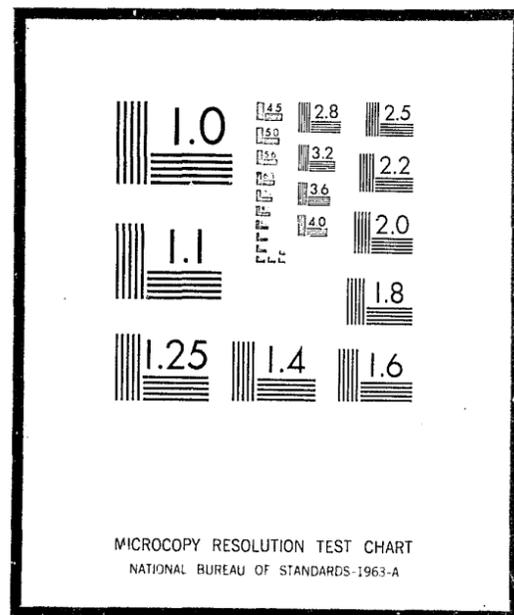


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DIRECTORY OF FEDERAL JUVENILE DELINQUENCY AND RELATED YOUTH DEVELOPMENT PROGRAMS: A HANDBOOK FOR JUVENILE DELINQUENCY PLANNERS

January, 1973

THE INTERDEPARTMENTAL COUNCIL TO COORDINATE ALL
FEDERAL JUVENILE DELINQUENCY PROGRAMS

- Department of Justice
- Department of the Interior
- Department of Agriculture
- Department of Labor
- Department of Health, Education and Welfare
- Department of Housing and Urban Development
- Department of Transportation
- Office of Management and Budget
- Office of Economic Opportunity
- Special Action Office for Drug Abuse Prevention

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FOREWORD

The Interdepartmental Council to Coordinate All Federal Juvenile Delinquency Programs has published this Handbook in an effort to help juvenile delinquency planners at various levels of government to better utilize and coordinate all of the resources and programs of the Federal government in the juvenile delinquency and youth development area.

Local juvenile delinquency program planners and project personnel will find Chapters III and IV particularly useful. Chapter III presents the various Federal juvenile delinquency and related youth development programs and outlines how funds may be obtained from each agency to support projects related to delinquency. Chapter IV provides names, addresses and telephone numbers of regional, state or area people to contact in each department or agency to get more information on particular programs of interest.

This document was prepared as a part of an Interdepartmental Council to Coordinate All Federal Juvenile Delinquency Programs' contract with Braddock, Dunn and McDonald, Inc. of McLean, Virginia. The material in Chapter III has been based on information compiled by the Census Bureau, Governments Division.

The Interdepartmental Council to Coordinate All Federal Juvenile Delinquency Programs gratefully acknowledges the work of John Daniels, Department of Transportation and Chairman of the Council's Management Task Force, in the preparation of this Handbook.

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Juvenile Delinquency Programs

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CHAPTER I

INTRODUCTION

This handbook has been prepared to assist planners to better understand Federal assistance programs in the juvenile delinquency field. The scope of the handbook is consistent with the membership and responsibilities of the Interdepartmental Council to Coordinate all Federal Juvenile Delinquency Programs, established in July, 1971.

The history of Federal involvement in juvenile delinquency is outlined in Chapter II. Applicable Federal organizations and programs are identified and described in Chapter III. It should be noted that primary emphasis is given to the following Federal Departments and agencies:

- Department of Justice
- Department of Health, Education and Welfare
- Department of Labor
- Department of Housing and Urban Development
- Office of Economic Opportunity

Studies have shown that these five Departments and agencies provide virtually all Federal funding for programs closely associated with juvenile delinquency prevention and control. However, within these Departments (except for the Department of Justice) and within several other Departments are numerous other programs which are considered to affect juvenile delinquency, although they are not directly related to delinquency prevention and control. For completeness, this handbook includes all such programs, including selected programs of the Departments of Agriculture, Interior, Transportation, and the Veterans Administration, Postal Service, Appalachian Regional Commission and the Civil Service Commission.

Included in Chapter III is information on the objectives of each program, type of assistance, uses and use restrictions, eligibility requirements, application and award process, assistance considerations, post-assistance requirements, financial information regulations, guidelines and literature, and information contacts.

As a convenience to planners, responsible organizations and individuals located throughout the United States are identified in Chapter IV and in the appendices. Included are Federal Regional Offices, Departmental and sub-departmental representatives and applicable state agencies. For all Departments, a primary point of contact is the Federal Regional Office for the jurisdiction within which a project or program is under consideration.

HISTORY OF FEDERAL JUVENILE DELINQUENCY ACTIVITIES

A. INTRODUCTION

An examination of the highlights of the history of Federal juvenile delinquency activities leads to the following conclusions:

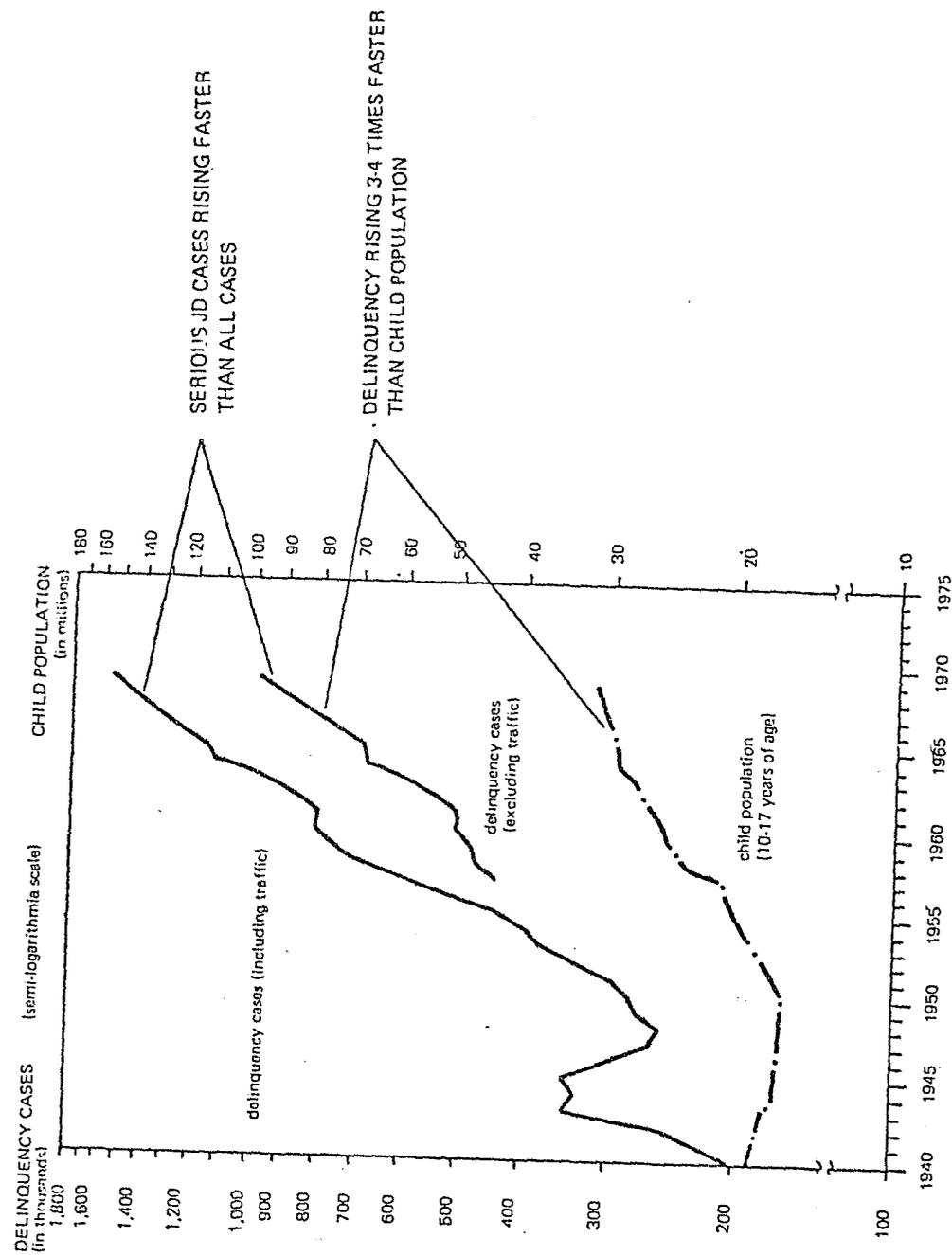
- (1) Juvenile delinquency has been a major national problem increasing in magnitude.
- (2) Federal programs have lacked coordination and direction and have not been as effective as they could have been.
- (3) During the 1950's and 1960's a cycle of establishment and dis-establishment of Commissions and Committees to coordinate Federal activities has been evident. It appears that a stronger coordinating mechanism is required.
- (4) Current and recent proposed legislation has suggested several coordination mechanisms with various responsibilities assigned to the Federal departments.

The background and present environment described above is explained in more detail in the following Sections. This system began to evolve in 1968 with the passage of the Juvenile Delinquency Prevention and Control Act and the Omnibus Crime Control and Safe Streets Act and continued to evolve with Federal Regionalization and the formation of the Interdepartmental Council to Coordinate all Federal Juvenile Delinquency Programs.

B. MAGNITUDE OF THE JUVENILE DELINQUENCY PROBLEM

In proportion to their numbers in the national population, young people are the largest contributors to the crime problem. Criminal involvement of young people, as measured by police arrests, is increasing at a rate of four times their percentage increase in the total population. They commit more crimes and have a higher rate of recidivism than adults. In the period 1960 to 1969 arrests for serious crime increased 71 percent; adult arrests increased 57 percent and juvenile arrests increased 90 percent. Adult arrests for violent crime increased 54 percent; while juvenile arrests for violent crime increased 148 percent in the same period. Seventy-four percent of offenders under 20 released from institutions in 1963 were rearrested by 1969.

Figure 11.B.1 illustrates the rapid rise in juvenile court cases during the last 35 years.



*Juvenile court statistics, 1969, p.9

Figure 11.B.1 Trend in Juvenile Delinquency Cases and Juvenile Population

The National cost of crime committed by juveniles is greater than \$16 billion annually. This estimate is summarized in Table 11.B.1.¹ The table shows the total cost of crime-related activities and losses and the portion of these costs attributed to juveniles. Other indirect costs and the costs related to problem youths not in contact with the justice system are not included.

C. EFFECTIVENESS OF JUVENILE DELINQUENCY PROGRAMS

The statistical evidence presented in the previous section clearly illustrates that juvenile delinquency has been a growing problem of high National importance.

In hearings before the Senate Subcommittee to Investigate Juvenile Delinquency it was pointed out by Senator Bayh that "The annual report of the Youth Development and Delinquency Prevention Administration . . . concludes that there is: 'Little coherent National planning or established priority structure among the major programs dealing with the problems of youth development and delinquency prevention . . . The present array of programs demonstrates the lack of priorities, emphasis and direction in the Federal Government's efforts to combat delinquency.'"

To help understand the background of Federal juvenile delinquency programs a brief historical summary is presented in the next Section. This summary includes highlights of early Federal activities and summaries of recent activities by the major departments involved in juvenile delinquency. Departmental activities since the mid-1960's, when the current legislation was enacted, are broadly outlined.

D. SUMMARY OF FEDERAL JUVENILE DELINQUENCY HISTORY

Early history of the Federal involvement in juvenile delinquency is summarized in Table 11.D.1. In broad terms, Federal activities were few until the late 1950's and increased greatly in the 1960's. Early efforts at coordination are stressed in this summary as coordination is the fundamental concern of the Interdepartmental Council.

Between 1912, when the Children's Bureau was established, and the late 1940's Federal activities in this area were minimal. In the 1950's the rate of youth crime doubled and gradually greater Federal involvement was established.

¹Data were compiled from "Statistical Abstract of the United States 1971," U.S. Department of Commerce, Bureau of the Census Tables 232, 233, p. 146, 147; and from "Expenditure and Employment Data for the Criminal Justice System" 1968-1969, U.S. Department of Justice, Law Enforcement Assistance Administration SC-EE No. 1, Table 4, p. 12.

TABLE II.B.1
COST OF JUVENILE-RELATED CRIME
Fiscal Year 1969

ITEM	TOTAL COST (Millions)	JUVENILE-RELATED COST (Millions)
Economic Loss	\$20,980	\$10,784
Business Loss	3,049	1,567
Corrections	1,462	751
Indigent Defense	78	40
Prosecution	360	190
Judicial Activities	1,002	515
Police Protection	4,430	2,277
Total	\$31,370	\$16,124

TABLE II.D.1

SUMMARY OF EARLY FEDERAL JUVENILE DELINQUENCY ACTIVITIES

1912	Children's Bureau	Based on hearings in 1909; was established as a research and information center to investigate and report on welfare of children.
1926	Children's Bureau	Began publishing statistics on delinquency.
1936	Children's Bureau	Established Delinquency Division to assist state planning for Child Welfare Grants.
1930 and 1940	Children's Bureau	Established White House Conferences on Children and Youth.
1946	Department of Justice	Plan to control delinquency at National Conference for the Prevention and Control of Juvenile Delinquency.
1948	National Institute of Mental Health	Grants to states for improved community mental health programs under amended Public Health Service Act.
1948	Executive Branch	Established Interdepartmental Committee on Children and Youth to establish coordination among Federal Agencies engaged in youth programs.
1950 to 1960	Rate of Youth Crime Doubled (see Figure II.B.1). Federal Participation Increased.	
1950	Children's Bureau	White House Conference on Children and Youth. Provided impetus for Federal youth programs.
1951	National Institute of Mental Health	Initiated research in anti-social behavior, including juvenile delinquency. Research continues through Center for the Study of Crime and Delinquency.
1953	Senate Subcommittee to Investigate Juvenile Delinquency of Committee on the Judiciary	Established to investigate and develop methods of reducing juvenile delinquency. Recommended funding to enlarge Children's Bureau.

TABLE 11.D.1 (CONT'D)

1954	HEW	Called National Conference on Juvenile Delinquency. Expanded Children's Bureau, created Division of Juvenile Delinquency Services to provide technical assistance and develop guidelines.
1960 to 1970		Rate of Youth Crime Nearly Doubled (see Figure 11.B.1). Establishment of Present Juvenile Delinquency and Youth Development Legislation and Programs
1961	Executive Branch	Established President's Committee on Juvenile Delinquency and Youth Crime to coordinate federal anti-delinquency programs; recommended policies, and legislation (HEW, Justice, Labor).
1961 to 1967	HEW	Under Juvenile Delinquency and Youth Offences Control Act, conducted pilot projects to demonstrate new methodologies and train juvenile delinquency workers.
1965	Executive Branch	Established President's Commission on Law Enforcement and Criminal Justice to study crime and recommend methods to reduce and control crime and delinquency. Led to Juvenile Delinquency Prevention and Control Act.

During the 1950's the National Institute of Mental Health, the Senate Subcommittee to Investigate Juvenile Delinquency of the Committee on the Judiciary, and HEW initiated an enlarged Federal program. As shown in the Table, in the early 1960's several Presidential Commissions and other committees were established and disestablished to study and/or coordinate Federal Juvenile delinquency activities. HEW conducted pilot programs under the Juvenile Delinquency and Youth Offenses Act. One is struck with the pattern of Commissions and Committees formed to coordinate juvenile delinquency activities and the apparent limited success of this technique.

During the 1960's the rate of youth crime again doubled. In response, Federal Juvenile delinquency activities were greatly increased.

In 1964, with the passage of the Economic Opportunity Act, the Office of Economic Opportunity (OEO) established the Job Corps to provide employment assistance to disadvantaged youth and initiated other social programs. Later the Youth Development Programs were established to operate in communities through Community Action Agencies (see Table 11.D.2).

In 1968, the Juvenile Delinquency Prevention Control Act established a number of grant programs within HEW and in 1970 the Youth Development and Delinquency Prevention Administration (YDDPA) was established to administer the Act. HEW activities during this period are summarized in Table 11.D.3.

In 1968 the Omnibus Crime Control and Safe Streets Act was passed, which established the Law Enforcement Assistance Administration (LEAA) and provided law enforcement improvement grants through State Planning Agencies (see Table 11.D.4).

During the late 1960's the Department of Labor established the Neighborhood Youth Corps and later assumed responsibility for operation of the Job Corps from OEO. These programs provided employment assistance to disadvantaged youth. Department of Labor activities are summarized in Table 11.D.5.

On a smaller scale, HUD provides several types of youth services through the Model Cities Program (see Table 11.D.6).

Thus at the present time, three distinct types of Federal activities are operating to reduce juvenile delinquency.

- (1) The juvenile delinquency prevention programs of HEW, OEO and HUD.
- (2) Law enforcement improvement and juvenile delinquency prevention and programs of LEAA.
- (3) Employment assistance programs of Labor.

TABLE 11.D.2
SUMMARY OF MAJOR OEO JUVENILE DELINQUENCY ACTIVITIES

1964	Economic Opportunity Act	Established OEO
1964		Job Corps established. Residential training program for disadvantaged youth. (Transferred to Dept. of Labor in 1969)
1964		Community Action Agencies established at neighborhood level to administer grants for social programs.
1967		Established Youth Development Summer Programs
1969		Established Youth Development Programs (administered by CAA's).
1970		Established: Neighborhood Legal Centers Drug Rehabilitation Centers Project Newgate (education for incarcerated juveniles)

TABLE 11.D.3
SUMMARY OF MAJOR HEW JUVENILE DELINQUENCY ACTIVITIES

1968	Juvenile Delinquency Prevention and Control Act	State and Local Planning Grants Rehabilitative Services Grants Preventive Services Grants State Planning Grants Training Grants Improved Techniques and Practices Grants Information Services
1970	Youth Development and Delinquency Prevention Administration (YDDPA) created	Administers Juvenile Delinquency Prevention and Control Act.
1971	YDDPA	Developed National Strategy for youth development and delinquency prevention: a. provide youth role in society b. diversion c. improved youth/adult relations
1971	YDDPA	Initiated Youth Services Systems to implement National Strategy

TABLE 11.D.4

SUMMARY OF MAJOR JUSTICE (LEAA) JUVENILE DELINQUENCY ACTIVITIES

1968	Omnibus Crime Control and Safe Streets Act	Established LEAA Planning Grants Law Enforcement Improvement Grants Training Education Research Demonstration and Special Grants
1969		State Planning Agencies Established
1971		Major reorganization delegated much authority to regions and streamlined evaluation and review procedures.
1971		Initiated high impact cities program.

TABLE 11.D.5

SUMMARY OF MAJOR DEPARTMENT OF LABOR JUVENILE DELINQUENCY ACTIVITIES

1962	Manpower Development and Training Act	Provides assistance and training to unemployed youth
1965	(from Economic Opportunity Act)	Neighborhood Youth Corps (NYC) established to provide part-time or full-time or summer employment opportunities for disadvantaged youth.
1969	(from Economic Opportunity Act)	Job Corps transferred from OEO to Labor. Residential training programs for disadvantaged youth.
1970		Moved Job Corps Centers closer to urban areas.
1971		Major evaluation and redirection of NYC to make program more relevant.

TABLE 11.D.6
SUMMARY OF MAJOR HUD JUVENILE DELINQUENCY ACTIVITIES

1966	Demonstration Cities and Metropolitan Development Act	Established Model Cities Program Operates through local City Demonstration Agency which integrates and administers Federal, State and Local social services within the target area.
1971	Presidential Administrative Authorization	Established Planned Variation approach to Model Cities Programs. Permits funding for programs for geographic areas outside original boundaries of Model Cities. Gives greater flexibility for local planning.

E. COORDINATION OF FEDERAL JUVENILE DELINQUENCY PROGRAMS

Coordination of the expanding Federal juvenile delinquency programs between Washington and State and Local governments has been a difficult problem. Partially in an attempt to correct this problem, the 1968 Acts stressed greater local planning and coordination. The Federal Regional concept, summarized in Table 11.E.1, established a decentralization of programs and program administration and also provided a mechanism for coordination among Federal departments at the region level with National goals and policies set in Washington with State and local input. As juvenile delinquency is a local problem, effective regionalization should have positive effects in this area.

In May 1971 the Department of Justice and HEW agreed that LEAA (Justice) would confine juvenile activities to youth in contact with the justice system and that HEW would confine activities to juvenile delinquency prevention and diversion from the justice system.

In July 1971, by amendment to the Juvenile Delinquency Prevention and Control Act and Executive Order, the Interdepartmental Council to Coordinate all Federal Juvenile Delinquency Programs was established.

The Council is composed of the following voting members:

- Department of Justice (Law Enforcement Assistance Administration)
- Department of Health, Education and Welfare (YDDPA)
- Department of Housing and Urban Development
- Department of Labor
- Department of Transportation
- Department of the Interior
- Department of Agriculture
- Office of Economic Opportunity
- Office of Management and Budget
- Special Action Office for Drug Abuse Prevention.

At subsequent meetings the following were invited to attend as ex officio non-voting members:

- Department of Defense
- ACTION

TABLE 11.E.1
FEDERAL REGIONALIZATION

1. National goals set in Washington with local and state input.
2. Decentralization of programs and program administration.
3. 1970: Established Federal Regional Offices.
4. 1971: Established Regional Councils to coordinate efforts of Federal Departments at the regional level.
5. 1972: Established Under Secretaries Group for Regional Operation to channel national policies and objectives from the President and Domestic Council to the Regions.

- Veterans Administration
- District of Columbia Government
- Office of Child Development.

The Council activities are summarized in Table 11.E.2

The Council established four task forces to study juvenile delinquency: (1) Objectives Task Force, (2) Coordination Task Force, (3) Evaluation Task Force and (4) Management Task Force. The Council contracted with the Bureau of Census to develop detailed identification and descriptions of Federal juvenile delinquency and youth development programs and to assess methods of evaluating these programs. This work is being performed under the direction of the Evaluation Task Force. Under the Management Task Force, the Council contracted with BDM to study the Federal Departments' organization and management, to recommend methods of improved management, and to recommend methods of implementing management improvements. The Council also established an Action-Impact Program in which YDDPA is developing, through the Youth Services System, comprehensive youth programs in eight LEAA high-impact cities.

In May 1972 the Council held a public hearing at which interested groups testified regarding the juvenile delinquency problem.

These actions by the Council will provide recommendations for improved coordination and management of juvenile delinquency programs based on factual studies. The Action-Impact demonstration programs will provide a test bed for improved planning and coordination techniques as well as provide immediate impact in specific problem areas.

F. CURRENT LEGISLATION

Public Law 92-381, "The Juvenile Delinquency Prevention Act," was passed on August 14, 1972. It is administered by the Youth Development and Delinquency Prevention Administration of the Department of Health, Education, and Welfare. This Act continues the Interdepartmental Council to Coordinate All Federal Juvenile Delinquency Programs. It also authorizes grants or contracts to meet part or all of the cost of planning, establishing, or operating community-based coordinated youth service systems for the prevention of delinquency. It authorizes grants or contracts to pay all or part of the cost to train personnel for work in fields related to delinquency prevention. Funds may be used for such purposes as curriculum development, short-term training institutes, and traineeships. It authorizes the collection and publication of information related to programs funded by the Act and for other programs involved in delinquency prevention and treatment. The Act provides that assistance shall be limited to programs which are carried on outside the juvenile justice system (not eligible are such agencies as the police, courts, correctional institutions, detention homes, and probation and parole authorities).

Under this Act the term "youth services" means such services as: individual, group, and family counseling; diagnostic services; remedial education; tutoring;

schools which provide education outside the traditional school system; vocational testing and training; job development; emergency shelters and halfway houses; health services and drug abuse programs; paraprofessional and volunteer programs; community-based treatment facilities. The term "coordinated youth services" means a comprehensive service delivery system, separate from the juvenile justice system, designed to: a) facilitate accessibility to, and use of all youth services found within the geographic area served by such a system; b) identify needed youth services and provide such services; c) make the most effective use of youth services; d) use available resources efficiently and with a minimum amount of duplication; e) identify types of youth to be served by the comprehensive youth service system.

TABLE II.E.2
SUMMARY OF ACTIVITIES OF INTERDEPARTMENTAL COUNCIL
TO COORDINATE ALL FEDERAL JUVENILE DELINQUENCY PROGRAMS

July 1971	Council established (amendment to Juvenile Delinquency Prevention and Control Act and Executive Order).
Oct. 1971	Conducted Juvenile Delinquency Training Marathon to provide substantive knowledge of the juvenile delinquency problem and innovative approaches to solutions for Council staff. Assigned YDDPA responsibility for identifying and describing existing juvenile delinquency programs. Assigned member departments responsibility for describing departmental roles in juvenile delinquency.
Nov. 1971	Formed four Task Forces: Coordination, Management, Objectives, and Evaluation.
Dec. 1971	Contracted with Bureau of Census to describe Federal juvenile delinquency programs (under direction of Evaluation Task Force).
Jan. 1972	Approved Action-Impact program. YDDPA to develop youth component of LEAA 8 High-Impact Cities Programs to serve as a test of intensive, well-coordinated approach to Juvenile Delinquency.
Feb. 1972	Management Task Force Contract initiated.
May 1972	Public Hearings

A. INTRODUCTION

This chapter presents the various programs of the Federal government in the fields of juvenile delinquency and general youth development. It covers the programs determined as the universe of programs to be considered by the Interdepartmental Council to Coordinate All Federal Juvenile Delinquency Programs. This material was originally compiled by the Census Bureau, Governments Division, by combining information supplied in the Office of Management and Budget's Catalog of Federal Domestic Assistance with more current information obtained from each agency concerned. It has been rearranged by Braddock, Dunn and McDonald, Inc., and is presented here in that form. Those programs not included in the OMB Catalog are presented in Appendix Q.

This chapter is organized by department. The programs for each Department are listed according to the specific office in the agency that is responsible for planning and implementing the particular program. There are several programs for which complete descriptive data was unavailable. These programs have been described using the most complete data available to the Council.

Finally, even though the purpose of this book is to present juvenile delinquency programs, some of those listed refer more to adults than juveniles but were included because the program did in some way make provision for young people. This listing is intended to be a comprehensive one, covering all Federal programs that relate to juvenile delinquency and youth development.

B. DEPARTMENT OF JUSTICE

1. Missions

There are three offices in the Department of Justice that have programs that relate to juvenile delinquency. These offices and their missions are stated below:

Bureau of Narcotics and Dangerous Drugs

- 1) Enforcement of drug laws
- 2) Prevention of drug abuse

Bureau of Prisons

- 1) Operate the federal prisons, ten of which are for youth and young adults

Law Enforcement Assistance Administration (LEAA)

- 1) Assist states in reducing crime and delinquency
- 2) Assist states in improving their criminal justice system

2. Programs

This section will present the various types of programs offered by the three offices, along with funding information, eligibility requirements, and contacts for assistance.

a. Bureau of Narcotics and Dangerous Drugs

PUBLIC EDUCATION ON DRUG ABUSE - TECHNICAL ASSISTANCE

OBJECTIVES: To furnish advisory services to groups desiring to establish an educational program of drug abuse.

TYPES OF ASSISTANCE: Advisory Services and Counseling.

USES AND USE RESTRICTIONS: For organizations desiring to present drug abuse prevention programs to the public.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Service, social, professional, educational, religious, municipal or other similar organizations.

Beneficiary Eligibility: The general public.

Credentials/Documentation: None.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: None.

Application Procedure: Made in the form of a letter descriptive of needs or program to the regional office of the Bureau of Narcotics and Dangerous Drugs.

Award Procedure: By letter to applicant.

Deadlines: None.

Range of Approval/Disapproval Time: Not applicable.

Appeals: Not applicable.

Renewals: Not applicable.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Not applicable.

Length and Time Phasing of Assistance: Not applicable.

POST ASSISTANCE REQUIREMENTS:

Reports: Not applicable.

Audits: Not applicable.

Records: Not applicable.

FINANCIAL INFORMATION:

Account Identification: 11-22-1100-0-1-908.

Obligations: Not separately identifiable.

Range and Average of Financial Assistance: Not applicable.

REGULATIONS, GUIDELINES, AND LITERATURE: "BNDD Fact Sheets," single copy free from BNDD; "LSD-25; The Factual Account," single copy free from BNDD, "Drugs of Abuse," single copy free from BNDD. "Guidelines for Drug Abuse Prevention Education," "Public Speaking on Drug Abuse Prevention: A Handbook for the Law Enforcement Officer," "Drug Abuse Prevention," and "Teen-Age Booby Trap." All publications available from Government Printing Office.

INFORMATION CONTACTS:

Regional or Local Office: Persons are encouraged to communicate with the regional offices of the Bureau of Narcotics and Dangerous Drugs, see Appendix A for a list of the addresses.

Headquarters Office: Assistant Director, Office of Scientific Support, Attention: Drug Abuse Prevention Division, Bureau of Narcotics and Dangerous Drugs, 1405 I Street, N.W., Washington, D.C. 20537. Telephone: (202) 382-4065.

b. Bureau of Prisons

CORRECTIONAL SERVICES - TECHNICAL ASSISTANCE

OBJECTIVES: To improve the effectiveness and efficiency of correctional services to those charged with or convicted of violations of local and state laws and ordinances in order to reduce the likelihood of recidivism.

TYPES OF ASSISTANCE: Advisory Services and Counseling.

USES AND USE RESTRICTIONS: Improvement of the effectiveness and efficiency of correctional services to those charged with or convicted of violations of local and state laws and ordinances in order to reduce the likelihood of recidivism.

The program or project for which assistance is sought must be consistent with the comprehensive plan prepared by the State Law Enforcement Planning Agency of the state within which the applicant agency is located and meet with the approval of the appropriate regional office of the Law Enforcement Assistance Administration.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Any unit or city, county or state government of multi-jurisdictional (e.g., regional) grouping is eligible for service, in addition to nonprofit private agencies endeavoring to improve correctional services.

Beneficiary Eligibility: Same as applicant eligibility.

Credentials/Documentation: None.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: Coordination with State Law Enforcement Planning Agency and when applicable, local planning agency. Coordination with other relevant service agencies should be reflected in application to avoid duplication of services.

Application Procedure: Request should specify problem, type of assistance and results sought, program objective, approximate total time required, and agency staff assigned to work with consultant(s).

Award Procedure: By letter to applicant.

Deadlines: None.

Range of Approval/Disapproval Time: Not applicable.

Appeals: None.

Renewals: Not applicable.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Not applicable.

Length and Time Phasing of Assistance: As required.

POST ASSISTANCE REQUIREMENTS:

Reports: None.

Audits: Not applicable.

Records: Not applicable.

FINANCIAL INFORMATION:

Account Identification: 11-20-1060-0-1-908.

Obligations: (Salaries and expenses) FY 70 \$250,000; FY 71 \$350,000;

FY 72 \$502,000; FY 73 est. \$574,000.

Range and Average of Financial Assistance: Not applicable.

REGULATIONS, GUIDELINES, AND LITERATURE: Prisoner Management and Control, New Roles for Jails, Community Work - An alternative to Imprisonment, the Residential Center: Corrections in the Community. (No charge for the above booklets. All obtainable from Bureau of Prisons.)

INFORMATION CONTACTS:

Regional or Local Office: State Law Enforcement Planning Agencies and the Regional Offices of the Law Enforcement Assistance Administration, Department of Justice (appendices B and C).

Headquarters Office: Technical Assistance Branch, Community Services Division, Bureau of Prisons, Washington, D.C. 20537. Telephone (202) 739-2100 or 739-2200.

c. Law Enforcement Assistance Administration

LAW ENFORCEMENT ASSISTANCE - COMPREHENSIVE PLANNING GRANTS
(Safe Streets, Crime Control)

OBJECTIVES: To provide matching grants to states for the operation of state law enforcement planning agencies which develop and administer comprehensive statewide law enforcement improvement plans. Local governments participate in the planning process.

TYPES OF ASSISTANCE: Project Grants.

USES AND USE RESTRICTIONS: Used to set up a state planning agency to develop, implement, and monitor a comprehensive plan. Forty percent of the award must go to local planning operations unless the LEAA Administration determines the requirement to be inappropriate in view of the respective law enforcement planning responsibilities exercised by a state and its local governments.

ELIGIBILITY REQUIREMENTS:

Applicable Eligibility: All 50 states, the District of Columbia, Puerto Rico, American Samoa, Guam and Virgin Islands (only eligible jurisdiction) are participating in the program.

Beneficiary Eligibility: State and local planning agencies.

Credentials/Documentation: Documentation of creation of a state planning agency supervisory board by the governor. State and local planning bodies must be representative of law enforcement agencies, units of general local government and public agencies maintaining anti-crime programs.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: To receive an up to 25 percent advance on its planning grant, state planning agencies submit a one-page application to cognizant LEAA Regional Office.

Application Procedure: State makes application through the planning agency to LEAA.

Award Procedure: Upon approval by the LEAA Administration, a telegram is sent to the governor and state planning agency director. A letter and copies of grant award to both follows. One copy of grant award must be signed by state planning agency director and returned to LEAA.

Deadlines: Fiscal year deadline is August 15.

Range of Approval/Disapproval Time: From 1 to 2 months.

Appeals: Hearings held by the Law Enforcement Assistance Administration.

Renewals: Resubmission.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Grantees are required to provide matching shares of 10 percent of total grant. The non-federal share may be cash or in-kind; i.e., personnel, space, equipment, etc.

Length and Time Phasing of Assistance: Fiscal year. Unobligated funds may be carried over for 6 months of the next fiscal year.

POST ASSISTANCE REQUIREMENTS:

Reports: Quarterly financial and progress reports, subgrants for local planning plus final financial and narrative.

Audits: Final audit at close of grant.

Records: Grantee must keep complete records on disposition of funds.

FINANCIAL INFORMATION:

Account Identification: 11-21-0400-1-1-908.

Obligations: (Grants) FY 70 \$21,000,000; FY 71 \$26,000,000; FY 72 \$35,000,000; FY 73 est.

Range and Average of Financial Assistance: Fiscal year 1971 from \$103,000 to \$2,090,000.

REGULATIONS, GUIDELINES, AND LITERATURE: Guide for Comprehensive Law Enforcement Planning and Action Grants, Financial Guide, State Planning Agency Memoranda, LEAA, a Program for a Safer More Just America.

INFORMATION CONTACTS:

Regional or Local Office: See Appendix C for Regional Offices.

Headquarters Office: Director, Office of Criminal Justice Assistance, Law Enforcement Assistance Administration, U.S. Department of Justice, Washington, D.C. 20530. Telephone: (202) 386-3134.

LAW ENFORCEMENT ASSISTANCE - DISCRETIONARY GRANTS (Safe Streets, Crime Control)

OBJECTIVES: To advance national priorities, draw attention to programs not emphasized in state plans, and provide special impetus for reform and experimentation within the total law enforcement structure created by the Act.

TYPES OF ASSISTANCE: Project Grants.

USES AND USE RESTRICTIONS: Areas of emphasis include Large City/County Special Grants, probation and parole improvement, police and court improvement and organized crime and civil disorders programs. Innovative proposals within the guidelines are encouraged, but research projects are not generally funded.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: State and local units of government or combinations of state or local units.

Beneficiary Eligibility: State, local and private organizations under the jurisdiction of the applicants may receive funds.

Credentials/Documentation: None.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: Initial letter to serve as preliminary proposal. In advance of official LEAA filing, the appropriate state planning agency should certify that (a) the project is consistent with the state plan, (b) the project will be incorporated into the state action plan and (c) action funds to the discretionary grant applicant will not be reduced or supplanted by virtue of a discretionary award.

Application Procedure: Applicant submits proposal as prescribed in the Guide for Discretionary Grants.

Award Procedure: Upon approval, LEAA Administration telegrams sent to both grantee and subgrantee. Award package and letter sent to grantee who forwards specified items to subgrantee.

Deadlines: Fiscal year deadline is July 15.

Range of Approval/Disapproval Time: From 1 to 2 months.

Appeals: Hearings held by the Law Enforcement Assistance Administration.

Renewals: Continuation grant.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Grantees must provide a non-Federal contribution of 25 percent except for construction projects, where the match is 50 percent. Effective July 1, 1972, 40 percent of the non-Federal share must be of money appropriated in the aggregate by state or local units of governments.

Length and Time Phasing of Assistance: Varies, generally one year.

POST ASSISTANCE REQUIREMENTS:

Reports: Quarterly financial and progress reports plus final financial and narrative report.

Audits: Final audit at close of grant.

Records: Grantee must keep complete records on disposition of funds.

FINANCIAL INFORMATION:

Account Identification: 11-21-0400-1-1-908.
Obligations: (Grants) FY 70 \$32,500,000; FY 71 \$70,000,000; FY 72 \$73,005,000; FY 73 est. \$83,000,000.
Range and Average of Financial Assistance: Less than \$10,000 to \$1,000,000.

REGULATIONS, GUIDELINES, AND LITERATURE: Discretionary Grant Guide, State Planning Agency Memoranda.

INFORMATION CONTACTS:

Regional or Local Office: See Appendix C for Regional Offices.
Headquarters Office: Director, Criminal Justice Assistance, Law Enforcement Assistance Administration, U.S. Department of Justice, Washington, D.C. 20530. Telephone: (202) 386-3134.

LAW ENFORCEMENT ASSISTANCE - IMPROVING AND STRENGTHENING LAW ENFORCEMENT (Safe Streets, Crime Control)

OBJECTIVES: To provide matching grants to implement a state's law enforcement program as developed in the state comprehensive action plan.

TYPES OF ASSISTANCE: Project Grants.

USES AND USE RESTRICTIONS: Uses include improvement and strengthening of law enforcement; public education; facilities construction (no grants for land acquisition); organized crime; civil disorders prevention and community relations; large city (250,000 population up) criminal justice coordinating councils; community-based corrections.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: States which have approved plans, not more than one year old, are eligible.
Beneficiary Eligibility: Units of a state and its local governments, with funds being dispersed to operating law enforcement components.
Credentials/Documentation: None.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: Establishment of an operating state planning agency.
Application Procedure: Comprehensive plan is submitted following criteria set out in LEAA guidelines.
Award Procedure: Telegram to governor and state planning agency director upon approval by LEAA Administration with a letter and copies of grant award to both to follow. One copy of grant award must be signed by state planning agency director and returned to LEAA.

Deadlines: Six months following award of Comprehensive Planning Grant or by June 30 of fiscal year.

Range of Approval/Disapproval Time: From 1 to 2 months.

Appeals: Hearings held by the Administration.

Renewals: Resubmission in following year's application.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Grantees are required to provide matching shares of 25 percent of the total grant, except for construction projects where the match is 50 percent. Effective June 1, 1972, 40 percent of the nonfederal share will be of money in the aggregate by state or units of general local government. Also effective July 1, 1972, action grant funds will be divided between state and local governments according to the percentage division of their law enforcement expenditures for the preceding fiscal year. Presently, at least 75 percent of action funds must be passed through to local governments.

Length and Time Phasing of Assistance: Fiscal year assistance period funds available for 2 years following end of fiscal year in which award was made.

POST ASSISTANCE REQUIREMENTS:

Reports: Quarterly financial, subgrant data semi-annual progress report, plus final financial and narrative.

Audits: Final audit at close of grant.

Records: Grantee must keep complete records on disposition of funds.

FINANCIAL INFORMATION:

Account Identification: 11-21-0400-1-1-908

Obligations: (Grants) FY 70 \$182,750,000; FY 71 \$340,000,000; FY 72 \$416,000,000; FY 73 est. \$442,000,000.

Range and Average of Financial Assistance: Fiscal year 1970 from \$47,000 to \$32,999,000.

REGULATIONS, GUIDELINES, AND LITERATURE: Guide for Comprehensive Law Enforcement Planning and Action Grants; Financial Guide; State Planning Agency Memoranda; LEAA, a Program for a Safer More Just America.

INFORMATION CONTACTS:

Regional or Local Office: See Appendix C for Regional Offices.

Headquarters Office: Director, Office of Criminal Justice Assistance, Law Enforcement Assistance Administration, U.S. Department of Justice, Washington, D.C. 20530. Telephone: (202) 386-3134.

LAW ENFORCEMENT ASSISTANCE - TECHNICAL ASSISTANCE
(Safe Streets, Crime Control)

OBJECTIVES: Provides technical assistance through consultative assistance, publications and training in law enforcement to states and units of governments.

TYPES OF ASSISTANCE: Advisory Services and Counseling.

USES AND USE RESTRICTIONS: Provides counseling assistance where the need is indicated. Because of the high incidence of crime in the United States, LEAA program divisions have consulted with virtually all states on programming in one or more of the major crime control areas (police, courts, corrections, disorders, organized crime), and have conducted workshops dealing with the control of organized crime.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: States, units of general local government, combinations of such states or units, or other private agencies, organizations or institutions.

Beneficiary Eligibility: Same as applicant eligibility.

Credentials/Documentation: None.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: State planning agencies and LEAA regional offices.

Application Procedure: No formal application, an expression of need or interest.

Award Procedure: By letter.

Deadlines: None.

Range of Approval/Disapproval Time: From 2 to 3 days; no reasonable request disapproved.

Appeals: Not applicable.

Renewals: Not applicable.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: None.

Length and Time Phasing of Assistance: Not applicable.

POST ASSISTANCE REQUIREMENTS:

Reports: Evaluation of service requested.

Audits: Not applicable.

Records: Not applicable.

FINANCIAL INFORMATION:

Account Identification: 11-21-0400-0-1-908.

Obligations: FY 70 \$1,200,000; FY 71 \$4,000,000; FY 72 \$6,000,000; FY 73 \$8,000,000.

Range and Average of Financial Assistance: None.

REGULATIONS, GUIDELINES, AND LITERATURE: Contact appropriate LEAA region or program Division for lists of technical assistance publications.

INFORMATION CONTACTS:

Regional or Local Office: See Appendix C for regional offices.

Headquarters Office: Director, Office of Criminal Justice Assistance, Law Enforcement Assistance Administration, U.S. Department of Justice, Washington, D.C. 20530. Telephone: (202) 386-3134.

LAW ENFORCEMENT EDUCATION PROGRAM - STUDENT FINANCIAL AID
(LEEP)

OBJECTIVES: Professionalization of criminal justice personnel through higher education (including police, courts and corrections professions).

TYPES OF ASSISTANCE: Direct payments for specified uses.

USES AND USE REGULATIONS: LEAA distributes applications to all regionally accredited institutions of higher education. LEAA reviews these applications and awards grants to schools. Schools make direct grants and loans to students in accordance with established guidelines and regulations. Loans not to exceed \$1,800 per academic year. Grants of \$200 per quarter or \$300 per semester not to exceed the actual cost of tuition and fees.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Accredited by one of the six regional accrediting associations for institutions of higher education. Institutional eligibility to make LEEP loans to students contingent upon offering at least 15 semester hours in "directly related" law enforcement courses.

Beneficiary Eligibility: Grants are limited to in-service employees of a public law enforcement agency and certification must be obtained from employer. Grantees must agree to remain with their currently employing agency for 2 years following completion of courses.

Loans are limited to full-time students taking at least 15 semester credit hours, or their equivalent, in directly related law enforcement courses. Loans are forgiven at the rate of 25 percent for each full year of employment in a law enforcement agency following completion of school.

All students must agree to enter or remain in public law enforcement employment; otherwise, they must repay awards at 7 percent simple interest per annum at a quarterly rate of not less than \$50 per month. Designated student application and note forms must be used.

Credentials/Documentation: Institutions must submit designated application and sign terms of agreement.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: Institutions should confer with their respective State planning agency before submitting institutional application.

Application Procedure: Institutional application form plus terms of agreement (for new participating institutions) must be prepared. LEEP manual should be carefully read before completing application.

Award Procedure: An award letter is sent each applicant giving an estimated amount that will be awarded for the fiscal year based on an assumed appropriation figure. The institution has a line of credit for this amount and requests funds as needed at the beginning of each new term. Notification of awards is not made through Standard Form 240, but rather through a printed state by state listing distributed to Members of Congress 72 hours before award letters are released to institutions of higher education.

Deadlines: To be announced each year in mailout of forms to all accredited institutions of higher education.

Range of Approval/Disapproval Time: Usually 60 to 120 days. Official approval not normally sent until beginning of fiscal year.

Appeals: Letter procedure.

Renewals: New application required.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: None. Funds to any one state are limited to 12 percent of funds appropriated.

Length and Time Phasing of Assistance: Fiscal year (July 1 to June 30) Institutional application submitted in spring for participation in next fiscal year.

POST ASSISTANCE REQUIREMENTS:

Reports: Fiscal operations report annually and as requested. LEEP recipient status report semiannually and as requested.

Audits: Full fiscal and program audits as needed throughout the year.

Records: All individual records and bases for decisions will be retained for 5 years or until audited.

FINANCIAL INFORMATION:

Account Identification: 11-21-0400-0-1-908.

Obligations: (Direct payments) FY 70 \$18,000,000; FY 71 \$21,000,000; FY 72 \$31,000,000; FY 73 est. \$43,000,000.

Range and Average of Financial Assistance: \$300 per semester in grants; \$200 per quarter in grants; \$1,800 per academic year in loans.

REGULATIONS, GUIDELINES, AND LITERATURE: LEEP manual, LEEP brochure, participating institutions list, publicity posters.

INFORMATION CONTACTS:

Regional or Local Office: None.

Headquarters Office: LEAA Regional Offices (Appendix C).

LAW ENFORCEMENT RESEARCH AND DEVELOPMENT - PROJECT GRANTS

OBJECTIVES: Encourage and support research and development to improve and strengthen all activities pertaining to crime prevention or reduction and enforcement of the criminal law.

TYPES OF ASSISTANCE: Project Grants.

USES AND USE RESTRICTIONS: The grants may be used to conduct research and development pertaining to the above objectives, including the development of new or improved approaches, techniques, systems, equipment and devices, and to carry out programs of behavioral research on the causes of crime and means of preventing crime, and to evaluate correctional procedures.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: The Institute is authorized to make grants to, or enter into contracts with public agencies, institutions of higher education, private organizations and qualified individuals.

Beneficiary Eligibility: Same as applicant eligibility.

Credentials/Documentation: The applicant must furnish, along with the application for a grant or contract, resumes of principal investigator, details of the budget composition, goals, impact, methods, evaluation, and resources of the project.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: A potential grantee or contractor should contact the Institute to determine whether a similar proposal has already been funded or whether or not the proposal is within the objectives and priorities of the Institute.

Application Procedure: Proposal forms are available through inquiry to the Institute.

Award Procedure: All applications are reviewed and evaluated by program managers against the needs of Institute research plan, ongoing or prior studies and the particular promise of the proposal itself. Based on recommendations of program managers, center chiefs and Director make rejections or awards.

Deadlines: None.

Range of Approval/Disapproval Time: From 2 to 6 months.

Appeals: Hearing by Administration.

Renewals: None.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Project. - The Institute shall require, whenever feasible, as a condition of approval of a grant or contract that the recipient contribute money, facilities, or services to carry out the purpose for which the grant or contract is sought.

Length and Time Phasing of Assistance: Project grant duration period. Not applicable.

POST ASSISTANCE REQUIREMENTS:

Reports: "Fiscal Report," consisting of quarterly expenditures and budget experience reports; final financial reports setting forth costs and expenditures of the complete project; and "Program Reports," consisting of quarterly progress reports, and a final report. Other reports may be requested.

Audits: Full fiscal and program audits and on-site inspections as needed throughout the project duration.

Records: Records and accounts concerning the expenditure of Institute and grantee or contractor; contributed funds shall be maintained during the grant and contract period and retained for 3 years thereafter.

FINANCIAL INFORMATION:

Account Identification: 11-21-0400-0-1-908.

Obligations: (Grants) FY 70 \$6,790,000; FY 71 \$7,500,000; FY 72 \$19,000,000; FY 73 est. \$19,500,000.

Range and Average of Financial Assistance: In amounts consistent with the Institute's plans, priorities and levels of financing.

REGULATIONS, GUIDELINES, AND LITERATURE: "First Annual Report of the Law Enforcement Assistance Administration," Price \$0.65. Superintendent of Documents, U.S. Government Printing Office, "Program and Project Plan for Fiscal Year 1971," no charge.

INFORMATION CONTACTS:

Regional or Local Office: None.

Headquarters Office: Director, National Institute of Law Enforcement and Criminal Justice, Law Enforcement Assistance Administration, Department of Justice, Washington, D.C. 20530. Telephone (202) 386-

**LAW ENFORCEMENT ASSISTANCE - STATISTICS AND INFORMATION -
DEVELOPMENT PROJECT GRANTS**

OBJECTIVES: To collect, evaluate, publish and disseminate statistics and other information on the condition and progress of law enforcement.

TYPES OF ASSISTANCE: Project Grants.

USES AND USE RESTRICTIONS: To improve the administration of justice we encourage the development of effective and efficient criminal justice information and statistics systems within the states through funding prototype projects. Development of new methodologies and techniques in criminal justice data collection are encouraged as well as new systems of criminal justice data exchange.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: The National Criminal Justice Information and Statistics Service is authorized to make grants to, and enter into contracts with public agencies, institutions of higher education, private organizations and qualified individuals.

Beneficiary Eligibility: Same as Applicant Eligibility.

Credentials/Documentation: The applicant must furnish, along with the application for a grant or contract, details of the budget composition, goals, impact, methods, evaluation and resources of the project.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: A potential grantee or contractor should contact the National Criminal Justice Information and Statistics Service to determine whether a similar proposal has already been funded or whether or not the proposal is within the objectives and priorities of the National Criminal Justice Information and Statistics Service.

Application Procedure: Proposal Forms are available through inquiry to the National Criminal Justice Information and Statistics Service.

Award Procedure: An award is granted by the Director of the National Criminal Justice Information and Statistics Service and approved by the Administration to be accepted by the applicant agency or institution to be expended according to the conditions of the grant.

Deadlines: None.

Range of Approval/Disapproval Time: From 2 to 6 months.

Appeals: Hearing by Administration.

Renewals: None.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: The National Criminal Justice Information and Statistics Service shall require, whenever feasible, as a condition of approval of a grant or contract that the recipient contribute money, facilities, or services to carry out the purpose for which the grant or contract is sought.

Length of Assistance: Project grant duration period.

POST ASSISTANCE REQUIREMENTS:

Reports: "Fiscal Report," consisting of quarterly expenditures and budget experience reports; final financial reports setting forth costs and expenditures of the complete project; and "Program Reports," consisting of quarterly progress reports, and a final report. Other reports may be requested.

Audits: full fiscal and program audits and on-site inspections as needed throughout the project duration.
 Records: Records and accounts concerning the expenditure of the National Criminal Justice Information and Statistics Service and grantee or contractor; contributed funds shall be maintained during the grant and contract period and retained for 3 years thereafter.

FINANCIAL INFORMATION:
 Account Identification: 11-21-0400-1-1-908.
 Obligations: (Grants) FY 70 \$338,597; FY 71 \$2,000,000; FY 72 \$3,200,000 est; FY 73 \$3,400,000 est.
 Range and Average of Financial Assistance: In amount consistent with the National Criminal Justice Information and Statistics Service's plans, priorities and levels of financing. Fiscal year 1970, six project grants awarded.

REGULATIONS, GUIDELINES, AND LITERATURE: LEAA 1970, Vol. 1, 2, \$2.50 for set, Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Grant Guide - No charge.

INFORMATION CONTACTS:
 Regional or Local Office: None.
 Headquarters Office: Statistical Division, Law Enforcement Assistance Administration, U.S. Department of Justice, Washington, D.C. 20530.

3. Organization

In this section the organization of the Department of Justice is presented. Figure III.B.1 is a representation of the offices in this Department that have programs in the delinquency prevention area. A detailed breakdown of BNDD and BOP and the key personnel and missions and functions of these offices are shown. Figure III.B.2 presents a detailed breakdown of the key offices of LEAA.

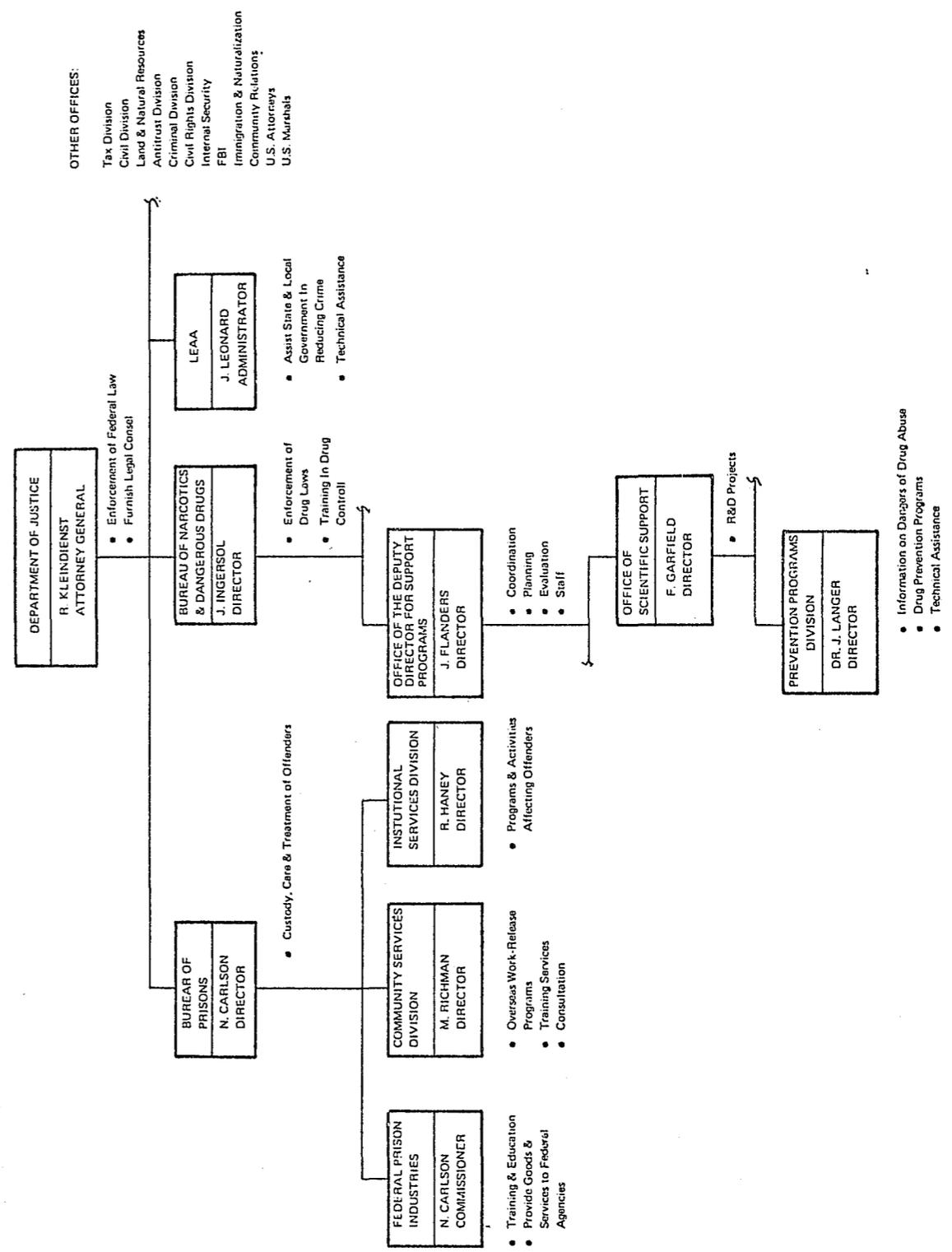


Figure III.B.1 Department of Justice--Offices that have Youth Programs

- 2) Diffuse such information to aid in the establishment and maintenance of efficient school systems
- 3) Federal assistance to education, special studies and programs for development of innovative educational methods

2. Programs

This section presents the various programs of the Department of Health, Education and Welfare.

a. Office of the Secretary - Office of Child Development

CHILD DEVELOPMENT - HEAD START

OBJECTIVES: Head Start is a demonstration program which provides educational, nutritional and social services to the preschool children of the poor and their families and involves parents in activities with their children so that the child enters school on more equal terms with his more fortunate classmates. Head Start also sponsors intensive training programs for employees of the Child Development Center.

TYPES OF ASSISTANCE: Project Grants

USES AND USE RESTRICTIONS: 90 percent of the enrollees in a program must come from families whose income is below the poverty guidelines as established by the Office of Economic Opportunity.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Any Community Action Agency (CAA) funded under Section 221 or 222 of the Economic Opportunity Act as amended, is eligible for assistance. In localities where a CAA exists, applications will generally be accepted only from the CAA; many other local organizations can participate, however, as "delegate agencies" of the CAA. When no CAA exists in the area proposed to be served, any other public or private nonprofit agency which meets the requirements set forth in the "Community Action Program Guide" may apply for a grant.

Beneficiary Eligibility: Full-year Head Start programs are primarily for children from age 3 up to the age when the child enters the school system, but may include some younger children. Summer Head Start programs are for children who will be attending kindergarten or elementary school for the first time in the fall.

Credentials/Documentation: Forms to certify grantee eligibility may be obtained from the HEW Regional Office.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: Grantee submits eligibility documents to the Regional Office 170 days before funding date. The grantee,

policy advisory group and the Head Start community representative participate in a pre-review to develop plans and priorities.

Application Procedure: The Office of Child Development/Head Start regional representative will provide each applicant agency with a completed check list form showing exactly which items must be completed by each applicant and delegate agency.

Award Procedure: All funds are awarded directly to the grantees.

Funds for local Head Start programs are awarded by the Regional Offices. However, funds for the following are awarded by OCD Headquarters: Indian programs (Reservation only); Migrant programs, Parent and Child Center programs; career development training and technical assistance programs; and evaluation studies.

Notification of grant awards to Governors and State Legislatures is made through Standard Form 240.

Deadlines: Eligibility documents are submitted 170 days before the anticipated approval date of the grant. Formal funding request must be received 100 days before approval date.

Range of Approval/Disapproval Time: 140 days from submission of eligibility documents to Governor's approval of grant and release of funds.

Appeals: The HEW Regional Office and the grantee consider jointly the objectives of the program and the means of achieving these goals.

Renewals: HEW Regional Offices will inform grantees of the application procedures for renewal.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: 20 percent local share must be supplied after 32 months have passed since the date of the initial funding. This share may be in cash or in kind; providing space, equipment, utilities or personnel services.

Length and Time Phasing of Assistance: Summer Head Start - minimum 120 hours. Full-year Head Start - full day or part day but minimum of 3 hours per day in an 8 to 12-month period.

POST ASSISTANCE REQUIREMENTS:

Reports: Monthly Financial Report is required. Statement of estimated unexpended funds is due 90 days after end of the program year.

Audits: All grantees must arrange for an annual audit. Preliminary audit surveys are mandatory for grantees who have not been audited according to Head Start requirements in the past 12 months.

Records: Grantee must maintain an accounting system adequate to meet the purposes of the grant. A statement signed by the appropriate public financial officer or licensed public accountant must be submitted with the initial grant.

FINANCIAL INFORMATION:

Account Identification: 04-37-0500-0-1-999
Obligations: (Grants) FY 70 \$325,677,000; FY 71 \$360,000,000;
FY 72 \$309,000,000; FY 73 \$386,000,000 est.
Range and Average of Financial Assistance: \$1,500 to \$12,000,000;
(Estimate of average is not feasible.)

REGULATIONS, GUIDELINES, AND LITERATURE: "Head Start Manual of Policies and Instructions," no charge; "Head Start: A Child Development Program," no charge

INFORMATION CONTACTS:

Regional or Local Office: Assistant Regional Director, Office of Child Development, HEW Regional Offices (see appendix M for listing).
Headquarters Office: Office of Child Development/Head Start, Dept. of Health, Education and Welfare, P. O. Box 1182, Washington, D.C., 20013. Telephone: (202) 755-7794.

CHILD DEVELOPMENT - TECHNICAL ASSISTANCE

OBJECTIVES: Coordination, development and advocacy of programs for children, youth and their families conducted by Department of Health, Education and Welfare.

TYPES OF ASSISTANCE: Advisory Services and Counseling: Dissemination of Technical Information.

USES AND USE RESTRICTIONS: Technical assistance is available in the area of children's services as they relate to programs for handicapped and retarded children, social services in their own homes (including protective services, homemaker service, day care and parent-child counseling), adoption, foster care for children (including institutions for dependent and neglected children, emotionally disturbed children, foster family care), services to unmarried mothers and community programs for youth development. OCD provides technical assistance for the Community Coordinate Child Care (4-C) program, which is an interagency effort to develop mechanisms for coordination of day care services at the state and local levels.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: States and other public and private organizations in the area of children's services.
Beneficiary Eligibility: Children, youth, and their families
Credentials/Documentation: None

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: None
Application Procedure: Request to Assistant Regional Director, Office of Child Development, Department of Health, Education, and Welfare.
Award Procedure: Not applicable
Deadlines: None
Range of Approval/Disapproval Time: Not applicable
Appeals: Not applicable
Renewals: Not applicable.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Not applicable
Length and Time Phasing of Assistance: Not applicable

OST ASSISTANCE REQUIREMENTS:

Reports: Not applicable
Audits: Not applicable
Records: Not applicable

FINANCIAL INFORMATION:

Account Identification: 09-80-0136-0-1-703.
Obligations: (Salaries and expenses) FY 70 \$600,000; FY 71 est \$800,000; and FY 72 est \$800,000, FY 73 \$900,000 est.

REGULATIONS, GUIDELINES AND LITERATURE: "Office of Child Development," no charge; "4-C Community Coordinated Child Care," no charge; "Policy Guide for the 4-C Program," no charge.

INFORMATION CONTRACTS:

Regional or Local Office: Persons are encouraged to communicate with the Assistant Regional Directors, Office of Child Development, Department of Health, Education, and Welfare. (See appendix M for a list of addresses of the regional offices.)

Headquarters Office: Associate Chief, Children's Bureau, Office of Child Development, Department of Health, Education, and Welfare, P. O. Box 1182, Washington, D.C., 20013.

b. Office of the Secretary - Center for Community Planning

PLANNING FOR HUMAN RESOURCES DEVELOPMENT

OBJECTIVES: To make available to clients of the Department a single focus where they may receive information and technical assistance in the areas of program coordination, joint program sponsorship, intergovernmental program such as Model Cities, and other activities not covered by individual agencies of the Department.

TYPES OF ASSISTANCE: Advisory Services and Counseling

USES AND USE RESTRICTIONS: Information and assistance activities are generally restricted to those areas not covered by specialized expertise elsewhere in the Department.

ELIGIBILITY REQUIREMENTS:
Applicant Eligibility: States, cities, counties, rural organizations, regional councils, public interest groups, private organizations and individuals requiring assistance in an area covered by the operations of the Center for Community Planning may apply for assistance through the HEW regional directors or directly to the Center for Community Planning.
Beneficiary Eligibility: Same as applicant eligibility.
Credentials/Documentation: None.

APPLICATION AND AWARD PROCESS:
Preapplication Coordination: None
Application Procedure: By contacting the Center for Community Planning, Department of Health, Education and Welfare
Award Procedure: Not applicable.
Deadlines: None
Range of Approval/Disapproval Time: Not applicable
Appeals: Not applicable
Renewals: Not applicable

ASSISTANCE CONSIDERATIONS:
Formula and Matching Requirements: Not applicable
Length and Time Phasing of Assistance: Not applicable

POST ASSISTANCE REQUIREMENTS:
Reports: Not applicable
Audits: Not applicable
Records: Not applicable

FINANCIAL INFORMATION:
Account Identification: 09-80-0129-0-1-703
Obligations: (Salaries and expenses) FY 70 \$642,000; FY 71 est \$687,000; and FY 72 est \$687,000, FY 73 not applicable
Range and Average of Financial Assistance: not applicable

REGULATIONS, GUIDELINES, AND LITERATURE: "A City for Man," a digest of ideas for Model Cities Planners: no charge. "New Careers," a paper explaining the New Careers concept and discussing current approaches and future possibilities; no charge. "A Roster of HEW personnel involved in the Model Cities Program" no charge. "Catalogue of HEW State Administered Formula Grant Programs" no charge. "Catalogue of HEW Model Cities Reserved Programs," no charge.

INFORMATION CONTACTS:

Regional or Local Office: Regional Director, HEW Regional Offices. (See appendix M for a list of addresses of the regional offices.)
Headquarters Office: Director, Center for Community Planning. Office of the Secretary, Department of Health, Education and Welfare, Washington, D.C., 20201. Telephone: (202) 962-8975.

c. Social and Rehabilitation Service

CHILD WELFARE TRAINING

OBJECTIVES: To strengthen resources for training personnel for work in the field of child welfare, and to provide traineeships and stipends for students preparing for work in this field.

TYPES OF ASSISTANCE: project grants

USE AND USE RESTRICTIONS: Grants may be made for: teaching projects for expansion of educational resources; traineeships for full-time graduate study in social work or in other related disciplines that prepare for work in the field of child welfare; short-term training projects. Teaching grants may be made only to schools of social work. Traineeships are awarded to the institution of higher learning which selects the applicants to whom the traineeship is granted. Short-term training projects include non-degree credit workshops, institutes or other activities to increase the competence of personnel in the field of child welfare.

ELIGIBILITY REQUIREMENTS:
Applicant Eligibility: Public or other nonprofit institutions of higher learning.
Beneficiary Eligibility: Same as applicant eligibility
Credentials/Documentation: Accredited schools or nonprofit institutions.

APPLICATION AND AWARD PROCESS:
Preapplication Coordination: None
Application Procedure: Made on form SRS-ORDT-5 application for training grant, submitted to the Regional Commissioner
Award Procedure: All applications are filed in the Regional Office. Continuation applications are delegated to the SRS Regional Commissioner for award action. New applications are submitted by Regional Office to Headquarters, and award action is the responsibility of the Commissioner of the Community Services Administration.
Deadlines: All applications must be received in the Regional Office by October 31.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: None
Application Procedure: Made on form SRS-ORDT-5 application for training grant, submitted to the Regional Commissioner.
Award Procedure: All applications are filed in the Regional Office. Continuation applications are delegated to the SRS Regional Commissioner for award action. New applications are submitted by Regional Office to Headquarters and award action is the responsibility of the Commissioner of the Community Services Administration.
Deadlines: All applications must be received in the Regional Office by October 31.
Range of Approval/Disapproval Time: 150 days from deadline date.
Appeals: No formal appeals procedure
Renewals: Application for renewal must be submitted 1 year prior to the expiration of the project period.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Applicants are expected to finance as large a part of the project as possible; however, Federal funds may be used to finance 100 percent of the training costs.
Length and Time Phasing of Assistance: Project period may not exceed five years. Grants are made on a fiscal year basis. Funds are provided on a quarterly basis.

POST ASSISTANCE REQUIREMENTS:

Reports: Regular and periodic reports are required on the progress of the project, expenditures and appointment of trainees.
Audits: Grants are subject to audit by HEW officials of the Federal Government.
Records: Financial records must be maintained separately from all other financial records and kept on file until audit or for 5 years after the end of the fiscal year, whichever is the lesser.

FINANCIAL INFORMATION:

Account Identification: 09-50-0581-0-1-999
Obligations: (Grants) FY 70 \$5,800,000; FY 71 est \$5,900,000; FY 72 est \$2,000,000; FY 73 Not applicable
Range and Average of Financial Assistance: \$2,535 to \$166,289; \$3,000

PROGRAM ACCOMPLISHMENTS: For fiscal year 1970, 839 traineeships and 165 teaching grants were awarded.

REGULATIONS, GUIDELINES AND LITERATURE: CFR not yet available. "Child Welfare Training Grant Awards - Fiscal Year 1970;" "Child Welfare Traineeships - 1970-71."

INFORMATION CONTACTS:

Regional or local office: for information regarding Child Welfare training Grants, contact the Regional Commissioner, Social and

Rehabilitation Service (see appendix M for location and telephone number).

Headquarters Office: Specialist on Training in Child Welfare, Office of Planning Research and training, Social and Rehabilitation Service, Department of Health, Education and Welfare, Washington, D.C., 20201. Telephone (202) 962-4879.

CHILD WELFARE SERVICES

OBJECTIVES: To establish, extend and strengthen services provided by state and local public welfare programs for child development, the protection and care of homeless, and dependent and neglected children.

TYPES OF ASSISTANCE: Formula Grants.

USES AND USE RESTRICTIONS: The grants may be used for such things as costs of personnel to provide protective services to children; licensing of and standard-setting for private child caring agencies and institutions and assisting with costs of foster care, day care, homemaker services, and adoptive placements of children.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: State public welfare agencies
Beneficiary Eligibility: Children eligible for welfare services
Credentials/Documentation: State public welfare departments must be designated single state agency to administer child-welfare services and must give assurance that the provisions of the state plan are met.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: State governors review state plans, amendments, quarterly estimates and any other federally required reports. Regional office staff are available to assist with technical development of state plans, amendments, revisions, etc.
Application Procedure: Made in the form of a state plan prepared jointly with the Associate Regional Commissioner for Community Services, SRS, in a format prescribed by the Social and Rehabilitation Service.
Award Procedure: The Commissioner, Community Services Administration, SRS makes final decisions on all award applications. Awards are made quarterly. Notification of grant awards are provided to the State Central Information Reception Agency on Standard form 240.
Deadlines: None
Range of Approval/Disapproval Time: Not applicable
Appeals: No formal appeals procedure
Renewals: None

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Each state receives a uniform amount of \$70,000 for child-welfare services. The balance of the Federal child-welfare services appropriation is allotted to states on a variable matching formula which takes into account the child population under 21 and the state per capita income.

Length and Time Phasing of Assistance: There are no restrictions on the time permitted to expend money awarded. Funds are awarded quarterly based on quarterly estimates from state welfare agencies. Monthly letters of credit are issued for cash draws from the most conveniently located Federal Reserve Bank.

POST ASSISTANCE REQUIREMENTS:

Reports: The child welfare services reporting system is being revised. Limited reports are currently required.

Audits: States are required to maintain their own audit system. The methods are not prescribed by the Federal agency. However, there must be a system for field supervision and for performance audit. In addition, the HEW Audit Agency makes periodic audits of the state programs.

Records: States are required to maintain supporting documentation of services rendered to each individual and adequate fiscal records, and to make reports as required by the DHEW.

FINANCIAL INFORMATION:

Account Identification: 09-50-0581-0-1-999.

Obligations: (Grants) FY 70 \$45,985,900; FY 71 \$45,983,000; and FY 72 est \$46,000,000; FY 73 \$46,000,000 est.

Range and Average of Financial Assistance: \$70,000 to \$1,000,000; \$850,000.

REGULATIONS, GUIDELINES, AND LITERATURE: 45 CFR 220. "Child Welfare Services;" "Social Services for Children and Families in your State;" "Guides on Federal Regulations Governing Service Programs for Families and Children: Title IV, Parts A and B, Social Security Act;" "Federal Interagency Day Care Requirements."

INFORMATION CONTACTS:

Regional or Local Office: Potential state applicants should make initial contact with Regional Officials of the Community Services Administration, Social and Rehabilitation Service, HEW Regional Offices (see appendix M).

Headquarters Office: Director, Division of Child and Family Services, Community Services Administration, Social and Rehabilitation Service, Department of Health, Education, and Welfare, Washington, D.C. 20201, Telephone: (202) 963-6832.

CHILD WELFARE RESEARCH AND DEMONSTRATION GRANTS (CW R&D)

OBJECTIVES: To provide financial support for research and demonstration projects relating to relevant aspects of the field of child welfare.

TYPES OF ASSISTANCE: Project Grants.

USES AND USE RESTRICTIONS: Grants are for: (1) special research and demonstration projects in the field of child welfare which are of regional or national significance; (2) special projects for the demonstration of new methods or facilities which show promise of substantial contribution to the advancement of child welfare and (3) projects for the demonstration of the utilization of research in the field of child welfare in order to encourage experimental and special types of welfare services.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Public or other nonprofit institutions of higher learning, public or other nonprofit agencies or organizations, including state or local public agencies responsible for administering or supervising the child welfare services plan.

Beneficiary Eligibility: Same as applicant eligibility.

Credentials/Documentation: Applicant must be an accredited institution of higher learning or certified public or nonprofit organization.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: None

Application Procedure: Application form CB-CWRD including budget request and requirements for narrative description of project proposal submitted to the headquarters office.

Award Procedure: The Commissioner, Community Services Administration, SRS makes final decisions on all award applications. Notification of grant awards are provided to the State Central Information Reception Agency on Standard Form 240.

Deadlines: Applicant should allow approximately 4 months between submission and desired starting date of project. Deadlines for submission are April 1, August 1, and December 1.

Range of Approval/Disapproval Time: 120 days from application deadline.

Appeals: No formal appeals procedure.

Renewals: Renewals and extensions are available through the regular application process to be submitted 90 days prior to current project termination.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Grantees are required to share in the costs of projects. The cost sharing must be an actual cash outlay by the grantee or a deduction from the indirect costs.
Length and Time Phasing of Assistance: Projects are funded quarterly.

POST ASSISTANCE REQUIREMENTS:

Reports: Report of expenditures within 60 days after the end of each funding period. A progress report is required with each application for continuation support. A final project report is required on or before the termination date of the project.
Audits: Accounting for grant funds must be in accordance with grantee accounting practices, consistently applied regardless of the source of funds. Financial records are subject to audit by Federal officials to verify the accuracy and propriety of charges against grant funds and funds of the grantee.
Records: All records and documents pertinent to the grant shall be maintained for 5 years after termination of the project or until audit, whichever occurs first.

FINANCIAL INFORMATION:

Account Identification: 09-50-5081-0-1-999
Obligations: (Grants) FY 70 \$2,178,879; FY 71 est \$2,180,000 and FY est \$2,180,000, FY 73 N.A.
Range and Average of Financial Assistance: \$9,408 to \$533,280; \$40,000

REGULATIONS, GUIDELINES, AND LITERATURE: 42 CFR 205. "Child Welfare Research and Demonstration Grants" (1970) - Announcement; no charge.

INFORMATION CONTACTS:

Regional or Local Office: For information contact the Regional Commission, Social and Rehabilitation Service (see appendix for location and telephone number).
Headquarters Office: Chief, Child Welfare Research Grants, Office of Planning Research & Training, Social and Rehabilitation Service, Department of Health, Education, and Welfare, 330 C Street, S.W., Washington, D.C., 20201. Telephone: (202) 962-1557

**AID TO FAMILIES WITH DEPENDENT CHILDREN
(AFDC; ADC)**

OBJECTIVES: To encourage the care of needy dependent children in their own homes or in the home of relatives by enabling each state to furnish financial assistance or foster care for specified children.

TYPES OF ASSISTANCE: Formula Grants

USES AND USE RESTRICTIONS: Money payments are to cover cost of food, shelter, clothing and other necessary items of daily living. In certain cases, payments are made on the child's behalf to another person. Since the program is intended to maintain children in their homes, payments are made not only for the child but also for one or both parents in the home or other relative taking care of him. Payments are made also for the care of specified children in foster homes or institutions and for repair to homes in which needy families with dependent children reside.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: State and local welfare agencies must operate under an approved HEW state plan and must comply with all Federal regulations governing aid and subsistence to families with dependent children.
Beneficiary Eligibility: In general, a needy child, to be eligible, must be under 18 years of age or, if attending school, under 21, living in the home of a parent or other relative; and lacking parental support or care because of a parent's death, continued absence or physical or mental incapacity or in some states, because the father is unemployed. The program provides financial assistance to certain children in foster care homes. State eligibility requirements must also be met.
Credentials/Documentation: Federal funds must go to a certified state welfare agency. Individuals must meet state eligibility requirements.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: States should contact the HEW Regional Office (see appendix for locations) for assistance with developing state plans for aid to families with dependent children. State governors review state plans, amendments, quarterly estimates, and any other Federally-required reports prior to submission to the Department of Health, Education, and Welfare, SRS.
Application Procedure: Families with dependent children should apply to the state or local welfare agency. States should contact the SRS Regional Commissioner (see appendix for locations). Regional Commissioners have authority to approve or disapprove state plans and amendments to state plans.

Award Procedure: Families with dependent children usually receive monthly assistance checks. Once state plans are approved, funds are awarded quarterly based on their estimates of funds needed to provide aid to families with dependent children. Awards are made quarterly on a fiscal year basis as follows: June 1, September 1, December 1 and March 1.

Deadlines: Families with dependent children may apply anytime to a state for assistance. States should submit quarterly estimates of funds needed as follows: May 15, August 15, November 15, and February 15 in order to receive quarterly grant.

Range of Approval/Disapproval Time: States must notify applicants within 30 days as to whether or not application was approved, how much will be paid, or reason for disapproval. State plans may require up to 90 days for approval.

Appeals: Families denied assistance by a state or local welfare agency must be given a fair hearing on appeal (CFR 45, chapter 2, part 205.10, page 3034, 2/13/71). States have 60 days to request reconsideration of disapproval of state plans.

Renewals: Eligibility of families must be redetermined every 6 months. Once approved, a state plan remains in effect, but parts may be amended or revised.

ASSISTANCE CONSIDERATIONS

Formula and Matching Requirements: The maximum monthly AFDC payment in which the Federal government shares is a monthly average of \$32 per recipient (\$100 per child in foster care). Federal funds pay 5/6 of the first \$18 of the average payments and then 50 to 65 percent in inverse ratio to state per capita income, or the balance within the Federal average maximum. If it is to a state's benefit (and the state has an approved plan) the state may use the Medicaid formula with no maximums, which range from 50 to 83 percent Federal funds. Federal share of home repair is 50 percent with a limit of \$500 in Federal and non-Federal funds for any one home.

Length and Time Phasing of Assistance: States make payments to families until they no longer meet the eligibility requirement of the state. Awards are made to states on a quarterly basis. Letters of credit are issued to states for cash draws on the Federal Reserve Bank at least once a month but may be issued more frequently.

POST ASSISTANCE REQUIREMENTS:

Reports: States must operate under an approved HEW state plan and submit fiscal and statistical reports as required by the Secretary of HEW, to the Department of Health, Education, and Welfare, SRS. A Treasury Report, TUS-5401, is required each time funds are drawn under the letter of credit and no less frequently than monthly.

Audits: States must have a Quality Control System to check on eligibility of recipients on a sampling basis.

Records: States must maintain records that substantiate eligibility determination and grants made.

FINANCIAL INFORMATION:

Account Identification: 09-50-0581-0-1-999.

Obligations: (Grants) FY 70 \$2,163,438,000; FY 71 \$373,000,000 and FY 72 est \$3,718,943,000, FY 73 \$4,502,000

Range and Average of Financial Assistance: Nationally, the average monthly payment per recipient in 1970 was \$44.70 for money payments and \$95.65 for foster care. Federal payments to states ranged from \$316,572 to \$391,412,338 averaging \$40,063,660.

PROGRAM ACCOMPLISHMENTS: In fiscal year 1970, average monthly number of recipients was 7,258,213 for money payments and 32,052 for foster care.

REGULATIONS, GUIDELINES, AND LITERATURE: A copy of the state's plan must be available in the local agency office. SRS regulations are published in the Federal Register 45 CFR 201. "Aid to Families with Dependent Children," no charge; "When You Need Help," no charge; "When the Needy Ask for Help," no charge; "Public Assistance," no charge.

INFORMATION CONTACTS:

Regional or Local Office: Families needing assistance should contact the state or local welfare agency. States needing assistance or information should contact the HEW Regional Office (see appendix M for locations).

Headquarters Office: Chief, Office of Public Information, Assistance Payments Administration, Social and Rehabilitation Service, Department of Health, Education and Welfare, Washington, D.C., 20201. Telephone: (202) 962-4646.

SOCIAL WELFARE COOPERATIVE RESEARCH AND DEMONSTRATION GRANTS

OBJECTIVES: Provide support for research on problems relating to the prevention and reduction of dependency, or to prove the administration and effectiveness of programs carried on under the Social Security Act; making contracts of jointly cooperative arrangements with states and nonprofit organizations for the conduct of research and demonstration projects relating to such studies.

TYPES OF ASSISTANCE: Project Grants.

USES AND USE RESTRICTIONS: The purpose is to evaluate and add to existing knowledge new approaches to such matters as: (1) the prevention and reduction of economic dependency; (2) more effective organization, coordination, and administration of social welfare and social security programs, and (3) the provision of medical and social services authorized by the Social Security Act.

Applications must meet standards of significance and excellence of research design and must be of national rather than merely local relevance. Demonstration projects must involve experimentation with new procedures or principles and must provide for scientific evaluation of results.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Grants may be made to states and public and other nonprofit organizations. Contracts may be executed with nonprofit or profitmaking organizations. Grants cannot be made directly to individuals.

Beneficiary Eligibility: Same as applicant eligibility.

Credentials/Documentation: None.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: None.

Application Procedure: Requests for grants are submitted on standard application forms. These "application kits" are available from Headquarters Office. Applications are reviewed by an advisory panel which recommends approval or denial of grant.

Award Procedure: Official notice of approved application is made by the Associate Commissioner for Planning, Research and Training through the issuance of a "Notice of Grant Awarded."

Deadlines: Application deadlines are January 15, June 1, and October 1, for projects that may begin no earlier than June 1, November 1 and March 1.

Range of Approval/Disapproval Time: 120 to 150 days.

Appeals: No formal procedures, but revised application can be resubmitted.

Renewals: Extensions are available upon written request and approval.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Financial matching of 5 percent required.

Length and Time Phasing of Assistance: Grants are awarded for periods up to 5 years. Grants are given for 1 year and continuation applications must be approved annually.

POST ASSISTANCE REQUIREMENTS:

Reports: Progress report required when request for continuation is made. Final report of acceptable scientific and scholarly quality plus a 2,000 word summary required at end of grant period.

Audits: Grantee subject to regular audit by HEW Audit Agency.

Records: Proper grant accounting records, identifiable by grant number, recording all items of receipts and expenditures. Records to be retained, if audited, for three years, or for five years or until audit whichever occurs first. In any event, records must be retained until all audit questions are resolved.

FINANCIAL INFORMATION:

Account Identification: 09-50-0504-0-1-703

Obligations: (Grants) FY 70 \$1,750,000; FY 71 est \$1,750,000; FY 72 est \$1,663,000, FY 73 \$2,100,000 est.

Range and Average of Financial Assistance: \$5,000 to \$150,000; \$10,000

REGULATIONS, GUIDELINES, AND LITERATURE

For an overall description of the program see Burchinal, Lee G., "Cooperative Research and Demonstration Grants Program." Welfare in Review, August 1964. "Research and Demonstration Projects 1968," Part II, U.S. Department of Health Education and Welfare, Social and Rehabilitation Service. "Research Grants in Social Security."

INFORMATION CONTACTS

Regional or Local Office: Contact Social and Rehabilitation Service representative at the Department of Health, Education, and Welfare's regional office listed in the Appendix-M.

Headquarters Office: Office of Planning, Research and Training, Social and Rehabilitation Service, U.S. Department of Health, Education, and Welfare, Washington, D.C., 20201. Telephone: (202) 962-7379.

REHABILITATION RESEARCH AND DEMONSTRATION GRANTS

OBJECTIVES: To discover new principles and concepts basic to the rehabilitation of physically, mentally, and emotionally handicapped individuals and to use such knowledge for the invention and demonstration of improved devices or procedures in rehabilitation.

TYPES OF ASSISTANCE: Project Grants

USES AND USE RESTRICTIONS: Funds are to be spent for innovative research and demonstrations; purely service projects of those without innovative features cannot be supported.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: State vocational rehabilitation agencies, other public agencies, educational institutions and other nonprofit organizations. Private individuals are not eligible for grants.
Beneficiary Eligibility: Same as applicant eligibility.
Credentials/Documentation: None

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: In cases where the project would provide direct rehabilitation services to handicapped persons, the applicant must have prior approval by the state vocational rehabilitation agency.
Application Procedure: Application is made to the Office of Planning, Research, and Training on forms which are provided on request. These include guidelines for the proposal. Application forms VRA-3, new projects, VRA-4, continuation projects.
Award Procedure: Official notice of approved application is made through the issuance of a "Notice of Grant Awarded." Notification of grant awards are also provided to the State Central Information Reception Agency on Standard Form 240.
Deadlines: Deadlines are October 1 for February review; February 1 for May review, and June 1 for October review.
Range of Approval/Disapproval Time: Elapsed time from receipt of application until notice of approval/disapproval averages 240 days with a range approximately of 150 to 365 days.
Appeals: Reworking time; applicants may be asked to submit an addendum providing additional information to clarify various aspects of the project. Time allowed averages 2 to 3 weeks.
Renewals: If the application was recommended for approval for 2 or more years, the grantee must submit each year a formal request for continuation for the next year, accompanied by a progress report to be evaluated prior to recommendation of continuation.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: The applicant pays a part of the total costs; the part to be supplied by the applicant is not specified by law.
Length and Time Phasing of Assistance: Usually 1 to 5 years. The first grant is made for 1 year and continuations, if approved, are granted on a yearly basis.

POST ASSISTANCE REQUIREMENTS:

Reports: A progress report is required with each continuation request and a final report must be made within 3 months after termination of the project. Annual expenditure report also is required.
Audits: Subject to audit by HEW audit agency.
Records: Proper grant accounting records, identifiable by grant number, recording all items of receipts and expenditures. Records to be retained, if audited, for 3 years, or for 5 years or until audit

whichever occurs first. In any event, records must be retained until all questions are resolved.

FINANCIAL INFORMATION:

Account Identification: 09-50-0504-0-1-703.
Obligations: (Grants) FY 70 \$21,325,000; FY 71 est \$21,360,000; FY 72 FY 72 est \$14,300,000,000; FY 73 est \$15,000,000.
Range and Average of Financial Assistance: \$15,000 to \$150,000; \$65,000

INFORMATION CONTACTS:

Regional or Local Office: Applicant should contact the Associate Regional Commissioner for Rehabilitation Services in the relevant HEW regional office. See appendix M for addresses.
Headquarters Office: Chief, Division of Research and Demonstration Grants, Office of Planning, Research and Training. Social and Rehabilitation Service, Department of Health, Education, and Welfare, Washington, D.C., 20201. Telephone: (202) 962-4125.

REHABILITATION SERVICES PROJECTS - EXPANSION GRANTS

OBJECTIVES: To expand vocational rehabilitation services through special projects in order to rehabilitate into employment more physically and mentally disabled people.

TYPES OF ASSISTANCE: Project Grants

USES AND USE RESTRICTIONS: For the purpose of preparing for, and initiating special programs to expand vocational rehabilitation services where such programs show promise of substantially increasing the number of persons vocationally rehabilitated.
Projects may expand present programs, demonstrate new and effective techniques, initiate new services, initiate or expand programs for groups of individuals with the same problems, expand programs to areas of urban or rural poverty and employ additional staff in rehabilitation facilities and other service programs for the handicapped.
Does not support: construction, substantial alteration, or research unless related to service, nor staff training or activities designed to improve administration unless it relates to increasing the number of rehabilitants.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: State vocational rehabilitation agencies and other public and private nonprofit organizations. All applications are submitted to the state vocational rehabilitation agencies for

their approval and are then forwarded to the regional commissioner for review and approval. Applicants should secure prior consultation and assistance from the state vocational rehabilitation agency in the development of proposals and applications.

Beneficiary Eligibility: Same as applicant eligibility.

Credentials/Documentation: Nonpublic agencies must submit proof of not-for-profit status, submit a Certificate of Compliance with Title VI, Civil Rights Act of 1964; all project applications require approval by the state vocational rehabilitation agency. A facility must comply with state and local building and safety regulations and applicable State and Federal wage and hours standards. All new and continuation applications which are involved in Model Cities programs and services require CDA certifications.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: Application must have prior approval by the state vocational rehabilitation agency before it submits the application to the HEW Regional Office. The policies of OMB Circular No. A-95 apply only to projects serving Model Cities residents but do not apply to other projects.

Application Procedure: Application is prepared on forms RSA A-8, available from the Regional Office through state vocational rehabilitation agency. Completed applications are submitted to the SRS Regional Commissioner through the State Vocational Rehabilitation Agency.

Award Procedure: Regional Offices will, after receiving notice of Departmental release of funds, notify the grantees of project approval. A statement of the grant award and a check for partial payment of the grant is made by SRS Project Grants Administration. Standard Form 2 cited in OMB Circular No. A-98 is applicable to the grant award.

Deadlines: None

Range of Approval/Disapproval Time: 15 to 30 days.

Appeals: No formal procedures.

Renewals: Applications for continuation grants must be submitted for the second and third year of the project, if project is for more than 12 months.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Funds appropriated over and above continuation costs are made available for new projects and are distributed among the states by population. Up to 90 percent of the total cost of the project is provided by the Federal Government; 10 percent must be provided by the applicant. The amount of matching funds may not be other Federal funds except Model City projects may be matched by HUD supplemental funds.

Length and Time Phasing of Assistance: Up to 3 years; time phasing of assistance not applicable.

POST ASSISTANCE REQUIREMENTS:

Reports: "Annual Budget for Expansion Project," "Estimated Expenditure and Status Report for Project," "Annual Expenditure and Status Report for Project Grants," "Annual Report on Persons Served or Rehabilitated Under Special Projects," "Application for Continuation Grant, Expansion Grant."

Audits: As may be conducted by HEW Audit Agency.

Records: Applicant must maintain fiscal records for a specified period of years for audit purposes.

FINANCIAL INFORMATION:

Account Identification: 09-50-0503-0-1-703

Obligations: (Grants) FY 70 \$9,610,766; FY 71 est \$15,121,053; FY 72 est \$38,660,000; FY 73 est \$40,000,000.

Range and Average of Financial Assistance: \$1,000 to \$300,000; \$50,000.

REGULATIONS, GUIDELINES, AND LITERATURE: Vocational Rehabilitation Regulations (45 CFR Par 403); Vocational Rehabilitation Manual, Chapter 10, Section 5; "Expansion Grants to Increase the Rehabilitation of the Handicapped," no charge.

INFORMATION CONTACTS:

Regional or Local Office: SRS Regional Commissioner, HEW Regional Office (see appendix 0 for listing of regional offices).

Headquarters Office: Chief, Division of State Plans, Projects and Grants, Rehabilitation Services Administration, Social and Rehabilitation Service, Department of Health, Education and Welfare, Washington, D.C. 20201. Telephone: (202) 962-2703.

REHABILITATION SERVICES PROJECTS - INNOVATION GRANTS

OBJECTIVES: To develop (1) methods or techniques "new in the state" for providing vocational rehabilitation services for handicapped individuals, and (2) new or expanded vocational rehabilitation services to groups of handicapped individuals with catastrophic or particularly severe disabilities.

TYPES OF ASSISTANCE: Formula Grants

USES AND USE RESTRICTIONS: Project grants are made to state vocational rehabilitation agencies to introduce methods or techniques new in the state for delivery of vocational rehabilitation services or new patterns of services to eligible handicapped individuals or new and expanded services to eligible severely or catastrophically disabled individuals.

Project grant applications must contrast present practices with proposed practices to be initiated by project. Project services must be within the scope of the state agency's approved state plan for vocational rehabilitation services and activities. Excluded are projects primarily for (1) training; (2) improving administrative management; (3) establishing or constructing duplicate type of rehabilitation facilities.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Project grants are made only to state vocational rehabilitation agencies.

Beneficiary Eligibility: Handicapped individuals to be served must meet eligibility requirements as set forth in the state's plan for vocation rehabilitation program and activities and the particular project proposal.

Credentials/Documentation: None.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: None

Application Procedure: State vocational rehabilitation agencies make project grant application to the Social and Rehabilitation Service Regional Commissioner in the appropriate DHEW Regional Office. Application consists of project plan of activities with adequate project staff, duration of project and project budget and certification of available of non-Federal share of funds for project. Form RSA-7 application is used.

Award Procedure: Project funds are included on the state vocational rehabilitation agencies' quarterly grant award and funds are withdrawn as needed under a letter of credit. Standard Form 240 cited in OMB Circular No. A-98 is applicable to the grant award.

Deadlines: Not applicable

Range of Approval/Disapproval Time: 15 to 30 days.

Appeals: No formal procedures

Renewals: Projects are approved for the duration period specified in the project application; are subject to annual renewal and availability of funds, and annual progress and expenditure reports.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Federal Allotment is distributed based on population with a minimum of \$25,000; funds awarded for approved projects within the state's allotment.

Matching rate (maximum); 90 percent Federal for 3 years; 75 percent Federal for last 2 years. (Lower matching rate if desired and specified by state vocational rehabilitation agency.)

Length and Time Phasing of Assistance: Five Federal fiscal years (maximum); lesser period if desired and specified by state vocational rehabilitation agency.

POST ASSISTANCE REQUIREMENTS:

Reports: Financial, Quarterly, annually and final expenditure reports at conclusion of project. Narrative, progress report annually accompanying annual continuation application and final report.

Audits: By HEW Audit Agency and SRS Regional Office. Staff site visits at periodic intervals.

Records: Maintained by project number and title for period of 5 years or until audited by HEW Audit Agency and retained for 3 years minimum. Proper documentation of expenditures must be maintained with accompanying progress and final report.

FINANCIAL INFORMATION:

Account Identification: 09-50-0503-0-1-703

Obligations: (Grants) FY 70 \$3,200,000; FY 71 est \$3,200,000 and FY 72 est \$0.00. (No funds being requested for fiscal year 1972; however, on-going project continuations will be carried under 13.731, Rehabilitation Service Projects - Expansion)

Range and Average of Financial Assistance: \$25,000 to \$275,000; \$50,000

REGULATIONS, GUIDELINES, AND LITERATURE: 45 CFT Part 401. Vocational Rehabilitation Manual, Chapter 10, Section 4, The Rehabilitation Services Administration Programs - no charge.

INFORMATION CONTACTS:

Regional or Local Office: HEW Regional Office (see appendix M for list of regional offices).

Headquarters Office: Chief, Division of State Plans, Projects and Grants, Rehabilitation Services Administration, Social and Rehabilitation Service, Department of Health, Education, and Welfare, Washington, D.C., 20201. Telephone: (202) 962-2703.

REHABILITATION SERVICES AND FACILITIES - BASIC SUPPORT

OBJECTIVES: To provide vocational rehabilitation services to persons with mental and physical handicaps. The program also provides small business opportunities for the blind through vending stands on Federal and other property.

TYPES OF ASSISTANCE: Formula Grants.

USES AND USE RESTRICTIONS: Federal and state funds are used to cover the costs of providing rehabilitation services which include: diagnosis, comprehensive evaluation, counseling; training, reader services for the blind, interpreter services for the deaf, and employment placement. Also assist with payment for medical and related services and prosthetic and orthotic devices, transportation to secure vocational rehabilitation services, maintenance during rehabilitation, tools, licenses, equipment, supplies, and other goods and services; vending stands for handicapped persons including management and supervisory services; and assistance in the construction and establishment of rehabilitation facilities. Services

are provided to families of handicapped individuals when such services contribute substantially to the rehabilitation of such individuals who are being provided vocational rehabilitation services.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: State agencies designated as the sole state agency to administer the vocational rehabilitation program.

Beneficiary Eligibility: Eligibility for vocational rehabilitation services is based on the presence of a physical or mental disability, the existence of a substantial handicap to employment, and a reasonable expectation that vocational rehabilitation services may render individual fit to engage in a gainful occupation.

Credentials/Documentation: The state agency must certify the availability of state funds for matching purposes.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: None

Application Procedure: Individuals should contact their vocational rehabilitation agency. Vocational rehabilitation agencies submit project proposals to appropriate HEW Regional office.

Award Procedure: Notice of annual allotment to the state; quarterly grant award notices and funds are withdrawn under the letter of credit. Standard Form 240 cited in OMB Circular No. A-98 is applicable to the grant award.

Deadlines: None

Range of Approval/Disapproval Time: None specified.

Appeals: No formal procedures.

Renewals: None.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Federal funds are distributed based on population weighted by per capita income squared.

Length and Time Phasing of Assistance: Annual.

POST ASSISTANCE REQUIREMENTS:

Reports: Annual and quarterly expenditures reports; annual budget and case service reports, and annual program and financial plan.

Audits: Conducted by HEW Audit agency and by site visits of regional staff. Both are periodic but no set schedule.

Records: Case records on individual clients, fiscal records for a prescribed period for audit purposes.

FINANCIAL INFORMATION:

Account Identification: 09-50-0503-0-1-703

Obligations: (Grants) FY 70 \$435,999,044; FY 71 est \$503,000,000; FY est \$158,000,000; FY 73 \$518,000,000 est.

Range and Average of Financial Assistance: \$300,000 to \$32,000,000; \$500,000.

REGULATIONS, GUIDELINES, AND LITERATURE: Vocational Rehabilitation Regulations (45 CFR Part 401). Vocational Rehabilitation Manual. Programs - Rehabilitation Services Administration.

INFORMATION CONTACTS:

Regional or Local Office: HEW Regional Office (see appendix for list of regional offices).

Headquarters Office: Chief, Division of State Plans, Projects and Grants, Rehabilitation Services Administration, Social and Rehabilitation Service, Department of Health, Education and Welfare, Washington, D.C., 20201. Telephone (202) 962-2703.

d. S.R.S. Youth Development and Delinquency Prevention Administration

JUVENILE DELINQUENCY PLANNING, PREVENTION, AND REHABILITATION

OBJECTIVES: To help states and communities: (1) prepare comprehensive plans for controlling delinquency; (2) provide diagnosis, treatment, rehabilitative, and preventive services; developing community-based rehabilitation and prevention programs. Private nonprofit agencies must have been in existence at least 2 years prior to grant application. Construction of facilities is given low priority. Emphasis is on preventive community-based services to youth.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: States, counties, municipal or other public agencies, or nonprofit private agencies or organizations. Nonprofit private agencies or organizations are eligible only for project planning and preventive services grants.

Beneficiary Eligibility: Delinquent or predelinquent youth.

Credentials/Documentation: None.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: Intent to file application must be coordinated in accordance with Office of Management and Budget Circular No A-95. Applicants must send copies of grant applications to the governing bodies of each of the political units principally affected, and to the chief executive of the state or to an officer designated by him or by state law. Consultation or assistance in the preparation of an application may be available from the appropriate Social and Rehabilitation Service Regional office (listed in the Appendix).

Application Procedure: Application kits may be obtained from the appropriate Social and Rehabilitation Service regional office. Applications are submitted to the regional office.

Award Procedure: The Regional Commissioner makes final decisions to approve or reject individual applications. Notification of grant awards are provided to the State Central Information Reception Agency on Standard Form 240.

Deadlines: Variable information in application kits.

Range of Approval/Disapproval Time: 60 to 90 days.

Appeals: No formal appeal procedure: reasons for grant refusals will be detailed by letter. Reapplication is permitted, and technical assistance may be made available to aid in preparing new application.

Renewals: Requests for renewals (continuation grants) should be handled in the same manner as applying for the original grant. No grants can be automatically approved.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Planning Federal share may not exceed 90 percent; prevention Federal share may not exceed 75 percent; rehabilitation Federal share may not exceed 60 percent.

Length and Time Phasing of Assistance: 1 year or less. Assistance is awarded as a lump sum, and released as required.

POST ASSISTANCE REQUIREMENTS:

Reports: Progress reports upon request by grantor. Within 90 days following project termination, 40 copies of final report. Final financial report no later than 2 months after termination date of project.

Audits: May be performed by HEW audit agency after project termination.

Records: Financial records must be maintained to enable positive identification of project expenditures. These records must be maintained 3 years after budget period, or five years if an audit has been performed.

FINANCIAL INFORMATION:

Account Identification: 09-50-0511-0-1-653

Obligations: (Grants) FY 70 \$7,300,000; FY 71 est \$11,000,000; and FY 72 est \$7,300,000; FY 73 \$10,000,000 est.

Range and Average of Financial Assistance: \$50,000 to \$100,000; \$65,

REGULATIONS, GUIDELINES, AND LITERATURE: Interim Regulations, Title 45, CFR, Part 270; "America's Best Hope;" "Delinquency Today;" Publications and Film Catalog: no charge.

INFORMATION CONTACTS:

Regional or Local Office: Contact both the designated state agency and the appropriate Social and Rehabilitation Service, HEW Regional Office listed in Appendix N & O.

Headquarters Office: Commissioner, Youth Development and Delinquency Prevention Administration, Social and Rehabilitation Service, U.S. Department of Health, Education, and Welfare, Washington, D.C., 200 Telephone: (202) 963-7251.

JUVENILE DELINQUENCY PREVENTION AND CONTROL MODEL PROGRAMS AND TECHNICAL ASSISTANCE

OBJECTIVES: To aid projects that will develop improved techniques and practices in the delinquency field and furnish expert technical assistance in matters relating to delinquency prevention and control.

TYPES OF ASSISTANCE: Project Grants: Advisory Services and Counseling.

USES AND USE RESTRICTIONS: Grants may be used to support the development of improved techniques and practices, the development of model programs, and the devising of innovative methods of dealing with the delinquency problems. Technical assistance projects will provide expertise to agencies and organizations planning and implementing delinquency problems. Technical assistance projects will provide expertise to agencies and organizations planning and implementing delinquency programs.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: State, local or other public or private nonprofit agency or organizations, individuals, and universities.

Beneficiary Eligibility: Model programs; experts in the delinquency field.

Credentials/Documentation: Certification of professional competence by recognized experts.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: Preapplication Coordination is conducted as prescribed by Title IV of the Intergovernmental Cooperation Act of 1968 (OMB Circular No. A-95 and HEW Grants Administration Manual, Chapter 1-140, Exhibit X-1-140-1).

Application Procedure: Applications kits may be obtained by writing to the headquarters office. Applications are submitted to the headquarters office.

Award Procedure: The Commissioner makes final decisions to approve or reject individual applications. Notification of grant approvals are provided to the State Central Information Reception Agency on Standard Form 240.

Deadlines: Variable: Information in application kits.

Range of Approval/Disapproval Time: 60 to 90 days

Appeals: No formal appeal procedures; reasons for grant refusals will be detailed by letter. Reapplication is permitted, and technical assistance may be made available to aid in preparing new applications.

Renewals: Requests for renewals (continuation grants) should be handled in the same manner as applying for the original grant. No grant can be automatically approved.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Federal share may be up to 100 percent
Length and Time Phasing of Assistance: 1 year or less. Assistance is awarded as a lump sum and released as required.

POST ASSISTANCE REQUIREMENTS:

Reports: Progress reports upon request by grantor. Within 90 days following project termination, 40 copies of final report. Final financial report no later than 2 months after termination date of project. Also reports on technical assistance rendered.
Audits: May be performed by HEW audit agency after project terminates.
Records: Financial records must be maintained to enable positive identification of project expenditures. These records must be maintained three years after budget period, or five years if an audit has been performed.

FINANCIAL INFORMATION:

Account Identification: 09-50-0511-0-1-653.
Obligations: (Grants) FY 70 \$1,000,000; FY 71 \$1,400,000; FY 72 est \$1,000,000; FY 73 \$1,500,000 est.
Range and Average of Financial Assistance: \$15,000 to \$80,000; \$45,000.

REGULATIONS, GUIDELINES, AND LITERATURE: Interim Regulations, Title 45 CFR Part 270; "America's Best Hope," "Delinquency Today," Publications and Films Catalog: no charge.

INFORMATION CONTACTS:

Regional or Local Office: SRS Regional Commissioner, HEW Regional Offices (Appendix 0)
Headquarters Office: Commissioner, Youth Development and Delinquency Prevention Administration, Social and Rehabilitation Service, U.S. Department of Health, Education and Welfare, Washington, D.C. 20201.
Telephone: (202) 963-7251.

**JUVENILE DELINQUENCY PREVENTION AND CONTROL
TRAINING OF YOUTH SERVICE PERSONNEL**

OBJECTIVES: To help public and private agencies train personnel for work fields related to helping delinquent and predelinquent youth.

TYPES OF ASSISTANCE: Project Grants.

USES AND USE RESTRICTIONS: Ultimate purpose of grantee must be to increase the numbers of personnel engaged in youth services work or to upgrade the quality of current workers.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Federal, state, local, public or private non-profit agencies or organizations, and universities.
Beneficiary Eligibility: Personnel working with delinquent and pre-delinquent youth or preparing to do so.
Credentials/Documentation: None

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: None
Application Procedure: Application kits may be obtained from the appropriate Social and Rehabilitation Service Regional Office (listed in appendix). Applications are submitted to the regional office.
Award Procedure: The Regional Commissioner makes final decisions to approve or reject individual applications.
Deadlines: Variable: information in application kits.
Range of Approval/Disapproval Time: 60 to 90 days.
Appeals: No appeal procedure: reasons for grant refusals will be detailed by letter. Reapplication is permitted, and technical assistance may be made available to aid in preparing new application.
Renewals: Requests for renewals (continuation grants) should be handled in the same manner as the original grant. No grant can be automatically approved.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Federal share may be up to 100 percent
Length and Time Phasing of Assistance: 1 year or less. Assistance is awarded as a lump sum and released as necessary.

POST ASSISTANCE REQUIREMENTS:

Reports: Progress reports, upon request by grantor. Within 90 days following project termination. 40 copies of final report. Final financial report no later than 2 months after termination of project.
Audits: May be performed by HEW audit agency after project terminates.
Records: Financial records must be maintained to enable positive identification of project expenditures. These records must be maintained three years after budget period, or five years if an audit has not been performed.

FINANCIAL INFORMATION:

Account Identification: 09-50-0511-0-1-653.
Obligations: (Grants) FY 70 \$1,700,000; FY 71 est \$2,600,000 and FY 72 est \$1,700,000; FY 73 \$2,000,000 est.
Range and Average of Financial Assistance: \$30,000 to \$90,000; \$45,000

REGULATIONS, GUIDELINES, AND LITERATURE: Interim Regulations, Title 45, C.F. Part 270; "America's Best Hope;" "Delinquency Today," publications and films catalog, no charge.

INFORMATION CONTACTS:

Regional or Local Office: Contact the appropriate Social and Rehabilitation Service, HEW Regional office (appendix 0).
Headquarters Office: Commissioner, Youth Development and Delinquency Prevention Administration, Social and Rehabilitation Service, U.S. Department of Health, Education and Welfare, Washington, D.C. 20201, Telephone (202) 963-7251.

e. Health Services and Mental Health Administration

MENTAL HEALTH - COMMUNITY ASSISTANCE GRANTS
FOR NARCOTIC ADDICTION AND DRUG ABUSE

OBJECTIVES: To help prevent and control narcotic addiction and drug abuse; to reach, treat and rehabilitate narcotic addicts, drug abusers and drug dependent persons through a wide range of community based services in order to restore them to health as useful members of society; to develop innovative and effective methods for delivery of services; to collect and prepare and disseminate information dealing with the use and abuse of drugs and the prevention of drug abuse.

TYPES OF ASSISTANCE: Project Grants.

USES AND USE RESTRICTIONS: This program authorizes funds on a matching basis for construction, special projects and initial staffing of facilities offering comprehensive services for the treatment of narcotic addicts. (Construction has not been implemented.) The program also provides for specialized training programs, evaluation, surveys, field trials and demonstrations of new and effective methods of delivery of services. Staffing grant funds may be used to pay for temporary periods a portion of the compensation of professional and technical personnel with some experience in the prevention and treatment of narcotic addiction. A higher percentage may be paid if the area has been designated a poverty area by the Secretary, DHEW.

Construction funds may be used for new facilities or to remodel or expand existing facilities "when implemented." Part or all of the cost of specialized training programs, evaluation projects, surveys, field trials and demonstrations may be funded.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: An applicant must be: (a) a Community mental health center or an affiliate of a community health center; (b) a public or private nonprofit agency or organization located in an area which has no community mental health center. The applicant under (b) must agree to utilize existing community resources and to apply for affiliation with any future community mental health center servicing the area. Applicants must provide at least five essential services to narcotic addicts and drug dependent persons -- in patient, out-patient, intermediate (halfway house, partial hospitalization), and 24-hour emergency services, and community-wide consultation and education services.

Beneficiary Eligibility: Narcotic addicts and drug dependent persons. A narcotic addict is any person whose use of narcotic drug causes physical, psychological, or social harm to himself or endangers the health, safety, or welfare of others. A drug dependent person is any person who uses a controlled substance and who is in a state of psychic or physical dependence or both.

Credentials/Documentation: Proof of nonprofit status, if a private, nonprofit agency or organization, and evidence of high incidence of narcotic and/or drug abuse.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: Application must be accompanied by evidence of approval and recommendation by the appropriate State agency or agencies and the clearances required under the Office of Management and Budget Circular A-95.

Application Procedure: Consult with the Chief, Narcotic Addict Rehabilitation Branch, Division of Narcotic Addiction and Drug Abuse, from whom application forms may be obtained. Applications are forwarded to the Grants and Contracts Management Branch of the National Institute of Mental Health for review by the National Advisory Mental Health Council.

Award Procedure: By the NIMH to the legal applicant on the basis of merit and incidence of narcotic addiction and/or drug abuse in the area to be served. NIMH also transmits notification of award to designated State Central Information Reception Agency.

Deadlines: February 1, June 1, October 1.

Range of Approval/Disapproval Time: From 60 to 90 days.

Appeals: Not applicable.

Renewals: Not applicable

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Staffing grants are awarded on a decreasing percentage basis over a period of 8 years of operation. Area Designated by Secretary, DHEW As Poverty Area: 90 percent - 1st and 2nd years, 80 percent - 3rd year, 75 percent - 4th and 5th years, 70 percent 6th, 7th and 8th years; Non-Poverty Area: 80 percent 1st and 2nd years, 75 percent - 3rd year, 60 percent - 4th year, 45 percent - 5th year, 30 percent - 6th, 7th, and 8th years. No matching requirements for grants for specialized training program evaluation surveys, demonstrations, field trials, etc. but applicants are generally expected to share in the costs.

Length and Time Phasing of Assistance: Staffing grants - 8 years Training, evaluation, surveys, field trials and demonstrations may be for project periods longer than 1 year. Continuation applications may be submitted on a noncompeting basis for each year of support after the first year. Payments either on a Monthly Cash Request system or under a Letter of Credit.

POST ASSISTANCE REQUIREMENTS:

Reports: (a) Interim progress reports annually as part of a noncompetitive application for previously recommended support; (b) terminal progress report within 90 days after end of project support; (c) annual report of expenditure within 60 days of annual grant; (d) immediate reports of inventions or publications is required.

Audits: Annual audit by accredited auditor. Subject to periodic inspection and audit by Federal auditors. If by non-Federal auditor, a copy to NIMH within 30 days.

Records: Maintained until audit by or on behalf of DHEW, or until 5 years following the end of the budget period, whichever is earlier.

FINANCIAL INFORMATION:

Account Identification: 09-20-0363-0-1-651.

Obligations: (Grants) FY 70 \$3,057,000; FY 71 \$20,291,000; FY 72 est \$7,800,000; FY 73 \$93,431,000 est.

Range and Average of Financial Assistance: \$142,500 to \$904,500; \$340,000

REGULATIONS, GUIDELINES, AND LITERATURE: Regulations not yet published because of new legislation. Interim guidelines included in application kits. "National Institute of Mental Health Support Programs, " PHS No 1700. No charge.

INFORMATION CONTACTS:

Regional or Local Office: Not applicable.

Headquarters Office: Chief, Narcotic Addict Rehabilitation Branch, Division of Narcotic Addiction and Drug Abuse, National Institute of Mental Health, Health Services and Mental Health Administration, 5454 Wisconsin Avenue, Chevy Chase, Maryland 20015. Telephone: (301) 496-0491.

MENTAL HEALTH RESEARCH GRANTS

OBJECTIVES: To develop new knowledge and approaches to the causes, diagnosis, treatment, control and prevention of mental diseases of man through basic, clinical, and applied research, investigations, experiments, demonstrations, and studies. Areas of special interest include alcoholism, suicide prevention, early child care, metropolitan mental health problems, crime, and delinquency, narcotics and drug abuse. The Small Grant program provides support to develop and test a new technique; to exploit an unexpected research opportunity; analyze collected data; or to carry out exploratory studies.

TYPES OF ASSISTANCE: Project Grants.

USES AND RESTRICTIONS: Research grants provide support for (a) clearly defined projects or a small group of related research activities and when appropriate support of conferences, translation of publications, (b) large-scale, broad-based programs of research, usually interdisciplinary, consisting of several projects with a common focus; (c) small-scale exploratory and pilot studies of exploration of an unusual research opportunity; and (d) research development in areas lacking in adequate research activity and in which NIMH has a direct interest. Particular areas of research focus include drug abuse, alcoholism, psychopharmacology, suicide, crime and delinquency, other social problems, mental health services and epidemiology of mental health problems.

Funds may be used only for expenses directly related to the approved research project. Mental Health Small Grants are limited to \$5,000 direct costs for a period of one year or less.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Investigators affiliated with public or nonprivate agencies, including State, local, or regional government agencies, universities, colleges, hospitals, academic or research institutions, and other organizations, may apply for research grants. Small grants are primarily intended for the younger, less experienced investigator, investigators in small colleges, and others who do not have a regular research support or resources available for research exploration.

Beneficiary Eligibility: Same as Applicant Eligibility.

Credentials/Documentation: Not applicable.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: Not applicable.

Application Procedure: Research grant applications are unsolicited.

Application kits, containing the necessary form (PHS-398) and instructions, may be obtained from Grants and Contracts Management Branch, National Institute of Mental Health. Consultation on a proposed project may be obtained from the NIMH branch or center responsible for the research area of interest. Applications are reviewed by non-Federal consultants recruited nationwide from the mental health field. The amount of the award and period of support are determined on the basis of merit of the project.

Award Procedure: Research grants in support of projects recommended for approval by the National Advisory Mental Health Council and approved for payment are awarded directly by the NIMH to the applicant institution.

Deadlines: October 1, February 1, and June 1. Small Grant applications may be submitted at any time; however, applications for summer support must be received by February 1.

Range of Approval/Disapproval Time: 60 to 210 days from submission of application.

Appeals: Not applicable. If request is disapproved, reasons for disapproval are furnished the applicant on request. Applicant may revise and submit application if he wishes.

Renewals: Support is recommended for a specified project period, usually not in excess of 5 years. Prior to termination of a project period the grantee may apply for renewal of support for a new project period. An application for renewal is processed as new competing request. Small grants are not renewable.

ASSISTANCE CONSIDERATION:

Formula and Matching Requirements: None; but grantees must share some costs. HEW Appropriation Act provides that funds may not be used to pay any recipient of a research grant an amount equal to the entire cost of the project.

Length and Time Phasing of Assistance: Varies; a project period is generally limited to 5 years or less. Grantee may apply for renewal of support on a competing basis. Within the project period, continuation applications must be submitted on a non-competing basis for each year of approved support. Small Grant support is limited to one year and is not renewable. Payments will be made monthly either on a Monthly Cash Request system or under a Letter of Credit. Necessary instructions for the appropriate type of payment will be issued shortly after an award is made.

POST ASSISTANCE REQUIREMENTS:

Reports: (a) Interim progress reports submitted annually as part of a non-competing application for previously recommended support; (b) terminal progress report submitted within 6 months after end of project support; (c) annual report of expenditures submitted within 60 days after termination of annual grant; (d) immediate and full reporting of any inventions is required.

Audits: Grants are subject to periodic inspection and audit by Federal auditors. Audit is made in accordance with generally accepted auditing practices to determine that there is proper accounting and use of grant funds.

Records: Records to support charges to grants must be maintained until audit by or on behalf of DHEW, or until 5 years following the end of the budget period, whichever is earlier. If audit question is raised, pertinent records must be maintained until questions are completely resolved.

FINANCIAL INFORMATION:

Account Identification: 09-20-0363-0-1-651.
Obligations: (Grants) FY 70, \$77,301,000; FY 71, \$74,134,000; FY 72, \$97,000,000; and FY 73, \$101,400,000.
Range and Average of Financial Assistance: \$1,500 to \$400,000; \$48,000.

REGULATIONS, GUIDELINES, AND LITERATURE: 42 CFR, Part 52. Guidelines are included in application kits National Institute of Mental Health Support Programs, PHS No. 1700. No charge.

INFORMATION CONTACTS:

Regional or Local Offices: Not applicable.
Headquarters Office: Director, Division of Extramural Research Programs (Behavioral Sciences, Clinical, Psychopharmacologic and Epidemiologic Research), telephone: (301) 496-0435; Director,

Division of Narcotic Addiction and Drug Abuse (Narcotics and Drug Abuse), telephone: (301) 496-0567; Director, Division of Alcoholism and Alcohol Abuse (Alcoholism), telephone: (301) 496-0595; Director, Division of Special Mental Health Programs (Suicide Prevention, Crime and Delinquency, Metropolitan Problems), telephone: (301) 496-0277; Director, Division of Mental Health Service Programs (Service Development), telephone: (301) 496-0438; National Institute of Mental Health, 5454 Wisconsin Avenue, Chevy Chase, Maryland 20015.

MENTAL HEALTH--STAFFING OF COMMUNITY MENTAL HEALTH CENTERS

OBJECTIVES: To assist in the establishment and initial operation of community mental health centers by making grants to meet a portion of the costs of compensation of professional and technical personnel.

TYPE OF ASSISTANCE: Project Grants.

USES AND USE RESTRICTIONS: To provide funds on a matching basis for salaries of professional and technical mental health personnel providing new services within a community mental health center.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: A public or private nonprofit agency or organization which operates or proposes to operate an approvable community mental health center is eligible to receive support provided it furnishes at least the five essential services to a prescribed geographic area--inpatient, outpatient, 24-hour emergency care, partial hospitalization, and consultation and education.

Beneficiary Eligibility: The centers services must be available to all who reside in its designated catchment area.

Credentials/Documentation: None.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: Applications involve a community plan and budget for mental health services, based on a survey of need. State mental health authorities will work with communities in development of applications. Mental health staff of the Health, Education, and Welfare Regional Office should be involved.

Application Procedure: Necessary application forms may be obtained from the Associate Regional Health Director for Mental Health in the appropriate DHEW Regional Office. Completed applications are forwarded to the regional office for review and approval.

Award Procedure: The Regional Health Director makes awards to approved applicants and provides require notification to designated State Central Information Reception Agency through Standard Form 240.

Deadlines: Contact HEW Regional Office.

Range of Approval/Disapproval Time: 90 to 120 days.

Appeals: Not applicable.

Renewals: Not applicable.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Staffing grants are awarded on a decreasing percentage basis for a period of 8 years. The Federal share may be up to 75 percent of the eligible salary costs for the first 2 years, 60 percent the 3rd year, 45 percent the 4th year and 30 percent for the last 4 years. Federal share percentage for areas designated by the Secretary as poverty areas is higher.

Length and Time Phasing of Assistance: Available over a period of 8 years. Continuation applications must be submitted for each year of support, on a non-competing basis. Payments will be made monthly either on a Monthly Cash Request system or under a Letter of Credit. Necessary instructions for the appropriate type of payment will be issued shortly after an award is made.

POST ASSISTANCE REQUIREMENTS:

Reports: Interim progress reports are submitted annually as part of a non-competing application for previously recommended support; an annual report of expenditures is submitted within 60 days after termination of each annual grant.

Audits: Annually by an accredited auditor in accordance with generally accepted principles. A copy to be furnished to the Regional Office within 30 days of issuance. Grants are subject to periodic inspection and audit by Federal auditors. Audit is made in accordance with generally accepted auditing practices to determine that there is proper accounting and use of grant funds.

Records: Records to support charges to grants must be maintained until Audit by or on behalf of DHEW, or until 5 years following the end of the budget period, whichever is earlier. If audit question is raised, pertinent records must be maintained until questions are completely resolved.

FINANCIAL INFORMATION:

Account Identification: 09-20-0363-0-1-650.

Obligations: (Grants) FY 70, \$47,550,000; FY 71, \$79,150,000; FY 72, \$135,100,000; and FY 73, \$145,100,000.

Range and Average of Financial Assistance: \$24,000 to \$1,938,000; \$321,000.

REGULATIONS, GUIDELINES, AND LITERATURE: Available in kit from HEW Regional Office, no charge.

INFORMATION CONTACTS:

Regional or Local Office: Associate Regional Health Director for Mental Health of the appropriate HEW regional office. See appendix M for a list of regional offices.

Headquarters Office: Director, Division of Mental Health Service Programs, National Institute of Mental Health, Health Services and Mental Health Administration, 5600 Fishers Lane, Rockville, Md. 20852. Telephone: (301) 443-3606.

INDIAN HEALTH SERVICES
(Indian Health)

OBJECTIVES: To improve the health of approximately 420,000 American Indians and Alaska Natives by providing a full range of curative, preventive and rehabilitative services that include public health nursing, maternal and child health care, dental and nutrition services, psychiatric care and health education.

TYPES OF ASSISTANCE: Provision of Specialized Services; Advisory Services and Counseling.

USES AND USE RESTRICTIONS: Inpatient and outpatient medical care is provided through a system that includes 49 Public Health Service Indian Hospitals, and 2 TB Sanatoria, 73 health centers and school health centers, over 300 other health stations and locations, and contracted arrangements with private and community hospitals, private physicians, dentists, and other professional, and state and local agencies. Funds are spent to provide direct and contractual medical care and a full range of field health services for more than 420,000 Indian and Alaska Natives who meet eligibility requirements.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Generally, Indians qualify who live on or near a reservation and are recognized as members of a tribe with whom the Federal Government has a special relationship, or are recognized as Indians by the communities in which they live.

Beneficiary Eligibility: Same as applicant eligibility.

Credentials/Documentation: None

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: Not applicable.

Application Procedure: Not applicable. Direct health services are provided through Federal facilities or under contract with community facilities and private physicians and dentists.

Award Procedure: Not applicable.

Deadlines: Not applicable.

Range of Approval/Disapproval Time: Not applicable.

Appeals: Not applicable.

Renewals: Not applicable.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Not applicable.

Length and Time Phasing of Assistance: Not applicable.

POST ASSISTANCE REQUIREMENTS:

Reports: Not applicable.

Audits: Not applicable.

Records: Not applicable.

FINANCIAL INFORMATION:

Account Identification: 09-20-0390-0-1-652.

Obligations: (Salaries and expenses) FY 70, \$108,631,000;

FY 71, \$123, 675, 000; FY 72, \$154,086,000; and FY 73, \$183,179,000 est.

Range and Average of Financial Assistance: Not applicable.

REGULATIONS, GUIDELINES, AND LITERATURE: "The Indian Health Program of the U.S. Public Health Service"; "To the First Americans - An Annual Report on the Indian Health Program"; "Indian Health Trends and Services - A Statistical Report"; "Annual Statistical Review - Hospital and Medical Services"; No charge for the above publications.

INFORMATION CONTACTS:

Regional or Local Office: See appendix M, Regional Offices.

Headquarters Office: Director, Indian Health Service, 5600 Fishers Lane, Rockville, Maryland 20852. Telephone (301) 443-1085.

MENTAL HEALTH TRAINING GRANTS

OBJECTIVES: To increase the number and improve the quality of people working in the areas of mental health and mental illness by training professionals for clinical service, teaching and research; and by continuing education for existing mental health manpower. High priority is given to experimental and innovative training projects; training projects which develop new kinds of mental health workers; and projects in the specialized areas of alcoholism, narcotic addiction and drug abuse, suicide prevention, crime and delinquency, and metropolitan problems.

TYPES OF ASSISTANCE: Project Grants.

USES AND USE RESTRICTIONS: Grant funds may be used: (1) to defray institution costs of the training program (personnel, supplies, equipment, travel, and other necessary expenses); and (2) to provide trainee stipends and other allowances (dependency allowances, tuition, and fees, etc.) for individuals enrolled in the training program. Funds may be used only for expenses directly related to the training program.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Training grants are awarded to public or private nonprofit institutions for training in the mental health disciplines of psychiatry, psychology, social work, psychiatric nursing, and in the biological and social sciences, and other areas relevant to mental health, and in the specialized areas of high priority and need (alcoholism, drug abuse, etc.).

Beneficiary Eligibility: Trainee stipends may be awarded only to citizens or nationals of the United States, or to persons lawfully

admitted for permanent residence. Individuals seeking trainee stipend support must apply directly to and be accepted by the training institution.

Credentials/Documentation: An institution providing basic professional training in a mental health discipline must have an accredited program before it may award trainee stipends.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: Not applicable.

Application Procedure: Training Grant applications are unsolicited. Application kits, containing the necessary form (PHS 2499-1) and instructions for completing the form, may be obtained from Grants and Contracts Management Branch, National Institute of Mental Health. Consultation on a proposed project may be obtained from the NIMH branch or center responsible for the training area of interest.

Applications are reviewed by non-Federal consultants recruited nationwide from the mental health field. Amount of award and period of support are determined on basis of merit.

Award Procedure: Grants in support of approved applications are awarded directly to the applicant institution by the National Institute of Mental Health.

Deadlines: For programs based on academic year or formally established calendar year of training: September 1. Other training programs: September 1, February 1, June 1.

Range of Approval/Disapproval Time: Approximately 180 days after submission of application.

Appeals: Not applicable. If request is not approved, applicant may revise and resubmit application.

Renewals: Support of an approved project is recommended for a specific project period, usually not in excess of 5 years. Prior to termination of the project period, grantee may submit application for renewal for a new project period. An application for renewal of support is processed as a new, competing application.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Not applicable.

Length and Time Phasing of Assistance: Varies. A project period is generally limited to 5 years or less. Grantee may apply for renewal of support on a competing basis. Within project period a continuation application must be submitted on a non-competing basis for each year of support. Payments will be made monthly either on a Monthly Cash Request system or under a Letter of Credit. Necessary instructions for the appropriate type of payment will be issued shortly after an award is made.

POST ASSISTANCE REQUIREMENTS:

Reports: (a) Interim progress reports submitted annually as part of noncompeting application for previously recommended support;

(b) terminal progress report submitted within 6 months after end of project support; (c) annual report of expenditures submitted within 120 days after termination of annual grant; (d) immediate and full reporting of any inventions is required.

Audits: Grants are subject to periodic inspection and audit by Federal auditors. Audit is made in accordance with generally accepted auditing practices to determine that there is proper accounting and use of grant funds.

Records: Records to support changes to grants must be maintained until audit by or on behalf of DHEW, or until 5 years following the end of the budget period, whichever is earlier. If audit question is raised, pertinent records must be maintained until questions are completely resolved.

FINANCIAL INFORMATION:

Account Identification: 09-20-0363-0-1-651.

Obligations: (Grants) FY 70, \$107,475,000; FY 71, \$174,134,000, FY 72, \$97,000,000; and FY 73 est., \$101,400,000.

Range and Average of Financial Assistance: \$1,000 to \$300,000; \$53,000.

REGULATIONS, GUIDELINES, AND LITERATURE: 42 CFR, Part 64, Guidelines are included in application kits. National Institute of Mental Health Support programs, PHS No. 1700. No charge.

INFORMATION CONTACTS:

Regional or Local Office: Not applicable.

Headquarters Office: Director, Division of Manpower and Training Programs (Psychiatry, Behavioral Sciences, Social Work, Nursing, Continuing Education, Experimental Projects), telephone: (301) 496-0451; Director, Division of Narcotic Addiction and Drug Abuse (Narcotics and Drug Abuse), telephone: (301) 496-0567; Director, Division of Alcoholism and Alcohol Abuse (Alcoholism), telephone: (301) 496-0505; Director, Division of Special Mental Health Programs (Suicide Prevention, Crime and Delinquency, Metropolitan Problems), telephone: (301) 496-0277; Director, Division of Mental Health Service Programs (Service Development), telephone: (301) 496-0438; Director, Division of Extramural Research Programs (Epidemiology), telephone: (301) 496-0435; National Institute of Mental Health, 5454 Wisconsin Avenue, Chevy Chase, Maryland 20015.

MENTAL HEALTH--STAFFING OF COMPREHENSIVE ALCOHOLISM SERVICES

OBJECTIVES: Prevention and Control of Alcoholism through a community based program of comprehensive services under proper medical auspices on a coordinated basis, integrated with and involving the active participation of a wide range of public and non-government agencies.

TYPES OF ASSISTANCE: Project Grants.

USES AND USE RESTRICTIONS: Staffing grant funds may be used to pay for temporary periods a portion of the compensation of professional and technical personnel with some experience in the prevention and control of alcoholism who provide an element or elements of comprehensive services.

A higher percentage may be paid if the geographic area served has been designated by Secretary, DHEW, as a poverty area. The program to be supported must provide 5 essential services--inpatient, outpatient, intermediate care, emergency services available 24 hours a day for medical, psychiatric, and social emergencies, and consultation and education services to community agencies and professionals.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: The applicant must be community mental health center; or be a public or private nonprofit organization affiliated with a community mental health center; or be a public or private nonprofit organization located in an area which has no community mental health center which will agree to both appropriately utilize existing community resources and to apply within a reasonable time for affiliation with any future community mental health center servicing the area.

Beneficiary Eligibility: Comprehensive services must be available to all alcoholics and problem drinkers and their families who reside in the specified geographic area.

Credentials/Documentation: Not applicable.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: Application must be accompanied by evidence of approval and recommendation by the appropriate State agency or agencies and any clearance required under the Office of Management and Budget Circular A-95.

Application Procedure: Application Form, MH-23, and instructions, and consultation may obtained from the mental health section of the appropriate DHEW Regional Office (see appendix), or from the staff of the Division of Alcohol Abuse and Alcoholism of the NIMH. Copies of affiliation contracts must accompany the application. Signed original and 13 duplicated copies are sent to the Grants and Contracts Management Branch, NIMH, with copy to Regional Office, to State Mental Health Authority, and to the State Alcoholism Authority.

Award Procedure: Grants in support of approved projects are awarded by the NIMH directly to the legal applicant in accordance with priorities based on need for services and merit of proposal. Notification of the award (Standard Form 240) will be sent by NIMH to the designated Central State Information Reception Agency.

Deadlines: March 1, August 1, and December 1 each year.

Range of Approval/Disapproval Time: 150 to 180 days from submission of application.

Appeals: Not applicable. If an application is not approved, applicant is informed of reasons and consultation is provided so that applicant can submit a revised application.

Renewals: None. Support is limited to a period of 8 years by law.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Federal funds are provided on a decreasing percentage basis over a period of 8 years. Applicant must provide matching funds for staff and operating funds from other sources. Area Designed by Secretary, DHEW, As Poverty Area: 90 percent - 1st and 2nd years; 80 percent - 3rd year; 75 percent - 4th and 5th years; 70 percent - 6th, 7th, and 8th; Non-Poverty Area: 80 percent - 4th year, 45 percent - 5th year, 30 percent - 6th, 7th, and 8th.

Length and Time Phasing of Assistance: Support is provided for 8 years under a system of annual grants. A noncompeting continuation application must be submitted for each year of support. Payments will be made monthly either on a Monthly Cash Request system or under a Letter of Credit. Necessary instructions for the appropriate type of payment will be issued shortly after an award is made.

POST ASSISTANCE REQUIREMENTS:

Reports: Interim progress reports submitted annually as a part of the noncompeting application for previously recommended support; (b) terminal progress report submitted within 90 days after end of support; (c) annual report of expenditures submitted within 60 days of termination of annual grant; (d) immediate and full reporting of any inventions or publications.

Audits: An annual audit by an accredited auditor in accordance with generally accepted auditing practices to determine that there is proper accounting and use of grant funds. A copy must be forwarded to NIMH within 30 days. Grants are also subject to periodic inspection and audit by Federal auditors.

Records: Records to support charges to grants must be maintained until audit by or on behalf of DHEW, or until 5 years following the end of the budget period, whichever is earlier. If audit question is raised, pertinent records must be maintained until questions are completely resolved.

FINANCIAL INFORMATION:

Account Identification: 09-20-0363-0-1-651.

Obligations: (Grants) FY 70, none; FY 71, est. \$7,921,000; FY 72, est. \$38,297,000; and FY 73, est. \$48,193,000.

Range and Average of Financial Assistance: \$49,657 to \$360,515; \$177,782 (based on few awarded to date).

REGULATIONS, GUIDELINES, AND LITERATURE: Regulations not yet available. Guidelines included with application kits.

INFORMATION CONTACTS:

Regional or Local Office: Associate Regional Health Director for Mental Health in appropriate DHEW regional office. See appendix M for a list of regional offices.

Headquarters Office: Director, Division of Alcohol Abuse and Alcoholism; Telephone: (301) 496-0567; National Institute of Mental Health, 5454 Wisconsin Avenue, Chevy Chase, Maryland 20015.

MENTAL HEALTH--DIRECT GRANTS FOR SPECIAL PROJECTS (ALCOHOLISM)

OBJECTIVES: Prevention and control of alcoholism through development of specialized training programs and/or materials relating to the provision of public health services for prevention and treatment of alcoholism; surveys and field trials to evaluate the adequacy of programs, demonstrations of new and effective methods of delivery of services, and initiation and development of community programs for comprehensive alcoholism services.

TYPES OF ASSISTANCE: Project Grants.

USES AND USE RESTRICTIONS: Funds may be used for part or all of the cost directly related to these programs, including salaries and fringe benefits, consultant fees, necessary travel, supplies and equipment, and other necessary expenses. Indirect cost reimbursement is allowable where appropriate at DHEW established rate.

Support for initiation and development of community programs for comprehensive alcoholism services is limited to a total of \$50,000 for one year. Funds are to be used to assess local needs, design alcoholism programs, obtain local financial and professional support, and foster community involvement in developing these services. These funds may not be used for direct services to patients, foreign travel, and alteration or remodeling of space.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: The applicant for support in all cases must be a public or a private nonprofit organization with expertise in the appropriate area. An applicant for an Initiation and Development grant must be located in or near the area to be served or must have designated responsibility for planning and developing alcoholism programs in that area. The applicant is not eligible if it has previously received an Initiation and Development Grant for alcoholism services in the same area.

Beneficiary Eligibility: Same as applicant eligibility.

Credentials/Documentation: Not applicable.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: An application for an Initiation and Development Grant must be accompanied by evidence of approval and

recommendation by the appropriate State agency or agencies and any clearances required under Office of Management and Budget Circular A-95.

Application Procedure: Application forms and instructions and consultation may be obtained from the mental health section of the appropriate DHEW regional office or from the Division of Alcohol Abuse and Alcoholism of the National Institute of Mental Health. Completed applications are forwarded to the NIMH for review and recommendation with copies to the Regional Office and the appropriate State agency or agencies.

Award Procedure: Grants to support approved projects are made directly to the applicant agency by the NIMH, with notification (Standard Form 240) to the designated State Central Information Reception Agency, where required.

Deadlines: June 1, October 1, February 1.

Range of Approval/Disapproval Time: Approximately 180 days from submission of application.

Appeals: None. If application is not approved applicant may revise and resubmit application.

Renewals: Not permitted for Initiation and Development Grants.

Grantees for other types of projects could submit application for additional period of support for competitive review.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: None. Applicant is expected to share in the costs of these projects.

Length and Time Phasing of Assistance: Statutory limitations of one year for Initiation and Development Grants. Varies with other types of programs. A noncompeting continuation application must be submitted for each year of recommended support beyond the first year. Payments will be made monthly either on a Monthly Cash Request system or under a Letter of Credit. Necessary instructions for the appropriate type of payment will be issued shortly after an award is made.

POST ASSISTANCE REQUIREMENTS:

Reports: (a) Interim progress reports submitted annually as a part of the noncompeting application for previously recommended support; (b) terminal progress report within 90 days after end of support; (c) annual report of expenditures submitted within 60 days after termination of annual grant; (d) immediate and full reporting of any inventions or publications. For Initiation and Development Grant an interim progress report is required after the first 3 months.

Audit: Grants are subject to periodic inspection and audit by Federal auditors. Audit is made in accordance with generally accepted auditing practices to determine that there is proper accounting and use of Federal funds.

Records: Records to support charges to grants must be maintained until audit by or on behalf of DHEW, or until 5 years following the end

of the budget period, whichever is earlier. If audit questions are raised, pertinent records must be maintained until questions are completely resolved.

FINANCIAL INFORMATION:

Account Identification: 09-20-0363-0-1-651.
Obligations: (Grants) FY 71, \$600,000; FY 72, ext. \$1,432,000; and FY 73, est. \$1,500,000.
Range and Average of Financial Assistance: No awards made as yet - New Program.

REGULATIONS, GUIDELINES, AND LITERATURE: Regulations not yet published. Interim guidelines included in application kits.

INFORMATION CONTACTS:

Regional or Local Office: Associate Regional Health Director for Mental Health of appropriate Regional Office of DHEW. See appendix for a list of regional offices.
Headquarters Office: Director, Division of Alcohol Abuse and Alcohol Telephone: (301) 496-0595; National Institute of Mental Health, 5454 Wisconsin Avenue, Chevy Chase, Maryland 20015.

**MENTAL HEALTH--DIRECT GRANTS FOR SPECIAL PROJECTS
(NARCOTIC ADDICTION AND DRUG ABUSE)**

OBJECTIVES: To prevent and control narcotic addiction and drug abuse.

TYPES OF ASSISTANCE: Project Grants.

USES AND USE RESTRICTIONS: Development of specialized training programs and/or related materials; training personnel to operate, supervise, and administer services for the prevention and treatment of narcotic addiction, drug abuse, and drug dependence; surveys and field trials evaluate the adequacy of programs, demonstrations of new and effective methods of delivery of services and educational projects for collection preparation, and dissemination of information dealing with the use and abuse of drugs and the prevention of drug abuse.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: The applicant for support in all cases must be a public or private nonprofit agency or organization with expertise in the appropriate area.
Beneficiary Eligibility: Narcotic addicts and drug dependent persons.
Credentials/Documentation: Proof of nonprofit status, if a private nonprofit agency or organization.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: Not applicable.
Application Procedure: Consult with Director, Division of Narcotic Addiction and Drug Abuse, from whom application kits may be obtained. Specific instructions are contained in the application kits.
Award Procedure: Grants to support approved projects are made directly to the applicant agency by the NIMH.
Deadlines: February 1, June 1, October 1.
Range of Approval/Disapproval Time: Approximately 180 days from submission of application.
Appeals: None. If application is not approved, applicant may revise and resubmit application.
Renewals: Grantees may submit application for additional period of support for competitive review.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: None. Applicant may be expected to share in the costs of these projects.
Length and Time Phasing of Assistance: Drug abuse education projects for collection, preparation, and dissemination of drug abuse related information--3 years; varies with other types of programs. A non-competing continuation application must be submitted for each year of recommended support beyond the first year. Payments will be made either on a Monthly Cash Request system or under a Letter of Credit. Necessary instructions will be issued shortly after an award is made.

POST ASSISTANCE REQUIREMENTS:

Reports: (a) Interim progress reports annually as part of a noncompeting application for previously recommended support; (b) terminal progress report within 90 days after end of project support; (c) annual report of expenditure within 60 days of annual grant; (d) immediate reporting of inventions of publications is required.
Audits: Projects must be audited annually by an accredited auditor. In addition the projects are subject to periodic inspection and audit by Federal auditors. If the audit is performed by a non-Federal auditor, a copy of the report must be sent to NIMH within 30 days after the completion of the audit.
Records: Records must be maintained until audit by or on behalf of DHEW, or until 5 years following the end of the budget period, whichever is earlier.

FINANCIAL INFORMATION:

Account Identification: 09-20-0363-0-1-650.
Obligations: (Grants) FY 70, None; FY 71, \$775,000; FY 72, est. \$5,000,000; and FY 73, No award made as yet.
Range and Average of Financial Assistance: \$7,594 to \$138,915; \$59,615.

REGULATIONS, GUIDELINES, AND LITERATURE: Regulations not yet published because of new legislation. Interim guidelines included in application kits. "National Institute of Mental Health Support Programs," PHS No. 1,00. No charge.

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INFORMATION CONTACTS:

Regional or Local Office: Not applicable.
Headquarters Office: Division of Narcotic Addiction and Drug Abuse, National Institute of Mental Health, Health Services and Mental Health Administration, 5600 Fishers Lane, Rockville, Maryland 20852. Telephone: (301) 443-4666.

f. Office of Education

TALENT SEARCH

OBJECTIVES: To provide educational opportunity for those young people who have been bypassed by traditional educational procedures and to offer them options for continuing their education.

TYPES OF ASSISTANCE: Project Grants.

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USES AND USE RESTRICTIONS: Funds are awarded to institutions and agencies that identify qualified youths of financial or cultural need with an exceptional potential for postsecondary education, encouraging them to complete secondary school and undertake postsecondary education, training, that publicize existing forms of student aid. No instruction tutoring, student financial aid, test fees or other student support may be funded by this program.

POS

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Institutions of higher education, combinations of institutions of higher education, public and private nonprofit agencies and organizations (including professional and scholarly associations), and other public and private agencies and organizations may apply for funds under this program.

Beneficiary Eligibility: All young people from grade 7 on who are "of financial or cultural need with an exceptional potential" for postsecondary education, including high school and college dropouts.

FIN

Credentials/Documentation: None.

CONTINUED

1 OF 4

REGULATIONS, GUIDELINES, AND LITERATURE: Regulations not yet published because of new legislation. Interim guidelines included in application kits. "National Institute of Mental Health Support Programs," PHS No. 1700. No charge.

INFORMATION CONTACTS:

Regional or Local Office: Not applicable.

Headquarters Office: Division of Narcotic Addiction and Drug Abuse, National Institute of Mental Health, Health Services and Mental Health Administration, 5600 Fishers Lane, Rockville, Maryland 20852. Telephone: (301) 443-4666.

f. Office of Education

TALENT SEARCH

OBJECTIVES: To provide educational opportunity for those young people who have been bypassed by traditional educational procedures and to offer them options for continuing their education.

TYPES OF ASSISTANCE: Project Grants.

USES AND USE RESTRICTIONS: Funds are awarded to institutions and agencies that identify qualified youths of financial or cultural need with an exceptional potential for postsecondary education, encouraging them to complete secondary school and undertake postsecondary education training, that publicize existing forms of student aid. No instruction tutoring, student financial aid, test fees or other student support may be funded by this program.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Institutions of higher education, combinations of institutions of higher education, public and private nonprofit agencies and organizations (including professional and scholarly associations), and other public and private agencies and organizations may apply for funds under this program.

Beneficiary Eligibility: All young people from grade 7 on who are "of financial or cultural need with an exceptional potential" for postsecondary education, including high school and college dropouts.

Credentials/Documentation: None.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: With model cities agencies, where appropriate.

Application Procedure: Develop a proposal in accordance with regulations, guidelines and timetables issued by the Commissioner of Education; no state plan is required. Requests for guidelines should be made to program office after September 1.

Award Procedure: Proposals are read by field readers and Washington staff; OE priorities are considered along with program objectives. Program staff make funding recommendations to Director of the Division of Student Special Services, Bureau of Higher Education, to whom the Commissioner has delegated approval authority. The funding is reviewed with the Associate Commissioner, BHE.

Deadlines: To be established and will be stated in guidelines. Notification of award must be made to the designated State Information Reception Agency (SF 240).

Range of Approval/Disapproval Time: 5 weeks.

Appeals: None.

Renewals: Projects may be renewed annually; however, each proposal must compete with all others annually.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: There is no matching requirement, but proposer is encouraged to seek partial project support from other sources.

Length and Time Phasing of Assistance: 1 year.

POST ASSISTANCE REQUIREMENTS:

Reports: Two interim progress reports and an annual or final report at the end of the year or contract period. Periodic data collection requirements as needed.

Audits: At least one site visit per year by program staff; project will be audited during the life of the grant or soon after termination.

Records: Adequate records to document expenditure of Federal funds and to document work performed must be retained until audit or for 5 years, whichever comes first.

FINANCIAL INFORMATION:

Account Identification: 09-40-0293-0-1-602.

Obligations: (Grants) FY 70 \$5,000,000; FY 71 \$5,000,000; FY 72 \$7,000,000 and FY 73 est \$8,000,000.

Range and Average of Financial Assistance: Maximum project amount of \$100,000 set by law. Average Contract is \$62,000.

REGULATIONS, GUIDELINES, AND LITERATURE: CFR 45, Part 157; "Talent Search Guidelines," no charge.

INFORMATION CONTACTS:

Regional or Local Office: Not applicable.

Headquarters Office: Talent Search/Special Services Branch, Division of Student Special Services, Bureau of Higher Education, Office of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202.
Telephone: (202) 962-7150 or 962-2109.

SPECIAL SERVICES FOR DISADVANTAGED STUDENTS IN INSTITUTIONS OF HIGHER EDUCATION

OBJECTIVES: To assist low income and physically handicapped students initiate, continue, or resume postsecondary education

TYPES OF ASSISTANCE: Project Grants.

USES AND USE RESTRICTIONS: Counseling, curriculum modification, tutoring, community and agency liaison, placement, faculty consultants, other educational services.

Financial aid to students, building or outfitting tutorial and media centers, remedial courses for the use of the total student body, duplication of services available through vocational rehabilitation, medicare, medicaid, social services, and the department of employment security, construction of dormitories, professional personnel training programs, visits to campus by prospective students, faculty to teach courses available to the entire student body, and staffing of ethnic studies program, cannot be funded.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Accredited institutions of higher education or combinations of institutions of higher education.

Beneficiary Eligibility: Students with academic potential who are enrolled or accepted for enrollment at the institution which is the beneficiary of the grant and who, by reason of deprived educational, cultural, or economic background, or physical handicap, are in need of such services to assist them to initiate, continue, or resume their postsecondary education. At least 90 percent of the students must meet the low income criteria indicated in the guidelines.

Credentials/Documentation: None.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: None.

Application Procedure: Institutions submit proposals in accordance with program guidelines (available upon request to office listed below).

Award Procedure: Students Special Services staff evaluates proposals, negotiates final amount with institution, and notifies successful grantees. Notification of award must be made to the designated State Central Information Reception Agency (SF 240).

Deadlines: Will be stated in program guidelines.

Range of Approval/Disapproval Time: 60 days after deadline for proposal submission.

Appeals: None.

Renewals: Grantees must submit development plans for each renewal.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: None required, but the proposer is encouraged to show evidence of partial project support from other sources.

Length and Time Phasing of Assistance: One year. July 1 through June 30 of the year following the fiscal year of funding.

POST ASSISTANCE REQUIREMENTS:

Reports: Semi-annual reports of student participation; annual report of project activity. Periodic data collections.

Audits: Program audits: At least one site visit per year by program staff. Financial audits, each year by the institutions; at least once every 5 years by HEW audit agency; at termination of project by HEW audit agency.

Records: Adequate records to document expenditure of Federal funds and to document work performed must be retained until audit or for 5 years, whichever comes first.

FINANCIAL INFORMATION:

Account Identification: 09-40-0293-0-1-602.

Obligations: (Grants) FY 70 \$10,000,000; FY 71 est \$15,000,000; FY 72 est \$15,000,000 and FY 73 est \$20,000,000.

Range and Average of Financial Assistance: 58 projects funded between \$100,000-\$200,000. 100 projects funded between \$25,000-\$100,000.

REGULATIONS, GUIDELINES, AND LITERATURE: "Application Information for the Special Services for Disadvantaged Students in College Program, Fiscal Year 1970," (updated by addendum), no charge.

INFORMATION CONTACTS:

Regional or Local Office: Not applicable.
Headquarters Office: Chief, Talent Search and Special Services Branch,
Division of Student Special Services, Bureau of Higher Education,
Office of Education, 400 Maryland Avenue, S.W., Washington, D.C.,
20202. Telephone: (202) 962-7150.

EDUCATIONALLY DEPRIVED CHILDREN - LOCAL EDUCATIONAL AGENCIES

OBJECTIVES: To expand and improve educational programs to meet needs of educationally disadvantaged children in low-income areas.

TYPES OF ASSISTANCE: Formula Grants.

USES AND USE RESTRICTIONS: For provision of instructional and service activities such as: remedial food, health, nutrition, and psychological services, cultural development, and prevocational training and counseling in areas having a high concentration of children from low-income families. Services must supplement, not supplant, those normally provided by state and local educational agencies.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: State departments of education.
Beneficiary Eligibility: Local School Districts.
Credentials/Documentation: None.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: Before submitting an application, local school districts should consult with parents, officials in community action agencies, welfare agencies, nonpublic schools, and local and Federal agencies. Consultation is directed to determine the needs of the children in eligible attendance areas. It must qualify for the allocation based on a formula for measurement of the numbers of children from the following categories: Census, AFDC, foster homes and institutions for neglected or delinquent children.

Application Procedure: Local educational agencies submit proposals to state educational agencies for approval. Forms for these applications are developed by each state. To be eligible, the proposal must conform with the Act, regulations, and criteria established by the Office of Education. (Headquarters Office listed below.)

Award Procedure: The state grant is issued by the Office of Education on a county basis to each state educational agency. The state holds each award until it receives an application from a local school district and approves that application. The state educational agency makes suballocations to school districts within a county. Notification is made to the State Central Information Reception Agency on SF 240.

Deadlines: Deadline dates are established by each state.

Range of Approval/Disapproval Time: Varies with each state.

Appeals: The local educational agency may appeal to the state education agency, which then holds an administrative hearing. Report of the hearing is filed with the Commissioner of Education.

Renewals: None; new applications are required each year.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Allocation to each county is based on the number of children 5 to 17 from: (1) families having \$2,000 or less annual income; (2) receiving aid for dependent children (AFDC); and (3) in institutions for neglected or delinquent, times one-half the state or national (whichever is greater) average expenditure per pupil. There is no matching requirement.

Length and Time Phasing of Assistance: Assistance is provided for 1 fiscal year.

POST ASSISTANCE REQUIREMENTS:

Reports: Monthly cash withdrawal report, quarterly approval and expenditure report by school district, annual statistical report, and an annual evaluation report.

Audits: All expenditures shall be audited either by state or other appropriate auditors annually, Federal auditors may also perform occasional audits.

Records: All records relating to Title I grants must be kept intact for 5 years after close of fiscal year in which the expenditure is made, or until Federal audit is complete. Each local and state agency must maintain an inventory of equipment acquired with Title I funds.

FINANCIAL INFORMATION:

Account Identification: 09-40-0279-0-1-601.

Obligations: (Grants) FY 70 \$1,219,165,528; FY 71 \$1,499,861,000; FY 72 \$1,579,000,000; and FY 73 est \$1,597,000,000.

Range and Average of Financial Assistance: \$831,097 to \$170,301,358.

Average not applicable.

REGULATIONS, GUIDELINES, AND LITERATURE: Title 45 CFR, Part 116; "History of Title I ESEA," no charge; "Title I ESEA Program Guide Nos. 44-45A," no charge; "Statistical Report Fiscal Year 1968," no charge. All publications are available from the U.S. Office of Education.

INFORMATION CONTACTS:

Regional or Local Office: Not applicable.
Headquarters Office: Director, Division of Compensatory Education, Bureau of Elementary and Secondary Education, Office of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202. Telephone: (202) 962-6711.

EDUCATIONALLY DEPRIVED CHILDREN - MIGRANTS

OBJECTIVES: To expand and improve educational programs to meet the special needs of children of migratory agricultural workers.

TYPES OF ASSISTANCE: Formula Grants.

USES AND USE RESTRICTIONS: Program funds are used to identify and meet specific needs of migrant children through remedial instruction, health nutrition, and psychological services, cultural development, and pre-vocational training and counseling.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Any state that provides educational services to children of migratory agricultural workers.

Beneficiary Eligibility: Any child of a migrating family.

Credentials/Documentation: None. Any child who has moved from one school district to another during the past year with a parent or guardian who was seeking or acquiring employment in agriculture or related food-processing activities. With the concurrence of his parents, a child may be considered "migratory" for up to 5 years after his parents have left the migrant stream.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: The state agency works closely with local education agencies who wish to have migrant educational programs.

Application Procedure: State education agencies submit their migrant education plan and cost estimate to the Office of Education for approval. (Headquarters Office listed below.)

Award Procedure: The Office of Education issues an award to the state educational agency. The state educational agency allocates funds to the local eligible school districts. Notification is made to the public and the designated State Central Information Reception Agency (SF 240).

Deadlines: Any time during the funding period.

Range of Approval/Disapproval Time: 7 to 10 days.

Appeals: No established procedure.

Renewals: None; new project proposals are submitted annually.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: The basis for funding is one-half the average per pupil expenditure for education in the United States multiplied by (a) the estimated number of migratory children aged 5 to 17, inclusive, who reside in the state full-time, and (b) the full-time equivalent of the estimated number of such migratory children who reside in the state part-time. There are no matching requirements.

Length and Time Phasing of Assistance: 1 fiscal year is the basis for assistance. There is no particular time phasing.

POST ASSISTANCE REQUIREMENTS:

Reports: Monthly cash withdrawal report, quarterly approval and expenditure report by state, annual statistical report, and an annual evaluation report.

Audits: All expenditures shall be audited either by state or other appropriate auditors annually; Federal auditors may also perform evaluations.

Records: All records relating to Title I grants must be kept intact for 5 years after the close of the fiscal year in which expenditure was made, or until the completion of a Federal audit. Each state educational agency and local educational agency must maintain an inventory of equipment acquired with Title I funds.

FINANCIAL INFORMATION:

Account Identification: 09-40-0279-0-1-601.

Obligations: (Grants) FY 70 \$51,014,319; FY 71 \$57,608,680; FY 72 est \$58,608,680; and FY 73 est \$60,000,000.

Range and Average of Financial Assistance: \$2,342 to \$14,367,170; \$685,000.

REGULATIONS, GUIDELINES, AND LITERATURE: Title 45 CFR, Part 116; "Questions and Answers, Migrant Children," OE 37067, no charge; "Children at the Crossroads," Government Printing Office HE 5.237:37062, \$0.65.

INFORMATION CONTACTS:

Regional or Local Office: Not applicable.

Headquarters Office: Chief, Migrant Programs Section, Division of Compensatory Education, Bureau of Elementary and Secondary Education, Office of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202. Telephone: (202) 962-3118.

EDUCATIONALLY DEPRIVED CHILDREN - STATE ADMINISTRATION

OBJECTIVES: To improve and expand educational programs for disadvantaged children through assistance to the state education agencies, which process and approve Title I applications, and by improving their technical assistance capabilities to local education agencies.

TYPES OF ASSISTANCE: Formula Grants.

USES AND USE RESTRICTIONS: To provide administrative assistance to state and local educational agencies including project development and review, approval of projects, dissemination, evaluation and preparation of reports.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Any state or territory administering Title I programs.

Beneficiary Eligibility: State educational agencies.

Credentials/Documentation: None.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: None.

Application Procedure: State education agencies establish eligibility for Title I program awards through headquarters office listed below.

Award Procedure: State agencies receive basic Title I program grants. Funds for administration are included in such grants. Notification is made to the public and the designated State Central Information Reception Agency (SF 240).

Deadlines: None.

Range of Approval/Disapproval Time: None.

Appeals: None.

Renewals: None; new applications required annually.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Each state, the District of Columbia, the Pacific Trust Territories, Puerto Rico and the Virgin Islands. Minimum amounts are \$150,000, or 1 percent of the amount allocated for Title I in state, State, whichever is higher, and \$25,000 for outlying areas. There are no matching requirements.

Length and Time Phasing of Assistance: 1 fiscal year.

POST ASSISTANCE REQUIREMENTS:

Reports: Evaluation report for state Title I program: financial data report.

Audits: Title I records of expenditures are examined by state or Federal auditors.

Records: The state must maintain records sufficient to enable determination of compliance with the law in the expenditure of Federal funds. Records must be retained for 5 years or until completion of DHEW audit.

FINANCIAL INFORMATION:

Account Identification: 09-40-0279-0-1-601.

Obligations: (Grants) FY 70 \$15,381,728; FY 71 \$29,750,000; FY 72 est \$33,000,000; and FY 73 est \$43,000,000.

Range and Average of Financial Assistance: \$25,000 to \$2,009,813; \$255,000.

REGULATIONS, GUIDELINES, AND LITERATURE: Title 45 CFR, Part 116.

INFORMATION CONTACTS:

Regional or Local Office: Not applicable.

Headquarters Office: Director, Division of Compensatory Education, Bureau of Elementary and Secondary Education, Office of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202. Telephone: (202) 962-0711.

EDUCATIONALLY DEPRIVED CHILDREN IN STATE ADMINISTERED INSTITUTIONS SERVING NEGLECTED OR DELINQUENT CHILDREN

OBJECTIVES: To expand and improve educational programs to meet the special needs of institutionalized children for whom the state has an educational responsibility.

TYPES OF ASSISTANCE: Formula Grants.

USES AND USE RESTRICTIONS: Title I funds may be used for educational or educationally related services. Services must be used to supplement, not supplant, those normally provided with state or local funds.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: A state agency which is directly responsible for providing free public education for those aged 21 or under, but not beyond grade 12 in state institutions for neglected or delinquent children, based on the average daily attendance of children in the institutions.

Beneficiary Eligibility: All children who have been placed in state institution for the neglected or delinquent.

Credentials/Documentation: Residency in a state institution for neglected or delinquent children for whom the state must provide educational programs.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: An institution cooperates with the state agency overseeing its operations in planning a Title I project. The parent state agency, in turn, finalizes program development with the state education agency.

For further information, contact the Title I coordinator in the State's Department of Education.

Application Procedure: The parent state agency submits a Title I application for the institutions under its control. To be eligible, the proposal must conform with the Act, regulations, and such criteria as may be established by the Office of Education.

FOLLOW THROUGH

Award Procedure: Approval of the Title I application is made by the Director, Division of Compensatory Education, who makes an award directly to the state education agency, which then grants funds to the parent agency responsible for the institutions. The Director, Division of Compensatory Education, makes notification of grant award to the public body, as well as the State Central Information Reception Agency (on SF 240).

Deadlines: Established by the states.

Range of Approval/Disapproval Time: Varies with each state.

Appeals: Parent agency may appeal to the state education agency, which then holds an administrative hearing. A report of the hearing is filed with the Commissioner of Education.

Renewals: None; new applications are required annually.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: The funding is determined by the number of children in state controlled institutions through grade 12, multiplied by one-half the national average per pupil expenditure. There is no matching requirement.

Length and Time Phasing of Assistance: 1 fiscal year.

POST ASSISTANCE CONSIDERATIONS:

Reports: Summary report each time the state releases a grant for an institution; annual evaluation report; annual statistical form; survey form.

Audits: All Title I expenditures are to be audited by the state or other appropriate auditors annually. Federal auditors may also perform inspections.

Records: All records must be maintained for 5 years after the close of the fiscal year, or until DHEW audit. Each state educational agency and local agency must maintain an inventory of equipment obtained with Title I funds.

FINANCIAL INFORMATION:

Account Identification: 09-40-0279-0-1-601.

Obligations: (Grants) FY 70 \$16,006,487; FY 71 \$18,188,282; FY 72 \$18,188,282; and FY 73 N.A.

Range and Average of Financial Assistance: \$17,109 to \$1,677,210.
Average not applicable.

REGULATIONS, GUIDELINES, AND LITERATURE: Title 45 CFR, Part 116; "Questions and Answers: Neglected and Delinquent Children," OE 37061, no charge; "Opening Doors Through Education Programs for Institutionalized Delinquents," no charge for single copies.

INFORMATION CONTACTS:

Regional or Local Office: Not applicable.

Headquarters: Office: Division of Compensatory Education, Bureau of Elementary and Secondary Education, Office of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202. Telephone: (202) 962-6711.

OBJECTIVES: To sustain and augment in the early primary grades the gains that children from low-income families make in Headstart and other quality preschool programs. Follow Through provides special programs of instruction as well as health, nutrition, and other education-related services. Active participation of parents is stressed.

TYPES OF ASSISTANCE: Project Grants.

USES AND USE RESTRICTIONS: Funds may be used for project activities not included in services provided by the school system. Such activities include, but are not limited to, specialized and remedial teachers and teacher aids and materials; physical and mental health services; social services staff and programs; nutritional improvement and parent activities.

Funds may not be used to pay salaries of regular classroom teachers during the normal schoolday; for construction of new facilities; for other purposes normally the fiscal responsibility of the school system.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Communities that have a full-year Headstart or similar preschool program and the resources to provide Follow Through's full range of services. In most instances, grants are awarded to local public educational agencies. In unusual circumstances, grants can be awarded to a local community action agency or other qualified agency.

Beneficiary Eligibility: Public and private school children from low-income families. With rare exceptions, at least half the poor children in each project must be graduates of a full-year Headstart or similar preschool program.

Credentials/Documentation: Community must verify, subject to Follow Through review, its ability to provide full range of comprehensive services.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: During midwinter workshops with Follow Through staff, representatives of state educational agencies and State Office of Economic Opportunity officials identify communities in their respective states as likely candidates for the following school year.

Application Procedure: Communities recommended by state departments of education are invited to submit proposals and attend a series of workshops to shape final program and budget components.

Award Procedure: The Director, Follow Through Branch, approves individual applications, and is responsible for notification of project approval to the public body as well as the designated State Central Information Reception Agency (on SF 240).

Deadlines: June 30 for funding in the following school year.
Range of Approval/Disapproval Time: 30 to 90 days.
Appeals: After application workshops, communities have 30 days to make final adjustments in proposals.
Renewals: Agreements are renegotiated annually.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Federal funds available to local educational agencies under Title I, Elementary and Secondary Education Act, must be used in conjunction with Follow Through funds. At least 15 percent of such combined Federal funds must come from Title I except that no school system is required to contribute more than 10 percent of its total Title I allocation. In addition, a local non-Federal contribution is required.

Length and Time Phasing of Assistance: 1 year, subject to renewal. Occasional 2 year funding. Fiscal year funding provides for summer teacher training and planning workshops.

POST ASSISTANCE REQUIREMENTS:

Reports: As a research and development program, Follow Through requires intensive data collection by local projects for national evaluation of pupil, teacher and administrative performance. Quarterly and annual reports are required.

Audits: Audits are performed annually at the end of the school year by a Certified Public Accountant or other authorized agency. Additional audits may be performed as required by DHEW.

Records: Fiscal accounting records will be maintained for 5 years following the close of the budget period, or until completion of an audit by the State.

FINANCIAL INFORMATION:

Account Identification: 09-40-0279-0-1-601.
Obligations: (Grants) FY 70 \$70,300,000; FY 71 \$69,000,000; FY 72 \$60,000,000; and FY 73 est \$60,000,000.
Range and Average of Financial Assistance: \$36,000 to \$800,000; \$400,000 average.

REGULATIONS, GUIDELINES, AND LITERATURE: Title 45 CFR, Part 158; "Follow through," GPO 898-989, no charge; "Follow Through Project Funding, School Year 1970-1971," (by local project and grant award), HE 5.237:37070, Superintendent of Documents, \$0.10; "Focus on Follow Through," monthly newsletter, no charge; "Project Directory, School Year 1970-71," no charge; "To Keep the Things We Love," HE 5.237:37066, Superintendent of Documents, \$0.10.

INFORMATION CONTACTS:

Regional or Local Office: Not applicable.
Headquarters Office: Director, Follow Through Branch, Division of Compensatory Education, Bureau of Elementary and Secondary Education, Office of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202. Telephone: (202) 963-7731.

**NATIONAL DEFENSE STUDENT LOANS - DIRECT LOAN CONTRIBUTIONS
(NDEA Student Loans)**

OBJECTIVES: To establish loan funds at eligible higher education institutions to permit needy undergraduate and graduate students to complete their education.

TYPES OF ASSISTANCE: Formula Grants: Direct Loans.

USES AND USE RESTRICTIONS: Institutions may use funds to make loans to needy, eligible students for meeting educational expenses. Institutions may receive advances (loans) to meet requirements for matching Federal funds.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Higher education institutions (public, other non-profit, and proprietary) meeting eligibility requirements (accreditation, postsecondary, etc.).

Beneficiary Eligibility: Students who need the assistance, can maintain good standing, are enrolled or accepted for enrollment, and are at least half-time students.

Credentials/Documentation: Institutions must document their eligibility; students and must demonstrate financial need.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: Institutions should contact the appropriate HEW Regional Office prior to the application deadline. The Regional Office forwards the application form (OE 1036), instructions and other pertinent material to the institution and arranges for conferences to assist new applicants in preparing their applications.

Application Procedure: Institutions return completed applications (OE 1036) to the appropriate HEW regional office.

Award Procedure: Application edited and reviewed by Regional Panels. Notice of estimated allocation, based on request and regional panels recommendation, is forwarded to each institution. Official notification of award if given to each institution when funds for program become available. The institution must sign an agreement covering participation in the program with the Commissioner of Education prior to requesting advances on such allocated funds.

Deadlines: October 5-20.

Range of Approval/Disapproval Time: 75 to 90 days.

Appeals: Appeal panels convene on week after notification of original panel action.

Renewals: Annual application for renewal - same as original application.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Formula-State allotment is based on the ratio of full-time enrollment in a State to full-time enrollment nationally.

Institution must match with \$1 for each \$9 Federal.

Length and Time Phasing of Assistance: Assistance for fiscal year following application.

POST ASSISTANCE REQUIREMENTS:

Reports: Fiscal - operations and loan repayments reports annually.

Audits: Periodic HEW audit and/or institution's own audit agency report annually.

Records: Fiscal records, student applications note files, repayment information for 3 years after-last transaction or the performance of an audit, whichever occurs later.

FINANCIAL INFORMATION:

Account Identification: 09-40-0293-0-1-602.

Obligations: (Grants) FY 70 \$475,000,000; FY 71 \$600,000,000; FY 72 \$669,000,000 est; and FY 73 \$703,000,000 est.

Range and Average of Financial Assistance: Institutional, \$451 to \$3,530,000; student, \$100 to \$2,500; Institutional Average, \$118,250; Average load to student, \$650.

REGULATIONS, GUIDELINES, AND LITERATURE: Federal Regulations: Title 45, Chapter 1, Sections 144.1 through 144.13. "NDSL Manual of Policies and Procedures," no charge. "More Education - More Opportunity," no charge; "Financial Aid for Higher Education," no charge.

INFORMATION CONTACTS:

Regional or Local Office: Director of Higher Education, HEW regional offices (see Appendix M for listing).

Headquarters Office: Chief, Loans Branch, Division of Student Financial Aid, Bureau of Higher Education, 400 Maryland Avenue S.W., Washington D.C. 20202. Telephone: (202) 962-0163; 962-0210.

EDUCATIONAL PERSONNEL TRAINING GRANTS - CAREER OPPORTUNITIES

OBJECTIVES: A nationwide career development model to improve the learning of low-income children by putting low-income community residents and Vietnam veterans to work as education auxiliaries in poverty area schools, while they train toward eventual teacher certification

TYPES OF ASSISTANCE: Project Grants

USES AND USE RESTRICTIONS: Grants may be used for improving the qualification of persons who are serving or preparing to serve in elementary or secondary education, or to supervise or train persons so serving. Funds cover stipend, dependency allowances, and instructional costs. They may not support regular undergraduate programs.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Local education agencies, recognized as such by the states, are eligible applicants for COP projects, which must be located in areas where there is the highest concentration of low-income families. Only in very exceptional cases will colleges or universities be the prime contractor, although in all cases they must be included as partners in the training program. The Office of Education also has allocated funds for state departments of education to assist local districts in developing career lattice plans.

Beneficiary Eligibility: Beneficiaries should be residents of the area served by COP schools, and preferably from low-income backgrounds. They need not have a high school diploma, but they must meet conditions prescribed by the local district. The enrollment of persons from minority groups is encouraged.

Credentials/Documentation: Applicants must submit certification from an institution of higher education that it will accept all participants and grant them academic credit for their course work. Proposals must include signatures indicating coordination with EDPA, Part B.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: Proposals must be signed by the chief state school officer, signifying coordination with Part B programs.

Application Procedure: Program materials describe application procedures. Initial application is a prospectus, briefly outlining program need, objectives and design. Following prospectus evaluation, certain applicants are encouraged to submit full proposals. In final selection, outside evaluators, ratings, geographical distribution, and availability of funds are considerations.

Award Procedure: Grant award documents are mailed to grantees.

Deadlines: Proposals are due early in each calendar year.

Range of Approval/Disapproval Time: 90 days from the time of proposal submission.

Appeals: There are no appeals procedures. Unfunded applicants will be notified of reasons for refusal on request.

Renewals: It is anticipated that career opportunities programs will receive continued funding for at least 3 years. However, funding is not guaranteed and will be based on availability of funds, and evidence of satisfactory performance.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Local education agencies are encouraged to supply a portion of the funds themselves or to seek them from outside sources.

Length and Time Phasing of Assistance: Calendar year. Payments on demand, based on quarterly estimates of need.

POST ASSISTANCE REQUIREMENTS:

Reports: Interim technical reports. Final expenditure reports within 60 days of grant termination.
Audits: None.
Records: Detailed records covering all funds expended under the grants must be kept for 5 years or until an audit is performed.

FINANCIAL INFORMATION:

Account Identification: 09-40-0294-0-1-601.
Obligations: (Grants) FY 70 \$24,300,000; FY 71 \$25,800,000;
FY 72 \$30,000,000; FY 73 N.A.
Range and Average of Financial Assistance: \$20,000 to \$1,000,000;
\$150,000.

REGULATIONS, GUIDELINES, AND LITERATURE: CFR 45-174; "Education Professions Development Act, Facts About Programs for 1970-71." OE-58030; no charge
"Career Opportunities Program Project Directors Handbook" no charge.

INFORMATION CONTACTS:

Regional or Local Office: Persons may communicate with EPDA coordinator Office of Education, HEW Regional Offices (see Appendix M for a list of addresses).
Headquarters Office: Chief, Career Opportunities Program, Bureau of Educational Personnel Development, Office of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202. Telephone: (202) 962-5860.

EDUCATIONAL PERSONNEL TRAINING - DRUG ABUSE EDUCATION

OBJECTIVES: To encourage the development, demonstration, dissemination, and evaluation of new and improved curricula on the problems of drug abuse; to provide training programs for teachers, counselors, law enforcement officials, public service and community leaders and other persons; and to offer community education programs for parents and others on drug abuse.

TYPES OF ASSISTANCE: Formula Grants (and Contracts)

USES AND USE RESTRICTIONS: Under Section 3, grants or contracts may be used to support research, demonstration and pilot projects designed to educate the public on problems related to drug abuse. Under Section 4, grants or contracts may be used to plan and carry out community-oriented education programs on drug abuse and drug dependency for the benefit of interested and concerned parents, young persons, community leaders and other individuals and groups within a community.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Section 3 - Institutions of higher education, state and local educational agencies, and other public and private education or research agencies, institutions and organizations.
Section 4 - Public or private nonprofit agencies, organizations, and institutions.
Beneficiary Eligibility: Teachers, counselors, and other educational personnel; law enforcement officials; public service and community leaders and personnel; parents and others in the community; young persons.
Credentials/Documentation: Under Section 3, applications from local educational agencies may be approved for support only if the state educational agency has been notified of the application and been given the opportunity to offer recommendations.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: None.
Application Procedure: Applications are submitted to Bureau of Educational Personnel Development, Office of Education.
Award Procedure: The Commissioner of Education makes final decisions to approve, hold or reject individual projects based upon staff and outside experts review of all projects.
Deadlines: Proposals are due May 1 of each year.
Range of Approval/Disapproval Time: 15 days from deadline date.
Appeals: There are no appeal procedures. Unfunded applicants will be notified of the reasons for refusal on request.
Renewals: Projects will normally be funded for 2 years pending evaluation of progress.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Grants to State Departments of Education under Section 3 are formula grants based on population.
Length and Time Phasing of Assistance: For approved projects, the grantee must normally commit the funds within 12 months from date of grant execution. Grant payments on demand, based on quarterly estimates of need.

POST ASSISTANCE REQUIREMENTS:

Reports: Interim technical reports. Final expenditure reports within 60 days of grant termination.
Audits: By representatives of HEW.
Records: Detailed records covering all funds expended under the grant must be kept for 5 years or until an audit is performed.

FINANCIAL INFORMATION:

Account Identification: 09-40-0294-0-1-601.
Obligations: (Grants) FY 70 \$3,500,000; FY 71 \$6,000,000;
FY 72 \$13,000,000; est FY 73 \$12,400,000.
Range and Average of Financial Assistance: From \$10,000 to \$125,000;
\$70,000.

REGULATIONS, GUIDELINES, AND LITERATURE: CFR 45-174. Information describing the program and guidelines may be obtained by contacting the "Information Contacts" below.

INFORMATION CONTACTS:

Regional or Local Office: Not applicable.
Headquarters Office: U.S. Office of Education, Bureau of Educational Personnel Development, Washington, D.C. 20202. (A/C 202-962-2431).

ADULT EDUCATION - GRANTS TO STATES

OBJECTIVES: To expand educational opportunity and encourage the establishment of programs of adult public education that will enable adults to continue their education to the level of completion of secondary school and make available the means to secure training that will enable them to become more productive and responsible citizens.

TYPES OF ASSISTANCE: Formula Grants.

USES AND USE RESTRICTIONS: First priority is given to instructions in speaking, reading, or writing the English language for adults functioning at the 8th grade level or below; second priority is for programs serving adults above the 8th grade and through the 12th grade level; however, only if it can be shown that needs for adult basic education have been met in the State. In addition, State grant funds may be used for special projects, teacher training, and research programs related to the activities authorized under this title.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Designated State educational agencies.
Beneficiary Eligibility: Adults 16 years of age and over with less than a 12th grade level of competence or who do not have a secondary school certificate.
Credentials/Documentation: The State plan shall include a certification from the State attorney general that all plan provisions and amendments thereto are consistent with State law.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: State plans and amendments must be submitted to the Governor for his review and comments before they are forwarded to the Office of Education Regional Director of Adult, Vocational, and Technical education in the DHEW Regional Office, in accordance with Office of Management and Budget Circular No. A-95. The Office of Education Regional Director of AVTE will provide guidance on specific problems and technical assistance in the preparation of State plans and amendments.

Application Procedure: Each State agency must submit to the Office of Education Regional Director of Adult, Vocational, and Technical

Education in the DHEW Regional Office a State plan or amendment which sets forth the manner and procedures under which the State will carry out the State plan. (See Appendix M for addresses.)

Award Procedure: The Commissioner approves the State plan or amendment and returns it to the Regional Director of Adult, Vocational, and Technical Education in the DHEW Regional Office who in turn notifies the State educational agency. When funds become available, the Regional Office transmits formal notice of amount of grant award to the State educational agency on OE Form 5235 "Notification of Grant Award" and also sends SF 240 "Notification of Grant-in-Aid Action" to the designated State Central Information Reception Agency.

Deadlines: Preferably before the beginning of each fiscal year.

Range of Approval/Disapproval Time: approximately 30 days.

Appeals: None.

Renewals: None.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: From the sums available, the Commissioner allots not more than 2 percent among Puerto Rico, Guam, American Samoa, the Trust Territory of the Pacific Islands, and the Virgin Islands and a minimum of \$100,000 to each State and D.C. From the remainder of such sums he allots to each State and D.C. an amount which bears the same ratio to such remainder as the number of adults aged 16 and over who have completed not more than 5 grades of school (or have not achieved an equivalent level of education) in such State bears to the number of such adults in all States. The matching requirement is 10 percent non-Federal and 90 percent Federal except that the Federal share for the Trust Territory of the Pacific Islands is 100 percent.

Length and Time Phasing of Assistance: Fiscal year. Funds appropriated during 1970, 1971, and 1972 which are not obligated or expended prior to the beginning of the next fiscal year shall remain available for obligation and expenditure during such succeeding fiscal year. (Tydings Amendment, Public Law 91-230, Section 405(b).) State draws funds as needed under Letter of Credit.

POST ASSISTANCE REQUIREMENTS:

Reports: Annual expenditure (OE Form 3119) and program (OE Form 3058) reports by the State educational agency. "Quarterly Summary of Cash Transactions" - Letter of Credit Report (OE 5226) and "Quarterly Report of Individual Grants and Contracts - Office of Education Letter of Credit" (OE 5227). Continuous evaluation by the National Advisory Council with annual report to the President.

Audits: State and local audits by either an appropriate State audit agency or an independent certified public accountant or independent licensed public accountant, certified or licensed by a regulatory authority of a State or other subdivision of the United States. Periodic audits of State agency by audit agencies representing DHEW.

Records: Records must be kept for 3 years after the close of the fiscal year in which the expenditure was made under the State plan; or, if a Federal audit is not made within 3 years, records are retained for 5 years or until the State agency is notified of the completion of the Federal audit, whichever is earlier.

FINANCIAL INFORMATION:

Account Identification: 09-04-0273-0-1-603.

Obligations: (Grants) FY 70 \$40,000,000; FY 71 \$44,875,000; FY 72 \$44,875,000; FY 73 N.A.

Range and Average of Financial Assistance: \$35,900 to \$3,748,204; \$80,000.

REGULATIONS, GUIDELINES, AND LITERATURE: Rules and Regulations - 45 CFR Part 166; "Guide for Preparing a State Plan for Adult Basic Education Programs under the Adult Education Act of 1966: (GSA DC 67-18210), no charge; "Adult Basic Education Program Statistics: Students and Staff Data, July 1, 1968 - June 30, 1969" (OE-13037), for sale by Government Printing Office, \$0.50.

INFORMATION CONTACTS:

Regional or Local Office: HEW regional office (see Appendix M for addresses).

Headquarters Office: Director, Division of Adult Education Programs, Bureau of Adult, Vocational, and Technical Education, Office of Education, Washington, D.C. 20202. Telephone: (202) 963-7445.

ADULT EDUCATION - SPECIAL PROJECTS

OBJECTIVES: To strengthen the ongoing State grant adult basic education program through experimentation with new teaching methods, programs, techniques, and with new operational and administrative systems.

TYPES OF ASSISTANCE: Project Grants.

USES AND USE RESTRICTIONS: Projects must involve the use of innovations of national significance or special value to the adult education program and must involve cooperative arrangements with other programs in a way that has unusual promise in promoting a comprehensive or coordinated approach to the problems of persons with basic educational deficiencies. Grants cannot be made to divinity schools or departments of divinity.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Local educational agencies or other public or private nonprofit agencies, including educational television stations.

Beneficiary Eligibility: Adults 16 years of age and over with less than a 12th grade level of competency or who do not have a secondary school certificate.

Credentials/Documentation: None.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: A local educational agency submitting a proposal should attach a letter providing evidence of cooperation with the State educational agency. An applicant that is not a local educational agency should attach a letter describing the extent to which the proposed project has been discussed with local and State adult education officials. The Division of Adult Education Programs, Bureau of Adult, Vocational, and Technical Education, and the OE Regional Director of AVTE will provide guidance on specific problems and technical assistance in the preparation of proposals.

Application Procedure: Complete proposals include: Proposal Cover Sheet (OE Form 3121); Proposal Abstract (OE Form 3121-1); Narrative Description of the Project; Proposal Budget Summary (OE Form 3121-2); and Budget Explanations. Proposals are submitted to the Business Management Unit, Office of Associate Commissioner, Bureau of Adult, Vocational, and Technical Education, Office of Education, Washington, D.C. 20202.

Award Procedure: The Associate Commissioner, BAVTE, approves a proposal for support and a Procurement Action Request (OE Form 5224) is issued. After negotiation is completed, the Office of Education Grants Officer sends the "Notification of Grant Award" (OE Form 5232) to the grantee. The "Notification of Grant-in-Aid Action" (SF 240) is also sent to the designated State Central Information Reception Agency.

Deadlines: Anytime prior to June 1.

Range of Approval/Disapproval Time: 30 to 120 days.

Appeals: None.

Renewals: Not applicable.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Required matching of 10 percent of the cost of the project wherever feasible.

Length and Time Phasing of Assistance: 12 months.

POST ASSISTANCE REQUIREMENTS:

Reports: "Quarterly Estimated Requirement for Federal Cash" (OE Form 5141) 30 days before each quarter; "Monthly Report of Disbursements of Federal Cash" (OE Form 5140) 10 days after each month; "Participant Information Sheet" (OE Form 3121-3) 2 weeks after enrollment; progress reports as required; "Final Expenditure Report" (OE Form 3121-4) 60 days after project; final project report.

Audits: All records directly relating to transactions under a grant are subject to inspection and audit by agencies representing the Department of Health, Education, and Welfare at all reasonable time during the period of retention.

Records: Records must be kept for 3 years after the close of the budget period in which final expenditures are made; or, if a Federal audit is not made within 3 years, records are retained for 5 years or until completion of the Federal audit, whichever is earlier.

FINANCIAL INFORMATION:

Account Identification: 09-40-0273-0-1-603.

Obligations: (Grants) FY 70 \$7,899,838; FY 71 \$7,000,000; FY 72 \$7,000,000; FY 73 N.A.

Range and Average of Financial Assistance: \$40,000 to \$530,000; \$192,700.

REGULATIONS, GUIDELINES, AND LITERATURE: Rules and Regulations - 45 CFR Part 167; "Policies and Procedures for the Preparation of Proposals and Operation of Projects under Title III, Section 309 of the Adult Education Act, Public Law 91-230," no charge.

INFORMATION CONTACTS:

Regional or Local Office: HEW regional offices (see Appendix M for addresses).

Headquarters Office: Director, Division of Adult Education Programs, Bureau of Adult, Vocational, and Technical Education, Office of Education, Washington, D.C. 20202. Telephone: (202) 963-7445.

BILINGUAL EDUCATION

OBJECTIVES: The development and operation of new programs, services, and activities which meet the special educational needs of children 3 to 18 years of age who have limited English-speaking ability and who come from environment where the dominant language is not English.

TYPES OF ASSISTANCE: Project Grants.

USES AND USE RESTRICTIONS: For bilingual instruction of full and part time pupils, potential dropouts or dropouts from the regular school program. Instruction in the history and culture of a language, closer cooperation between school and home, early childhood education and adult education for parents of participating children may be offered through this program. Programs are designed to meet the special educational needs of high concentrations of non-English speaking children 3 to 18 years of age who come from low-income families earning \$3,000 or less. Federal funds make available under this title will be used to supplement, not to supplant, existing funds or local efforts.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: All states including the District of Columbia, Puerto Rico, Guam, American Samoa, the Virgin Islands and the Trust Territory of the Pacific Islands. Grants may be made to a local education agency or agencies, or to an institution of higher education applying jointly with one or more local education agencies. Under the amendment, a nonprofit institution or organization of an Indian tribe may be eligible when it operates an elementary or secondary school on the reservation and is approved by the Commissioner for the purposes of the Title.

Beneficiary Eligibility: Non-English speaking children or children with limited speaking ability, ages 3 to 18, who come from low-income families.

Credentials/Documentation: Applicant must furnish factual evidence of: (a) number of resident non-English speaking children, (b) needs of the local education agency which justify the program, (c) qualifications of personnel to be utilized, (d) research and resources to conduct the project, (e) economic efficiency, (f) extent of community involvement in project planning and implementation, (g) local commitment after Federal fund termination, and (h) plans for staff development and training.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: Guidelines, regulations and procedures, including a calendar of operation are forwarded to the states for transmission to local education agencies.

Application Procedure: A preliminary proposal for developing a bilingual program is submitted by the local education agency to the State Department of Education, and the Office of Education in accordance with established deadlines. Later, selected local education agencies submit detailed plans for the implementation of the proposed program to the State Education Agency and the Office of Education.

DROPOUT PREVENTION

Award Procedure: Based upon recommendations and priority rankings by outside experts and an internal review of all proposals, the Chief of the Bilingual Education Program makes final approval for the grant award. Notification is also made to the public body, the designated State Central Information Reception Agency, and the Office of Management and Budget (SF 240).

Deadlines: Deadlines are established annually.

Range of Approval/Disapproval Time: 60 to 90 days from time of receipt of preliminary proposal; 90 days from time of receipt of detailed plans.

Appeals: None.

Renewals: Application for continuation is submitted 60 days prior to end of grant period.

ASSISTANCE OF CONSIDERATIONS:

Formula and Matching Requirements: Not applicable.

Length and Time Phasing of Assistance: Assistance may be for up to 5 years and is usually provided for a period of 12 months.

POST ASSISTANCE REQUIREMENTS:

Reports: "Quarterly Report," "End-of-the Year Report," and final audit and evaluation reports are made to the Office of Education.

Audits: Fiscal audit and an independent education accomplishment audit (annually).

Records: All records pertaining to Federal grants or expenditure of funds must be maintained for 5 years or until completion of fiscal audit by Federal auditors.

FINANCIAL INFORMATION:

Account Identification: 09-40-0279-0-1-601.

Obligations: (Grants) FY 70 \$21,185,110; FY 71 \$25,000,000; FY 72 \$35,000,000; est FY 73 \$35,000,000.

Range and Average of Financial Assistance: \$25,000 to \$500,000; \$168,000

REGULATIONS, GUIDELINES, AND LITERATURE: Title 45 CFR, Part 123; "Grants for Bilingual Education Programs;" "Manual for Project Applicants and Grantees"; and "Focus on Bilingual Education," all of which are available at no charge.

INFORMATION CONTACTS:

Regional or Local Office: Not applicable.

Headquarters Office: Chief, Bilingual Education Program, Bureau of Elementary and Secondary Education, Office of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202. Telephone: (202) 755-7658.

OBJECTIVES: To provide grants to local public education agencies for the development and demonstration of educational practices which show promise of reducing the number of children who fail to complete their elementary and secondary education.

TYPES OF ASSISTANCE: Project Grants.

USES AND USE RESTRICTIONS: To local education agencies that submit proposals for dropout prevention projects which show promise in reducing the school dropout rate. Projects must involve the use of innovative methods, systems, materials, or programs to reduce the school dropout problem.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Local education agencies submit project proposals to the state education agencies and to the Office of Education. Grants are made by the Commissioner of Education after state education agency approval of the most promising projects submitted.

Beneficiary Eligibility: To qualify for assistance, a school (or schools) must have: 1) a high percentage of children from families which have an annual income not exceeding \$3,000; 2) a high percentage of children who will not complete their elementary and secondary education.

Credentials/Documentation: The applicant must have analyzed the reasons why children have not completed their education and have designed a comprehensive program to meet the problem.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: Applicant should submit a preliminary proposal to the state education agency and the Office of Education following the instructions found in the Manual for Project Applicants and Grantee, OMB 51-R0852.

Application Procedure: The local education agencies whose preliminary proposals are selected are encouraged to develop and submit a final proposal to the state education agency and the Office of Education for funding.

Award Procedure: The Chief, Dropout Prevention Program, makes final approval of the project, and is responsible for providing notification to the public body and the designated State Central Information Reception Agency on SF 240.

Deadlines: Determined by the Office of Education and announced to each state education agency.

Range of Approval/Disapproval Time: 6 to 9 months after the preliminary proposal has been selected for development

Appeals: None.

Renewals: Annual continuation requests should be submitted to the Office of Education 60 days prior to termination of the grant.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Not applicable.
Length and Time Phasing of Assistance: Length of assistance: up to 5 years on an annual basis.

POST ASSISTANCE REQUIREMENTS:

Reports: Quarterly and annual progress reports must be made to the Office of Education throughout the project period.
Audits: An independent educational accomplishment audit will be conducted by an agency whose contract is approved by the Office of Education and the local education agency directing the project. A written report of the audit must be received by the local education agency prior to processing the continuation request.
Records: The recipient of funds must maintain records sufficient to insure the proper distribution and use of the project grant.

FINANCIAL INFORMATION:

Account Identification: 09-40-0279-0-1-601.
Obligations: (Grants) FY 70 \$4,977,182; FY 71 \$10,000,000; FY 72 \$10,000,000; FY 73 N.A.
Range and Average of Financial Assistance: \$500,000 to \$1,000,000 for urban areas; \$100,000 to \$400,000 for rural areas; average of \$500,000.

REGULATIONS, GUIDELINES, AND LITERATURE: Title 45 CFR, Part 124; "Regulation Grants for Dropout Prevention Programs," no charge; "Manual for Project Applicants and Grantees," OMB 51-R0852, no charge.

INFORMATION CONTACTS:

Regional or Local Office: None.
Headquarters Office: Chief, Dropout Prevention Program, Bureau of Elementary and Secondary Education, Office of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202. Telephone: (202) 755-7650.

**EDUCATIONAL RESEARCH AND DEVELOPMENT CENTERS
(R&D Centers)**

OBJECTIVES: To create improved educational programs and practices through systematic long-term programs of research and development; to focus on a significant educational problem and design and conduct interrelated programs of basic and applied research, development, and dissemination that will systematically move toward the solution of the problem.

TYPES OF ASSISTANCE: Project Grants.

USES AND USE RESTRICTIONS: To carry out systematic research and development to solve major education problems. Programs at centers are carefully coordinated with other supported research and development activities to assure proper balance and quality.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Universities with an area where continuous and significant educational advances can be expected.
Beneficiary Eligibility: Educational institutions at all levels.
Credentials/Documentation: Not applicable.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: Not applicable.
Application Procedure: When the need for a new center is determined and funds are available, announcements will be made to elicit proposals from institutions with competencies in the area to be investigated.
Award Procedure: Proposal plans are evaluated by staff and non-government experts in the problem area. Competence of proposed staff is a prime concern. Site visits are part of the formal evaluation procedure before center activities are approved for negotiation.
Deadlines: None at present.
Range of Approval/Disapproval Time: 6 months.
Appeals: None.
Renewals: Continuation is based upon systematic review of program plans and accomplishments.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Cost sharing (minimum of 1 percent) may be required.
Length and Time Phasing of Assistance: 12-month increments, with payment scheduled monthly.

POST ASSISTANCE REQUIREMENTS:

Reports: Quarterly progress reports, annual reports, annual program plan and budget requests.
Audits: Subject to periodic audits by HEW Audit Agency and by other Government agencies.
Records: Contractors' records are subject to inspection by authorized Government representatives. Records must be kept and made available for 5 years after final payment under contract.

FINANCIAL INFORMATION:

Account Identification: 00-40-0292-0-1-608.
Obligations: (Grants) FY 70 \$9,800,000; FY 71 \$9,000,000; FY 72 \$9,000,000; FY 73 N.A.
Range and Average of Financial Assistance: \$540,000 to \$1,500,000; \$950,000.

REGULATIONS, GUIDELINES, AND LITERATURE: "A Review of Research and Development Centers Supported by the U.S. Office of Education, 1968", no charge; Program Resumes, no charge.

INFORMATION CONTACTS:

Regional or Local Office: Network of Research & Development Centers and Educational Laboratories, 775 Lincoln Tower, 1860 Lincoln Street, Denver, Colorado 80203.
Headquarters Office: Director, Division of Manpower and Institutions, National Center of Educational Research and Development, Office of Education, Washington, D.C. 20202. Telephone: (202) 962-8094.

**EDUCATIONAL OPPORTUNITY GRANTS
(EOG)**

OBJECTIVES: To enable students of exceptional financial need to pursue higher education by providing grant assistance for educational expenses.

TYPES OF ASSISTANCE: Project Grants.

USES AND USE RESTRICTIONS: Must be awarded by public or private nonprofit institutions of higher learning. Colleges or universities must offer at least 2 years of baccalaureate study; technical or business schools, at least 1 year course study. The student must be a national or permanent resident of the U.S., be an accepted or enrolled for full-time study, in good standing, and have an exceptional financing need. Grants are for up to 4 years of undergraduate study, ranging from \$200 to \$1,000 per academic year. The institution must at least match the Federal grant.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Institutions of higher education.
Beneficiary Eligibility: Undergraduate Students.
Credentials/Documentation: Must furnish evidence of accreditation or satisfactory alternative and must file a form certifying compliance with Title VI of the Civil Rights Act of 1964.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: None.
Application Procedure: Institutions submit the application form OE-108 "Institutional Application(s) to Participate in Federal Student Aid Programs," which is mailed to institutions of higher education each fall by the Division of Student Financial Aid, Office of Education.
Award Procedure: Panels of educational consultants review institution applications and recommend amounts of awards to be made. The Division of Student Financial Aid determines final awards and notifies participating institutions.

Deadlines: Usually in October or November, and is indicated on the application packet.

Range of Approval/Disapproval Time: 90 days for notices of panel recommendations; additional 60 days for actual awards.

Appeals: Appeals of the regional panel recommendation may be made to the appeal panel within 2 weeks after the institution receives the notice of panel action.

Renewals: In addition to an allocation for first-year grants, each institution receives funds designated for continuing grants to eligible students.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Funds for first-year grants are allocated among the States according to each State's percentage of the national full-time enrollment in institutions of higher education. Funds for continuing grants are allocated as needed to enable institutions to make continuing awards to all eligible students.

EOG awards are entirely Federal money. However, the institutions must provide each recipient with additional financial aid, from designated sources, in an amount at least equal to the EOG award.

Length and Time Phasing of Assistance: Funds are awarded for use by participating institutions for one fiscal year at a time. Payment to institutions is made as needed.

POST ASSISTANCE REQUIREMENTS:

Reports: A fiscal-operations report is submitted by each institution at the close of each fiscal year of operation.

Audits: Periodic audits will be made by the HEW Audit Agency regional personnel or by private firms under authority delegated by HEW.

Records: All records pertaining to the eligibility of each EOG recipient and to all fiscal management aspects of the program must be retained by the institutions for 5 years or until an acceptable audit has been made and cleared, whichever is earlier.

FINANCIAL INFORMATION:

Account Identification: 09-40-0293-0-1-602.

Obligations: (Grants) FY 70 \$164,600,000; FY 71 \$290,000,000; FY 72 \$139,000,000; est FY 73 \$167,000,000.

Range and Average of Financial Assistance: Institutions: \$1,000-\$5,879,000, average \$80,000; students: \$200 to \$1,000 an estimated 290,200 students at 2,100 institutions are receiving assistance.

REGULATIONS, GUIDELINES, AND LITERATURE: "EOG Manual of Policies and Procedures," no charge; "More Education, More Opportunity," no charge; "Information Outline of EOG Program," no charge.

INFORMATION CONTACTS:

Regional or Local Office: Institutions should contact the Regional Director, Higher Education, or the appropriate HEW Regional Office (see Appendix M for a list of addresses).

Students should contact the Director of Student Financial Aid at the institution they wish to attend.

Headquarters Office: Chief, Educational Opportunity Grants Branch, Division of Student Financial Aid, Bureau of Higher Education, Office of Education, Washington, D.C. 20202. Telephone: (202) 962-4110.

SUPPLEMENTARY EDUCATIONAL CENTERS AND SERVICES, GUIDANCE,
COUNSELING, AND TESTING
(PACE [Projects to Advance Creativity in Education])

OBJECTIVES: To assist in provision of vitally needed educational services and to support local projects designed to demonstrate innovative and exemplary models of meeting the state's identified critical educational needs. Funds are also used to support state and local programs of guidance, counseling, and testing.

TYPES OF ASSISTANCE: Formula Grants.

USES AND USE RESTRICTIONS: Innovative and exemplary projects which are designed to demonstrate solution to the critical educational needs of the state, as specified in the state plan, are eligible for support. At least 15 percent of the funds must be reserved for special programs for handicapped children. For the purposes of guidance, counseling, and testing programs, each state must expend no less than 50 percent of the amount expended from fiscal year 1970 Federal grant funds for the purposes of Title V-A of the National Defense Education Act, which formerly authorized the guidance, counseling, and testing program. The Commissioner of Education is authorized to arrange for the testing of non-public school students in any state in which the state provides such testing in public schools, but is not authorized by law to make payments for such testing in nonpublic schools. An invitation to bid on testing materials and/or services is sent to test agencies by the Office of Education.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: State education agencies submit state plans annually to the Commissioner of Education for approval and release of allotted funds.

Beneficiary Eligibility: Public and nonprofit private schools are eligible to participate in services and projects provided by and administered through local education agencies which submit proposal for grants to the state education agency.

Credentials/Documentation: "Local education agency" means a public board of education or other public authority legally constituted within a state for either administrative control or direction of elementary or secondary education, or such combination of school districts or counties as is recognized in a state as an administrative agency for its public elementary and secondary schools.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: Intent to file application must be coordinated in accordance with the Office of Management and Budget Circular No. A-95. All proposals will be submitted through the state education agency.

Application Procedure: State education agencies submit plans annually to the Commissioner of Education. Each plan must include certification by the state education agency, the State Attorney General, and the State Governor.

Award Procedure: Following review and approval of the state plan by the Chief, State Plans Branch, funds are released for the current fiscal year. State agencies then award grants to local education agencies whose project proposals have been approved by the state agency in accordance with the provisions of the approved state plan. The Chief, State Plans Branch, insures that notification is made to the public body and the State Central Information Reception Agency of the basic award (on SF-240).

Deadlines: Before or during the fiscal year for which funds have been allotted.

Range of Approval/Disapproval Time: Information may be obtained from the state education agency.

Appeals: Information may be secured from the state education agency.

Renewals: Information may be secured from the state education agency.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: From the total allotment for the 50 states and the District of Columbia, each receives a base allocation of \$200,000. Half of the remainder is apportioned in relation to the school-age population of the state, and the other half in relation to the total state resident population. An amount not more than 3 percent of the total allotment is made available for outlying areas and schools operated by the Bureau of Indian Affairs. In awarding grants to local agencies, states

must seek to achieve equitable distribution considering the density and geographical distribution of the population, relative need of various groups for types of assistance provided, and the relative financial abilities of the local education agencies to provide such services and activities.

Length and Time Phasing of Assistance: Assistance is generally provided for 3 years. Funds are provided on a 12-month basis, with request for continuation made annually.

POST ASSISTANCE REQUIREMENTS:

Reports: Annual reports are required.
Audits: Local and state audits as required. Federal audit as required.
Records: Established by the state agency, but sufficient to manage funds as required by law.

FINANCIAL INFORMATION:

Account Identification: 09-40-0279-0-1-601.
Obligations: (Grants) FY 70 \$116,333,000; FY 71 \$123,567,820; FY 72 \$123,567,820 and FY 73 N.A.
Range and Average of Financial Assistance: \$15,000 to \$1,000,000; \$98,000.

REGULATIONS, GUIDELINES, AND LITERATURE: Title 45 CFR, Part 118. Additional information may be secured from appropriate state education agencies.

INFORMATION CONTACTS:

Regional or Local Office: None.
Headquarters Office: Chief, State Plans Branch, Office of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202. Telephone: (202) 755-7644.

EXPERIMENTAL SCHOOLS

OBJECTIVES: To serve as a bridge from research, demonstration and experimentation to actual school practice by testing and evaluating the relative efficacy of comprehensive alternatives to current school practices, performance and structures.

TYPES OF ASSISTANCE: Project Grants.

USES AND USE RESTRICTIONS: Support for an experimental school project will be provided for those costs associated with developing and operating a comprehensive kindergarten through grade 12 (K-12) education program, for 2,000 - 5,000 students, which presents a significant alternative to present practices and performance. Included are costs for evaluation and documentation of the project. Program costs must be over and above the normal per pupil expenditures of the district including any Federal

state, or private supplemental funding of the target population selected. A high priority will be given to those programs which include a target population made up of students who have not achieved educational success and in addition come from low-income families. An exception may be made regarding the latter criteria if the applicant can justify a different population on the basis of the national educational significance of the problems to be addressed.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Universities, colleges, or other public (including state and local education agencies) or private, profit or nonprofit agencies, institutions or organizations.
Beneficiary Eligibility: At minimum, the K-12 population, Pre-school and post-high school components are also fundable.
Credentials/Documentation: None.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: None required. However, public or private educational agencies are encouraged to enter into cooperative arrangements with other institutions, agencies, or organizations such as regional laboratories, R&D Centers, institutions of higher education, parent or lay organizations, and/or other profit or nonprofit organizations.

Application Procedure: Outlined in program guidelines issued in connection with each competition. A copy of the latest guideline may be obtained by writing to Experimental Schools, Office of Education, Washington, D.C. 20202.

Award Procedure: Letter of interest and applications are reviewed and evaluated by outside consultants with the assistance of OE staff. Funded and nonfunded applicants are notified promptly of the decision made by the U.S. Commissioner of Education.

Deadlines: Deadlines are established by the program guidelines.

Range of Approval/Disapproval Time: Normally within a month of submission.

Appeals: None.

Renewals: See below.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: None.

Length and Time Phasing of Assistance: Planning and development assistance may vary from 60 days to 1 year depending on the type of competition involved. Once selected for support of an operational program, up to a 5-year commitment of funding will be made subject to satisfactory performance.

POST ASSISTANCE REQUIREMENTS:

Reports: A final program report will be required. Interim reports will be established according to program needs.

Audits: Subject to a Federal audit at any time during the term of the grant and within a period of 5 years after termination of Federal support.

Records: Must be retained for 5 years after the end of the fiscal year during which the expenditures were made or until the grantee is notified that the records are no longer needed.

FINANCIAL INFORMATION:

Account Identification: 09-40-0292-0-1-608.

Obligations: (Grants) FY 70 \$0.00; FY 71 \$12,000,000; FY 72 \$15,000,000 and FY 73 N.A.

Range and Average of Financial Assistance: No history yet except for small (\$10,000) planning grants.

REGULATIONS, GUIDELINES, AND LITERATURE: Basic program information for Phase (programs operational September 1971) was issued December 28, 1970. Information on Phase II (operation September 1972) will be issued in April 1971. There is no charge for these documents. Phase I regulations were also published in the Federal Register of January 1, 1971 (F.R. Doc. 70-17652).

INFORMATION CONTACTS:

Regional or Local Office: Not applicable.

Headquarters Office: Director, Experimental Schools Program, Office of Education, Washington, D.C. 20202. Telephone: (202) 963-5946.

**SCHOOL HEALTH AND NUTRITION SERVICES FOR CHILDREN FROM
LOW-INCOME FAMILIES
(School Leadership in Coordinating Health Services)**

OBJECTIVES: To demonstrate ways to organize a system of comprehensive Health and Education Services through effective coordination of existing resources.

TYPES OF ASSISTANCE: Project Grants.

USES AND USE RESTRICTIONS: To extend, coordinate, focus and utilize existing health, health related, and educational resources at the local level. Support is generally not available for direct purchase of health care.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: A local educational agency or in exceptional circumstances a private non-profit educational organization is eligible. Exceptional circumstances may include rural areas where a single organization can serve children attending the schools of two or more local educational agencies. Also included as exceptions are local educational agencies that may wish to be served by a private organization due to inadequacy of existing nutrition and health services.

Beneficiary Eligibility: For inclusion in the program, the children must: (1) attend a Title I, ESEA school in grades kindergarten or first through sixth; (2) come from families with incomes not exceeding the level selected from one of the following: (a) Office of Economic Opportunity Poverty Line Index; (b) the State Title XIX (Medicaid) standards; (c) Department of Welfare State-wide standards for financial assistance.

Credentials/Documentation: None.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: Informal preapplication conference recommended; contact the Office for Nutrition and Health Services, Office of Education.

Application Procedure: Secure application packet from Office for Nutrition and Health Services, Office of Education. Program materials provide guidance for submitting preliminary proposals outlining plans for program local community. Applicants submitting promising applications are encouraged to submit final proposals.

Award Procedure: Final applications are reviewed by a Federal Inter-agency Committee, USOE staff, and outside experts in the field. Award considerations include potential for success, economic efficiency, and likelihood for continuation.

Deadlines: Preliminary proposals are due in October; final proposals are due early in calendar year.

Range of Approval/Disapproval Time: 45 to 90 days.

Appeals: Not applicable.

Renewals: Based on satisfactory performance and availability of funds. May be renewed for up to 3 years.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Project grants are negotiated, based on proposed scope of work submitted in proposal. Matching is encouraged but not required.

Length and Time Phasing of Assistance: Awards are generally made annually for 12-month periods.

POST ASSISTANCE REQUIREMENTS:

Reports: Depend upon requirements set forth in the negotiation of each contract or grant. Usually, fiscal and progress reports are required. Monitoring is geared to the nature of the individual project. The end products are carefully evaluated, and a formal final report is required.

Audits: Not applicable.

Records: All records must be maintained for 5 years following completion of grant.

FINANCIAL INFORMATION:

Account Identification: 09-40-0292-0-1-608.
Obligations: (Grants) FY 70 not applicable, new program; FY 71 \$2,000,000; FY 72 \$2,000,000; and FY 73 est \$5,000,000.
Range and Average of Financial Assistance: \$160,000 to \$280,000; \$160,000.

REGULATIONS, GUIDELINES, AND LITERATURE: Draft Guidelines for "Demonstration Projects in School Health and Nutrition Services for Children from Low-Income Families" are available at no cost.

INFORMATION CONTACTS:

Regional or Local Office: Not applicable.
Headquarters Office: Chief, Office for Nutrition and Health Services, Office of Special Concerns, Office of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202. Telephone: (202) 962-8125.

EDUCATIONALLY DEPRIVED CHILDREN - SPECIAL GRANTS FOR URBAN AND RURAL SCHOOLS

OBJECTIVES: To meet the special educational needs of educationally deprived children, concentrating on preschool and elementary programs.

TYPES OF ASSISTANCE: Formula Grants.

USES AND USE RESTRICTIONS: Emphasis is placed on preschool and elementary school programs except as otherwise determined by the Commissioner of Education. The maximum award will not be more than 40 percent of the grant to a local district under Title I ESEA - Part A, Local Educational Agencies.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Eligibility is based on a state conducted comprehensive survey of areas with the highest concentration of children from low-income areas. The Office of Education then selects eligible districts using the survey report.
Beneficiary Eligibility: Eligible districts will have at least 20 percent of children ages 5 to 17, inclusive, counted for payment under Title I Part A, or at least 5,000 children and 5 percent of such children will be in the poverty county.
Credentials/Documentation: None.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: Before submitting an application, local school districts should consult with parents of the children, officials of community action agencies, welfare agencies, non-public schools, and local and Federal agencies which have a responsibility to overcome the effects of poverty. Consultation is directed to determination of the needs of the children in eligible attendance areas.

Application Procedure: Local educational agencies submit proposals to state educational agencies for approval. Forms for these applications are developed by each state. To be eligible, the proposal must conform with the Act, regulations, and criteria established by the Office of Education.

Award Procedure: The state grant is issued by the Office of Education on a county basis to each state educational agency. The state holds each award until it receives an application from a local school district and approves that application. The state educational agency makes suballocations to school districts within a county.

Deadlines: Deadline dates are established by each state.

Range of Approval/Disapproval Time: Varies with each state.

Appeals: The local educational agency may appeal to the state education agency, which then holds an administrative hearing. Report of the hearing is filed with the Commissioner of Education.

Renewals: None; new applications are required each year.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Allocation to each county is based on the number of children 5 to 17 from (1) families having \$2,000 or less annual income; (2) receiving aid for dependent children (AFDC); and (3) in institutions for neglected or delinquent, times one-half the state or national (whichever is greater) average expenditure per pupil. There is no matching requirement.

Length and Time Phasing of Assistance: Assistance is provided for 1 fiscal year.

POST ASSISTANCE REQUIREMENTS:

Reports: Monthly, cash withdrawal report, quarterly approval and expenditure report by school district, annual statistical report, and an annual evaluation report.

Audits: All expenditures shall be audited either by state or other appropriate auditors annually, Federal auditors may also perform occasional audits.

Records: All records relating to Title I grants must be kept intact for 5 years after close of fiscal year in which the expenditure is made, or until Federal audit is complete. Each local and state agency must maintain an inventory of equipment acquired with Title I funds.

FINANCIAL INFORMATION:

Account Identification: 09-40-0279-0-1-601.
Obligations: (Grants) FY 70 not applicable, new program; FY 71 \$15, \$15,440,250; FY 72 \$14,831,693; and FY 73 N.A.
Range and Average of Financial Assistance: Not available.

REGULATIONS, GUIDELINES, AND LITERATURE: Publications are not yet available.

INFORMATION CONTACTS:

Regional or Local Office: Not applicable.
Headquarters Office: Director, Division of Compensatory Education,
Bureau of Elementary and Secondary Education, Office of Education,
400 Maryland Avenue, S.W., Washington, D.C. 20202. Telephone: (202)
962-6711.

EDUCATIONALLY DEPRIVED CHILDREN - SPECIAL INCENTIVE GRANTS

OBJECTIVES: To provide an incentive for an increase in state and local funding for elementary and secondary education in the state.

TYPES OF ASSISTANCE: Formula Grants.

USES AND USE RESTRICTIONS: Funds may be used for special projects which meet the needs of educationally deprived children. Special incentive grants may not be in excess of 15 percent of the total amount available to a state under Title I (part A).

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: A state educational agency shall be entitled to a special incentive grant if the state "effort index" for the second preceding fiscal year exceeds the national effort index for such year. The "effort index" is a measure of the relative expenditure for public elementary and secondary education provided by a state in comparison to total personal income in the state.

Beneficiary Eligibility: Local educational agencies, provided that funds will benefit local school districts having the greatest need, and will be for meeting the needs of educationally deprived children.

Credentials/Documentation: None.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: Before submitting an application, local school districts should consult with parents of the children, officials of community action agencies, welfare agencies, non-public schools, and local and Federal agencies which have a responsibility to overcome the effects of poverty. Consultation is directed to the determination of the needs of the children in eligible attendance areas.

Application Procedure: State education agencies apply directly to the Commissioner of Education.

Award Procedure: The Commissioner of Education makes awards to the state education agency, which, in turn, grants funds to local school districts in accordance with the provisions of the Act.

Deadlines: None.

Range of Approval/Disapproval Time: Not applicable.

Appeals: There is no established procedure.

Renewals: Each fiscal year.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: A state may receive up to \$1.00 per eligible child for each one-hundredth of a percent by which it surpasses the national effort index. The national effort index means that percent expressing the ratio of expenditures for elementary and secondary public education in all states to the total personal income in all states.

Length and Time Phasing of Assistance: 1 fiscal year. Unspent funds may be carried forward into the next fiscal year.

POST ASSISTANCE REQUIREMENTS:

Reports: Monthly cash withdrawal reports, quarterly approval and expenditure report by school district, annual statistical report, and an annual evaluation report.

Audits: All expenditures shall be audited either by state or other appropriate auditors annually, Federal auditors may also perform occasional audits.

Records: All records relating to Title I grants must be kept intact for 5 years after close of fiscal year in which the expenditure is made, or until Federal audit is complete. Each local and state agency must maintain an inventory of equipment acquired with Title I funds.

FINANCIAL INFORMATION:

Account Identification: 09-40-0279-0-1-601.

Obligations: (Grants) FY 70 not applicable, new program; FY 71 \$6,304,637; FY 72 \$6,304,637 and FY 73 est \$7,000,000.

Range and Average of Financial Assistance: \$7,000 to \$945,000.

REGULATIONS, GUIDELINES, AND LITERATURE: Publications are not yet available.

INFORMATION CONTACTS:

Regional or Local Office: Not applicable.

Headquarters Office: Director, Division of Compensatory Education,
Bureau of Elementary and Secondary Education, Office of Education,
400 Maryland Avenue, S.W., Washington, D.C. 20202. Telephone:
(202) 962-6711.

**PRESCHOOL ELEMENTARY AND SECONDARY EDUCATION -
SPECIAL PROGRAMS AND PROJECTS**

OBJECTIVES: To develop and operate demonstration projects that hold promise of making a substantial contribution to the solution of critical educational problems common to all or several states.

TYPES OF ASSISTANCE: Project Grants.

USES AND USE RESTRICTIONS: Projects at the preschool, elementary, and secondary school levels which hold promise of making a substantial contribution to the solution of critical educational problems common to all or several states are eligible for support. At least 15 percent of the funds available for these special programs and projects must be expended on programs for children.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Local education agencies.
Beneficiary Eligibility: Elementary and secondary school children in public and nonprofit private schools and children of preschool age.
Credentials/Documentation: Certification is made that the designated applicant local education agency has adopted the proposal and provides assurance that funds will be used to supplement, not supplant, the regular school program and that it will provide for the participation of children from nonprofit private schools.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: Title III Coordinators in state education agencies must approve the project and provide assurance that funds will be used to supplement, not supplant, the regular school program.
Application Procedure: Applicants submit the following directly to the Commissioner: letters of intent, preliminary proposals, and finally formal proposals prepared with the aid of developmental grants. Copies are sent to the appropriate state education agency.
Award Procedure: The Commissioner approves applications after review and recommendation by the state education agencies, Office of Education, and outside consultants. The Special Projects Branch, Office of Education, makes notification of awards to the public body as well as the designated State Central Information Reception Agency (on SF 240).
Deadlines: Preliminary proposals must be submitted to the Office of Education by dates established following the passage of the current fiscal year appropriation for the program. State and local education agencies are notified of these dates.
Range of Approval/Disapproval Time: Approximately 3 months are required for approval or disapproval of preliminary and formal proposal.
Appeals: None.
Renewals: Awards may be renewed each year for a total of 3 years and longer in special cases.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Of the total Title III allotment for each state and outlying area, 15 percent is reserved for these special programs and projects in each state or area. The individual state allotments are apportioned as follows: From the total allotment for the 50 states and the District of Columbia, each receive a base allocation of \$200,000. Half the remainder is apportioned in relation

to the school-age population in the state, and the other half is apportioned in relation to the state's total resident population. An amount not more than 3 percent of the total allotment for the program is made available to Puerto Rico, Guam, American Samoa, the Virgin Islands, the Trust Territory of the Pacific Islands, and schools operated by the Bureau of Indian Affairs and the Department of Defense.

No matching is required.

Length and Time Phasing of Assistance: The length of assistance is 1 to 3 years and longer in special instances.

POST ASSISTANCE REQUIREMENTS:

Reports: Monthly Reports of Disbursements of Federal Cash, Quarterly Estimated Requirements for Federal Cash, Quarterly Program Status Report, End of Budget Period Reports: Evaluation Reports, Proposed Budget Summary Expenditure Report of Federal Funds, Educational Audit Reports are due after the end of each budget period.
Audits: Annual fiscal audits are required; fiscal audit reports must be available to Federal auditors.
Records: A record of grant transactions must be kept.

FINANCIAL INFORMATION:

Account Identification: 09-40-0279-0-1-601.
Obligations: (Grants) FY 70 not applicable, new program; FY 71 \$19,675,180; FY 72 \$19,675,180; and FY 73 est \$22,000,000.
Range and Average of Financial Assistance: \$75,000 to \$500,000; \$200,000.

REGULATIONS, GUIDELINES, AND LITERATURE: "Grants for Special Programs and Projects of the U.S. Commissioner," Title 45, Chapter 1, Part 126 of the Code of Federal Regulations; "A Manual for Project Applicants and Grantees, Special Programs and Projects, Title III, Section 306 of the Elementary and Secondary Education Act of 1965, as amended by Public Law 91-230." All documents are provided at no cost on application to the Special Projects Branch.

INFORMATION CONTACTS:

Regional or Local Office: Not applicable.
Headquarters Office: Special Projects Branch, Division of Plans and Supplementary Centers, U.S. Office of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202. Telephone: (202) 755-7538.

VOCATIONAL EDUCATION - PROJECT RESEARCH GRANTS

OBJECTIVES: To improve vocational education programs; raise the competencies of personnel in vocational education programs; strengthen the knowledge base on which decisions are based; and carry out research and development activities to provide programs and materials for new careers and emerging occupations.

TYPES OF ASSISTANCE: Project Grants.

USES AND USE RESTRICTIONS: Support is available for vocational education research; training to familiarize personnel with research; experimental and pilot programs and projects to test the effectiveness of research; demonstrations and dissemination projects; development of new vocational education curricula; and a variety of projects in the development of new careers and occupations and preparation for such careers. Applications from local education agencies are submitted through the state board and should be accompanied by a statement showing the state board's approval of the application; other applications should show the extent to which the proposed activity has been developed in consultation with the state board or boards.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: State educational agencies.

Beneficiary Eligibility: Institutions of higher education, state boards, local education agencies with the approval of the state board, and other public or private agencies or institutions (but not individuals).

Credentials/Documentation: Applications from local education agencies must be accompanied by a statement showing approval of the state board.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: Not applicable.

Application Procedure: The proposal application should include a description of the nature, duration, purpose, and plan of the program or project; qualifications of principal staff; justification of and statement of amount requested; indication of the portion of the cost to be borne by the applicant; and statement of procedures for evaluation and program accountability. It should be sent to the Director of Educational Research in the applicant's home region.

Award Procedure: Review and evaluation by a panel of experts takes into account relevance to priority areas in vocational education, adequacy of personnel and facilities, reasonableness of estimated cost, and expected potential for using the results in vocational education program. Proposals may be approved, disapproved, or deferred for lack of funds by the Office of Education. Notification of grant awards are provided to the State Central Information Reception Agency on SF 240.

Deadlines: Announced by the Commissioner.

Range of Approval/Disapproval Time: Approximately 1 month.

Appeals: Not applicable.

Renewals: Not applicable.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Grants to eligible applicants within a State are awarded from funds allotted to that State; grants for activities of national, regional, or interstate significance are derived from a pro rata share of allotments from affected States. Determination of whether a particular program or project has national, regional, or interstate significance will be made from information in the application and after consultation with experts on the review panel responsible for evaluating proposals.

Length and Time Phasing of Assistance: Payment may be made in advance or as reimbursement, depending upon the nature of the activities and the services involved.

POST ASSISTANCE REQUIREMENTS:

Reports: Specified at the time of negotiation.

Audits: Depends upon the size of the grant.

Records: Separate accounting is required and records must be retained for 5 years after completion of the project.

FINANCIAL INFORMATION:

Account Identification: 09-40-0273-0-1-603.

Obligations: (Grants) FY 70 - none; FY 71 \$17,835,000; FY 72 \$18,000,000; FY 73 est \$18,000,000.

Range and Average of Financial Assistance: \$10,000 to \$500,000; \$50,000.

REGULATIONS, GUIDELINES, AND LITERATURE: "Research and Training, Exemplary, and Curriculum Development Programs in Vocational Education," Rules and Regulations, reprinted from Federal Register, Volume 35, Number 143, Friday, July 24, 1970, available without charge from the National Center for Educational Research and Development.

INFORMATION CONTACTS:

Regional or Local Office: Director of Educational Research, HEW Regional Office (see Appendix M for list of addresses).

Headquarters Office: Division of Comprehensive and Vocational Education Research, Office of Education, Washington, D.C. 20202.

Telephone: (202) 962-4981.

EDUCATION PERSONNEL DEVELOPMENT - URBAN/RURAL SCHOOL DEVELOPMENT

OBJECTIVES: To improve the achievement, self-esteem, and options of students in schools which serve a high concentration of low-income families through independent programs developed between the school and community.

TYPES OF ASSISTANCE: Project Grants.

USES AND USE RESTRICTIONS: Urban/Rural School Development concentrates on individual school sites or clusters of schools to develop new programs for education personnel development and in-service training of current personnel. With the aid of technical specialists each school/community site is encouraged to develop and implement retraining strategies, curricular reform and organizational innovation based upon a complete evaluation of its own educational needs. Decisions affecting the schools will be made on a parity basis, thus actively involving school personnel, parents and the community in the process of educational change.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Urban and rural schools characterized by concentrations of low-income populations combined with low pupil performance and an inability to support change-oriented programs.

Beneficiary Eligibility: The school personnel, the students, and the community.

Credentials/Documentation: Documentation must be furnished during negotiation period between the state education agency and Urban/Rural School Development program and the local education and Urban/Rural School Development programs.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: State education agency must approve criteria outlined by Urban/Rural School Development program document for participation in this program.

Application Procedure: Application procedures follow document criteria. State education agency will recommend 2 urban and 2 rural sites for negotiations of program.

Award Procedure: The Office of Education will then make the final selection of sites based on need, potential for change, geographical distribution, and availability of funds.

Deadlines: Not applicable.

Range of Approval/Disapproval Time: Not applicable.

Appeals: None.

Renewals: Based on multiyear funding formula.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Not applicable.

Length and Time Phasing of Assistance: 1 year developmental, 5 years operational. Phase-in, phase-out funding. School is expected to gradually assume burden of program as Federal money is phased-out.

POST ASSISTANCE REQUIREMENTS:

Reports: The school and community will be mutually accountable for an evaluation and monitoring system which clearly identifies project results.

Audits: The project will be audited during the life of the grant and also at termination.

Records: Detailed records covering all funds extended under the grant will be kept until the final audit.

FINANCIAL INFORMATION:

Account Identification: 09-40-0294-0-1-601.

Obligations (Grants) FY 70 - none; FY 71 \$9,300,000; FY 72 \$11,000,000; FY 73 est \$14,000,000.

Range and Average of Financial Assistance: \$35,000 to \$500,000; \$120,000.

REGULATIONS, GUIDELINES, AND LITERATURE: 45 CFR 174; "Education Professions Development Act - Facts About Programs for 1971-72," OE-58030-72, no charge; "General Program Information," no charge.

INFORMATION CONTACTS:

Regional or Local Office: Not applicable.

Headquarters Office: Chief, Career Opportunities Urban Rural School Development Program, Bureau of Educational Personnel Development, Office of Education, Washington, D.C. 20202. Telephone: (202) 962-5860.

VOCATIONAL EDUCATION PERSONNEL DEVELOPMENT AWARDS

OBJECTIVES: To meet the needs in all states for qualified, experienced vocational education personnel by making leadership development awards to graduate candidates pursuing a program of up to 3 years.

TYPES OF ASSISTANCE: Project Grants.

USES AND USE RESTRICTIONS: Funds may be used for: instructional cost including tuition and nonrefundable fees and deposits and to enhance the program: awardee's expenses for participating full time as described in the grant, while maintaining satisfactory proficiency; support of dependents as defined by Internal Revenue Code.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Institution must offer a comprehensive program in vocational education with adequate supporting services and disciplines in a school of graduate study. The program must be approved by the state board for vocational education.

Beneficiary Eligibility: Persons with not less than 2 years of vocational education experience, industrial or military technical training; persons currently employed or reasonably assured of vocational education employment; persons recommended by their employers or others as having leadership potential and eligible for admission as graduate students.

Credentials/Documentation: The institution of higher education must have a program approved by its state board for vocational education.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: The state board for vocational education must approve the proposal and should be consulted in advance.

Application Procedure: Institution: By prospectus which, if encouraged, is followed by a proposal based on program information materials.

Fellow: By applying to the appropriate state director of vocational education.

Award Procedure: Prospectuses and subsequent proposals are reviewed by the Vocational Education Personnel Branch plus a panel of reviewers and a panel of outside consultants. Final approval of projects is based upon the recommendations of the reviewers. Notification of awards is made by the Grants Management Office.

Deadlines: Public announcement will be made.

Range of Approval/Disapproval Time: 3 to 6 months depending on appropriations.

Appeals: There are no appeals procedures. Unfunded applicants will be notified on request of the reasons for refusal.

Renewals: Grants are awarded annually. Proposals may be projected for more than 1 year if (1) the project will train the same personnel for the whole time; or (2) will not succeed unless continued for more than 1 year. But continued funding is not guaranteed and will be based on the availability of funds, a clear demonstration of need, and evidence of satisfactory performance.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Definite matching percentages are not specified; however, grantee institutions and the State Boards for Vocational Education in the states where they are located are expected to make substantial contributions to the project being supported.

Length and Time Phasing of Assistance: Funds must normally be committed in 12 months though project may continue normally for from 1 to 3 years.

POST ASSISTANCE REQUIREMENTS:

Reports: Interim reports at end of each phase; also a final technical report and a final fiscal report.

Audits: By HEW Audit Agency.

Records: Detailed records covering all funds expended under the grant must be kept for 5 years or until an audit is performed.

FINANCIAL INFORMATION:

Account Identification: 09-40-0294-0-1-601.

Obligations: (Grants) FY 70 \$1,400,000; FY 71 \$1,900,000; FY 72 \$1,900,000 and FY 73 est \$2,200,000.

Range and Average of Financial Assistance: \$91,000 to \$137,000; \$100,000.

REGULATIONS, GUIDELINES AND LITERATURE: CFR 45-174; "Education Professions Development Act - Facts About Programs for 1971-72." OE-58030-72, no charge; "Education Professions Development Act - Program Information: Vocational Education Personnel Program," no charge.

INFORMATION CONTACTS:

Regional or Local Office: Not applicable.

Headquarters Office: Chief, Vocational Education Personnel Branch, Bureau of Educational Personnel Development, Office of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202. Telephone (202) 962-7394.

VOCATIONAL EDUCATION - INNOVATION

OBJECTIVES: Develop, establish, and operate occupational education programs as models for vocational education programs. Special emphasis to youths who have academic, socio-economic, or other handicaps.

TYPES OF ASSISTANCE: Formula Grants; Project Grants.

USES AND USE RESTRICTIONS: Broad occupational orientation at the elementary and secondary levels; work experience, cooperative education, and similar programs; students not previously enrolled in vocational programs to receive specific training in job entry skills just prior to time that they leave school; intensive occupational guidance and counseling during the last years of school and for initial placement of all students at completion of schooling; the grantee or contractor to carry on program from regular sources after the termination of Federal assistance. Federal funds must not be commingled with State or local funds.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Formula Grants - State boards for vocational education; Project Grants - State boards, local educational agencies, or other public or nonprofit private agencies, organizations, or institutions.

Beneficiary Eligibility: Students enrolled in grades 7 through 12 and in junior and community colleges; and high school dropouts.
Credentials/Documentation: Formula Grants - establishment of a State advisory council and certification of State Plan and Amendments by the State board and State Attorney General. Project Grants - None.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: Formula Grants - State Plans and Amendments prepared in consultation with State advisory council, is subject to a public hearing and must be available to the public. Plans and Amendments must be submitted to Governor for review before forwarded to the Regional Director of Audit Vocational and Technical Education in the DHEW Regional Office in accordance with Office of Management and Budget Circular No. A-95. The DHEW Regional Office will provide guidance on specific problems and technical assistance in preparation of State Plans and Amendments. Project Grants - None.

Application Procedure: Formula Grants - Submission of State Plan or Amendments to the DHEW Regional Office. (See Appendix.) Project Grants - Proposals must be prepared and submitted in accordance with publication entitled "Manual - Instructions and Procedures - Exemplary Programs and Projects in Vocational Education."

Award Procedure: Formula Grants - Commissioner approves State Plan or Amendments and returns to director of AVTE in DHEW Regional Office who notifies the State board. When funds become available, Regional Office transmits notice of amount of award to State Board on OE Form 5235. Project Grants - The Associate Commissioner, BAVTE, approves proposal and OE Form 5224 is issued. After negotiation is completed Forms 5114, 5115 plus general provisions is sent to recipient. SF Form 240 is sent to Central Reception Agency.

Deadlines: Formula Grants - preferably before the beginning of the fiscal year. Project Grants - as announced by the Commissioner of Education.

Range of Approval/Disapproval Time: Formula Grants - approximately 30 days. Project Grants - 60 to 90 days.

Appeals: None.

Renewals: No financial assistance exceeding 3 years.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Three percent of the funds available is allotted to outlying areas. From the remainder \$200,000 is allotted to each State. In addition the Commissioner shall allot to each State an amount which bears the same ratio to any residue of such remainder as the population aged 15 to 19, both inclusive, in the State bears to the population of such ages in all such States. Fifty percent of each State's allotment is reserved to the Commissioner for projects grants and contracts; the remaining 50 percent is for the use of the States. No matching required.

Length and Time Phasing of Assistance: 3 years. Twelve month increments subject to Congressional appropriations. States draw funds as needed under Letter of Credit. Contractor funding is stipulated in Contract.

POST ASSISTANCE REQUIREMENTS:

Reports: Formula Grants - Forms, OE 3129, 3131, 3132, 3133, and 3140 by the State board. Cash transaction reports OE 5226 and 5227. Project Grants - final technical and financial reports as stipulated in the contract. Both types of grants subject to continuous evaluation by State board annual evaluation by State and National advisory councils and an independent third-party evaluator.

Audits: Audit agencies representing DHEW will audit the State Agency's records. The Contractor for project grants must make provision for the auditing of the project expenditure records - subject to DHEW audit.

Records: Records identified as to individual program allotment or to Contractors expenditures. Records retained 3 years after close of fiscal year or budget period or if audit has not been made within 3 years, for 5 years or until recipients are notified of completion of audit, whichever is earlier.

FINANCIAL INFORMATION:

Account Identification: 09-40-0273-0-1-603.

Obligations: (Grants) FY 70 N.A.; FY 71 \$13,700,000; FY 72 \$21,977,000; and FY 73 est \$16,000,000.

Range and Average of Financial Assistance: Formula Grants - \$2,592 to \$345,941; \$142,857. Project Grants - \$101,113 to \$132,443; \$110,433.

REGULATIONS, GUIDELINES, AND LITERATURE: Rules and Regulations - Title 45 CFR, part 102 and 103; "Manual: Instruction and Procedure Exemplary Programs and Projects in Vocational Education," - no charge. "Guide for the Development of a State Plan for the Administration of Vocational Education," - no charge.

INFORMATION CONTACTS:

Regional or Local Office: See Appendix M for HEW regional offices.

Headquarters Office: Director, Division of Vocational and Technical Education, Bureau of Audit, Vocational and Technical Education, Office of Education, Washington, D.C. 20202. Telephone: (202) 963-7641.

VOCATIONAL EDUCATION - WORK STUDY

OBJECTIVES: Provide grant support to States for work study programs to assist economically disadvantaged full-time vocational education students, age 15-20, to remain in school by providing part-time employment with public employers.

TYPES OF ASSISTANCE: Formula Grants.

USES AND USE RESTRICTIONS: Funds may be used for the development and administration of the program and for compensation of students employed by the local educational agency or other public agencies or institutions.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: State boards for vocational education.

Beneficiary Eligibility: Full-time vocational education student who is in need of the earnings from such employment to commence or continue his vocational education program.

Credentials/Documentation: Establishment of a State Advisory Council and certification of State Plan and Amendments by the State board and State Attorney General.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: State Plans and Amendments must be prepared in consultation with the State Advisory Council, are subject to a public hearing and must be available to the public. State Plans and Amendments must be submitted to the Governor for his review and comments before they are forwarded to the Office of Education Regional Director of Adult, Vocational and Technical Education in the DHEW Regional Office, in accordance with Office of Management and Budget Circular No. A-95. The Office of Education Regional Director AVTE in the DHEW Regional Office will provide guidance on specific problems and technical assistance in the preparation of State Plans and Amendments.

Application Procedure: Submission of State Plan or Amendments to the Office of Regional Director of Adult, Vocation and Technical Education in the DHEW Regional Office. (See appendix for a list of addresses of HEW regional offices.)

Award Procedure: Commissioner approves State Plan or Amendments and returns it to the Director of Adult, Vocational and Technical Education in the DHEW Regional Office who in turn notifies the State board. When funds become available the Regional Office transmits formal notice of amount of grant award to the State board on OE Form 5235, "Notification of Grant Award." The Regional Office also transmits to the State Central Information Reception Agency, SF 240, "Notification of Grant-in-Aid Action."

Deadlines: Preferably before the beginning of the fiscal year.

Range of Approval/Disapproval Time: Approximately 30 days.

Appeals: None.

Renewals: None.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: From the sums available the Commission shall allot to each State an amount which bears the same ratio to such sums for such year as the population 15-20, inclusive, of the State,

the preceding fiscal year bears to the population 15-20, inclusive, of all the States in such preceding year. Federal funds may be used for 80 percent expended for compensation of students and an amount, not to exceed 1 percent of the allotment, of \$10,000, whichever is the greater, may be expended for the development and administration of the plan.

Length and Time Phasing of Assistance: Fiscal year. Funds appropriated during fiscal years 1970, 1971, and 1972 which are not obligated or expended prior to the beginning of the next fiscal year, shall remain available for obligation and expenditure during such succeeding fiscal year. (Tydings Amendment Public Law 91-230, Section 405(b)). States draw funds as needed under Letter of Credit.

POST ASSISTANCE REQUIREMENTS:

Reports: Annual financial (OE3129, 3131, 3132, 3133), statistical (OE3135, 3138, 3139), and descriptive (OE3140) reports by the State board. "Quarterly Summary of Cash Transactions," (OE5226) and "Quarterly Report of Individual Grants and Contracts - OE Letter of Credit," (OE5227). Continuous evaluation by the State board and annual evaluation by the State Advisory Council and the National Advisory Council.

Audits: Audit agencies representing DHEW will audit the State agency's program records. Where records are deemed to be inadequate at the State agency the auditor will arrange through the State board to audit the records of the participating local educational agencies.

Records: Records identified as to individual program allotments to which they relate and maintenance of effort records. Records to be retained 3 years after close of fiscal year or if audit has not been made within 3 years, for 5 years or until State board is notified of completion of audit, whichever is earlier.

FINANCIAL INFORMATION:

Account Identification: 09-40-0273-0-1-603.

Obligations: (Grants) FY 70 \$4,250,000; FY 71 \$5,500,000; FY 72 \$6,000,000; and FY 73 est \$6,000,000.

Range and Average of Financial Assistance: \$1,085 to \$505,388; \$98,214.

REGULATIONS, GUIDELINES, AND LITERATURE: Rules and Regulations - Title 45 CFR, part 102; "Guide for the Development of a State Plan for the Administration of Vocational Education," no charge; "Vocational Education and Occupations," Government Printing Office \$2.25; "Vocational Education - Bridge Between Man and His Work," Government Printing Office \$2.25. "Learning for Earning," Government Printing Office \$0.15.

INFORMATION CONTACTS:

Regional or Local Office: See the Appendix M for a list of the addresses of HEW regional offices.

Headquarters Office: Director, Division of Vocational and Technical Education, Bureau of Adult, Vocational and Technical Education, Office of Education, Washington, D.C., 20202. Telephone: (202) 963-7641.

VOCATIONAL EDUCATION - STATE ADVISORY COUNCILS

OBJECTIVES: Advise the State board for vocational education on the development and administration of State plans; evaluate vocational education programs, services, and activities and publish and distribute the results; prepare and submit through the State board to the Commissioner and the National Advisory Council an annual evaluation report.

TYPES OF ASSISTANCE: Formula Grants.

USES AND USE RESTRICTIONS: Funds allocated to a State Advisory Council to carry out its responsibilities specified in the Act may be used in accordance with the Council's budget as approved by the Commissioner.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: State advisory council.

Beneficiary Eligibility: Same as applicant eligibility.

Credentials/Documentation: Certification to the Commissioner of the establishment of and the membership of a State advisory council.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: State advisory council must be established. Members to be appointed by the Governor or elected State board.

Application Procedure: Submission of budget to the Associate Commissioner, Bureau of Adult, Vocational and Technical Education.

Award Procedure: The Associate Commissioner, BAVTE, approves council budget and notifies State Council by letter of approval. The "Notification of Grants-in-Aid Action" (SF 240) is also sent to the designated State Central Information Reception Agency.

Deadlines: Not less than 90 days prior to the beginning of any fiscal year.

Range of Approval/Disapproval Time: From 10 to 15 days.

Appeals: Not applicable.

Renewals: Not applicable.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Each State advisory council is to be paid an amount equal to 1 percent of the State's allotment but not to exceed \$150,000 nor less than \$50,000 to carry out its functions. No matching is required.

Length and Time Phasing of Assistance: 1 year.

POST ASSISTANCE REQUIREMENTS:

Reports: Financial report, also must prepare and submit through the State board for vocational education to the Commissioner and to the National Advisory Council an annual report which evaluated the effectiveness of vocational education programs that were set forth in the annual and long-range program plans of the State.

Audits: Audit agencies representing DHEW will audit the records of the State Advisory Councils.

Records: Records supporting claims for Federal funds and relating to the accountability of the grantee for expenditures. Records to be retained for 3 years after close of budget period or if audit has not been made within 3 years, for 5 years or until grantee is notified of the completion of audit, whichever is earlier.

FINANCIAL INFORMATION:

Account Identification: 09-0273-0-1-603.

Obligations: (Grants) FY 70 \$2,380,000; FY 71 \$2,680,000; FY 72 \$2,680,000; and FY 73 est \$2,600,000.

Range and Average of Financial Assistance: \$30,415 to \$91,245; \$42,500.

REGULATIONS, GUIDELINES, AND LITERATURE: Rules and Regulations - Title 45 CFR, part 102.

INFORMATION CONTACTS:

Regional or Local Office: See Appendix M for a list of the addresses of HEW regional offices.

Headquarters Office: Director, Division of Vocational and Technical Education, Bureau of Adult, Vocational and Technical Education, Office of Education, Washington, D.C. 20202. Telephone: (202) 963-7641.

VOCATIONAL EDUCATION - SPECIAL NEEDS (Special Program for Disadvantaged - 102(b))

OBJECTIVES: Provide grant support for programs for persons handicapped, persons who have academic, socio-economic, or other social handicaps that prevent them from succeeding in the regular vocational education programs.

TYPES OF ASSISTANCE: Formula Grants.

USES AND USE RESTRICTIONS: Funds appropriated under section 102(b) may be used only for vocational education programs for persons (other than mentally or physically handicapped persons) who have handicaps that prevent them from succeeding in the regular vocational education program.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: State boards for vocational education.

Beneficiary Eligibility: Disadvantaged individuals.

Credentials/Documentation: Establishment of a State Advisory Council and certification of State Plan and Amendments by the State board and State Attorney General.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: State Plans and Amendments must be prepared in consultation with the State Advisory Council, are subject to a public hearing and must be available to the public. State Plans and Amendments must be submitted to the Governor for his review and comments before they are forwarded to the Office of Education Regional Director of Adult, Vocational and Technical Education in the DHEW Regional Office, in accordance with Office of Management and Budget Circular No. A-95. The Office of Education Regional Director AVTE, the DHEW Regional Office will provide guidance on specific problems and technical assistance in the preparation of State Plans and Amendments.

Application Procedure: Submission of State Plan or Amendments to the Office of Regional Director of Adult, Vocational and Technical Education of the DHEW Regional Office. (See appendix for a list of addresses of HEW Regional Offices.)

Award Procedure: Commissioner approves State Plan or Amendments and returns it to the Director of Adult, Vocational and Technical Education in the DHEW Regional Office who in turn notifies the State board. When funds become available the Regional Office transmits formal notice of amount of grant award to the State board on OE Form 5235 "Notification of Grant Award." The Regional Office also transmits to the State Central Information Reception Agency, SF 240 "Notification of Grant-in-Aid Action."

Deadlines: Preferably before the beginning of the fiscal year.

Range of Approval/Disapproval Time: Approximately 30 days.

Appeals: None.

Renewals: None.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Funds available are allotted on the basis of an amount which bears the same ratio to (50%, 20%, 15%), of the sums being allotted, as the product of the population aged (15-19, 20-24, 25-65, each inclusive and corresponding to percent of sums), in the State in the preceding fiscal year and the State's allotment ratio bears to the sum of the corresponding products for all the States; plus an additional 15 percent based on the above formula. No State's allotment shall be less than \$10,000. The allotment ratio for any State shall be 1.00 less the 0.50, and the quotient obtained by dividing the per capita income for the State by the per capita income for all the States (exclusive of the outlying areas), except that the allotment ratio in no case shall be more than 0.60 or less than 0.40, and the allotment ratio for the outlying areas shall be 0.60. No matching is required under this part.

Length and Time Phasing of Assistance: Fiscal year. Funds appropriated during fiscal year 1970, 1971, 1972 which are not obligated or expended prior to the beginning of the next fiscal year, shall remain available for obligation and expenditure during such succeeding fiscal year. (Tydings Amendment Public Law 91-230, Section 405(b)). States draw funds as needed under Letter of Credit.

POST ASSISTANCE REQUIREMENTS:

Reports: Annual financial (OE 3129, 3131, 3132, 3133), statistical (OE 3135, 3138, 3139), and descriptive (OE 3140) reports by the State board. "Quarterly Summary of Cash Transactions" (OE 5226) and "Quarterly Report of Individual Grants and Contracts - OE Letter of Credit" (OE 5227). Continuous evaluation by the State board and annual evaluation by the State Advisory Council and the National Advisory Council.

Audits: Audit agencies representing DHEW will audit the State agency's program records. Where records are deemed to be inadequate at the State agency the auditor will arrange through the State board to audit the records of the participating local educational agencies.

Records: Records identified as to individual program allotments to which they relate and maintenance of effort records. Records to be retained 3 years after close of fiscal year or if audit has not been made within 3 years, for 5 years, or until State board is notified of completion of audit, whichever is earlier.

FINANCIAL INFORMATION:

Account Identification: 09-40-0273-0-1-603.

Obligations: (Grants) FY 70 \$17,000,000; FY 71 \$20,000,000; FY 72 \$19,000,000; and FY 73 est \$20,000,000.

Range and Average of Financial Assistance: \$10,000 to \$1,554,000; \$357,143.

REGULATIONS, GUIDELINES, AND LITERATURE: Rules and Regulations - Title 45 CFR, part 102; "Guide for the Development of a State Plan for the Administration of Vocational Education," no charge; "Vocational Education and Occupations," - Government Printing Office \$2.25; "Vocational Education - Bridge Between Man and His Work," - Government Printing Office \$2.25; "Progress Report of Vocational - Technical Education Program Development for Persons with Special Needs" - no charge; "A Guide to the Development of Vocational Education Programs and Services for the Disadvantaged," no charge.

INFORMATION CONTACTS:

Regional or Local Office: See Appendix M for a listing of the addresses of HEW regional Offices.

Headquarters Office: Director, Division of Vocational and Technical Education, Bureau of Adult, Vocational and Technical Education, Washington, D.C. 20202. Telephone: (202) 963-7641.

VOCATIONAL EDUCATION - RESEARCH

OBJECTIVES: To provide for research and training programs and experimental, developmental, or pilot programs designed to meet the special vocational needs of youths, particularly youths in economically depressed communities who have academic, socio-economic, or other handicaps and for dissemination of information derived from these projects.

TYPES OF ASSISTANCE: Formula Grants.

USES AND USE RESTRICTIONS: Vocational education research and personnel training programs; developmental, experimental, or pilot programs designed to meet the special vocational needs of youths, particularly disadvantaged youths in economically depressed communities; demonstration and dissemination projects; the development of new vocational education curricula; projects in the development of new careers and occupations; and for the establishment and operation of state research coordinating units.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: State boards for Vocational Education.

Beneficiary Eligibility: Same as applicant eligibility.

Credentials/Documentation: Establishment of a state advisory council and certification of State Plan and Amendments by the state board and State Attorney General.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: State Plans and Amendments must be prepared in consultation with the State Advisory Council, is subject to a public hearing and must be available to the public. Plans and Amendments must be submitted to the Governor for his review and comments before they are forwarded to the Office of Education Regional Director of AVTE in the DHEW Regional Office in accordance with Office of Management and Budget Circular No. A-95. The Office of Education Regional Director of AVTE in the DHEW Regional Office will provide guidance on specific problems and technical assistance in the preparation of State Plans and Amendments.

Application Procedure: Submission of State Plan or Amendments to the Office of Education Regional Director of AVTE in the DHEW Regional Office. (See appendix for a list of addresses of HEW Regional Offices.)

Award Procedure: Commissioner approves State Plan or Amendments and returns it to the Director of AVTE in the DHEW Regional Office who notifies the state board. When funds become available Regional Office transmits notice of amount of award to the state board on OE Form 5235.

Deadlines: Preferably before the beginning of the fiscal year.

Range of Approval/Disapproval Time: Approximately 30 days.

Appeals: None.

Renewals: None.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Funds available are allotted on the basis of an amount which bears the same ratio to (50%, 20%, 15%), of the sums being allotted, as the product of the population aged (15-20-24, 25-65, each inclusive and corresponding to percent of sums),

in the state in the preceding fiscal year and the state's allotment ratio bears to the sum of the corresponding products for all the states; plus an additional 15 percent based on the above formula. No state's allotment shall be less than \$10,000. The 'allotment ratio' for any state shall be 1.00 less the product of 0.50, and the quotient obtained by dividing the per capita income for the state by the per capita income for all the states (exclusive of the outlying areas), except that the allotment ratio in no case shall be more than 0.60 or less than 0.40, and the allotment ratio for the outlying areas shall be 0.60. Matching for formula grants - up to 75 percent of cost of RCU's and 90 percent of other projects.

Length and Time Phasing of Assistance: Variable, depending on the particular needs of each project. Twelve month increments subject to Congressional appropriation. Funds appropriated during fiscal year 1970, 1971, 1972 under state grants which are not obligated or expended prior to the beginning of the next fiscal year, shall remain available for obligation and expenditure during such succeeding fiscal year (Tydings Amendment, Amendment Public Law 91-230, Section 405(b)). States draw funds as needed under Letter of Credit.

POST ASSISTANCE REQUIREMENTS:

Reports: Forms OE 3129, 3131, 3132, 3133 and 3140 by the state board. Cash transaction reports OE 5226 and 5227. Subject to continuous evaluation by the state board, annual evaluation by the State and National Advisory Councils and an independent third-party evaluator. Audits: Audit agencies representing DHEW will audit the state agency's records. Where records are deemed to be inadequate at the state agency the auditor will arrange through the state board to audit the records of the local education agencies.

Records: Records identified as to individual program allotment to which they relate or to project grant expenditures. Records to be retained 3 years after close of fiscal year or budget period or if audit has not been made within 3 years, for 5 years or until recipients are notified of completion of audit, whichever is earlier.

FINANCIAL INFORMATION:

Account Identification: 09-40-0273-0-1-603.

Obligations: (Formula Grants) FY 70 \$1,100,000; FY 71 \$17,874,873; FY 72 N.A.; and FY 73 N.A.

Range and Average of Financial Assistance: \$3,693 to \$1,389,473; \$319,194.

REGULATIONS, GUIDELINES, AND LITERATURE: Rules and Regulations - Title 45 CFR parts 102 and 103; "Support for Research and Related Activities" OE-12025B; "Guide for the Development of a State Plan for the Administration of Vocational Education," no charge.

INFORMATION CONTACTS:

Regional or Local Office: See the appendix for a list of the addresses of HEW regional offices.

Headquarters Office: Director, Division of Vocational and Technical Education, Bureau of Adult, Vocational and Technical Education, Office of Education, Washington, D.C. 20202. Telephone: (202) 963-7641.

VOCATIONAL EDUCATION - CURRICULUM DEVELOPMENT

OBJECTIVES: To provide assistance to State and local educational agencies in the development of curriculums for new and changing occupations, and to coordinate improvements in, and dissemination of, existing curriculum materials.

TYPES OF ASSISTANCE: Project Grants.

USES AND USE RESTRICTIONS: To promote the development and dissemination of curriculum materials for use in teaching occupational subjects; develop standards for curriculum development in all occupational fields; coordinate efforts of the States in preparation of curriculum materials and prepare current lists of curriculum materials available in all occupational fields to survey curriculum materials produced by other Government agencies; evaluate vocational-technical education curriculum materials and their uses; and train personnel in curriculum development.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: State educational agencies.

Beneficiary Eligibility: Colleges, universities, State boards, local boards, public or nonprofit agencies, institutions and organizations.

Credentials/Documentation: Not applicable.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: Evidence of consultation on the proposed program of project with the State board of vocational education, State Advisory Council, and other appropriate State education agencies.

Application Procedure: Submission of proposal to Headquarters Office listed below in accordance with "Guidelines for Submitting Proposals for Curriculum Development Projects in Vocational and Technical Education," copies of which are available upon request.

Award Procedure: The Associate Commissioner, BAVTE, approves a proposal for support and a Procurement Action Request (OE Form 5224) is issued. After negotiation is completed, the Office of Education Grants or Contract Officer sends the "Notification of Grant Award" (OE Form 5224) or Contract (OE 5114, 5115 plus general provisions) to the recipient. The "Notification of Grants-in-Aid Action" (SF 240) is also sent to designated State Central Information Reception Agency.

Deadlines: As announced by the Commissioner of Education.
Range of Approval/Disapproval Time: 30 to 90 days after receipt of proposal.

Appeals: Not applicable.

Renewals: Not applicable.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: None.

Length and Time Phasing of Assistance: Budget period, 1 year. Time phasing of assistance not applicable.

POST ASSISTANCE REQUIREMENTS:

Reports: Fiscal and project reports as set forth in the grant or contract award document.

Audits: Provision for the auditing of the project expenditure records shall be made. Such expenditure records and the reports of such audits shall be subject to inspection and audit by the auditors of the Federal Government.

Records: Records supporting claims for Federal funds and relating to the accountability of the grantee for expenditures. Records to be retained 3 years after close of budget period or if audit has not been made within 3 years, for 5 years or until grantee is notified of the completion of audit, whichever is earlier.

FINANCIAL INFORMATION:

Account Identification: 09-40-0273-0-1-603.

Obligations: (Grants) FY 70 \$874,014; FY 71 \$4,000,000; FY 72 N.A.; and FY 73 N.A.

Range and Average of Financial Assistance: \$9,507 to \$167,074; \$46,000.

REGULATIONS, GUIDELINES, AND LITERATURE: Rules and Regulations - Title 45 CFR, Part 103; "Guidelines for Submitting Proposals for Curriculum Development Projects in Vocational and Technical Education," no charge.

INFORMATION CONTACTS:

Regional or Local Office: Not applicable.

Headquarters Office: Director, Division of Vocational and Technical Education, Bureau of Adult, Vocational and Technical Education, Office of Education, Washington, D.C. 20202. Telephone: (202) 963-7641.

VOCATIONAL EDUCATION - COOPERATIVE EDUCATION

OBJECTIVES: To assist the States in conducting programs of vocational education designed to prepare students for employment through cooperative work-study arrangements.

TYPES OF ASSISTANCE: Formula Grants.

USES AND USE RESTRICTIONS: For financial assistance for personnel to coordinate cooperative programs; to provide instruction related to work experience; to reimburse employers for certain costs; and to pay costs for certain services to students. No Federal funds are paid directly to the students for their work. Compensation due them for their period of on-the-job training is paid by the employer. Priority for funding cooperative work-study programs through local education agencies must be given to areas that have high rates of school dropouts and youth unemployment. Federal funds made available to a State under this part must not be commingled with State or local funds.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: State boards for vocational education.

Beneficiary Eligibility: Students requiring vocational training.

Credentials/Documentation: Establishment of a State Advisory Council and certification of State Plan and Amendments by the State board and State Attorney General.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: State Plans and Amendments must be prepared in consultation with the State Advisory Council, are subject to a public hearing and must be available to the public. State Plans and Amendments must be submitted to the Governor for his review and comments before they are forwarded to the Office of Education Regional Director of Adult, Vocational and Technical Education in the DHEW Regional Office, in accordance with Office of Management and Budget Circular No. A-95. The Office of Education Regional Director of AVTE in the DHEW Regional Office will provide guidance on specific problems and technical assistance in the preparation of State Plans and Amendments.

Application Procedure: Submission of State Plan or Amendments to the Office of Regional Director of Adult, Vocational and Technical Education in the DHEW Regional Office. (See appendix for a list of addresses of HEW Regional Offices.)

Award Procedure: Commissioner approves State Plan or Amendments and returns it to the Director of Adult, Vocational and Technical Education in the DHEW Regional Office who in turn notifies the State Board. When funds become available the Region Office transmits formal notice of amount of grant award to the State board on OE Form 5235 "Notification of Grant Award." The Regional Office also transmits to the State Central Information Reception Agency, SF 240 "Notification of Grant-in-Aid Action."

Deadlines: Preferably before the beginning of the fiscal year.

Range of Approval/Disapproval Time: Approximately 30 days.

Appeals: None.

Renewals: None.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: From the funds available 3 percent is reserved for the outlying areas and the balance is distributed with a basic amount of \$200,000 to each State and the District of Columbia and the remainder is distributed on the basis of the population 15-19 (both inclusive) in the State bears to the population of such ages in all the States. Federal funds may be used for all or part of a State's expenditures for programs authorized and approved under this part.

Length and Time Phasing of Assistance: Fiscal year. Funds appropriated during fiscal year 1970, 1971, 1972 which are not obligated or expended prior to the beginning of the next fiscal year, shall remain available for obligation and expenditure during such succeeding fiscal year. (Tydings Amendment Public Law 91-230, Section 405(b). States draw funds as needed under Letter of Credit.

POST ASSISTANCE REQUIREMENTS:

Reports: Annual financial (OE 3129, 3131, 3132, 3133), statistical (OE 3135, 3138, 3139), and descriptive (OE 3140) reports by the State board. "Quarterly Summary of Cash Transactions" (OE 5226) and "Quarterly Report of Individual Grants and Contracts - OE Letter of Credit" (OE 5227). Continuous evaluation by the State board and annual evaluation by the State Advisory Council and the National Advisory Council.

Audits: Audit agencies representing DHEW will audit the State agency's program records. Where records are deemed to be inadequate at the State agency the auditor will arrange through the State board to audit the records of the participating local educational agencies.

Records: Records identified as to individual program allotments to which they relate and maintenance of effort records. Records to be retained 3 years after close of fiscal year or if audit has not been made within 3 years, for 5 years or until State board is notified of completion of audit, whichever is earlier.

FINANCIAL INFORMATION:

Account Identification: 09-40-0273-0-1-603.

Obligations: (Grants) FY 70 \$14,000,000; FY 71 \$18,500,000; FY 72 N.A.; and FY 73 N.A.

Range and Average of Financial Assistance: \$6,011 to \$916,098; \$330,400.

REGULATIONS, GUIDELINES, AND LITERATURE: Rules and Regulations - Title 45 CFR, part 102: "Guide for the Development of a State Plan for the Administration of Vocational Education," - no charge; "Vocational Education and Occupation" - Government Printing Office \$2.25; "Vocational Education - Bridge Between Man and His Work" - Government Printing Office \$2.25; "Learning for Earning" - Government Printing Office \$2.25.

INFORMATION CONTACTS:

Regional or Local Office: See Appendix M for a list of the addresses of HEW regional offices.

Headquarters Office: Director, Division of Vocational and Technical Education, Bureau of Adult, Vocational and Technical Education, Office of Education, Washington, D.C. 20202. Telephone: (202) 963-7641.

VOCATIONAL EDUCATION - BASIC GRANTS TO STATES

OBJECTIVES: Through grants to States, assist in conducting vocational education programs for persons of all ages in all communities with the objective of insuring that education and training programs for career vocations are available to all individuals who desire and need such education and training.

TYPES OF ASSISTANCE: Formula Grants.

USES AND USE RESTRICTIONS: For vocational education programs; construction of area vocational education school facilities; vocational guidance and counseling; vocational training through arrangements with private vocational training institutions; and ancillary services and activities such as teacher training and supervision, special demonstration and experimental programs, development of instructional materials, improved State administration and leadership, and program evaluation. States must allocate the following minimum portions of their total allotment as follows: 15 percent for vocational education for the disadvantaged, 15 percent for postsecondary programs, and 10 percent for vocational education programs for handicapped persons.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: State boards for vocational education.

Beneficiary Eligibility: Individuals requiring vocational training.

Credentials/Documentation: Establishment of a State Advisory Council and certification of State Plan and Amendments by the State board and State Attorney General.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: State Plans and Amendments must be prepared in consultation with the State Advisory Council, are subject to a public hearing and must be available to the public. State Plans and Amendments must be submitted to the Governor for his review and comments before they are forwarded to the Office of Education Regional Director of Adult, Vocational and Technical Education in the DHEW Regional Office, in accordance with Office of Management and Budget Circular No. A-95. The Office of Education Regional Director of AVTE in the DHEW Regional Office will provide guidance and technical assistance in the preparation of State Plans and Amendments.

Application Procedure: Submission of State Plan or Amendments to the Office of Regional Director of Adult, Vocational and Technical Education in the DHEW Regional Office. (See appendix for a list of addresses of HEW Regional Offices.)

Award Procedure: Commissioner approves State Plan or Amendments and returns it to the Director of Adult, Vocational and Technical Education in the DHEW Regional Office who in turn notifies the State board. When funds become available the Regional Office transmits formal notice of amount of grant award to the State board on OE Form 5235 "Notification of Grant Award." The Regional Office also transmits to the State Central Information Reception Agency, SF 240 "Notification of Grant-in-Aid Action."

Deadlines: Preferably before the beginning of the fiscal year.

Range of Approval/Disapproval Time: Approximately 30 days.

Appeals: None.

Renewals: None.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Funds available are allotted on the basis of an amount which bears the same ratio to (50 percent, 20 percent, 15 percent), of the sums being allotted, as the product of the population aged (15-19, 20-24, 25-65, each inclusive and corresponding to percent of sums), in the State in the preceding fiscal year and the State's allotment ratio bears to the sum of the corresponding products for all the States; plus an additional 15 percent based on the above formula. No State's allotment shall be less than \$10,000. The 'allotment ratio' for any State shall be 1.00 less the product of 0.50, and the quotient obtained by dividing the per capita income for the State by the per capita income for all the States (exclusive of the outlying territories), except that the allotment ratio in no case shall be more than 0.60 or less than 0.40, and the allotment ratio for the outlying territories shall be 0.60. Matching is 50/50 except for the Trust Territories of the Pacific which is 100 percent Federal.

Length and Time Phasing of Assistance: Fiscal year. Funds appropriated during fiscal years 1970, 1971, and 1972 which are not obligated or expended prior to the beginning of the next fiscal year, shall remain available for obligation and expenditure during such succeeding fiscal year (Tydings Amendment Public Law 91-230, Section 405(b)). States draw funds as needed under Letter of Credit.

POST ASSISTANCE REQUIREMENTS:

Reports: Annual financial (OE3129, 3131, 3132, 3133), statistical (OE3135, 3138, 3139), and descriptive (OE3140) reports by the State board. "Quarterly Summary of Cash Transactions" (OE5226) and "Quarterly Report of Individual Grants and Contracts - OE Letter of Credit" (OE5227). Continuous evaluation by the State Advisory Council and the National Advisory Council.

Audits: Audit agencies representing DHEW will audit the State agency's program records.

Records: Records identified as to individual program allotments to which they relate and maintenance of effort records. Records to be retained 3 years after close of fiscal year or if audit has not been made within 3 years, for 5 years or until State board is notified of completion of audit, whichever is earlier.

FINANCIAL INFORMATION:

Account Identification: 09-40-0273-0-1-603.

Obligations: (Grants) FY 70 \$307,497,455; FY 71 \$321,747,710; FY 72 \$381,463,455; and FY 73 est \$384,178,000.

Range and Average of Financial Assistance: \$71,334 to \$25,010,505; \$5,745,500.

REGULATIONS, GUIDELINES, AND LITERATURE: Rules and Regulations - Title 45 CFR, part 102; "Guide for the Development of a State Plan for the Administration of Vocational Education", no charge; "Vocational Education and Occupations," - Government Printing Office \$2.25; "Vocational Education - Bridge Between Man and His Work," - Government Printing Office \$2.25.

INFORMATION CONTACTS:

Regional or Local Office: See Appendix M for a list of the addresses of HEW regional offices.

Headquarters Office: Director, Division of Vocational and Technical Education, Bureau of Adult, Vocational and Technical Education, Office of Education, Washington, D.C. 20202. Telephone: (202) 963-7641.

UPWARD BOUND

OBJECTIVES: Upward Bound is a precollege preparatory program designed to generate the skill and motivation necessary for success in education beyond high school among young people from low-income families and inadequate secondary school preparation.

TYPES OF ASSISTANCE: Project Grants.

USES AND USE RESTRICTIONS: Funds are awarded to academic institutions to operate "Upward Bound" projects in accordance with the regulations and guidelines determined by the Commissioner. All proposals are reviewed by the program office staff and those selected are submitted to the Commissioner for approval. The Federal cost may not exceed an annual rate of \$1,440 per student.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Institutions of higher education and, in exceptional cases, a secondary school or postsecondary educational institution if it is better able to provide the requested services.
Beneficiary Eligibility: Students must meet income criteria established by the Commissioner, and be characterized as academic risks for college education because of lack of educational preparation and/or underachievement in high school because of which they would not have considered college enrollment, nor would have been likely to gain admission and successfully pursue an academic career.
Credentials/Documentation: None.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: None.

Application Procedure: Academic institutions currently sponsoring Upward Bound programs will routinely receive the necessary "Application for an Upward Bound Grant" form in order to file a proposal. Other academic institutions must complete the "Intent to Apply" forms; they will then be sent a preliminary (abbreviated) application for an "Upward Bound" grant. If Federal funds are available after refundings have been decided upon, OE will - upon reviewing each submitted preliminary application - ask a selected number to submit a completed application.

Award Procedure: Review of on-going programs and applications by Upward Bound Branch Staff, and selected field readers. Recommendations to OE/BHE followed by selections made by the Commissioner. Notification of award must be made to the designated State Central Information Reception Agency (SF 240).

Deadlines: None.

Range of Approval/Disapproval Time: From 15 to 90 days from the time the application is submitted.

Appeals: There are no formal appeal procedures as such.

Renewals: Not applicable.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: At least 20 percent of the total costs must come from non-Federal sources.

Length and Time Phasing of Assistance: Not applicable.

POST ASSISTANCE REQUIREMENTS:

Reports: Monthly financial reports are due the 15 day of the calendar month following the month which the report is covering.

Audits: Each year a full audit of the program conducted either by an independent certified or licensed accountant or, in the case of public institutions, by local or State governmental auditing agency.

Records: Records should be maintained to document the progress of each student in the project, any change in project design, and the manner in which objectives are being met. All accounting records shall be retained until audit by the Federal Government or for 5 years, whichever comes first.

FINANCIAL INFORMATION:

Account Identification: 09-40-0293-0-1-602.

Obligations: (Grants) FY 70 \$28,300,000; FY 71 \$28,500,000; FY 72 \$28,500,000; and FY 73 est \$28,000,000.

Range and Average of Financial Assistance: \$1,000 to \$1,440; \$1,300.

REGULATIONS, GUIDELINES, AND LITERATURE: "Upward Bound," brochure, no charge.
"Upward Bound Guidelines," no charge.

INFORMATION CONTACTS:

Regional or Local Office: Not applicable.

Headquarters Office: Chief, Upward Bound Branch, Office of Education,
400 Maryland Avenue, S.W., Washington, D.C. 20202. Telephone (202)
963-3926.

TEACHER CORPS - OPERATIONS AND TRAINING

OBJECTIVES: To strengthen the educational opportunities available to children in areas having concentrations of low-income families, and to encourage colleges and universities to broaden their programs of teacher preparation.

TYPES OF ASSISTANCE: Project Grants.

USES AND USE RESTRICTIONS: To assist colleges and universities to develop and adopt programs of self-paced, competency-based teacher education. To assist school systems to develop and adopt processes for the introduction of new curricula, teaching methods, staffing patterns and outreach to the community and to train and retrain personnel for these processes and innovations. To assist colleges and school systems to develop community-based, volunteer-assisted programs of education such as youth tutoring youth and training of parents to offer educational help to their children. To assist colleges and school systems to involve the resources of the community in program planning, administration and evaluation.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Colleges and universities that have a state-approved program of education leading to a master's or bachelor's degree, whichever is called for in the program proposal, if they are accredited, and have the faculty and other resources necessary

to conduct an effective program. Local educational agencies may apply if the percentage of pupils from low-income homes in the schools to be served does not fall below the national, state, and the school district's poverty averages. Private schools may not be prime contractors.

Beneficiary Eligibility: College graduates or those with at least 2 years of college.

Credentials/Documentation: Proposals must be approved by the state department of education, and must include proof of participation by the dean of the school of education, director designate, school superintendent, coordinator designate, community representative and students.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: The state department of education must approve the proposal prior to submission.

Application Procedure: Guidelines available upon request from Teacher Corps, Washington, D.C. 20202. Initial application is made by a preproposal concept paper. Following evaluation, certain applicants will be encouraged to submit proposals and will be assisted by means of developmental conferences.

Award Procedure: In final selection, evaluator's ratings, geographic distribution, and availability of funds will be considered. The Commissioner of Education makes the grant award to the applicant.

Deadlines: Preproposal concept papers are due June 30; proposals are due November 30.

Range of Approval/Disapproval Time: Not applicable.

Appeals: Not applicable.

Renewals: Renewals are considered on the basis of previous performance and quality of proposal for new program.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: School districts must pay at least 10 percent of intern salaries. Both universities and school districts are strongly encouraged to make more substantial contributions in terms of staff time, waived fees, etc.

Length and Time Phasing of Assistance: Each program is for 2 years. Federal payments are made at start of each phase of program; pre-service, first-year inservice, intervening summer, second-year inservice, with inservice payments being made twice during the academic year.

POST ASSISTANCE REQUIREMENTS:

Reports: Regular reports by Teacher Corps staff specialists assigned to monitor each program; required reports by Corps members at each program site; fiscal reports following each project Phase; report on selection, enrollment and identification of interns and team leaders; final program and financial reports.

Audits: Formal audits can be made at any time by HEW audit agency; informal onsite audits are conducted regularly by Teacher Corps grants management specialists.

Records: All contract-grant financial records, including all expenditures allowable for performance of the grant.

FINANCIAL INFORMATION:

Account Identification: 09-40-0294-0-1-601.

Obligations: (Grants) FY 70 \$26,634,000; FY 71 \$30,800,000; FY 72 \$37,435,000; and FY 73 est \$37,435,000.

Range and Average of Financial Assistance: \$15,000 to \$650,000 for 2 years; Average is \$500,000.

REGULATIONS, GUIDELINES, AND LITERATURE: 45 CFR 174; "Teacher Corps Guidelines," (for proposal preparation), no charge; "Teacher Corps Handbook and Application," (for prospective Corps members), no charge.

INFORMATION CONTACTS:

Regional or Local Office: Not applicable.

Headquarters Office: Director, Teacher Corps, Bureau of Educational Personnel Development, Office of Education, Washington, D.C. 20202. Telephone: (202) 962-7981.

There are three other programs sponsored by the Department of Health, Education and Welfare for which no information is available. These include:

1. Summer Employment Programs - Health Services and Mental Health Administration
2. Mental Health Study Center - Health Services and Mental Health Administration
3. Programs access training needs in state institutions for delinquents - Office of Education, Bureau of Educational Personnel Development

For further information concerning these programs contact the Regional Offices of HEW listed in Appendix M.

3. Organization

The offices in HEW that have programs in the delinquency prevention and youth development areas along with the missions and functions and key personnel are presented in Figure III.C.1. Figure III.C.2 presents a detailed breakdown of the Youth Development and Delinquency Prevention Administration.

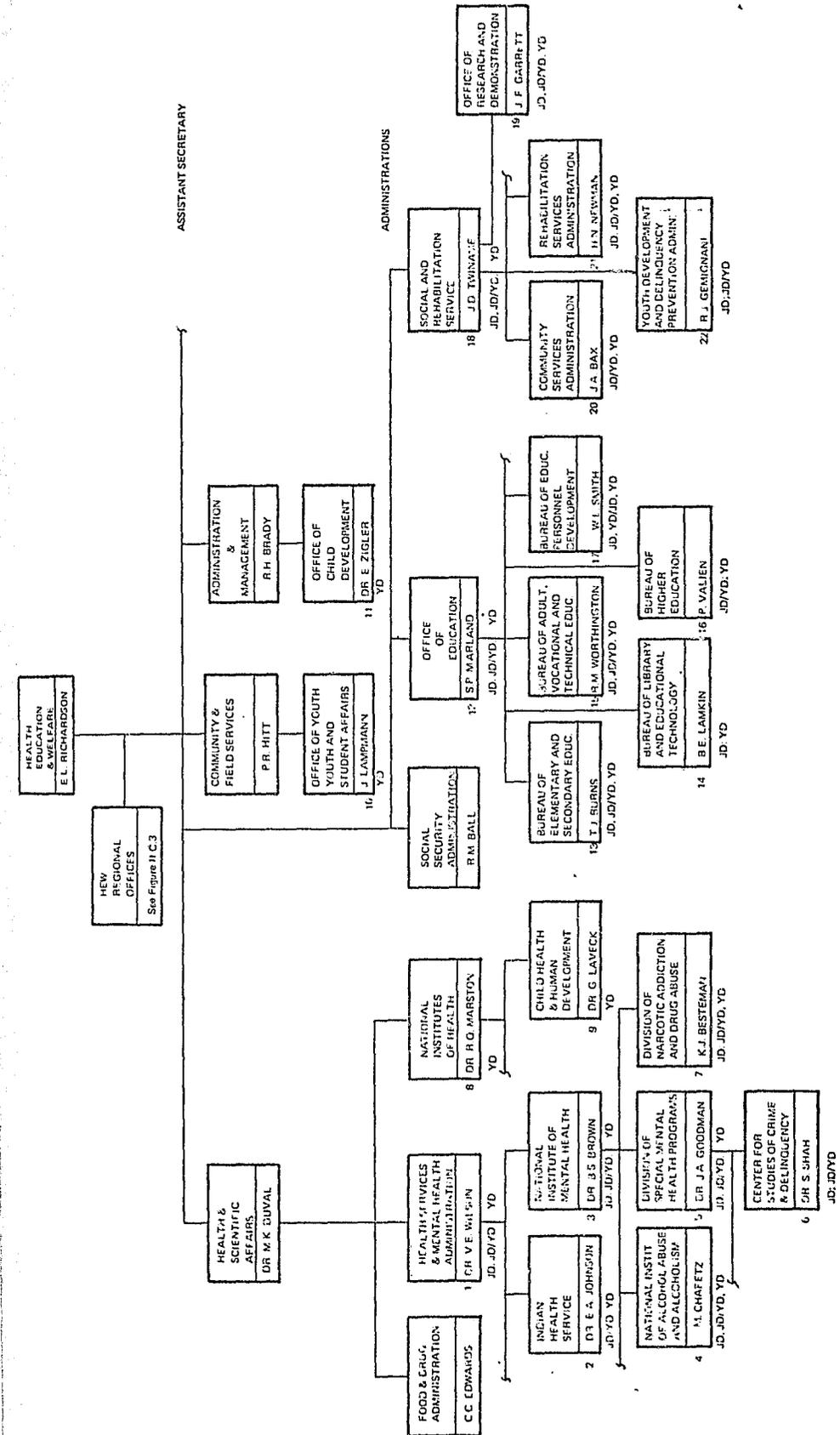


Figure III.C.1 HEW Organization for Youth Development and Juvenile Delinquency Programs

INFO. TEL: 963-7821

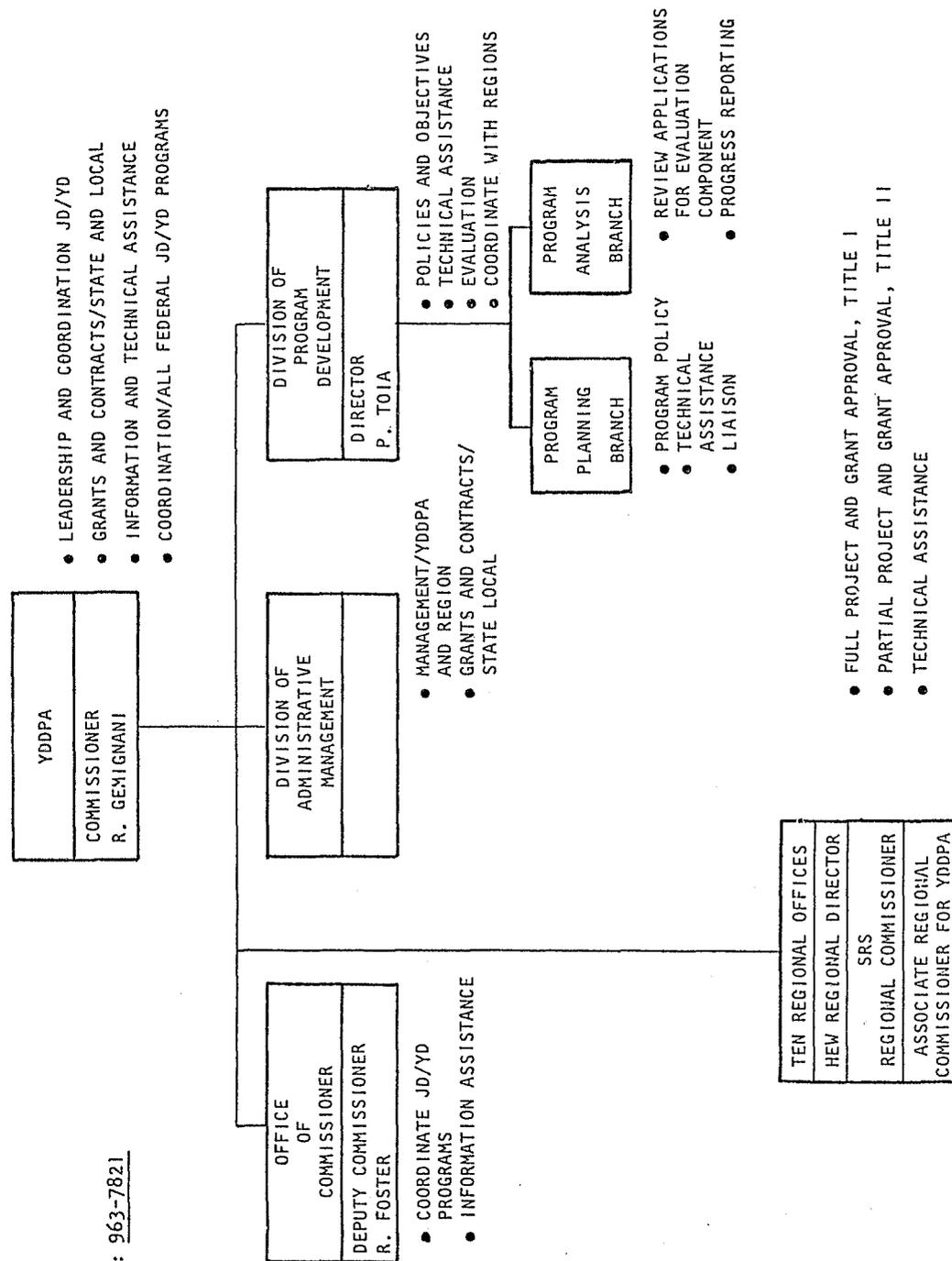


Figure 111-C-2 Youth Development and Delinquency Prevention Administration

D. DEPARTMENT OF LABOR

1. Missions

The overall mission of the Department of Labor is to improve the conditions of wage earners and to increase their opportunity for earning an adequate income. In accomplishing this objective, the Department operates programs which are indirectly aimed at youth development and delinquency prevention. All of the programs relating to youth are found under the Manpower Administration. The specific offices that have youth programs and their missions and functions are stated below.

Job Corps

- 1) Provide a nationwide system of youth training programs offering comprehensive development for disadvantaged youth.
- 2) Operate Job Corps centers that provide training, education, job experience and broad social experiences to disadvantaged youth.

Bureau of Apprenticeship and Training

- 1) Development of apprenticeship programs
- 2) Set standards for operation of apprenticeship and training programs

Office of Employment Development Programs

- 1) Development and improvement of National manpower programs
- 2) Provide work training and work experience programs to increase the employability of youth

Office of Research and Development

- 1) Conduct and sponsor research and development projects aimed at improving the various manpower programs and developing innovative methods of training youth and adults

2. Programs

This section presents a description of the programs operated by the Manpower Administration.

a. Job Corps

JOB CORPS

OBJECTIVES: To provide training to disadvantaged youth in a residence away from his normal environment.

TYPES OF ASSISTANCE: Training; Project Grants; Advisory Services and Counseling.

USES AND USE RESTRICTIONS: To serve those disadvantaged young men and women aged 16 to 21 most in need of a residential training program; to train Job Corps enrollees to become productive citizens; to place Job Corps trainees in jobs, other training programs, secondary schools or colleges, or in the Armed Forces; to test, develop, and disseminate new techniques for working with disadvantaged youth that will improve the capability of Job Corps and other institutions training disadvantaged youth. Enrollees receive room and board; medical and dental care; work clothing; a nominal allowance for purchase of dress clothing; a monthly living allowance of \$30 minimum during an enrollee's first months of participation, and up to \$50 maximum thereafter; and a readjustment allowance of \$50 for each month of satisfactory service for enrollees who complete their Job Corps training or perform satisfactorily for 6 months or longer. An allotment of \$25 maximum per month may be paid during the period of service to wives and dependent children of enrollees. Government matches this allotment, making a total of up to \$50 for the allottee.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Industries, public or nonprofit agencies having the capabilities to carry out the objectives of the program.

Beneficiary Eligibility: Job Corps enrollees must be 14 through 21 years old; citizens or permanent residents of the United States; school dropouts for 3 months or more; unable to find or hold an adequate job; underprivileged and in need of a change of environment; not have a history of serious criminal or antisocial behavior that would jeopardize their own safety or that of others; express a firm interest in joining the Job Corps and agree in writing to a minimum stay of 180 days.

Credentials/Documentation: None.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: Not applicable.

Application Procedure: Contractors and perspective job corpsmen apply to the appropriate Regional Manpower Administration Office.

Award Procedure: Not applicable.

Deadlines: Not applicable.

Range of Approval/Disapproval Time: 5 to 6 weeks.

Appeals: Resubmission, no limit specified.

Renewals: Usually by contract modification, where applicable.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Not applicable. Job Corps solicits proposals for centers operations, reviews bids; selects the best bid; and proceeds to contract negotiation. However, overall Job Corps costs applied on an average per enrollee basis show that from July 1, 1968, through January 31, 1969, \$4,045 was the average spent on each enrollee.

Length and Time Phasing of Assistance: Not applicable.

POST ASSISTANCE REQUIREMENTS:

Reports: Monthly reporting as required by the Manpower Administration.

Audits: Subject to Standard Federal Audit.

Records: Auditable records must be maintained.

FINANCIAL INFORMATION:

Account Identification: 12-05-0174-0-1-604.

Obligations for youth under 22 years: FY-72 \$202,200,000 (100% of total obligation) and FY-73 est. \$195,000,000 (100% of total obligation).

Range and Average of Financial Assistance: Not applicable.

ENROLLMENT INFORMATION:

First time enrollees: 49,000; percentage under 22: 100.0.

REGULATIONS, GUIDELINES, AND LITERATURE: Job Corps admissions manual JCH 318, January 1, 1967, as amended.

INFORMATION CONTACTS:

Regional or Local Office: Contact the Job Corps regional administrator in the appropriate Regional Manpower Administration Office listed in Appendix H.

Headquarters Office: For information on volunteering for the Job Corps, contact Chief, Enrollee Selection Division, Office of Program Management, 1111 - 18th Street, N.W., Washington, D.C., Telephone: (202) 382-3861.

b. Bureau of Apprenticeship and Training

APPRENTICESHIP TRAINING

OBJECTIVES: This program stimulates and assists industry in the development, expansion, and improvement of apprenticeship and training programs designed to provide the skills required by the economy in those operations commonly known as the skilled crafts or trades.

TYPES OF ASSISTANCE: Advisory Services and Counseling.

USES AND USE RESTRICTIONS: Training standards are recommended and the Bureau of Apprenticeship and Training encourages the application of these standards in apprenticeship agreements. Employers and labor organizations are brought together for the formulation of apprenticeship programs, and the Bureau cooperates with state apprenticeship agencies and the Office of Education in the promotion of such programs.

Information is available relating to existing and recommended standards of training in apprenticeship as well as all other types of skill-improvement programs in industry. A national advisory committee, called the Federal Committee on Apprenticeship, includes representatives of employers, labor, vocational education, and Federal officials, and makes recommendations to the Secretary of Labor on such training programs.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Applicants for apprenticeship must be at least 16 years of age. All applicants shall satisfy the local joint apprenticeship committee that they have the ability and aptitude to master the rudiments of the trade, and have sufficient education to complete satisfactorily the required hours of related theoretical instruction.

Beneficiary Eligibility: Same as applicant eligibility.

Credentials/Documentation: Along with the completed application form, each prospective apprentice shall submit a transcript of his school subjects and grades, proof of age, honorable military discharge (if applicable) and high school diploma or equivalency certificate (if applicable). Also, references from all previous employers shall be submitted.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: None.

Application Procedure: Application for apprenticeship may be made directly to an employer, to the local labor union in the trade selected for a career, to a local joint apprenticeship committee, or to the local state employment service office.

Award Procedure: Varies according to program and area.

Deadlines: None.

Range of Approval/Disapproval Time: Not applicable.

Appeals: There are no appeal procedures as such.

Renewals: Not applicable.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Not applicable.

Length and Time Phasing of Assistance: Not applicable.

POST ASSISTANCE REQUIREMENTS:

Reports: The program sponsor reports new registrations, suspensions, cancellations, and completions to the Bureau's field representative.

Audits: Systematic field reviews of existing federally registered programs are conducted according to the detailed requirements set out in 29 CFR 30.9.

Records: Apprenticeship selection records showing compliance with the nondiscrimination requirements set out in 29 CFR 30 are required to be kept for 2 years.

FINANCIAL INFORMATION:

Account Identification: 12-05-0172-0-1-604.

Obligations: (Salaries and expenses) FY 70 \$7,084,000; FY 71 \$7,223,000; FY 72 \$7,758,000 and FY 73 est \$7,800,000.

Range and Average of Financial Assistance: Not applicable.

REGULATIONS, GUIDELINES, AND LITERATURE: "The National Apprenticeship Program," 0-222-711; "Apprenticeship Training - An Investment in Manpower," 0-435-291; "Apprenticeship and Economic Change," 0-745-805; "Setting Up an Apprenticeship Program," 0-223-251.

INFORMATION CONTACTS:

Regional or Local Office: See Appendix H.

Headquarters Office: Bureau of Apprenticeship and Training, Manpower Administration, U.S. Department of Labor, Washington, D.C. 20210.
Telephone: (202) 961-2644.

c. Office of Employment Development Programs

CONCENTRATED EMPLOYMENT PROGRAM

OBJECTIVES: Concentrated employment programs are established by priority in urban neighborhoods or rural areas having serious problems of unemployment and subemployment. They coordinate and concentrate Federal manpower efforts to attack the total employment problems of the hardest hit of the disadvantaged in a way that will make a significant impact in the area.

TYPES OF ASSISTANCE: Project Grants; Advisory Services and Counseling.

USES AND USE RESTRICTIONS: The Concentrated Employment Program (CEP) is a system of packaging and delivering manpower services. Working through a single contract with a single sponsor (usually a Community Action Agency), the Manpower Administration provides a flexible package of manpower programs, including outreach and recruitment; orientation; counseling and job coaching; basic education; various medical day care, and other supportive services; work-experience or vocational training under a variety of individual manpower programs; job development and placement; and individualized followup after placement. Manpower employability and training services are provided only to disadvantaged residents of the locally defined CEP target area.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: No new projects are being funded. See beneficiary eligibility. Existing annual contracts are being renewed where appropriate.

Beneficiary Eligibility: Residents of the CEP Target Area who are disadvantaged. For manpower program purposes, a disadvantaged individual is one who is poor and does not have suitable employment and who is either (1) a school dropout, (2) under 22 years, (3) 45 years or older, (4) handicapped, or (5) one who has some other obstacle to employment.

Credentials/Documentation: Not applicable.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: Not applicable
Application Procedure: No new applications being accepted at this time.
Award Procedure: Notification of award must be made to the designated State Central Information Reception Agency (SF 240).
Deadlines: Not applicable.
Range of Approval/Disapproval Time: Not applicable.
Appeals: Not applicable.
Renewals: There are renewable annual contracts for program years.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: 10 percent local matching funds are required.
Length and Time Phasing of Assistance: Variable.

POST ASSISTANCE REQUIREMENTS:

Reports: Monthly
Audits: A quarterly review of expenditures is made by regional office field auditors or by public accountants contracted with at the National office level.
Records: Not applicable.

FINANCIAL INFORMATION:

Account Identification: 12-05-0174-0-1-604.
Obligations for youth under 22 years: FY-72 \$69,800,000 (45% of total obligation; and FY-73 est. \$67,500,000 (45% of total obligation).
Range and Average of Financial Assistance: Not available.

ENROLLMENT INFORMATION:

First time enrollees: 84,700; percentage under 22: 44.7.

REGULATIONS, GUIDELINES, AND LITERATURE: The "CEP Request for Proposal" and "Contracting Guidebook for Sponsors" provide specific guidance for planning and developing a CEP proposal. These are available from the National and Regional Offices. Most publicity for recruitment is prepared locally.

INFORMATION CONTACTS:

Regional or Local Office: Regional offices of the Manpower Administration. See Appendix H.
Headquarters Office: Director, Office of Training, Program Administration, Office of Employment Development, Manpower Administration, U.S. Department of Labor, Washington, D. C. 20210. Telephone: (202) 961-3088.

**NEIGHBORHOOD YOUTH CORPS
(NYC)**

OBJECTIVES: To provide opportunities to students of low income families to earn sufficient funds to remain in school while receiving useful work experience and to provide work experience, training and support services for youths from low income families who have dropped out of school to enable them to return to school or to acquire skills that will improve their employability.

TYPES OF ASSISTANCE: Project Grants.

USES AND USE RESTRICTIONS: The Neighborhood Youth Corps has three major components: (1) an in-school component which provides part-time work for students of high school age from low income families; (2) a summer program that provides these students with job opportunities during the summer months; (3) an out of school program to provide economically deprived school dropouts with practical work experience and on-the-job training to encourage them to return to school and resume their education, or if this is not feasible, to help them acquire skills that improve their employability. Enrollees may not be employed on projects involving construction, operation of maintenance of any facilities used or intended for use in sectarian or religious worship. Enrollees must not displace any employed workers nor impair existing contracts for service.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Sponsors are designated to carry out the Neighborhood Youth Corps program in given areas. The sponsor within each community must be a public or private nonprofit agency capable of planning, administering, coordination, and evaluating the program. Delegate agencies may assist the sponsor.
Beneficiary Eligibility: The in-school and summer components are open to students from low-income families, grades 9 through 12 (or the equivalent 14-21 year age group). The out-of-school program is open to unemployed youth from low-income families, who are 16 to 17 years of age.
Credentials/Documentation: Certification of poverty status required.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: None.
Application Procedure: Applications are made in the form of contract proposals using Federal forms available from Regional Offices of the Manpower Administration listed in the appendix.
Award Procedure: Contracts are awarded by Regional Offices of the Manpower Administration on the basis of ability to meet program specifications and standards. Notification of award must be made to the designated State Central Information Reception Agency (SF 240).
Deadlines: None.
Range of Approval/Disapproval Time: Approximately 2 weeks.
Appeals: No limits specified.
Renewals: Usually by modification of contracts.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: The Federal Government will finance up to 90 percent of the cost of these projects. The local sponsor's share may be in case or in kind (facilities equipment, services provided, and supplies).

Length and Time Phasing of Assistance: Annually funded. Time Phasing not applicable.

POST ASSISTANCE REQUIREMENTS:

Reports: The following Manpower Administration forms are to be completed monthly: NYC 9, NYC 16, PWTP 50, MA 102.

Audits: Annual.

Records: Same as for Reports. Required to keep in file 3 years from termination date.

FINANCIAL INFORMATION:

Account Identification: 12-05-0174-0-1-604.

Obligations for youth under 22 years: FY-72 In-School \$74,900,000 (100% of total obligation); Summer \$337,300,000 (100% of total); Out-of-School \$114,700,000 (74.9% of total) and FY-73 In-School \$72,100,000 (100% of total); Summer \$268,700,000 (100% of total); Out-of-School \$109,900,000 (94% of total).

Range and Average of Financial Assistance: Range: NYC In-School - depends on hours enrollee works; NYC Summer - no range; NYC Out-of-School - \$2,900, \$3,750; Average: NYC In-School - \$737; NYC Summer \$396; NYC Out-of-School - \$3,400.

ENROLLMENT INFORMATION:

First time enrollees: In-School and Summer 824,900; percentage under 22: 100.0 Out-of-School 65,000; percentage under 22: 93.8.

REGULATIONS, GUIDELINES, AND LITERATURE: The National Office is responsible for policy guidelines and program design. "Three Years of Success," "Neighborhood Youth Corps," "The Neighborhood Youth Corps Hope and Help for Youth," "Work Training in Industry."

INFORMATION CONTACTS:

Regional or Local Office: Applicants are encouraged to contact the appropriate Regional Manpower Administration Office listed in Appendix H.

Headquarters Office: Director, Division of Work Experience Programs, Office of Employment Development Programs, Manpower Administration, U.S. Department of Labor, Washington, D. C. 20210. Telephone: (202) 961-2803.

APPRENTICESHIP OUTREACH

OBJECTIVES: To seek out qualified applicants from minority groups and to assist them in entering apprenticeship programs, primarily in the construction trades. Promotes the employment of minorities but also locates, motivates, guides, and assists minorities to enter registered apprenticeship training programs.

TYPES OF ASSISTANCE: Project Grants.

USES AND USE RESTRICTIONS: The project funds may be used to employ a project director to maintain liaison and to develop effective working relationships with employers, unions, joint apprenticeship committees, contractor associations, youth organizations, the Department of Labor and private organizations. Tradesmen specialists are employed by the sponsor to assist in developing material for prospective candidates and for coaching candidates. Project funds may also be used to cover certain administrative costs. Restrictions on the use of contract funds are that such funds may not be used to subsidize trainees while they are in the training programs, nor may the funds be used for any items not covered in the negotiated contract budget.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Local organizations possessing the capacity to contract and the ability and desire to carry out the objectives of the program. Must be able to relate to the community, unions, and contractors.

Beneficiary Eligibility: Any person who wants to pursue job opportunities that are available through apprenticeable occupations.

Credentials/Documentation: The applicant must meet the age, aptitude, physical, and educational requirements designated for the various occupations.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: Assistance in the preparation of project proposals is available from the Office of National Projects at the address listed under Information Contacts.

Application Procedure: Made in the form of a proposal to the headquarters office in Washington to conduct the training program.

Award Procedure: The Associate Manpower Administrator and, in some cases, the Director of the Office of National Projects, awards the assistance to the applicant. Notification of award is to be made to the designated State Central Information Reception Agency (SF 240).

Deadlines: None.

Range of Approval/Disapproval Time: 45 to 90 days.

Appeals: None.

Renewals: None, but will consider new contract if performance has been satisfactory and if training need still exists.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: None.

Length and Time Phasing of Assistance: The length of assistance is usually 1 year.

POST ASSISTANCE REQUIREMENTS:

Reports: Monthly progress reports and monthly activity reports.

Audits: Subject to audit by the Department of Labor and/or other authorized Government agencies.

Records: Must maintain records of financial expenditures and records of program performance.

FINANCIAL INFORMATION:

Account Identification: 12-05-0174-0-1-604.

Obligations: (Grants) FY 70 \$5,000,000; FY 71 \$6,400,000; FY 72 \$7,800,000 and FY 73 est \$7,800,000.

Range and Average of Financial Assistance: Range - not applicable; average \$1,260.

REGULATIONS, GUIDELINES, AND LITERATURE: None.

INFORMATION CONTACTS:

Regional or Local Office: Persons are encouraged to communicate directly with the National Headquarters Office in Washington, D.C.

Headquarters Office: Director, Office of Employment Development Programs, Manpower Administration, U.S. Department of Labor, Washington, D.C. 20210. Telephone: (202) 961-3013.

**JOB OPPORTUNITIES IN THE BUSINESS SECTOR
(JOBS)**

OBJECTIVES: To stimulate private industry's interest in hiring and retraining the disadvantaged.

TYPES OF ASSISTANCE: Direct Payments for Specified Uses; Training; Advisory Services and Counseling.

USES AND USE RESTRICTIONS: In cooperation with the National Alliance of Businessmen, technical assistance and encouragement is provided to employers to hire, train, and retrain disadvantaged persons. Contracts are let to offset the added costs of counseling, related education, job training, transportation, and the full range of supportive services needed to assist disadvantaged individuals to become fully productive workers.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: All private sector companies, regardless of size, located in the Nation are eligible to participate in this program.

Beneficiary Eligibility: Poor persons who do not have suitable employment and who are either (1) school dropouts, (2) under 22 years of age, (3) 45 years of age or over, (4) handicapped, or (5) subject to special obstacles to employment.

Credentials/Documentation: None.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: None.

Application Procedure: Application by means of a proposal for contract submitted to the appropriate Regional Manpower Administrator. Guidelines and application forms are available in the form of the "MA-5 JOBS Contract Request for Proposal" and the JOBS 70 announcement.

Award Procedure: The requests for proposals are submitted to the Regional Manpower Administrator who has the authority to award JOBS contracts.

Deadlines: None.

Range of Approval/Disapproval Time: 90 days.

Appeals: Not applicable.

Renewals: Not applicable.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: None.

Length and Time Phasing of Assistance: The contract term must not exceed 18 months. All employees must be hired within 3 months of contract execution. No training period for an individual trainee/employee may exceed 44 weeks.

POST ASSISTANCE REQUIREMENTS:

Reports: Hiring cards must be submitted by the employer (contractor) at the time of hiring the employee. Monthly invoices are submitted certifying days in pay status for each employee hired under the program. If an employee leaves the program or completes the program, termination cards for each of such employees must be submitted.

Audits: The contractor/sponsor agrees to keep records for examination by the General Accounting Office for a 3-year period.

Records: See "Audits."

FINANCIAL INFORMATION:

Account Identification: 12-05-0174-0-1-604.

Obligations for youth under 22: FY-72 \$53,100,000 (43% of total obligation) and FY-73 \$55,500,000 (43% of total).

Range and Average of Financial Assistance: Total assistance for each trainees: \$2,500 to \$3,100; \$2,800.

ENROLLMENT INFORMATION:

First time enrollees: 82,800; percentage under 22: 42.9.

REGULATIONS, GUIDELINES, AND LITERATURE: The following literature is available at both National and regional offices: "Request for Proposal," MA-05; "JOBS '70 Announcement;" "JOBS - NAB Employer's Digest;" "JOBS, A New Partnership," Introducing JOBS'70.

INFORMATION CONTACTS:

Regional or Local Office: Regional Manpower Administration offices listed in Appendix H.

Headquarters Office: Director, Division of Job Opportunity Programs, Office of Employment Development Programs, Manpower Administration, U.S. Department of Labor, Washington, D. C. 20210. Telephone: (202) 961-3687.

MANPOWER DEVELOPMENT AND TRAINING - INSTITUTIONAL TRAINING

OBJECTIVES: To provide classroom occupational training, and related support services, for unemployed and underemployed persons who cannot obtain appropriate full-time employment.

TYPES OF ASSISTANCE: Formula Grants.

USES AND USE RESTRICTIONS: Training or retraining in skills relevant to the local labor market is provided, usually in skill centers, or in public or private vocational schools. Funds may not be used to erect or repair buildings.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Individuals who are without employment or who are underemployed and who need training or retraining to gain employment. To receive regular training allowances, an applicant must be underemployed, head of household, or member of family in which head of household is unemployed, and must have at least 1 year's experience in gainful employment. Disadvantaged youth, age 17 through 21, may be eligible for youth allowances.

Beneficiary Eligibility: Same as applicant eligibility.

Credentials/Documentation: Not applicable.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: None.

Application Procedure: Individuals apply to the nearest local office of the state employment service.

Award Procedures: Final approval authority for regular state MDTA projects rests with the Regional Offices of Department of Labor and Department of Health, Education, and Welfare. Notification of award must be made to the designated State Central Information Reception Agency (SF 240).

Deadlines: None.

Range of Approval/Disapproval Time: Not applicable.

Appeals: None.

Renewals: None.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Formula grant to states, based on apportionment factors required by Public Law 87-415, section 301. State education agencies pay up to 10 percent of the cost of training, "in cash or in kind." No matching funds are required for allowance payments.

Length and Time Phasing of Assistance: Not applicable.

POST ASSISTANCE REQUIREMENTS:

Reports: Department of Labor makes continuous project evaluations; local employment service offices follow-up on trainees at stated intervals after completion of training; states submit monthly status reports and an annual evaluation of program.

Audits: Made when final reimbursement payments are made for operation of training programs.

Records: Training institutions are required to maintain fiscal records for 5 years or until completion of fiscal audit (whichever is earliest). Local employment service offices prepare and maintain all trainee records.

FINANCIAL INFORMATION:

Account Identification: 12-05-0174-0-1-604.

Obligations for youth under 22 years: FY-72 \$144,400,000 (38% of total obligation) and FY-73 est. \$134,200,000 (38% of total).

Range and Average of Financial Assistance: Weekly range is \$30 to \$70; average total assistance for each trainee is \$1,200.

ENROLLMENT INFORMATION:

First time enrollees: 150,600; percentage under 22: 37.9.

REGULATIONS, GUIDELINES, AND LITERATURE: "Manpower Report of the President," \$2.25; "Educational and Training - A Chance to Advance, \$1.00; "MDTA, A Summary of the Manpower Development and Training Act of 1962 as Amended," 0-796-857; pamphlet: "Manpower Development and Training Act."

INFORMATION CONTACTS:

Regional or Local Office: Contact the local office of the state employment service.

Headquarters Office: Director, Division of Institutional Training Programs, Office of Employment Development Programs, Manpower Administration, Department of Labor, Washington, D. C. 20210. Telephone: (202) 961-3775.

OPERATION MAINSTREAM (Mainstream)

OBJECTIVES: Provides work-training and employment activities, with necessary supportive services, for chronically unemployed poor adults who have poor employment prospects and are unable, because of age, lack of employment opportunity, or otherwise, to secure appropriate employment or training assistance under other programs.

TYPES OF ASSISTANCE: Project Grants; Advisory Services and Counseling.

USES AND USE RESTRICTIONS: Enables persons to contribute to the betterment or beautification of communities or areas served by the project. Job opportunities may involve the management, development, and conservation of parks, highways; and recreational areas of Federal, state, and local

governments; the improvement and rehabilitation of other community facilities and the provision of social, health, and educational services to the poor. Enrollees may not be employed on projects involving construction, operation, or maintenance of any facility used or intended for use in sectarian religious worship. Enrollees must not displace any employed workers nor impair existing contracts for service.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: State and local government agencies and private non-profit organizations may sponsor projects under this program. Emphasis is placed on establishing projects in rural areas or towns. Projects authorized under Title IE must meet one of the following area requirements: (1) non-standard metropolitan statistical areas in states eligible under STEP; (2) small areas with significant cut-backs in local defense installations or seriously impacted by closing or reductions in defense facilities; (3) other relatively small areas with significant increases in employment as compared with a year ago; (4) Indian reservations that do not have a Title IB Operation Mainstream.

Beneficiary Eligibility: Adults 22 years of age or older who are chronically unemployed and have annual family income below the poverty line. Forth percent of enrollment must be adults 55 years of age or older.

Credentials/Documentation: Certification of poverty status required.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: None.

Application Procedure: Applications are made in the form of contract proposals using Federal forms available from Regional Offices of the Manpower Administration, listed in Appendix H.

Award Procedure: Awards are made at the regional level in accordance with the program guidelines. Notification of award is to be made to the designated State Central Information Reception Agency (SF 240).

Deadlines: None.

Range of Approval/Disapproval Time: Approximately 2 weeks.

Appeals: No limits specified.

Renewals: Usually by modification of contracts.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: The Federal Government will finance up to 90 percent of the cost of these projects. The local sponsors share may be in cash or in kind (facilities, equipment, services provided; and supplies).

Length and Time Phasing of Assistance: Annually funded - Title IB. Title IE - funded every 6 months. Time phasing - not applicable.

POST ASSISTANCE REQUIREMENTS:

Reports: The following forms are to be completed monthly: NYC 9, NYC 16, BWTP 50, MA 102.

Audits: Annual.

Records: Same forms as in Reports. Required to keep in file 3 years from termination date.

FINANCIAL INFORMATION:

Account Identification: 12-05-0174-0-1-604.

Obligations for youth under 22 years: FY-72 \$3,400,000 (4% of total obligation) and FY-73 est. \$3,500,000 (4% of total).

Range and Average of Financial Assistance: Title IE programs - Range not applicable, average \$1,900. Title IB programs - Range \$2,400 to \$3,800, average \$3,800.

ENROLLMENT INFORMATION:

First time enrollees: 31,400; percentage under 22: 3.8.

REGULATIONS, GUIDELINES, AND LITERATURE: Operation of the project is the responsibility of the sponsor, who reports to the Regional Manpower Administrator or his representatives. Pamphlet - "Older Workers" obtainable from Headquarters office.

INFORMATION CONTACTS:

Regional or Local Office: Applicants are encouraged to contact the appropriate Regional Manpower Office listed in Appendix H.

Headquarters Office: Director, Division of Work Experience Programs, Office of Employment Development Programs, Manpower Administration, U.S. Department of Labor, Washington, D. C. 20210. Telephone: (202) 961-2803.

PUBLIC SERVICE CAREERS

OBJECTIVES: Public service careers provides on-the-job training and supportive services to enable disadvantaged persons to qualify for jobs with state and local governments and private nonprofit agencies. The program incorporates the existing New Careers program.

TYPES OF ASSISTANCE: Projects Grants; Advisory Services and Counseling; Training.

USES AND USE RESTRICTIONS: Funds are provided to state and local governments and private agencies which agree to hire and train disadvantaged persons for jobs. Each trainee must be guaranteed a job and receive all benefits and privileges given to other full-time employees. Funds may be used for staffing facilities constructed under other Federal grant in aid programs. The New Careers program concentrates on the critically short supply of trained subprofessional personnel in the health, welfare services, education and other Human Service occupations.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: State and local governments and private non-profit agencies which have the capacity to carry out the program objectives.
Beneficiary Eligibility: Unemployed or underemployed persons 18 years of age or older.
Credentials/Documentation: Not applicable.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: None.
Application Procedure: Applications are made in the form of contract using Federal forms available from the regional offices of the Manpower Administration listed in the appendix.
Award Procedure: Initial application is made to the Regional Manpower Administrator with final approval authority by the Associate Manpower Administrator, U.S. Department of Labor. Approval authority for the STEP program has been delegated to the Regional Manpower Administrator. Notification of the award must be made to the designated State Central Information Reception Agency (SF 240).
Deadlines: None.
Range of Approval/Disapproval Time: From 45 to 90 days.
Appeals: No limit specified.
Renewals: Usually by new contract.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Regional Manpower Administrators (RMA) are authorized to fund Plan A projects based on the poverty population and unemployment in a region with similar guidelines for states within the region. However, the RMAs are also given authority to use their judgment to fund quality programs even when not strictly adhering to state-by-state guidelines. Plan B consists of Federal Agency Grant in Aid projects and individual agencies work out arrangements with grantees. Plan C (New Careers) is generally a repeat funding of projects initiated soon after passage of the Economic Opportunity Act, based on poverty and population. Plan D funds are distributed by the U.S. Civil Service Commission as it develops proposals. Plan E is directed to areas with more than 4-1/2 percent unemployment for at least 2 months and an unemployment rate 120 percent above the previous year. RMAs are informed monthly of eligible areas and have authority to contract for programs, usually with State Employment Security Agencies. Only Plan C has a 10 percent matching requirement.

Length and Time Phasing of Assistance: Up to 2 years. No time phasing.

POST ASSISTANCE REQUIREMENTS:

Reports: Sponsor submits monthly activity report to national office and enrollee application and termination forms.
Audits: By national office or GAO when considered necessary.
Records: Files and enrollee data must be kept by sponsor.

FINANCIAL INFORMATION:

Account Identification: 12-05-0174-0-1-604.
Obligations for Youth under 22 years: FY-72 \$20,600,000 (34% of total obligation) and FY-73 \$18,400,000 (34% of total).
Range and Average of Financial Assistance: The range for Plan E or STEP is \$2,900 - \$5,200. Average: Plans A (state and local governments) and B (Federal Grant in Aid Agencies) - an average would be misleading because of the philosophy of the program emphasizing value received. Plan C (New Careers) - \$4,000 per slot. Plan D (Federal Government) \$490 entry 290 upgrade. Plan E (STEP) - \$3,700 - cost per slot prorated over one year.

ENROLLMENT INFORMATION:

First time enrollees: 27,000; percentage under 22: 21.2.

REGULATIONS, GUIDELINES, AND LITERATURE: A number of technical assistance publications are available upon request to the headquarters office listed below.

INFORMATION CONTACTS:

Regional or Local Office: Applicants are encouraged to contact the appropriate regional manpower office listed in Appendix H.
Headquarters Office: Director, Division of Public Careers Programs, Office of Employment Development and Programs, Manpower Administration, U.S. Department of Labor, Washington, D. C. 20210. Telephone: (202) 961-4323.

JOB OPPORTUNITIES IN THE BUSINESS SECTOR - OPTIONAL PROGRAM

OBJECTIVES: To enable private employers to hire and train a specified number of disadvantaged and nondisadvantaged individuals in entry level jobs and to upgrade present employees into jobs of greater responsibility or in which there is a shortage of skilled employees.

TYPES OF ASSISTANCE: Project Grants; Training.

USES AND USE RESTRICTIONS: At least 50 percent of all enrollees must be disadvantaged poor persons as defined by the Department of Labor. Such persons must be certified as poor by the State Employment Service or Concentrated Employment Program, or if the Regional Manpower Administrator approves, by nonprofit community agencies, organizations or groups which are involved in securing jobs and training for poor people. An upgrading program is available to provide training and supportive services to persons already employed in order to move them to jobs at higher skill levels.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Eligible contractors are limited to private profit or nonprofit companies.

Beneficiary Eligibility: Persons, including youth, who are citizens or permanent residents of the United States and possessions who cannot reasonably be expected to secure appropriate full-time employment without training.

Credentials/Documentation: Not applicable.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: Not applicable.

Application Procedure: Application is by means of a proposal for contract submitted to the appropriate state on-the-job training agency. Guidelines and forms are available in the JOBS Optional Employer Proposal Package Beneficiaries.

Award Procedure: OJT State Agency, usually the Employment Service, develops and approves proposals. Notification of the award is made to the designated State Central Information Reception Agency (SF 240).

Deadlines: None.

Range of Approval/Disapproval Time: 45 to 90 days.

Appeals: Not applicable.

Renewals: Not applicable.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: JOB monies to be apportioned to each region are determined by Title III, section 301(a) of the MDTA of 1962 and as amended through October 24, 1968. The following factors are taken into consideration in the apportionment of JOB funds: (1) the proportion which the labor force of a state bears to the total labor force of the United States, (2) the proportion which the unemployed in a state during the preceding calendar year bears to the total number of unemployed in the United States in the preceding calendar year, (3) the lack of appropriate full-time employment in the state, (4) the proportion which the insured unemployed within a state bears to the total number of insured employed within such state, and (5) the average weekly unemployment compensation benefits paid by the state, but in no event shall any state be apportioned less than \$750,000; except that for the Virgin Islands, Guam, and American Samoa, such amount shall be \$100,000 each; there is no matching requirement.

Length and Time Phasing of Assistance: Contract term must be no less than 4 weeks and may not exceed 18 months. All employees to be hired under a short-form contract should enter training within a 3-month period from date of execution of contract.

POST ASSISTANCE REQUIREMENTS:

Reports: Monthly invoices are submitted certifying days in pay status for each employee hired or upgraded under the program. A USDL JOP service report will be filed by individual JOP contractors which includes an evaluation of the program and a limitation record.

Audits: All audits will be conducted by the Division of Contract and Grant Audit of the USDOL or by public accountant selected by the Division of Contract and Grant Audit.

Records: The employer prepares all employee records which are then maintained by the state on-the-job training agency. The contractor agrees that it shall make its records available to the General Accounting Office and the Department of Labor for 3 years after the expiration of the contract.

FINANCIAL INFORMATION:

Account Identification: 12-05-0174-0-1-604.

Obligations for youth under 22: FY 72 \$24,600,000 (32% of total obligation) and FY 73 est. \$24,300,000 (32% of total).

Range and Average of Financial Assistance: Range, not available; average, \$1,000.

ENROLLMENT INFORMATION:

First time enrollees: 57,300; percentage under 22: 32.0.

REGULATIONS, GUIDELINES, AND LITERATURE: JOBS Optional Employers Proposal Package, JOP Handbook and Guidelines.

INFORMATION CONTACTS:

Regional or Local Office: State on-the-job training agencies and Regional Manpower Administration Offices listed in Appendix H.

Headquarters Office: Director, Division of Job Opportunity Programs, Office of Employment Development Programs, Manpower Administration, U.S. Department of Labor, Washington, D.C. 20210, Telephone (202) 961-3687.

NATIONAL ON-THE-JOB TRAINING

OBJECTIVES: To provide occupational training for unemployed and underemployed persons who cannot reasonably obtain appropriate full-time employment.

TYPES OF ASSISTANCE: Project Grants; Training.

USES AND USE RESTRICTIONS: National OJT contracts cross regional boundaries and/or national in scope. Funds may be expended for reimbursement of instructors, administrative costs, supplies, supplementary classroom education, trainee allowances (when coupled with classroom instruction), and supportive services.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: National organizations possessing the capacity, the ability, and desire to carry out the objectives of the program.

Beneficiary Eligibility: Unemployed or underemployed persons, age 16 and over, who cannot reasonably be expected to secure appropriate full-time employment without training.

Credentials/Documentation: Not applicable.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: It is recommended that applicants discuss proposals with representatives of the Office of National Projects before applying for assistance.

Application Procedure: Made in the form of a proposal to conduct a training program.

Award Procedure: The contract is awarded by either the Associate Manpower Administrator for USTES, or the Director of the Office of National Projects.

Deadlines: None.

Range of Approval/Disapproval Time: 45 to 90 days.

Appeals: Not applicable.

Renewals: None, but will consider new contract if performance has been satisfactory and if training need still exists.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: None.

Length and Time Phasing of Assistance: Length of assistance period: 1 to 2 years; Time phasing: Not applicable.

POST ASSISTANCE REQUIREMENTS:

Reports: Contractors are required to submit periodic statistical and financial reports. USDOL, Manpower Administration, makes continuous project evaluations. In addition, local employment service offices contact all individuals who have completed training 30 days, 3 and 6 months after such completion, to ascertain the employment status and work history of the individual.

Audits: Subject to audit by the Department of Labor and/or other authorized Government agencies.

Records: Local employment service office prepares and maintains all trainee records. Applicants are not required to submit any forms. The contractor agrees that it shall make its records available to the General Accounting Office and the Department of Labor for 3 years after the expiration of the contract.

FINANCIAL INFORMATION:

Account Identification: 12-05-0171-0-1-604.

Obligations: (Grants) FY 70 \$14,079,000; FY 71 \$21,636,000; FY 72 \$20,500,000 and FY 73 est \$23,000,000.

Range and Average of Financial Assistance: Range, not applicable, Average, \$1,000 per enrollee.

REGULATIONS, GUIDELINES, AND LITERATURE: None.

INFORMATION CONTACTS:

Regional or Local Office: Applicants are encouraged to contact the Headquarters Office.

Headquarters Office: Director, Office of Training and Employment Opportunities Programs, Office of Employment Development Programs, Manpower Administration, U.S. Department of Labor, Washington, D.C. 20210. Telephone: (202) 961-3013.

WORK INCENTIVE PROGRAM - TRAINING AND ALLOWANCES

OBJECTIVES: To move men, women, and out-of-school youth, age 16 or older from the welfare rolls into meaningful permanent productive employment through appropriate training and related services.

TYPES OF ASSISTANCE: Project grants.

USES AND USE RESTRICTIONS: This program is directed to welfare recipients covered by the aid to families with dependent children (AFDC) programs. Services offered are as follows: (1) placement or on-the-job training and follow-through supportive services for the job-ready; (2) work orientation, basic education, skill training, work experience and follow-through supportive services to improve employability for individuals who lack job readiness; and (3) placement in special work projects arranged by prior agreement with public or private nonprofit organizations for individuals not ready for employability development. These manpower services are supplemented by supportive social services offered by state welfare agencies, such as day care for children, medical, legal, home-making, aid with family problems, consumer education, etc.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: State Employment Service Offices.

Beneficiary Eligibility: Welfare recipients covered by the aid to families with dependent children referred by welfare agencies to the local office of the state employment service.

Credentials/Documentation: Recipients of AFDC.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: Preapplication procedures are determined by the local welfare agency.

Application Procedure: After referral from welfare the local office of the State Employment Service fills out individual applications for each enrollee and works out an employability plan for the individual.

Award Procedure: Notification of award must be made to the designated State Central Information Reception Agency (SF 240).

Deadlines: Not applicable.

Range of Approval/Disapproval Time: Not applicable.

Appeals: Enrollees can appeal their referral to the program, to type of training, or to type of job at any time.

Renewals: Not applicable.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: A maximum of 80 percent can be Federal funds with 20 percent state cash or in kind matching.

Length and Time Phasing of Assistance: Each budget period is usually 1 fiscal year.

POST ASSISTANCE REQUIREMENTS:

Reports: Internal reports as required.

Audits: Federal funds are audited by regional office staff and the General Accounting Office.

Records: Projects are required to keep records of finances, program activities and enrollee characteristics.

FINANCIAL INFORMATION:

Account Identification: 09-50-0576-0-1-604.

Obligations for youth under 22 years: FY 72 \$47,400,000 (27% of total obligation) and FY 73 est \$62,400,000 (27% of total).

Range and Average of Financial Assistance: \$950 to \$1,400; \$1,100.

ENROLLMENT INFORMATION:

First time enrollees: 120,600; percentage under 22: 27.8.

REGULATIONS, GUIDELINES, AND LITERATURE: The following literature is available from the National or Regional offices: "Work Incentive Program - From Welfare to Wages"; "Win for a Change."

INFORMATION CONTACTS:

Regional or Local Office: Contact the local office of the State Employment service or the appropriate regional manpower office.

Headquarters Office: Director, Office of Work Incentive Programs, Manpower Administration, U.S. Department of Labor, Washington, D.C. 20210. Telephone: (202) 961-2841.

**PUBLIC EMPLOYMENT PROGRAM
(PEP)**

FEDERAL AGENCY: MANPOWER ADMINISTRATION, DEPARTMENT OF LABOR

AUTHORIZATION: Emergency Employment Act of 1971; Public Law 92-54; 42 U.S.C. 4871-4883

OBJECTIVES: To provide public service employment for unemployed and underemployed persons and assist State and local communities in furnishing needed public services during periods of high unemployment.

TYPES OF ASSISTANCE: Formula Grants.

USES AND USE RESTRICTIONS: At least 90 percent of funds provided to grant recipients must be expended for wages and employment benefits to persons employed in public service jobs under the program. A limited amount of funds can be used for program staff and administration and the remainder for training and other manpower services.

The program consists of two types of funds: regular and special employment assistance funds. The regular fund is available for obligation only when the national rate of unemployment exceeds 4.5 percent for 3 or more consecutive months. At least 80 percent of the funds must be apportioned among the States and within each State, taking into consideration

the number of unemployed persons. The special employment assistance fund is made available to those areas with an unemployment rate of 6 percent or more for 3 consecutive months.

The following restrictions are placed on the funds: (1) No Federal funds can be used to pay wages of participants in excess of \$12,000 per year; (2) no more than one-third of the participants may be professionals, excluding classroom teachers; (3) no more than 15 percent of the amount of appropriated regular funds can be used to provide training and manpower services; (4) no more than 1 percent of the amount of appropriated regular funds can be used for program evaluation; (5) funds cannot be expended for work: which otherwise would have been performed at Federal, State, or local expense; which will not result in an increase over the employment otherwise available; which will result in the displacement of currently employed workers; or which will impair existing contracts for services; (6) no funds can be used for acquisition, or rental and leasing of supplies, equipment, materials, or real property; (7) no funds can be used in any program which discriminates against a participant or applicant for participation because of race, creed, color, national origin, sex, political affiliation, or beliefs; (8) no funds may be used for any program which involves political activities in any way or to any extent; (9) no funds may be used for any program which employs participants in the construction, operation, or maintenance of any part of any facility used or to be used for sectarian instruction or as a place for religious worship.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Eligible applicants are units of Federal, State, and general local government; or public agencies and institutions which are subdivisions of State or general local government, and institutions of the Federal Government; or Indian tribes on Federal or State reservations; except that units of Federal and State Governments are not eligible applicants for special employment assistance funds.

States, cities over 75,000 in population, counties over 75,000 in population which exercise powers of general local government (excluding population of cities funded separately), and Indian reservations and tribal organizations will act as agents for the program and will ensure that all eligible applicants have an opportunity to participate.

Beneficiary Eligibility: Any unemployed or underemployed person is eligible for the program, but all significant segments of the unemployed population must be equitably served, with preference to recent veterans of Korea or Indochina, the disadvantaged youth, older workers, welfare recipients, recently displaced workers, former participants in manpower programs, migrant farmworkers, and persons whose ability to speak English is limited.

Credentials/Documentation: None.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: Financial assistance may be approved only if an opportunity to submit comments to the applicant and to the Secretary of Labor with respect to the application has been provided to officials of the appropriate unit of general local government, to the Governor, and to labor organizations representing employees engaged in similar work as that proposed under the program.

Application Procedure: Applications are made using Federal forms obtainable from the regional offices of the Manpower Administration.

Award Procedure: Notification of award must be made to the designated State Central Information Reception Agency and OMB on SF 240.

Deadlines: To be announced following publishing of allocations in the Federal Register.

Range of Approval/Disapproval Time: 2 to 6 weeks.

Appeals: No limit specified.

Renewals: To be decided.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Eighty percent of regular funds is apportioned to the States based on (1) the proportion of the number of unemployed within the State to the number unemployed nationally, and (2) a severity factor based on the proportion of the number unemployed over 4.5 percent within the State to that number nationally. Apportionments to program agents within the State are similarly made. Program agents have the responsibility to ensure that all eligible applicants have an opportunity to participate.

Special employment assistance funds are made available to those areas of substantial unemployment (i.e., those of at least 6 percent unemployment for 3 consecutive months) which are of sufficient size and scope to sustain a public service employment program.

A non-Federal contribution of 10 percent in cash or in kind is required.

Length and Time Phasing of Assistance: Assistance is granted for up to 1-year periods. Methods of payment are by Treasury check or by letter or credit, depending upon the size of the grant.

POST ASSISTANCE REQUIREMENTS:

Reports: Participant Information Record (MA 6-43) as participants are hired and terminated, and the following monthly: Summary of Participant Characteristics (MA 6-44), Project Status/Financial Report (MA 6-45), Statement of Costs or Expenditures (MA 2-107c) and Invoice (MA 2-105).

Audits: Interim and final audits by the Department of Labor and the General Accounting Office.

Records: All reports listed above must be maintained for a period of 3 years following termination of the grant.

FINANCIAL INFORMATION:

Account Identification: 12-05-0177-0-1-607.

Obligations for youth under 22 years: FY-72 \$135,300,00 (14% of total obligation) and FY-73 est. \$188,100,000 est. (15% of total obligation).

Range and Average of Financial Assistance: From minimum wage to \$12,000 per year maximum; \$7,600 per year.

ENROLLMENT INFORMATION:

First time enrollees: 226,100; percentage under 22: 14.6.

REGULATIONS, GUIDELINES, AND LITERATURE: 29 CFR 55.

EAA Program Guidelines and Supplementary Guidelines for section 6 and Indian Reservation Programs.

INFORMATION CONTACTS:

Regional or Local Office: See Appendix.

Headquarters Office: Office of Public Service Employment, Manpower Administration, U.S. Department of Labor, Washington, D. C. 20210. Telephone: (202) 254-3400.

d. Office of Research and Development

MANPOWER RESEARCH PROJECT GRANTS

OBJECTIVES: To broaden and strengthen National Manpower Research and Operating Program capability through grants to public and private nonprofit academic institutions and research organizations.

TYPES OF ASSISTANCE: Project Grants.

USES AND USE RESTRICTIONS: Research project grants support innovative or exploratory research projects or research-related activities in the manpower field.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Academic institutions and other public and private nonprofit organizations may apply for support under this program.

Beneficiary Eligibility: Same as applicant eligibility.

Credentials/Documentation: All academic institutions must be accredited.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: None.

Application Procedure: Made in the form of a proposal completed in accordance with guidelines obtainable from the Manpower Administration Award Procedure: Described in guidelines published in "Manpower Research Projects."

Deadlines: Closing dates for applications are January 1, April 1, July 1, and October 1.

Range of Approval/Disapproval Time: 2 to 3 months.

Appeals: None.

Renewals: Support may be given not to exceed a second year, subject to availability of funds; reports showing reasonable progress, and application for renewal to be submitted not later than 1 month before expiration of initial grant.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: In accordance with the Office of Management and Budget Circular A-74, participation in the costs of research supported by Federal grants, the grantee institution must share in the total cost of the project on more than a token basis.

Length and Time Phasing of Assistance: A maximum of 2 years.

POST ASSISTANCE REQUIREMENTS:

Reports: Ten reproduced copies of the final report resulting from the research.

Audits: None.

Records: None.

FINANCIAL INFORMATION:

Account Identification: 12-05-0174-0-1-604.

Obligations: (Grants) FY 70 \$280,000; FY 71 \$280,000; FY 72 \$280,000; and FY 73 est \$300,000.

Range and Average of Financial Assistance: \$1,750 to \$25,900; \$12,500.

REGULATIONS, GUIDELINES, AND LITERATURE: "Manpower Research Projects," no charge; obtain from headquarters office listed below.

INFORMATION CONTACTS:

Regional or Local Office: None. This program is administered solely at the national level.

Headquarters Office: Office of Research and Development, Manpower Administration, U.S. Department of Labor, Washington, D.C. 20210.

Telephone: (202) 961-4178.

MANPOWER RESEARCH CONTRACTS

OBJECTIVES: To provide financial support for studies of national manpower problems which will supply information needed for developing recommendations for policy and programs aimed at achieving the fullest development and utilization of the nation's manpower.

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Application Procedure: Made in the form of a proposal completed in accordance with guidelines obtainable from the Manpower Administration Award Procedure: Described in guidelines published in "Manpower Research Projects."

Deadlines: Closing dates for applications are January 1, April 1, July 1, and October 1.

Range of Approval/Disapproval Time: 2 to 3 months.

Appeals: None.

Renewals: Support may be given not to exceed a second year, subject to availability of funds; reports showing reasonable progress, and application for renewal to be submitted not later than 1 month before expiration of initial grant.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: In accordance with the Office of Management and Budget Circular A-74, participation in the costs of research supported by Federal grants, the grantee institution must share in the total cost of the project on more than a token basis.
Length and Time Phasing of Assistance: A maximum of 2 years.

POST ASSISTANCE REQUIREMENTS:

Reports: Ten reproduced copies of the final report resulting from the research.

Audits: None.

Records: None.

FINANCIAL INFORMATION:

Account Identification: 12-05-0174-0-1-604.

Obligations: (Grants) FY 70 \$280,000; FY 71 \$280,000; FY 72 \$280,000; and FY 73 est \$300,000.

Range and Average of Financial Assistance: \$1,750 to \$25,900; \$12,500.

REGULATIONS, GUIDELINES, AND LITERATURE: "Manpower Research Projects," no charge; obtain from headquarters office listed below.

INFORMATION CONTACTS:

Regional or Local Office: None. This program is administered solely at the national level.

Headquarters Office: Office of Research and Development, Manpower Administration, U.S. Department of Labor, Washington, D.C. 20210.

Telephone: (202) 961-4178.

MANPOWER RESEARCH CONTRACTS

OBJECTIVES: To provide financial support for studies of national manpower problems which will supply information needed for developing recommendations for policy and programs aimed at achieving the fullest development and utilization of the nation's manpower.

TYPES OF ASSISTANCE: Project Grants.

USES AND USE RESTRICTIONS: This program is to be used for research and evaluation of new as well as existing manpower knowledge of broad program interest. Studies may be limited to special areas only where they can be shown to provide a basis for generalized conclusions or to have application over a wide area.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Academic institutions, state and local government organizations, and other organizations and individuals from all of the social science disciplines with research capabilities.

Beneficiary Eligibility: Same as applicant eligibility.

Credentials/Documentation: All academic institutions must be accredited.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: None.

Application Procedure: Made in the form of a proposal that complies with specific guidelines obtainable from the Manpower Administration, Office of Research and Development.

Award Procedure: Described in guidelines published in "Manpower Research Projects."

Deadlines: None.

Range of Approval/Disapproval Time: 45 to 90 days.

Appeals: Not applicable.

Renewals: Extensions available upon approval.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Projects generally in the form of a cost-reimbursable contract. Matching required under certain circumstances.

Length and Time Phasing of Assistance: Normally 2 years.

POST ASSISTANCE REQUIREMENTS:

Reports: Quarterly performance reports are required as well as a final report.

Audits: None required; however, contractor is subject to contract or grant auditing for up to 3 years from the date of final payment.

Records: Contractor is required to maintain books, records, documents, and other evidence and accounting procedures and practices, sufficient to reflect properly all direct and indirect costs of whatever nature claimed to have been incurred and anticipated to be incurred for the contract of grant.

FINANCIAL INFORMATION:

Account Identification: 12-05-0174-0-1-604.

Obligations (Grants) FY 70 \$5,000,000; FY 71 \$5,400,000; FY 72 \$5,480,000; and FY 73 est \$6,000,000.

Range and Average of Financial Assistance: \$25,000 to \$150,000; average \$90,000.

REGULATIONS, GUIDELINES, AND LITERATURE: "Manpower Research Projects."

INFORMATION CONTACTS:

Regional or Local Office: This program is administered solely at the national level.

Headquarters Office: Director, Office of Research and Development, Manpower Administration, U.S. Department of Labor, Room 516, 1111 20th Street, N.W., Washington, D.C. 20036. Telephone: (202) 961-4178.

MANPOWER RESEARCH - INSTITUTIONAL GRANTS

OBJECTIVES: To help academic institutions in strengthening their activities in the manpower field.

TYPES OF ASSISTANCE: Project Grants.

USES AND USE RESTRICTIONS: These grants are used largely to augment staff, conduct manpower research, introduce new manpower courses and curricula and attract high quality students to the manpower field and to develop manpower research centers.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Institutions of higher education in any of the states of the United States, its territories, or possession may apply if they grant bachelor's or higher degrees in the social or behavioral sciences, in social work, or in any other disciplines relevant to manpower research.

Beneficiary Eligibility: Same as applicant eligibility.

Credentials/Documentation: Institutions must be academically accredited by naturally recognized regional accrediting associations listed in the "Education Directory of the Office of Education."

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: None.

Application Procedure: Made in the form of a proposal in accordance with guidelines published in 1969 issue of "Manpower Research Projects" obtainable from the Manpower Administration, but not applicable until next opening is announced.

Award Procedure: Described in guidelines published in 1969. "Manpower Research Projects."

Deadlines: Last deadline was December 1, 1969; consult headquarters office for new deadline schedule.

Range of Approval/Disapproval Time: 2 to 3 months.

Appeals: None.

Renewals: Not renewable.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: It is required that the academic institution receiving the grant make a "more than token" contribution to the total cost of the project (Office of Management and Budget Circular A-74 applies).

Length and Time Phasing of Assistance: Total of 4 years.

POST ASSISTANCE REQUIREMENTS:

Reports: None.

Audits: None.

Records: None.

FINANCIAL INFORMATION:

Account Identification: 12-05-0174-0-1-604.

Obligations: (Grants) FY 70 \$500,000; FY 71 \$1,260,000; FY 72 \$1,260,000; and FY 73 est \$1,500,000.

Range and Average of Financial Assistance: First year: maximum \$37,500. All subsequent years maximum \$75,000.

REGULATIONS, GUIDELINES, AND LITERATURE: "Manpower Research Projects"; no charge. Available from headquarters office listed below.

Headquarters Office: Director, Office of Research and Development Manpower Administration, U.S. Department of Labor, Washington, D.C. 20210. Telephone: (202) 961-4178.

MANPOWER RESEARCH - DOCTORAL DISSERTATION GRANTS

OBJECTIVES: To provide financial support for doctoral dissertation research in the manpower field.

TYPES OF ASSISTANCE: Project Grants.

USES AND USE RESTRICTIONS: These grants support dissertation research of graduate students who have completed all requirements for the doctoral degree except the dissertation. The research area must be related to the field of manpower.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Any academic institution offering doctoral degrees in areas of study which relate to the manpower field may apply for support under this program.

Beneficiary Eligibility: Any graduate student at the applicant academic institution who has completed all doctoral degree requirements except the dissertation in a field related to manpower.

Credentials/Documentation: Doctoral candidates must have proof of completion of all the requirements for the doctoral degree except the dissertation.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: See Application Procedure below.
Application Procedure: Made in the form of a proposal in accordance with guidelines published in "Manpower Research Projects" obtainable from the Manpower Administration. Comments on proposals are obtained from offices in the U.S. Department of Labor and from other agencies. Subsequently, a nongovernmental panel makes selection recommendations.
Award Procedure: Described in guidelines published in "Manpower Research Projects."
Deadlines: Closing dates for applications are January 1, April 1, July 1, and October 1.
Range of Approval/Disapproval Time: From 2 to 3 months.
Appeals: If the panel disapproves, but recommends resubmission, the proposal may be resubmitted once.
Renewals: Support may be given renewals of grants for a total not to exceed 2 years, subject to availability of appropriated funds, receipt of progress reports showing reasonable progress, and requests for such renewals to be submitted not later than 1 month before the expiration of previous grants.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: It is required that academic institutions make a more than token contribution to the cost of the project. (Office of Management and Budget Circular A-74 applies.)
Length and Time Phasing of Assistance: The assistance period runs from 1 year to a maximum of 2. Partial advance payment is given at the time the grant is fully executed and final payment is made upon completion of the grant.

POST ASSISTANCE REQUIREMENTS:

Reports: Prior to the end of the grant period, grantee must submit 10 copies of a final report covering the research activities, findings, implications, conclusions, and recommendations. A short summary covering these subjects must either be included in or accompany the report.
Audits: None required; however, grantee is subject to grant auditing for up to 3 years from the date of final payment.
Records: Accounting records are required to be available for audit by Government representatives and must be retained for 3 years. Itemization of all supporting records of grant expenditures, including grantee contributions, must be in sufficient detail to show the exact nature of the expenditures.

FINANCIAL INFORMATION:

Account Identification: 12-05-0172-0-1-604.
Obligations: (Grants) FY 70 \$420,000; FY 71 \$420,000; FY 72 \$420,000 and FY 73 est \$420,000.

Range and Average of Financial Assistance: The maximum grant for a period not to exceed 1 year is \$10,000 (direct costs). Range is \$2,500 to \$13,500; average \$11,000.

REGULATIONS, GUIDELINES, AND LITERATURE: "Manpower Research Projects" - no charge. Obtain from headquarters office listed below.

INFORMATION CONTACTS:

Regional or Local Office: This program is administered solely on the national level.
Headquarters Office: Director, Office of Research and Development, Manpower Administration, U.S. Department of Labor, Washington, D.C. 20210. Telephone: (202) 961-4178.

MANPOWER EXPERIMENTAL AND DEMONSTRATION PROJECTS

OBJECTIVES: To develop through actual project operation, new ideas and improved techniques and to demonstrate the effectiveness of specialized methods in meeting the manpower, employment, and training problems of particularly disadvantaged worker groups.

TYPES OF ASSISTANCE: Project Grants.

USES AND USE RESTRICTIONS: Service is not the primary function of E&D projects, although the demonstration population participating in them receives services specific to the project design. Projects focus on distinctive manpower or employment problems which are not being met effectively by established manpower service programs and try to determine how to meet such problems through new techniques. Funds can be used to finance all operating costs required by specified project designs (such as administrative costs, training, counseling, recruiting, job development, and placement).

E&D funds are concentrated on developing new techniques which might significantly guide overall manpower policy and programming. They are not available to extend methods developed in some areas to additional cities or groups, to finance training or other projects to meet needs in a particular area or occupation (even though such projects might have distinctive elements and be useful for the particular area), or to make up for what essentially are inadequacies in the level of resources available for manpower programs.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Organizations and individuals capable of fulfilling the objectives of the programs. There are no formal guidelines or conditions contracting bodies must meet other than that they have demonstrated financial responsibility and competence to fulfill the terms of the contract.

Beneficiary Eligibility: Eligibility for participation in experimental and demonstration projects is determined by the specific design of each project; this is a function of the objectives of the project and the characteristics of the target group.
Credentials/Documentation: See applicant eligibility and beneficiary eligibility.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: None.
Application Procedure: (1) Preliminary proposals or full formal proposals may be submitted directly to headquarters office. No specific forms required. (2) For some types of projects, requests for procurement may be issued; these specify application procedures for the particular project.
Award Procedure: No special procedural steps; consultation with affected agencies or organizations developed on project-by-project basis.
Deadlines: Not applicable.
Range of Approval/Disapproval Time: 30 to 60 days.
Appeals: None.
Renewals: Extension, or refunding may be negotiated.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Project, cost reimbursable contracts. No matching requirements.
Length and Time Phasing of Assistance: Contracts ordinarily one to two years. Time phasing; not applicable.

POST ASSISTANCE REQUIREMENTS:

Reports: Each project is required to file periodic progress reports, and at the end of the contract period each project is required to submit a formal extensive final report on project activities and conclusions.
Audits: Sponsoring contractor is subject to contract or grant auditing for up to 3 years from the date of final payment.
Records: Contractor is required to maintain books, records, documents, and other evidence and accounting procedures and practices, sufficient to reflect properly all direct and indirect costs of whatever nature claimed to have been incurred and anticipated to be incurred for the performance of the contract or grant.

FINANCIAL INFORMATION:

Account Identification: 12-05-0174-0-1-604.
Obligations: (Project Grants) FY 70 \$15,000,000; FY 71 \$15,000,000; FY 72 \$23,800,000; and FY 73 est \$24,000,000.
Range and Average of Financial Assistance: \$1,000 to \$1,000,000; \$200,000.

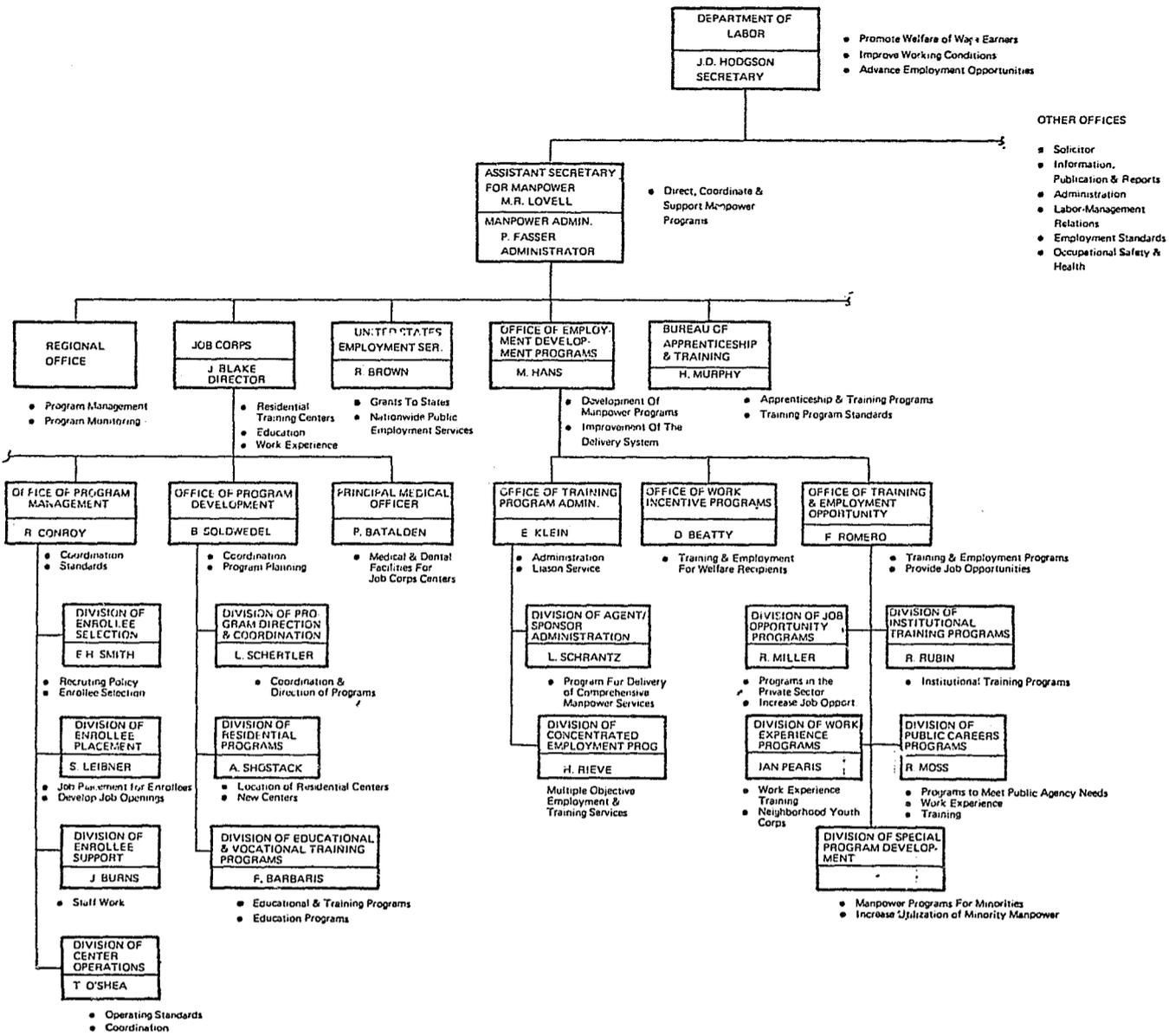
REGULATIONS, GUIDELINES, AND LITERATURE: None. (A general set of guides and listings of projects funded will be available in late 1971.)

INFORMATION CONTACTS:

Regional or Local Office: Not applicable - this program is administered by Headquarters Office.
Headquarters Office: Director, Office of Research and Development, U.S. Department of Labor, Washington, D.C. 20210. Telephone: (202) 961-4178.

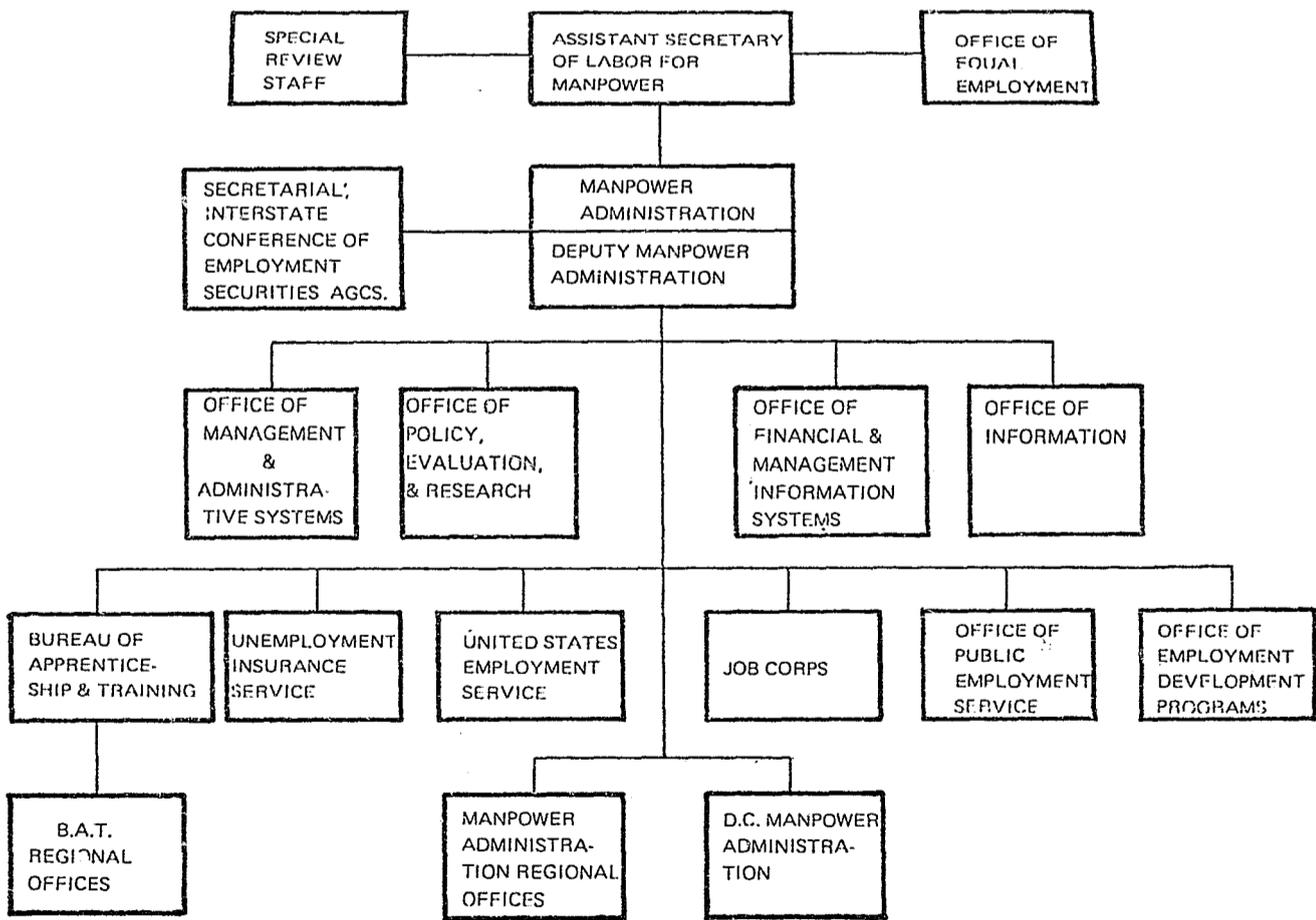
3. Organization

This section is to describe the organization and key personnel of the Manpower Administration. It presents the offices that have youth programs and the missions and functions of these offices. Figure III.D.1 is the organization of the Manpower Administration and Figure III.D.2 is a detailed organization chart of the offices in the Administration that have youth programs.



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Figure III.D.1 Manpower Administration - Youth Related Offices



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Figure III.D.2 Overall Manpower Administration Organization

E. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

1. Missions

There are three agencies within HUD that have programs that affect youth development and delinquency prevention. There are the Office of Community Development, Office of Housing Management, and the Office of Research and Technology. The missions and functions of these offices are stated below.

Office of Community Development

- 1) Coordinates and integrates delivery of federal, state and other program resources to fill the needs of the Model Cities area.
- 2) To upgrade the total environment of the most deprived urban areas of the nation.

Office of Housing Management

- 1) Administers the management and modernization of public housing projects, support of resident and community services therein, and administration of subsidies.
- 2) Directs performance of local agencies for homeownership counseling to low-income families, and for counseling assistance on household management, self-help, money management, child care, and youth development for residents in all HUD-assisted housing.
- 3) Management and disposition of all HUD-assisted housing, nursing homes, intermediate care facilities, hospitals, group practice facilities, mobile homes and courts, and land development.
- 4) National emergency plans and preparedness programs covering all aspects of housing, community facilities, and urban development, including overall direction and coordination of all HUD disaster assistance.

Office of Research and Technology

- 1) To develop and improve methods for comprehensive planning.
- 2) Advance the purposes of HUD's comprehensive planning assistance program.
- 3) To conduct research aimed at improving the operation of local governments.

2. Programs

The various programs of HUD and descriptions of these programs are presented in this section.

a. Community Development Office

MODEL CITIES SUPPLEMENTARY GRANTS
(Model Cities)

OBJECTIVES: To provide financial and technical assistance to enable cities of all sizes to plan, develop, and carry out locally prepared and scheduled comprehensive city demonstration programs containing new and imaginative proposals to rebuild and revitalize large slums and blighted areas.

TYPES OF ASSISTANCE: Block Grants.

USES AND USE RESTRICTIONS: Supplemental grant funds may be used for planning, administration, and implementation of an approved Model Cities program; 100 percent of the cost of relocation may be approved.

Supplemental funds may not be used for costs related to general administration of local government, nor may they be used to replace non-Federal contribution obligated to projects or activities prior to applying for planning grant.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Any municipality, county, or other public body having general governmental powers (of two or more bodies jointly) is eligible to be a Model City. Limited to 150 cities which have already been selected.

Beneficiary Eligibility: Neighborhood residents, organizations and other groups providing services or other assistance to a blighted target area (model neighborhood) located within a Model City.

Credentials/Documentation: Applicant must show that the proposed model neighborhood contains serious physical, social and economic problems and the contemplated program can deal with these problems and make a substantial impact on the quality of urban life.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: The Model Cities program requires coordination in accordance with the policies of the Office of Management and Budget Circular A-95.

Application Procedure: No further applications for participation in the program are being received at this time.

Award Procedure: A supplemental grant is awarded to a city that has successfully completed its planning year and has submitted an acceptable comprehensive plan. Notification of award must be made to the designated State Central Information Reception Agency (SF 240)

Deadlines: Deadline for Planning Grants have passed.

Range of Approval/Disapproval Time: Up to 3 months for supplemental grants.

Appeals: Appeals are accepted.

Renewals: Not applicable.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Allocations of supplemental grants have been developed through the utilization of a formula based on the population in the model neighborhood and the degree of poverty

in the individual city. Section 105(c) of the Demonstration Cities and Metropolitan Development Act of 1966 authorizes the Secretary to make grants to city demonstration agencies "of not to exceed 80 percent of the aggregate amount of non-Federal contributions otherwise required to be made (by the city) to all projects or activities assisted by Federal grant in aid programs...which are carried out in connection with such demonstration programs." The total eligible non-Federal contribution is referred to as "base."

Length and Time Phasing of Assistance: Monetary assistance is available in yearly program increments. A supplemental grant is released to a city in the form of a letter of credit. The city draws against the letter of credit on the basis of actual expenditures.

POST ASSISTANCE REQUIREMENTS:

Reports: Quarterly progress reports and reviews are required. Quarterly report of draw downs against letter of credit and monthly costs and financial statements are required.

Audits: Annual management and financial audits upon completion of program year.

Records: Local accounts must be maintained from which the above reports are made.

FINANCIAL INFORMATION:

Account Identification: 25-18-0133-0-1-551.

Obligations: (Grants) FY-70 \$297,356,000; FY-71 \$504,158,000; FY-72 \$439,000,000 and FY-73 est. \$622,000,000.

Range and Average of Financial Assistance: \$750,000 for a city of 6,000 to \$65,000,000 for the largest city.

REGULATIONS, GUIDELINES, AND LITERATURE: CDA letters and circulars setting forth policy requirements-free upon request to the Regional and Area Offices.

The Model Cities Program, A Comparative Analysis of the Planning Process in Eleven Cities, Department of Housing and Urban Development - \$0.65 each

INFORMATION CONTACTS:

Regional or Local Office: Assistant Regional Administrators for Model Cities at HUD Regional Offices. Area Directors at HUD Area Offices. HUD Regional Offices Appendix F.

Headquarters Office: Community Development, U.S. Department of Housing and Urban Development, 451 7th Street, S.W., Room 8100, Washington, D. C. 20410. Telephone: (202) 755-5435.

NEIGHBORHOOD FACILITIES GRANTS

OBJECTIVES: To provide funds to aid in the construction and/or rehabilitation of community service centers which offer a wide range of community services.

TYPES OF ASSISTANCE: Project Grants.

USES AND USE RESTRICTIONS: Construction of centers, or the acquisition, expansion, or rehabilitation of existing structures to be used as multipurpose neighborhood centers. Funds may not be used for any other purpose.

Eligible development costs include architectural and engineering services, land acquisition and related costs (appraisals, etc.) and construction.

ELIGIBILITY REQUIREMENTS:

Applicant eligibility: Local public bodies, agencies, or Indian tribes possessing authority under state or local law are eligible.

Beneficiary Eligibility: Priority given to projects benefiting low-income families.

Credentials/Documentation: Proposed facilities must be (1) needed to carry out a program of community service (including a community action program under Title II, Economic Opportunity Act of 1964) in the area, (2) consistent with comprehensive planning for the community and, (3) accessible to a significant proportion of the area's low or moderate-income resident.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: Coordination is required with major service, educational, health, employment, etc., organizations in the area. Assistance is provided by the HUD Area Office in preparation of application. Prior to submission a preapplication conference is held in the Area Office; approximately 22-26 weeks are involved in the preapplication process.

Application Procedure: Completion and submission to Area Office of application Code items pertaining to service area, proposed program and structure. This is submitted in conjunction with Form HUD-6180, Application for Neighborhood Facilities Grant; HUD-6181, Project Development Budget and Calculation of Federal Grant; HUD-6183, Standard Checkpoint Form (Communities served by Community Action Agencies); HUD-6188, a, b, and c, Agreement Between Local Public Body and Nonprofit Organization (if applicable).

Award Procedure: Applications are approved by the appropriate Area Office Director. Following Regional Office Accounting Notification, Governors and State Legislatures are notified through SF-240 by the Area Office. Following grant approval and execution of a grant contract with the Department, funds are disbursed to the applicant body.

Deadlines: Applications must be submitted before April 1 to be eligible in that fiscal year. After April 1 - will be considered in next fiscal year.

Range of Approval/Disapproval Time: Average of 112 days.

Appeals: Applicant has 30 days to submit additional information to upgrade deficiencies.

Renewals: None.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Eligible applicants must provide 1/3 of the total development cost except in those areas designated as redevelopment areas under section 401 or 403 of the Public Works and Economic Development Act of 1965 in which case the local share is 1/4.

Length and Time Phasing of Assistance: For approved projects assistance is available from time of grant agreements with Department to close-out of project (no time limits). Disbursements are made as required but not more frequently than once a month.

POST ASSISTANCE REQUIREMENTS:

Reports: Monthly Construction progress reports; Quarterly submission of Form HUD-6179, "Combined Cost Control and Statement of Accountability."

Audits: Periodically and at project close-out.

FINANCIAL INFORMATION:

Account Identification: 25-12-0127-0-1-553

Obligations: (Grants) FY-70 \$39,999,000; FY-71 \$40,002,000; FY-72 \$40,000,000 and FY-73 est \$55,000,000.

Range and Average of Financial Assistance: \$18,334 to \$1,000,000 (Maximum may be waived); average FY-71 \$377,000.

REGULATIONS, GUIDELINES, AND LITERATURE: 42 U.S.C. 3103, "Neighborhood Facilities Grant Program Guide," free upon request at Area Office. Consumer Bulletin, "The Neighborhood Facilities Program," free upon request at Area Office.

INFORMATION CONTACTS:

Regional or Local Office: Contact the appropriate HUD Regional or Area Office listed in Appendix F.

Headquarters Office: Community Development, Department of Housing and Urban Development, 451 7th Street, S.W., Washington, D. C. 20410.

b. Office of Housing Management

Since the inception of the low-rent public housing program in 1937, the Department of Housing and Urban Development (HUD) and its predecessor agencies have been concerned with the need to help children and youth, and their families to achieve their potentials economically and socially. The provision of adequate housing must be supplemented by the concerted services of health, education, job opportunity and development, recreation, and welfare.

The Housing and Urban Development Act of 1970, by amendment of Section 2(6) of the Housing Act of 1937, specifically provides that tenant programs and services, including services for children and youth, not otherwise provided by community agencies, are eligible operating costs. Such costs may be included in a Local Housing Authority's (LHA) operating budget. Approval by HUD depends upon financial feasibility and the established priorities of the

LHA. Where LHA income from rentals is not sufficient, HUD-approved deficits may be covered by additional annual contributions, including operating subsidies.

HUD responsibility for the improvement of the quality of life for youth is as follows:

HUD is dedicated to the concept that the almost two million boys and girls living in low-rent units and other HUD-assisted housing shall be given every possible opportunity to participate in character development activities and programs whether federally sponsored, privately sponsored, or purchased by contract.

Youth programs to develop character and civic responsibility are in concert with HUD goals of providing a decent home in a suitable living environment for every American family.

HUD strongly urges and supports LHAs in the development of close working relationships with all youth serving organizations, public and private, and to furnish space and facilities for services, programs, and meetings.

HUD provides financial support and technical assistance to LHAs in creating and maintaining wholesome environments as they work with tenants and local public and private agencies to develop facilities, programs, and services for low-income families, including children and youth.

LHAs facilitate provision on on-site services of local agencies:

- By providing community space for such services;
- By encouraging tenants and others to use the services;
- By having professional staff to conduct or coordinate a tenant services program;
- By utilizing the HEW-HUD agreement for 75-25% for provision of social services; and
- By contracting out for needed social services as eligible project costs, if feasible.

Further, the Office of Housing Management has the responsibility for realizing and protecting the Federal investment in Government-assisted housing. This responsibility means a continuing concern with the financial stability and physical maintenance of HUD-assisted housing and the satisfaction and well-being of its residents, including the children and youth.

Recently, to obtain a measurement of the problems, resources, and ongoing programs in youth development and juvenile delinquency prevention and control in low-rent public housing project communities, HM conducted a survey of selected large and small LHAs. The survey delineated as an underdeveloped area the prevention and control of juvenile delinquency, both in terms of Departmental policy and in LHA performance. Character-building programs, and general

recreation, including arts and crafts, were the program categories given the emphasis by LHAs; employment training, especially Neighborhood Youth Corps, was ongoing in many LHAs. In the JD area, counseling was the one program category that was often present. Security programs by trained, supervised youth patrols were reported in relatively few places.

As a next step, the Assistant Secretary for Housing Management is setting up an HM committee to determine the methodology and procedures involved to implement the recommendations of the report on the survey, to formulate additional concerns, and to outline the scope of responsibility of HUD and of other Governmental agencies and programs. The committee's report was due September 30, 1972.

c. Office of Research and Technology

URBAN PLANNING RESEARCH AND DEMONSTRATION

OBJECTIVES: "The primary goal is to conduct research (including experiments and pilot tests) and demonstrations to provide a better understanding of the nature of the basic housing and community development problems of our growing population. This research into the basic problems leads to improved methods, services, and facilities and to improved Federal programs. The research program is intended to act as a force for change to improve the Nation's housing and community activities."

Statistics show that security of the home is being violated in ever increasing frequency. The situation has developed to the point where many families in suburban as well as inner city homes are afraid for their personal safety and for the protection of their possessions.

A research project is underway to improve the security of dwellings against crime. This project is being conducted for HUD by Urban Development, through the Law Enforcement Assistance Administration of the Department of Justice. Its goals are the identification of crime in residential areas by crime category and the contributing factors relating to such crimes, and the development of security systems against crimes committed in or near dwellings.

Successful completion of the field validation of the safety design and construction guidelines initiated in fiscal year 1972 will require four years. It is planned to continue the work during fiscal year 1973.

It is contemplated that, in addition to continuation of the present project on security, new residential security work will be started with fiscal year 1973 funds relative to the development of innovative architecture to minimize the risk to residents of all crimes committed in or near dwellings, and the development of standards, for both new and existing dwellings, for security systems which will significantly reduce existing levels of crimes committed in or near dwellings. Results of the work now in progress will be used as a basis for the new fiscal year 1973 work.

TYPES OF ASSISTANCE: Project Grants and Contracts.

USES AND USE RESTRICTIONS: Funds are used for studies, research, demonstration activities that meet research needs determined by the Department of Housing and Urban Development.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Public agencies, public and private universities, profit-making and not for profit organizations.

Beneficiary Eligibility: Same as applicant eligibility.

Credentials/Documentation: Not applicable.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: Prior to the in-depth preparation of a proposal, submitters should send an unsolicited proposal summary of 3-5 pages for preliminary evaluation by HUD. The summary should be sent to the Office of the Assistant Secretary for Research and Technology, ATTN: Director, Administrative and Program Control, Proposal Enclosed.

Application Procedure: Response to HUD request for proposal issued by Division of Contracts and Agreements is the usual method. Unsolicited proposals are also considered.

Award Procedure: The applicant will negotiate with HUD on the grant or contract amount and scope of the proposal. The headquarters office monitors grantee performance. Notification of award must be made to the designated State Central Information Reception Agency (SF 240).

Deadlines: Not applicable.

Range of Approval/Disapproval Time: Not applicable.

Appeals: Not applicable

Renewals: As provided in contractual arrangement.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Grants may go up to 100 percent, but cost sharing is encouraged.

Length and Time Phasing of Assistance: Not applicable.

POST ASSISTANCE REQUIREMENTS:

Reports: Progress reporting will be required. Final reports required.

Audits: As specified in the contractual arrangement.

Records: Records maintained until closeout of project.

FINANCIAL INFORMATION:

Account Identification: 25-12-0104-0-1-554.

Obligations: (Grants) FY-70 \$1,995,888; FY-71 \$2,500,000; FY-72 \$4,000,000 and FY-73 N.A.

Range and Average of Financial Assistance: \$50,000 to \$350,000; \$150,000.

REGULATIONS, GUIDELINES, AND LITERATURE:

Program description available upon request.

INFORMATION CONTACTS:

Regional or Local Office: All inquiries should be directed to headquarters office shown below.

Headquarters Office: Director of Administration, Office of Research and Technology, Department of Housing and Urban Development, 451 Seventh Street, S.W., Washington, D. C. 20410. Telephone: (202) 755-5367.

3. Organization

Figure III.E.1 is the organization of HUD.

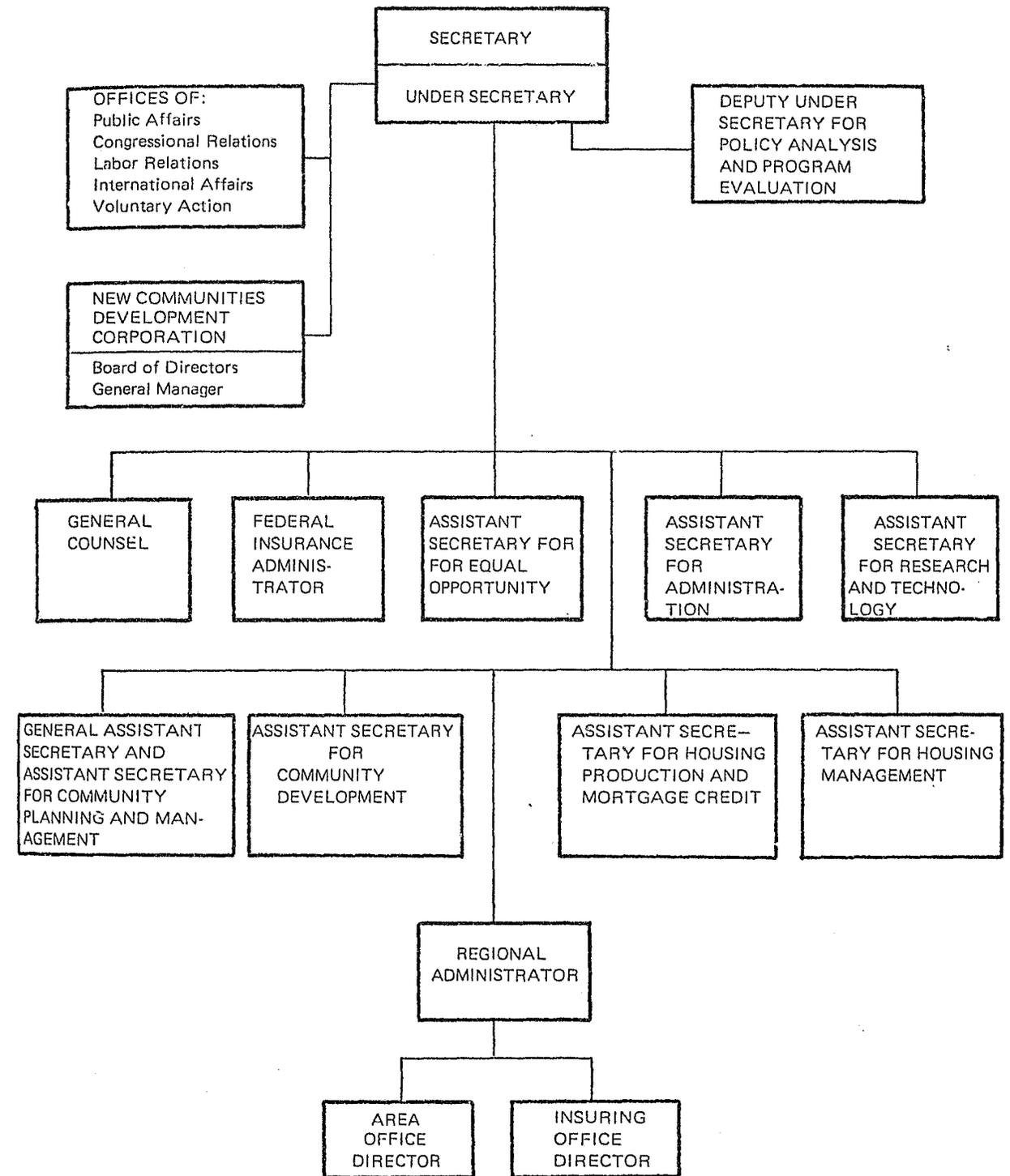


Figure III.E.1 Department of Housing and Urban Development

F. OFFICE OF ECONOMIC OPPORTUNITY

1. Missions

The three major offices of OEO that have youth programs or programs affecting youth are stated below along with their missions and functions. As the overall mission of OEO is to reduce poverty youth development is a secondary effort for this agency.

Office of Operations

- 1) To mobilize and channel resources of private and public organizations into anti-poverty action in local communities

Office of Health Services

- 1) To provide comprehensive health services
- 2) To formulate and implement feasible health care services

Office of Legal Services

- 1) To provide legal help to low income families and individuals

2. Programs

A detailed description of OEO's programs relating to or affecting youth is presented in this section.

a. Office of Operations

COMMUNITY ACTION

OBJECTIVES: The Community Action Agency (CAA) is the prime mechanism for implementing Community Action Programs. The objectives of the CAA are to mobilize and channel the resources of private and public organizations and institutions into antipoverty action; to increase the capabilities as well as opportunities for participation of the poor in the planning, conduct, and evaluation of programs affecting their lives; to stimulate new and more effective approaches to the solution of poverty problems; to strengthen communications, mutual understanding and to strengthen the planning and coordination of antipoverty programs in the community.

TYPES OF ASSISTANCE: Project Grants.

USES AND USE RESTRICTIONS: Funds may be used for administrative costs of CAAs, nonprogram staff activities, neighborhood centers in target areas, and locally developed programs which further the objectives of community action. Projects may include health, education, housing, family planning, economic development, employment, day care, community organization, and other services. Any of these programs also may be funded to meet the needs of the American Indian. Technical assistance is also available to communities in developing, conducting and administering programs under Title II and for training for specialized or other personnel which is needed with those programs. The Act provides funds for assistance to state agencies designated in accordance with state law to carry out the functions of the State Economic Opportunity Office (SEOO). The State Economic Opportunity Office is the prime mechanism by which OEO seeks to aid state governments in their efforts to eradicate poverty within their boundaries; acts as advisor to the Governor on antipoverty matters; mobilizes and coordinates antipoverty resources at the state level; gives technical assistance to CAAs and other OEO grantees; and participates in the monitoring and evaluation of OEO-funded programs.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: A CAA must be designated by the state, a political subdivision of the state, a combination of such political subdivisions or Indian tribal organizations. A state or local government (or a combination of subdivisions) may designate itself or another agency which may be either a separate public agency or a private nonprofit organization. The Director of OEO may extend financial assistance for a limited purpose project to a public or private nonprofit agency which he finds is capable of carrying out the project in an efficient and effective manner. The Director may provide financial assistance to state agencies designated in accordance with state law to carry out the functions of the SEOO.

Beneficiary Eligibility: Low income families and individuals of all ages, in urban and rural areas.

Credentials/Documentation: Following its designation as a CAA by a state or local government, OEO must recognize the CAA as meeting certain legislative and administrative requirements.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: States, local governments, and poverty-related agencies must be given notice and an opportunity to comment on proposed applications to OEO for recognition of locally-designated CAAs.

Application Procedure: Initial application: The applicant initially must have applied for recognition as a CAA under the provisions of OEO instruction 6302-1. (Note: Due to funding limitations, OEO will not be able to recognize CAAs designed to serve communities which are not now served by a CAA, even if the CAA and the community otherwise meet eligibility requirements.) CAAs submit plans and priorities documents (as outlined in OEO instruction 6710-1), for approval by OEO.

Award Procedure: Awards are issued from the OEO Regional Office directly to the applicant except for Indian grants which are issued directly from OEO Headquarters to the applicant. The Governor is notified by letter and has a 30-day period in which to act. Notification to the designated State Central Information Reception Agency is made by SF240.

Deadlines: Not applicable.

Range of Approval/Disapproval Time: Approximately 100 days from submission to OEO of the plans and priorities to approval of the grant. Then there is an additional 30 days awaiting Governor's approval.

Appeals: There is no appeal for new fundings.

Renewals: May be renewed annually.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: General rule: 25 percent in non-Federal contribution. Exceptions: Grantees serving communities with per capita incomes below \$750 per year will provide 10 percent of the program cost whenever possible; those serving communities with per capita incomes in the \$750-\$999 range shall provide at least 10 percent but may request exemption of that portion above 10 percent which they are unable to provide.

Length and Time Phasing of Assistance: Generally, grants are funded on a 12-month basis, with the possibility of renewal. All grants in excess of \$250,000 will have the funds made available to the grantee by letter of credit. All other grants will be paid by check.

POST ASSISTANCE REQUIREMENTS:

Reports: "Monthly, CAP Form 15, Grantee Monthly Financial Report and Support Data Sheet"; "Quarterly, Management Information System Report"; See OEO instruction 6710-1 for other required documentation.

Audits: Preliminary audit within 3 months after program begins and an annual audit.

Records: All financial records, all source documents supporting accounting transactions, the general ledger, subsidiary ledgers, personnel and payroll records, cancelled checks, and all other related documents and records must be retained by the grantee for a period of 5 years after the last day of the program year.

FINANCIAL INFORMATION:

Account Identification: 04-37-0500-0-1-999.

Obligations: (Grants) FY 70 \$365,300,000; FY 71 \$366,900,000; FY 72 \$343,400,000 and FY 73 est \$391,000,000.

Range and Average of Financial Assistance: \$10,000 to \$35,000,000; \$250,000 average range.

REGULATIONS, GUIDELINES, AND LITERATURE: "CAAs: Eligibility and Establishment," OEO instruction 6302-1; "Applying for a CAP Grant," OEO instruction 6701-1; "SEOO Application Procedures," OEO notice 6710-2; "Mission and Objectives of Community Action Agencies," OEO instruction 6320-1.

INFORMATION CONTACTS:

Regional or Local Office: For information regarding CAA operations (except Indians) contact the appropriate regional office of the Office of Economic Opportunity listed in Appendix L.

Headquarters Office: Assistant Director for Operations, Office of Economic Opportunity, Washington, D.C. 20506, telephone: (202) 254-5590. For activities pertaining to Indians contact Director, Indians Division, Office of Economic Opportunity, Washington, D.C. 20506, telephone: (202) 254-5960.

b. Office of Health Affairs

COMPREHENSIVE HEALTH SERVICES

OBJECTIVES: To develop better methods of providing comprehensive health care to low-income persons, involving consumers actively in planning and operations.

TYPES OF ASSISTANCE: Project Grants.

USES AND USE RESTRICTIONS: To provide for development of comprehensive health services, including treatment and diagnostic services, home care, outreach, rehabilitation, dental care, family planning, mental health care and other related services. In addition, the grants may help training of personnel, planning activities, evaluation of projects, and transportation for patients.

Provision must be made to assume that all health services are under competent professional supervision and meet high standards of quality. All appropriate elements of the community, including those served, must be involved in the projects' planning and development. OEO funds are a "last dollar" resource and cannot be used to support services, facilities, equipment or supplies for which support is already available. Available reimbursements from MEDICAID and MEDICARE and other third parties must be obtained.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Any public or private nonprofit agency, such as a medical society, medical school, hospital, public health department, group practice plan, or health corporation may apply.

Beneficiary Eligibility: Patient resides in the area being served by the center. Emergency care should be provided without delay. Eligibility criteria must be established and eligibility determinations made in ways which are consistent with the objective of eliminating financial, administrative, and other barriers to needed health services. Income levels are either OEO Poverty Index or State Medicaid income standards.
Credentials/Documentation: None.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: Intent to file application must be coordinated with SEOO (State Economic Opportunity Office) and local health and poverty agencies. Informal preapplication conference is recommended. Consultation is available from OEO headquarters.
Application Procedure: An agency which proposes to operate a comprehensive health services project should submit the proposed project plan to the local CAA for application to OEO, unless there are special local circumstances.
Award Procedure: Awards are made from OEO directly to the applicant who contracts, if appropriate, with the administering agency. The Governor is notified by letter and has a 30-day period in which to act. Notification to the designated State Central Information Reception Agency is made by SF 240.
Deadlines: None.
Range of Approval/Disapproval Time: 30 to 60 days.
Appeals: None. Reapplication is possible.
Renewals: Renewals are applied for in the same manner the original request was submitted.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: None.
Length and Time Phasing of Assistance: 12- to 24-month grant with provision for refunding.

POST ASSISTANCE REQUIREMENTS:

Reports: Monthly financial reports, quarterly data reports, and quarterly status reports.
Audits: Annual independent audit required.
Records: Records necessary for program review and audit.

FINANCIAL INFORMATION:

Account Identification: 0437-0500-0-1-999.
Obligations: (Grants) FY 70 \$74,000,000; FY 71 \$99,000,000; FY 72 \$114,000,000 and FY 73 est \$115,000,000.
Range and Average of Financial Assistance: \$500,000 to \$5,000,000; \$2,000,000.

REGULATIONS, GUIDELINES, AND LITERATURE: 45 CFR Chapter 10; OEO Guidance 6128-1.

INFORMATION CONTACTS:

Regional or Local Office: Contact the appropriate regional office of the Office of Economic Opportunity listed in Appendix L or the local community action agency.
Headquarters Office: Director, Comprehensive Health Services Division, Office of Health Affairs, Office of Economic Opportunity, 1200 19th Street, N.W., Washington, D.C. 20506. Telephone: (202) 254-5838.

c. Office of Legal Services

LEGAL SERVICES

OBJECTIVES: To provide legal services to those of low income who are unable to secure such assistance.

TYPES OF ASSISTANCE: Project Grants.

USES AND USE RESTRICTIONS: Provides funds to establish law offices in low-income neighborhoods and provides attorneys to advise and represent clients who cannot afford to pay for a lawyer's services. By statute, such representation is limited to civil cases. Clients must meet the standard of indigency which is set locally. Local legal services agencies also provide representation to groups, provide assistance in plans for economic development and attempt to make the law more responsive to the needs of the poor through the prosecution of test cases.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Existing legal aid societies, nonprofit corporations organized for the specific purpose of providing legal assistance, universities, and bar sponsored organizations are eligible to apply for programs.
Beneficiary Eligibility: Beneficiary eligibility requirements are determined locally by each project.
Credentials/Documentation: None.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: Submission to state and local bar association and State Economic Opportunity Office.
Application Procedure: Applications are forwarded to the appropriate Regional Office (listed in the appendix).
Award Procedure: Awards are issued for the Regional Office directly to the applicant. The Governor is notified by letter and has a 30-day period in which to act. Notification to the designated State Central Information Reception Agency is made by SF 240.

Deadlines: None.

Range of Approval/Disapproval Time: Approximately 100 days of sponsorship organization.

Appeals: Not applicable.

Renewals: Refunding upon submission of forms listed in method of application above.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Federal assistance may not exceed 80 percent except in special cases where the local share cannot be met.
Length and Time Phasing of Assistance: Funded annually.

POST ASSISTANCE REQUIREMENTS:

Reports: "Quarterly narrative reports"; "Monthly Financial Reports."
Audits: Annually by Regional Office of Economic Opportunity.
Records: Books and accounts necessary for program review and audit.

FINANCIAL INFORMATION:

Account Identification: 01-37-0500-0-1-999.
Obligations: (Grants) FY 70 \$53,000,000; FY 71 \$61,000,000; FY 72 \$60,000,000; and FY 73 est \$71,500,000.
Range and Average of Financial Assistance: \$45,000 to \$4,300,000; \$175,000 average.

REGULATIONS, GUIDELINES, AND LITERATURE: OEO Instruction 6710-i.

INFORMATION CONTACTS:

Regional or Local Office: Contact can be made of the regional legal services directors in the Regional Office of Economic Opportunity Offices listed in Appendix L.
Headquarters Office: Chief Program Operations, Office of Legal Services, Office of Economic Opportunity, 1200 19th Street, N.W., Washington, D.C. 20506. Telephone: (202) 254-5508.

MIGRANT AND SEASONAL FARMWORKERS ASSISTANCE

OBJECTIVES: To enable farmworkers to find economically viable alternatives to agricultural labor.

TYPES OF ASSISTANCE: Project Grants.

USES AND USE RESTRICTIONS: Projects may take a variety of forms but generally result in economic upgrading with direct linkages to jobs or community enterprises. Program elements currently funded pursue that goal through stipended adult basic education, skills training, vocational instruction, job development and placement, high school equivalency, economic development, organization of cooperatives and other forms of commercial enterprise operated by farmworkers, part-time educational classes, English as

a second language, residential training programs for the whole family. In order to facilitate settlement out of the stream, some projects are funded for housing programs, the most noteworthy of which is the self-help housing program, where mutual self-help groups of farmworkers, organized and trained in construction skills build houses with their own labor. Other programs designed to meet immediate needs include day care, interstate credit unions, health services, emergency food, and legal services.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: State and local public and private nonprofit agencies, community action agencies, cooperatives, and educational institutions.
Beneficiary Eligibility: Beneficiaries must: (a) meet the poverty criteria; (b) derive at least 50 percent of their income from farm labor; and (c) have worked for at least 2 agricultural employers the previous year.
Credentials/Documentation: Administering board established in accord with OEO regulations-certification of nondiscrimination; statement of accounting system; state of current bond.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: None required; prospective applicants are advised to contact the chief of the migrant branch at the headquarters office listed below.
Application Procedure: Submission of eligibility documents, plans and priorities, and funding request, required forms available in "Applying For A CAP Grant." (OEO Instruction 6710-1).
Award Procedure: Funds are awarded directly to the applicant. The Governor is notified of grants approved by OEO. Notification to the designated State Central Information Reception Agency is made on the SF 240.
Deadlines: No deadline for new programs.
Range of Approval/Disapproval Time: 60 days.
Appeals: Rework time negotiable; formal appeal possible.
Renewals: Grants may be funded annually following an evaluation, a field prereview, and submission of a refunding request.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: None.
Length and Time Phasing of Assistance: 1 year renewable. Each grantee has a program year which may begin at any time mutually convenient for the grantee and OEO.

POST ASSISTANCE REQUIREMENTS:

Reports: Monthly financial reports; quarterly narrative and statistical reports.
Audits: Annual audits required.

Records: Grantees are expected to maintain complete accounting, personnel evaluation, grant, and program records for 5 years.

FINANCIAL INFORMATION:

Account Identification: 04-37-0500-0-1-999.
 Obligations: (Grants) FY 70 \$32,400,000; FY 71 \$36,000,000; FY 72 \$36,000,000 and FY 73 est \$35,000,000.
 Range and Average of Financial Assistance: \$75,000 to \$2,000,000; \$250,000.

REGULATIONS, GUIDELINES, AND LITERATURE: "OEO Programs for Migrant and Seasonal Farm Workers."

INFORMATION CONTACTS:

Regional or Local Office: Not applicable.
 Headquarters Office: Director, Migrant and Seasonal Farmers Division, Office of Operations, 1200 19th Street, N.W., Washington, D.C. 20506. Telephone: (202) 254-5546.

There are three programs sponsored by OEO for which detailed information was not available. These programs are listed have information concerning them can be obtained from the Regional Offices of OEO.

1. Effective of Housing in Child Development Office of Planning, Research and Evaluation.
2. Family Planning Programs - Office of Health Affairs.
3. Training and Technical Assistance - Office of Operations.

3. Organization

The organization of OEO is shown in Figure III.F.1. This chart shows missions and functions and the key personnel for the offices having a youth component.

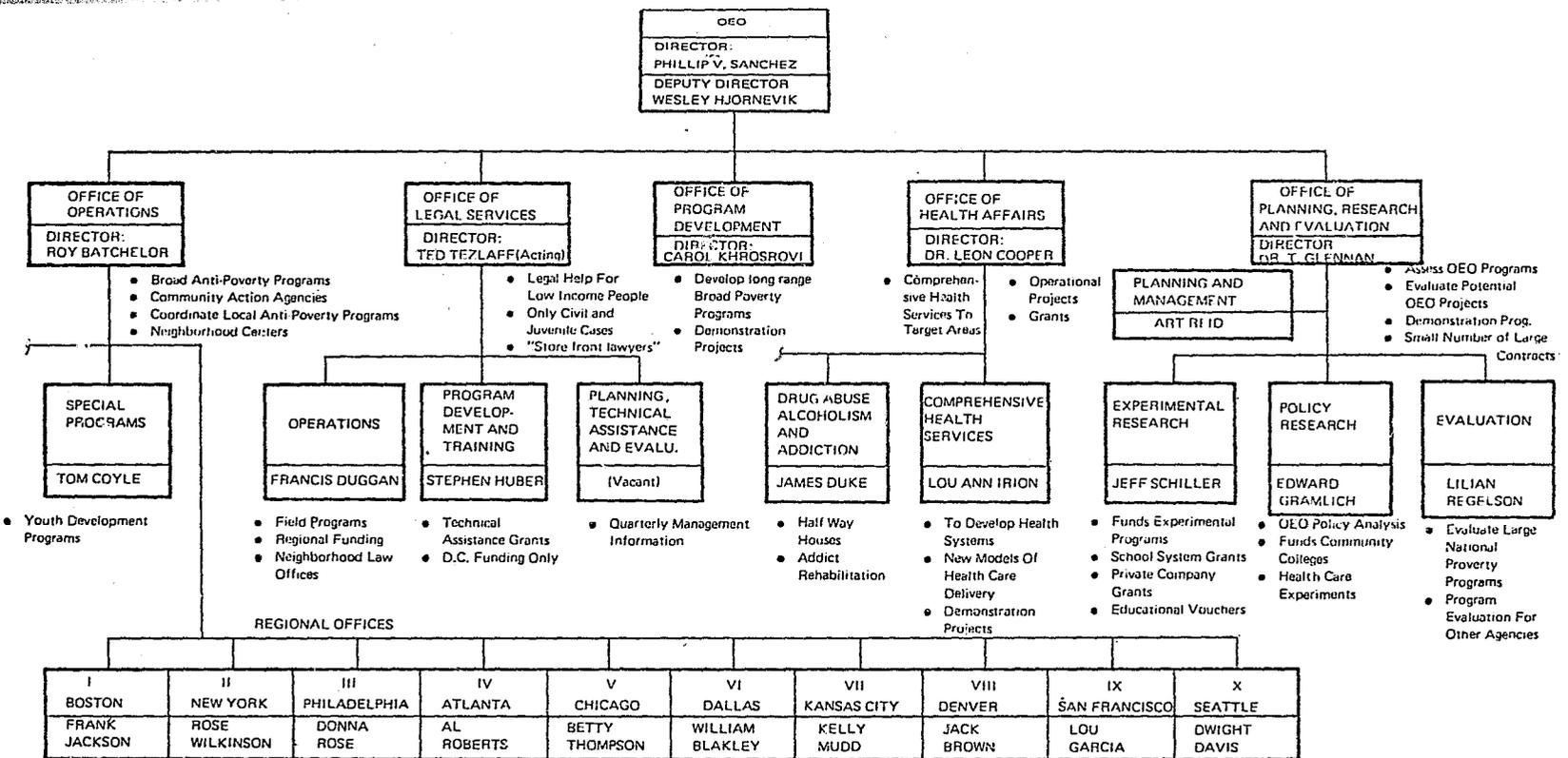


Figure III.F.1 An Organization Chart for Those Offices in OEO Which Have A JD, JD/YD, or YD Role

G. OTHER DEPARTMENTS

This section deals with other departments and agencies of the Federal government. These include the Departments of Agriculture, Interior, and Transportation and agencies such as the Veterans Administration, the Postal Service, Appalachian Regional Commission, and the Civil Service Commission. Figure III.G.1 is a table showing the missions and functions of each agency.

1. Department of Agriculture

a. Extension Service

4-H YOUTH DEVELOPMENT PROGRAM (4-H CLUBS)

OBJECTIVES: Advise and assist on 4-H Youth programs.

TYPES OF ASSISTANCE: Formula Grants; Advisory Services and Counseling

USES AND USE RESTRICTIONS: Provides youth, primarily ages 9 through 19, a variety of Extension projects and programs to develop responsible and productive citizens. To learn science and technology, experience personal growth and development, develop citizenship competency, and expand leadership potential.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Smith-Lever Grants are not made to individual applicants under cooperative extension programs. By law they are made available to the designated land-grant college in the state and are administered by the Director of the State Extension Service.

Beneficiary Eligibility: The programs of the State and County Extension Services are available to everyone.

Credentials/Documentation: None.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: None.

Application Procedure: County Extension Services prepare Plan of Work and forward to State Extension Service. State Extension Service prepares State Plans of Work and Budgets and forwards to Extension Service - USDA.

Award Procedure: By law, grants are made available to state land-grant colleges, basically, on a formula basis and approved projects. Notification of award must be made to the public and the designated State Central Information Reception Agency (SF 240).

ORGANIZATION	MISSION/FUNCTION	TYPE OF PROGRAM
Department of Agriculture	<ul style="list-style-type: none"> A. Establish learning situations for youths. B. Provide youth with personal and marketable skill. 	<ul style="list-style-type: none"> A. Education programs B. Training programs
Soil Conservation Service (Department of Agriculture)	<ul style="list-style-type: none"> A. Soil and water conservation programs. B. Provide technical help to localities. C. Education of people in conservation practices. 	<ul style="list-style-type: none"> A. Training in agriculture B. Financial assistance to youths interested in carriers in soil conservation and agriculture.
Agricultural Research Service (Department of Agriculture)	<ul style="list-style-type: none"> A. Research and development in agriculture methods. B. Regulation & control of plant and animal disease programs. 	<ul style="list-style-type: none"> A. Education B. Encourage students to study animal sciences and other related areas.
Department of Transportation Office of Transportation Security	<ul style="list-style-type: none"> A. Assurance of security of passengers and cargo in transit. 	<ul style="list-style-type: none"> A. Reduce susceptibility of cargo to theft. B. Establish cargo security awareness and programs. C. Reduce incidences of cargo theft.
Department of Interior Bureau of Outdoor Recreation	<ul style="list-style-type: none"> A. Development of outdoor recreation facilities. B. Research relating to outdoor recreation. 	<ul style="list-style-type: none"> A. Funding and technical assistance to states for development of recreation programs. B. Provide field trips and education to innercity youth.

Figure III.G.1 JD/YD Missions and Functions - Other Organizations

ORGANIZATION	MISSION/FUNCTION	TYPE OF PROGRAM
Department of Interior Bureau of Indian Affairs	A. Development of Indians and Alaskan natives resources. B. Educational Development	A. Operation of rehabilitation and treatment centers. B. Operation of detention centers C. Education and training.
Veterans Administration Department of Medicine and Surgery	A. Provide medical services to veterans.	A. Drug addicts and alcoholic rehabilitation program for veterans..
U.S. Postal Service Postal Academy	A. Assistance to H.S. dropouts ages 16-22. YD PROGRAMS	A. Education B. Employment
U.S.D.A. Extension Service	A. Administration of 4-H programs.	A. Advice and assistance on 4-H programs.
U.S.D.A. Food and Nutrition Service	A. Administration of Federal food programs.	A. Provide food as dietary supplement to schools and individuals. B. Food stamps. C. School breakfast, lunch and milk programs.
D.O.T. Federal Highway Administration	A. Development of highway and motor transportation.	A. Highway construction. B. Highway safety. C. Beautification programs.

Figure III.G.1 (Cont'd)

ORGANIZATION	MISSION/FUNCTION	TYPE OF PROGRAM
Appalachian Regional Commission	A. Stimulate the economic and social conditions of the Appalachian region.	A. Public investment. B. Research. C. Training facilities.
Civil Service Commission	A. Administer a merit system for hiring of Federal employees.	A. Part-time employment to disadvantaged youth. B. Summer employment to disadvantaged youth.
National Council on Indian Opportunity	A. Coordinate the use of Federal programs to aid the American Indian.	A. Counseling services.
ACTION	A. Create a system of volunteer services to use the voluntary energies and efforts of the nation.	A. Counseling.

Figure III.G.1 (Cont'd)

Deadlines: State Plans of Work are sent to the Extension Service in June each fiscal year.

Range of Approval/Disapproval Time: Plans of Work are approved or returned for revision or additional information within 30 days after receipt.

Appeals: Not applicable.

Renewals: This is a continuing program each year.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Funds appropriated under the Smith-Lever Act are distributed to states primarily on the basis of farm and rural population and to a limited degree on the basis of special problems and needs. The Federal share is approximately 100%.

POST ASSISTANCE REQUIREMENTS:

Reports: Annual narrative, financial, and statistical reports are furnished to the Extension Service - USDA by the State Extension Service. Required by state.

Length and Time Phasing of Assistance: This is a continuing program each year. Funds are made available through the letter of credit procedure. States are permitted to carry over unexpended balance into the next year.

Audits: Financial audits are made at the state land-grant colleges generally on a 2-year cycle.

Records: Financial records on annual expenditures are maintained in accordance with University or State Extension Service Regulations.

FINANCIAL INFORMATION

Account Identification: 05-12-0502-01-355.

Obligations: (Grants) FY 70 \$22,679,000; FY 71 \$24,318,000; FY 72 \$25,677,000; est. FY 73 \$26,000,000.

REGULATIONS, GUIDELINES, AND LITERATURE:

There are many different publications available from State and County Extension Offices. Most of these publications are free. Some are sold and nominal cost. In addition, U.S. Department of Agriculture publications may be obtained from Publications Distribution Section, Extension Service, U.S. Department of Agriculture, Washington, D.C. 20250.

INFORMATION CONTACTS:

Regional or Local Office: Local County Extension Service Office (usually located at the county seat); State Extension Director State Land-Grant College or University.

Headquarters Office: Extension Service, U.S. Department of Agriculture, Washington, D.C. 20250.

b. Food and Nutrition Service

FOOD DISTRIBUTION (Food Donation Program)

OBJECTIVES: To improve the diets of school children and needy persons in households and charitable institutions and other individuals in need of food assistance, and to increase the market for domestically produced foods acquired under surplus removal or price support operations.

TYPES OF ASSISTANCE: Sale, Exchange, or Donation of Property and Goods; Formula Grants.

USES AND USE RESTRICTIONS: Food is made available for distribution to qualifying households, individuals, schools, charitable institutions, and summer camps. Households and individuals may not be charged; assessments for in-state distribution costs may be made against other beneficiaries. Donated foods may not be sold, exchanged, or otherwise disposed of (authorized distribution excepted) without prior, specific approval of the Department.

Funds (formula grants) must be expended to assist in meeting operating expenses incurred in administering food distribution programs for needy persons in households. These funds may not be used to purchase real property (land or buildings).

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Such State and Federal agencies as are designated as distributing agencies by the Governor, legislature, or other authority may receive and distribute donated foods. Frequently, different agencies are designated for the household program is eligible for the formula grants (funds).

Local governments which desire the program for needy households or individuals must apply to the appropriate state agency for foods and funds. Schools are eligible but must meet detailed requirements concerning facilities, meal content, meal charges, etc. Other institutions are eligible to the extent they serve needy persons. All must apply to the responsible state agency.

Beneficiary Eligibility: Families must live in a city or county which has the program and must be certified by local welfare authorities as having inadequate income and resources. The family head may be employed, pensioned, striking, or unemployed. Upper limits of allowable income and resources vary with family size and among local jurisdictions. Expectant or new mothers, infants, and young children from low-income families - those most subject to health problems caused by malnutrition - are also eligible for individual assistance. All children in schools, service institutions, and summer camps which participate in the program may benefit from food donations. Foods are donated to charitable institutions (on the basis of needy persons served) and may be used for the benefit of all served.

Credentials/Documentation: Individual households are individually certified by local welfare offices based on state eligibility standards.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: Not applicable.

Application Procedure: All states now have distributing agencies - no applications necessary. A state plan of operation is required. Local governments, schools, summer camps, and institutions must apply to state distributing agency on its forms. Requests for programs for individuals and federal agencies must be forwarded to the Department for approval. Individuals apply to approved health facilities. Heads of households apply to local welfare authorities on forms supplied by state or local office. No application required for funds.

Award Procedure: Funds are offered by Department to state agency (for use in household program improvement). Agency need only accept or reject.

Deadlines: None.

Range of Approval/Disapproval Time: Not applicable.

Appeals: None except that heads of households may appeal adverse or delayed decisions as the state plan provides.

Renewals: Program continues once approved unless withdrawal is requested or required because of program irregularities; households and individuals are recertified periodically. Formula grants are dependent on annual Federal appropriations.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Not applicable to food donations. Formula grants allocated on basis of average per capital income and numbers of needy in program areas. No matching funds required but states and localities are expected to bear cost of program administration (aside from the additional contribution made by the formula grants).

Length and Time Phasing of Assistance: Food donations continuous; formula grants released annually, early in fiscal year, by letter of credit to Federal Reserve Banks. State agency may withdraw funds as needed; unspent funds must be returned at end of fiscal year.

POST ASSISTANCE REQUIREMENTS:

Reports: Donated foods - monthly reports of quantities distributed, by type of recipient and the numbers of needy persons in households receiving foods. Formula grants - monthly reports of withdrawals, expenditures, and obligated funds.

Audits: Both types of assistance are reviewed annually by Regional Office; at irregular intervals are audited formally by the Office of the Inspector General.

Records: Adequate to account for all receipts and dispositions; to be retained for 3 years following the close of the fiscal year.

FINANCIAL INFORMATION:

Account Identification: 05-84-3539 0-1-702; 05-32-5209 0-2-351
Obligations: FY 70 \$516,994,000 (Value of food donations), \$5,801,000 (Formula grants); FY 71 \$541,238,000 (Value of food donations), \$13,850,000 (Formula grants); FY 72 \$607,295,000 (Value of food donations), \$19,700,000 (Formula grants). est. FY 73 \$590,000,000.
Range and Average of Financial Assistance: \$19,416 to \$3,003,615; \$415,353.

REGULATIONS, GUIDELINES, AND LITERATURE: 7 CFR 250 and 251; FNS Notices and Instructions; "USDA Food Donation Program," PA-667, no charge; "How to Plan a Self-Service Food Donation Center," PA-936, no charge; "You Can Help Fight Hunger in America - Donated Foods Handbook for Volunteers," FNS-2, no charge; "Guide for Warehousing USDA-Donated Foods," PA-373, no charge; PA-557, no degree; "Donated Foods for Diasters."

INFORMATION CONTRACTS:

Regional or Local Office: See the Food and Nutrition Service Regional Offices listed in Appendix D.

Headquarters Office: Food Distribution Division, Food and Nutrition Service, U.S. Department of Agriculture, Washington, D.C. 20250
Telephone: (202)962-3575.

**SPECIAL FOOD SERVICE PROGRAM FOR CHILDREN
(Nonschool Food Program)**

OBJECTIVES: This program provides commodities and cash grants to assist states to initiate, maintain, or expand nonprofit food service programs for children in service institutions, to improve the nutritional status of both preschool and school age children.

TYPES OF ASSISTANCE: Formula Grants; Sale, Exchange, or Donation of Property and Goods.

USES AND USE RESTRICTIONS: Federally appropriated Special Food Service Program for Children funds are available to reimburse eligible institutions (day-care centers, settlement houses, recreation centers, and day camps) for food purchases for up to 3 complete meals and 2 supplemental meals daily. Financial help is also available to buy or rent necessary equipment.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Public and nonprofit private institutions such as day-care centers, settlement houses, and recreation centers that provide day care for children from low income areas, or from areas with many working mothers may apply and also institutions providing day-care for handicapped children.

Beneficiary Eligibility: Institutions approved for participation must operate a nonprofit food service for all children regardless of race, color, or national origin; service meals which meet minimum requirements as prescribed by the U.S. Department of Agriculture and supply free or reduced price meals to children unable to pay the full charge. Such recipients will be designated on a uniform, equitable basis by the service institution, without being identified or discriminated against in any way.

Credentials/Documentation: Public and private nonprofit service institutions which are exempt from income tax under the Internal Revenue Code, as amended, may be eligible to participate.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: None

Application Procedure: Institutions should apply directly to the state educational agency. In states where state law prohibits the state educational agency from administering the program to any service institution, the application will be referred to the appropriate Food and Nutrition Service regional office.

Award Procedure: When application is approved, institution makes agreement with appropriate agency on a fiscal year basis.

Deadlines: None

Range of Approval/Disapproval Time: Agreements are effective upon approval of the state educational agency or Food and Nutrition Service regional office, where applicable, and are effective until the following June 30.

Appeals: None. State educational agencies and Food and Nutrition Service regional office, where applicable, are responsible for determining an institution's eligibility.

Renewals: Annually as of July 1.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Formula grant. Federal funds are apportioned to states to provide assistance to participating service institutions. Any funds made available by the state agency or the Food and Nutrition Service regional office, where applicable, to service institutions for the purchase or rent of equipment shall be upon the condition that the service institution shall bear at least one-fourth of the purchase or rental cost of equipment financed. Each state shall be apportioned not more than \$50,000, as a basic grant. In addition, from the funds remaining after the basic grants have been made, each such state shall be apportioned an amount which bears the same ratio to such remaining funds as the number of children in that state aged 3 to 17, inclusive, in families with incomes of less than \$3,000 per annum bears to the total number of such children in all such states.

Length and Time Phasing of Assistance: For the period covered by the agreement.

POST ASSISTANCE REQUIREMENTS:

Reports: Service institutions file monthly reports on program operation to claim for reimbursement for meals served. If applicable, a claim for equipment rental or purchase must also be filed.

Audits: Service institutions are subject to periodic audits by state agencies or the U.S. Department of Agriculture in states which do not have an audit program, to assure proper utilization of program funds.

Records: Service institutions must maintain full and accurate records of its food service operation for a period of 3 years and 3 months after the end of the fiscal year to which they pertain and for 5 years after the end of the fiscal year to which they pertain for records on the cost of equipment and the use of nonfood assistance funds.

FINANCIAL INFORMATION:

Account Identification: 05-34-3539-0-1-702

Obligations: (Grants and value of commodities) FY 70 \$7,258,000; FY 71 \$20,775,000; FY 72 \$20,775,000; est FY 73 \$20,000,000.

Range and Average of Financial Assistance: Average Federal assistance is \$0.20 per meal.

REGULATIONS, GUIDELINES, AND LITERATURE: "Food for Children," (FNS-8), no charge for this pamphlet; Part 225 - Special Food Services Program for Children regulations (35 F.R. 6255).

INFORMATION CONTACTS:

Regional or Local Office: See the Food and Nutrition Service Regional Offices listed in the Appendix D.

Headquarters Office: Director, Child Nutrition Division, Food and Nutrition Service, Washington, D.C. 20250. Telephone: (202) 962-1626.

FOOD STAMPS

OBJECTIVES: This program improves the diets of low-income households and expands the market for domestically produced foods by supplementing the food purchasing power of eligible low-income families.

TYPES OF ASSISTANCE: Direct Payments for Specified Uses.

USES AND USE RESTRICTIONS: Families buy stamps or "coupons" worth more than the purchase amount which varies according to income and family size. The coupons are used for food in retail stores. The coupons may be used to buy any food for human consumption, except for items labeled as imported. Almost all grocery stores in food stamp areas are authorized to accept the coupons.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: The state agency responsible for federally aided public assistance programs submits requests for the program to USDA's Food and Nutrition Service on behalf of local political subdivisions that want to participate. Families apply for assistance at their local welfare office.

Beneficiary Eligibility: Families may participate if they live in an area that has the program, are found by local welfare officials to be in need of food assistance, are receiving some form of welfare assistance, and are unemployed, part-time employed, working for low wages, or living on limited pensions. If families are not receiving welfare assistance, eligibility is based on family size and income, and their level of resources.

Credentials/Documentation: Households are individually certified by local welfare offices based on state eligibility standards, with verification as required by regulation.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: None

Application Procedure: Prior to beginning the Food Stamp Program within a state, the state welfare agency is required to submit for approval a Food Stamp Plan of Operation. Then local counterpart offices (normally counties) submit a request for the program to the state agency which forwards the request to the Food and Nutrition Service for approval. Families apply through their local welfare offices in those areas where the program is in operation.

Award Procedure: The Secretary of Agriculture designates new areas based on the size of the areas requested, state priorities, and available funds.

Deadlines: None.

Range of Approval/Disapproval Time: Timing of designations determined by availability of funds.

Appeals: None.

Renewals: Program continues once approved unless there is a substantial failure to comply with regulations or withdrawal on the part of the state or county.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Federal Government pays 100 percent of the cost of bonus coupons. State and/or county pays approximately 37 percent of administering cost for certifying NPA (non-public assistance) households and 100 percent of the cost of issuing the coupons.

Length and Time Phasing of Assistance: Length of assistance period is indefinite and the phasing is not applicable.

POST ASSISTANCE REQUIREMENTS:

Reports: A monthly report of coupons issued and cash collected together with a summary of inventory of coupons on hand is required. A report on the number of households and persons receiving aid is also required monthly.

Audits: Each project is audited after 90 days of operation by the Department of Agriculture and approximately every 2 years thereafter.

Records: Records of households certified and coupons issued are required and must be maintained for 3 years.

FINANCIAL INFORMATION:

Account Identification: 05-34-3505-0-1-702.

Obligations: (Cash payments) FY 70 \$551,002,000; FY 71 \$1,369,000,000; FY 72 \$1,941,000,000; est FY 73 \$2,000,000,000.

Range and Average of Financial Assistance: Varies by income and family size. Averaged approximately \$13.50 per person per month in November 1970.

REGULATIONS, GUIDELINES, AND LITERATURE: Food Stamp Regulations, Title 7, Chapter II, Parts 260-264; Brochures available from regional offices, no charge: You Can Help Fight Hunger in America, Food Stamp Handbook for Volunteers, FNS-1; You and Food Stamps, FNS-5; Food Stamps to End Hunger, PA-911; You're in Good Company - Millions of Americans Use USDA Food Stamps, PA-922; Food Stamp Program - More Food, Better Diets for Low-Income Families, PA-930; Food Makes the Difference - Ideas for Economy Minded Families, PA-934; Food Stamps Make the Difference, PA-952; The Food Stamp Program, An Initial Evaluation of Pilot Projects, D&MS-1.

INFORMATION CONTACTS:

Regional or Local Office: See the Food and Nutrition Service Regional Offices listed in Appendix D.

Headquarters Office: Director, Food Stamp Division, Food and Nutrition Service, U.S. Department of Agriculture, Washington, D.C. 20250.
Telephone: (202) 962-3334.

SCHOOL BREAKFASTS

OBJECTIVES: To provide breakfast to improve child nutrition.

TYPES OF ASSISTANCE: Formula Grants; Sale, Exchange, or Donation of Property and Goods.

USES AND USE RESTRICTIONS: Federally appropriated school breakfast program funds are available to reimburse public and nonprofit private schools for breakfasts meeting the requirements as established by the Secretary of Agriculture and which are served to children of high school grade and under. Program regulations provide for a Federal reimbursement rate of up to \$0.15 per breakfast served or the cost of locally purchased foods, whichever is the lesser. In areas of serve need where all or nearly all of the children are in need of a free or reduced price breakfast, Federal assistance can total up to 80 percent of the operating costs.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Schools drawing attendance from areas in which poor economic conditions exist and schools to which attending children must travel a long distance receive primary consideration and, if funds permit, other schools may participate.

Beneficiary Eligibility: All children attending schools in which the breakfast program is operating may participate. Breakfast is served free or at a reduced price to children who are determined by local school authorities to be unable to pay the full price. Children who are able to pay the full price are expected to do so.

Credentials/Documentation: Public schools and private schools which are exempt from income tax under the Internal Revenue Code, as amended, are eligible to participate.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: None.

Application Procedure: Public schools in all states make application to the state educational agency. Appropriate forms may be obtained from this agency. Appropriate forms may be obtained from this agency. Nonprofit private schools should also apply to the state educational agency. In some states, however, the state educational agency is prohibited by state statute from disbursing Federal funds to nonprofit private schools. In such instances, the application will be referred to the appropriate Food and Nutrition Service regional office.

Award Procedure: When application is approved, school takes agreement with appropriate agency on a fiscal year basis. Notification of grant awards are provided to the State Central Information Reception Agency on Standard Form 240.

Deadlines: None.

Range of Approval/Disapproval Time: Agreements are effective upon approval of the state educational agency or Food and Nutrition Service, where applicable, and are effective until the following June 30.

Appeals: None. State educational agencies or Food and Nutrition Service regional offices, where applicable, are responsible for determining a school's eligibility.

Renewals: Annually as of July 1.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: The 50 states, District of Columbia and Puerto Rico are initially given \$50,000 each as a basic apportionment. Guam, Virgin Islands, and American Samoa are given \$15,000 each. The total of these amounts (\$2,645,000) is deducted from the total appropriation which is apportioned in the same manner as Section 4 funds under the National School Lunch Program.

Length and Time Phasing of Assistance: For the period covered by the agreement. Fiscal year basis.

POST ASSISTANCE REQUIREMENTS:

Reports: Schools file monthly reports on program operation to claim for reimbursement.

Audits: Schools are subject to periodic audits by state agencies or the U.S. Department of Agriculture, in states which do not have an audit program, to assure proper utilization of program funds.

Records: Schools must maintain full and accurate records of its breakfast program. Such records shall be retained for a period of 3 years after the end of the fiscal year to which they pertain.

FINANCIAL INFORMATION:

Account Identification: 05-34-3539-0-1-702.

Obligations: (Grants and value of commodities) FY 70 \$10,877,000; FY 71 \$15,000,000; FY 72 \$15,000,000; est FY 73 \$20,000,000.

Range and Average of Financial Assistance: Average Federal assistance is \$0.15 per meal (total of cash and commodities.)

REGULATIONS, GUIDELINES, AND LITERATURE: "Closing the Nutrition Gap," (PA-812), pamphlet, no charge; Regulations - Part 220 - School Breakfast and Nonfood Assistance Programs and State Administrative Expenses regulations (32 F.R. 33, as amended).

INFORMATION CONTACTS:

Regional or Local Office: See the Food and Nutrition Service Regional Offices listed in the Appendix D.

Headquarters Office: Director, Child Nutrition Division, Food and Nutrition Service, U.S. Department of Agriculture, Washington, D.C. 20250. Telephone: (202) 962-1627.

SCHOOL LUNCH PROGRAM - NONFOOD ASSISTANCE
(EQUIPMENT PROGRAM)

OBJECTIVES: This program provides states with grants in aid to supply schools in low-income areas with equipment for storing, preparing, transporting, and serving food to children.

TYPES OF ASSISTANCE: Formula Grants.

USES AND USE RESTRICTIONS: Cash assistance for purchase of equipment for storing, preparing, transporting and serving food to children, not to exceed 75 percent of the cost of such equipment. Federal funds are available to assist schools drawing attendance from areas in which poor economic conditions exist to purchase equipment needed to establish, maintain, and expand food services. Federal funds are apportioned among states to pay needy schools up to three-fourths of the total price of the equipment including installation charges.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Schools drawing attendance from areas in which poor economic conditions exist which exhibit a need for equipment for the storage, preparation, transportation, and serving of food to enable such schools to establish, maintain, and expand school food service programs.

Beneficiary Eligibility: Program helps reach children who attend schools with little or no equipment to start or expand food service programs since schools approved for nonfood assistance must agree to take part in the National School Lunch Program and/or the School Breakfast Program.

Credentials/Documentation: Public schools and private schools which are exempt from income tax under the Internal Revenue Code, as amended, are eligible to participate if they meet the requirements set out in G.I.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: None.

Application Procedure: Public schools in all states make application to the state educational agency. Appropriate forms may be obtained from this agency. Nonprofit private schools should also apply to the state educational agency. However, in some states, the state educational agency is prohibited by state statute from disbursing Federal Funds to nonprofit private schools. In such instances, the application will be referred to the appropriate Food and Nutrition Service regional office.

Award Procedure: Schools shall be selected for participation in the Nonfood Assistance program on the basis of: (1) the relative need of the school for assistance in acquiring equipment to operate an adequate feeding program and (2) the amount of funds available to the state agency or FNSRO, where applicable. Schools selected for participation shall enter into a written agreement, on a form approved by CNB, with the state agency or FNSRO, where applicable. The school shall agree to: (1) participate in the School Breakfast Program or the National School Lunch program, or both; and (2) work toward inaugurating a National School Lunch program if it participates only in the School Breakfast program. Notification of the grant awards are provided to the State Central Information Reception Agency on Standard Form 240.

Deadlines: None.

Range of Approval/Disapproval Time: Agreements are effective upon approval of the state educational agency or FNS, where applicable and are effective until the following June 30.

Appeals: None. State educational agencies or Food and Nutrition Service regional offices, where applicable.

Renewals: None.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Fifty percent of the total funds available are apportioned under Section 4 of the National School Lunch Act. The remaining 50 percent are apportioned based on the number of children in schools with no food service in each state as a percent of children in schools without a food service in all states. During any fiscal year, payments made by FNS to each state agency, and the payment made by FNS to any nonprofit private school in any state, shall be upon the condition that at least one-fourth of the cost of any equipment financed under this part shall be borne from sources within the state. Funds from sources within the state shall include any sources within the state shall include any source of state or local funds other than Federal grants and children's payments obtained by the school through any of its nonprofit feeding operations.

Length and Time Phasing of Assistance: Length - not applicable. Time - fiscal year basis.

POST ASSISTANCE REQUIREMENTS:

Reports: Each claim shall be accompanied by a copy of the bill, invoice, or other evidence of purchase and shall be made part of the school's case file maintained by the state agency or the FNSRO, where applicable.

Audits: Schools are subject to periodic audits by state agencies or the U.S. Department of Agriculture, in states which do not have an audit program, to assure proper obligation of program funds.

Records: Schools must maintain full and accurate records of its nonfood assistance program. Such records shall be retained for a period of 3 years after the end of the fiscal year to which they pertain.

FINANCIAL INFORMATION:

Account Identification: 05-34-3539-0-1-702.

Obligations: (Grants) FY 70 \$16,715,000; FY 71 \$16,110,000; FY 72 \$16,110,000; est FY 73 \$16,000,000.

Range and Average of Financial Assistance: Apportionment. Average cost per student is \$45. Seventy-five percent of this is covered by Federal assistance.

REGULATIONS, GUIDELINES, AND LITERATURE: Regulations - Part 220 - School Breakfast and Nonfood Assistance Programs and State Administrative Expenses regulations (32 F.R. 33, as amended); "Closing the Nutrition Gap," (PA-812), pamphlet, no charge.

INFORMATION CONTACTS:

Regional or Local Office: See the Food and Nutrition Service Regional Offices listed in the Appendix D.

Headquarters Office: Director, Child Nutrition Division, Food and Nutrition Service, U.S. Department of Agriculture, Washington, D.C. 20250. Telephone: (202) 962-1627.

**NATIONAL SCHOOL LUNCH PROGRAM
(School Lunch Program)**

OBJECTIVES: This program provides commodity and cash grants to state educational agencies to assist them in helping schools provide adequate school lunches. This helps to safeguard the health and well-being of children and to encourage the domestic consumption of nutritious agricultural commodities.

TYPES OF ASSISTANCE: Formula Grants; Sale, Exchange, or Donation of Property and Goods.

USES AND USE RESTRICTIONS: Federally appropriated National School Lunch Program funds are available to reimburse public and nonprofit private schools for Type A lunches served to children of high school grade and under. A portion of the funds available each year are also used to make direct purchase of nutritious agricultural products for donation to participating schools. Federal cash for food assistance may not be used to purchase land or to acquire or construct buildings or make alterations to existing buildings or to purchase automotive equipment.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Schools desiring to participate must agree to operate a nonprofit lunch program which is available to all children regardless of race, color, creed, or national origin. Lunches served must meet minimum nutritional standards as established by the Secretary of Agriculture. Lunches must be served free or at a reduced price to children who are determined by local school authorities to be unable to pay the full price for their lunches. The school authorities must follow specified minimum regulatory criteria in making such determinations under a publicly announced plan and make no physical segregation of, or other discrimination against, any child because of his inability to pay the full price of the lunch.

Beneficiary Eligibility: Children of high school grade or under in attendance.

Credentials/Documentation: Public schools and private schools which are exempt from income tax under the Internal Revenue Code, as amended, are eligible to participate.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: None.

Application Procedure: Public schools in all states make application to the state educational agency. Appropriate forms may be obtained from this agency. Nonprofit private schools should also apply to the state educational agency. In some states, however, the state educational agency is prohibited by state statute from disbursing Federal funds to nonprofit private schools. In such instances; the application will be referred to the appropriate Food and Nutrition Service regional office.

Award Procedure: Selection of schools for participation in the Program shall be in accordance with the following: (1) schools shall be selected for participation in the general cash for food assistance phase of the Program on the basis of need and attendance; (2) schools shall be selected for participation in the special cash assistance phase of the Program on the basis of the need of such schools for assistance in the serving of free or reduced price lunches to children unable to pay the full price of the lunch. Notification of grant awards are provided to the State Central Information Reception Agency on Standard Form 240.

Deadlines: None.

Range of Approval/Disapproval Time: Agreements are effective upon approval of the state educational agency or FNSRO, where applicable, and are effective until the following June 30.

Appeals: None. State educational agencies and FNSRO's, where applicable, are responsible for determining a school's eligibility.

Renewals: Annually as of July 1.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Federal Funds made available for general cash for food assistance for any fiscal year shall be apportioned among the states in accordance with section 4 of the Act on the basis of 2 factors: (1) The participation rate for the state, and (2) the assistance need rate for the state. Federal funds made available for special cash assistance for any fiscal year shall be apportioned among the states in accordance with section 11 of the Act. The amount apportioned to each such state shall bear the same ratio as the number of children in such state aged 3 to 17, inclusive, in households with incomes less than \$4,000 per annum bears to the total number of such children in all such states. Federal funds must be matched by \$3 of funds from within the state for each \$1 of Federal funds except that states having an average per capita income of less than the national average per capita income may be allowed to match Federal funds at a lesser rate. Funds from within the state may include funds derived from state and local tax revenues which are used for food service programs and funds received from children for lunch payments. For the fiscal year beginning July 1, 1971, and the fiscal year beginning July 1, 1972, state revenue (other than revenues derived from the program) appropriated on specifically reserved and used for program purposes (other than salaries and administrative expenses at the state as distinguished from the local level), shall constitute at least 4 percentum of the matching requirement.

Length and Time Phasing of Assistance: For the period covered by the agreement. Fiscal year basis.

POST ASSISTANCE REQUIREMENTS:

Reports: Schools file monthly reports on program operation to claim for reimbursement.

Audits: Schools are subject to periodic audits by the state agencies or the U.S. Department of Agriculture in states which do not have an audit program, to assure proper utilization of program funds.

Records: Schools must maintain full and accurate records of its lunch programs. Such records shall be retained for a period of 3 years after the end of the fiscal year to which they pertain.

FINANCIAL INFORMATION:

Account Identification: 05-34-3539-0-1-702.

Obligations: (Grants and value of commodities) FY 70 \$300,793,000; FY 71 \$581,418,000; FY 72 \$581,418,000; est FY 73 \$587,000,000.

Range and Average of Financial Assistance: Average assistance, per meal, is \$0.047 cash and \$0.058 cents in commodities. Special assistance to needy children is \$0.30 per meal.

REGULATIONS, GUIDELINES, AND LITERATURE: Part 210 - National School Lunch Program regulations (35 F.R. 753, as amended); Part 245 - Determining Eligibility for Free and Reduced Price Lunches regulations (35 F.R. 14065); "The National School Lunch Program," (PA-19), pamphlet, no charge.

INFORMATION CONTACTS:

Regional or Local Office: See the Food and Nutrition Service Regional Offices listed in the Appendix D.

Headquarters Office: Director, Child Nutrition Division, Food and Nutrition Service, U.S. Department of Agriculture, Washington, D.C. 20250. Telephone: (202) 962-1627.

SPECIAL MILK PROGRAM FOR CHILDREN (School Milk Program)

OBJECTIVES: This program provides assistance, in the form of reimbursement payments to encourage consumption of fluid whole milk by children in public and nonprofit private schools of high school grade and under, nonprofit nursery schools, child-care centers, settlement houses, summer camps and similar nonprofit institutions that provide for the care and training of children.

TYPES OF ASSISTANCE: Formula Grants.

USES AND USE RESTRICTIONS: The authorized maximum rates of reimbursement are \$0.04 per half pint for schools which also participate in the National School Lunch Program (with no reimbursement paid on the first half pint of milk served with the Type A lunch), and \$0.03 per half pint in those remaining schools and child care institutions where milk is sold as a separately priced item. Up to \$0.01 of this reimbursement may be retained for the purpose of defraying all or part of the handling cost. Within these maximum rates, the amount of reimbursement paid will depend upon the cost of the milk, the proposed selling price to the child, and the margin allowed to defray the cost of distributing milk within the school or institutions.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: All public and nonprofit private schools of high school grade and under are eligible to participate. Also nonprofit child care institutions such as nursery schools, child care centers, settlement houses, and summer camps are eligible for assistance under this program. All schools and child care institutions which participate must agree to operate the program for all children without regard to race, color, or national origin.

Beneficiary Eligibility: All children attending schools and institutions in which the Special Milk Program is an operation may participate in the program.

Credentials/Documentation: Public schools, private schools, and institutions, which are exempt from income tax under the Internal Revenue Code, as amended, are eligible to participate.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: None.

Application Procedure: Public schools in all states make application to the state educational agency. Appropriate forms may be obtained from this agency. Non-profit private schools and institutions should also apply to the state educational agency. However, in some states, the state educational agency is prohibited by state statute from disbursing Federal funds to nonprofit private schools and institutions. In such instances, the application will be referred to the appropriate Food and Nutrition Service regional office.

Award Procedure: State agency or Food and Nutrition Service regional office, where applicable, reviews written application of school or child-care institution and upon determination of eligibility takes written agreement with sponsor for participation in the program. Notification of grant awards are provided to the State Central Information Reception Agency on Standard Form 240.

Deadlines: None.

Range of Approval/Disapproval Time: Agreements are effective upon approval of the state educational agency or Food and Nutrition Service, where applicable, and are effective until the following June 30.

Appeals: None. State educational agencies or Food and Nutrition Service regional offices, where applicable, are responsible for determining a school's or institutional eligibility.

Renewals: Annually as of July 1.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: The funds apportioned to each state are based on the amount of money each state spent the previous year. The percent of the prior year's total expenditures in relation to the amount currently available for apportionment is applied to each state's expenditure for the prior year. There are no matching provisions, but the cost of milk in excess of the Federal reimbursement must be borne by sources within the states.

Length and Time Phasing of Assistance: For the period covered by agreement. Fiscal year basis.

POST ASSISTANCE REQUIREMENTS:

Reports: Schools and institutions file monthly reports on program operation to claim for reimbursement.

Audits: Schools and institutions are subject to periodic audits by state agencies or the U.S. Department of Agriculture, in states which do not have an audit program, to assure proper utilization of program funds.

Records: Schools and institutions must maintain full and accurate records of its Special Milk Program operations. Such records shall be retained for a period of 3 years after the end of the fiscal year to which they pertain.

FINANCIAL INFORMATION:

Account Identification: 05-34-3502-0-1-702.

Obligations: (Grants) FY-70 \$101,527,000; FY-71 \$103,316,000; FY-72 \$104,000,000; est. FY-73 \$92,000,000.

Range and Average of Financial Assistance: Not available.

REGULATIONS, GUIDELINES, AND LITERATURE: Part 215 - Special Milk Program for Children regulations - (32 F.R. 12587, as amended). "Closing the Nutrition Gap" (PA-812) - Pamphlet - no charge.

INFORMATION CONTACTS:

Regional or Local Office: See the Food and Nutrition Service Regional Office listed in the Appendix D.

Headquarters Office: Director, Child Nutrition Division, Food and Nutrition Service, U.S. Department of Agriculture, Washington, D. C. 20250. Telephone: (202) 962-1627.

Other programs for which detailed information was not available and the offices administering them are listed below. To obtain further information on each, contact the specific administrator's office at the U.S. Department of Agriculture in Washington, D. C.

c. Soil Conservation Service

1. Special Programs to Employ Negro High School Students

Soil Conservation Service (SCS) initiated a program to employ outstanding Negro high school students who could not attend college because of a lack of finances to meet initial college expenses. The students were selected in cooperation with the deans of local, predominantly Negro colleges with the understanding that the students would enroll in the School of Agriculture at that college. Students were employed at the GS-2 grade and were assigned to work locations where they could save the maximum amount of money for their initial college expenses. The students were provided training under formalized training plans and were given work experiences where specific accomplishments could be made.

2. Outdoor Classroom Development on School Sites

The Soil Conservation Service provides technical and advisory assistance to schools in setting up conservation education programs, focusing on the development of outdoor classrooms on the school site where young people learn through personal experience how natural resources are protected and managed. These experiences serve to motivate individual responsibility toward community development and environmental improvement. Such problem-oriented activities are particularly important in giving the non-academic, potential drop-out a sense of individual achievement through seeing that the results of his efforts in planting trees or controlling erosion are immediately visible as a contribution to the improvement of the school site. SCS produces specific publications to help local people develop outdoor classrooms.

3. Youth Involvement in Environmental Improvement and Community Development

This program is designed to give young people opportunities for direct involvement in decision making on the use and care of natural resources in their community. Soil Conservation Service works with governing bodies of Soil Conservation Districts to encourage establishment of junior boards of district directors to supply youth with these opportunities. Other nationwide efforts by SCS include work with (1) SOAR (Save Our American Resources) local projects, including Keep America Beautiful Day; (2) Girl Scouts of the U.S.A. on Eco-Action projects (especially, intensive studies of watersheds) and (3) Future Farmers of America and 4-H Clubs on land, pasture, and range judging, as well as a wide variety of local environmental improvement projects.

d. Forest Service

Youth Conservation Corps Summer Program

Forest Service, USDA, designed this program to help 15 through 18-year-old boys and girls learn about the natural environment; to learn about the meaningful use of management and protection of the natural resources; to engage in outdoor employment which helps accomplish these goals; and to help build lasting cultural and communicational bridges between youth from various backgrounds.

e. Farmers Home Administration

Build Our American Communities (BOAC)

This program is designed to develop progressive rural communities by having youth plan, develop and carry out community development projects. This nationwide cooperative effort between the National

Future Farmers of America, the Lilly Foundation and the Farmers Home Administration involves youth in determining housing needs, informing the community about such needs, and helping members of the community to obtain housing plans. These young people also assist families to file the necessary loan applications.

f. Agricultural Research Service

Science and Engineering Program for Inner City Youth

High school teachers in the District of Columbia make known to American University the names of students who have demonstrated a potential or an aptitude for science or engineering. Students so identified are offered summer employment in work situations that assist them to pursue these interests.

2. Department of Interior

a. Bureau of Outdoor Recreation

OUTDOOR RECREATION - ACQUISITION AND DEVELOPMENT

OBJECTIVES: To provide financial assistance to the States and their political subdivisions for the acquisition and development of outdoor recreation areas and facilities for the general public, to meet current and future needs.

TYPES OF ASSISTANCE: Project Grants.

USES AND USE RESTRICTIONS: Acquisition and development grants may be used for a wide range of outdoor recreation projects, such as picnic areas, inner city parks, campgrounds, tennis courts, boat launching ramps, bike trails, outdoor swimming pools, and support facilities such as roads, water supply, etc. Facilities must be open to the general public and not limited to special groups. Development of basic rather than elaborate facilities is favored. Priority consideration generally is given to projects serving urban populations. Fund monies are not available for the operation and maintenance of facilities.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Only the State agency formally designated by the Governor or the State legislature to administer the State's Land and Water Conservation Fund Program is eligible to apply for acquisition and development grants. (Treated as States in this regard are the District of Columbia, Puerto Rico, the Virgin Islands, American Samoa, and Guam).

Beneficiary Eligibility: For acquisition and development grants, State agencies or political subdivisions, such as cities, counties, and park districts, are eligible. Additionally, Indian tribes which are organized to govern themselves and perform the function of a municipal government qualify for assistance under the program. Private individuals and organizations are not eligible.

Credentials/Documentation: The State Liaison Officer, appointed by the Governor to administer the program in the State, must furnish assurance that the project is in accord with the State Comprehensive Outdoor Recreation Plan (see 15.401) i.e., that it meets high priority recreation needs shown in the action program portion of the plan. The State's apportionment balance of Fund monies must be adequate for the project, and the sponsoring agency must permanently dedicate the project to public outdoor recreation and assume responsibility for operation and maintenance.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: Coordination with State and regional or metropolitan clearinghouses as required by Office of Management and Budget Circular No. A-95.

Application Procedure: Project proposals are submitted to the Bureau through the State liaison officer designated by the Governor. The State liaison officer has the initial prerogative of determining project eligibility, priority need, and order of fund assistance within the State.

Award Procedure: Proposals are reviewed by regional office, where final action may be taken. For grant requests of \$100,000 or more, the Bureau's Washington, D.C. office takes final action. State and regional or metropolitan notification is made to the State liaison officer and appropriate clearinghouse(s) (through Standard Form 240).

Deadlines: None.

Range of Approval/Disapproval Time: Approximately 20 days for regional approval/disapproval and 30 days if Washington approval/disapproval is required.

Appeals: State may appeal to the Secretary of the Interior.

Renewals: Project agreements may be amended to change the scope, amount, or duration. Must be approved by the Bureau.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: The Land and Water Conservation Fund Act specifies that not more than 50 percent of the project cost may be Federally financed. Congress, however, when appropriating money from the Fund, has always required that the Fund grant be fully matched. Under certain conditions, all or part of the project sponsor's matching share may be from certain other Federal assistance programs, such as Model Cities and the Appalachian Regional Commission. Two/fifths of the money is apportioned equally, and three/fifths is apportioned on the basis of need, figured using population, existing Federal resources and programs, and non-State resident use of recreation facilities.

Length and Time Phasing of Assistance: Available for obligation during the fiscal year in which appropriated and for 2 fiscal years thereafter. The assistance period for individual projects varies and may be extended. Complex projects may be broken down into stages, with one being initially approved and the remainder qualified for activation at a later date. Except for project preparation costs, all must be incurred within the project period.

POST ASSISTANCE REQUIREMENTS:

Reports: State inspection reports are submitted triennially on completed projects stating whether the properties acquired and/or developed with Fund assistance are used in accordance with the agreement.

Audits: Regular internal reviews by the Department's Office of Survey and Review. Each State is audited at least once every 2 years. States are to provide for a system of periodic internal review. Records: Maintain records to facilitate audit, including records that fully disclose the amount and disposition of assistance; the total cost of the project; and the amount and nature of that portion of the cost supplied by other sources.

FINANCIAL INFORMATION:

Account Identification: 10-16-5-05-0-2-105.
Obligations: (Grants) FY 70 \$48,882,994; FY 71 \$98,500,000; FY 72 \$148,500,000; est FY 73 \$139,000,000.
Range and Average of Financial Assistance: Several hundred dollars to more than a million with 66 percent being under \$50,000.

REGULATIONS, GUIDELINES, AND LITERATURE: Outdoor Recreation Grants-in-Aid Manual (available on a subscription basis from the Superintendent of Documents, Government Printing Office, Washington, D.C. 20402, at a cost of \$4. "A Guide to More Effective Preparation and Submission of Project Applications," no charge; "The Land and Water Conservation Fund Act of 1965, as Amended," no charge; "Federal Assistance in Outdoor Recreation," \$0.50 from Government Printing Office; "Private Assistance in Outdoor Recreation," \$0.45 from Government Printing Office; and "Coordination of Federal Outdoor Recreation Assistance Programs," \$0.30 from Government Printing Office.

INFORMATION CONTACTS:

Regional Offices - Appendix G.
Headquarters Office: Bureau of Outdoor Recreation, Department of the Interior, Washington, D.C. 20240. Telephone: (202) 343-5723.

OUTDOOR RECREATION TECHNICAL ASSISTANCE

OBJECTIVES: To assist other Federal agencies, States, local governments, and private interests in the development and operation of effective programs to meet public needs for outdoor recreation and related environmental quality.

TYPES OF ASSISTANCE: Advisory Services and Counseling; Dissemination of Technical Information.

USES AND USE RESTRICTIONS: Special advisory services may be provided on request to State agencies concerned with planning, financing, developing and managing outdoor recreation programs, and related research and educational activities. Advisory assistance in planning, designing and evaluating research and educational projects may be provided to public and private academic and research organizations. Technical assistance is given to State and local governments relating to applications for

Federal surplus property for public park and recreation purposes in cooperation with GSA's Disposal of Federal Surplus Real Property program (39.002). Technical information and aids are available to Federal, State, local and private programs relating to outdoor recreation and environmental quality. Activities in support of technical assistance, research and education include periodic and special publications, participation in seminars, conferences and consultations, cooperative programs, and liaison between public and private agencies, governmental and educational institutions, and public and professional media.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Anyone may apply.
Beneficiary Eligibility: Same as applicant eligibility.
Credentials/Documentation: None.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: None.
Application Procedure: Informal request addressed to the Bureau of Outdoor Recreation's regional offices. See listing in Appendix G.
Award Procedure: Project proposals submitted to the Bureau are reviewed by the appropriate regional office, where final action is generally taken.
Deadlines: Not applicable.
Range of Approval/Disapproval Time: Average 21 days.
Appeals: Not applicable.
Renewals: Not applicable.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Not applicable.
Length and Time Phasing of Assistance: Projects have lasted more than 3 years.

POST ASSISTANCE REQUIREMENTS:

Reports: Not applicable.
Audits: Not applicable.
Records: Not applicable.

FINANCIAL INFORMATION:

Account Identification: 10-16-0700-0-1-405.
Obligations: (Salaries and expenses) FY 70 \$754,000; FY 71 \$862,000; FY 72 \$962,000; est FY 73 \$1,063,000.
Range and Average of Financial Assistance: Projects have lasted more than 3 years, involving 5 to 6 staff members. They average under a year with 2 to 3 men involved.

REGULATIONS, GUIDELINES, AND LITERATURE: Available from Government Printing Office: "Outdoor Recreation Action," 4 times annually; free to government officials and agencies, \$2.00 to private subscribers, \$2.50 to foreign subscribers; "Catalog of Outdoor Recreation Research," annual, 1969 ed. \$1.25; "Index of Selected Outdoor Recreation Literature," semiannual, \$0.75; "Federal Assistance in Outdoor Recreation," \$0.50; "Private Assistance in Outdoor Recreation," \$0.45; "Education and Outdoor Recreation," \$0.75; and "Miniature Environments," free from Bureau of Outdoor Recreation.

INFORMATION CONTACTS:

Regional or Local Office: Persons are encouraged to communicate with Bureau of Outdoor Recreation regional directors. See Appendix G.
Headquarters Office: Chief, Division of Cooperative Services, Bureau of Outdoor Recreation, Department of the Interior, Washington, D.C. 20240. Telephone: (202) 343-7751, or Chief, Division of Research & Education. Telephone: (202) 343-5795.

b. Bureau of Indian Affairs

INDIAN - AGRICULTURAL EXTENSION
(Agricultural Extension)

OBJECTIVES: To provide assistance to individual Indians, families, and groups on problems concerning farming, ranching, family economics, homemaking, youth development through 4-H and other youth organizations.

TYPES OF ASSISTANCE: Project Grants: Advisory Services and Counseling.

USES AND USE RESTRICTIONS: Funds provide for contracts with state universities and for personal services of Bureau of Indian Affairs employees in order to provide advisory and counseling services to Indians.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: State university extension programs serving federally recognized Indian organizations and individuals.
Beneficiary Eligibility: Federally recognized Indian organizations and individuals.
Credentials/Documentation: None.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: None.
Application Procedure: Project proposal should be submitted to BIA area office.
Award Procedure: Contract awarded for services by Area Office.
Deadlines: None.
Range of Approval/Disapproval Time: 5 to 60 days.
Appeals: Not applicable.
Renewals: Proposal for renewals should be submitted to BIA Area Office.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: None.
Length and Time Phasing of Assistance: Continuing fiscal year July 1 through June 30.

POST ASSISTANCE REQUIREMENTS:

Reports: Not applicable.
Audits: Not applicable.
Records: Not applicable.

FINANCIAL INFORMATION:

Account Identification: 10-08-2201-0-1-507.
Obligations: (Total program funds including grants) FY 70 \$2,226,854; FY 71 \$2,241,000; FY 72 \$2,241,000; est FY 73 \$2,240,000.
Range and Average of Financial Assistance: \$20,000 to \$250,000; \$100,000.

REGULATIONS, GUIDELINES, AND LITERATURE: None.

INFORMATION CONTACTS:

Regional or Local Office: Nearest Bureau of Indian Affairs Agency or Area Office (see Appendix F).
Headquarters Office: Office of Community Service, 1951 Constitution Avenue, N.W., Washington, D.C. 20242. Telephone: (202) 343-5701.

INDIAN - EMPLOYMENT ASSISTANCE

OBJECTIVES: To provide vocational training and employment opportunities for Indians.

TYPES OF ASSISTANCE: Project Grants; Advisory Services and Counseling.

USES AND USE RESTRICTIONS: Assist Indian people in obtaining a marketable skill and employment. Restricted to Indian people eligible for these services. The program may be used for vocational training in schools approved by the Bureau and for assistance in job placement, and for general employment counseling. Eligible Indians may receive vocational training and job placement on or near the reservation or in an urban area.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: The applicant must be a member of a recognized tribe, band, or group of Indians, whose residence is on or near an Indian reservation under the jurisdiction of the Bureau of Indian Affairs; and for vocational training grants, must be one-quarter degree or more of Indian blood.

Beneficiary Eligibility: Same as applicant eligibility.
Credentials/Documentation: None.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: None.
Application Procedure: Applications should be made on Bureau of Indian Affairs form 5-412 at closest Bureau field office.
Award Procedure: Applications are approved by the Agency Superintendent.
Deadlines: None.
Range of Approval/Disapproval Time: 1 to 30 days.
Appeals: Applicant, or referral, can appeal to the Commissioner of Indian Affairs.
Renewals: Renewals are granted.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: None.
Length and Time Phasing of Assistance: For vocational training not to exceed 2 years, except for nurses training which may be for 3 years. Assistance grants released as required.

POST ASSISTANCE REQUIREMENTS:

Reports: None.
Audits: None.
Records: None.

FINANCIAL INFORMATION:

Account Identification: 10-08-2507-0-1-601.
Obligations: (Total program funds including grants) FY 70 \$33,347,294; FY 71 \$39,208,000; FY 72 \$39,208,000; est FY 73 \$42,000,000.
Range and Average of Financial Assistance: \$800 to \$4,800 per year; average \$1,500.

REGULATIONS, GUIDELINES, AND LITERATURE: 25 CFR 34.

INFORMATION CONTACTS:

Regional or Local Office: Applicants should make application to nearest Bureau Office - Appendix F.
Headquarters Office: Division of Employment Assistance, Office of Education and Programs, Bureau of Indian Affairs, 1951 Constitution Avenue, N.W., Washington, D.C. 20242. Telephone: (202) 343-4876.

INDIAN - JUDICIAL, CRIME PREVENTION AND ENFORCEMENT SERVICES

OBJECTIVES: Maintain criminal justice systems within Indian Reservations, Indian country, or dependent Indian communities, where the States have not assumed such responsibilities in conjunction with the Indian tribes affected.

TYPES OF ASSISTANCE: Advisory Services and Counseling; Training; Investigation of Complaints.

USES AND USE RESTRICTIONS: Direct technical assistance is provided to tribal police, tribal courts and other facets of the criminal justice system. Bureau officers have concurrent jurisdiction with tribal police officers in investigation of criminal acts on reservations where there is no state jurisdiction. Where there are no tribal police officers Bureau officers assume full jurisdiction. Training is provided for tribal police, judges and other law enforcement personnel.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Federally recognized Indian tribal governing bodies where civil and criminal jurisdiction has not been assumed as a State responsibility.
Beneficiary Eligibility: Same as applicant eligibility.
Credentials/Documentation: None.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: None.
Application Procedure: Approved tribal resolutions with supporting justifying documentation to agency superintendent for training purposes. All other applications to nearest Bureau of tribal law enforcement personnel.
Award Procedure: Programs are funded on a fiscal year basis, funds are made available to tribal Governments or services are extended utilizing the services of a Federal staff or tribal staff to perform criminal justice services. Complaints are investigated at agency level.
Deadlines: None.
Range of Approval/Disapproval Time: From 10 to 90 days.
Appeals: Steps in the appeals process are: Superintendent, Area Director, Commissioner of Indian Affairs, Secretary of Interior.
Renewals: Not applicable.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: None.
Length and Time Phasing of Assistance: Indefinite.

POST ASSISTANCE REQUIREMENTS:

Reports: Quarterly and annual statistical reports, arrest, conviction, detention of persons, vehicle maintenance and operation, manpower utilization, juvenile and adult delinquent behavior, probation, parole, fiscal accountability and other management related reports.
Audits: Not applicable.
Records: Bureau of Indian Affairs required criminal justice records.

FINANCIAL INFORMATION:

Account Identification: 10-08-2507-01-601.
Obligations: (Salaries and expense) FY 70 \$4,982,000; FY 71 \$5,098,000;
FY 72 \$7,115,000; est FY 73 \$8,000,000.
Range and Average of Financial Assistance: Not applicable.

REGULATIONS, GUIDELINES, AND LITERATURE: 25 CFR 11.

INFORMATION CONTACTS:

Regional Offices - Appendix F.
Headquarters Office: Office of Community Services, Bureau of Indian
Affairs, 1951 Constitution Avenue, N.W., Washington, D.C. 20242.
Telephone: (202) 343-5701.

INDIAN - ASSISTANCE TO NON-FEDERAL SCHOOLS

OBJECTIVES: To assure adequate education opportunity for Indian children.

TYPES OF ASSISTANCE: Project Grants; Use of Property, Facilities, and
Equipment.

USES AND USE RESTRICTIONS: Funds may be used for costs of operating minimum
school program; they may also be used for the cost of school lunches,
books, supplies, and other parental-type cost items for those Indian
children without financial resources to cover these needs. The funds
provided under this program may not be used for capital expenditures.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Public school districts which have eligible
Indian children attending school; maintain standards of educational
services at least equivalent to those required by the State; levy
school taxes at a rate not less than the average for all similar
type school districts in the State, or otherwise show that local
tax effort is all that can be reasonably required because of State
constitutional tax limitations or other factors; and show that
tax-exempt Indian-owned land within the district is creating a
financial burden that justifies assistance.

Beneficiary Eligibility: Children of one-fourth or more degree of
Indian blood whose parents reside in or near Indian reservations
under the jurisdiction of the Bureau of Indian Affairs.

Credentials/Documentation: None.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: None.
Application Procedure: Request for assistance is submitted by State,
together with a State plan, supported by budget estimates
demonstrating need for BIA school assistance.

Award Procedure: Contract is negotiated by State representatives and
authorized representatives of the Commissioner and assistance
paid to State in accordance with contract terms. State in turn
extends assistance to local school districts.

Deadlines: None.

Range of Approval/Disapproval Time: 1 to 4 weeks.

Appeals: Not applicable.

Renewals: Contracts may be renewed annually.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Amount of aid is based on formula
specified in State plan which is geared to State system of school
finance. Factors considered include amount of tax-exempt Indian
owned lands within school district boundaries, number of Indian
children enrolled, and local tax efforts. District must exhaust
all resources, local, State, and other Federal education funds,
before Johnson-O'Malley assistance is made available.

Length and Time Phasing of Assistance: As long as needed. Provided
on an annual basis, subject to availability of appropriations.

POST ASSISTANCE REQUIREMENTS:

Reports: Annual reports required following the close of the local
school year, to be submitted on or before October 15.

Audits: Schools in which eligible Indian children are enrolled shall be
open to visits of observation and consultation by accredited
Federal Government representatives.

Records: Each State shall make available to accredited employees of
the Bureau of Indian Affairs such records and reports as may be
necessary to enable them to conduct inspections of the school
program related to the contract.

FINANCIAL INFORMATION:

Account Identification: 10-08-2507-0-1-601.

Obligations: (Total program funds including grants) FY 70 \$16,330,751;
FY 71 \$19,652,000; FY 72 \$22,652,000; est FY 73 \$23,000,000.

Range and Average of Financial Assistance: \$10,000 to \$,000,000
(State level); \$450,000.

REGULATIONS, GUIDELINES, AND LITERATURE: 25 CFR 33; Bureau of Indian
Affairs Manual, 62IAM3.

INFORMATION CONTACTS:

Regional Offices - Appendix F.

Headquarters Office: Division of Public School Relations, 5301 Central
Avenue, N.E., Room 201, Albuquerque, New Mexico 87108.

Telephone: (505) 843-2427.

INDIAN - HIGHER EDUCATION
(Scholarship Grants)

OBJECTIVES: To encourage Indian students to continue their education and training beyond high school.

TYPES OF ASSISTANCE: Project Grants.

USES AND USE RESTRICTIONS: Grant funds may be used for tuition, required fees, textbooks, and miscellaneous expenses directly related to attendance at college. Funds are intended to assist students in pursuing regular accredited college courses necessary to achievement of a college degree.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Must be one-fourth or more degree Indian, Eskimo, or Aleut blood, who are members of tribes served by the Bureau, who have demonstrated their potential for college-level work, who are enrolled in an accredited college, and who have financial need.

Beneficiary Eligibility: Same as applicant eligibility.

Credentials/Documentation: High school or college transcript; certificate of Indian blood; certificate of physical examination; statement of purpose; statement of acceptance by college.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: None.

Application Procedure: Students must be accepted by a college or university before applying. Application forms are completed by applicant in accordance with instructions available upon request from agency or area office having jurisdiction over the applicant's tribal group. Completed forms are submitted to Agency Superintendent or Area Director for approval.

Award Procedure: When application is approved, student is notified and funds are paid to him or to college or university of enrollment.

Deadlines: May 1 for regular school term.

Range of Approval/Disapproval Time: 1 to 4 weeks.

Appeals: From Superintendent to Area Director, to Commissioner of Indian Affairs to Secretary of the Interior.

Renewals: Grants may be continued through 4 years of college if student maintains acceptable academic standing. Requests for renewal must be submitted by May 1.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Students are expected to take advantage of the financial aid programs offered to all students, and any other financial aids which may be available to them.

Length and Time Phasing of Assistance: Grants are generally made on a semester or quarterly basis.

POST ASSISTANCE REQUIREMENTS:

Reports: Grade reports of students applying for continuation of grants are to be submitted at the end of the semester or quarter.

Audits: None.

Records: None.

FINANCIAL INFORMATION:

Account Identification: 10-08-2507-0-1-601.

Obligations: (Total program funds including grants) FY 70 \$3,767,418; FY 71 \$6,098,000; FY 72 \$15,098,000; est FY 73 \$15,900,000.

Range and Average of Financial Assistance: \$50 to \$1,500 per year. 1970 average - \$882.

REGULATIONS, GUIDELINES, AND LITERATURE: 25 CFR 32; Bureau of Indian Affairs Manual, 62IAM5.

INFORMATION CONTACTS:

Regional Offices - Appendix F.

Headquarters Office: Division of Public School Relations, 5301 Central Avenue, N.E., Room 201, Albuquerque, New Mexico 87108.

Telephone: (505) 843-2427.

INDIAN - CHILD WELFARE ASSISTANCE

OBJECTIVES: To provide foster home care and appropriate institutional care for dependent, neglected, and handicapped Indian children residing on reservations or in jurisdictions under the BIA in Alaska and Oklahoma when these are not available from State or local public agencies.

TYPES OF ASSISTANCE: Direct Payments with Unrestricted Use.

USES AND USE RESTRICTIONS: To pay for foster home care or institutional care or certain other special needs relating to care and maintenance of children.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Dependent, neglected, and handicapped Indian children whose families live on Indian reservations or in jurisdictions under the Bureau of Indian Affairs in Alaska and Oklahoma. Application may be made by a parent or guardian or person having custody of the child.

Beneficiary Eligibility: Same as applicant eligibility.

Credentials/Documentation: None.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: None.

Application Procedure: A request for assistance to the Indian Agency Superintendent.

Award Procedure: Assistance is provided by the Indian Agency.

Deadlines: None.

Range of Approval/Disapproval Time: Generally a request is approved the same day or within 10 days, depending upon the extent of need and investigation necessary.

Appeals: An appeal from a decision of the local agency may be taken to the area director, an appeal from the area director to the Commissioner of Indian Affairs, and an appeal from the commissioner to the Secretary of the Interior.

Renewals: Not applicable.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Not applicable.

Length and Time Phasing of Assistance: The length of assistance is indefinite, depending on continued need. Assistance is usually provided monthly or as needed.

POST ASSISTANCE REQUIREMENTS:

Reports: None.

Audits: None.

Records: None.

FINANCIAL INFORMATION:

Account Identification: 10-08-2507-0-601.

Obligations: (Total program funds including direct payments) FY 70 \$4,200,458; FY 71 \$4,900,000; FY 72 \$5,100,000; est FY 73 \$5,100,000.

Range and Average of Financial Assistance: May range from approximately \$50 monthly to several hundred dollars monthly depending upon type of care and treatment request.

REGULATIONS, GUIDELINES, AND LITERATURE: None.

INFORMATION CONTACTS:

Regional Office: - Appendix F.

Headquarters Office: Chief, Division of Social Services, Bureau of Indian Affairs, 1951 Constitution Avenue, N.W., Washington, D.C. 20242. Telephone: (202) 343-5553.

Programs of the Department of Interior for which detailed information was not available are listed below by office administering the program. Further information on these programs is available from these offices and from the Office of Youth Programs of the Bureau of Indian Affairs.

c. Bureau of Indian Affairs

1) Indian Reservation Programs

In almost every Indian reservation there are a number of programs to attract youths of all ages interested in sports: little league, baseball, basketball, and football, being the most important. In a number of northern reservations, programs such as ice skating, hockey and other winter athletic sports are also developed. There are a great number of Boy and Girl Scout Programs in addition to several ongoing Boys' Clubs of America project. A number of reservation 4-H programs have also been developed and implemented and are in operation at the present. Several police departments, working in conjunction with tribal councils, have developed and implemented police cadet programs designed to attract the teenage segment of the community and to involve them in meaningful and educational experiences. Bureau personnel are frequently involved in promoting and working with these programs, often on a volunteer basis. No Bureau funds are specifically designated for these programs.

2) Social Services Program

The Bureau of Indian Affairs provides a broad range of social services to Indians on our national reservations. Indian Youth are served by this program in the areas of health, counseling, foster home care, institutional care, referral to appropriate community resources etc.

3) Drug Program

At the present, all the efforts made on reservations in the general field of drug and substance abuse have been aimed primarily at educating youth, parents and the general community in the problems of youth. Generally speaking, Indian communities do not have drug problems such as their urban or rural neighboring communities have, but the problem is beginning to grow in those reservations close to urban areas.

Assistance in the field of drug and substance abuse education has been received from a number of social agencies and for the most part, efforts are being made to have outside agencies assume the major role in this field. Indian communities are aware of the problem but lack resources and funds to develop anything but token efforts in this area.

- 4) Indian Child Welfare Assistance
- 5) Indian-Community Development
- 6) Indian-Federal Schools

d. National Park Service

- 1) Parks for All Seasons Program

The Parks for All Seasons Program, of the National Park Service, provides entertainment and activities programs in the Washington, D. C. area for both adults and youth. A wide variety of mobile programs are now offered in neighborhood areas on a year-round basis. Approximately 60% of all participation is youth 21 years and under. Smaller scale programs are also operated in New York, Seattle, and St. Louis.

3. Department of Transportation

STATE AND COMMUNITY HIGHWAY SAFETY
(National Highway Safety Program)

OBJECTIVES: To provide for a coordinated national highway safety program through financial assistance to the States to accelerate highway traffic safety programs designed to reduce traffic accidents and deaths, injuries and property damage resulting therefrom.

TYPES OF ASSISTANCE: Formula Grants.

USES AND USE RESTRICTIONS: Eligible programs may cover such areas as periodic motor vehicle inspection, vehicle registration, motorcycle safety, driver education, driver licensing, traffic codes and laws, traffic courts, alcohol in relation to highway safety, emergency medical services, traffic records, highway design (excluding construction and maintenance), traffic control devices, identification and surveillance of accident locations, pedestrian safety, police traffic services, and debris hazard control and cleanup, school bus safety, community support and planning and administration of programs. Law provides that at least 40 percent of Federal funds apportioned to a State for any fiscal year will be expended by the political subdivisions of such State.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: The Bureau will provide Federal matching funds to those State safety programs approved by the Secretary and in accordance with the uniform standards promulgated by the Secretary.
Beneficiary Eligibility: Political subdivisions may participate and receive matching funds through the State Highway Safety program under the Governor of each State.
Credentials/Documentation: None.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: The Governor, through the Highway Safety representative coordinates the programs and funding needs of the communities and State agencies in accordance with the policies of Office of Management and Budget Circular No. A-95.
Application Procedure: Each State submits an annual highway Safety work program covering the State and community highway safety activities to NHTSA, regional offices referred to below.
Award Procedures: Awards are made by the NHTSA and FHWA regional administrators. Notification of grant approval is made on SF 240.
Deadlines: Annual highway safety work programs are to be submitted 6 months prior to the start of the fiscal year.
Range of Approval/Disapproval Time: 3 to 6 months from date of receipt.
Appeals: Not applicable.
Renewals: Not applicable.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: 75 percent is apportioned on the total resident population; 25 percent are apportioned against the public road mileage in the States.
Federal share shall not exceed 50 percent or applicable sliding scale, (ref. 23 U.S.C. 120).
Length and Time Phasing of Assistance: Federal share is reimbursed on claims submitted by the State as costs are incurred in carrying out the State programs.

POST ASSISTANCE REQUIREMENTS:

Reports: Quarterly reports from States.
Audits: State is primarily responsible for audit, however, Federal representatives will review operations to test system of internal control.
Records: All records relating to the program shall be retained for a period not less than 3 years from the date of the final payment of Federal funds.

FINANCIAL INFORMATION:

Account Identification: 21-25-0551-0-1-503.
Obligations: (Grants) FY 70 \$67,950,000; FY 71 \$71,850,000;
FY 72 \$75,000,000; est FY 73 \$80,000,000.
Range and Average of Financial Assistance: \$180,250 to \$6,878,000.

REGULATIONS, GUIDELINES, AND LITERATURE: "Highway Safety Program Standards," \$0.45; "Highway Safety Program Manuals," prices vary; "Triumph and Tragedies of the Motor Vehicle Age," - booklet "Local Participation in States and Highway Safety Programs" (distributed free to local traffic officials).

INFORMATION CONTACTS:

Regional or Local Office: Regional Offices in Boston, Delmar, N.Y., Baltimore, Atlanta, Homewood, Illinois, Fort Worth, Kansas City, Missouri, Denver, San Francisco and Portland, Oregon.
Headquarters Office: Associate Administrator, Traffic Safety Programs, National Highway Traffic Safety Administrator, Washington, D.C. 20591. Telephone: (202) 426-0837.

**HIGHWAY PLANNING AND CONSTRUCTION
(Federal-Aid Highway Program)**

OBJECTIVES: To provide financial assistance to State Highway Departments for constructing the Interstate highway system and for building or improving primary and secondary roads and streets.

TYPES OF ASSISTANCE: Formula Grants.

USES AND USE RESTRICTIONS: The funds may be used for planning, engineering, right-of-way, acquisition, new construction, improvement, roadside beautification, recreation, and rest areas. All projects in urban areas of more than 50,000 population must be based on a continuing comprehensive planning process.
Some county and local roads and streets are on the Federal-aid systems and are eligible for improvement, but only through State highway department initiative and action.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Federal-aid highway funds are available only to the State highway departments.
Beneficiary Eligibility: Same-as applicant eligibility.
Credentials/Documentation: None.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: Federal-aid secondary projects must be selected in cooperation with county and local officials. Also requires coordination in accordance with the policies of Office of Management and Budget Circular No. A-95, "Evaluation, Review and Coordination of Federal Assistance Program and Projects."
Application Procedure: State highway departments submit a program of desired projects to the State-level office of the Federal Highway Administration.
Award Procedure: In general, the State level office of FHWA makes final decision to approve, hold or reject individual projects. Notification of approval is made on SF 240.
Deadlines: None.
Range of Approval/Disapproval Time: 5 to 7 days.
Appeals: None.
Renewals: None.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Formula is based on factors such as ratio of population area and post road mileage in a single State to the totals for all States, in such proportions as applied by law for the primary, secondary, and urban extension highway programs. Interstate formula is based on the cost to complete the remainder of the system. The normal Federal share is 90 percent for Interstate projects and 50 percent for all other projects. The Federal share is increased in the case of States with large areas of public lands.
Length and Time Phasing of Assistance: Federal-aid highway funds must be obligated within 2 years after the close of the fiscal year for which they are authorized.

POST ASSISTANCE REQUIREMENTS:

Reports: The State-level office of the Federal Highway Administration monitors State operations during highway project location, design and construction. After the project is completed State maintenance of the project is reviewed periodically.
Audits: States are expected to audit their own operations. In addition, Federal Highway Administration staff audit each project prior to final payment and as otherwise required.
Records: Project records and documents must be retained by the State for 3 years following the final Federal payment except certain financial and cost accounting records which may be disposed 4 years from the year the record is created.

FINANCIAL INFORMATION:

Account Identification: 21-25-8102-0-7-503.
Obligations: (Grants) FY 70 \$4,091,373,000; FY 71 \$4,652,387,000;
FY 72 \$4,688,211,000; est FY 73 \$4,898,000,000.
Range and Average of Financial Assistance: \$9,594,323 to \$389,499,663;
\$84,546,523.

REGULATIONS, GUIDELINES, AND LITERATURE: "America's Lifelines, Federal Aid for Highways, 1966" \$0.20. "Freeways to Urban Development," \$0.15. Available from Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

INFORMATION CONTACTS:

Regional or Local Office: Regional or state-level offices of the Federal Highway Administration or State highway departments. (Appendix F).
Headquarters Office: Federal Highway Administrator, Federal Highway Administration, Washington, D.C. 20591. Telephone: (202) 426-0650.

The Department of Transportation also operates a program of research and development aimed at reducing cargo loss by theft. This program is administered by the Office of Safety and Consumer Affairs.

4. Veterans Administration

VETERANS REHABILITATION-ALCOHOL AND DRUG DEPENDENCY

OBJECTIVES: To provide medical, social, and vocational rehabilitation to alcohol and drug dependent veterans.

TYPES OF ASSISTANCE: Provision of specialized services.

USES AND USE RESTRICTIONS: No restrictions.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Any veteran who requires treatment for alcohol or drug dependence is eligible if he has been discharged with other than dishonorable wartime service, or service after January 31, 1955 and is unable to pay the cost of necessary care and so states under oath. In addition, any veteran receiving a pension or is 65 years of age or older, regardless of inability to defray the expenses of hospital care is eligible.

Beneficiary Eligibility: Same as applicant eligibility.

Credentials/Documentation: None.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: None.

Application Procedure: Apply directly to any VA hospital, outpatient clinic, regional office, or through any veterans service organization representative or by mailing VA Form 10-P-10 (application for Hospital Treatment) to nearest VA hospital.

Award Procedure: Not applicable.

Deadlines: None.

Range of Approval/Disapproval Time: The same day if the applicant applies in person; generally within 7 days if he applies by mail.

Appeals: None.

Renewals: None.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Not applicable.

Length and Time Phasing of Assistance: Not applicable.

POST ASSISTANCE REQUIREMENTS:

Reports: Not applicable.

Audits: Not applicable.

Records: Not applicable.

FINANCIAL INFORMATION:

Account Identification: Not applicable.

Obligations: (Operation of Facilities) FY 70 Not applicable, new program; FY 71 \$8,430,000; FY 72 \$29,700,000; est. FY 73 \$30,000,000.

Range and Average of Financial Assistance: Not applicable.

REGULATIONS, GUIDELINES, AND LITERATURE: Not applicable.

INFORMATION CONTACTS:

Regional or Local Office: Contact the nearest VA hospital, outpatient clinic, domiciliary, or regional office. Appendix K.

Headquarters Office: Director, Alcohol and Drug Dependence Service, Department of Medicine and Surgery, Veterans Administration, Washington, D.C. 20420. Telephone: (202) 389-5193.

5. U.S. Postal Service

POSTAL ACADEMY PROGRAM
(Postal Street Academies)

OBJECTIVES: To recruit and train underprivileged youth in the 16 to 22 age group who are school dropouts to enable them to qualify for employment in industry and Government or for entrance into college.

TYPES OF ASSISTANCE: Federal Employment; Training.

USES AND USE RESTRICTIONS: Enrollees will receive 20 hours per week employment when available at regular Post Office pay, plus training to achieve a high school equivalent education, and/or to obtain skills enabling them to enter the job market by joining the Post Office or taking outside employment.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Applicants must be 16 to 22 years old and be able to benefit from the services provided because of their present lack of employment or underemployment or incomplete education.
Beneficiary Eligibility: Not applicable.
Credentials/Documentation: None.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: None required.
Application Procedure: To Postal Academy Director/Trainer, in the cities having Postal Academies which are listed below.
Award Procedure: Not applicable.
Deadlines: Determined by each Postal Academy.
Range of Approval/Disapproval Time: Depends on space availability.
Appeals: Not applicable.
Renewals: Not applicable.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Not applicable.
Length and Time Phasing of Assistance: Depends on availability of spaces.

POST ASSISTANCE REQUIREMENTS:

Reports: Not applicable.
Audits: Not applicable.
Records: Not applicable.

FINANCIAL INFORMATION:

Account Identification: 28-00-4020-0-3-505.
Obligations: (Salaries and expenses) FY 70 \$927,609; FY 71 \$3,652,065; FY 72 \$3,868,000; est. FY 73 N.A.
Range and Average of Financial Assistance: Not applicable.

REGULATIONS, GUIDELINES, AND LITERATURE: 3 CFR 1954-58; Postal Academy brochure explaining pilot test program in 6 cities.

INFORMATION CONTACTS:

Regional or Local Office: Atlanta - C.T. Martin (DT), 1131 Capitol Ave., S.E., Atlanta, Georgia 30315; Chicago - Herman Henderson (DT), 1346 S. Michigan, Chicago, Illinois 60605; Detroit - Bill Howard, 9946 Mack Avenue, Detroit, Michigan 08214; San Francisco - Maurice James (DT), 1470 Sutter Street, San Francisco, California 94109; Washington, D.C. - Monkarlandio Franklin (DT), 1230 Taylor Street, N.W., Washington, D.C. 20011; Newark - Jay Coleman (DT), 1019 Broad Street, Newark, New Jersey 07102.
Headquarters Office: Director, Postal Academy Program, Personnel Department, U.S. Postal Service, 12th and Pennsylvania Avenue, N.W., Washington, D.C. 20260. Telephone: (202) 961-7896.

6. Appalachian Regional Commission

APPALACHIAN REGIONAL DEVELOPMENT
(Appalachian Program)

OBJECTIVES: To stimulate substantial public investments in public facilities that will start the region on its way toward accelerated social and economic development; to help establish a set of institutions in Appalachia capable of permanently directing the long-term development of the region; and on a joint Federal-State-local basis, to develop comprehensive plans and programs to help accomplish the overall objectives of Appalachian development.

TYPES OF ASSISTANCE: See individual Appalachian program descriptions following for details.

USES AND USE RESTRICTIONS: Appalachian funds enable the states and local areas to develop networks of facilities and services. The individual programs following this description illustrate the types of investments that can be made.

In considering programs and projects to be given assistance under this act, and in establishing a priority ranking of the requests for assistance presented to the Commission, the Commission follows procedures insuring consideration of the following factors: (1) the relationship of the project or class of projects to overall regional development, including its location in an area determined by the State as having a significant potential for growth; (2) the population and area to be served by the project or class of projects including the relative per capita income and the unemployment rates in the area; (3) the relative financial resources available to the State or political subdivision or instrumentalities thereof which seek to undertake the project; (4) the importance of the project or class of projects in relation to other projects or classes of projects which may be in competition for the same funds; (5) the prospects that the project for which assistance is sought will improve, on a continuing rather than a temporary basis, the opportunities for employment, the average level of income; or the economic and social development of the area served by the project; and (6) no financial assistance can be used (a) to assist establishments relocating from one area to another; (b) to finance the cost of industrial plants, commercial facilities, machinery, working capital, or other industrial facilities or to enable plant subcontractors to undertake work theretofore performed in another area by other subcontractors or contractors; (c) to finance the cost of facilities for the generation, transmission, or distribution of electric energy; or (d) to finance the cost of facilities for the production, transmission, or distribution of gas (natural, manufactured, or mixed).

Each State is required by the Commission to file a State Appalachian development plan annually, appraising prospects for development in its Appalachian area and relating to them all projects for which Appalachian funding is requested in that year. Once a project is approved by the Commission, the grant is administered by the basic Federal agency involved in that type of program. The counties (including any political subdivision located within such area) in which investment under the Appalachian Act (40 APP.A U.S.C.A. 403) can be made are:

In Alabama, the counties of Bibb, Blount, Calhoun, Chambers, Cherokee, Chilton, Clay, Cleburne, Colbert, Coosa, Cullman, De Kalb, Elmore, Etowah, Fayette, Franklin, Jackson, Jefferson, Lamar, Lauderdale, Lawrence, Limestone, Madison, Marion, Marshall, Morgan, Pickens, Randolph, Saint Clair, Shelby, Talladega, Tallapoosa, Tuscaloosa, Walker, and Winston;

In Georgia, the counties of Banks, Barrow, Bartow, Carroll, Catoosa, Chattooga, Cherokee, Dade, Dawson, Douglas, Fannin, Floyd, Forsyth, Franklin, Gilmer, Gordon, Gwinnet, Habersham, Hall, Haralson, Heard, Jackson, Lumpkin, Madison, Murray, Paulding, Pickens, Polk, Rabun, Stephens, Towns, Union, Walter, White, and Whitfield;

In Kentucky, the counties of Adair, Bath, Bell, Boyd, Breathitt, Carter, Casey, Clark, Clay, Clinton, Cumberland, Elliott, Estill, Fleming, Floyd, Garrard, Green, Greenup, Harlan, Jackson, Johnson, Knott, Knox, Laurel, Lawrence, Lee, Leslie, Letcher, Lewis, Lincoln, McCreary, Madison, Magoffin, Martin, Menifee, Monroe, Montgomery, Morgan, Owsley, Perry, Pike, Powell, Pulaski, Rockcastle, Rowan, Russell, Wayne, Whitley, and Wolfe;

In Maryland, the counties of Allegany, Garret, and Washington;

In Mississippi, the counties of Alcorn, Benton, Chickasaw, Choctaw, Clay, Itawamba, Kemper, Lee, Lowndes, Marshall, Monroe, Noxubee, Oktibbeha, Pontotoc, Prentiss, Tippah, Tishomingo, Union, Webster, and Winston;

In New York, the counties of Allegany, Broome, Cattaraugus, Chautauqua, Chemung, Chenango, Cortland, Delaware, Otsego, Schoharie, Schuyler, Steuben, Tioga, and Tompkins;

In North Carolina, the counties of Alexander, Alleghany, Ashe, Avery, Buncombe, Burke, Caldwell, Cherokee, Clay, Davie, Forsyth, Graham, Haywood, Henderson, Jackson, McDowell, Macon, Madison, Mitchell, Polk, Rutherford, Stokes, Surry, Swain, Transylvania, Watauga, Wilkes, Yadkin, and Yancey;

In Ohio, the counties of Adams, Athens, Belmont, Brown, Carroll, Clermont, Coshocton, Gallia, Guernsey, Harrison, Highland, Hocking, Holmes, Jackson, Jefferson, Lawrence, Meigs, Monroe, Morgan, Muskingum, Noble, Perry, Ross, Scioto, Tuscarawas, Vinton, and Washington;

In Pennsylvania, the counties of Allegheny, Armstrong, Beaver, Bedford, Blair, Bradford, Butler, Cambria, Cameron, Caroon, Centre, Clarion, Clearfield, Clinton, Columbia, Crawford, Elk, Erie, Fayette, Forest, Fulton, Greene, Huntingdon, Indiana, Jefferson, Juniata, Lackawanna, Lawrence, Luzerne, Lycoming, McKean, Mercer, Mifflin, Monroe, Montour, Northumberland, Perry, Pike, Potter, Schuylkill, Snyder, Somerset, Sullivan, Susquehanna, Tioga, Union, Venango, Warren, Washington, Wayne, Westmoreland, and Wyoming;

In South Carolina, the counties of Anderson, Cherokee, Greenville, Oconee, Pickens, and Spartanburg;

In Tennessee, the counties of Anderson, Bledsoe, Blount, Bradley, Campbell, Cannon, Carter, Claiborne, Clay, Cocke, Coffee, Cumberland, De Kalb, Fentress, Franklin, Grainger, Greene, Grundy, Hamblen, Hamilton, Hancock, Hawkins, Jackson, Jefferson, Johnson, Knox, Loudon, McMinn, Macon, Meigs, Monroe, Morgan, Overton, Pickett, Polk, Putman, Rhea, Roane, Scott, Sequatchie, Sevier, Smith, Sullivan, Unicoi, Union, Van Buren, Warren, Washington, and White;

In Virginia, the counties of Alleghany, Bath, Bland, Botetourt, Buchanan, Carroll, Craig, Dickenson, Floyd, Giles, Garyson, Highland, Lee, Pulaski, Russell, Scott, Smyth, Tazewell, Washington, Wise, and Wythe;

All the counties of West Virginia.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: (a) States, and through the States, public bodies and private nonprofit organizations; and (b) limited dividend organizations are eligible for the Appalachian housing fund. All proposed projects must meet the requirements of the State Appalachian plan.

Beneficiary Eligibility: General public.

Credentials/Documentation: Credential and documentation requirements are those required by the basic Federal agency.

APPLICATION AND AWARD PROCESS: General Nature and Administration of Appalachian Regional Development Program. The Appalachian Regional Development program is a joint Federal-State partnership for the development of the Appalachian region. Responsibility for the development of plans and programs authorized under the act is vested in the Appalachian Regional Commission, composed of the Governors of participating States (or their representatives) and a Federal co-chairman.

General policies and procedures, and the allocation of Appalachian funds among the various programs and States, are established by the Commission itself. Application for assistance may only be made through a State member of the Commission.

Preapplication Coordination: The Appalachian State Representatives are the coordinators for Appalachian investments. Preapplication conferences can determine within a few weeks if the project conforms to the State Appalachian Development Plan. Where local development districts are established, the district director should be the first contact.

The District Director or State Representative will provide guidance on specific problems and technical assistance in the preparation of applications. When appropriate, they will advise applicants of the coordination requirements of Office of Management and Budget Circular No. A-95.

Application Procedure: Applications must be submitted through and with the approval of the State Representative to the Appalachian Regional Commission (listed under Information Contacts). See individual Appalachian program description reports for names and numbers of required documents. All proposed projects must meet the requirements of the State Appalachian plan.

Award Procedures: The Appalachian Regional Commission has delegated authority to the Federal Co-chairman and the States' Regional Representative to approve individual projects. The Federal Co-chairman determines that the project satisfies all Federal requirements. The basic Federal agency is then notified and in most cases administers the grants, disburses funds, and notifies appropriate State Central Information Reception Agency Offices (SF 240). The Appalachian Regional Commission notifies appropriate State and Congressional office of the grant approval.

Deadlines: There are no deadlines excepting those imposed by each State and the general requirement of the Commission, that is, proposed projects shall be included in each of the States approved project funding program which is submitted annually.

Range of Approval/Disapproval Time: Averages within 30 days after the receipt of the application at the Commission.

Appeals: There are no formal appeal procedures as such, project review allows for full and free interchange with applicants.

Renewals: Generally renewals are not applicable except for the planning and operating grants of demonstration health projects (23,004) and for the administrative expenses, including technical services of local development districts (23,009).

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: See individual Appalachian program description reports.

Length and Time Phasing of Assistance: Not applicable except for the 5 years operating assistance to a demonstration health project (23.004) and the annual funding of Appalachian local development districts (23.009).

POST ASSISTANCE REQUIREMENTS:

Reports: Reporting and performance monitoring are those required by the basic Federal agency. The Commission requires quarterly reports of local development districts and housing technical assistance grants.

Audits: Audits are those required by the basic Federal agency and the Commission.

Records: Records are generally those required by the basic Federal agency but see local development districts (23.009) and research and demonstration (23.011).

FINANCIAL INFORMATION:

Account Identification: 04-02-0090-0-1-507.

Obligations: FY 70 \$270,640,000; FY 71 \$324,099,000; FY 72 \$298,000,000; est FY 73 N.A.

Range and Average of Financial Assistance: Not applicable.

REGULATIONS, GUIDELINES, AND LITERATURE: The Appalachian Regional Commission Code (limited distribution). Guidelines for funding Appalachian projects, development districts, and Research (limited distribution). "Appalachia" - A journal devoted to the special problems of regional development. No charge.

INFORMATION CONTACTS:

Regional or Local Office: Alabama Development Office, State Office Building, Montgomery, Alabama 36104, telephone: (205) 269-7171, Ext. 12; State Planning Bureau, Room 611, 270 Washington Street, S.W., Atlanta, Georgia 30334, telephone: (404) 656-3821; Kentucky Program Development Office, Capitol Building, Room 157, Frankfort, Kentucky 40601, telephone: (505) 564-3605; Beall, Garner & Geare, Inc., Queen City Triangle, Cumberland, Maryland 21502, telephone: (301) 722-2500; Director of Appalachian Development, State Highway Department Building, Highway 45, Tupelo, Mississippi 38801, telephone: (601) 844-1184; Assistant Director, Office of Planning Coordination, 488 Broadway, Albany, New York 12207, telephone: (518) 474-4535; Director of Administration, 116 West Jones Street, Raleigh, North Carolina 27602, telephone: (919) 829-7232; Development Department, 65 S. Front Street, Columbus, Ohio 43215, telephone: (614) 469-3379; Special Assistant for Interstate Relations, Governor's Office, State Capitol, Harrisburg, Pennsylvania 17120, telephone: (717) 787-2500, Ext. 29; Executive Assistant to

the Governor, State Capitol Building, Columbia, South Carolina 29201, telephone: (803) 758-3261; Counsel to the Governor, Office of the Governor, Nashville, Tennessee 37219, telephone: (615) 741-2001; Commissioner of Administration, Governor's Office, State Capitol, Richmond, Virginia 23219, telephone: (703) 770-2211; State Representative, Dean, West Virginia University Center for Appalachian Studies and Development, and Director, Cooperative Extension Service, 295 Coliseum, Morgantown, West Virginia 26506, telephone: (304) 293-5691.

Headquarters Office: Inquiries and proposals for projects should be submitted first to the Appalachian State office designated by the Governor, Executive Director, Appalachian Regional Commission, 1666 Connecticut Avenue, N.W., Washington, D.C. 20235. Telephone: (202) 967-4985.

APPALACHIAN STATE RESEARCH, TECHNICAL ASSISTANCE,
AND DEMONSTRATION PROJECTS
(State Research)

OBJECTIVES: To expand the knowledge of the region to the fullest extent possible by means of State-sponsored research (including investigations, studies, and demonstration projects) in order to assist the Commission in accomplishing the objectives of the act.

TYPES OF ASSISTANCE: Project Grants.

USES AND USE RESTRICTIONS: Grant funds may be utilized to research or demonstrate the feasibility of plans for concerted economic and social development. Priority will be given to research of region-wide significance and application. In order to carry out recent Congressional directives, section 302 has been expanded so that now the States can carry out demonstrations in the fields of youth leadership, rural manpower training, and the health and safety of coal miners. Existing research by other agencies is to be utilized as much as possible. State research projects are also subject to the uses and use restrictions elsewhere described under the Appalachian Regional Development program (23.001).

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Appalachian States alone or in combination with other Appalachian States.

Beneficiary Eligibility: Same as "Applicant Eligibility."

Credentials/Documentation: Not applicable.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: The Appalachian local development district director or the Appalachian State representative are the coordinators for the Appalachian investments. Preapplication conferences can determine within a few weeks if the project can be related to the State Appalachian development plan.

The Appalachian District Director or State Representative will provide guidance on specific problems and technical assistance in the preparation of applications.

Application Procedure: Applications must be submitted by, and with the approval of, the State representative to the Appalachian Regional Commission. All proposed projects must meet the requirements of the State Appalachian plan. Appalachian development projects are available from the local development district director and the State Appalachian representative.

Award Procedure: The Appalachian Regional Commission has delegated authority to the Federal Co-chairman and the States' Regional Representative to approve individual projects. The Federal Co-chairman determines that the project satisfies all Federal requirements. The basic Federal agency is then notified and in most cases administers the grants and disburses the funds. The Appalachian Regional Commission notifies appropriate State Central Information Reception Agency (SF 240) and Congressional offices of the grant approval.

Deadlines: There are no deadlines excepting those imposed by each State and the general requirement of the Commission, that is, proposed projects shall be included in each of the States approved project funding programs which is submitted annually.

Range of Approval/Disapproval Time: Averages within 30 days after the receipt of the application at the Commission.

Appeals: There is no appeal procedure as such, project review allows for a full and complete interchange with applicants.

Renewals: Renewals and extensions, when appropriate, are handled in the same manner as in "Application Procedure" described above.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: The state must furnish at least 25 percent of the eligible costs in cash or in kind.

Length and Time Phasing of Assistance: Usually less than 12 months.

POST ASSISTANCE REQUIREMENTS:

Reports: A member of the Commission staff is designated as project coordinator to maintain liaison with the contractor and monitor and evaluate progress and performance under the contract.

Audits: The Commission, the Federal Co-chairman of the Commission, and the Comptroller General of the United States, shall have access for the purposes of audit and examination.

Records: As required by the terms of the contract.

FINANCIAL INFORMATION:

Account Identification: 04-02-0090-0-1-507.
Obligations: (Grants) FY 70 \$1,756,000; FY 71 \$5,985,000; FY 72 \$2,500,000;
FY 73 est N.A.
Range and Average of Financial Assistance: \$900 to \$116,500; \$25,000.

REGULATIONS, GUIDELINES, AND LITERATURE: The Appalachian Regional Commission Code (limited distribution). Guidelines for funding Appalachian projects, development districts, and Research (limited distribution). "Appalachia" - A journal devoted to the special problems of regional development. No charge.

INFORMATION CONTACTS:

Headquarters Office: Inquiries and proposals for projects should be submitted first to the Appalachian State office designated by the Governor. Executive Director, Appalachian Regional Commission, 1666 Connecticut Avenue, N.W., Washington, D.C. 20235.
Telephone: (202) 967-4985.

APPALACHIAN VOCATIONAL EDUCATION FACILITIES

OBJECTIVES: The provision of the basic facilities and equipment needed to give the people of the region the training, and education necessary to obtain employment at their best capability level for available job opportunities, and otherwise meet the objectives stated under the program titled Appalachian Regional Development (23.001). The Commission goal is to construct sufficient facilities by the early 1970's so that 50 percent of the 11 and 12 grade students can enroll in job-relevant vocational education courses.

TYPES OF ASSISTANCE: Project Grants.

USES AND USE RESTRICTIONS: Funds may be utilized for construction and equipment of vocational education facilities meeting the objectives stated above and the use and use restrictions detailed in the Appalachian Regional Development program (23.001)

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: States, and through the States, local school boards whose proposed facility is included in the State education plan. Most of the proposals are for regional vocational-technical centers serving multicounty areas as well as several school districts.

Beneficiary Eligibility: General Public.
Credentials/Documentation: Not applicable.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: The Appalachian local development district director or the Appalachian State representative are the coordinators for Appalachian investments. Preapplication conferences can determine within a few weeks if the project can be related to the State Appalachian Development plan. The Appalachian District Director of State Representative will provide guidance on specific problems and technical assistance in the preparation of applications.

Application Procedure: Applications must be submitted by, and with the approval of, the State representative to the Appalachian Regional Commission. All proposed projects must meet the requirements of the State Appalachian plan. Appalachian Development projects are available from the local development district director and the State Appalachian representative. Fully executed ARC Form 1 is required together with the Basic Agency form.

Award Procedure: The Appalachian Regional Commission has delegated authority to the Federal Co-chairman and the States' Regional Representative to approve individual projects. The Federal Co-chairman determines that the project satisfies all Federal requirements. The basic Federal agency is then notified and in most cases administers the grants and disburses funds. The Appalachian Regional Commission notifies appropriate State Central Information Reception Agency (SF 240) and Congressional offices of the grant approval.

Deadlines: There are no deadlines excepting those imposed by each State and the general requirements of the Commission, that is, proposed projects shall be included in each of the States approved project funding program which is submitted annually.

Range of Approval/Disapproval Time: Averages within 30 days after the receipt of the application at the Commission.

Appeals: There is no appeals procedures as such, project review allows for a full and complete interchange with applicants.

Renewals: Not applicable.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: The application of the vocational education amendments of 1968 varies from State to State. See your Appalachian State representative and your State vocational agency.

Length and Time Phasing of Assistance: Not applicable.

POST ASSISTANCE REQUIREMENTS:

Reports: Those required by the State Education Agency and the Division of Vocational and Technical Education, Department of Health, Education and Welfare.

Audits: Same as "Reports" unless an additional audit is required by the Commission.

Records: Same as "Reports."

FINANCIAL INFORMATION:

Account Identification: 04-02-0090-0-1-507.
Obligations: (Grants) FY 70 \$24,110,000; FY 71 \$24,942,000;
FY 72 \$23,953,000; FY 73 est N.A.
Range and Average of Financial Assistance: \$10,000 to \$1,413,000.

REGULATIONS, GUIDELINES, AND LITERATURE: The Appalachian Regional Commission Code (limited distribution). Guidelines for funding Appalachian projects, development districts, and Research (limited distribution), "Appalachia" - A journal devoted to the special problems of regional development.
No charge.

INFORMATION CONTACTS:

Regional or Local Office: Refer to Appalachian Regional Development.
Headquarters Office: Inquiries and proposals for projects should be submitted first to the Appalachian State office designated by the Governor. Executive Director, Appalachian Regional Commission, 1666 Connecticut Avenue, N.W., Washington, D.C. 20235.
Telephone: (202) 967-4985.

7. Civil Service Commission

FEDERAL EMPLOYMENT FOR DISADVANTAGED YOUTH - PART-TIME

OBJECTIVES: To give disadvantaged young people, 16 through 21 years of age, an opportunity for part-time employment with Federal agencies to allow them to continue their education without interruptions caused by financial pressures.

TYPES OF ASSISTANCE: Federal Employment.

USES AND USE RESTRICTIONS: Young people enrolled as students at accredited secondary schools or at institutions of higher learning and who meet the financial need criterion of the program are permitted to work up to 16 hours per week during the school year and to work a regular, 40-hour week during extended vacations periods. Appointments may be made at any time during the course of the year except for the period May 1 through August 31. However, students already working for the Federal Government prior to May 1 may be continued through the summer months.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: (1) Be accepted for, or enrolled in, an approved and accredited secondary school or institution of higher learning, (2) maintain an acceptable school standing, and (3) need their job earnings to stay in school.

Beneficiary Eligibility: Same as applicant eligibility.

Credentials/Documentation: None.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: None.
Application Procedure: Registration with school student financial aid officers or guidance counselors, for the youth division of local offices of the State employment service.
Award Procedure: None.
Deadlines: None.
Range of Approval/Disapproval Time: Not applicable.
Appeals: Not applicable.
Renewals: Not applicable.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Not applicable.
Length and Time Phasing of Assistance: Not applicable.

POST ASSISTANCE REQUIREMENTS:

Reports: Not applicable
Audits: Not applicable
Records: Not applicable

FINANCIAL INFORMATION:

Account Identification: Funded by various accounts of participating Federal agencies.
Obligations: (Salaries paid to youth employed under this program)
FY 70 \$27,800,000; FY 71 \$34,900,000; FY 72 \$34,900,000;
FY 73 \$36,000,000 est.
Range and Average of Financial Assistance: Not applicable.

REGULATIONS, GUIDELINES, AND LITERATURE: "Accent on Youth," Pamphlet BRE-19, no charge.

INFORMATION CONTACTS:

Regional or Local Office: Job information centers at area offices of U.S. Civil Service Commission in 65 major cities throughout the United States. These centers are listed in telephone directories under "United States Government".

Information is also available from Civil Service Commission regional offices listed in Appendix J.

Headquarters Office: Office of Youth Employment Programs, Bureau of Recruiting and Examining, U.S. Civil Service Commission, Washington, D.C. 20415. Telephone: (202) 632-5677.

FEDERAL EMPLOYMENT FOR DISADVANTAGED YOUTH - SUMMER

OBJECTIVES: To give disadvantaged young people, ages 16 through 21, meaningful summer employment with the Federal Government.

TYPES OF ASSISTANCE: Federal Employment.

USES AND USE RESTRICTIONS: This program is intended to assist needy young people, ages 16 through 21 to gain productive work experience in the Federal Government and to earn money which they need to return to school. Federal agencies place requests for personnel with the appropriate office of a State employment service. That office screens young people for family income status eligibility and refers eligibles direct to Federal employers. No special skills or experience are required. Youths hired as summer aides are paid at the minimum wage rate.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: To be eligible a youth must qualify as disadvantaged under the guidelines established by the Department of Labor.

Beneficiary Eligibility: Same as applicant eligibility.

Credentials/Documentation: None.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: None.

Application Procedure: Interested youths should register early during each calendar year with the youth division of the local State employment offices, school counselors or neighborhood youth centers.

Award Procedure: None.

Deadlines: See method of application.

Range of Approval/Disapproval Time: Not applicable.

Appeals: Not applicable.

Renewals: Not applicable.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Not applicable.

Length and Time Phasing of Assistance: Not applicable.

POST ASSISTANCE REQUIREMENTS:

Reports: Not applicable.

Audits: Not applicable.

Records: Not applicable.

FINANCIAL INFORMATION:

Account Identification: Funded by various accounts of participating agencies.

Obligations: (Salaries paid to youths employed in this program)
FY 70 \$23,500,000; FY 71 \$25,000,000; FY 72 \$28,000,000.

Range and Average of Financial Assistance: Not applicable.

REGULATIONS, GUIDELINES, AND LITERATURE: "Accent on Youth," Pamphlet BRE-19, no charge.

INFORMATION CONTACTS:

Regional or Local Office: Local offices of the State employment service, or job information centers at area offices of the U.S. Civil Service Commission in 65 major cities throughout the United States. These centers are listed in telephone directories under "United States Government". Information is also available from Civil Service Commission regional offices, listed in Appendix J.

Headquarters Office: Office of Youth Employment Programs, Bureau of Recruiting and Examining, U.S. Civil Service Commission, Washington, D.C. 20415. Telephone: (202) 632.5677.

CHAPTER IV

FEDERAL REGIONAL OFFICES

Each agency that has juvenile delinquency prevention or general youth development programs has some type of regional or local office structure. These offices have the responsibility for the execution of programs being carried on in the regions and for monitoring the progress of these programs. The Regional Offices for some agencies have approval authority for grant application or for state and local plans upon which certain grants are contingent. The New Federalism concept places more responsibility and authority in the Regional Offices. There are ten standard Federal Regions. The regional headquarters and states they serve are listed below:

- | | | |
|------------|---------------|---|
| Region 1. | Boston | : Connecticut, Rhode Island, Maine, Massachusetts, Vermont, New Hampshire |
| Region 2. | New York | : New Jersey, New York, Puerto Rico, Virgin Islands |
| Region 3. | Philadelphia | : Delaware, Pennsylvania, Maryland, Virginia, West Virginia, District of Columbia |
| Region 4. | Atlanta | : Alabama, Florida, Georgia, Kentucky, Mississippi, Tennessee, North and South Carolina |
| Region 5. | Chicago | : Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin |
| Region 6. | Dallas | : Arkansas, Louisiana, New Mexico, Oklahoma, Texas |
| Region 7. | Kansas City | : Missouri, Iowa, Nebraska, Kansas |
| Region 8. | Denver | : Colorado, Montana, Utah, North and South Dakota, Wyoming |
| Region 9. | San Francisco | : Arizona, Nevada, California, Hawaii, American Samoa, Guam |
| Region 10. | Seattle | : Alaska, Idaho, Oregon, Washington |

Appendices A through P list the addresses of the Regional Offices and State and local agencies for the Departments discussed in Chapter III. Where Regional Offices have approval authority or partial approval authority for grant applications in addition to the responsibilities of execution and monitoring, such authority is stated.

APPENDICES

APPENDIX A - DEPARTMENT OF JUSTICE
 REGIONAL OFFICES - BUREAU OF NARCOTICS AND DANGEROUS DRUGS

REGION	ADDRESS	PHONE
1. Maine, Connecticut, Massachusetts, New Hampshire, Rhode Island, Vermont	John F. Kennedy Federal Bldg., Boston, Mass. 02203	617/223-2170
2. New York, northern New Jersey, Canada	90 Church St., New York, New York 10007	212/264-7181
3. Delaware, southern New Jersey, Pennsylvania	U.S. Customhouse, Philadelphia, Pa. 19106	215/597-9530
4. District of Columbia, Maryland, North Carolina, Virginia, West Virginia	31 Hopkins Place, Baltimore, Md. 21201	301/962-4800
5. Florida, Georgia, South Carolina, Puerto Rico	1200 Biscayne Blvd., Miami, Florida 33132	305/350-4441
6. Kentucky, Michigan, Ohio	Federal Bldg. & U.S. Courthouse, Detroit, Mich. 48226	313/226-6110
7. Illinois, Indiana, Wisconsin	205 W. Wacker Dr., Chicago, Ill. 60606	312/353-7875
8. Alabama, Arkansas, Louisiana, Mississippi, Tennessee	546 Carondelet St., New Orleans, La. 70130	504/527-6841
10. Minnesota, North Dakota, South Dakota, Iowa, Kansas, Missouri, Nebraska	U.S. Courthouse, Kansas City, Mo. 64106	816/374-2631
11. Oklahoma, Texas	1114 Commerce St., Dallas, Tex. 75202	214/749-3631
12. Arizona, Colorado, New Mexico, Utah, Wyoming	New Customhouse, Denver, Colo. 80202	303/297-4291
13. Alaska, Idaho, Montana, Oregon, Washington	211 1st Ave. West, Seattle, Wash. 98119	206/583-5443
14. California, Hawaii, Nevada	714 W. Olympic Blvd., Los Angeles, Calif. 90015	213/688-2650
15. Central and South America	American Embassy, Nar Apartado Postal 88 Bix, Mexico City, Mexico	25-91-00 Ext. 378
16. Far East	American Embassy, Bangkok, Thailand, APO San Francisco, Calif. 96346	59800, Ext. 283
17. Europe and Middle East	American Embassy, Paris, France APO New York, N.Y. 09777	Paris Anjou 7400, Ext. 8119

APPENDIX B - DEPARTMENT OF JUSTICE

STATE PLANNING AGENCIES (S.P.A.)

The S.P.A.'s have the responsibility for developing comprehensive state plans for reducing crime and delinquency within the state and for implementing the state plan with funds provided by the Law Enforcement Assistance Administration (LEAA). The S.P.A.'s are composed of officials of state, municipal, and county governments and representatives of private agencies that have a role in crime reduction. They have the authority to determine what projects are to be incorporated in the state plan and to assign priority to various aspects of law enforcement and criminal justice.

CONTINUED

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DEPARTMENT OF JUSTICE
STATE PLANNING AGENCIES

STATE	ADDRESS	PHONE
Alabama	Robert Davis, Director Alabama Law Enforcement Planning Agency 501 Adams Avenue, Montgomery, Alabama 36104	205/269-6665 (FTS 205/ 263-7521)
Alaska	Lauris S. Parker, Executive Director Governor's Commission on the Administration of Justice Pouch AJ, Juneau, Alaska 99801	907/586-1112 (Thru Seattle FTS 206/583-0150)
Arizona	Albert N. Brown, Executive Director Arizona State Justice Planning Agency Continental Plaza Building 5119 North 19th Avenue, Suite M Phoenix, Arizona 85015	602/271-5466 (FTS 602/ 261-3448)
Arkansas	Ray Biggerstaff, Director Commission on Crime and Law Enforcement 1009 University Tower Building, 12th at University Little Rock, Arkansas 72204	501/371-1305
California	Robert H. Lawson, Executive Director California Council on Criminal Justice 1927 - 13th Street, Sacramento, California 95814	916/445-9156
Colorado	G. Nicholas Pijoan, Executive Director Division of Criminal Justice Department of Local Affairs 600 Columbine Building, 1845 Sherman Street Denver, Colorado 80203	303/892-3331 (FTS 303/ 297-0111)
Connecticut	Harold R. Sterrett, Executive Director Governor's Planning Committee on Criminal Adminis. 75 Elm Street, Hartford, Connecticut 06115	203/566-3020 or 203/246-2349 (FTS 203/ 244-2000)
Delaware	Joseph M. Dell'Olivo, Executive Director Delaware Agency to Reduce Crime Room 405 - Central YMCA 11th and Washington Streets, Wilmington, Dela. 19801	302/654-2411
District of Columbia	David Austern, Director Office of Criminal Justice Plans and Analysis 1329 E Street, N.W., Washington, D.C. 20004	202/629-5063
Florida	James R. Stewart, Director Governor's Council on Criminal Justice 307 East Seventh Avenue, P.O. Drawer 3786 Tallahassee, Florida 32303	904/224-9871 (FTS 904/ 791-2011)

STATE PLANNING AGENCIES (CONT'D)

STATE	ADDRESS	PHONE
Georgia	Jim Higdon, Director Office of the State Crime Commission Suite 306, 1430 W. Peachtree Street, N.W. Atlanta, Georgia 30309	404/656-3825 (FTS 404/ 526-0111)
Guam	Edward C. Aguon, Consultant Office of Comprehensive Law Enforcement Planning Office of the Governor Government of Guam P.O. Box 2950, Agana, Guam 96910	
Hawaii	Dr. Irwin Tanaka, Administrator State Law Enforcement and Juvenile Delinquency Planning Agency 1010 Richard Street, Kamamalu Building, Room 412 Honolulu, Hawaii 96813	808/584-4572
Idaho	Robert C. Arneson, Director Law Enforcement Planning Commission State House, Capitol Annex No. 2 614 W. State Street, Boise, Idaho 83707	208/384-2364
Illinois	Allen Andrews, Executive Director Illinois Law Enforcement Commission Suite 600 150 North Wacker Drive, Chicago, Illinois 60606	312/793-3393
Indiana	William Greeman, Executive Director Indiana Criminal Justice Planning Agency 215 N. Senate, Indianapolis, Indiana 46202	317/633-4773
Iowa	George W. Orr, Executive Director Iowa Crime Commission 520 E. 9th Street, Des Moines, Iowa 50319	515/281-3241
Kansas	Thomas W. Regan, Director Governor's Committee on Criminal Administration 535 Kansas Ave., 10th Floor, Topeka, Kansas 66612	913/296-3066
Kentucky	Charles L. Owen, Executive Director Kentucky Crime Commission 209 St. Clair Street--5th Floor Frankfort, Kentucky 40601	502/564-6710
Louisiana	Wingate M. White, Executive Director Louisiana Commission on Law Enforcement and Administration of Criminal Justice 1885 Wooddale Towers, Rm 314 Baton Rouge, Louisiana 70804	504/389-5987 (FTS 504/ 389-2233)

STATE PLANNING AGENCIES (CONT'D)

STATE	ADDRESS	PHONE
Maine	John B. Leet, Program Director Maine Law Enforcement Planning and Assistance Agency 295 Water Street, Augusta, Maine 04330	207/289-3361 (FTS 207/ 622-6171)
Maryland	Richard C. Wertz, Executive Director Governor's Commission on Law Enforcement and Administration of Justice Executive Plaza One, Suite 302 Cockeysville, Maryland 21030	301/665-9610
Massachusetts	Arnold Rosenfeld, Executive Director Committee on Law Enforcement and Administration of Criminal Justice Room 1230, 80 Bolyston Street Boston, Massachusetts 02116	617/727-5497 (FTS 617/ 223-2100)
Michigan	Don P. LeDuc, Administrator Office of Criminal Justice Programs Lewis Cass Building - 2nd Floor Lansing, Michigan 48913	517/373-3992
Minnesota	Robert E. Crew, Jr., Executive Director Governor's Commission on Crime Prevention and Control 276 Metro Square Building 7th and Robert, St. Paul, Minnesota 55101	612/221-3052
Mississippi	Wayland Clifton, Jr., Acting Executive Director Division of Law Enforcement Assistance 345 North Mart Plaza Jackson, Mississippi, 39206	601/354-6525 or 601/354-6591 (FTS 601/ 948-2460)
Missouri	William L. Culver, Executive Director Missouri Law Enforcement Assistance Council P.O. Box 1041, Jefferson City, Missouri 65101	314/636-5261 (FTS 816/ 374-7000)
Montana	Brinton B. Markle, Executive Director Governor's Crime Control Commission 1336 Helena Avenue, Helena, Montana 59601	406/449-3604
Nebraska	Harris R. Owens, Executive Director Nebraska Commission on Law Enforcement and Criminal Justice State Capitol Building, Lincoln, Nebraska 68509	402/471-2194 (FTS 402/ 475-2611)
Nevada	Carrol T. Nevin, Director Commission on Crime, Delinquency and Corrections Suite 41, State Capitol Building Carson City, Nevada 89701	702/882-7118

STATE PLANNING AGENCIES (CONT'D)

STATE	ADDRESS	PHONE
New Hampshire	Frederick P. Nader, Director Governor's Commission on Crime and Delinquency 80 S. Main Street, Concord, New Hampshire 03301	603/271-3601 (FTS 603/ 669-7011)
New Jersey	John M. Mullaney, Executive Director State Law Enforcement Planning Agency 447 Bellevue Avenue, Trenton, New Jersey 08618	609/292-5800 (FTS 609/ 599-3511)
New Mexico	Norman E. Muqlestone, Director Governor's Council on Criminal Justice Planning P.O. Box 1700, Santa Fe, New Mexico 87501	505/827-2524
New York	Archibald R. Murray, Executive Director State of New York, Office of Planning Services Division of Criminal Justice 250 Broadway, 10th Floor, New York, N.Y. 10007	212/488-3882 (FTS 212/ 460-0100)
North Carolina	Charles B. Barham, III, Administrator North Carolina Department of Local Affairs Law and Order Division 422 North Blount Street, Raleigh, N.C. 27602.	919/829-7974 (FTS 919/ 755-4629)
North Dakota	Kenneth J. Dawes, Director North Dakota Combined Law Enforcement Council Box B, Bismarck, N.D. 58501	701/224-2594
Ohio	Joseph White, Deputy Director Ohio Department of Urban Affairs Administration of Justice Division 8 East Long Street, Suite 1000 Columbus, Ohio 43215	614/469-5280 (FTS 614/ 369-7610)
Oklahoma	Norman Martin, Director Oklahoma Crime Commission 5235 N. Lincoln Blvd., Oklahoma City, Okla. 73105	405/521-3392
Oregon	Edward Cooper, Coordinator Executive Department, Law Enforcement Council 306 Public Service Building, Salem, Oregon 97310	503/378-3514
Pennsylvania	E. Drexel Godfrey, Jr., Executive Director Governor's Justice Commission, Department of Justice P.O. Box 1167, Federal Square Station Harrisburg, Pennsylvania 17108	717/787-2042
Puerto Rico	Dionisio Manzano, Director Puerto Rico Crime Commission G.P.O. Box 1256, Hato Rey, Puerto Rico 00936.	809/783-0398

STATE PLANNING AGENCIES (CONT'D)

STATE	ADDRESS	PHONE
Rhode Island	John J. Kilduff, Executive Director Governor's Committee on Crime, Delinquency and Criminal Administration 265 Melrose Street, Providence, R.I. 02907	401/277-2620 or 401/277-2621 (FTS 401/ 528-1000)
South Carolina	Carl R. Reasonover, Executive Director Law Enforcement Assistance Program 915 Main Street, Columbia, S.C. 29201	803/758-3573 (FTS 803/ 253-8371)
South Dakota	Robert H. Miller, Director State Planning and Advisory Commission on Crime and Delinquency State Capitol Building, Pierre, South Dakota 57501	605/224-3661 (FTS 605/ 225-0250)
Tennessee	Francis W. Norwood, Executive Director Tennessee Law Enforcement Planning Agency Suite 205, Capitol Hill Building 301 7th Avenue North, Nashville, Tenn. 37219	615/741-3521 (FTS 615/ 242-8321)
Texas	Judge Joe Frazier Brown, Executive Director Criminal Justice Council, Executive Department P.O. Box 1828, Austin, Texas 78701	512/476-7201
Utah	Robert B. Andersen, Director Law Enforcement Planning Agency Room 304 - State Office Building Salt Lake City, Utah 84114	801/328-5731 (FTS 801/ 524-5500)
Vermont	Stephan J. Mac Pherson, Executive Director Governor's Commission on Crime Control and Prevention 43 State Street, Montpelier, Vermont 05602	802/223-8444 Ext. 645 (FTS 802/ 862-6501)
Virginia	Richard N. Harris, Director Division of Justice and Crime Prevention Suite 101 - 9th Street Office Building Richmond, Virginia 23219	703/770-7421
Virgin Islands	Edmond Ayres, Chief Administrator Virgin Islands Law Enforcement Commission Box 280 - Charlotte Amalie, St. Thomas, V.I. 00801	809/774-6400
Washington	James N. O'Connor, Administrator Law and Justice Planning Office Planning and Community Affairs Agency Office of the Governor Olympia, Washington 98501	206/753-2235

STATE PLANNING AGENCIES (CONT'D)

STATE	ADDRESS	PHONE
West Virginia	Dr. Harold Neely, Executive Director Governor's Committee on Crime, Delinquency and Corrections 1524 Kanawha Blvd., East, Charleston, W. Va. 25311	304/348-3689 or 304/348-3692
Wisconsin	Walter F. Kelly, Executive Director Wisconsin Council on Criminal Justice State Capitol, Madison, Wisconsin 53702	608/266-3323
Wyoming	John B. Rogers, Administrator Governor's Planning Committee on Criminal Administration P.O. Box 468, Cheyenne, Wyoming 82001	307/777-7716 (FTS 307/ 778-2220)
American Samoa	Martin J. Tolmie, Acting Director Territorial Criminal Justice Planning Agency Office of the Attorney General Box 7 Pago Pago, American Samoa 96902	

APPENDIX C

DEPARTMENT OF JUSTICE
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION (LEAA)

The Regional Offices have approval authority for planning grants, action grants, correction grants and academic assistance funds. The central staff of LEAA provides guidelines to the Regional Offices which permit the Regions to approve the programs and projects that are necessary to combat the particular problems of the region.

The Regional Offices also perform the function of monitoring all activities within the region. This is accomplished through States Representatives and Grants Managers. State Representatives serve as the direct contact point for States on all LEAA programs; they review, analyze and make recommendations to the Regional Director on State plans and all applications for funds, and monitor State Planning Agency activities. Grants Managers provide assistance to State and local fiscal operations, and monitor, review and evaluate the operations of discretionary grant recipients.

LEAA REGIONAL OFFICES

REGION	ADDRESS	PHONE
1 - Boston	William F. Powers Regional Administrator LEAA--U.S. Department of Justice Post Office & Courthouse, Rm 917 Boston, Massachusetts 02109	617/223-7256 617/223-4671
2 - New York	Joseph Nardoza Regional Administrator LEAA--U.S. Department of Justice 26 Federal Plaza, Room 1351 Federal Office Building New York, New York 10007	212/264-4133 212/264-4409
3 - Philadelphia	Charles Rinkevich Regional Administrator LEAA--U.S. Department of Justice 325 Chestnut St., Mall Bldg #800 Philadelphia, Pennsylvania 19106	215/597-9440 9441,2,3
4 - Atlanta	George M. Murphy Regional Administrator LEAA--U.S. Department of Justice 730 Peachtree St., N.E., Rm 985 Atlanta, Georgia 30308	404/526-5868
5 - Chicago	John J. Jemilo Regional Administrator LEAA--U.S. Department of Justice O'Hare Office Center, Room 121 3166 Des Plaines Avenue Des Plaines, Illinois 60018	312/353-1203
6 - Dallas	David Dehlin Regional Administrator LEAA--U.S. Department of Justice 500 South Ervay St., Suite 313-C Dallas, Texas 75201	214/749-2958
7 - Kansas City	William H. Smith Regional Administrator LEAA--U.S. Department of Justice 436 State Avenue Kansas City, Kansas 66101	816/374-4501
8 - Denver	Edwin R. LaPedis Regional Administrator LEAA--U.S. Department of Justice Federal Building, Room 6519 Denver, Colorado 80202	303/837-4784

LEAA REGIONAL OFFICES (CONT'D)

REGION	ADDRESS	PHONE
9 - San Francisco	Cornelius Cooper Regional Administrator LEAA--U.S. Department of Justice 1860 El Camino Real, 4th Floor Burlingame, California 94010	415/697-4046 (FTS 415/ 341-3401 thru 3404)
10 - Seattle	David Head Regional Administrator LEAA--U.S. Department of Justice 130 Andover Bldg. Seattle, Washington 98188	206/442-1170

APPENDIX D

DEPARTMENT OF AGRICULTURE - FOOD AND NUTRITION SERVICE

For information on food assistance which may be available for youth activities, youth coordinators should first contact the District Offices of the U.S. Department of Agriculture Food and Nutrition Service. Within each State the Commodity Distribution Program is directly handled by various agencies. Individuals to contact at both the District and State levels are listed below. A list of State Distributing Agencies starts on the next page.

REGION	STATES SERVED	ADDRESS	PHONE
Northeast	Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, West Virginia	Wallace F. Warren, Director Food and Nutrition Service U.S. Dept. of Agriculture 26 Federal Plaza, Room 1611 New York, New York 10007	212/264-1194 212/264-1195
Southeast	Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, Puerto Rico, South Carolina, Tennessee, Virgin Islands, Virginia	Russell H. James, Director Food and Nutrition Service U.S. Dept. of Agriculture 1795 Peachtree Road, N.E. Room 302 Atlanta, Georgia 30309	404/526-5131
Midwest	Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin	Dennis M. Doyle, Director Food and Nutrition Service U.S. Dept. of Agriculture 536 South Clark Street Chicago, Illinois 60605	312/353-6664 312/353-6665
Southwest	Arkansas, Colorado, Kansas, Louisiana, New Mexico, Oklahoma, Texas	Martin D. Garber, Director Food and Nutrition Service U.S. Dept. of Agriculture 500 South Ervay St., Rm 3-127 Dallas, Texas 75201	214/749-2877 214/749-2878
Western	Alaska, American Samoa, Arizona, California, Guam, Hawaii, Idaho, Montana, Nevada, Oregon, Trust Territory of the Pacific Islands, Utah, Washington, Wyoming	Charles M. Ernst, Director Food and Nutrition Service U.S. Dept. of Agriculture Appraisers' Bldg., Rm. 734 630 Sansome Street San Francisco, Calif. 94111	415/556-4951 415/556-4952

STATE DISTRIBUTING AGENCIES
COMMODITY DISTRIBUTION PROGRAM

(Address correspondence to Director, Commodity Distribution Division)

STATE	ADDRESS
Alabama	State Department of Pensions and Security Administrative Building, 5th Floor 64 N. Union Street Montgomery, Alabama 36104
Alaska	Department of Administration Pouch C Juneau, Alaska 99801
American Samoa	Department of Education Pago Pago, Tutuila, American Samoa 96920
Arizona	State Department of Public Welfare 1921 N. 22nd Avenue Phoenix, Arizona 85009
Arkansas	State Department of Public Welfare P. O. Box 5254 North Little Rock, Arkansas 72115
California	State Department of Education 721 Capitol Mall; Room 314 Sacramento, California 95814
County of Los Angeles	County of Los Angeles Purchasing and Store Department 2011 N. Soto Street Los Angeles, California 90032
Colorado	Department of Social Services 1600 Sherman Street Denver, Colorado 80203
Connecticut	Department of Finance and Control 460 Silver Street Middletown, Connecticut 06458
Delaware	Department of Public Welfare P. O. Box 309 Wilmington, Delaware 19889
District of Columbia	Public Schools of D. C. 415 12th Street, N.W., Room 806 Washington, D. C. 20004
Florida	Dept. of Health and Rehabilitative Services P. O. Box 2050 Jacksonville, Florida 32203

STATE DISTRIBUTING AGENCIES - COMMODITY DISTRIBUTION PROGRAM (CONT'D)

STATE	ADDRESS
Georgia	State Annex Building, Room 215 156 Trinity Avenue, S.W. Atlanta, Georgia 30303
Guam	Department of Education, Government of Guam P. O. Box DE Agana, Guam 96910
Hawaii	State Department of Education, Business Div. P. O. Box 2360 Honolulu, Hawaii 96804
Idaho	Department of Public Assistance Box 1189 Boise, Idaho 83701
Indiana	State Department of Public Instruction State House Indianapolis, Indiana 46204
Iowa	State Department of Social Services Lucas State Office Building Des Moines, Iowa 50319
Kansas	State Department of Social Welfare State Office Building Topeka, Kansas 66612
Kentucky	State Department of Agriculture Capitol Annex Frankfort, Kentucky 40601
Louisiana	State Department of Public Welfare P. O. Box 4065, Capitol Annex Baton Rouge, Louisiana 70804
Maine	State Department of Education State House Augusta, Maine 04330
Maryland	State Department of Education 301 West Preston Street Baltimore, Maryland 21201
Massachusetts	State Department of Education 182 Tremont Street Boston, Massachusetts 02111

STATE DISTRIBUTING AGENCIES - COMMODITY DISTRIBUTION PROGRAM (CONT'D)

STATE	ADDRESS
Michigan	State Department of Social Services Lewis Cass Building, 4th Floor Lansing, Michigan 48913
Minnesota	State Department of Education State Centennial Building, 4th Floor St. Paul, Minnesota 55101
Mississippi	State Department of Education Woolfolk State Building P. O. Box 771 Jackson, Mississippi 39205
Missouri	State Department of Public Health and Welfare State Office Building Jefferson City, Missouri 65102
Montana	State Department of Administration State Capitol Building Helena, Montana 59601
Nebraska	Department of Public Welfare State Capitol Building Lincoln, Nebraska 68509
Nevada	State Department of Education Heroes Memorial Building, Room 208 Carson City, Nevada 89701
New Hampshire	Department of Administration and Control 12 Hills Avenue Concord, New Hampshire 03301
New Jersey	Agricultural Commodity Distribution Section Division of Purchase and Property 605 South Broad Street Trenton, New Jersey 08638
New Mexico	Health and Social Services Department Box 1968 Albuquerque, New Mexico 87103
New York	Office of General Services, Executive Dept. Building No. 18, State Office Bldg. Campus Albany, New York 12226
North Carolina	State Department of Agriculture 119 Agriculture Building Raleigh, North Carolina 27602

STATE DISTRIBUTING AGENCIES - COMMODITY DISTRIBUTION PROGRAM (CONT'D)

STATE	ADDRESS
North Dakota	State Department of Public Instruction State Capitol Building Bismarck, North Dakota 58501
Ohio	Department of Public Welfare 80 South 6th Street Columbus, Ohio 43215
Oklahoma	Department of Public Welfare P. O. Box 25352 Oklahoma City, Oklahoma 73125
Oregon	Department of General Services Surplus Property Section 1225 Ferry Street, S.E. Salem, Oregon 97310
Pennsylvania	Department of Property and Supplies 2221 Forster Street Harrisburg, Pennsylvania 17125
Puerto Rico	Dept. of Social Services, Commonwealth of Puerto Rico 1671 Ponce de Leon Avenue Stop 24 -- P. O. Box 11697 Sanjurjo, Puerto Rico 00910
Rhode Island	General Service Rotary Fund General Store Building Howard, Rhode Island 02834
South Carolina	State Department of Education 916 Rutledge Building Columbia, South Carolina 29201
South Dakota	State Department of Public Instruction State Capitol Building Pierre, South Dakota 57501
Tennessee	State Department of Agriculture Ellington Agriculture Center P. O. Box 9039, Melrose Station Nashville, Tennessee 37204
Texas	State Department of Public Welfare J. H. Reagen Building, Room 413 Austin, Texas 78711

STATE DISTRIBUTING AGENCIES - COMMODITY DISTRIBUTION PROGRAM (CONT'D)

STATE	ADDRESS
Trust Territories of the Pacific	Office of the High Commissioner Trust Territories of the Pacific Saipan, Mariana Islands 96950
Utah	State Department of Public Welfare 223 State Capitol Building Salt Lake City, Utah 84114
Vermont	Department of Administration State Administration Building Montpelier, Vermont 05603
Virginia	State Department of Agriculture 203 N. Governor Street Richmond, Virginia 23219
Virgin Islands	Department of Social Welfare Charlotte Amalie St. Thomas, Virgin Islands 00801
Washington	Department of General Administration 4140 East Marginal Way South Seattle, Washington 98134
West Virginia	Department of Welfare 3624-C MacCorkle Avenue, S.E. Charleston, West Virginia 25304
Wisconsin	Department of Public Instruction 126 Langdon Street Madison, Wisconsin 53702
Wyoming	State Department of Education State Capitol Building Cheyenne, Wyoming 82001

APPENDIX E

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Most Federal grant approvals for the Model Cities program are made in the Regional Offices. The Regional Office, in some cases, will submit the entire annual Model Cities budget for a particular CDA to Washington only for broad planning guidelines. Details are decided upon in the Regional or Area Office.

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
REGIONAL YOUTH COORDINATORS

HUD has appointed Regional Youth Coordinators to encourage the hiring of disadvantaged youth by regional offices and grantees. HUD's new consolidation of grants allows great flexibility for youth programs. Contacts are:

REGION	REPRESENTATIVE	ADDRESS	PHONE
I	Frank Prout	Department of Housing and Urban Development John F. Kennedy Federal Building Boston, Massachusetts 02203	617/223-4361
II	Mrs. Shirley McClintock Special Ass't to Regional Adminis.	Department of Housing and Urban Development 26 Federal Plaza New York, New York 10007	212/264-8033
III	Deborah Pollock	Department of Housing and Urban Development Curtis Building, 6th & Walnut St. Philadelphia, Pennsylvania 19106	215/597-2330
IV	Henry Bankston	Department of Housing and Urban Development Peachtree-Seventh Building Atlanta, Georgia 30323	404/526-5022
V	Ellen Alexander	Housing Management and Community Services, Dept. of Housing and Urban Development 360 North Michigan Avenue Chicago, Illinois 60601	312/353-1800
VI	Cora Williams	Department of Housing and Urban Development Federal Office Building 819 Taylor Street Fort Worth, Texas 76102	817/334-2863
VII	Mrs. Billie Hagen	Department of Housing and Urban Development 300 Federal Office Building 911 Walnut Street Kansas City, Missouri 64106	816/374-2708

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT - REGIONAL YOUTH COORDINATORS (CONT'D)

REGION	REPRESENTATIVE	ADDRESS	PHONE
VIII	Paul Gerhart	Department of Housing and Urban Development Samsonite Building 1050 South Broadway Denver, Colorado 80209	303/837-3721
IX	William E. Riker	Labor Relations, Department of Housing and Urban Development 450 Golden Gate Avenue P.O. Box 36003 San Francisco, California 94102	415/556-6739
X	Nell Jones	Department of Housing and Urban Development Arcade Plaza Building (426) 1321 Second Avenue Seattle, Washington 98101	206/442-0105

APPENDIX F

FIELD OFFICES - DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
(Field Structure as of September 1, 1971)

REGION	STATES SERVED	ADDRESS	PHONE
I	Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont	James J. Barry John F. Kennedy Federal Bldg. Boston, Mass. 02203	617/223-4066
Area Offices	Massachusetts, Rhode Island	M. Daniel Richardson 15 New Chardon Street Boston, Mass. 02114	617/223-4111
	Connecticut	Lawrence L. Thompson Federal Office Building Hartford, Conn. 06103	203/244-3638
Insuring Offices	Maine, New Hampshire, Vermont	Creeley S. Buchanan 1230 Elm Street Manchester, N.H. 03101	603/669-7681
		Wayne M. Johnson U.S. Federal Bldg. & P.O. Bangor, Maine 04401	207/942-8271
		Charles J. McCabe Post Office Annex Providence, R.I. 02903	401/528-4391
		Leslie E. Snow Federal Building Burlington, Vt. 05402	802/862-6501
II	New Jersey, New York, Puerto Rico, Virgin Islands	S. William Green 26 Federal Plaza New York, N.Y. 10007	212/264-8068
Area Offices	Southern New Jersey	Philip G. Sadler 519 Federal Street Camden, N.J. 08103	609/963-2541
	Northern New Jersey	James P. Sweeney Federal Building Newark, N.J. 07102	201/645-3010
	Eastern New York State	John B. Maylott 120 Church Street New York, N. Y. 10007	212/264-0522
	Puerto Rico, Virgin Islands	Angel Enrique Sanz P. O. Box 3869 GPO 255 Ponce de Leon Avenue Hato Rey, P.R. 00936	809/622-0201

FIELD OFFICES - DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (CONT'D)

REGION	STATES SERVED	ADDRESS	PHONE
Insuring Offices		Robert J. Wolf (Acting) 30 Russell Road Albany, N.Y. 12206	518/472-3567
		Ernest T. Metzler (Acting) 175 Fulton Avenue Hempstead, N.Y. 11550	516/485-5000
III	Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, West Virginia	Theodore R. Fobb 6th and Walnut Streets Philadelphia, Pa. 19106	215/597-2560
Area Offices	Western Pennsylvania, West Virginia	Charles J. Lieberth Federal Building Pittsburgh, Pa. 15222	412/644-2802
	Eastern Pennsylvania, Delaware	Philadelphia, Pa.	----
	Washington Metropolitan Area	Washington, D.C.	----
	Virginia	Richmond, Virginia	----
Insuring Offices	Maryland	Baltimore, Maryland	----
		Henry McC. Winchester, Jr. Wilmington Trust Bldg. Wilmington, Del. 19801	302/658-6911
		Terry C. Chisholm 1310 L Street, N.W. Washington, D.C. 20005	202/382-4855
		Allen T. Clapp Hopkins Plaza Federal Bldg. Baltimore, Md. 21201	301/962-2121
		Thomas J. Gallagher, Jr. 625 Walnut Street Philadelphia, Pa. 19106	215/597-2358
		Carroll A. Mason 400 N. 8th Street Richmond, Virginia 23240	703/649-3611
		H. William Rogers New Federal Building Charleston, W. Va. 25301	304/343-6181

FIELD OFFICES - DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (CONT'D)

REGION	STATES SERVED	ADDRESS	PHONE
IV	Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee	Edward H. Baxter Peachtree-7th Building Atlanta, Ga. 30323	404/526-5585
	Area Offices	Alabama	Jon W. Pitts 15 S. 20th Street Birmingham, Ala. 35233
Insuring Offices	Georgia	Atlanta, Georgia	
	Florida	Jacksonville, Fla.	
	North Carolina	Greensboro, N. C.	
	South Carolina	Columbia, S. C.	
	Kentucky	Louisville, Ky.	
	Tennessee	Knoxville, Tenn.	
	Mississippi	Jackson, Miss.	
		William F. Pelski 3001 Ponce de Leon Blvd. Coral Gables, Fla. 33134	305/350-5567
		Forest W. Howell (Area Office) 400 W. Bay St., P.O. Box 35009 Jacksonville, Fla. 32202	904/791-2626
		K. Wayne Swiger 4224-48 Henderson Blvd. P.O. Box 18165 Tampa, Fla. 33609	813/228-7711
	Gary S. Hooks 230 Peachtree Street Atlanta, Ga. 30303	404/526-6595	
	Raymond G. Fleming New Federal Building Louisville, Ky. 40202	502/582-5252	
	James S. Roland Area Office 301 N. Lamar Street Jackson, Miss. 39201	601/948-7821	

FIELD OFFICES - DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (CONT'D)

REGION	STATES SERVED	ADDRESS	PHONE
IV (Cont'd)		Richard B. Barnwell (Area Off.) 324 W. Market Street Greensboro, N.C. 27401	919/275-9111
		Clifton G. Brown 1515 Lady Street Columbia, S.C. 29201	803/253-6455
		Carroll G. Oakes (Area Office) 725 Gay Street, S.W. Knoxville, Tenn. 37902	615/524-4011
		James E. Kerwin Federal Office Building Memphis, Tenn. 38103 Nashville, Tenn.	901/534-3141
V	Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin	George J. Vavoulis 360 N. Michigan Avenue Chicago, Ill. 60601	312/353-5680
Area Offices	Michigan	William C. Whitbeck 1249 Washington Blvd. Detroit, Mich. 48226	313/226-7900
	Illinois	Chicago, Ill.	
	Indiana	Indianapolis, Ind.	
	Minnesota	Minneapolis-St. Paul, Minn.	
	Ohio	Columbus, Ohio	
	Wisconsin	Milwaukee, Wis.	
Insuring Offices		Ernest C. Stevens (Area Off.) 219 S. Dearborn Street Chicago, Ill. 60604	312/353-7660
		Boyd Barton 628 E. Adams Street P. O. Box 1628 Springfield, Ill. 62705	217/525-4085
		Stephan J. Hans Area Office 333 N. Penna Street Indianapolis, Ind. 46204	317/633-7188

FIELD OFFICES - DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (CONT'D)

REGION	STATES SERVED	ADDRESS	PHONE
V (Cont'd)		Alfred Raven 921 Division Ave. N. Grand Rapids, Mich. 49503	616/456-2225
		Thomas Feeney (Area Office) Federal Building Minneapolis, Minn. 55401	612/725-2641
		Charles Collins (Acting) Federal Office Building Cincinnati, Ohio 45202	513/684-2884
		Charles P. Lucas Federal Building Cleveland, Ohio 44199	216/522-4065
		Fergus A. Theibert 100 East Broad Street Columbus, Ohio 43215	614/469-7345
		Lawrence S. Katz 744 N. 4th Street Milwaukee, Wis. 53203	414/272-8600
VI	Arkansas, Louisiana, New Mexico, Oklahoma, Texas	Richard L. Morgan Federal Office Building Fort Worth, Texas 76102	817/334-2867
Area Offices	New Mexico; eastern, northern and western Texas	Manuel A. Sanchez III 1000 Commerce St. Dallas, Texas 75202	214/749-1652
	Arkansas	Wayne H. Babbitt 1 Union National Plaza Little Rock, Ark. 72201	501/372-4361
	Louisiana	Thomas J. Armstrong 1001 Howard Ave. New Orleans, La. 70113	504/527-2663
	Oklahoma	Robert H. Breeden 301 N. Hudson St. Oklahoma City, Okla. 73102	405/231-4181
	Southwest Texas	Finnis E. Jolly 410 S. Main Avenue San Antonio, Texas 78204	512/225-5511

FIELD OFFICES - DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (CONT'D)

REGION	STATES SERVED	ADDRESS	PHONE
VI (Cont'd) Insuring Offices		Rudy Langford 425 Milam Street Shreveport, La. 71101	318/425-1241
		Luther G. Branham 625 Truman St., N.E. Albuquerque, N.M. 87110	505/256-9877
		Robert H. Gardner 1708 Utica Square P.O. Box 4054 Tulsa, Okla. 74152	918/584-7151
		Richard Hazelwood Federal Building Fort Worth, Texas 76102	817/334-3233
		William A. Painter Federal Building Houston, Texas 77002	713/266-4335
		Glenn Bailey 1601 Avenue N Lubbock, Texas 79401	806/765-8541
	VII	Iowa, Kansas, Missouri, Nebraska	Elmer E. Smith Federal Office Building Kansas City, Missouri 64106
Area Offices	Kansas, western Missouri	William R. Southerland 5th and State Streets P.O. Box 1339 Kansas City, Kansas 66117	816/374-4335
	Iowa Nebraska	Guy J. Birch 7100 W. Center Road Omaha, Nebraska 68106	402/331-4221
Insuring Offices	Eastern Missouri	Elmo O. Turner 210 N. 12th Street St. Louis, Mo. 63101	314/622-4760
		Nate Ruben Federal Building Des Moines, Iowa 50309	515/284-4481
		Jim Haff (Acting) 700 Kansas Avenue Topeka, Kansas 66603	913/234-8241

FIELD OFFICES - DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (CONT'D)

REGION	STATES SERVED	ADDRESS	PHONE
VIII Insuring Offices	Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming	Robert C. Rosenheim Federal Building Denver, Colo. 80202	303/837-4881
		Joseph Wagner 909 17th Street Denver, Colo. 80202	303/837-4521
		Orvin B. Flare 616 Helena Avenue Helena, Mont. 59601	406/442-3237
		Duane R. Liffbrig Federal Building Fargo, N. Dak. 58102	701/237-5136
		Roger L. Rosenwald (Acting) Federal Bldg. and Courthouse Sioux Falls, S. Dak. 57102	605/336-2980
		L. C. Romney 125 S. State Street Salt Lake City, Utah 84111	801/524-5237
		Miller Brown Federal Office Building P.O. Box 580 Casper, Wyoming 82601	307/265-3252
		IX	Arizona, California, Hawaii, Nevada, Guam, American Samoa
Raymond Carrasco 2500 Wilshire Blvd. Los Angeles, Calif. 90057	213/688-5127		
Area Offices	Arizona, southern California	James H. Price 1 Embarcadero Center San Francisco, Calif. 94111	415/556-2238
		Merritt R. Smith 244 W. Osborne Rd. P.O. Box 13468 Phoenix, Ariz. 85002	602/261-3900
		Edward P. Green 801 I St., P.O. Box 1978 Sacramento, Calif. 95809	916/449-3471
Insuring Offices			

FIELD OFFICES - DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (CONT'D)

REGION	STATES SERVED	ADDRESS	PHONE
IX (Cont'd)		Albert E. Johnson 110 W. C St., P.O. Box 2648 San Diego, Calif. 92112	714/293-5310
		Richard C. Keyser 1440 E. First Street Santa Ana, Calif. 92701	714/836-2451
		Alvin K. H. Pang 333 Queen St., P.O. Box 3377 Honolulu, Hawaii 96801	808/546-5552
		Morley W. Griswold 70 Linden St., P.O. Box 4700 Reno, Nev. 89505	702/784-5213
X	Alaska, Idaho, Oregon, Washington	Oscar P. Pederson 1321 Second Avenue Seattle, Wash. 98101	206/583-5415
Area Offices	Southern Idaho, Oregon, Washington (counties of Clark, Klickitat, and Skamania)	Russell H. Dawson 520 SW 6th Avenue Portland, Ore. 97204	503/226-3963
	Alaska, northern Idaho, Washington (except Clark, Klickitat, and Skamania Counties)	Marshall D. Majors 1321 Second Avenue Seattle, Wash. 98101	206/442-7456
insuring Offices		Claude Millsap, Jr. Federal Bldg., P.O. Box 480 Anchorage, Alaska 99501	907/272-5561 Ext. 791
		Kenneth A. Tyrer 331 Idaho Street Boise, Idaho 83701	208/342-2711
		Wallace M. Bostwick W. 920 Riverside Ave. Spokane, Wash. 99201	509/838-4203

APPENDIX G - DEPARTMENT OF INTERIOR
AREA OFFICES - BUREAU OF INDIAN AFFAIRS

AREA	HEADQUARTERS
Aberdeen, S. Dak. 57401	820 S. Main Street
Albuquerque, N. Mex. 87108	5301 Central Avenue, N.E.
Anadarko, Okla. 73005	Federal Building, P.O. Box 368
Billings, Mont. 59101	316 N. 26th Street
Juneau, Alaska 99801	Box 3-8000
Minneapolis, Minn. 55402	831 2nd Avenue, S.
Muskogee, Okla. 74401	Federal Building
Window Rock, Ariz. 86515	Navajo Area Office
Phoenix, Ariz. 85011	124 West Thomas Road
Portland, Oreg. 97208	1425 NE Irving Street
Sacramento, Calif. 95825	2800 Cottage Way
INDEPENDENT OFFICES	
Cherokee Agency	Cherokee, N.C. 28719
Choctaw Agency	Philadelphia, Miss. 39350
Miccosukee Agency	Homestead, Fla. 33030
Seminole Agency	6075 Stirling Road, Hollywood, Fla. 33024

APPENDIX H - DEPARTMENT OF INTERIOR

REGIONAL OFFICES - BUREAU OF OUTDOOR RECREATION

REGION	HEADQUARTERS
Northeast	1421 Cherry Street, Philadelphia, Pa. 19102
Southeast	810 New Walton Bldg., Atlanta, Ga. 30303
Lake Central	3853 Research Park Drive, Ann Arbor, Michigan 48104
Mid-Continent	Denver Federal Center, Building 41, Denver, Colorado 80225
Pacific Northwest	1000 2nd Avenue, Seattle, Wash. 98104
Pacific Southwest	450 Golden Gate Avenue, San Francisco, California 94102

APPENDIX I

REGIONAL MANPOWER REPRESENTATIVES, U.S. DEPARTMENT OF LABOR

REGION	REPRESENTATIVE	ADDRESS	PHONE
I	Lawrence W. Rogers	Room 1707, J.F. Kennedy Federal Bldg. Government Center Boston, Massachusetts 02203	617/223-6439 617/223-6440
II	Clayton J. Cottrell	341 Ninth Avenue, New York, New York 10001	212/971-5445
III	J. Terrell Whitsitt	P. O. Box 8796 Philadelphia, Pennsylvania 19101	215/438-5200
IV	William U. Norwood	Room 700, 1371 Peachtree St., N.E. Atlanta, Georgia 30309	404/526-5411
V	William D. Lewis	Room 748, Federal Building 219 South Dearborn Street Chicago, Illinois 60604	312/353-4258
VI	William T. Bailey	Room 308, Mayflower Building 411 North Akard Street Dallas, Texas 75201	214/749-2721
VII	William S. Harris	Room 3000, Federal Building 911 Walnut Street Kansas City, Missouri 64106	816/374-3796
VIII	Frank A. Potter	16015 Federal Office Building 1961 Stout Street Denver, Colorado 80202	303/837-4477
IX	Edward Aguirre	Federal Building 450 Golden Gate Avenue San Francisco, California 94102	415/556-7414
X	Jess C. Ramaker	Smith Tower Building, Room 1911 Seattle, Washington 98104	206/442-7700
XI	Horace Holmes	14th & E Streets, N.W., Room 220 Washington, D.C. 20004 (Special Office for Washington, D.C.)	202/629-3663

The regional offices of the Manpower Administration have authority over funding of projects in the region for all programs except Job Corps, which is funded at the National level.

APPENDIX J - DEPARTMENT OF TRANSPORTATION
 FEDERAL HIGHWAY ADMINISTRATION
 MAJOR FIELD ORGANIZATIONS

ORGANIZATION	ADDRESS	REGIONAL ADMINISTRATOR
1: Maine, New Hampshire, Vermont, Massachusetts, Connecticut, Rhode Island, New York, New Jersey, Puerto Rico	4 Normanskill Blvd. Delmar, New York 12054	Gerald D. Love
2: Delaware, Maryland, Ohio, Pennsylvania, District of Columbia, Virginia, West Virginia	George H. Fallon Federal Office Building Baltimore, Maryland 21201	August Schofer
3: Alabama, Florida, Georgia, Mississippi, Tennessee, North Carolina, South Carolina	1720 Peachtree Rd., N.W. Atlanta, Georgia 30309	Harry E. Stark
4: Illinois, Indiana, Kentucky, Michigan, Wisconsin	18209 Dixie Highway Homewood, Illinois 60430	F. B. Farrell
5: North Dakota, South Dakota, Minnesota, Missouri, Nebraska, Iowa, Kansas	P.O. Box 7186 Country Club Station Kansas City, Missouri 64113	John B. Kemp
6: Arkansas, Louisiana, Oklahoma, Texas	819 Taylor Street Fort Worth, Texas 76102	James W. White
7: Arizona, California, Nevada, Hawaii	450 Golden Gate Avenue San Francisco, Calif. 94102	Sheridan E. Farin
8: Montana, Oregon, Idaho, Washington, Alaska	222 SW Morrison Street Portland, Oregon 97204	Ralph M. Phillips
9: Colorado, New Mexico, Wyoming, Utah	Denver Federal Center, Building 40 Denver, Colorado 80225	Charles D. Beach
Eastern Federal Highway Projects Office	1000 N. Glebe Road Arlington, Virginia 22201	William O. Comella

APPENDIX K
 REGIONAL OFFICES
 CIVIL SERVICE COMMISSION

REGION	ADDRESS	DIRECTOR
Atlanta	240 Peachtree St. NW, Atlanta, Ga. 30303	Hammond B. Smith
Boston	Post Office & Courthouse Building Boston, Massachusetts 02109	Leonard F. Cronin
Chicago	Main Post Office Bldg., Chicago, Ill. 60607	Joseph A. Connor
Dallas	1114 Commerce St., Dallas, Texas 75202	Louis S. Lyon
Denver	Bldg. 20, Denver Federal Center Denver, Colorado 80225	William H. Rima, Jr.
New York	26 Federal Plaza, New York, N.Y. 10007	Robert J. Drummond, Jr.
Philadelphia	Customhouse, Philadelphia, Pa. 19106	Milton I. Sharon
St. Louis	1256 Federal Building, St. Louis, Mo. 63103	Francis V. Yanak
San Francisco	Federal Building, San Francisco, California 94102	Asa T. Briley
Seattle	Federal Office Bldg., Seattle, Wash. 98104	William G. Wendell

APPENDIX L - VETERANS ADMINISTRATION

CENTERS, DOMICILIARIES, HOSPITALS, OUTPATIENT CLINICS; INSURANCE CENTERS, REGIONAL OFFICES, SUPPLY ACTIVITIES, AND VETERANS BENEFITS OFFICE (D.C.)

STATE	ADDRESS	DIRECTOR	TYPE OF STATION
Ala.	700 S. 19th St. Birmingham, Ala. 35233	Clyde G. Cox	Hospital
	Perry Hill Road Montgomery, Ala. 36109	Joseph C. Gillespie	Hospital
	474 S. Court Street Montgomery, Ala. 36104	Neil R. Smart	Regional Office
	Tuscaloosa, 35401	Dr. James C. Folsom	Hospital
Alas.	Tuskegee, 36083	Dr. Robert S. Wilson	Hospital
	P.O. Box 1288, Juneau 99801	M.W. McDonough	Regional Office
Ariz.	7th St. & Indian School Rd.. Phoenix, Ariz. 85012	Dr. Stanley B. Crosbie	Hospital
	Federal Bldg., 230 N. 1st Ave. Phoenix, Ariz. 85025	Wayne A. Sanders	Regional Office
	Tucson, 85713	John P. Clark	Hospital
	Prescott, 86301	Walter R. Armstrong, Jr.	Center (Hospital & domiciliary)
Ark.	Fayetteville, 72701	(Vacancy)	Hospital
	300 E. Roosevelt Road Little Rock, Ark. 72206 Little Rock Division North Little Rock Division (Mail: Little Rock)	Kenneth J. O'Brien	Hospital
	Federal Office Building 700 W. Capitol Ave Little Rock, Ark. 72201	Henry E. Hudson	Regional Office
Calif.	2615 Clinton Ave. Fresno, Calif. 93703	William F. Lee	Hospital
	Livermore, 94550	Jess E. Burrow	Hospital
	5901 E 7th Street Long Beach, Calif. 90801	Dr. Albert H. Fechner	Hospital
	Sawtelle and Wilshire Blvds. Los Angeles, Calif. 90073	(Vacancy) (Vacancy) Alton L. Pruitt	Hospital Hospital Hospital

VETERANS ADMINISTRATION (CONT'D)

STATE	ADDRESS	DIRECTOR	TYPE OF STATION
	1031 S. Broadway Los Angeles, Calif. 90015	Dr. Maurice Z. Cooper	Outpatient Clinic
	11000 Wilshire Blvd. Los Angeles, Calif. 90024	Gordon R. Elliott	Regional Office
	150 Muir Rd., Martinez 94553 Palo Alto, 94304	Paul O. Battisti	Hospital
	San Diego	Dr. Abraham M. Gottlieb	Hospital
	13000 Sayre St. San Fernando, Calif. 91342	Dr. Turner Camp	Hospital
	4150 Clement Street San Francisco, Calif. 94121	(Vacancy)	Hospital
	49 4th St., San Francisco 94103 Sepulveda, 91343	Dr. Oren T. Skouge	Hospital
Colo.	Denver Federal Center Denver, Colo. 80225	Edward W. Christensen	Regional Office
	1055 Clermont St., Denver 80220	Dr. Charles S. Modica	Hospital
	Fort Lyon, 81038	J. Willard Ball	Regional Office
	Grand Junction, 81501	(Vacancy)	Hospital
Conn.	450 Main St., Hartford 06103	Nelson A. Jackson	Hospital
	555 Willard Ave. Newington, Conn. 06111	Reuben H. Denning	Hospital
	West Spring Street West Haven, Conn. 06516	Edward P. Brosnan	Regional Office
Dela.	1601 Kirkwood Highway Wilmington, Dela. 19805	Norman D. Lavoie	Hospital
D.C.	50 Irving St. N.W. Washington, D.C. 20422	Willis O. Underwood	Hospital
	2033 M St. N.W. Washington, D.C. 20421	Dr. Harry E. Walkup	Center (Hospital & Reg. Office)
		Aladino A. Gavazzi	Hospital
		James H. Hubbell	Veterans Benefits Office (D.C.)

VETERANS ADMINISTRATION (CONT'D)

STATE	ADDRESS	DIRECTOR	TYPE OF STATION
Fla.	Bay Pines, 33504	Dr. Jackson H. Friedlander	Center (Hospital & Domiciliary)
	Gainesville, 32601	Malcom Randall	Hospital
	Lake City 32055	Dr. Thomas L. Harvey	Hospital
	1201 NW 16th St. Miami, Florida 33125	Dr. Daniel R. Robinson	Hospital
	P.O. Box 1437 St. Petersburg, Fla. 33731	O'Dell W. Vaughn	Regional Office
Ga.	Clairmont Road, P.O. Box 29457 Atlanta, Ga. 30329	Dr. Julian A. Jarmar	Hospital
	730 Peachtree St. N.E. Atlanta, Ga. 30308	Alfred W. Tate	Regional Office
	Augusta 30904	(Vacancy)	Hospital
	Dublin 31021	Charles A. Tosch, Jr.	Center (Hospital & Domiciliary)
Hawaii	P.O. Box 3198, Honolulu 96801	William C. Oshiro	Regional Office
Idaho	5th and Fort Sts. Boise, Idaho 83707	Loryn E. Kopan	Center (Hospital & Regional Off.)
Ill.	333 E. Huron St. Chicago, Ill. 60611	Charles M. Turner	Hospital
	820 S. Damen Ave. Chicago, Ill. 60612	Dr. Joseph J. Frankel	Hospital
	P.O. Box 8136, Chicago 60612	John B. Naser	Regional Office
	Danville 61832	Marvin A. Chapman	Hospital
	Downey 60065	Dr. William W. Bourke	Hospital
	Edward Hines, Jr., Hospital Hines, Ill. 60141	Dr. Lee H. Schlesinger	Hospital
	P.O. Box 76, Hines 60141	Robert G. Rose (Mgr)	Marketing Center
	P.O. Box 27, Hines 60141	Daniel J. Shaunnessy (Manager)	Supply Depot
	Marion 62959	Louis M. Frazier	Hospital

VETERANS ADMINISTRATION (CONT'D)

STATE	ADDRESS	DIRECTOR	TYPE OF STATION
Ind.	1600 Randalia Drive Fort Wayne, Ind. 46805	Dr. J. Gordon Spendlove	Hospital
	1481 West 10th St. Indianapolis, Ind. 46202	James F. Haile	Hospital
	Cold Spring Rd. Hospital Div. Tenth St. Hospital Division (Mail: 1481 W. 10th St., Indianapolis)		
	36 S. Pennsylvania St. Indianapolis, Ind. 46204	James C. Robison	Regional Office
	Marion 46952	Joseph M. DiPietro	Hospital
Iowa	210 Walnut St., Des Moines Des Moines, Iowa 50309.	Claude Gillam	Regional Office
	Des Moines 50309	Donald C. Munson	Hospital
	Iowa City 52240	Burdeen F. Brown	Hospital
	Knoxville 50138	Bernath E. Phillips	Hospital
Kansas	2200 Gage Blvd., Topeka 66622	Dr. Mark B. Arkis	
	Wadsworth 66089	John L. McParland	Center (Hospital & Domiciliary)
	5500 E. Kellogg Wichita, Kansas 67218	George B. Lappinn	Center (Hospital & Regional Off.)
Ky.	Lexington 40507	Dr. Aaran S. Mason	Hospital
	600 Federal Place Louisville, Ky. 40202	James G. Ratliff	Regional Office
	Mellwood and Zorn Ave. Louisville, Ky. 40202	Donald Cowley	Hospital
La.	Alexandria 71301	Dr. Blanton E. Russell	Hospital
	1601 Perdido St. New Orleans, La. 70140	Dr. George W. Hobson	Hospital
	701 Loyola Ave. New Orleans, La. 70113	Lawrence J. Centola	Regional Office

VETERANS ADMINISTRATION (CONT'D)

STATE	ADDRESS	DIRECTOR	TYPE OF STATION
	510 E. Stoner Ave. Shreveport, La. 71101	Elvan P. Whitaker	Hospital
Maine	Togus 04330	John J. Jackson	Center (Hospital & Regional Off.)
Md.	3900 Loch Raven Blvd. Baltimore, Md. 21218	Dr. Raymond J. Lipin	Hospital
	Fort Howard 21052	Dr. Saul Fortunoff	Hospital
	Federal Bldg., Baltimore 21201	George A. Davis	Regional Office
	Ferry Point 21902	Dr. Victor C. Welch	Hospital
Mass.	200 Springs R., Bedford 01730	John J. Whalen	Hospital
	150 S. Huntington Ave. Boston, Mass. 02130	Dr. Francis B. Carroll	Hospital
	J.F. Kennedy Federal Bldg. Boston, Mass. 02203	William F. Connors	Regional Office
	17 Court St., Boston 02108	Dr. Thomas J. Quigley	Outpatient Clinic
	Brockton 02401	Dr. William Winick	Hospital
	Northampton 01062	Dr. James L. Benepe, Jr.	Hospital
	1400 Veterans of Foreign Wars Parkway, West Roxbury 02132	Corydon F. Heard	Hospital
Mich.	Allen Park 48101	Dr. Bernard W. Robinson	Hospital
	2215 Fuller Rd. Ann Arbor, Mich. 48105	Harold W. Byers	Hospital
	Battle Creek 49106	Dr. James E. Baker	Hospital
	801 W. Baltimore St. Detroit, Michigan 48202 (Mail: P.O. Box 1117-A 48232)	Robert M. FitzGerald	Regional Office
	Iron Mountain 49801	David E. Wall	Hospital
	1500 Weiss St., Saginaw 48602	Harold O. Duncan	Hospital

VETERANS ADMINISTRATION (CONT'D)

STATE	ADDRESS	DIRECTOR	TYPE OF STATION
Minn.	54th St. and 48th Ave. South Minneapolis, Minn. 55417	Dr. Arthur J. Klippen	Hospital
	St. Cloud 56301	Dr. Raymond E. Reinert	Hospital
	Federal Bldg., Fort Snelling St. Paul, Minn. 55111 (Remittances: P.O. Box 1820)	John R. Murphy	Center (Regional Office and In- surance Center)
Miss.	Biloxi Hospital & Domiciliary Division Biloxi, Miss. 39531	William B. Sheppard	Center (Hospital & Domiciliary)
	Gulfport Hospital Division (Mail: Biloxi, Miss.)		
	1500 E. Woodrow Wilson Drive Jackson, Miss. 39216	John B. Byrd, Jr.	Center (Hospital & Regional Off.)
Mo.	Columbia 65201	Albert H. Monk	Hospital
	4801 Linwood Blvd. Kansas City, Mo. 64128	Volmir J. Belda	Hospital
	Poplar Bluff 63901	William W. Leak	Hospital
	915 North Grand Blvd. St. Louis, Mo. 63106	David Anton	Hospital
	John J. Cochran Division Jefferson Barracks Division		
	P.O. Box 172, St. Louis 63166	Willard C. Ragan	Center (Records Processing)
	1520 Market Street St. Louis, Mo. 63103	Philip S. Pollock	Regional Office
Mont.	Fort Harrison 59636	Leon M. Wallace	Center (Hospital & Regional Off.)
	Miles City 59301	Willard G. Hitchings	Hospital
Neb.	Grand Island 68801	Dr. Lad J. Kucera	Hospital
	600 70th St., Lincoln 68501	Dr. J. Melvin Boykin	Hospital
	220 S. 17th St., Lincoln 68508	Caldwell W. Nixon	Regional Office
	4101 Woolworth Ave., Omaha 68105	Samuel H. Birdzell	Hospital

VETERANS ADMINISTRATION (CONT'D)

STATE	ADDRESS	DIRECTOR	TYPE OF STATION
Nev.	1000 Locust St., Reno 89502	Merle W. Allen	Center (Hospital & Regional Off.)
N.H.	718 Smyth Rd, Manchester 03104	John R. Rowan	Hospital
	497 Silver St. Manchester, N.H. 03103	James B. Sullivan	Regional Office
N.J.	East Orange 07019	Reuben Cohen	Hospital
	Lyons 07939	Dr. Charles M. Ryan	Hospital
	20 Washington Place Newark, N.J. 07102	Joseph J. Mulone	Regional Office
	Somerville 08876	Charles A. Khoury (Mgr)	Supply Depot
N.M.	2100 Ridgecrest Drive, S.E. Albuquerque, N.M. 87101	Paul N. Schmoll	Hospital
	500 Gold Ave. S.W. Albuquerque, N.M. 87101	Donald E. Crow	Regional Office
N.Y.	Albany 12208	John J. Cox	Hospital
	Batavia 14020	Dr. Eugene F. Melaville	Hospital
	Bath 14810	Dr. Albert Tomasulo	Center (Hospital & Domiciliary)
	130 W. Kingsbridge Road Bronx, N.Y. 10468	Dr. Abraham M. Kleinman	Hospital
	800 Poly Place Brooklyn, N.Y. 11209	Dr. Philip R. Casesa	Hospital
	35 Ryerson St., Brooklyn 11205	Harold Jaffrey	Outpatient Clinic
	1021 Main St., Buffalo 14203	Edmond J. Raus	Regional Office
	3495 Bailey Ave., Buffalo 14215	Eugene E. Speer, Jr.	Hospital
	Canandaigua 14424	Dr. Joseph S. Weltman	Hospital
	Castle Point 12511	Archie E. Millis	Hospital
	F.D. Roosevelt Hospital Montrose, N.Y. 10548	Dr. Leon L. Rackow	Hospital

VETERANS ADMINISTRATION (CONT'D)

STATE	ADDRESS	DIRECTOR	TYPE OF STATION
	252 7th Ave., N.Y. 10001	Paul M. Nugent	Regional Office
	First Ave. at East 24th St. New York, N.Y. 10010	John V. Shoehan	Hospital
	Northport, L.I. 11768	Dr. Salvatore P. La Cerva	Hospital
	Irving Ave. & University Pl. Syracuse, N.Y. 13210	Milton Michael, Jr.	Hospital
N.C.	Fulton St. and Erwin Road Durham, N. C. 27705	Stanley B. Morse	Hospital
	Fayetteville 28301	Homer T. Ford, Jr.	Hospital
	Oteen 28805	Dr. Linus A. Zink	Hospital
	Salisbury 28144	Dr. Stanley B. Lindley	Hospital
	301 N. Main St. Winston-Salem, N.C. 27102	William R. Phillips	Regional Office
N.D.	Fargo 58102	Alan L. Rice	Center (Hospital & Regional Off.)
Ohio	10000 Brecksville Road Brecksville, Ohio 44141	Dr. Paul B. Eib	Hospital
	Chillicothe 45501	Dr. Benjamin S. Wells	Hospital
	3200 Vine St., Cincinnati 45220	Lorenzo H. Gunter	Hospital
	10701 East Blvd. Cleveland, Ohio 44106	Dr. Samuel L. Aspis	Hospital
	1240 E. 9th St. Cleveland, Ohio 44199	Michael L. Halloran	Regional Office
	Dayton 45428	Ray Q. Bumgarner	Center (Hospital & Domiciliary)
Okla.	Memorial Station, Honor Hts Dr. Muskogee, Okla. 74401	Wayne E. Sarius	Hospital
	2nd & Court Sts, Muskogee 74401	Joseph W. Anderson	Regional Office
	921 NE 13th Street Oklahoma City, Okla. 73104	(Vacancy)	Hospital

VETERANS ADMINISTRATION (CONT'D)

STATE	ADDRESS	DIRECTOR	TYPE OF STATION
Oregon	White City 97501	James A. Hurson	Domiciliary
	Sam Jackson Park Portland, Oregon 97207	James R. Harrison	Hospital
	426 SW Stark Street Portland, Oregon 97204	C. J. Griesmeyer	Regional Office
	Roseburg 97470	Dr. John A. Doering	Hospital
Pa.	Altoona 16603	Dr. David C. Lindsey	Hospital
	Butler 16001	Joseph Paris	Hospital
	Coatesville 19320	Dr. Otto Schaefer	Hospital
	135 E 38th St. Blvd. Erie, Pa. 16504	Robert Haith, Jr.	Hospital
	Lebanon 17042	Harry V. Flussi	Hospital
	5000 Wissahickon Ave. Philadelphia, Pa. 19101 (Insurance Remittances, P.O. Box 7787) (Mail: P.O. Box 8079)	S. W. Melidosian	Center (RO & Insurance Center)
	University & Woodland Aves. Philadelphia, Pa: 19104	(Vacancy)	Hospital
	1421 Cherry St. Philadelphia, Pa. 19102	Dr. Morris Fiterman	Outpatient Clinic
	1000 Liberty Ave. Pittsburgh, Pa. 15222	Alvin R. Guyler	Regional Office
	Leech Farm Road Pittsburgh, Pa. 15206	Dr. Daniel Atoman	Hospital
	University Drive Pittsburgh, Pa. 15240	Herbert F. Moore	Hospital
	Aspinwall Hospital Division Pittsburgh Hospital Division (Mail: University Drive, Pittsburgh)		
	1111 East End Blvd. Wilkes-Barre, Pa. 18703	Dr. Leon Ross	Hospital

VETERANS ADMINISTRATION (CONT'D)

STATE	ADDRESS	DIRECTOR	TYPE OF STATION
Phil. Rep.	A.P.O., San Francisco, California 96528	Thomas H. Price, Jr.	Regional Office
PR	Barrio Monacillos G.P.O. Box 4867, San Juan, Puerto Rico 00936	Dr. John W. Walsh	Center (Hospital & Regional Office)
R.I.	Federal Bldg., Kennedy Plaza Providence, Rhode Island 02903	Leon Fields	Regional Office
	David Park, Providence 02908	Dr. James A. Black	Hospital
S.C.	109 Bee St., Charleston 29403	Robert L. Russell	Hospital
	Columbia 29201	Dr. Irvin H. Trincer	Hospital
	1801 Assembly St. Columbia, S. C. 29201	Stanley Zuk	Regional Office
S.D.	Fort Meade 57741	Dr. Albert L. Olsen	Hospital
	Hot Springs 57747	Hugh E. Davis	Center (Hospital & Domiciliary)
	2501 West 22nd St. Sioux Falls, S. D. 27101	Wayne F. Gass	Center (Hospital & Regional Off.)
Tenn.	1030 Jefferson Ave. Memphis, Tenn. 38104	Dr. James W. Murdoch, Jr.	Hospital
	Mountain Home 37684	George R. Hiskey	Center (Hospital & Domiciliary)
	Murfreesboro 37130	Dr. John T. Mason	Hospital
	1310 24th Ave., South Nashville, Tenn. 37203	Hugh R. Vickerstaff	Hospital
	U.S. Courthouse, 801 Broadway Nashville, Tenn. 37203	Edward P. Onstot	Regional Office
Texas	Amarillo 79106	Dr. Samuel J. Muirhead	Hospital
	Big Spring 79720	Jack D. Powell	Hospital
	Bonham 75418	Glyndon M. Hague, Jr.	Center (Hospital & Domiciliary)
	4500 South Lancaster Rd. Dallas, Texas 75216	(Vacancy)	Hospital

VETERANS ADMINISTRATION (CONT'D)

STATE	ADDRESS	DIRECTOR	TYPE OF STATION
	2002 Holcombe Blvd. Houston, Texas 77031	Dr. John W. Claiborne, Jr.	Hospital
	515 Rusk Ave. Houston, Texas 77061	Percy J. Mims	Regional Office
	Kerrville 78028	Walter R. Byrd	Hospital
	1612-20 19th St.	Dr. J. Lester Harwell	Outpatient Clinic
	Marlin 76661	Dr. Albert T. Hume	Hospital
	307 Dwyer Ave. San Antonio, Texas 78204	Dr. Joseph J. Novak	Outpatient Clinic
	Temple 76501	Dr. Charles S. Living Livingston	Center (Hospital & Domiciliary)
	Memorial Drive Waco, Texas 76703	Jerome L. Brannan	Hospital
	1400 N. Valley Mills Drive Waco, Texas 76710	Gary J. Coker	Regional Office
Utah	125 S. State Street Salt Lake City, Utah 84111	Elmer J. Smith	Regional Office
	Salt Lake City 84113	Wilfred E. Stonebraker	Hospital
Vt.	White River Junction Vermont 05001	Dr. M. Dawson Tyson	Center (Hospital & Regional Off.)
Va.	Hampton 23367	A. W. Stratton	Center (Hospital & Domiciliary)
	1201 Broad Rock Road Richmond, Va. 23219	Dr. Frank F. Merker	Hospital
	Salem 24153	Dr. Thomas B. Stage	Hospital
	211 W. Campbell Ave. Roanoke, Va. 24011	Norborne P. Beville	Regional Office
Wash.	American Lake, Tacoma, 98493	Dr. Thomas A. March	Hospital
	Sixth & Lenora Bldg. Seattle, Wash. 98121	John B. Kirsch	Regional Office

VETERANS ADMINISTRATION (CONT'D)

STATE	ADDRESS	DIRECTOR	TYPE OF STATION
	4435 Beacon Ave, South Seattle, Wash. 98108	Reed L. Clegg	Hospital
	North 4815 Assembly St. Spokane, Wash. 99208	Dr. Henry J. Nowak	Hospital
	Vancouver 98663	Dr. J. Andrew Hall	Hospital
	Walla Walla 99362	Dr. Wallace J. Pianka	Hospital
W.Va.	200 Veterans Ave. Beckley, West Va. 25801	Dr. Henry L. Butler	Hospital
	Clarksburg 26301	Joseph C. Mackney	Hospital
	1540 Spring Valley Drive Huntington, W. Va. 25701	Dr. Lucius L. Powell	Hospital
	502 8th St., Huntington 25701 Hunt	Maurice L. Howells	Regional Office
	Martinsburg 25401	Dr. Francis G. Dickey	Center (Hospital & Domiciliary)
Wisc.	2500 Overlook Terrace Madison, Wisconsin 53705	Dr. William R. Merchant	Hospital
	342 N. Water St. Milwaukee, Wisconsin 53202	David Stern, Acting	Regional Office
	Tomah 54660	Dr. William B. Hawkins	Hospital
	5000 W. National Ave. Wood, Wisconsin 53193	Edwin J. Klag	Center (Hospital & Domiciliary)
Wyom.	2360 E. Pershing Blvd. Cheyenne, Wyoming 82001	Wallace R. Koseluk	Center (Hospital & Regional Off.)
	Sheridan 82801	Dr. Harold A. Stokes	Hospital

APPENDIX M - DEPARTMENT OF HEALTH, EDUCATION AND WELFARE

REGIONAL OFFICES

REGION	DIRECTOR	ADDRESS	PHONE
I	Harold Putnam	John F. Kennedy Federal Building Government Center Boston, Massachusetts 02203	617/223-6831
II	Bernice L. Bernstein	Federal Building, 26 Federal Plaza New York, New York 10007	212/264-4600
III	Bernard V. McCusty	401 North Broad Street Philadelphia, Pennsylvania 19108	215/597-9050
IV	Frank J. Groschelle	Peachtree-Seventh Building 50 - 7th Street, N.E. (Room 404) Atlanta, Georgia 30323	404/526-5817
V	Richard E. Friedman	New Post Office Bldg. (Room 712) 433 West Van Buren Street Chicago, Illinois 60607	312/353-5160
VI	Howard D. McMahan	1114 Commerce Street Dallas, Texas 75202	214/749-3394
VII	Max Milo Mills	Federal Office Building 601 East 12th Street Kansas City, Missouri 64106	816/374-3436
VIII	William T. Van Orman	Federal Office Building (Room 9017) 19th and Stout Streets Denver, Colorado 80202	303/327-3373
IX	Robert Coop	Federal Office Building 50 Fulton Street San Francisco, California 94102	415/556-6746
X	Bernard E. Kelley	Arcade Building, 1321 Second Ave. Seattle, Washington 98101	206/583-0420

APPENDIX N
STATE-DESIGNATED AGENCIES

The following are the designated State agencies under the Juvenile Delinquency Prevention Control Act of 1968:

STATE	ADDRESS
Alabama	State Department of Pensions and Security 64 North Union Street Montgomery, Alabama 36104
Alaska	Criminal Justice Commission Office of the Governor, Pouch H Juneau, Alaska 99801
American Samoa	Territorial Planning Office Office of the Governor Pago Pago, American Samoa 96920
Arizona	Arizona State Justice Planning Agency 2985 W. Osborn Street Phoenix, Arizona 85107
Arkansas	Commission on Crime and Law Enforcement 1009 University Tower Building Little Rock, Arkansas 72204
California	California Council on Criminal Justice State Capitol, 1108 14th Street Sacramento, California 95814
Colorado	Colorado State Department of Institutions Divison of Youth Services 328 State Services Building 1500 Sherman Street Denver, Colorado 80203
Connecticut	Planning Committee on Criminal Administration 75 Elm Street Hartford, Connecticut 06115
Delaware	Delaware Agency to Reduce Crime 1208 King Street Wilmington, Delaware 19801
District of Columbia	Office of the Mayor, District Building 1350 E Street, N.W. Washington, D.C. 20004
Florida	Division of Youth Services 325 East Gaines Street Tallahassee, Florida 32304
Georgia	State Planning Bureau 270 Washington Street, S.W. Atlanta, Georgia 30334

STATE-DESIGNATED AGENCIES (CONT'D)

STATE	ADDRESS
Guam	Office of the Attorney General Agana, Guam 96910
Hawaii	State Law Enforcement and Juvenile Delinquency Planning Agency 412 Kamamalu Building 1010 Richards Street Honolulu, Hawaii 96813
Idaho	Law Enforcement Planning Commission Office of the Governor Boise, Idaho 83707
Illinois	Illinois Law Enforcement Commission 134 North La Salle Street Room 204 Chicago, Illinois 60602
Indiana	Indiana Criminal Justice Planning Agency State Office Building Indianapolis, Indiana 64604
Iowa	Iowa Crime Commission State Capitol Des Moines, Iowa 50319
Kansas	Governor's Committee on Criminal Administration State Capitol Building Topeka, Kansas 66612
Kentucky	Kentucky Commission on Law Enforcement and Crime Prevention 130 Capitol Building Frankfort, Kentucky 40601
Louisiana	Louisiana Commission on Law Enforcement and the Administration of Criminal Justice P.O. Box 44337 Baton Route, Louisiana 70804
Maine	Maine Law Enforcement Planning and Assistance Agency 295 Water Street Augusta, Maine 04430

STATE-DESIGNATED AGENCIES (CONT'D)

STATE	ADDRESS
Maryland	Maryland Governor's Commission on Law Enforcement and the Administration of Justice Executive Plaza One, Suite 302 Cockeysville, Maryland 21030
Massachusetts	Governor's Public Safety Committee 80 Boylston Street, Room 1230 Boston, Massachusetts 02116
Michigan	Michigan Commission on Law Enforcement and Criminal Justice Office of the Governor Lansing, Michigan 48903
Minnesota	Governor's Commission on Crime Prevention and Control 550 Cedar Street St. Paul, Minnesota 55101
Mississippi	Division of Law Enforcement Assistance Office of the Governor 345 North Mart Plaza Jackson, Mississippi 39206
Missouri	Missouri Law Enforcement Assistance Council Department of Community Affairs 500 Jefferson Boulevard Jefferson City, Missouri 65101
Montana	Governor's Crime Control Commission Capitol Building Helena, Montana 59601
Nebraska	Governor's Commission on Law Enforcement Criminal Justice Office of the Governor State Capitol Lincoln, Nebraska 68509
Nevada	Nevada Commission on Crime, Delinquency, and Corrections State Capitol Building Carson City, Nevada 89701
New Hampshire	Governor's Commission on Crime and Delinquency 3 Capitol Street Concord, New Hampshire 03301

STATE-DESIGNATED AGENCIES (CONT'D)

STATE	ADDRESS
New Jersey	Division for Youth, Dept. of Community Affairs Office of the Governor Trenton, New Jersey 08625
New Mexico	Governor's Policy Board for Law Enforcement 302 East Palace Avenue Santa Fe, New Mexico 87501
New York	New York State Crime Control Planning Board Albany, New York 12224
North Carolina	Governor's Committee on Law and Order 422 North Blount Street Raleigh, North Carolina 27601
North Dakota	North Dakota Combined Law Enforcement Council State Capitol Building Bismarck, North Dakota 58501
Ohio	Ohio Law Enforcement Planning Agency Department of Urban Affairs 50 West Broad Street Columbus, Ohio 43215
Oklahoma	Department of Public Welfare P.O. Box 25352 Oklahoma City, Oklahoma 73125
Oregon	Law Enforcement Council Office of the Governor 302 Public Service Building Salem, Oregon 97310
Pennsylvania	Pennsylvania Crime Commission P.O. Box 1167, Federal Square Station Harrisburg, Pennsylvania 17108
Puerto Rico	Puerto Rico Crime Commission GPO Box 1256 Hato Rey, Puerto Rico 00936
Rhode Island	Governor's Committee on Crime, Delinquency and Criminal Administration 265 Melrose Street Providence, Rhode Island 02907

STATE-DESIGNATED AGENCIES (CONT'D)

STATE	ADDRESS
South Carolina	Governor's Committee on Criminal Administration and Juvenile Delinquency 1001 Main Street, Room 221 Columbia, South Carolina 29201
South Dakota	State Planning Agency State Capitol Pierre, South Dakota 57501
Tennessee	Tennessee Law Enforcement Planning Agency 226 Capitol Boulevard Suite 604 Nashville, Tennessee 37219
Texas	Texas Criminal Justice Council Austin, Texas 78711
Trust Territories	Office of the Attorney General Trust Territory of the Pacific Islands Office of the Higher Commissioner Saipan, Mariana Islands 96950
Utah	Utah Law Enforcement Planning Agency Utah State Capitol, Room 409 Salt Lake City, Utah 84114
Vermont	Governor's Commission on Crime Control and Prevention 7 Main Street Montpelier, Vermont 05602
Virgin Islands	Law Enforcement Commission P.O. Box 280 St. Thomas, Virgin Islands 00801
Virginia	State Law Enforcement Planning Council Office of the Governor Richmond, Virginia 23219
Washington	Planning and Community Affairs Agency 1306 Capitol Way Olympia, Washington 95801
West Virginia	Governor's Committee on Crime, Delinquency and Corrections 1704 McClung Street Charleston, West Virginia 25305

STATE-DESIGNATED AGENCIES (CONT'D)

STATE	ADDRESS
Wisconsin	Wisconsin Council on Criminal Justice 110 East Main Street Madison, Wisconsin 53702
Wyoming	Governor's Committee on Criminal Administration Box 1042 Cheyenne, Wyoming 82001

APPENDIX O - DEPARTMENT OF HEALTH, EDUCATION AND WELFARE

YOUTH DEVELOPMENT AND DELINQUENCY PREVENTION ADMINISTRATION (YDDPA)
REGIONAL OFFICES

The Regional Offices of YDDPA have full grant approval authority for applications made under Title 1 of the Juvenile Delinquency Prevention and Control Act. These are grants for planning and rehabilitative and preventive services in juvenile delinquency areas. They also have partial project and grant approval authority for training grants made under Title 2 of this act.

REGION	ASSOCIATE REGIONAL COMMISSIONER	ADDRESS	PHONE
I	Philip G. Green	John F. Kennedy Federal Building Government Center Boston, Massachusetts 02203	617/223-6876
II	Norman Feldman	26 Federal Plaza New York, New York 10004	212/264-4028
III	Edward S. Kara	401 N. Broad Street Philadelphia, Pennsylvania 19106	215/597-9181
IV	Ralph Childers	Room 404, 50 7th Street, N.E. Atlanta, Georgia 30323	404/526-3895
V	Janet Ades	Room 712, New Post Office Building 433 W. Van Buren Street Chicago, Illinois 60607	312/353-4470
VI	Manuel Soto	1114 Commerce Street Dallas, Texas 75202	214/749-2766
VII	Al Boren	601 E 12th Street Kansas City, Missouri 64106	816/374-5391
VIII	Hal Halbrook	Federal Office Building 19th and Stout Street Denver, Colorado 80202	303/297-4656
IX	Betty Gorlich	50 Fulton Street Federal Office Building San Francisco, Calif. 94102	415/556-6748
X	John Downey	Arcade Bldg., 1319 Second Ave. Seattle, Washington 98101	206/583-0506

APPENDIX P - OFFICE OF ECONOMIC OPPORTUNITY

REGIONAL OFFICES

ORGANIZATION	ADDRESS	DIRECTOR
I (Boston)	John F. Kennedy Federal Bldg. Boston, Massachusetts 02203	Robert E. Fulton
II (New York)	26 Federal Plaza New York, New York 10007	Angel Rivera
III (Philadelphia)	U.S. Customs House Philadelphia, Pa. 19106	Astor Kirk
IV (Atlanta)	730 Peachtree St., NE Atlanta, Georgia 30308	Roy E. Batchelor
V (Chicago)	623 Wabash Avenue Chicago, Illinois 60605	Wendell O. Verduin
VI (Dallas-Ft. Worth)	1100 Commerce Street Dallas, Texas 75202	James Griffith
VII (Kansas City)	911 Walnut Street Kansas City, Missouri 64106	Samuel J. Cornelius
VIII (Denver)	Federal Office Building Denver, Colorado 80202	Samuel R. Martinez
IX (San Francisco)	100 McAllister Street San Francisco, Calif. 94102	H. Rodger Betts
X (Seattle)	1321 2nd Avenue Seattle, Washington 98101	Thomas Mercer

APPENDIX Q

PROGRAMS NOT INCLUDED IN THE
OMB CATALOG OF FEDERAL DOMESTIC ASSISTANCE

DEPARTMENT OF AGRICULTURE

Soil Conservation Service

Assistance in Use and Care of Natural Resources

The Soil Conservation Services provides technical assistance and other help to groups interested in conservation and ecology. Boy Scouts, civic groups, neighborhood groups may apply for assistance with reclamation projects, building mini-parks, clean-up efforts, etc. In general, the group seeking SCS advice will provide all manpower, supplies and equipment needed for the project.

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Internal Hiring Policy Programs

HUD has actively sought to hire minority youth. The Central Office in Washington has specifically reached out to minority groups through a special Mexican-American project, a special American Indian project and a summer aid program under the broader Civil Service Commission program. In the field, a network of Regional Youth Coordinators annually generate thousands of summer jobs for disadvantaged youth with HUD-assisted agencies.

DEPARTMENT OF THE INTERIOR

Bureau of Indian Affairs

Institutions Operated for Delinquents or Detention Facilities

At the present, there are few resources for Indian communities to draw on for treatment and rehabilitation of delinquent youths that require such a setting. There is only one center in operation at the present, located at Tucson, Arizona, that is exclusively involved in the treatment process for Indian youths that are adjudicated delinquents

in either Federal, State or local Tribal Courts. The program at the Southwest Indian Youth Center provides a wide range of treatment, vocational and educational experiences for Indian youths between the ages of 10 and 18 years of age from reservations in Arizona, Nevada, Colorado and New Mexico. At the present, the maximum capacity of the facility is 100 youths.

In addition, the Salt River and Gila River Indian Communities maintain and operate community-based rehabilitation residential centers for delinquent youths of their communities. The Pine Ridge Tribal Community operates a halfway home for delinquent and pre-delinquent neglected youths with treatment services rendered by the Indian Health Service. Generally, the treatment of the severely delinquent youth has been the responsibility of the Indian Health Division and their services have been utilized in the identification and treatment of the reservation delinquent youth.

Bureau of Sport Fisheries and Wildlife

Urban Sport Fishing Program

- (1) Hunter Safety Program
Funds Utilized FY 1972 \$3,500,000

Public Law 91-503 provides up to \$3,500,000 allocated to the states in 75/25 Federal-state matching shares for the improvement and implementation of Hunter Safety Training Programs. Funding for this program will come from the Federal handgun excise taxes which will be apportioned to the states on a population basis. Program management will be a state function and instruction will include first aid, firearm safety, sporting ethics, and familiarization with State and Federal game and fish regulations.

- (2) Urban Sport Fishing Program
Funds Utilized FY 1970 0
Funds Utilized FY 1971 0

This is a program started in 1968 in Washington, D.C. on the C and O Canal offering an experience in fishing for under-privileged inner-city children. Now a cooperative program between the Bureau of Sport Fisheries and various state and local governments, the program in 1971 had over 70,000 inner-city youth people participate.

The Bureau of Sport Fisheries and Wildlife provides eating and catching size fish from national hatcheries or other sources and donated limited personnel and management support. The actual supervision, operation and instruction of the program is carried out by the cooperating organizations.

National Park Service, U.S. Department of the Interior

Youth Conservation Corps

The Youth Conservation Corps was established by Public Law 91-378 as a three year pilot program (1971-73) within the Department of Agriculture and Interior. Young men and women, ages 15 to 18 from all economic and ethnic backgrounds are employed in the National Parks, forests, refuges, public lands, and Indian reservations. The program has the following objectives: (1) to learn about the natural environment including natural resources (2) to learn about the meaningful use, management and protection of the natural resources (3) to be gainfully employed in outdoor activities directly relating to the use, management, and protection of the natural resources (4) to accomplish needed conservation work which improves, maintains, and/or enhances one or more of the natural resources (5) to build lasting cultural and communication bridges between youths from various backgrounds.

DEPARTMENT OF JUSTICE

Bureau of Prisons

Operation of Juvenile and Youth Institutions (ages 14 to 21)

Objectives:

Implementation and administration of a program designed to correct or rehabilitate juvenile and youthful offenders of Federal criminal statutes. This program is carried out at three institutions specially designed and staffed for this purpose. They are: the Federal Youth Centers at Ashland, Kentucky, Englewood, Colorado, and Morgantown, West Virginia.

Types of Assistance:

(derived from operation of institutions): Advisory services to assist State and local correctional systems in raising the qualifications of correctional personnel whose primary responsibilities are the custody, care, and rehabilitation of juvenile and youthful offenders. Emphasis focuses on the Differential Treatment Program at the Morgantown, West Virginia facility. Services rendered are in the form of seminars and institutes usually conducted at Morgantown.

Uses and Use Restrictions:

Adaptation by State and local correctional agencies to their own systems for implementation or research purposes only.

Eligibility Requirements:

Applicant Eligibility: The Bureau is authorized to administer this program to State and local correctional officials only.

Beneficiary Eligibility: Same as applicant eligibility

Credentials/Documentation: Invitations to participate in this program are sent to officials known to the Bureau.

Application and Award Process: None

Assistance Considerations: None

Post Assistance Requirements: None

Financial Information:

Account Identification: 11-20-1060-0-1-908
Obligations (Salaries and expenses): Not available
Range and Average of Financial Assistance: Not applicable

Regulations, Guidelines and Literature:

BOP booklets describing each facility's programs, "Differential Treatment... A Way To Begin." (No charge for these publications - all obtainable from Bureau of Prisons.)

Information Contacts:

Regional or Local Offices: Regional Offices of the Law Enforcement Assistance Administration, Department of Justice.

Headquarters Office: Public Information Office, Bureau of Prisons, Washington, D.C. 20537
Telephone: (202) 739-2229

Operation of Young Adult Institutions
(ages 18 to 35)

Objectives:

Implementation and administration of a program designed to correct or rehabilitate young adult offenders of Federal criminal statutes. This program is carried out at six institutions specially designed and staffed for this purpose. They are: the Federal Correctional Institutions at Lompoc, California, Milan, Michigan, Seagoville, Texas, and Tallahassee, Florida, and the Federal Reformatories in El Reno, Oklahoma and Petersburg, Virginia.

Types of Assistance through Post Assistance Requirements:

Not applicable.

Financial Information:

Account Identification: 11-20-1060-0-1-908
Obligations (Salaries and expenses): Not available
Range and Average of Financial Assistance: Not applicable

Regulations, Guidelines and Literature:

BOP booklets describing each facility's programs. (No charge for these publications - all obtainable from Bureau of Prisons.)

Information Contacts:

Regional or Local Offices: Regional Offices of the Law Enforcement Assistance Administration, Department of Justice.

Headquarters Office: Public Information Office, Bureau of Prisons, Washington, D.C. 20537
Telephone: (202) 739-2229

Operation of Female Institutions
(ages 17 and older)

Objectives:

Implementation and administration of a program designed to correct or rehabilitate female offenders. This program is carried out at three facilities, one of which is specially designed and staffed for this purpose. This is the Federal Reformatory for Women at Alderson, West Virginia. The other two are divisions of male offender institutions. They are the Federal Youth Center at Morgantown, West Virginia and the Federal Correctional Institution at Terminal Island, California.

Types of Assistance through Post Assistance Requirement:

Not applicable

Financial Information:

Account identification: 11-20-1060-0-1-908
Obligations (Salaries and expenses): Not applicable
Range and Average of Financial Assistance: Not applicable

Regulations, Guidelines, and Literature:

BOP booklets describing each facility's program. (No charge for these publications - all obtainable from Bureau of Prisons)

Information Contacts:

Regional or Local Offices: Regional Offices of the Law Enforcement Assistance Administration, Department of Justice
Headquarters Office: Public Information Office, Bureau of Prisons, Washington, D.C. 20537
Telephone: (202) 739-2229

Operation of Short-Term Adult Institutions

(Detention Centers: all ages; Prison Camps: 20 and older)

Objectives:

1) Administration of detention centers for males awaiting trial, parole revocation hearings, removal to other districts, release on bail and inmates on Writ from other Federal and State institutions. Quarters are maintained for detainees, short-term offenders, incorrigibles and problem cases for the U.S. Immigration and Naturalization Service. Federal Detention Centers are located at Florence, Arizona and New York, New York. 2) Administration of prison camps for male offenders serving short sentences or who have completed the major portion of long-term sentences under minimum security conditions. Offenders requiring a full range of medical and psychiatric services or having records of escape, sexual offenses, drug addiction, etc. are not qualified for placement in these facilities. Federal Prison Camps are located at Eglin Air Force Base, Florida, Maxwell Air Force Base, Alabama, and Safford, Arizona.

Types of Assistance through Post Assistance Requirements:

Not applicable.

Financial Information:

Account Identification: 11-20-1060-0-1-908
Obligations (Salaries and expenses): Not available

Range and Average of Financial Assistance: Not applicable

Regulations, Guidelines and Literature:

BPO booklets describing each facility's programs. (No charge for these publications - all obtainable from Bureau of Prisons.)

Information Contacts:

Regional or Local Offices: Regional Offices of the Law Enforcement Assistance Administration, Department of Justice.
Headquarters Office: Public Information Office, Bureau of Prisons, Washington, D. C. 20537
Telephone: (202) 739-2229

Operation of Community Treatment Centers (ages 19 to 35)

Objectives:

Administration of a reintegration program aimed at selected inmates who are within 90 days of their release. They are provided with a supervised environment, assistance in finding employment, counseling and guidance to smooth their transition into the community. Reintegration encompasses work-release and study-release components. Beginning in FY 1971, Community Treatment Centers programs have been utilized by Federal probationers and parolees. This use will divert selected offenders from traditional institutions.

Community Treatment Centers are located at: Atlanta, Georgia; Chicago, Illinois; Dallas, Texas; Detroit, Michigan; Houston, Texas; Kansas City, Missouri; Los Angeles, California; New York, New York; Oakland, California; and five satellite facilities: three in Chicago, Illinois and one each in Long Beach, California and Milwaukee, Wisconsin.

Types of Assistance through Post Assistance Requirements:

Not applicable.

Financial Information:

Account Identification: 11-20-1060-0-1-908
Obligations (Salaries and expenses): Not available
Range and Average of Financial Assistance: Not applicable

Regulations, Guidelines and Literature:

Biennial Report, 1970-71, Bureau of Prisons; Bureau of Prisons Annual Reports. (No charge for these publications - obtainable from Bureau of Prisons.)

Information contacts:

Regional or Local Offices: Regional Offices of the Law Enforcement Assistance Administration, Department of Justice.
Headquarters Office: Public Information Office, Bureau of Prisons, Washington, D.C. 20537
Telephone: (202) 739-2229

Operation of Medical Treatment Center (Springfield, Mo.)
(ages: 24 and older; selected younger offenders by special authorization)

Objectives:

To provide a full range of diagnostic and treatment services for medical, surgical and psychiatric Federal inmate-patients. It is the one centralized Bureau facility offering such services not completely available in the 20 institutions having hospital facilities.

Additionally, it is one of the few facilities in the United States providing the one-year Physician's Assistant training program for non-inmate civilian employees.

Types of Assistance through Post Assistance Requirements:

Not applicable

Financial Information:

Account Identification: 11-20-1060-0-1-908
Obligations (Salaries and expenses): Not available
Range and Average of Financial Assistance: Not applicable

Regulations, Guidelines and Literature: Biennial Report 1970-71, Bureau of Prisons; Bureau of Prisons Annual Reports. (No charge for these publications - obtainable from Bureau of Prisons.)

Information Contacts:

Regional or Local Officers: Regional Offices of the Law Enforcement Assistance Administration, Department of Justice
Headquarters Office: Public Information Office, Bureau of Prisons, Washington, D. C. 20537
Telephone: (202) 739-2229

Operation of Adult Penitentiaries
(ages: 21 and older)

Objectives:

To provide a setting for the traditional custody of adult male offenders having long sentences and significant prior criminal records. Vocational training and work programs are stressed while work release and community programs are not emphasized. Institutions providing custody under this program title are divided into two classes: maximum security and medium security. The maximum security institutions are the United States Penitentiaries at Atlanta, Ga., Leavenworth, Kansas and Marion, Illinois. Federal Prison Camps are operated as satellites at Leavenworth and Marion. The medium security institutions are the United States Penitentiaries at Lewisburg, Pa., McNeil Island, Washington, and Terre Haute, Indiana. Federal Prison Camps are operated as satellites at Allenwood, Pa. and McNeil Island, Washington.

Types of Assistance through Post Assistance Requirements:

Not applicable

Financial Information:

Account Identification: 11-20-1060-0-1-908
Obligations (Salaries and expenses): Not available
Range and Average of Financial Assistance: Not applicable

Regulations, Guidelines and Literature:

Biennial Report, 1970-71, Bureau of Prisons; Annual Report, 1970, Board of Directors, Federal Prison Industries, Inc., Bureau of Prisons Annual Reports. (No charge for these publications - obtainable from Bureau of Prisons.)

Information Contacts:

Regional or Local Offices: Regional Offices of the Law Enforcement Assistance Administration, Department of Justice.
Headquarters Office: Public Information Office, Bureau of Prisons, Washington, D. C. 20537
Telephone: (202) 739-2229

DEPARTMENT OF LABOR

Workplace Standards Administration

Work Experience And Career Exploration Program

The Workplace Standards Administration, through its Bureau of Labor Standards, is cooperating with the education departments of several States in studying the effect of modification of certain provisions in the child labor regulations regarding hours and occupations. This school-supervised work experience and career exploration program (WECEP) is designed for selected youth 14 and 15 years of age who are considered to be potential dropouts. Some 6,000 youth are participating in the program in 12 States.

While accumulating credits toward graduation, 14 and 15 year olds, under carefully structured circumstances, are working in a variety of jobs, ranging from sales and retail work to serving as aides to professionals in the area of health and social services. Part-time work as an integral part of an educational program could make education more relevant to alienated and disoriented youth. From this experiment it is hoped to derive data that will make it possible to write work standards that are compatible with educational goals for this age group. Preliminary analysis is hopeful, indicating that students in the experimental group were absent from school fewer days than the control group and were less prone to be tardy.

DEPARTMENT OF TRANSPORTATION

Federal Railroad Administration

Anti-Cargo Theft Program

The Department of Transportation, through its Federal Railroad Administration, is working with the country's major railroads to resolve the problem of urban gangs, frequently juvenile, attacking and literally stripping cargo trains in the railyards in ghetto areas.

OFFICE OF ECONOMIC OPPORTUNITY

Effects of Housing Programs on Child Development

The basic purpose of this research effort is to document the impact of public housing projects and programs on the development of the children living and/or participating in them.

Family Planning Program - Technical Assistance

This program, operated out of the Office of Health Affairs, OEO, had approximately 450 projects funded at \$18.8 million in fiscal year 1971. Three quarters of the funds were distributed through regional offices to Community Action Agencies. Most of the projects are service oriented and tend to be educational, but a considerable amount of research and development activity was underway at the time of this study (for example, knowledge, attitude and practice studies aimed at indigent women, migrants and teenagers were being conducted). The service and demonstration projects are aimed at low-income persons in areas of high concentration of poverty. Although no projects are exclusively for youth, one official estimated that 40% of the 650,000 women served by the projects are under 20 years of age.

Educational Vouchers Program

Educational Vouchers. Under an educational voucher system, parents of school children would be given vouchers or "chits" equivalent to per-pupil expenditures by the public school district for a given year. The parents then would use these vouchers to send their children to the school of their choice public or nonpublic. Parental choice, rather than geography or income, would determine where the child attends school. By introducing competition into school selection, the concept of accountability would be reinforced. The OEO experiment is a regulated voucher system to ensure against discrimination, whether economic or racial, and to prohibit the use of the voucher funds for religious instruction. Five feasibility studies were conducted in Fiscal Year 1971. A demonstration project is scheduled for school year 1972-73.

Project NewGate

Office of Program Development

The Office of Program Development operates Project NewGate, and experimental education program designed for inmates of correctional institutions (about 80% of participants are under 25) for college education. It combines pre-college and college level instruction with counseling and pre-school training.

Since the original NewGate project was initiated at the Oregon State Penitentiary in Salem, Oregon, five additional programs have been funded. The newest program is at the Englewood Federal Youth Center in Englewood, Colorado. This program started July 1, 1971, and all participants will be juvenile boys.

Performance Contracting

Performance Contracting: This experiment was conducted during the 1970-71 school year and involved over 20,000 elementary and junior-high students in 20 school districts across the country. Its purpose was to test new methods for improving the reading and math skills of underachieving, disadvantaged students. In the experiment, six private companies contracted to provide instruction in these subjects and to be paid on the basis of gains made by the students receiving their instruction. The underlying concept of this experiment is to introduce accountability into the public school system. During FY 1971, \$4.2 million was funded; \$.2 million is estimated for FY 1972. The actual experiment is concluded and PR&E is now in the process of analyzing the data from tests administered. When this analysis is completed, the results of student performance/achievement will be made public.

Program Planning and Development

The Office of Operations, Planning and Development (OEO) coordinates a series of diverse projects in the developmental or initial operation phase. Some of these programs serve incarcerated and delinquent youth, some aim to improve educational and job training access for indigent youth, and others are directed toward persons in a wide age spectrum or are research and development oriented. Examples of these projects are Dayton (Ohio) Youth Patrol, School-industry placement program for graduating high school students and the day care community education program which purports to show the role of private agencies in assisting in the implementation of national child care policies.

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