division of Budget, Room 152-E, State Capitol Building, Topeka, Kansas 66612, Tel. (913) 296-2436.

Kentucky

Kentucky State Clearinghouse, 2nd Floor, Capital Plaza Tower, Frankfort, Kentucky 40601, Tel. (502) 564-2382.

Louisiana

Mr. Ferguson Brew, Assistant Secretary and SPOC, Dept. of Urban & Community Affairs, Office of State Clearinghouse, P.O. Box 94455, Capitol Station, Baton Rouge, Louisiana 70804, Tel. (504) 925-3725.

Maine

State Planning Office, Attn: Intergovernmental Review Process/Hal

Kimbal, State House Station #38, Augusta, Maine 04333, Tel. (207) 289-3154.

Maryland

Guy W. Hager, Director, Maryland State Clearinghouse for Intergovernmental Assistance, Department of State Planning, 301 West Preston Street, Baltimore, Maryland 21201-2365, Tel. (301) 225-4490.

Massachusetts

Executive Office of Communities and Development, Attn: Beverly Boyle, 100 Cambridge Street, Rm. 904, Boston, Massachusetts 02202, Tel. (617) 727-3253.

Michigan

Michelyn Pasteur, Director, Local Development Services, Department of Commerce, P.O. Box 30225, Lansing, Michigan 48909, Tel. (517) 373-3530.

Minnesota

Maurice D. Chandler, Intergovernmental Review, Minnesota State Planning Agency, Room 101, Capitol Square Building, St. Paul, Minnesota 55101, Tel. (612) 296-2571.

Mississippi

Office of Federal State Programs, Department of Planning and Policy, 2000 Walter Sillers Bldg., 500 High Street, Jackson, Mississippi 39202.

For Information Contact: Mr. Marlan Baucum, Department of Planning and Policy, Tel. (601) 359-3150.

Missouri

Lois Pohl, Coordinator, Missouri Federal Assistance Clearinghouse, Office of Administration, Division of General Services, P.O. Box 809, Room 760 Truman Building, Jefferson City, Missouri 65102, Tel. (314) 751-4834.

Montana

Sue Heath, Intergovernmental Review Clearinghouse, c/o Office of the Lieutenant Governor, Capitol Station, Helena, Montana 59620, Tel. (406) 444-5522.

Nebraska

None.

Nevada

Ms. Jean Ford, Director, Nevada Office of Community Services, Capitol Complex, Carson City, Nevada 89710, Tel. (702) 885-4420.

Note: Correspondence & questions concerning this State's E.O. 12372 process should be directed to: John Walker, Clearinghouse Coordinator, Tel. (702) 885-4420.

New Hampshire

David G. Scott, Acting Director, New Hampshire Office of State Planning, 2½ Beacon Street, Concord, New Hampshire 03301, Tel. (603) 271-2155.

New Jersey

Mr. Barry Skokowski, Director, Division of Local Government Services, Department of Community Affairs, CN 803, 363 West State Street, Trenton, New Jersey 08625-0803, Tel. (609) 292-6613.

Note: Correspondence & questions concerning this State's E.O. 12372 process should be directed to: Nelson S. Silver, State Review Process, Division of Local Government Services—CN 803, Trenton, New Jersey 08625-0803, Tel. (609) 292-9025.

New Mexico

Peter C. Pence, Director, Department of Finance and Administration, Management and Contracts Review Div., Clearinghouse Bureau, Room 424, State Capitol, Santa Fe, New Mexico 87503, Tel. (505) 827-3885.

New York

Director of the Budget, New York State.
Note: Correspondence & questions concerning the State's E.O. 12372 process should be directed to: New York State Clearinghouse, Division of the Budget, State Capitol, Albany, New York 12224, Tel. (518) 474-1605.

North Carolina

Mrs. Chrys Baggett, Director, State Clearinghouse, Department of Administration, 116 West Jones Street, Raleigh, North Carolina 27611, Tel. (919) 733-4131.

North Dakota

Office of Intergovernmental Assistance, Office of Management and Budget, 14th Floor, State Capitol, Bismarck, North Dakota 58505, Tel. (701) 224-2094.

Ohio

State Clearinghouse, Office of Budget and Management, 30 East Broad Street, Columbus, Ohio 43215.

For Information Contact: Mr. Leonard E. Roberts, Deputy Director, Tel. (614) 466-0699.

Oklahoma

Don Strain, Oklahoma Department of Commerce, Office of Federal Assistance Management, 6601 Broadway Extension, Oklahoma City, Oklahoma 73116, Tel. (405) 843-9770.

Oregon

Intergovernmental Relations Division, State Clearinghouse, Attn: Delores Streeter, Executive Building, 155 Cottage Street N.E., Salem, Oregon 97310, Tel. (503) 373-1998.

Pennsylvania

Laine A. Heltebride, Special Assistant, Pennsylvania Intergovernmental Council, P.O. Box 11880, Harrisburg, Pennsylvania 17108, Tel. (717) 783-3700.

Rhode Island

Daniel W. Varin, Chief, Rhode Island Statewide Planning Program, 265 Melrose Street, Providence, Rhode Island 02907, Tel. (401) 277-2656.

Note: Questions & correspondence concerning this State's review process should be directed to: Mr. Michael T. Marfeo, Review Coordinator.

South Carolina

Danny L. Cromer, Grant Services, Office of the Governor, 1205 Pendleton Street, Rm. 477, Columbia, South Carolina 29201, Tel. (803) 734-0435.

South Dakota

Janie Beeman, State Clearinghouse Coordinator, State Government Operations, Second Floor, Capitol Building, Pierre, South Dakota 57501, Tel. (605) 773-3661.

Tennessee

Tennessee State Planning Office, 1800 James K. Polk Building, 505 Deaderick Street, Nashville, Tennessee 37219, Tel. (615) 741-1676.

Texas

Bob McPherson, State Planning Director, Office of the Governor, P.O. Box 13561, Capitol Station, Austin, Texas 78711.

Note: Questions concerning this State's review process should be directed to: Intergovernmental Relations Division, Tel. (512) 463-1778.

Utah

Dale Hatch, Director, Office of Planning and Budget, State of Utah, 116 State Capitol Building, Salt Lake City, Utah 84114, Tel. (801) 533-5245.

Vermont

State Planning Office, Attn: Bernie Johnson, Pavilion Office Building, 109 State Street, Montpelier, Vermont 05602, Tel. (802) 828-3326.

Virginia

Shawn McNamara, Department of Housing and Community Development, 205 North 4th Street, Richmond, Virginia 23219, Tel. (804) 786-4474.

Washington

Washington Department of Community Development, Attn: Washington Intergovernmental Review Process, Ninth and Columbia Building, Olympia, Washington 98504-4151, Tel. (206) 586-1240.

West Virginia

Mr. Fred Cutlip, Director, Community Development Division, Governor's Office of Community and Industrial Development, Building #6, Rm. 553, Charleston, West Virginia 25305, Tel. (304) 348-4010.

Wisconsin

Secretary Doris J. Hanson, Wisconsin Department of Administration, 101 South Webster—GEF 2, P.O. Box 7864, Madison, Wisconsin 53707-7864, Tel. (608) 266-1741.

Note: Correspondence and questions concerning this State's E.O. 12372 process should be directed to: Thomas Krauskopf, Federal-State Relations Coordinator, Wisconsin Department of Administration, P.O. Box 7864, Madison, Wisconsin 53707-7864, Tel. (608) 266-8349.

Wyoming

Wyoming State Clearinghouse, State Planning Coordinator's Office, Capitol Building, Cheyenne, Wyoming 82002, Tel. (307) 777-7574.

Virgin Islands

Toya Andrew, Federal Program Coordinator, Office of the Governor, The

Virgin Islands of the United States, Charlotte Amalie, St. Thomas 00801, Tel. (809) 774-6517.

District of Columbia

Lovetta Davis, D.C. State Single Point of Contact for E.O. 12372, Executive Office of the Mayor, Office of Intergovernmental Relations, Rm. 416, District Building, 1350 Pennsylvania Avenue N.W., Washington, D.C. 20004, Tel. (202) 727-6265.

Puerto Rico

Ms. Patricia G. Custodio, P.E., Chairman, Puerto Rico Planning Board, Minillas Government Center, P.O. Box 41119, San Juan, Puerto Rico 00940-9985, Tel. (809) 727-4444.

Northern Mariana Islands

Planning and Budget Office, Office of the Governor, Saipan, CM 96950.

American Samoa

None.

Guam

Guam State Clearinghouse, Office of the Lieutenant Governor, P.O. Box 2950, Agaña, Guam 96910.

Appendix E

Region I: Sue Rosen, Office of Human Development Services, John F. Kennedy Federal Building, Room 2011, Boston, Massachusetts 02203 (CT, MA, ME, NH, RI, VT), (617) 565-1144

Region II: Matt Schottenfeld, Office of Human Development Services, 26 Federal Plaza, Room 4149, New York, NY 10278 (NJ, NY, PR, VI), (212) 264-2974

Region III: David Lett, Office of Human Development Services, 3535 Market Street, Post Office Box 13714, Philadelphia, PA 19101 (DC, DE, MD, PA, VA, WV), (215) 596-1224

Region IV: Viola Brown, Office of Human Development Services, 101 Marietta Tower, Suite 903, Atlanta, GA 30323 (AL, FL, GA, KY, MS, NC, SC, TN), (404) 221-2128

Region V: Katie Williams, Office of Human Development Services, 300 South Wacker Drive, Chicago, IL 60606 (IL, IN, MI, MN, OH, WI), (312) 886-5368

Region VI: Eddie Falcone, Office of Human Development Services, 1200 Main Tower, 20th Floor, Dallas, TX 75202 (AR, LA, NM, OK, TX), (214) 767-6596

Region VII: Steve Nash, Office of Human Development Services, Federal Office Building, Room 384, 601 East 12th Street, Kansas City, MO 64106 (IA, KS, MO, NE), (617) 758-5401

Region VIII: Juan Cordova, Office of Human Development Services, Federal Office Building, 1961 Stout Street, 9th Floor, Denver, CO 80294 (CO, MT, ND, SD, UT, WY), (303) 844-3106

Region IX: Ray Myrick, Office of Human Development Services, 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) 556-6178

Region X: Lee Koenig, Office of Human Development Services, 2901 Third Avenue, Mail Stop 503, Seattle, WA 98121 (AK, ID, OR, WA), (206) 442-0851

Appendix F

Region I: Nancy Jackson, Massachusetts Committee for Children and Youth, 14 Beacon Street, Suite 706, Boston, MA 02108, (617) 742-8555

Region II: Margo Hirsch, Empire State Coalition, 666 Broadway, 8th Floor, New York, NY 10012, (212) 674-2121

Region III: Paul G. Rosenflew, Mid-Atlantic Association for Runaway Youth, 300 Cathedral Street, Suite 100, Baltimore, MD 21201, (301) 539-1848

Region IV: Gail L. Kurtz, Southeastern Network of Runaway Youth, 337 South Milledge Ave., Suite 209, Athens, GA 30605, (404) 354-4568

Region V: Denis Murstein, Youth Network Council of Chicago, Inc., 506 South Wabash Avenue, Suite 520, Chicago, IL 60605, (312) 427-2710

Region VI: Theresa Andreas, Southwest Network of Youth Services, Inc., P.O. Box 6503, Austin TX 78762, (512) 478-6676

Region VII: Jack McClure, M.I.N.K.: A Network for Runaway and Homeless Youth, P.O. Box 14403, Parkview, MO 64152, (816) 741-5638

Region VIII: Linda Wood, Mountain Plains Youth Network, 1424 W. Century Ave., Suite 101, Bismarck, ND 58501, (701) 255-7229

Region IX: Nancy Sefcik, Western States Youth Services, 1722 J Street, Suite 11, Sacramento, CA 95814, (916) 447-7164

Region X: Ginger Baggett, Northwest Network of Runaway and Youth Services, 1307 W. Main Street, Suite 3, Medford, OR 97501, (503) 779-2393

Appendix G—Runaway and Homeless Youth Program FY 1987 Continuation (Multi-Year) Basic Center Grantees

REGION I

Connecticut

Council of Churches, 3030 Park Avenue, Bridgeport, CT 06604, John Cottrell, (203) 374-9471

The Youth Shelter, Inc., 105 Prospect Street, Greenwich, CT 06830, Shari Shapiro, (203) 661-2599

Waterbury YMCA/Youth Service Bureau, 136 West Main Street, Waterbury, CT 06702, Tom Donaldson, (203) 754-2181

Youth Continuum of TRI-RYC, 888 Winchester Avenue, New Haven, CT 06511, Paul Watson, (203) 562-3396

Quinebaug Valley Youth Services Bureau, P.O. Box 812, North Grosvenordale, CT 06255, Joel Cooper, (203) 923-9526

Maine

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

New Beginnings, 491 Main Street, Lewiston, ME 04240, Earle Simpson, (207) 946-7272

Little Brothers Association, 175 Lancaster Street, Portland, ME 04101, George Lopes, (207) 772-4651

Massachusetts

Newton-Wellesley-Weston-Needham, 1301 Centre, Newton, MA 02159, Lowell Haynes, (617) 244-4802

Wayside Community Programs, P.O. Box 271, Framingham, MA 01701, Eric Masi, (617) 872-5611

The Bridge, Inc., 147 Tremont at West Street, Boston, MA 02111, Sister Barbara Whelan, (617) 423-9575

New Hampshire

Child and Family Services, 99 Hanover Street, Manchester, NH 03105, Reed Carver, (603) 868-1920

Vermont

Washington County Youth Service Bureau, Box 627, Montpelier, VT 05602, Tom Howard, (802) 229-9151

REGION II

New Jersey

Tri-County Youth Services, 212 Slater Street, Paterson, NJ 07505, Gail Manning, (201) 881-0280

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

Together, Inc., 7 State Street, Glassboro, NJ 08028, Nikki Taylor, (609) 881-6100

Crossroads Programs, Inc., P.O. Box 98, Burlington, NJ 08016, Jeanne Stoops, (609) 261-5400

Starting Point, Box 1822, Atlantic City, NJ 08404, Donald Bitzer, (609) 347-1122

Youth Coordinating Council, 306 Brookline Avenue, Cherry Hill, NJ 08002, Eleanor Stofman, (609) 667-6525

Group Homes or Camden County, 35 South 29th Street, Camden, NJ 08105, Shirley Williams, (609) 541-9283

New York

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

Equinox, Inc., 214 Lark Street, Albany, NY, Donna McIntosh, (518) 465-9524

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

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

Center for Youth Services, 258 Alexander Street, Rochester, NY 14607, Roger Palma, (716) 473-2464

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

Westchester Children's Association, 470 Mamaroneck Avenue, White Plains, NY 10605, Eileen Moran, (914) 946-7676

Under 21, 460 West 41st Street, New York, NY 10036, Eleanor Miller, (212) 354-4323

Society for Seamen's Children, 26 Bay Street, Staten Island, NY 10301, Ann Deinhardt, (718) 447-7740

Flowers With Care, 23-40 Astoria Boulevard, Astoria, NY 11102, Rev. James Harvey, (718) 726-9790

Dutchess County, 22 Market Street, Poughkeepsie, NY 12601, Victoria Best, (914) 431-2021

County of Nassau Youth Board, 1 West Street, Mineola, NY 11501, Ann Irvin, (516) 535-5893

Puerto Rico

Department of Social Services, Box 11398,
Santurce, PR 00910, Efrain Ayala, (809) 722-
7400

*REGION III**Delaware*

Child, Inc., 11th and Washington Streets,
Wilmington, DE 19801, Joseph Dell'Olio,
(302) 655-3311

Aid in Dover, Inc., 313 South State Street,
Dover, DE 19901, Beverly Williams, (302)
734-7610

Maryland

Youth Resources Center, Inc., 6201 Belcrest
Road, Hyattsville, MD 20782, Kris Mayne,
(301) 779-1257

Fellowship of Lights, Inc., 1300 North Calvert
Street, Baltimore, MD 21202, Ross Pologe,
(301) 837-8155

Boys & Girls Home of Montgomery County,
9601 Colesville Road, Silver Spring MD,
Quannah Parker, (301) 589-8444

Southern Area Youth Services, P.O. Box
44408, Friendly, MD 20744, Thomas
Merrick, (301) 292-3825

Pennsylvania

Valley Youth House Committee, 539 Eighth
Avenue, Bethlehem, PA 33601, David
Gilgoff, (215) 691-1200

Voyage House, Inc., 1431 Lombard Street,
Philadelphia, PA 19146, Francis Stoffa,
(215) 545-2910

Centre County Youth Service, 205 East
Beaver Avenue, State College, PA 16801,
Norma Keller, (814) 237-5731

Catholic Social Services, P.O. Box 3551,
Harrisburg, PA, Very Rev. Francis
Kumontis, (717) 652-3934

Whale's Tale, 5100 Centre Avenue,
Pittsburgh, PA 15232, Christopher Smith,
(412) 621-8407

Catholic Social Services, 15 South Franklin
Street, Wilkes-Barre, PA 18702, Thomas
Cherry, (717) 824-5766

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

Alternatives Corporation, 360 King Street,
Pottstown, PA 19464, Ronald Harris, (215)
327-1601

Virginia

Juvenile Assistance, McLean Ltd.,
(Alternative House), P.O. Box 637, McLean,
VA 22101, Robb Hasencamp, (703) 356-8355

Alexandria Community Y, 418 South
Washington Street, Alexandria, VA 22314,
Craig Hutton, (703) 549-1111

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

Volunteer Emergency Foster Care, 2317
Westwood Avenue, Suite 109, Richmond,
VA 23230, William Christian, (804) 353-
4698

West Virginia

Daymark, Inc., 1563 Lee Street, East,
Charleston, WV 25311, Amy Buckingham,
(304) 344-3527

Southwest Community Council, 540 Fifth
Street, Huntington, WV 25701, Joan Ross,
(304) 525-5151

District of Columbia

Sasha Bruce Youthwork, Inc., 1022 Maryland
Avenue NE., Washington, DC 20002,
Deborah Shore, (202) 546-6807

*REGION IV**Alabama*

American Red Cross, 405 South First Street,
Gadsden, AL 35901, Windell Jolley, (205)
547-9505

Mobile Mental Health Center, 2400 Gordon
Smith Drive, Mobile, AL 36617, Edmund
Lakeman, (205) 473-4423

Shelby Youth Services, P.O. Box 1261,
Alabaster, AL 35007, Brenda Lee-Rice, (205)
663-6301

Progress Place Foundation, 3100 Ivy Avenue,
Huntsville, AL 35805, Karen Hughes, (205)
539-0130

Florida

Youth Crisis Center, Inc., P.O. Box 16567,
Jacksonville, FL 32245, Tom Patania, (904)
725-6662

Alternative Human Services, P.O. Box 13087,
St. Petersburg, FL 33733, Roger McDonald,
(813) 526-1123

Corner Drugstore, 1300 NW 6th Street,
Gainesville, FL 32601, Karen Leathers, (904)
377-2976

Youth and Family Alternatives, P.O. Box
1073, New Port Richey, FL 34291, Richard
Hess, (813) 842-8060

Someplace Else, 2001 Apalachee Parkway,
Tallahassee, FL 32301, Diane Alexander,
(904) 877-7993

Hillsborough County Board, P.O. Box 1110,
Tampa, FL 33601, Leon Polhill, (813) 961-
1242

Switchboard of Miami, 35 S.W. 8th Street,
Miami, FL 33130, Shirley E. Aron, (305) 358-
1640

Miami Bridge, 1145 N.W. 11th Street, Miami,
FL 33136, Richard Moran, (305) 324-8953

Orange County Board of Commissioners, 1718
East Michigan Avenue, Orlando, FL 32806,
Larry A. Jones, (305) 420-3620

Georgia

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

The Bridge, 77 Peachtree Place N.W., Atlanta,
GA 30309, Kenneth Saunders, (404) 881-
8344

The Marshlands Foundation, 11 West Park
Avenue, Savannah, GA 30401, Pat Peshoff,
(912) 234-4048

Kentucky

Brighton Center, P.O. Box 325, Newport, KY
41072, Kim Brooks, (606) 581-1111

YMCA of Greater Louisville, 1410 South First
Street, Louisville, KY 40208, Larry
Wooldridge, (502) 637-6480

MASH (Metropolitan Alternatives Shelter
House), 536 West Third Street, Lexington,
KY 40508, Kathy Noel, (606) 254-2501

North Carolina

The Relatives, Inc., 1000 East Boulevard,
Charlotte, NC 28203, Jo Ann Greyer, (704)
377-0602

Haven House, 401 E. Whitaker Mill Road,
Raleigh, NC 27608, Michael Rieder, (919)
755-6368

Mountain Youth Resources, Inc., P.O. Box
2847, Cullowhee, NC 28723, Elizabeth
Chambers, (704) 586-8958

Tennessee

Oasis House, P.O. Box 121648, Nashville, TN
37212, Della Hughes, (615) 329-8036

*REGION V**Illinois*

Maryville Academy, 1150 North River Road,
Des Plaines, IL, Rev. John Smyth, (312) 824-
6126

Children's Home and Aid Society, 307 West
University Avenue, Champaign, IL 61820,
Sharon Pierce, (217) 359-8815

McHenry County Youth Service, 14124 South
Street, Woodstock, IL 60098, Tom Engle,
(815) 338-7360

Hoyleton Children's Home, 36 Loisel Village,
East St. Louis, IL 62203, Lucky Hollander,
(618) 398-0900

Youth Network Council, 506 South Wabash
Avenue, Chicago, IL 60605, Deborah
Davenport, (312) 226-1000

Central Illinois Youth Service Bureau, 832
South Fourth Street, Springfield, IL 62703,
Kaywin David, (217) 753-8300

Aunt Martha's, 221 Plaza, Park Forest, IL
60466, Kathleen Miner, (312) 747-2701

Home Sweet Home Mission, 300 Mission
Drive, Bloomington, IL 61701, Darryl
Eslinger, (309) 828-7356

Boys' Clubs of America, 307 Walnut Street,
Rockford, IL 61108, Lou Tangorra, (815)
964-0834

LaSalle County Youth, 827 Columbus Street,
Ottawa, IL 61350, Dave McClure, (815) 433-
3953

Indiana

Monroe County Youth Service Bureau, 1310
East Atwater Avenue, Bloomington, IN
47401, Roberta Wysong, (812) 333-3506

Crisis Center, Inc., 215 N. Grand Boulevard,
Gary, IN 46403, Shirley Caylor, (219) 980-
4207

Indiana Juvenile Justice Task Force, 3050
North Meridian, Indianapolis, IN 46208,
Ron Carpenter, (317) 926-6100

Michigan

The Sanctuary, 1222 South Washington,
Royal Oak, MI 48067, Meri Pohutsky, (313)
547-2260

Link Crisis Intervention Center, 2002 South
State Street, St. Joseph, MI 49085, Polly
Learned, (616) 983-6351

Equal Ground, 415 Park Lane, East Lansing,
MI 48823, James Gorman, (517) 351-4000

Comprehensive Youth Services, Two Crocker
Boulevard, Mt. Clemens, MI 48043, Joanne
Schietaert, (313) 463-7079

Minnesota

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

St. Paul Youth Service Bureau, 421 West
University Avenue, St. Paul, MN 55103,
Raone Buckman-Ellis, (612) 292-7191

Ohio

- Connecting Point, Inc., 3301 Collingwood Boulevard, Toledo, OH 43610, Bonnie Kauffmann, (419) 243-6326
- Huckleberry House, Inc., 1421 Hamlet Street, Columbus, OH 43201, Douglas McCoard, (614) 294-8097
- New Life Youth Services, P.O. Box 27035, Cincinnati, OH 45227, Robert Mecum, (513) 561-0100
- Free Medical Clinic, 12321 Euclid Avenue, Cleveland, OH 44106, Rebecca Devenazio, (216) 421-2000
- Safe Landing Youth Shelter, 680 E. Market Street, Akron, OH 44304, David Fair, (216) 376-4200
- Daybreak, Inc., 819 Wayne Avenue, Dayton, OH 45410, Cathy Castillo, (513) 461-1000
- Black Focus on the West Side, 4115 Bridge Avenue, Cleveland, OH 44113, Willie Griffin, (216) 631-7660
- Clermont County Community Services, 2291 Bauer Road, Batavia, OH 45103, John Childress, (513) 732-7182

Wisconsin

- Briarpatch, 512 E. Washington Avenue, Madison, WI 53703, Steve Sperling, (608) 251-1126
- Counseling Center of Milwaukee, 1428 North Farwell Avenue, Milwaukee, WI 53202, David Cobb, (414) 271-2565
- Walker's Point Youth Center, 732 South 21st Street, Milwaukee, WI 53204, Richard Ward, (414) 647-8200
- Innovative Youth Services, 1030 Washington Avenue, Racine, WI 53403, Andre Olton, (414) 637-9557
- Wisconsin Association for Runaway Services, 2318 E. Dayton Street, Madison, WI 53704, Patricia Balke, (608) 241-2649

*REGION VI**Arkansas*

- Stepping Stone, Inc., 3500 S. University, Little Rock, AR 72204, Judy Kane, (501) 562-1809
- Youth Bridge, Inc., P.O. Box 668, Fayetteville, AR 72702, Michael Lee, (501) 632-4618
- Comprehensive Juvenile Services, 51 South Sixth, Fort Smith, AR 72901, Jerry Robertson, (501) 785-4031

Louisiana

- Youth Alternatives, Inc., 700 Frenchmen Street, New Orleans, LA 70116, Linda Irwin, (504) 949-9248

New Mexico

- New Day, Inc., 1816 Sigma Chi N.E., Albuquerque, NM 87106, Jeff Burrows, (505) 247-9559

Oklahoma

- Northwest Family Services, 326 Seventh Street, Alva, OK 73717, John Jones, (405) 327-2900
- Youth Services for Stephens County, P.O. Box 1603, Duncan, OK 73534, John Herdt, (405) 255-8800
- Cherokee Nation Youth Shelter, P.O. Box 948, Tahlequah, OK, Gwen Grayson, (918) 456-0671
- Kay County Youth Services, 415 W. Grand, Ponca City, OK 74601, Marcus Whitt, (405) 762-8341

- Youth Services of Tulsa County, 1415 E. 8th Street, Tulsa, OK 74120, Janis Walker, (918) 582-0061
- Youth and Family Services, 2404 Sunset Drive, El Reno, OK 73036, Warren Wells, (405) 262-6555

Texas

- Youth Alternatives, Inc.—The Bridge, 3103 West Avenue, San Antonio, TX 78213, Roy Maas, (512) 340-8077
- Catholic Family Services, Inc., P.O. Box 15127, Amarillo, TX 79105, Katie McDonough, (806) 376-45771
- Houston Metropolitan Ministries, 2001 Huldry, Houston, TX 77006, Theodore Shorten, (713) 527-8218
- Comal County Treatment Center, 1414 W. San Antonio Street, New Braunfels, TX 78130, Nancy Ney, (512) 629-4329
- Tropical Texas Center, P.O. Drawer 1108, Edinburg, TX 78539, Jay Velarde, (512) 383-0121
- Harris County Children's Services, 6425 Chimney Rock Road, Houston, TX 77081, Ann Hibbert, (713) 526-5701
- The Bridge Association, 115 W. Broadway, Fort Worth, TX 76104, Gary Metcalf, (817) 926-9184
- Middle Earth Unlimited, Inc., P.O. Box 6503, Austin, TX 78762, Mitch Weynand, (512) 482-8322
- Lovers Lane, 9200 Inwood Road, Dallas, TX 75220, Martha Stowe, (214) 691-4721
- Carrollton Youth Advocacy Council, 3945 North Josey Lane, Carrollton, TX 75007, Mary Fulbright, (817) 273-2084
- Sabine Valley Mental Health, P.O. Box 6800, Longview, TX 75608, Lenann Nye, (214) 297-2191
- Youth Alternatives, Inc.—Stepping Stone, 3103 West Avenue, San Antonio, TX 78213, Roy Maas, (512) 340-8077
- Sand Dollar, 2501 1/2 McDuffie, Houston, TX 77019, John Miller, (713) 529-3053

*REGION VII**Iowa*

- Christian Home Association, North 7th and Avenue E, Council Bluffs, IA 51502, Ruth Few, (712) 325-1910
- Youth and Shelter Services, 217 Eighth Street, Ames, IA 50010, George Belitsos, (515) 233-3141

Kansas

- Wyandotte House, 632 Tauromee, Kansas City, KS 66101, Wayne Sims, (913) 342-9332

Missouri

- Youth in Need, 529 Jefferson, St. Charles, MO 63301, Liza Andrew-Miller, (314) 724-7171
- Youth Emergency Service, 6816 Washington Avenue, University City, MO 63130, Linda James, (314) 862-1334
- The Front Door, 707 North Eighth Street, Columbia, MO 65201, Nancy Howard, (314) 874-8686
- Asylum of St. Louis—Marian Hall, 325 N. Newstead, St. Louis, MO 63108, Patricia Bednara, (314) 531-0511

Nebraska

- Youth Service System, 2202 South 11th Street, Lincoln, NE 68502, Mary Fran Flood, (402) 475-3040

*REGION VIII**Colorado*

- Attention, Inc., P.O. Box 907, Boulder, CO 80306, Rita Vance, (303) 447-1206
- Young Life (Dale House), 821 N. Cascade Avenue, Colorado Spring, CO 80903, George Sheffer, (303) 471-0642
- Comitis Crisis Center, 9840 E. 17th Street, Aurora, CO 80010, R. E. Barnhill, (303) 341-9160
- Denver Alternative Youth Services, 1240 W. Bayaud Avenue, Denver, CO 80223, Sam Martinez, (303) 698-2300
- Let's Work It Out, 902 Taughenbaugh, Rifle, CO 81650, Patti Phelps, (303) 625-3141
- Gemini Shelter (Family Tree), 3805 Marshall Street, Wheat Ridge, CO 80033, Gail Penney, (303) 235-0630
- Larimer County Shelter Care, 4432 Poco Drive, Fort Collins, CO 80525, Eri Busch, (303) 226-6984

Montana

- Mountain Plains Youth Service, 709 East Third, Anaconda, MT 59711, Linda Wood, (701) 255-7229
- Blackfeet Tribal Council, P.O. Box 1210, Browning, MT 59417, Violet Butterfly, (406) 338-5871

North Dakota

- Mountain Plains Youth Service, 1424 W. Century Avenue, Bismarck, ND 58501, Linda Wood, (701) 255-7229

South Dakota

- Mountain Plains Youth Service, 1206 N. Third Street, Aberdeen, SD 57401, Linda Wood, (701) 255-7229

Wyoming

- Mountain Plains Youth Service, 20 W. Works, Sheridan, WY 82801, Linda Wood, (701) 255-7229
- Attention Home, Inc., 1810 Van Lennen Avenue, Cheyenne, WY 82001, Tricia Crilly, (307) 832-4740

*REGION IX**Arizona*

- Open-Inn, Inc., 3844 E. Fifth Street, Tucson AZ 85716, Darlene Dankowski, (602) 323-0200
- Yuma County Child Abuse and Neglect, 257 South Third Avenue, Yuma, AZ 85364, Charlene Hicks, (602) 783-2427
- Center for Youth Resources, 915 N. Fifth Street, Phoenix, AZ 85004, Michael Garvey, (602) 271-9849

California

- Diogenes Youth Services, 1722 J Street, Suite 11, Sacramento, CA 95814, Lynette Towers, (916) 443-6115
- Travelers Aid Society, 646 S. Los Angeles Street, Los Angeles, CA 90014, Robert Butler, (213) 625-2501
- Interface Community, Inc., 3465 Old Conejo Road, Newbury Park, CA 91320, Kate McLean, (805) 498-6643; 529-0975
- San Diego Youth and Community Services, 1214—28th Street, San Diego, CA 92102, Liz Shear, (619) 280-4034

Sequoia YMCA, 1445 Hudson Street, Redwood City, CA 94061, Richard Gordon, (415) 366-8408

Youth Advocates (Huckleberry House), 285—12th Avenue, San Francisco, CA 94118, Randall Mecham, (415) 668-2622

Ocean Park/Stepping Stone, 1833—18th Street, Santa Monica, CA 90404, Amy Somers, (213) 450-3881

YMCA of San Diego County, 7510 Clairemont Mesa Blvd., San Diego, CA 92111, Beverly Digregorio, (619) 292-4034

Youth Advocates (Nine Grove Lane), 285—12th Avenue, San Francisco, CA 94118, Randall Mecham, (415) 668-2622

Bill Wilson Counseling Center, 1000 Market Street, Santa Clara, CA 93101, Sparky Harlan, (408) 984-5955

Western Youth Services (Odyssey), 204 E. Amerige Avenue, Fullerton, CA 92632, Jeff Harris, (714) 871-5646

Tahoe Human Services, Inc., P.O. Box 848, South Lake Tahoe, CA 95705, David Hampton, (916) 541-2445

Klein Bottle, 1235-B Veronica Springs Road, Santa Clara, CA 93105, David Edelman, (805) 682-3850

South Bay Community Services, 406 Third Avenue, Chula Vista, CA 92010, Kathryn Schroeder, (619) 420-3620

1736 Family Crisis Center, 1736 Monterey Boulevard, Hermosa Beach, CA 90254, Carol Adelkoff, (213) 372-5843

Butte County Mental Health, 584 Rio Lindo Avenue, Chico, CA 95928, Alex Collins-Thomas, (916) 534-4211

San Diego Youth Involvement, 626 South 28th Street, San Diego, CA 92113, Sandra Sandoval, (619) 234-1871

Diogenes Youth Services (Yolo), 1722 J Street, Suite 11, Sacramento, CA 95814, Lynette Towers, (916) 443-6115

C.S.P. South County Youth Shelter, 980 Catalina, Laguna Beach, CA 92651, Barbara Dykes, (714) 494-4311

Casa de Bienvenidos, P.O. Box 216, Los Alamitos, CA 90720, Darwin Wagner, (213) 594-6825

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

Santa Cruz Counseling Service, 716 Ocean Street, Santa Cruz, CA 95062, Mary Sims, (408) 425-1830

Santa Clara County Social Advocate, 509 View Street, Mountain View, CA 94041, Paul Schultz, (408) 235-3540

Mendocino County Schools, 518 Low Gap Road, Ukiah, CA 95482, Jim Levine, (707) 463-4915

Individuals Now, Inc., 1303 College Avenue, Santa Rosa, CA 95404, Adam Jacobs, (707) 544-3299

Hawaii

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

REGION X

Alaska

Alaska Youth and Parent Foundation, 135 North Park, Anchorage, AK 99508, Sheila Gaddis, (907) 274-6541

Idaho

Bannock Youth Foundation, P.O. Box 2072, Pocatello, ID 83206, Stephen Mead, (208) 234-2244

Oregon

The Youthworks, Inc., 1307 W. Main Street, Medford, OR 97501, Craig A. Christiansen, (503) 779-2393

Looking Glass, 1177 Pearl Street, Eugene, OR 97401, Galen Phipps, (503) 689-3111

Janis Youth Programs, Inc., 738 N.E. Davis, Portland, OR 97232, Dennis Morrow, (503) 233-6090

Washington

Spokane Tribe of Indians, P.O. Box 100, Wellpinit, WA 99040, Lynne Walks-on-Top, (509) 258-4581

Youth and Community Services, 1545—12th Avenue, South, Seattle, WA 98144, Victoria Wagner, (206) 322-7927

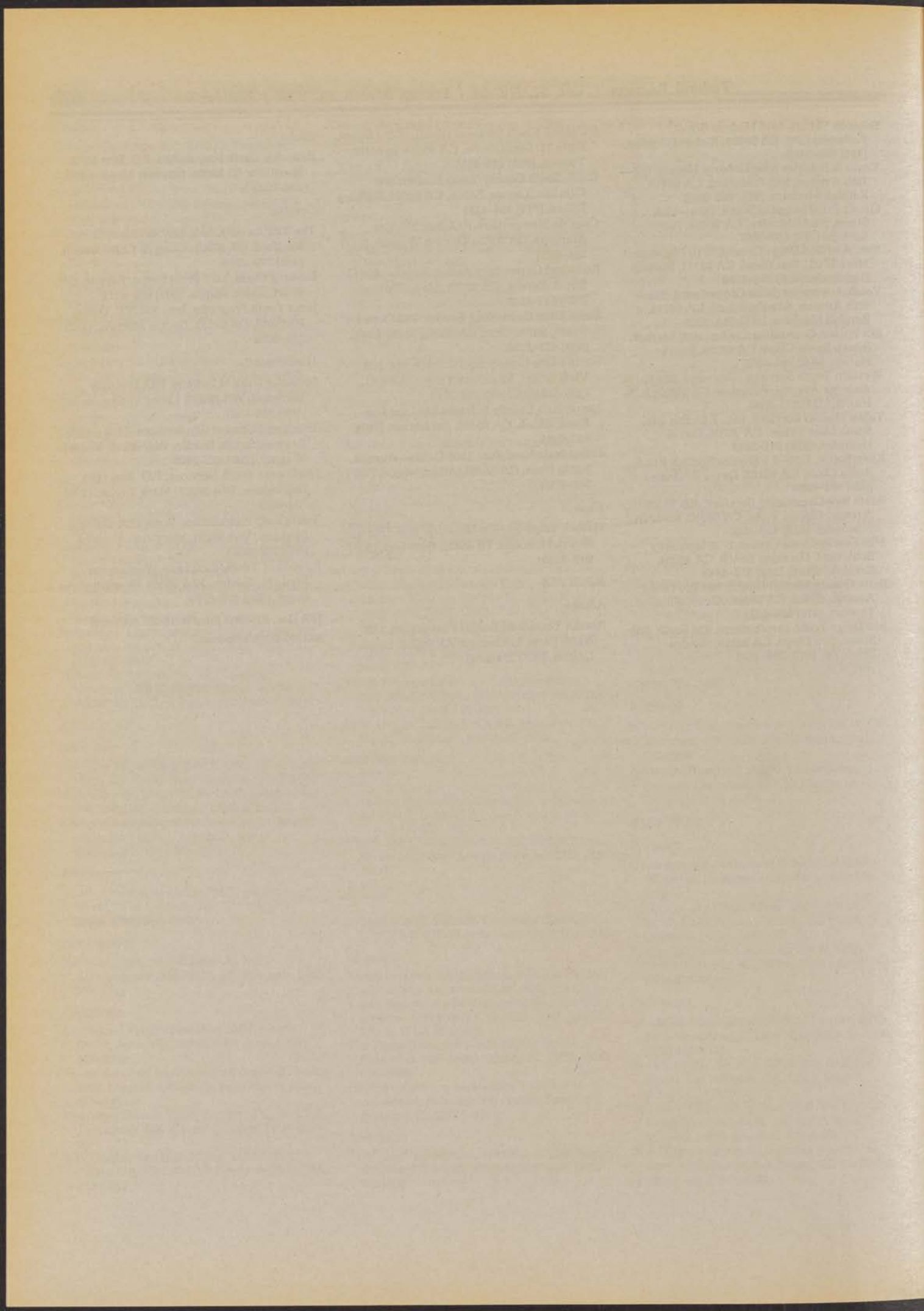
Northwest Youth Services, P.O. Box 1449, Bellingham, WA 98227, Mark Taylor, (206) 734-9862

Youth Help Association, West 1101 College, Spokane, WA 99201, Mary Ann Murphy, (509) 326-9553

Friends of Youth, 2500 Lake Washington Blvd., N., Renton, WA 98056, Howard Finck, (206) 228-5775

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Test Report Federal Register

Friday
March 20, 1987

Part III

Department of Defense

General Services Administration

National Aeronautics and Space Administration

48 CFR Parts 7 et al.

Federal Acquisition Regulation; Final Rule

DEPARTMENT OF DEFENSE

GENERAL SERVICES
ADMINISTRATIONNATIONAL AERONAUTICS AND
SPACE ADMINISTRATION48 CFR Parts 7, 8, 9, 13, 15, 22, 31, 32,
44, 52, and 53

[Federal Acquisition Circular 84-25]

Federal Acquisition Regulation

AGENCIES: Department of Defense (DoD), General Services Administration (GSA), and National Aeronautics and Space Administration (NASA).

ACTION: Final rule.

SUMMARY: Federal Acquisition Circular (FAC) 84-25 amends the Federal Acquisition Regulation (FAR) with respect to the following: Revision to FAR 7.305(c); FAR Subpart 8.8, Acquisition of Printing and Related Supplies; Exclusion of Debarred and Suspended Agents and Representatives; Blanket Purchase Agreements; Training and Education Costs; Relocation Cost Principle; Administration of Progress Payments to Subcontractors; DOD Contract Forms; Revision to FAR provision 52.215-17, Telegraphic Proposals; and Editorial Corrections.

EFFECTIVE DATE: July 1, 1987.

ADDRESS: Interested parties should submit written comments to: GSA, Attn: FAR Secretariat, 18th & F Streets, NW, Room 4041, Washington, DC 20405.

FOR FURTHER INFORMATION CONTACT: Margaret A. Willis, FAR Secretariat, Room 4041, GS Building, Washington, DC 20405, Telephone (202) 523-4755.

SUPPLEMENTARY INFORMATION:

A. Public Comments

FAC 84-25, Items I, II, IV, VII, VIII, IX and X. Public comments have not been solicited with respect to these revisions since such revisions either (a) do not alter the substantive meaning of any coverage in the FAR having a significant impact on contractors or offerors, or (b) do not have a significant effect beyond agency internal operating procedures.

FAC 84-25, Item III. A notice of proposed rule was published in the *Federal Register* on October 28, 1985 (50 FR 43633) requesting Government agencies, private firms, associations, and the general public to submit comments to be considered in the formulation of the final rule. All comments received, except four, concurred in the proposed coverage. Those four comments were considered and no change to the proposed coverage was deemed necessary.

FAC 84-25, Item V. The Civilian Agency Acquisition Council and the Defense Acquisition Regulatory Council have considered the public comments solicited in the *Federal Register* on November 1, 1985 (50 FR 45708). The Councils have concluded that amendments to the FAR are necessary to encourage closer ties between Government contractors and academia.

FAC 84-25, Item VI. The Civilian Agency Acquisition Council and the Defense Acquisition Regulatory Council have considered the public comments solicited in the *Federal Register* on November 26, 1985 (50 FR 48735). The Councils have concluded that several revisions to the cost principle are necessary on relocation costs (FAR 31.205-35) to eliminate some bases for possible misinterpretation.

B. Paperwork Reduction Act

The Paperwork Reduction Act does not apply because these final rules do not contain information collection requirements which require the approval of OMB under 44 U.S.C. 3501, et seq.

C. Regulatory Flexibility Act

FAC 84-25, Items I, II, IV, VII, VIII, IX and X. Analyses of these revisions indicate that they are not "significant revisions" as defined in FAR 1.501-1; i.e., they do not alter the substantive meaning of any coverage in the FAR having a significant cost or administrative impact on contractors or offerors, or a significant effect beyond the internal operating procedures of the issuing agencies. Accordingly, and consistent with section 1212 of Pub. L. 98-525 and section 302 of Pub. L. 98-577 pertaining to publication of proposed regulations (as implemented in FAR Subpart 1.5, Agency and Public Participation), solicitation of agency and public views on these revisions is not required. Since such solicitation is not required, the Regulatory Flexibility Act (5 U.S.C. 601, et seq.) does not apply.

FAC 84-25, Item III. The revision to FAR 9.405 will not have a significant economic impact on a substantial number of small entities under the Regulatory Flexibility Act (5 U.S.C. 601, et seq.) because the number of small entities that act as representatives or agents of a contractor are minimal. In addition, no public comments were received to indicate that there will be a significant economic impact on a substantial number of small entities.

FAC 84-25, Item V. These revisions will not have a significant economic impact on a substantial number of small entities under the Regulatory Flexibility Act (5 U.S.C. 601, et seq.) because advance agreements are usually

negotiated on contracts where there is a requirement for future negotiation in the settlement of the contract price, and as a general rule, these types of contracts apply to large businesses. In addition, there were no public comments received that indicated there was a significant impact on small entities.

FAC 84-25, Item VI. The revision to FAR 31.205-35 will not have a significant economic impact on a substantial number of small entities under the Regulatory Flexibility Act (5 U.S.C. 601, et seq.) because—

(i) It clarifies the language governing the allowability of contractor-incurred relocation costs;

(ii) It will not impose any additional recordkeeping requirements; and

(iii) It will not cause additional costs in order to comply.

List of Subjects in 48 CFR Parts 7, 8, 9,
13, 15, 22, 31, 32, 44, 52, and 53

Government procurement.

Dated: March 16, 1987.

Harry S. Rosinski,

Acting Director, Office of Federal Acquisition and Regulatory Policy.

Unless otherwise specified, all Federal Acquisition Regulation (FAR) and other directive material contained in FAC 84-25 is effective July 1, 1987.

Eleanor R. Spector,

Deputy Assistant Secretary of Defense for Procurement.

Terence C. Golden,

Administrator.

March 16, 1987.

S.J. Evans,

Assistant Administrator for Procurement, NASA.

Federal Acquisition Circular (FAC) 84-25 amends the Federal Acquisition Regulation (FAR) as specified below.

Item I—Revision to FAR 7.305(c)

FAR 7.305 is revised to clarify the requirement that the clause at 52.207-3, Right of First Refusal of Employment, is to be included in all solicitations which may result in a conversion from in-house performance to contract performance of work currently being performed by the Government and in all contracts that result from the solicitations whether or not a cost comparison is performed.

Item II—FAR Subpart 8.8, Acquisition of
Printing and Related Supplies

FAR 8.800 through 8.802 were written, in part, to implement the requirement of 44 U.S.C. 501(2) that executive departments obtain approval of the Joint Committee on Printing (JCP) before conducting field printing operations. By memorandum dated March 2, 1984, the

Assistant Attorney General concluded "... that JCP approval requirement set forth in 44 U.S.C. 501(2) purports to authorize a committee of Congress to take legislative actions; such purported authorization is unconstitutional under the Supreme Court's decision in *Chadha*." See *Immigration & Naturalization Service v. Chadha*, 103 S. Ct. 2764 (1983). The memorandum went on to discuss the advisability of a notification requirement, in lieu of an approval procedure. This revised coverage reflects the deletion of the approval procedure, substitution of a notification requirement, and revision of definitions to reflect the statute rather than JCP regulations.

Item III—Exclusion of Debarred and Suspended Agents and Representatives

FAR 9.405 is revised to exclude contractors and individuals suspended or debarred from acting as agents or representatives of other contractors.

Item IV—Blanket Purchase Agreements

FAR 13.203 is revised to clarify that Blanket Purchase Agreements (BPA's) shall not cite accounting and appropriation data. This revision is intended to clearly indicate that BPA's cannot be funded.

Item V—Training and Education Costs

FAR 31.109 is revised to highlight training and education costs as an example of costs for which advance agreements may be particularly important. FAR 31.205-44 is revised to clarify the allowability of training materials and textbook costs and increase the one-year full-time education limitation to two years.

Additionally, the revised FAR 31.205-44 coverage provides that an advance agreement may be negotiated to allow costs, including subsistence, salaries, or other emoluments, in excess of those otherwise allowable for part-time college level education and full-time education. Any advance agreement must include a provision requiring the contractor to refund to the Government training and education costs for employees who resign within 12 months of completion of such education for reasons within an employee's control.

Item VI—Relocation Cost Principle

FAR 31.205-35 is revised to eliminate some bases for possible misinterpretation. Language defining the time requirement for permanent change of duty assignment is being refined to make it clear that it must be for 12 months or more to qualify for coverage under the relocation cost principle. The sentence in FAR 31.205-35(a) that

qualifies the list of allowable relocation costs by making reference to subsequent paragraphs is being corrected to include all paragraphs that do in fact qualify the allowability of those costs. Finally, a new paragraph (f) clarifies the allowability of the relocation costs of employees who are hired, relocated, and returned to their domiciles in connection with specific contracts or long-term field projects.

Item VII—Administration of Progress Payments to Subcontractors

FAR 32.504 and 44.303 are revised to clarify contracting officers' responsibilities for reviewing prime contractor administration of progress payments to subcontractors. Contract administration offices are expected to review the contractor's management system, including internal audit procedures, in their continuous surveillance programs.

Item VIII—DOD Contract Forms

FAR 52.214-1, 52.214-2, 52.215-5, and 52.215-6 are revised to eliminate the need for separate provisions in overseas solicitations.

Item IX—Revision to FAR Provision 52.215-17, Telegraphic Proposals

FAR 52.215-17, Telegraphic Proposals, is revised to clarify the requirement that telegraphic proposals must be submitted to the office specified in the solicitation.

Item X—Editorial Corrections

FAR 9.105-1 and 15.704 are revised to correct errors in FAR 54-18. FAR 32.805 is revised to reflect the recodification of Title 31 of the U.S. Code.

Therefore, 48 CFR Parts 7, 8, 9, 13, 15, 22, 31, 32, 44, 52, and 53 are amended as set forth below.

The interim rule (FAC 84-14) amending Parts 22 and 53 and sections 52.222-4 and 52.222-5, which was published on April 9, 1986 (51 FR 12292), is hereby adopted as a final rule without change.

1. The authority citation for 48 CFR Parts 7, 8, 9, 13, 15, 22, 31, 32, 44, 52, and 53 continues to read as follows:

Authority: 40 U.S.C. 486(c); 10 U.S.C. Chapter 137; and 42 U.S.C. 2473(c).

PART 7—ACQUISITION PLANNING

2. Section 7.305 is amended by revising paragraph (c) to read as follows:

7.305 Solicitation provisions and contract clause.

(c) The contracting officer shall insert the clause at 52.207-3, Right of First Refusal of Employment, in all

solicitations which may result in a conversion from in-house performance to contract performance of work currently being performed by the Government and in contracts that result from the solicitations, whether or not a cost comparison is conducted.

PART 8—REQUIRED SOURCES OF SUPPLIES AND SERVICES

3. Section 8.800 is revised to read as follows:

8.800 Scope of subpart.

This subpart provides policy for the acquisition of Government printing and related supplies.

4. Section 8.801 is amended by revising the definition "Government printing" to read as follows:

8.801 Definitions.

"Government printing" means printing, binding, and blankbook work for the use of an executive department, independent agency, or establishment of the Government.

5. Section 8.802 is amended by revising paragraph (a); by revising and redesignating paragraph (b) as (d); by adding new paragraphs (b) and (c); and redesignating the existing text of (c) as paragraph (e) to read as follows:

8.802 Policy.

(a) The Department of Justice has advised that the requirement in 44 U.S.C. 501(2) for the advance approval of the Congressional Joint Committee on Printing (JCP) prior to conducting field printing operations (or the acquisition of such printing) is unconstitutional under the Supreme Court's decision in *Immigration and Naturalization Service v. Chadha*, 103 S. Ct. 2764 (1983); therefore, that approval requirement neither binds the executive branch nor serves as the basis for any coverage in this subpart.

(b) Government printing must be done by or through the Government Printing Office (GPO) (44 U.S.C. 501), unless—

(1) The GPO cannot provide the printing service (44 U.S.C. 504);

(2) The printing is done in field printing plants operated by an executive agency (44 U.S.C. 501(2));

(3) The printing is acquired by an executive agency from allotments for contract field printing (44 U.S.C. 501(2)); or

(4) The printing is specifically authorized by statute to be done other than by the GPO.

(c) Each executive agency shall report to the JCP its intention to conduct field printing operations or to acquire printing

at least 30 days prior to such action, except when unusual circumstances necessitate a shorter period.

(d) The head of each agency shall designate a central printing authority; that central printing authority may serve as the liaison with the JCP and the Public Printer on matters related to printing. Contracting officers shall obtain approval from their designated central printing authority before contracting in any manner, whether directly or through contracts for other supplies or services, for the items defined in 8.801 and for composition, platemaking, presswork, binding, and micrographics (when used as a substitute for printing).

PART 9—CONTRACTOR QUALIFICATION

6. Section 9.105-1 is amended by adding paragraph (d) to read as follows:

9.105-1 Obtaining information.

(d) Contracting offices and cognizant contract administration offices that become aware of circumstances casting doubt on a contractor's ability to perform contracts successfully shall promptly exchange relevant information.

7. Section 9.405 is amended by adding in paragraph (a) a second sentence to read as follows:

9.405 Effect of listing.

(a) * * * Debarred or suspended contractors are also excluded from conducting business with the Government as agents or representatives of other contractors.

PART 13—SMALL PURCHASE AND OTHER SIMPLIFIED PURCHASE PROCEDURES

8. Section 13.203-1 is amended by revising paragraphs (b) and (c) to read as follows:

13.203-1 General.

(b) A BPA should be established without a purchase requisition.

(c) A BPA shall not cite accounting and appropriation data (but see 13.204(e)(4)).

PART 15—CONTRACTING BY NEGOTIATION

15.704 [Amended]

9. Section 15.704 is amended by inserting in the last sentence the word "amount" following the word "dollar".

PART 31—CONTRACT COST PRINCIPLES AND PROCEDURES

10. Section 31.109 is amended by removing in paragraph (h)(15) the word "and" after the semicolon; by removing in paragraph (h)(16) the period at the end of the sentence and inserting in its place a semicolon and the word "and"; and by adding paragraph (h)(17) to read as follows:

31.109 Advance agreements.

(h) * * *
(17) Training and education costs (see 31.205-44(h)).

11. Section 31.205-35 is amended by revising paragraph (a) and by adding paragraph (f) to read as follows:

31.205-35 Relocation costs.

(a) Relocation costs are costs incident to the permanent change of duty of assignment (for an indefinite or stated period, but in either event for not less than 12 months) of an existing employee or upon recruitment of a new employee. The following types of relocation costs are allowable as noted, subject to paragraphs (b) through (f) below:

(f) Relocation costs (both outgoing and return) of employees who are hired for performance on specific contracts or long-term field projects are allowable if—

(1) The term of employment is not less than 12 months;

(2) The employment agreement specifically limits the duration of employment to the time spent on the contract or field project for which the employee is hired;

(3) The employment agreement provides for return relocation to the employee's permanent and principal home immediately prior to the outgoing relocation, or other location of equal or lesser cost; and

(4) The relocation costs are determined under the rules of paragraphs (a) through (d) above. However, the costs to return employees, who are released from employment upon completion of field assignments pursuant to their employment agreements, are not subject to the refund or credit requirement of paragraph (d).

12. Section 31.205-44 is amended by revising the section title; by revising paragraphs (a), (b), (d), (e), (f), (h), and (j); by redesignating the existing paragraph (c)(3) as paragraph (c)(4); by removing in paragraph (c)(2) the word "and" after the semicolon; and by adding new paragraph (c)(3) to read as follows:

31.205-44 Training and education costs.

(a) *Allowable costs.* Training and education costs are allowable to the extent indicated below.

(b) *Vocational training.* Costs of preparing and maintaining a noncollege level program of instruction, including but not limited to on-the-job, classroom, and apprenticeship training, designed to increase the vocational effectiveness of employees, are allowable. These costs include (1) salaries or wages of trainees (excluding overtime compensation), (2) salaries of the director of training and staff when the training program is conducted by the contractor, (3) tuition and fees when the training is in an institution not operated by the contractor, and/or (4) training materials and textbooks.

(c) * * *

(3) Training materials and textbooks; and

(d) *Full-time education.* Costs of tuition, fees, training materials and textbooks (but not subsistence, salary, or any other emoluments) in connection with full-time education, including that provided at the contractor's own facilities, at a postgraduate but not undergraduate college level, are allowable only when the course or degree pursued is related to the field in which the employee is working or may reasonably be expected to work and are limited to a total period not to exceed 2 school years or the length of the degree program, whichever is less, for each employee so trained.

(e) *Specialized programs.* Costs of attendance of up to 16 weeks per employee per year at specialized programs specifically designed to enhance the effectiveness of managers or to prepare employees for such positions are allowable. Such costs include enrollment fees and related charges and employees' salaries, subsistence, training materials, textbooks, and travel. Costs allowable under this paragraph do not include costs for courses that are part of a degree-oriented curriculum, which are only allowable pursuant to paragraphs (c) and (d) of this subsection.

(f) *Other expenses.* Maintenance expense and normal depreciation or fair rental on facilities owned or leased by the contractor for training purposes are allowable in accordance with 31.205-17, 31.205-24, and 31.205-36.

(h) *Advance agreements.*

(1) Training and education costs in excess of those otherwise allowable under (c) and (d) of this subsection,

including subsistence, salaries, or any other emoluments, may be allowed to the extent set forth in an advance agreement negotiated under 31.109. To be considered for an advance agreement, the contractor must demonstrate that the costs are consistently incurred under an established managerial, engineering, or scientific training and education program, and that the course or degree pursued is related to the field in which employees are now working or may reasonably be expected to work. Before entering into the advance agreement, the contracting officer shall give consideration to such factors as—

- (i) The length of employees' service with the contractor;
- (ii) Employees' past performance and potential;
- (iii) Whether employees are in formal development programs; and
- (iv) The total number of participating employees.

(2) Any advance agreement must include a provision requiring the contractor to refund to the Government training and education costs for employees who resign within 12 months of completion of such training or education for reasons within an employee's control.

(j) *Employee dependent education plans.* Costs of college plans for employee dependents are unallowable.

PART 32—CONTRACT FINANCING

13. Section 32.504 is amended by adding in paragraph (d) a final sentence to read as follows:

32.504 Subcontracts.

(d) * * * However, the contracting officer shall ensure that the contractor has installed the necessary management control systems, including internal audit procedures.

32.805 [Amended]

14. Section 32.805 is amended by removing in paragraph (c) the reference "31 U.S.C. 3737" and inserting in its place the reference "31 U.S.C. 3727, 41 U.S.C. 15."

PART 44—SUBCONTRACTING POLICIES AND PROCEDURES

15. Section 44.303 is amended by removing in paragraph (g) the word "and" after the semicolon; by removing in paragraph (h) the period and inserting in its place a semicolon and the word "and"; and by adding paragraph (i) to read as follows:

44.303 Extent of review.

(i) Management control systems, including internal audit procedures, to administer progress payments to subcontractors.

PART 52—SOLICITATION PROVISIONS AND CONTRACT CLAUSES

52.103 [Amended]

16. Section 52.103 is amended by removing in paragraph (d)(1) the words "(Formal Advertising)" and inserting in their place the words "(Sealed Bidding)".

52.207-3 [Amended]

17. Section 52.207-3 is amended by inserting a colon in the introductory text after the word "clause" and removing the remainder of the sentence.

52.210-1 [Amended]

18. Section 52.210-1(a) is amended by removing second Region 7; by removing in Region 8 the telephone number "234-2216" and inserting in its place the telephone number "236-7409"; by removing in Region 9 the telephone number "688-3210" and inserting in its place the telephone number "894-3210"; by removing in National Capital Region the words "GSA Business Service Center" and inserting in their place "GSA Specifications Unit"; and by removing the telephone number "1004" and inserting in its place the telephone numbers "2205/2140".

19. Section 52.214-1 is amended by removing in the title of the provision the date "(APR 1985)" and inserting in its place the date "(JUL 1987)" and by adding the definition "Government" to read as follows:

52.214-1 Solicitation Definitions—Sealed Bidding.

"Government" means United States Government.

20. Section 52.214-2 is amended by removing in the title of the provision the date "(APR 1985)" and inserting in its place the date "(JUL 1987)" and by revising the provision to read as follows:

52.214-2 Type of Business Organization—Sealed Bidding.

The bidder, by checking the applicable box, represents that—

(a) It operates as / / a corporation incorporated under the laws of the State of _____, / / an individual, / / a partnership, / / a nonprofit organization, or / / a joint venture; or

(b) If the bidder is a foreign entity, it operates as / / an individual, / / a partnership, / / a nonprofit organization,

/ / a nonprofit organization, / / a joint venture, or / / a corporation, registered for business in country.

21. Section 52.215-5 is amended by revising the introductory text; by removing in the title of the provision the date "(APR 1984)" and inserting in its place the date "(JUL 1987)"; by adding the definition "Government" at the end of the provision; and by removing the derivation line following "(End of provision)" to read as follows:

52.215-5 Solicitation Definitions.

As prescribed in 15.407(c)(1), insert the following provision:

"Government" means United States Government.

22. Section 52.215-6 is amended by inserting a colon in the introductory text following the word "provision" and removing the remainder of the sentence; by removing in the title of the provision the date "(APR 1984)" and inserting in its place the date "(JUL 1987)"; by revising the provision; and by removing the derivation lines following "(End of provision)" to read as follows:

52.215-6 Type of Business Organization.

The offeror or quoter, by checking the applicable box, represents that—

(a) It operates as / / a corporation incorporated under the laws of the State of _____, / / an individual, / / a partnership, / / a nonprofit organization, or / / a joint venture; or

(b) If the offeror or quoter is a foreign entity, it operates as / / an individual, / / a partnership, / / a nonprofit organization, / / a joint venture, or / / a corporation, registered for business in _____ (country).

23. Section 52.215-17 is amended by inserting a colon in the introductory text after the word "proposals" and removing the remainder of the sentence; by removing in the title of the provision the date "(APR 1984)" and inserting in its place the date "(JUL 1987)"; by revising paragraph (a) of the provision; and by removing the derivation lines following "(End of provision)" to read as follows:

52.215-17 Telegraphic Proposals.

(a) Offerors or quoters may submit telegraphic responses to this solicitation. These responses must arrive at the place, and by the time, specified in the solicitation.

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