

THE WHITE HOUSE
Office of the Press Secretary

For Immediate Release

July 21, 1994

**PRESIDENT CLINTON NAMES SENATOR PRYOR AS CHAIR,
AND 12 OTHERS AS MEMBERS OF POLICY COMMITTEE
FOR WHITE HOUSE CONFERENCE ON AGING**

President Clinton today named Senator David Pryor of Arkansas to be chairman and thirteen others to be members of the Policy Committee for the White House Conference on Aging (WHCoA).

The Policy Committee for the White House Conference on Aging will determine the date, theme and agenda for the 1995 conference, which will be the fourth in history and the last before the 21st century. The Committee will also decide the conference location and the number of delegates. The recommendations of the White House Conference will help guide the country into the next century, which will see a dramatic doubling of the senior population. It will also raise public awareness about current issues that affect our aging society and its families. President Clinton officially called for the 1995 White House Conference on Aging on February 17, 1994.

During its first six months, the WHCoA has embarked on an aggressive grass roots strategy of conducting state, local, and regional forums. At these events, private citizens, including many senior citizens, discuss issues of concern to the aging population and make recommendations that will become part of the final agenda of the Conference. Over 175 conferences in 38 states have already been scheduled. All 50 states will hold conferences on aging; 27 regional conferences and 50 mini-conferences in 20 states have been scheduled. The 25-member Policy Committee, comprised of both public and private representatives, is required by the Older Americans Act Amendments of 1992 which authorize the WHCoA. The Act prescribes that the members be chosen jointly by the President and the Congress and that the President name the Chair from among the members.

SENATOR DAVID PRYOR was one of four Senators named to the Policy Committee by Majority Leader George Mitchell. He is Chairman of the Senate Special Committee on Aging and has been a leading voice in Congress on issues of importance to senior citizens.

-more-

White House Conference on Aging continued, page 2

The President has also named the following members:

The three public agency representatives are **HENRY G. CISNEROS**, Secretary of Housing and Urban Development; **JESSE BROWN**, Secretary of Veterans Affairs; and **DONNA SHALALA**, Secretary of Health and Human Services.

The public member representatives are:

NORMAN ABRAMOWITZ of Florida

Mr. Abramowitz is the Mayor of Tamarac, Florida and senior activist with the Florida Department of Elder Affairs.

HORACE DEETS of the District of Columbia

Mr. Deets is the Executive Director of the American Association for Retired Persons, the largest senior organization in the nation.

JAMES T. DELACRUZ of Washington

Mr. Delacruz is a member of the Quinalt Indian Nation and Quinalt Senior Citizens Program Coordinator. He is also the current President of National Title VI Directors (Grants to Native Americans).

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Dr. Dobrof is the acting Vice President for Institutional Advancement at Hunter College in New York City. She is also the Executive Director of the Brookdale Center on Aging.

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Ms. Oakar is a former United States Representative from Ohio. She is currently President and CEO of Mary Rose Oakar and Associates, Inc. In addition to many other honors, she was selected as "One of America's Most Important Women" by Ladies Home Journal.

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Mr. Sanderson is the Director of the Arkansas Division of Aging and Adult Services.

LAWRENCE SMEDLEY of the District of Columbia

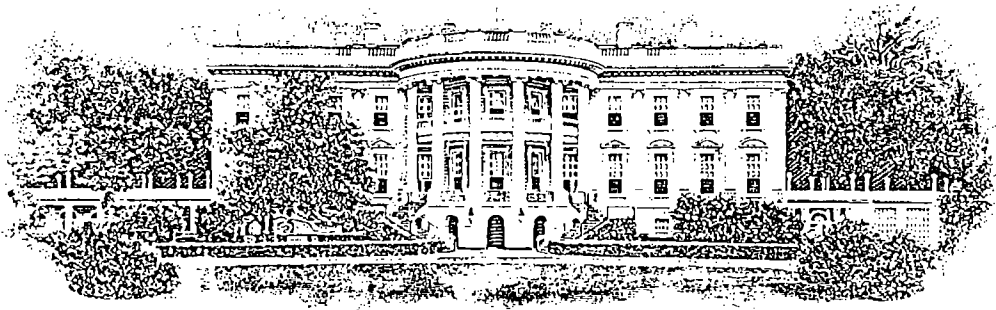
Mr. Smedley is the Executive Director of the National Council of Senior Citizens, and Co-Chair of the National Leadership Council of Aging Organizations.

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Dr. Sotomayor is the President and CEO of the National Hispanic Council on Aging.

DANIEL THURSZ of Maryland

Dr. Thursz is the President of the National Council on the Aging, Inc.



WHITE HOUSE CONFERENCE ON AGING

FACT SHEET

On February 17, 1994, President Clinton announced a White House Conference on Aging to be convened by May 1995. This will be the fourth Conference; previous meetings were held in 1961, 1971, and 1981. All have had a mandate to produce recommendations for aging policy for the next decade.

The 1995 Conference was authorized by the Older Americans Act Amendments of 1992 which require that a 25-member Policy Committee be chosen jointly by the President and the Congress to determine the Conference agenda and participants. That Committee, chaired by Senator David Pryor (D-AR) will hold its initial meeting on July 27, 1994.

Congress has defined the purpose of the Conference to include: increasing public awareness of the interdependence of generations and the essential contributions of older people; examining common problems facing the generations; developing specific and comprehensive recommendations for executive and legislative action to maintain and improve the well-being of the aging; developing recommendations for coordinating federal with state and local needs; and reviewing the recommendations adopted at previous White House Conferences on Aging.

The 1995 WHCoA has begun a five part pre-conference program. It consists of:

- o Local White House Conferences on Aging. Local conferences, seminars, and forums will be recognized as WHCoA events if they address federal policy issues, actively involve older people and, within 45 days, provide a written report summarizing their recommendations to WHCoA.
- o State White House Conferences on Aging. WHCoA will provide states with funds for statewide conferences to be held before April 1995. Written reports with recommendations will be required.

(over)

- o Regional White House Conferences on Aging. WHCoA will recognize and provide limited financial support for conferences which address federal policy issues in the 10 U.S. Department of Health and Human Services regions. Like the local conferences, they must guarantee the involvement of older people and provide a written summary within 45 days.
- o Mini White House Conferences on Aging. WHCoA will recognize mini-conferences which are topic or constituent specific. Limited funding will be provided, and reports must be provided within 30 days of the event.
- o National Pre-White House Conferences on Aging will have nationwide representation, focus on national policy, relationship to aging and related issues, an agenda which includes discussion on major topics of the WHCoA, and recommendations to the delegates. Meetings must be held by March 31, 1995.

The White House Conference on Aging has already recognized over 175 local conferences in 38 states. All states will have conferences on aging; several regional conferences and 50 mini-conferences in 20 states have already been approved.

The President has appointed Robert B. Blancato as executive director of the White House Conference on Aging. Blancato is the former staff director of the House Select Committee on Aging Subcommittee on Human Services.

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July 1994

The White House
Office of the Press Secretary

For Immediate Release:

February 17, 1994

PRESIDENT ANNOUNCES WHITE HOUSE CONFERENCE ON AGING

President Clinton announced today that he is formally calling for a White House Conference on Aging to be convened in May of 1995.

"I am pleased to resume the proud traditions of White House Conferences on Aging begun by President John F. Kennedy in 1961," said the President, noting that there has not been a White House Conference on Aging since 1981.

"The fact that this will be the last White House Conference on Aging of the twentieth century makes this one even more significant."

Under the terms of the Older Americans Act, which authorizes that such a Conference be held, a 25-member Policy Committee chosen jointly by the President and the Congress will be selected to work out the specifics of the Conference, including its agenda and the number of participants. Earlier in the fall, President Clinton announced his selection of Robert B. Blancato, formerly of the National Italian American Foundation and the former House Select Committee on Aging, to be the Executive Director of the White House Conference on Aging.

"An older America must soon face a new century," concluded the President. "A 1995 White House Conference on Aging allows us to plan for this challenge by working together to develop policy recommendations for the 21st century. We owe this to future generations."

#

INTERGENERATIONAL OVERVIEW

7/25/94

The 1995 White House Conference on Aging expects to play a significant leadership role in how our country acknowledges and responds to the social, political and economic consequences of an aging American society. The WHCoA is committed to promoting positive linkages between generations through careful and thoughtful consideration of intergenerational programs, research and policy recommendations.

Over the past few months, experts in the intergenerational field have been identified and contacted by WHCoA staff. The experts have provided valuable guidance in helping the WHCoA frame a strategy as well as to identify cutting edge policy issues. The four overall suggested areas of concentration are: valuing the contributions of seniors, promoting the interdependence of generations, highlighting the roles of grandparents, and enduring positive relationships across generations.

Due to the high visibility of this Conference, it is hoped that we can educate our country's leaders, the media and the general public about the benefits of intergenerational programs and policies. Those who attend this Conference should return to their communities with a better sense of why this issue is important, the benefits of intergenerational programs and policies, what progress has been made in the field and how they can begin implementing some of the major recommendations that will emerge from the Conference.

Intergenerational Activities

- * Temple University has conducted 4 intergenerational focus groups with ethnic communities (Hispanic, Asian and African-American). They have submitted a proposal to conduct 8 more similar focus groups.
- * The WHCoA featured an intergenerational program in the second issue of its newsletter.
- * At least 24 States expect to address intergenerational issues in their State conferences and related activities.
- * As of today, the interdependence of generations will be the topic of 63 WHCoA local events and mini-conferences (unfunded).
- * Of the mini-conference applications received for WHCoA funding, 11 are focused on intergenerational issues (75 total applications received).

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BACKGROUND INFORMATION ON THE WHITE HOUSE CONFERENCE ON AGING

The White House Conference on Aging was initially authorized under the terms of PL 103-117, The Older Americans Act Amendments of 1992. On December 3, 1993, President Clinton signed PL 203-375, The Older Americans Act Technical Amendments of 1993 which call for the convening of the Conference for not later than May 31, 1995.

In a May 25, 1993 speech during an Older Americans Month ceremony at the White House, the President referred to the White House Conference on Aging as a commitment to "keeping faith with the senior citizens of this country."

On October 22, 1993, the White House announced the appointment of an Executive Director for the White House Conference on Aging and in their press release described the White House Conference on Aging as "a focal point for the development of national policy on aging issues."

The Congress in the authorizing legislation identified the main purposes of a White House Conference to include increasing public awareness about the interdependence of generations; examine common problems between the generations; develop recommendations to improve coordination of Federal, State and local policies for the aging.

The President in calling a White House Conference for 1995 will be restoring the tradition of such conferences which was first established in 1961 under President Kennedy. The tradition was continued with a 1971 conference. The conference in 1981 was considered too politicized and the Bush Administration failed to call the scheduled 1991 conference.

The White House Conference on Aging provides a special opportunity for the President to demonstrate his commitment to the present and future concerns of senior citizens. The mandate of the White House Conference on Aging is to produce recommendations for aging policy to span the next decade. The 1995 White House Conference on Aging therefore will not only be the final for the century, it will also be the first to focus on the explosive growth predicted for the aging population in the 21st century.

United States Senate
Office of the Majority Leader
Washington, DC 20510-7010

June 13, 1994

The President
The White House
Washington, D.C. 20500

Dear Mr. President:

I am pleased to advise you that pursuant to appropriate provisions of Public Law 102-375, as amended by Public Law 103-171, and in consultation with the Republican Leader, I have appointed the following individuals as members of the Policy Committee for the White House Conference on Aging:

David Pryor, Chairman of the Special Committee on Aging,

Barbara A. Mikulski, Chair of the Subcommittee on Aging of the Committee on Labor and Human Resources,

Daniel Patrick Moynihan, Chairman of the Committee on Finance, and

William S. Cohen, Ranking Minority Member of the Special Committee on Aging

Sincerely,



George J. Mitchell

WHITE HOUSE CONFERENCE ON AGING

501 School Street, SW, 8th Floor
Washington, DC 20024

Fernando M. Torres-Gil
Assistant Secretary for Aging

Robert B. Blancato
Executive Director

JUNE 13, 1994

MEMO

TO: JEREMY BEN AMI

FR: BOB BLANCATO

RE: SEVERAL ITEMS

I realize that you are very tied up with welfare reform at the moment, but I did want to send this memo over on a couple of brief items.

1) There is a growing level of activity from Arkansas related to the WHCOA. This includes

- * Testimony from a Little Rock nutrition director at a whcoa forum at the annual meeting of the National Association of Nutrition and Aging Services Programs in Indianapolis last weekend

- * A Regional White House Conference on Aging has been approved for Little Rock on September 30 on Nutrition and related services

- * A rural WHCOA focus group is scheduled to be convened in Arkansas on or about July 7th of this year and I intend to participate

- * I expect to meet with Herb Sanderson this week in D.C. when he comes up for the State Directors meeting and their allstate applications for state WHCOA are due on June 16th

2) On the Seniors Coalition that you asked about a couple of weeks back, I did spot this article from today's Monitor that does at least confirm our initial claims that they were not a friendly group.

3) Different reports I get from the prospective Policy Committee members suggest progress is continuing. Would you think it to be ok for me to start scheduling informal meetings with members to brief them on where we are.

There is more but I will start with this with the hope that we might be able to talk sometime this week. I am in D.C. for the whole week, first time in a long while.

E X E C U T I V E O F F I C E O F T H E P R E S I D E N T

23-May-1994 01:46pm

TO: Jeremy D. Benami

FROM: Jennifer M. O'Connor
 Office of Cabinet Affairs

SUBJECT: WH Conf on Aging

The HUD person is Jim Park at 708-3600 -- Secretary Cisneros wants Nick Retsinas' office to be the point office for WH Conf on Aging.

E X E C U T I V E O F F I C E O F T H E P R E S I D E N T

19-May-1994 03:16pm

TO: Jeremy D. Benami

FROM: Jennifer M. O'Connor
 Office of Cabinet Affairs

SUBJECT: WH Conf on Aging

Hi: the Veterans Affairs person is Rich Pell at 273-4823. I will
get you the HUD person probably tomorrow.

Also -- can you give me a call, thanks!

5/19 conversation w/Blancett.

Arkansas Update

- Sanderson: - will assure a state conf-
 - will play a role in reg. conf-
 - will be up 6/15
 - will sched. early before hand.

THE WHITE HOUSE

WASHINGTON

April 13, 1994

RECEIVED
GOVERNOR'S OFFICE
MAY 21 1994
The Honorable Lowell P. Weicker, Jr.
Governor of Connecticut
Hartford, Connecticut 06106

Dear Lowell:

I am pleased to share details of the 1995 White House Conference on Aging with you.

As you may know, President Kennedy convened the first White House Conference on Aging in 1961 to address important issues relating to older Americans. Subsequent conferences were held in 1971 and 1981. Thirteen years have passed since the last conference, and the upcoming conference in May 1995 will be the cornerstone of our national effort to focus necessary attention on and develop policy initiatives in the field of aging, leading our nation into the twenty-first century.

The Older Americans Act, which authorizes the 1995 White House Conference on Aging, designates the Secretary of Health and Human Services as the Cabinet officer responsible for planning the conference. Last fall I announced the selection of Robert Blancato as executive director, and soon I will appoint a Policy Committee and a chairperson for the conference.

The agenda of the 1995 White House Conference on Aging will be developed with the involvement of a variety of sources, including members of Congress; the Department of Health and Human Services; other Cabinet departments and independent federal agencies; state, territorial, and local governments; and the private sector. A high priority of this Administration is to ensure maximum participation by older Americans at the state and local levels in the development of the agenda. To facilitate this goal, the White House Conference on Aging is planning regional and state conferences, mini-conferences, and local events on selected topics.

2

Further information about funding levels and application procedures for state conferences will be sent to you this month. You will receive information on the delegate selection process to the conference promptly after the Policy Committee reaches consensus on this issue.

Your active support and participation in the proud tradition of White House Conferences on Aging will be critical to the success of the 1995 conference. I believe we can work together to stimulate public attention to the challenges facing older Americans and future generations and to identify common goals and solutions.

Sincerely,

A handwritten signature in cursive script, reading "Bill Clinton", followed by a horizontal flourish line.

5/12

OUTSTANDING ISSUES

① VETTING

- Edgar Bueno (WH Counsel) (6-6229)
Does me a call

- Ted Wentzel (Personnel) (6-1663) mailing
it forward

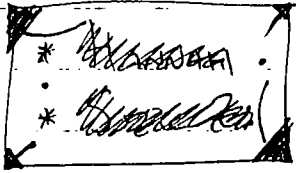
② JOC - Contact for Blomquist AL
HUD / VA (E-mail 5/12)

③ Letter to Goss: find a clean copy
- e mailed Debra.
- waiting for date from

④ CAROL - ① Does she want to meet
② Delay?
③ AL contacts.

Edgar Bueno
6-6229

Teo Wentzel
6-1663



5/10/94

- ① In vetting
- Congress. appts: only prob. is it applies.

WHCOA

② Proclamation issued - oh well!

③ What abt. delay??

- check w/ Hill, int sps.

④ Brophy's office: who's contact?

* ⑤ Arkansas - can we stir up some activity in Arkansas

⑥ 20-25 local forums have an intergen. theme
63 in 30 states

- hope to have a clearing house on intergen. programs

⑦ Does Carol want a mtg. w/ FTG/CHR

⑧ Clean copy of Pres. letter to ~~gov~~ governors.

⑨ Who at HUD/VA → Talk to Jen O.

—
Jeremy,

If you could get us a
signed, xerox copy of
this letter (sent mid-April),
we would be appreciative.

— Elaine

Dear< >:

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As you may know, President Kennedy convened the first White House Conference on Aging in 1961 to address important issues relating to older Americans. Subsequent conferences were held in 1971 and 1981. Thirteen years have passed since the last conference, and the upcoming conference in May 1995 will be the cornerstone of our national effort to focus necessary attention on and develop policy initiatives in the field of aging, leading our nation into the twenty-first century.

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Sincerely,

Bill Clinton

E X E C U T I V E O F F I C E O F T H E P R E S I D E N T

10-May-1994 12:55pm

TO: Jeremy D. Benami

FROM: Craig T. Smith
 Office of Presidential Personnel

SUBJECT: RE: Conf on Aging

The President has signed off on all of these folks I beleive. They are now in vetting. Tom Shea 61663 can tell you where we are on these. I don't think that they can be announced before the vetting is complete so it will take a little while but they are signed off on and you can probably start working with them. Part of the hold up is that we need to get their resumes from HHS so we can call and tell them that they have been appointed. If you could help on that, it would be good. Maybe they just need phone numbers and you might have those. Talk to Ted, Tom's assistant.

THE 1995 WHITE HOUSE CONFERENCE ON AGING

VOL. 1 NO. 1

NEWSLETTER

Celebrating Productive Aging

MAY/JUNE 1994

CLINTON TO CONVENE LAST WHITE HOUSE CONFERENCE ON AGING OF 20th CENTURY

President Bill Clinton, on February 17, 1994, formally called for a White House Conference on Aging (WHCoA) to be convened in May of 1995 -- the first such conference since 1981.

In a press release from the White House detailing the convocation, the President noted, "An older America must soon face a new century. A 1995 White House Conference on Aging allows us to plan for this challenge by working together to build policy recommendations for the 21st century. We owe this to future generations."

As the President was announcing his decision

regarding the '95 WHCoA in Washington, the Conference was conducting its first local forum in Tampa, Florida aimed at obtaining grass roots input on what should be included in the agenda for the Conference.

On March 21, 1994, Secretary Donna Shalala of the Department of Health and Human Services briefed the Domestic Policy Council on the progress of the 1995 White House Conference on Aging. Cabinet officers, agency heads and senior White House staff in attendance expressed interest and support for the Conference.



President Clinton speaks with senior citizen.

Four-Part Strategy Outlined

Pre-Conference Planning and Programs Underway

The 1995 White House Conference on Aging has embarked upon a four-part strategy of programs and activities to be conducted in advance of convening the formal Conference.

The four parts of the strategy involve local, state, regional and topic-specific mini conferences.

This strategy has two purposes: first, to encourage the widest possible participation by individuals and organizations; second, to identify common interests and concerns.

Letters of invitation have been sent to thousands of potential sponsors of local conferences. Concurrently,

to broaden public awareness, an announcement was also published in the March 14, 1994 edition of the Federal Register.

Both the Federal Register announcement and the letter included guidelines for local programs and activities that could be recognized as official 1995 WHCoA events.

States will soon be notified that the WHCoA will provide limited seed money for the convening of State White House Conferences on Aging.

In addition, formal notices will also be sent to regional offices of the Department of Health and Human Services to inform them of limited funds being available for Regional Conferences on Aging.

In the near future, the WHCoA will announce criteria for mini conferences on aging. These mini conferences differ from the

others in that they are to focus on a specific federal aging policy issue or on a special constituency of older Americans.

These four activities will be conducted through the early part of May 1995. They will be followed by the national conference and the writing of a report to the President and Congress containing policy recommendations.

Further, the 1995 WHCoA also intends to develop a post-WHCoA program to help implement priority recommendations produced at the Conference aimed at developing aging policy over the next decade.

President Names Blancato to Head 1995 WHCoA

President Clinton has appointed Robert B. Blancato as executive director of the 1995 White House Conference on Aging.

"Bob Blancato is a leading expert in aging policy who has been recognized for his work on numerous occasions," said the President. "I look forward to his work at the White House Conference on Aging."

From 1977 to 1988, Blancato was the staff director of the U.S. House of Representatives Select Committee on Aging's Subcommittee on Human Services. He remained a senior advisor to that subcommittee until its expiration in May, 1993. Most recently,

Blancato served as director of Institutes and Public Policy for the National Italian American Foundation. He was also the president of the National Meals on Wheels Foundation.

Blancato has also served as an adjunct faculty member at the New School for Social Research's Gerontological Services Administration and the Post Master Certificate Program in Aging at Hunter College in New York City.

In 1982, he served as a member of the U.S. Delegation to the World Assembly on Aging held in Vienna and as an alternate to the 1981 White House Conference on Aging.

Blancato, 43, holds a bachelor's degree from Georgetown University and an M.P.A. from American University and lives with his wife and daughter in Arlington, VA.



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A MESSAGE FROM THE ASSISTANT SECRETARY

AN UNIQUE OPPORTUNITY

By FERNANDO M. TORRES-GIL
Assistant Secretary, Administration on Aging



Greetings! It's a pleasure to be able to address you via a new medium, this column in the White House Conference on Aging Newsletter. As the Assistant Secretary on Aging, I will use this column as one more opportunity to fulfill my duties to America's seniors and to the American public at large.

Primary among these duties is promoting an accurate and positive image of seniors as vital members of American society. I call this campaign the "gerontologization of society." This is not only one of my most important goals as the Assistant Secretary for Aging, but it is a prerequisite to the formation of the strong and durable intergenerational ties that the White House Conference on Aging will surely seek to foster.

The White House Conference on Aging, scheduled to commence in just over a year from today, will be a seminal event in the evaluation and prescription of our nation's policy towards its seniors. This event is far more important than the word "conference" might lead some people to believe; the White House Conference on Aging will be a unique opportunity for individuals from all walks of the political and social spectrum to examine the current condition of older Americans, and to take the first steps towards preparing for the significant demographic changes that we as a nation will soon face with the coming of the twenty-first century.

Bob Blancato, the Executive Director of the White House Conference on Aging, and his staff are well underway in bringing the Congressionally defined goals of the Conference to fruition. These goals include the strengthening of intergenerational ties, the recognition of the contributions of Older Americans, the preparation of legislative recommendations that will improve the condition of the elderly, the creation of a coordinated Federal, State, and local policy towards the aging, and the examination of and the reevaluation of the recommendations set forth at previous White House Conferences on Aging.

Both President Clinton and Secretary Shalala have demonstrated that the goals of the White House Conference on Aging are of particular importance to them, and as the Assistant Secretary for Aging, I believe that the goals of the Conference are essential to our nation as we seek to provide not only for the seniors of today but for the seniors of tomorrow as well. The White House Conference on Aging of 1995 will provide our nation with a unique opportunity that may not reappear for some time, and I am committed to realizing all of the potential that the White House Conference on Aging holds for our nation and for its senior citizens.

A Legislative History

The Legacy of Previous WHCoAs

In the last half of this century there have been three White House Conferences on Aging and each one has served as a catalyst for important new initiatives that address the needs of America's elderly.

The main goal of a WHCoA is to develop recommendations on aging policy for the next decade. The 1995 Conference, last such one of this century, will have tremendous impact on aging concerns well beyond year 2000. WHCoA '95 will continue the legacy of legislation and programs, of public and private initiatives and just as importantly, of individuals, young and old, celebrating the contributions of seniors and working together to improve the quality of life for all of us.

The previous WHCoAs were convened first in 1961, then in 1971 and most recently in 1981. "The Nation and its Older People" was the theme of the 1961 WHCoA. More than 2500 delegates made a total of 947 recommendations.

Their work contributed to the later enactment of such landmark legislation as Medicare and Medicaid as well as the Older Americans Act of 1965.

The theme of the 1971 Conference was "Toward a National Policy on Aging" was its theme and to this end 3,574 delegates produced 710 recommendations. This work contributed to legislation enabling the Supplemental Security Income Program, the Older Americans Act Nutrition Program, Home Care, the National Institute of Aging as well as the House Select Committee on Aging.

In 1981, some 1800 delegates participated in the Conference and they developed 663 recommendations. Their work contributed to the comprehensive Social Security Reform amendments of 1983.

The process begins anew in 1995 when delegates confront the challenges of issues on aging in this time.

Organizations Respond Strongly to WHCoA Local Recognition Initiative

Since the White House Conference on Aging sent letters to thousands of community based organizations in March announcing its intention to recognize local conferences, programs and other activities as official 1995 WHCoA events, the response has been strong and immediate.

Within the first two weeks after the initiative was announced by letter and published in the Federal Register, WHCoA was able to recognize 23 different local initiatives in 15 states.

Requests for recognition are continuing to build throughout the nation and organizations seeking official sanction are complying with the three basic criteria needed for recognition. Such activities must:

1. Focus on one or more federal policy issues.
2. Guarantee the participation of older persons.
3. Produce, within 45 days of the event, a written report summarizing recommendations for possible use in the WHCoA.

"The WHCoA expects to recognize hundreds of local conferences and activities which may be conducted from April 1994 through the first part of 1995," Robert B. Blancato, Conference executive director, noted. "Local recognition is a key element in the White House Conference grass roots participation strategy."

For additional information or to receive a copy of the Local Recognition application form, please contact WHCoA associate director Judy Satine at (202) 245-7826.

The 1995 White House Conference On Aging NEWSLETTER

March/April 1994 Volume One, Number One
Published by the WHCoA, 501 School Street, S.W., Washington, D.C. 20024.
Phone- (202) 245-7116 Fax- (202) 245-7857 Internet- wchoa95-1@list.nih.gov

Fernando M. Torres-Gil, Assistant Secretary
Administration on Aging, U.S. Department of Human Services
Robert B. Blancato, Executive Director
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Sharon Williams-Matthews, WHCoA Newsletter Editor/Graphics Production Director
Contributors: Bob Blancato, Barbara Lewis, Judy Satine, Helen Kerschner, Brian Lindberg, Matt Fenster, Elaine Dalpiaz and Moya Benoit Thompson.



WHCoA Executive Director Blancato (center rear) audits the Tampa focus group session

Focus Groups Help Set Aging Agenda

From Tampa, FL and Worcester, MA press reports.

The White House Conference on Aging is finding the focus group process to be an invaluable tool in assessing the real concerns of elderly Americans.

Since January, WHCoA has been listening to seniors, advocates for the elderly, health care practitioners and researchers as they meet and speak out on issues of aging.

The Gerontological Society of America (the GSA) in partnership with the University of New Mexico Center on Aging organized these focus groups.

Long recognized by marketing specialists as an effective way to get valid and candid opinions from particular groups, the focus group approach is helping WHCoA get an accurate sense of what seniors feel about themselves and how communities feel about the elderly.

In the first focus group session in Tampa, Teresa Hanna, a participant told the audience, "Aging is not bad."

Hanna, executive director of a nonprofit older

services group in Tampa, noted that seniors have to be treated with dignity, and recognized for their contributions and untapped potential. A message that "aging is OK" she noted would encourage young people to get more involved with seniors and help break down intergenerational barriers.

At the conclusion of the Tampa session, one participant stood, thanked focus group leaders for the opportunity to express his views on aging, and summarizing, he stated, the biggest adjustment he had to make upon retirement was that no one had sought his opinion on anything since retirement and yet he felt he had so much to give, if just given a chance.

Paul Kerschner, former head of the GSA and a key organizer of the focus groups, and Bob Blancato audited the Tampa session at the University of South Florida Institute. They later met with seniors for an afternoon panel discussion.

At the Boston forum, Robert Hudson, a professor at Boston University's

School of Social Work along with other gerontologists, challenged what he called the "myth" that Social Security and Medicaid payments to the elderly come at the expense of younger generations. "That's one of the biggest red herrings I've encountered."

Elise Fatoullah, an elder law attorney from New York City, noted that the Federal Medicare system, in imposing a requirement that seniors spend their life savings and sell their homes before becoming eligible for coverage for chronic illness, creates a huge burden on the elderly.

Another focus group member recalled his work as an iceman, when he had to carry blocks of ice up tenement steps. Now, facing the prospect of requiring long term care, shared his reaction to learning that he would have to turn over his entire life savings of \$9,000 to qualify for services.

Similar sessions have also been held in Los Angeles and Chicago. The focus group process will continue to be used in other cities in the months leading up to the WHCoA in 1995.

Noting that one of the conference themes is working to bring the generations together, Blancato said, "Better communication can lead to better understanding."

WHCoA Questions Yet Unanswered

Although the countdown to the May 1995 White House Conference on Aging has begun, there are some major questions still unanswered.

Here are some of the most vital questions regarding WHCoA '95.

1. What is the precise date of the 1995 White House Conference on Aging?

2. What is the location or locations of this Conference?

3. How many delegates are officially allowed at WHCoA?

4. How will delegates be chosen and when?

5. What is the precise theme of the Conference? What are the priority issues?

None of these questions has been decided as of press time. They await formation of the WHCoA Policy Committee as mandated by the authorizing statute.

This 25-member committee will be comprised of 13 appointed by the President and 12 by the Congress. Of said members three are expected to be Cabinet officers, eight Members of Congress and 14 individuals "with experience in the field of aging who may include representatives of public aging agencies, institution based organizations and minority aging organizations."

Once the Committee is formally named it will meet within 30 days and begin making decisions and/or recommendations on the pending questions.

Another important responsibility of the Policy Committee will be to publish a proposed agenda for the 1995 WHCoA in the Federal Register for public comment.



WHCoA '95 focus group organizers pause for a photo at the end of the Boston session. Dr. Paul Kerschner, Director GSA is shown at the far left.

In Memoriam

The WHCoA, joins with many others in the field of aging in mourning the passing of Dr. Paul Kerschner in March. Paul Kerschner was a dynamic and dedicated leader in gerontology and aging policy. He made important contributions to past White House Conferences on Aging, but will be especially remembered for his leadership in the development of the first public events of the 1995 WHCoA. He will be missed as a friend and a professional colleague, but his legacy of contributions to gerontology will endure.

This Is Your WHCoA NEWSLETTER
Please read, react, respond!

This publication invites you to interact. As the 1995 White House Conference on Aging draws nearer, it becomes increasingly important that citizens participate by making known their views on issues and programs of aging. This WHCoA will be strong through your input. We are actively seeking out and encouraging ideas, opinions and program suggestions from the grass roots -- the elderly, care givers, families and communities -- as well as from academics, program administrators, legislators and other specialists on aging.

Tell us how you feel about aging and such concerns as mental health, long-term care, loneliness, income security and symbiotic intergenerational relationships, especially grandparent/grandchild relationships. We are also interested in your views on the role of government, abuse, crime, fitness, nutrition and malnutrition as well as familial support systems (i.e., parents, teenagers, grandchildren, grandparents). Tell us how you're coping through education, new careers, volunteerism, leisure, arts, music; in short, productive aging as we hope it will be and as we plan for it to be.

Seniors have much wisdom to share, much experience from which to teach. Conversely, young people seeing old problems in new ways have just as much to contribute. Send us letters, plans, ideas. WHCoA will benefit from your thoughts.

In upcoming issues of the WHCoA newsletter, through our various columns and features, we'll:
-celebrate productive aging by profiling selected individuals, communities and programs (public, private and joint efforts), as well as products and services that represent successful approaches to the concerns and issues of aging. Tell us about yours.

-conduct roundtable "speak-a-thons" on featured topics and publish the written responses received via mail, faxes or e-mails that highlight solutions, but they can also pose questions for reader comment. Your views count.

-solicit your research publications to add to the WHCoA resource center. We'll tell you of the latest volumes we've recieved, identify the gaps and ask your assistance in filling them in. Help us identify existing research resources.

-visit role models of successful intergenerational activities and programs to show how initiative and creativity are providing services for diverse age groups with complementary needs and strenghts.

This is your conference. Speak up. Speak out. Often.

WHCoA STAFF DIRECTORY

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Office of the Inspector General
Office of Consumer Affairs
Office of the General Counsel

We are as near as your mailbox, phone, fax or Internet.

CALENDAR

The organizations below are holding events which WHCoA has officially recognized as of press time.

April	
6	Calcasten AAA & I Care Coalition, Inc. Lake Charles, LA Contact: Millie S. Woodel, (318) 474-2583
6-14	Maryland Office on Aging, Hagerstown, Easton, Edgewater, Baltimore, MD Contact: Violet H. Sloat, (413) 255-1270
17	Univ. of Portland Gerontology Program & AARP, Portland, Oregon Contact: Dr. Joseph Gallegos, (503) 284-8104
18	Sullivan County AAA Care, Monticello, NY Contact: James P. Galligan, (914) 794-3000, Ext. 3028
19	South Central Connecticut AAA, Hamden, CT Contact: Diana Shosmaker, (203) 8310-5577
21	AAA of the So. Alabama Regional Planning Com., Mobile, AL Contact: Joan States, (205) 433-6541
26	NACOLG AAA, Tusculumbia, AL Contact: Jeff Thompson, (205) 332-9173
28	The Emeritus Foundation, Washington, D.C. Contact: Lawrence H. Mirel, (202) 232-0863
28	Inst. on Disability and Human Dev., (UAP) U of C, Chicago, IL Contact: Eileen Gabriel, (312) 413-1860
May	
24	Pocono Medical Center, Kunkletown, East Stroudsburg, Tannersville, PA Contact: Rosemary Allocco, (717) 476-3336
2	Chicago Department of Aging, Chicago, IL Contact: Donald R. Smith, (312) 744-5770
3	Madison Co. Office for Aging, Onieda, Canastota, NY Contact: Anthony Joseph, (315) 684-9424
10	Allegheny Co. Office for the Aging, Wellsville, NY Contact: Kimberly Toof, (716) 268-9390
11	Area Agency on Aging of Southeast Texas, Nederland, TX Contact: Susan Murphree, (409) 727-2384
12	Six County AAA, La., Richfield, UT Contact: Ross Bumgarder, (801) 896-9222
12-13	Chickasaw Nation Senior Citizen, Sulphur, OK Contact: Dean McManus, (405) 436-2603
12-13	Ida Ore Planning & Development Assoc., Boise, ID Contact: Elwin E. Grout, (208) 549-2411
18-20	Experience, Inc. AAA, Warren, PA Contact: William Dunn, (814) 723-3763
18	Michigan Senior Power Day, Lansing, MI Contact: Jane Schonoman, (517) 482-4725
23	AAA/North Idaho College, Post Falls, ID Contact: Bobbie Sailor, (208) 667-3179
June	
2-3	Senior Net, San Francisco, CA Contact: Mary Furlong, (415) 750-5030
3	Case Management Project, Alhambra, CA (with Cong. Matthew G. Martinez) Contact: Sandy Hester, (818) 458-4524
5-6	Indiana Federation of Older Hoosiers/AAA, Indianapolis, IN Contact: Donald L. Kramer, (317) 786-1974 or (317) 255-1458
24	Agency on Aging of So. Mississippi, Gulfport, MI Contact: Jane Kennedy, (601) 868-2326
And Beyond	
7/27-29	Coalition of Wisconsin Aging Groups, Stevens Point, WI Contact: Thomas L. Frazier, (608) 257-0023
9&10	Bucks Co. AAA, Doylestown & Newton, PA Contact: Peggy O'Neill, (215) 348-0510
10/14	National Caucus/Center on Black Aged, Inc., Chicago, IL Contact: Carol H. Jones, (312) 714-9811
10/15	Gila Co. Cooperative Ext. University of Arizona, Payson, AZ Contact: Ruth Carter, (602) 425-7179
11-12/94	Green Thumb, Inc., Arlington VA Contact: Helen Enson, (703) 522-7272
Fall, 94	Southwestern Central AAA, Bridgeport, Darien, Easton, Fairfield, Greenwich, Monroe, New Canaan, Norwalk, Stamford, Stratford, Trumbull, CT Contact: Carla Hayes, (203) 831-5577
3/95	Jamaica Service Program for Older Adults, Jamaica, NY Contact: Carol J. Hunt, (718) 657-6500

Mailing List Update

If you'd like to receive your own copy of the WHCoA Newsletter, we would be happy to add your name and address to our mailing list. Just drop us a line at the address below, call us on (202)245-7116 or send us a FAX on (202) 245-7857. We can also be reached via Internet, just drop us a line using our mailbox name: WHCOA95-L@LIST.NIH.GOV

WHITE HOUSE CONFERENCE OF AGING
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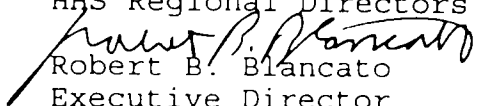
WHITE HOUSE CONFERENCE ON AGING

501 School Street, SW, 8th Floor
Washington, DC 20024

Fernando M. Torres-Gil
Assistant Secretary for Aging

Robert B. Blancato
Executive Director

TO: HHS Regional Directors 1-X

FROM: 
Robert B. Blancato
Executive Director

APR 15 1994

SUBJECT: Request for Recognition of Regional Conferences as 1995
White House Conference on Aging (WHCoA) Events

ACTION REQUESTED BY: 05/31/94

In February of 1994, President Clinton formally announced that he was calling a White House Conference on Aging in May 1995. This will be the fourth White House Conference on Aging, building upon the success of Conferences that were held in 1961, 1971, and 1981. The purpose of the Conference is to produce recommendations for aging policy to span the next decade. As a pre-conference strategy, two approaches are being used. One is to ensure the widest possible participation in the Conference by individuals and organizations. The second is to identify common issues of interest and concern that warrant specific attention by the White House Conference on Aging from all areas of the United States.

Regional conferences on aging are ways to achieve these goals. Regional conferences are part of a four-level approach by the WHCoA that includes local forums, State conferences, and mini-conferences on specific subject areas. We at the Conference are excited to work closely with HHS Regional Directors and their offices throughout the coming year in planning events around all four components of this outreach strategy. However, the purpose of this memo is to discuss regional conferences in particular.

I want to take this opportunity to suggest several ways in which we would like the regions to participate in the regional conferences. Chiefly, we request that:

- o you identify a previously planned regional conference on aging of two or more States that could be recognized as a WHCoA event, or explore ways in which a regional event could be established; and
- o to participate in the planning of such a conference and provide supplemental funding through funds provided to the AoA Regional Office.

I encourage all of you to mobilize the resources of the Department and facilitate the use of other Federal agencies' staff resources as speakers and participants at the regional conferences with State, local organizations, and the private sector involved in aging issues.

In order to provide further guidance about what type of events are appropriate for WHCoA-related regional conferences, let me take this opportunity to explain more about the purpose of these conferences. They are to:

- encourage collaboration between states in an effort to identify common issues of concern to the aging population in a particular region of the country;
- involve HHS regional offices directly in the WHCoA planning process; and
- emphasize the WHCoA as a government-wide effort in partnership with State and local governments, the private sector, and non-profit agencies.

The guidelines for recognition of a regional conference as a WHCoA event, are as follows:

- The conference must emphasize one or more of the six primary purposes of the WHCoA as outlined in PL 102-375, (copy attached) which are to:
 - increase public awareness of the interdependence of generations;
 - identify problems facing older individuals examine the well-being of older individuals;
 - develop specific recommendations for executive and legislative action;
 - develop recommendations for the coordination of federal policy with State and local needs; and
 - review the status and multi-generational value of recommendations adopted at previous White House Conferences on Aging.
- The conference must be a policy-oriented event focusing on one or more of the Federal policy issues affecting the elderly or near-elderly.
- The conference must guarantee the participation of older persons;
- The region must produce a written report within 45 days following adjournment of the conference which

summarizes major issues discussed and recommendations proposed that can be utilized by the national WHCoA.

- o Only non-profit agencies can be given WHCoA supplemental funding for the regional conferences.
- o The conferences must not be a fund-raising event, although it is permissible to charge a registration fee to recover the cost of the event.
- o The conference sites should have videoconferencing capability, if possible.
- o An implementation plan must be approved by the Executive Director of the WHCoA.
- o The conference locations should be handicapped accessible.

In addition, you should be aware that a conference on older Indians is mandated by the legislation to identify conditions that adversely affect older Indians, to propose solutions, and to establish information-sharing among service providers. A contract for a mini-conference on older Indians will be awarded by the WHCoA central office; the Regional Director in whose region the older Indian mini-conference will take place will be notified of this decision.

AoA Regional Offices will be given \$5,000 for regional conferences from the WHCoA budget. These funds must be obligated by August 31, 1994. Regions will have three options for obligating these funds. They are:

1. Regional Offices can pay direct expenses related to the regional conference, or;
2. Regional Offices can negotiate a Purchase Order (HHS-393) (Sole Source Contract) for up to \$2,400 without justification. If a source is identified for more than \$2,400, it must be justified. You may also choose to negotiate 2 HHS-393s from two separate organizations each for no more than \$2,400 for a combined total of \$4,800, or;
3. Regional Offices can enter into partnerships with a non-profit organization and provide funding up to \$2,400 for the regional conference.

Regions can recommend the recognition of more than one regional conference within funding limitations. If plans to spend funds by May 31, 1994 are not forthcoming, these funds may be reprogrammed by the WHCoA central office.

WHCoA recognition of the regional conference allows this activity, event or program to be publicized as a WHCoA event.

The event will be listed in the final report of the 1995 Conference. There is also a probability the WHCoA staff, where possible, will be able to participate in the regional conference, or arrange the participation of AoA staff.

For regional conferences to be recognized as official WHCoA events, each region must request recognition for the conference by completing the attached WHCoA Project Recognition form and sending it along with an implementation plan to the WHCoA. A copy of the Region VII implementation plan is attached for your information. This completed form, together with a regional conference implementation plan should be sent by May 31, 1994 to the Executive Director, WHCoA. Once the request and plan is received it will be reviewed by WHCoA staff and a response will be sent expeditiously. All conferences must be held no later than April 30, 1995.

Kenton Williams is the WHCoA staff coordinator for the regional conferences and can be reached at (202) 245-7614 if further information or clarification is needed. A conference call will be held to discuss questions related to this letter.

cc: AoA Regional Program Directors I-X

Attachments

THE REGION VII WHITE HOUSE CONFERENCE ON AGING
SPRINGFIELD, MISSOURI
AUGUST 15 - 17, 1994

IMPLEMENTATION PLAN

On February 28, 1994, the Central States Coalition on Aging (CSCOA) Planning Committee met in the Region VII Office of the Administration on Aging to determine the approach to be used for conducting the Region VII White House Conference on Aging. The meeting included representatives from the States of Missouri and Kansas. The States of Iowa and Nebraska were included through a conference call. Robert Blancato, Staff Director of the White House Conference on Aging, participated by telephone in the early part of the meeting and assisted with orientation. He emphasized that the Conference must be policy driven and that final recommendations must be submitted within 30 days after the conference for inclusion. **This is to be an opportunity for persons in Region VII to have direct participation in the White House Conference on Aging process.** Follow-up activities follow:

1. On March 1, 1994, Larry Brewster, Regional Program Director, met with members of the Federal Regional Advisory Committee and provided orientation to the effort. He solicited their support and involvement.
2. On March 2, 1994, Larry Brewster will meet with the Regional Director to provide information on the Conference and to request support from the Regional Director's Office. In particular, assistance in identifying supporting intra and interagency expertise in priority areas will be requested.
3. Between February 28 and March 21, Region VII States will develop resources and positions related to the assigned areas for the Conference. The assigned areas are:

Iowa	Housing and Access
Services	
Kansas	Health/Wellness and Elder Rights
Missouri	Long Term Care and Crime Against the Elderly
Nebraska	Fiscal Security

Cross-cutting issues such as intergenerational issues, older women, advocacy and volunteerism will be incorporated as integral concerns within each area.

Each State has been asked to identify three priority issues in the priority areas assigned. States will identify three facilitators for each priority area (21 total) and expertise available from the public, private, University and consumer levels. The Administration on Aging will support this

Agency on Aging.

4. States in Region VII will meet on February 21, in the AoA Regional Offices at 11:00 AM. Any States unable to attend will be included by conference call. In cooperation with the CSCOA, states will share progress in developing priority area tracks, assure that issues and expertise provided is broadly representative, seek confirmation of the selected priority issues and finalize plans.
5. On the morning of August 15, a meeting of the experts, facilitators, and recorders will be convened to review the processes and objectives of each session. Any unresolved issues will be addressed.
6. The Conference will begin at 1:00 PM on August 15 with keynote speakers. Possible options include Assistant Secretary on Aging Fernando M. Torres-Gil, Dr. Arthur Flemming, Dr. Robert Blancato, and Secretary Donna Shalala. Other speakers will be considered as well.
7. Following the opening speeches and a break, there will be 10-15 minute presentations made to the entire assembly by experts in the priority areas.
8. On the evening of the 15th, there will be a brief reception, a dinner and dinner speaker.
9. On the Morning of the 16th, a breakfast (continental or regular based on cost) will be provided. A speaker slot is available at this time.
10. Following breakfast, the priority area meetings will meet in the individual areas. Priority area assignments will have already been made based on the three preferences identified by individuals in the registration process. Efforts will be made to have a balance in numbers, category of individuals and geography. Presentations will be made on the priority issues with opportunities for audience interaction. Following the presentations, the issue groups will meet individually in areas set aside for their use. Using a group involvement process, facilitators will identify specific concerns, group the concerns (no more than three), break into groups to write and summarize concerns, and report concerns. The meetings will then break for lunch (there can be a speaker in this spot on the agenda).
11. Following lunch, the groups will reconvene to propose recommendations related to the concerns identified. Solutions will be grouped (no more than three) and break out groups will then write and summarize recommendations (with explanations). The meeting will conclude by reporting their recommendations.

explanations). The meeting will conclude by reporting their recommendations.

12. Meetings will adjourn and participants can attend a reception. (Could have speaker). No meal is planned.
13. On the Morning of August 16, a Plenary Session would be held following breakfast. The reports would be read. Conference attendees would be informed that the documents would be edited and submitted within 30 days. They would receive assurance that content would be maintained. Following the presentations, the State Directors and Regional Program Director from the Region would provide reactions to the issues and recommendations.
14. Within 30 days, the report will be edited and reviewed for accuracy by a panel of the four States, the Regional Office and the CSCOA. The report will then be forwarded.

Additional activities to follow will include the solicitation of financial support incorporating a clearance process through the WHCOA staff. The Southwest Missouri Area Agency on Aging is handling local arrangements, printing, local fund raising and local staff support. The Southwest Missouri AAA will also receive lists of potential attendees from the four States and conduct a mailing of a Conference calendar holder-type announcement as well as a more complete announcement later. Copies of the calendar holder will be shared with the four States and related agencies for expanded distribution to potential attendees.

REQUEST FOR WHCOA PROJECT RECOGNITION

NAME OF ORGANIZATION _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

FOR PROFIT () NON-PROFIT ()

TITLE OF PROPOSED ACTIVITY _____

DATE/S _____ LOCATION _____

CITY/IES 1. _____ 2. _____

3. _____ 4. _____

Please briefly describe your proposed activity, event, or program.

What specific Federal aging policy issue do you intend to address? Please describe:

Will older people be invited to and be involved in your proposed activity, event, or program? Can you indicate the size of the target audience and what percentage might be seniors?

Can you provide to the WHCOA within 30 to 45 days of your activity, event, or program, a written summary report on issues discussed and recommendations proposed? YES () NO ()

Do you plan to charge a fee for your activity? YES () NO ()

CONTACT PERSON _____ TELEPHONE _____
DATE OF REQUEST _____



WHITE HOUSE CONFERENCE ON AGING
MEMORANDUM 94-01

Washington, D.C. 20201

TO: STATE AGENCIES ADMINISTERING PLANS UNDER
TITLE III OF THE OLDER AMERICANS ACT OF 1965,
AS AMENDED

SUBJECT: Availability of Grants to Support
State and Territorial White House Conference
on Aging Activities

LEGAL AND RELATED REFERENCES: Older Americans Act Reauthorization,
Public Law 102-375.

BACKGROUND

President Clinton announced in February that he has formally called for a White House Conference on Aging to be convened in May 1995. Previous White House Conferences in 1961, 1971 and 1981 adopted recommendations that resulted in local, State and Federal initiatives which improved the security and well-being of older citizens. The 1995 Conference will focus attention and develop policy initiatives in the field of aging that will prepare for the needs of older Americans in the twenty-first century.

Of major importance to the 1995 White House Conference on Aging is direct involvement from State governments prior to the convening of the national conference. Recommendations received from States will play a pivotal role in the development of the agenda for the 1995 White House Conference. As in the past, States will be allotted Federal funding to sponsor pre-White House Conference activities. This Program Instruction contains very simple and flexible guidelines to plan such activities.

PURPOSE

In Public Law 102-375, the 1992 Older Americans Act Amendments, six primary purposes for the White House Conference on Aging are identified.

These Federal policy guidelines should be used by States and Territories as a guide in crafting their applications for White House Conference on Aging funds:

- 1) to increase public awareness of the interdependence of generations and the essential contributions of older individuals to society for the well-being of all generations;
- 2) to identify the problems facing older individuals and the commonalities of the problems with problems of younger generations;
- 3) to examine the well-being of older individuals, including the impact the wellness of older individuals has on our aging society;
- 4) to develop such specific and comprehensive recommendations for executive and legislative action as may be appropriate for maintaining and improving the well-being of the aging;
- 5) to develop recommendations for the coordination of Federal policy with State and local needs and the implementation of such recommendations; and
- 6) to review the status and multigenerational value of recommendations adopted at previous White House Conferences on Aging.

SCOPE OF ACTIVITY

This Program Instruction sets forth guidance for those States and Territories who wish to submit a grant application for funds to support State and Territorial White House Conference activities. The eligibility criteria listed below are broad and the application format (see attachment) is simply designed.

It is the hope of AoA and the White House Conference on Aging that a simple application process will allow States and Territories to receive funds in a timely fashion and to have maximum flexibility in designing events and activities that best meet their needs. For instance, some States held conferences in 1993 and therefore, may not wish to do so again in 1994 or 1995. Rather than hold another large conference in 1994, these States may wish to hold small, single events and update recommendations from the previous year's conferences or they may wish to hold a series of local forums throughout the State. Some States have

made plans to hold traditional State conferences and/or a series of local events in 1994 and 1995. All of these proposed activities are eligible activities under this Program Instruction.

States and Territories must meet the following basic criteria when they submit an application:

- 1) It should be a policy-oriented event; the focus should be on one or more Federal policy issues affecting the elderly or future generations of older Americans;
- 2) It should guarantee the participation of older persons;
- 3) It must produce a written report within 30-45 days at the completion of the event or series of events, summarizing major issues discussed and recommendations proposed that can be utilized by the White House Conference on Aging;
- 4) It must not be a profit-making or fundraising event although it is permissible to charge a fee to recover the costs of the event.

CRITERIA FOR FUNDING

A. Eligibility

Eligibility is limited to State Agencies on Aging.

B. Level of Support

AoA will fund all States and Territories with an approximate Federal share of \$2,500 - \$5,000 for Territories and \$10,000 - \$22,000 for States. Please refer to the enclosed attachment which lists State and Territorial allotments.

C. Use of Funds

States and Territories may request funds for White House Conference activities relating to the following purposes:

- 1) To assist in the planning cost for conducting a State or Territorial White House Conference on Aging;
- 2) To assist in the actual cost incurred during the holding of the State or Territorial White House Conference on Aging;

- 3) To assist in costs incurred through the development of the State or Territorial report to the White House Conference on Aging.

D. Duration of AoA Support

It is expected that funds for activities supported under this award will be obligated by the end of Fiscal Year 1994 and expenditures will be completed by May 1995.

GENERAL INFORMATION

A. Notification for Funding

All applicants will automatically be notified of the receipt of their application and informed of the identification number assigned to it.

B. Other Comments

AoA will work closely with the White House Conference on Aging in making funding decisions.

C. Application Procedures

The completed application should include the following parts:

<u>PART I</u>	-	<u>Cover Sheet (Standard Form 424)</u>
<u>PART II</u>	-	<u>Budget Information (Standard Form 424A)</u>
<u>PART III</u>	-	<u>Assurances (Standard Form 424B) Certification Forms (lobbying, debarment and drug-free workplace).</u>
<u>PART IV</u>	-	<u>Program Narrative</u>

A sample "Application for Federal Assistance" (SF 424 - SF 424A and SF 424B) has been completed for guidance. Part III - Assurances are self explanatory. Please note that this program is not covered by E.O. 12372.

DEADLINES

State and Territorial White House Conference funds for FY 1994 become available on August 1, 1994. Awards will be made based on the status of approved applications. Therefore, applications from grantees must be postmarked no later than June 17, 1994. Applications postmarked after June 17, 1994 will not be accepted.

PROCEDURE FOR SUBMITTAL OF APPLICATION

An original and two copies of the application must be mailed or hand delivered to the:

Department of Health and Human Services
Administration on Aging
Grants Management Division
330 Independence Avenue S.W.
Washington, D.C. 20201
Attn: White House Conference on Aging

INQUIRIES: Inquiries should be addressed to
Margaret A. Tolson, Director, Grants Management
Division at (202) 401-0838.

A handwritten signature in dark ink, appearing to read 'Fernando M. Torres-Gil', is written over a horizontal line.

Fernando M. Torres-Gil
Assistant Secretary for Aging

Attachments (3)
Attachment 1 - Standard Form 424
Attachment 2 - Allotment Table
Attachment 3 - Program Narrative

Completing the Application

Answers to the following questions must be included in your application. The format below is merely a sample. Please feel free to design your own format.

NAME OF STATE UNIT ON AGING _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

CONTACT PERSON _____ TELEPHONE _____

Understanding that your plans may not be finalized at the time of this application, please briefly describe your proposed State Conference activities to the best of your ability.

DATE/S _____ LOCATION/S _____

CITY/IES _____

What specific Federal aging policy issues do you intend to address?

How will older people be invited to and be involved in your proposed activities?

Do you plan to charge a fee for your activity? YES () NO ()

Please confirm that your State Unit on Aging will provide the WHCOA a written summary report on issues discussed and recommendations proposed, within 30 to 45 days of the conclusion of your activities.

**Allotments to States and Territories
for White House Conference on Aging Activities**

State	Allotment	State	Allotment
U.S., total	\$600,000		
Alabama	\$10,000	Nevada	\$10,000
Alaska	\$10,000	New Hampshire	\$10,000
American Samoa	\$2,500	New Jersey	\$13,936
Arizona	\$10,000	New Mexico	\$10,000
Arkansas	\$10,000	New York	\$18,867
California	\$22,069	North Carolina	\$10,000
Colorado	\$10,000	North Dakota	\$10,000
Connecticut	\$10,000	Northern Mariana Isl.	\$2,500
Delaware	\$10,000	Ohio	\$15,421
Dist. of Col.	\$10,000	Oklahoma	\$10,000
Florida	\$18,858	Oregon	\$10,000
Georgia	\$10,000	Palau	\$2,500
Guam	\$5,000	Pennsylvania	\$16,868
Hawaii	\$10,000	Puerto Rico	\$10,000
Idaho	\$10,000	Rhode Island	\$10,000
Illinois	\$15,422	South Carolina	\$10,000
Indiana	\$10,000	South Dakota	\$10,000
Iowa	\$10,000	Tennessee	\$10,000
Kansas	\$10,000	Texas	\$16,760
Kentucky	\$10,000	Utah	\$10,000
Louisiana	\$10,000	Vermont	\$10,000
Maine	\$10,000	Virgin Islands	\$5,000
Maryland	\$10,000	Virginia	\$10,000
Massachusetts	\$10,000	Washington	\$10,000
Michigan	\$14,299	West Virginia	\$10,000
Minnesota	\$10,000	Wisconsin	\$10,000
Mississippi	\$10,000	Wyoming	\$10,000
Missouri	\$10,000		
Montana	\$10,000		
Nebraska	\$10,000		

NOTE: All states were given a base allotment of \$10,000; smaller allotments were given to the territories. The remainder of the \$600,000 was divided proportionally (based on 1992 estimates of the 60+ population) and given as supplemental allotments to those states with more than 3.0% of the 60+ population in the United States and territories.

This table was compiled by the U.S. Administration on Aging. Population data for determining allotments were provided by the Bureau of the Census.

WHITE HOUSE CONFERENCE ON AGING

**501 School Street, S.W., 8th Floor
Washington, D.C. 20024
Telephone: 202/245-7116
Fax: 202/245-7857**

**Fernando M. Torres-Gil
Assistant Secretary for Aging**

**Robert B. Blancato
Executive Director**

MAR - 4 1994

RECOGNITION GUIDELINES FOR WHITE HOUSE CONFERENCE ON AGING EVENTS HELD BY OUTSIDE ORGANIZATIONS

The 1995 White House Conference on Aging (WHCOA) intends to recognize local and regional activities, events and programs developed by outside organizations during 1994. Recognition implies the WHCOA's acknowledgement of the relevancy of your activity to the goals of the WHCOA. To assist you in these efforts, we have developed guidelines which must be followed in order to have your event officially recognized by the White House Conference on Aging.

Background

A White House Conference on Aging is intended to produce policy recommendations to guide national aging policy over the next decade. In Public Law 102-375, the Older Americans Act Amendments of 1992, Congress specifically identified six primary purposes for the White House Conference on Aging. They are:

- 1) to increase public awareness of the interdependence of generations and the essential contributions of older individuals to society for the well-being of all generations;
- 2) to identify the problems facing older individuals and the commonalities of the problems with problems of younger generations;
- 3) to examine the well-being of older individuals, including the impact the wellness of older individuals has on our aging society;

4) to develop such specific and comprehensive recommendations for executive and legislative action as may be appropriate for maintaining and improving the well-being of the aging;

5) to develop recommendations for the coordination of Federal policy with State and local needs and the implementation of such recommendations; and

6) to review the status and multigenerational value of recommendations adopted at previous White House Conferences on Aging.

Please note that in your planning of events, particular emphasis should be directed to purposes 1 and 5 listed above.

Guidelines

In order for the White House Conference on Aging to consider recognizing a local activity, event or program, it must meet the following basic criteria:

A) It must be a policy-oriented event; the focus must be on one or more Federal policy issues affecting the elderly or the near-elderly;

B) It must guarantee the participation of older persons;

C) It must produce a written report within 30-45 days summarizing major issues discussed and recommendations proposed that can be utilized by the White House Conference on Aging;

D) It must not be a profit-making or fundraising event although it is permissible to charge a fee to recover the costs of the event; and

E) It must be approved by the Executive Director.

If the White House Conference on Aging agrees to recognize your event, we will provide you with an official letter that could be presented at the activity, event or program. In certain limited instances, the White House Conference on Aging may also be able to participate. A White House Conference on Aging recognition allows the activity, event or program to publicize that it has been recognized by the WHCOA and that it will be listed in the final report of the Conference. However, recognition does not imply that the WHCOA endorses the recommendations.

If you are interested in having your organization receive the recognition of the 1995 White House Conference on Aging, and have an activity, event or program scheduled, we would ask that you complete the enclosed form and return it to us as soon as possible. It will be reviewed and a response will be sent to you in as expeditious a manner as possible. The 1995 White House Conference on Aging looks forward to working with you. Should you have any questions, please feel free to contact Judy Satine of the WHCOA staff at (202) 245-7826.


Robert B. Blancato
Executive Director

Enclosure

REQUEST FOR WHCOA PROJECT RECOGNITION

NAME OF ORGANIZATION _____

ADDRESS _____

CITY _____ **STATE** _____ **ZIP** _____

FOR PROFIT () **NON-PROFIT** ()

TITLE OF PROPOSED ACTIVITY _____

DATE/S _____ **LOCATION** _____

CITY/IES 1. _____ 2. _____

3. _____ 4. _____

Please briefly describe your proposed activity, event, or program.

What specific Federal aging policy issue do you intend to address? Please describe:

Will older people be invited to and be involved in your proposed activity, event, or program? Can you indicate the size of the target audience and what percentage might be seniors?

Can you provide to the WHCOA within 30 to 45 days of your activity, event, or program, a written summary report on issues discussed and recommendations proposed? YES () NO ()

Do you plan to charge a fee for your activity? YES () NO ()

CONTACT PERSON _____ **TELEPHONE** _____

DATE OF REQUEST _____

family residential real estate (mortgage loans) from Banc One's mortgage subsidiary, Banc One Mortgage Corporation, Indianapolis, Indiana (BOMC). Banc One also has requested an exemption to permit BOMC to vary the consideration on mortgage loans for customers who have obtained or will obtain a traditional banking product from any of Banc One's subsidiary banks. BOMC originates and refinances mortgage loans, primarily for sale into the secondary market.

In 1994, Banc One intends to reorganize BOMC as an operating subsidiary of Bank One, Indianapolis, N.A., Indianapolis, Indiana. In this connection, Banc One also has requested an exemption to permit its banks and BOMC to continue to offer customers the price reductions described above after the reorganization.

Section 106(b) permits a bank to fix or vary the consideration for extending credit or furnishing services on condition that a customer also obtain a traditional banking product from that bank. However, Section 106(b) prohibits a bank from engaging in these same activities on condition that the customer obtain any additional credit or services from any affiliate. The Board may grant an exception that is not contrary to the purposes of this provision.¹

Banc One contends that its proposal is consistent with the purposes of Section 106(b) because the proposal is not anticompetitive. Banc One argues that the market for mortgage loans and for traditional banking products is highly competitive, and that BOMC does not have sufficient market share on a local, nationwide, or other basis to adversely affect competition. Banc One also argues that the proposal will promote competition and will not limit the availability of products to consumers because the traditional banking products offered by Banc One's subsidiary banks and mortgage loans from BOMC will be separately available to customers.

Notice of Banc One's request is published solely in order to seek the views of interested persons on the issues presented by the request and does not represent a determination by the Board that the request meets or is likely to meet the standards of Section 106(b). The request may be inspected at the offices of the Board of Governors.

Any comments or requests for hearing should be submitted in writing and received by William W. Wiles, Secretary of the Board of Governors of the Federal Reserve System, Washington, DC 20551, not later than April 15, 1994.

¹ See, e.g., 12 U.S.C. 1972(1).

Board of Governors of the Federal Reserve System, March 11, 1994.
Jennifer J. Johnson,
Associate Secretary of the Board.
[FR Doc. 94-6219 Filed 3-16-94; 8:45 am]
BILLING CODE 6210-01-F

GOVERNMENT PRINTING OFFICE

Depository Library Council To the Public Printer; Meeting

The Depository Library Council to the Public Printer (DCL) will hold its Spring 1994 meeting on Monday, April 25, 1994, through Wednesday, April 27, 1994, in Arlington, Virginia. The meeting sessions will take place from 8:30 a.m. until 5 p.m. on Monday and Tuesday and from 8:30 a.m. until 12 p.m. on Wednesday. The sessions will be held at the Rosslyn Westpark Hotel, 1900 North Fort Myer Drive, Arlington, Virginia 22209. The purpose of this meeting is to discuss the Federal Depository Library Program. The meeting is open to the public.

A limited number of hotel rooms have been reserved at the Rosslyn Westpark for anyone needing hotel accommodations. Telephone: 800-368-3408 or 703-527-4814; fax: 703-522-8864. Please specify the Depository Library Council when you contact the hotel. Room cost per night is \$82.

Michael F. DiMario,
Public Printer.
[FR Doc. 94-6250 Filed 3-16-94; 8:45 am]
BILLING CODE 1505-01-M

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Administration on Aging

White House Conference on Aging; Recognition of Activities

AGENCY: White House Conference on Aging, AoA, HHS.

ACTION: Notice.

SUMMARY: The 1995 White House Conference on Aging (WHCOA) intends to recognize local and regional activities, events and programs developed by outside organizations during 1994. Recognition implies the WHCOA's acknowledgement of the relevancy of the activity to the goals of the WHCOA. Interested organizations must adhere to the guidelines listed below to have an event officially recognized by the White House Conference on Aging.

ADDRESSES: Forms should be sent to the WHCOA, 501 School St. SW., 8th Floor, Washington, DC 20024.

FOR FURTHER INFORMATION CONTACT: Judy Satine, White House Conference on Aging, 202-245-7826. See address above.

SUPPLEMENTARY INFORMATION: A White House Conference on Aging is intended to produce policy recommendations to guide national aging policy over the next decade. In Public Law 102-375, the Older Americans Act Amendments of 1992, Congress specifically identified six primary purposes for the White House Conference on Aging. They are:

(1) To increase public awareness of the interdependence of generations and the essential contributions of older individuals to society for the well-being of all generations;

(2) To identify the problems facing older individuals and the commonalities of the problems with problems of younger generations;

(3) To examine the well-being of older individuals, including the impact the wellness of older individuals has on our aging society;

(4) To develop such specific and comprehensive recommendations for executive and legislative action as may be appropriate for maintaining and improving the well-being of the aging;

(5) To develop recommendations for the coordination of Federal policy with State and local needs and the implementation of such recommendations; and

(6) To review the status and multigenerational value of recommendations adopted at previous White House Conferences on Aging.

It should be noted that particular emphasis should be directed to purposes 1 and 5 listed above.

Guidelines

In order for the White House Conference on Aging to consider recognizing a local activity, event or program, it must meet the following basic criteria:

(A) It must be a policy-oriented event; the focus must be on one or more Federal policy issues affecting the elderly or the near-elderly;

(B) It must guarantee the participation of older persons;

(C) It must produce a written report within 30-45 days summarizing major issues discussed and recommendations proposed that can be utilized by the White House Conference on Aging;

(D) It must not be a profit-making or fundraising event although it is permissible to charge a fee to recover the costs of the event; and

(E) It must be approved by the Executive Director. If the White House Conference on Aging agrees to recognize the event, an official letter will be provided that could be presented at the activity, event or program. In certain limited instances, the White House Conference on Aging may also be able to participate. A White House Conference on Aging recognition allows the activity, event or program to publicize that it has been recognized by the WHCOA and that it will be listed in the final report of the Conference. However, recognition does not imply that the WHCOA endorses the recommendations.

Interested organizations should respond to the questions set out in the appended form and send the information to the above address as soon as possible. It will be reviewed and a response sent as expeditiously as possible.

Fernando M. Torres-Gil,
Assistant Secretary for Aging.

Appendix—Form

Request for WHCOA Project Recognition

Name of Organization _____
Address _____
City _____
State _____
ZIP _____

FOR PROFIT () NON-PROFIT ()

Title of Proposed Activity _____
Date/s _____
Location _____
City/ies 1. _____

2. _____
3. _____
4. _____

Please briefly describe your proposed activity, event, or program.

What specific Federal aging policy issue do you intend to address: Please describe:

Will older people be invited to and be involved in your proposed activity, event, or program? Can you indicate the size of the target audience and what percentage might be seniors?

Can you provide to the WHCOA within 30 to 45 days of your activity, event, or program, a written summary report on issues discussed and recommendations proposed?

YES () NO ()

Do you plan to charge a fee for your activity?

YES () NO ()

Contact Person _____

Telephone _____

Date of Request _____

[FR Doc. 94-6165 filed 3-16-94; 8:45 am]

BILLING CODE 4130-02-M

Administration for Children and Families

Agency Information Collection Under OMB Review

Under the provisions of the Federal Paperwork Reduction Act (44 U.S.C. Chapter 35), the National Center on Child Abuse and Neglect (NCCAN) of the Administration for Children and Families (ACF) is requesting clearance from the Office of Management and Budget (OMB) for instruments to be used for the Site Visit Interview Component of the National Evaluation of Emergency Child Abuse and Neglect Prevention Services Demonstration Projects. The Emergency Services Demonstration projects were designed to address services to families experiencing the coexisting problems of substance abuse and child maltreatment.

ADDRESSES: Copies of the information collection may be obtained from Edward E. Saunders of the Office of Information Systems Management, ACF, by calling (202) 205-7921.

Written comments and questions regarding this information collection should be sent directly to:

Laura Oliven, OMB Desk Officer for ACF, OMB Reports Management Branch, New Executive Office Building, room 3002, 725 17th Street, NW., Washington, DC 20503, (202) 395-7316.

Information on Document

Title: Evaluation of the Emergency Child Abuse and Neglect Prevention Services Demonstration.

OMB No.: New Request.

Description: The Emergency Child Abuse and Neglect Prevention Services Demonstration projects, funded by the National Center on Child Abuse and Neglect of the Administration for Children and Families (ACF), were designed to address services to families experiencing the coexisting problems of substance abuse and child maltreatment.

The national evaluation is comprised of two primary components—the Site Visit Interview Component and the Document Review Component. The site visit data, in conjunction with information obtained from reviews of program reports and third-party evaluation documents (obtained from the Document Review component) will be used to assess the extent to which demonstration programs have met the goals of (1) developing emergency service delivery models to provide crisis intervention for children and adolescents at risk for maltreatment from substance-abusing family

members; and (2) removing barriers to treatment for substance-abusing parents or family members in order to prevent maltreatment of children in these at-risk households. The Site Visit Interview Component will be conducted through visits to 49 projects and interviews with key members at the project site. The information obtained by the Site Visit Interview Component will be used by NCCAN in decision-making regarding policy and programs pertaining to services to children and families experiencing the coexisting problems of substance abuse and child maltreatment. The information also will provide the fields of substance abuse and child abuse prevention and intervention with new models for working together and for serving families from a holistic perspective.

Annual Number of Respondents: 188

Frequency: 1.

Average Burden Hours Per Response: 2.02.

Total Burden Hours: 379.75.

Dated: March 10, 1994.

Larry Guerrero,

Deputy Director, Office of Information Systems Management.

[FR Doc. 94-6204 Filed 3-16-94; 8:45 am]

BILLING CODE 4184-01-M

Health Care Financing Administration

[OIS-024-N]

Medicare and Medicaid Programs; Quarterly Listing of Program Issuances and Coverage Decisions—Fourth Quarter 1993

AGENCY: Health Care Financing Administration (HCFA), HHS.

ACTION: Notice.

SUMMARY: This notice lists HCFA manual instructions, substantive and interpretive regulations and other Federal Register notices, and statements of policy that were published during October, November, and December of 1993 that relate to the Medicare and Medicaid programs. Section 1871(c) of the Social Security Act requires that we publish a list of Medicare issuances in the Federal Register at least every 3 months. Although we are not mandated to do so by statute, for the sake of completeness of the listing, we are including all Medicaid issuances and Medicare and Medicaid substantive and interpretive regulations (proposed and final) published during this timeframe.

We are also providing the content of revisions to the Medicare Coverage Issues Manual published between October 1 and December 31, 1993. On

Administration on Aging**White House Conference on Aging; Recognition of Activities; Extension of Recognition Period**

AGENCY: White House Conference on Aging, AoA, HHS.

ACTION: Notice; extension of recognition period.

SUMMARY: The 1995 White House Conference on Aging (WHCOA) published a document in the *Federal Register* on March 17, 1994, page 12609, announcing its intention to recognize local and regional activities, events and programs developed by outside organizations during 1994. The WHCOA is extending the period for recognition to April 30, 1995.

FOR FURTHER INFORMATION CONTACT:

Judy Satine, White House Conference on Aging, 501 School St. SW., 8th floor, Washington, DC 20024, 202-245-7826.

Fernando M. Torres-Gil,

Assistant Secretary for Aging.

[FR Doc. 94-9423 Filed 4-18-94; 8:45 am]

BILLING CODE 4130-02-M

Centers for Disease Control and Prevention

[Announcement—501]

Public Health Conference Support Grant Program**Introduction**

The Centers for Disease Control and Prevention (CDC) announces the availability of funds in fiscal year (FY) 1995 for the Public Health Conference Support Grant Program. The Public Health Service (PHS) is committed to achieving the health promotion and disease prevention objectives of Healthy People 2000, a PHS-led national activity to reduce morbidity and mortality and improve the quality of life. This announcement is related to all of Healthy People 2000 priority areas, except HIV Infection (a separate announcement for HIV entitled, "Public Health Conference Support Cooperative Agreement Program for Human Immunodeficiency Virus (HIV) Prevention" will be published). (For ordering a copy of "Healthy People 2000," see the section "Where To Obtain Additional Information.")

Authority

This program is authorized under section 301 (42 U.S.C. 241) and section 310 (42 U.S.C. 242n) of the Public Health Service Act.

Smoke-Free Workplace

The Public Health Service strongly encourages all grant recipients to provide a smoke-free workplace and promote the non-use of all tobacco products. This is consistent with the PHS mission to protect and advance the physical and mental health of the American people.

Eligible Applicants

Eligible applicants include non-profit and for-profit organizations. Thus, universities, colleges, research institutions, hospitals, other public and private (e.g., community-based, national, and regional) organizations, State and local health departments or their bona fide agents, federally recognized Indian tribal governments, Indian tribes or Indian tribal organizations, and small, minority and/or women-owned businesses are eligible for these grants.

Availability of Funds

Approximately \$300,000 is expected to be available in FY 1995 to fund approximately 15-20 awards. The awards range from \$1,000 to \$30,000 with the average award being approximately \$15,000. The awards will be made for a 12-month budget and project period. The funding estimates may vary and are subject to change, based on the availability of funds.

Use of Funds

1. CDC funds may be used for direct cost expenditures: salaries, speaker fees, rental of necessary equipment, registration fees, and transportation costs (not to exceed economy class fare) for non-Federal employees.

2. CDC funds may Not be used for the purchase of equipment, payments of honoraria, alterations or renovations, organizational dues, entertainment or personal expenses, cost of travel and payment of a Federal employee, nor per diem or expenses other than local mileage for local participants.

3. CDC funds may Not be used for reimbursement of indirect costs.

4. Although the practice of handing out novelty items at meetings is often employed in the private sector to provide participants with souvenirs, Federal funds Cannot be used for this purpose.

5. CDC funds may be used for only those parts of the conference specifically supported by CDC as documented in the grant award.

Purpose

The purpose of the conference support grants is to provide Partial support for specific non-Federal

conferences in the areas of health promotion and disease prevention information/education programs, (Except HIV Infection). Applications are being solicited for conferences on: (1) Chronic disease prevention; (2) infectious disease prevention; (3) control of injury or disease associated with environmental, home, and workplace hazards; (4) environmental health; (5) occupational safety and health; (6) control of risk factors such as poor nutrition, smoking, lack of exercise, high blood pressure, and stress; (7) health education and promotion; (8) laboratory practices; and (9) efforts that would strengthen the public health system. Because conference support by CDC creates the appearance of CDC co-sponsorship, there will be active participation by CDC in the development and approval of those portions of the agenda supported by CDC funds. In addition, CDC will reserve the right to approve or reject the content of the full agenda, speaker selection, and site selection. CDC funds will not be expended for non-approved portions of meetings. Contingency awards will be made allowing usage of only 10% of the total amount to be awarded until a final full agenda is approved by CDC. This will provide funds for costs associated with preparation of the agenda. The remainder of funds will be released only upon approval of the final full agenda. CDC reserves the right to terminate co-sponsorship if it does not concur with the final agenda.

Because CDC's mission and programs relate to the promotion of health and the prevention of disease, disability, and premature death, only conferences focusing on such programmatic areas will be considered. Those topics concerned with health-care and health-service issues and areas other than prevention should be directed to other public health agencies.

Program Requirements

Grantees must meet the following requirements:

A. Manage all activities related to program content (e.g., objectives, topics, attendees, session design, workshops, special exhibits, speakers, fees, agenda composition, and printing). Many of these items may be developed in concert with assigned CDC project personnel.

B. Provide draft copies of the agenda and proposed ancillary activities to CDC for approval. Submit copy of final agenda and proposed ancillary activities to CDC for approval.

C. Determine and manage all promotional activities (e.g., title, logo, announcements, mailers, press, etc.).

5/5/94

LOCAL RECOGNITION EVENTS CONTACT PERSON

A = Approved
L = Letter sent

29 STATES + Guam & Wash. D.C.
59 PROJECTS

STATE/ORGANIZATIONS	DATES	ISSUE	STATUS	CONTACT PERSON	TELEPHONE	REPORT DUE DATE
ALABAMA						
1. NACOLG AAA Tusculmbia	4/26/94	Forum long term care	A-L 3/29	Jeff Thompson	(205)332-9173	
2. AAA of the South Alabama Regional Planning Commission Mobile	4/21/94	Forum improvement in long-term care	A-L 4/4	Joan States	(205)433-6541	
3. Office of Senior Citizens Activities, Birmingham	4/27/94	Forum - Long term care	A-L 4/25	Barbara Bonfield	(205)325-1416	
4. Central Alabama Aging Consortium, Montgomery	4/28/94	Forum - Long term care	A-L 4/19	Martha Pippin	(205)240-4666	
ARIZONA						
1. Gila Co. Cooperative Ext. Univ. of Arizona (F) Payson	10/15/94	Public Conference- Intergenerational issues of the town	A-L 4/4	Ruth Carter	(602)425-7179	
CALIFORNIA						
1. Case Management Project, Alhambra, Baldwin Park, Azusa Irwindale, Rosemead, San Gabriel, South El Monte, El Monty, Monterey Park (All Cong. Matthew Martinez	6/3/94	Focus of Older Americans Act - What is working and not working	A-L 4/8	Sandy Hester	(818)458-4524	
2. SeniorNet, Santa Clara (F)	6/2-3/94	Town Hall Meeting - Information Technology	A-L 4/8	Dr. Mary S. Furlong	(415)750-5030	
3. California Legislative Council for Older Americans	5/18/94	Health care reform, State Budget FY 94 & 95 and Crime	A-l 4/25	Shirley A. Bierly	(415)541-9629	
4. AARP San Francisco	3/21-22/94	Minority Affairs Outreach Town hall Meetings--Health care, income, Crime	A-L 4/19	Mona Negm	(202) 434-2468	

STATE/ORGANIZATIONS	DATES	ISSUE	STATUS	CONTACT PERSON	TELEPHONE	REPORT DUE DATE
5. Area 12 AAA Sonora	5/25/94	Senior Expo - Elder Abuse; Health Care Reform, Elder Law	A-L 4/25	Peggy Lee	(209) 532-6272	
6. Seniors Council (AAA CA. PSA #13) Watsonville	5/11/94	Community Forum -Health care, transportation, legal needs	A-L 5/2	Jennifer Davis	(408) 688-0400	
7.Coalition on Aging & Developmental Disabilities,Rohnert Park	6/30/94	White House Conference on Aging Day. Aging and Developmental Disabilities	A-L 5/2	Elvis Bozarth	(707) 527-7331	
8. Central Coast Commission for Snior Citizens, Santa Maria	5/13/94	Regional Conference on senior needs--long-term care; health care reform, transportation		Jack Reitzen	(805) 925-9554	
9.AAA, Jackson	6/8/94	Community-Forum Rural elderly. Healthcare, housing, transportation		Nancy Dolton	(209) 223-3845	
CONNECTICUT						
1. Southwestern CT, Agency on Aging Bridgeport, Darien, Easton, Fairfield Greenwich, Monroe, New Canaan, Norwalk, Stamford, Stratford, Trumbull	Fall '94	Town Meeting on Aging Issues Regional Needs Assessment	A-L 3/29	Diana Shoemaker	(203) 853-7189	
2. South Central CT AAA (F) Hamden CT	4/19/94	Community Forum-Health Presentation by Families USA	A-L 3/29	Carla Hayes	(203) 933-5431	
3. New Haven, CT - Better Elder Services Today Project	Every month	Identify neighborhood specific issues		Dr. Dorothy Baker	(203) 785-7178	
4. N. Central Area Agency on Aging, INC. (NCAAA) Simsbury, Bloomfield, Newington, Manchester, Bristol, Hartford, and the North-East Section of NCAAA's 38-town	5/20, 26 - 6/28, 30 - 7/11/94	Roundtable Discussions on Aging Issues	4/25/94	Kristen E. Nolan	(203) 724-6443	
5. National Shared Housing Resource Center, Stamford	10/28- 10/31/94	Alternatives in Community Housing		Margaret Harmon	(802) 862-2727	
FLORIDA						
1. National Shared Housing Resource Center, Orlando	11/8/94	Interdependence in Shared Housing, Long-term care		Margaret Harmon	(802) 862-2727	

STATE/ORGANIZATIONS	DATES	ISSUE	STATUS	CONTACT PERSON	TELEPHONE	REPORT DUE DATE
2. Alliance for Aging, Inc. AAA for Dade & Monroe Counties, Miami	10/94	Minority , financial, Health Promotion & Disease Prevention		Rosebud L. Foster, Ed. D	(305) 670-6502	
GEORGIA						
Savannah Chapter-Georgia Gerontology Society, Inc.- Savannah	5/5/94	Informmational Fair- Making Seniors Aware of benefits available,crime prevention, nutrition, housing.		Debbie W. Walker	(912)236-0363	
GUAM						
Dept. of Public Health & Social Services/Div. of Senior Citizens, Tumon	5/13/94	20th Governor's Conf. on Aging, Home Health Care	A-L 5/2	Donna Renee Anderson	(671) 637-0447	
IDAHO						
1. Ida-Ore Planning & Dev. Assoc/AAA (F) Boise, ID	5/12,13	Area III Regional Conference transportation, housing, health care, etc.	A-L 3/29	Elwin E. Grout	(208)549-2411	
2. AAA/North Idaho College (F) Post Falls, Idaho	5/23/94	Regional Conference - Mental Wellness & substance abuse	A-L 3/29	Bobbie Sailor	(208)667-3179	
ILLINOIS						
1. Chicago/Dept. of Aging Chicago	5/2/94	City Wide Caucus - Crime	A-L 3/29	Donald R. Smith	(312)744-5770	
2. Chicago, Natl Caucus/Center on Black Aged, Inc.	10/14/94	Conference Minority Concerns- Access, Housing, Income Security	A-L 3/29	Carol H. Jones	(312)714-9811	
3. Institute on Disability Rockford and Human Development	4/28/94	Forum - Health & Social Services Long Term Care	A-L 4/8	Eilleen Gabriel	(312)413-1860	
4. Chicago Community Trust, Mundelein, (F)	5/20-21/94	2nd Aging Network Leadership Retreat - Housing		Michael Marcus	(312)372-3356	
INDIANA						
1. Indiana Federation of Hoosiers/AAA (F) Columbus	6/5-6/96	Annual Conference-Health Care & Special Needs of Women in the Third Age	A-L 3/29	Donald L. Kramer	(317)786-1974 (317)255-1458	
IOWA						

STATE/ORGANIZATIONS	DATES	ISSUE	STATUS	CONTACT PERSON	TELEPHONE	REPORT DUE DATE
Heritage AAA Cedar Rapids	7/23/94	Senior Issues Conference- Health Care Reform	A-L 4/19	Tom Miskimen	(319) 398-5559	
KENTUCKY						
1. Multi-purpose Community Action Agency, Inc Shepherdsville, Shelbyville, Lebanon Junction, Taylorsville	6/6,10,1 3,17 & 20, 94	Senior concerns and independent living - Housing, Long-term care	A-L 4/25	Alan Scherer	(502)633-6371	
3. Lincoln Trail AAA, Elizabethtown	5/26/94	Senior Celebration- Community Based Services		Nancy Addington	(502) 769-2393	
LOUISIANA						
1. Calcasieu AAA & I CARE Coalition, Inc. Lake Charles, LA	4/6/94	Seminar on Elder Abuse	A-L 3/29	Millie S. Woodel	(318)474-2583	
MARYLAND						
1. Maryland Office on Aging Hagerstown, Easton, Edgewater Baltimore	4/6- 14/94	Public Hearings-Housing, health care 4/21; 4/27	A-L 4/4	Violet M. Sloat	(410)225-1270	
MASSACHUSETTS						
Area Agency on Aging/Elderly Commission	6/10/94	Improving the quality of Elders lives	A-L 4/19	Alfred Davis	(617)635-4371	
Alzheimers Assn., Dept of Public Health, Boston	5/20/94 &6/1/9	Long term care; Legal issues re: competency, guardianship etc.	A-L 5/2	Donald J.O'Leary	(617) 494-5150	
MICHIGAN						
1. Michigan Senior Power Day	5/18	Health Care Reform	A-L 4/8	Jane G. Schonoman	(517)482-4725	
2. Upper Peninsula AAA, Escanaba	9/15/94	Annual Senior Citizens Convention, Health Care Reform	A-L 5/2	Jonathan Mead	(906)786--4701	
MINNESOTA						
1. Metropolitan Area Agency on Aging	11/11/94	Senior Options Exposition	A-L 4/19	Linda Dahle	(612)291-6553	
2.Senior Companion Progrgam of Minnesota	9/26- 28/94	SCP 20th Anniversary Training & Recognition Event- National Services- Seniors as Valuable Community Resources		John Pribyl	(612)872-1719	

STATE/ORGANIZATIONS	DATES	ISSUE	STATUS	CONTACT PERSON	TELEPHONE	REPORT DUE DATE
MISSISSIPPI						
1. AAA of Southern Mississippi, Biloxi	6/24	Health Care Reform, Preventive Health Care	A-L 4/8	Jane Kennedy	(601)868-2326	
MISSOURI						
1. Washington/Union Senior Citizens Centers, Washington	6/4/94	Conference on Aging - Special needs of rural citizens; Retirement	A-L 4/25	David Brunworth, M.D.	(314) 239-5131	
NEBRASKA						
1. NE Dept. on Aging North Platte	510-12/94	WHCoA Forum - Housing, Economic Security, Long-term care	A-L 4/19	Monica Frank Pribil	(402) 471-2306	
NEW YORK						
1. Allegheny Co. Office for the Aging, Wellsville	5/10/94	Senior Forum-Home & Community Based Care	A-L 3/29	Kimberley Toof	(716)268-9390	
2. Sullivan County AAA Care Monticello, NY	4/18/94	Advisory Committee all day Training Review to better coordinate programs	A-L 4/18	James P. Galligan	(914)794-3000 ext. 3028	
3. Madison Co. Office for Aging, Oneida, Canastota	5/3/94	Panel Presentation-Planning Now for the Future-Long-term Care	A-L 4/4	Anthony Joseph	(315)684-9424	
4. Jamaica Service Program, Queens (F)	3/95	Forum-Integrating Generations	A-L 4/8	Carol J. Hunt	(718)657-6500	
5. Ulster Caregivers Planning Committee, Kerhonkson, F	5/20/94	Taking the Stress out of Caregiving		Kathy Puglisi	(914-687-5274	
OKLAHOMA						
1. Chickasaw Nation Senior Citizens Sulphur	5/12-13/94	Conference, Long-term health care	A-L 4/4	Dean McManus	(405)436-2603 ext. 318	
OREGON						
1. University of Portland Gerontology Program & AARP, Portland	4/17/94	Minority Elderly Town Hall Meeting Healthcare, crime, income	A-L 4/8	Dr. Joseph Gallegos	(503)283-8104	
2. Oregon's Governor's Commission on Senior Services, Salem	3/23/94	"Health Care University" - Health Care-long-term care	A-L 5/2	Hal Evenson	(503)945-6414	

STATE/ORGANIZATIONS	DATES	ISSUE	STATUS	CONTACT PERSON	TELEPHONE	REPORT DUE DATE
PENNSYLVANIA						
1. Bucks Co. AAA Doylestown & Newton	Sept & Oct. '94	Mini Conference-Health & Uniting Generations	A-L 3/29	Peggy O'Neill	(215)348-0510	
2. Pocono Medical Center Kunkletown, East Stroudsburg, Tannersville	5/2-4 '94	Senior May Days-Open House- Older Adult Exercise Programs	A-L 4/4	Rosemary Allocco	(717)476-3336	
3. Experience, Inc. AAA Warren	5/18,20 '94	Two (2) Award Ceremonies- Discussion of employment for the older worker	A-L 4/4	Lillian Dunn	(814)723-3763	
4. PA Consumer Provider Council, Altoona, Erie, Harrisburg, Pittsburgh, Philadelphia, Wilkes Barre						
TENNESSEE						
Norris Forum on Health Care Reform	6/25/94	Health Care Reform	A-L 4/25	Bill Johnson	(615)494-0641	
TEXAS						
1. AAA of Southeast Texas Port Arthur	5/11/94	Health Care Reform/Insurance Reform	A-L 4/8	Susan Murphree	(409)727-2384	
2. American Public Welfare Assn., San Antoni	9/26- 30/94 WISCONSI N	Adult Protective Service Conference Elder Abuse	A-L 4/19	Toshio Tatara	(202)682--0100	
UTAH						
1. Six County AAA LoA	5/12/94	Six Co. WHCoA-Forum on local issues Support Families & Care Givers; Rural Elderly	A-L 4/8	Rose Bumgardner	(801)896-9222	
VERMONT						
1. National Shared Housing Resource Center Orlando, Florida	11/6- 10/94	Shared Housing	A-L 4/25	Margaret Harmon	(802)862-2727	
2.Vermont Dept of Aging and Disabilities, Burlington	5/9/94	Conference - Future of Long- term care & Independent Living	A-L 4/25	Julie Tessler	(802)241-2400	
VIRGINIA						
1. Green Thumb, Inc. (F) To be determined	Oct/Dec '94	Rural Mini Conference- Identifying needs rural	A-L 3/29	Helen Ericson	(703)522-7272	

STATE/ORGANIZATIONS	DATES	ISSUE	STATUS	CONTACT PERSON	TELEPHONE	REPORT DUE DATE
2. Northern Neck-Middle Pennisula AAA, Inc.	5/19/94	3rd Annual May Day	A-L 4/2	Carol T. McLane	(804)758-2386	
WASHINGTON, DC						
1. The Emeritus Foundation	4/28/94	Volunteer Recognition Ceremony Intergenerational; well being of older persons	A-L 4/4	Lawrence H. Mirel	(202)232-0863	
2. Pension Rights Center/Women's Pension Policy Consortium	5/12/94	Roundtable-Pensions for women		Cindy Hounsell	(20) 2296-3776	
WASHINGTON						
Seattle-King Co Generations United Seattle	5/5/94	Linking the Ages-- Interdependednce of Gnerations	A-L 4/25	Pam Piering	(206)684-0104	
WISCONSIN						
1. Coalition of Wisconsin Aging Groups (F) Stevens, Point	7/27-29 '94	CWAG Convention-Building Wisconsin for People of all ages. Long-term care, Social Security	A-L 4/4	Thomas L. Frazier	(608)257-0023	

WHITE HOUSE CONFERENCE ON AGING

501 School Street, S.W., 8th Floor

Washington, D.C. 20024

Telephone: 202/245-7116

Fax: 202/245-7857

Fernando M. Torres-Gil
Assistant Secretary for Aging

Robert B. Blancato
Executive Director

APR 18 1994

RECOGNITION GUIDELINES FOR WHITE HOUSE CONFERENCE ON AGING MINI-CONFERENCES HELD BY OUTSIDE ORGANIZATIONS

The 1995 White House Conference on Aging (WHCoA) intends to recognize mini-conferences developed by outside organizations during 1994 and 1995. Recognition implies the WHCoA's acknowledgement of the relevancy of the mini-conference to the goals of the WHCoA. To assist you in these efforts, we have developed guidelines which must be followed in order to have your mini-conference officially recognized by the White House Conference on Aging.

Background

A White House Conference on Aging is intended to produce policy recommendations to guide national aging policy over the next decade. In Public Law 102-375, the Older Americans Act Amendments of 1992, Congress specifically identified six primary purposes for the White House Conference on Aging. They are:

- 1) to increase public awareness of the interdependence of generations and the essential contributions of older individuals to society for the well-being of all generations;
- 2) to identify the problems facing older individuals and the commonalities of the problems with problems of younger generations;
- 3) to examine the well-being of older individuals, including the impact the wellness of older individuals has on our aging society;

4) to develop such specific and comprehensive recommendations for executive and legislative action as may be appropriate for maintaining and improving the well-being of the aging;

5) to develop recommendations for the coordination of Federal policy with State and local needs and the implementation of such recommendations; and

6) to review the status and multigenerational value of recommendations adopted at previous White House Conferences on Aging.

Guidelines

In order for the White House Conference on Aging to consider recognizing a mini-conference, it must meet the following basic criteria:

A) It must be a policy-oriented event; the focus must be on one Federal policy issue affecting the elderly or the near-elderly or on one constituency group;

B) It must guarantee the participation of older persons;

C) It must be held by March 31, 1995;

D) It must produce a written report within 30 days summarizing major issues discussed and recommendations proposed that can be utilized by the White House Conference on Aging;

E) It must not be a profit-making or fundraising event although it is permissible to charge a fee to recover the costs of the event; and

F) It must be approved by the Executive Director.

If the White House Conference on Aging agrees to recognize your mini-conference, we will provide you with an official letter that could be presented at the event. In certain limited instances, the White House Conference on Aging may also be able to participate. A White House Conference on Aging recognition allows the mini-conference to publicize that it has been recognized by the WHCOA and that it will be listed in the final report of the Conference. However, recognition does not imply that the WHCOA endorses the recommendations or the sponsoring organization(s).

If you are interested in having your mini-conference receive the recognition of the 1995 White House Conference on Aging, we would ask that you complete the enclosed form and return it to us as soon as possible. It will be reviewed and a response will be sent to you in as expeditious a manner as possible.

Although the guidelines described above pertain solely to WHCoA recognition, there will be limited funding made available at a later date for the conduct of mini-conferences. A separate program announcement for those organizations seeking funding for mini-conferences as well as applicable guidelines and criteria for funding will be forthcoming. However, applying for recognition as so described in this memorandum does not preclude an organization from applying for funding.

The 1995 White House Conference on Aging looks forward to working with you. Should you have any questions, please feel free to contact Judy Satine of the WHCOA staff at (202) 245-7826.



Robert B. Blancato
Executive Director

Enclosure

REQUEST FOR WHCOA MINI-CONFERENCE RECOGNITION

NAME OF ORGANIZATION _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

FOR PROFIT () NON-PROFIT ()

TITLE OF MINI CONFERENCE _____

DATE/S _____ LOCATION _____

CITY/IES 1. _____ 2. _____

3. _____ 4. _____

Please briefly describe your proposed mini-conference.

What specific Federal aging policy issue/constituency do you intend to address? Please describe:

Will older people be invited to and be involved in your proposed mini-conference? Can you indicate the size of the target audience and what percentage might be seniors?

Can you provide to the WHCOA within 30 days of your mini-conference, a written summary report on issues discussed and recommendations proposed? YES () NO ()

Do you plan to charge a fee for your activity? YES () NO ()

If yes, to cover the costs of the mini-conference? YES () NO ()

CONTACT PERSON _____ TELEPHONE _____
DATE OF REQUEST _____

Information for Additional Payment Provisions—Total Number of Respondents: 454; Annual Frequency of Response: Three times; Average Burden per Response: 1 hour; Estimated Annual Burden for Additional Payment Requirement: 1,362 hours.—Total Burden: 3,906 hours.

OMB Desk Officer: Allison Eyd.

Copies of the information collection packages listed above can be obtained by calling the OS Reports Clearance Officer on (202) 619-0511. Written comments and recommendations for the proposed information collection should be sent directly to the OMB desk officer designated above at the following address:

OMB Reports Management Branch, New Executive Office Building, room 3208, Washington, DC 20503.

Dated: April 8, 1994.

Dennis P. Williams,

Deputy Assistant Secretary, Budget.

[FR Doc. 94-9310 Filed 4-21-94; 8:45 am]

BILLING CODE 4150-04-M

Administration on Aging

White House Conference on Aging; Recognition of Mini Conferences

AGENCY: White House Conference on Aging, AoA, HHS.

ACTION: Notice.

SUMMARY: The 1995 White House Conference on Aging (WHCOA) intends to recognize mini-conferences conducted by outside organizations during 1994 and 1995. Recognition implies the WHCOA's acknowledgement of the relevancy of the mini-conference to the goals of the WHCOA. Interested organizations must adhere to the guidelines listed below to have a mini-conference officially recognized by the White House Conference on Aging.

ADDRESSES: Forms should be sent to the WHCOA, 501 School St. SW., 8th Floor, Washington, DC 20024.

FOR FURTHER INFORMATION CONTACT: Judy Satine, White House Conference on Aging, 202-245-7826. See address above.

SUPPLEMENTARY INFORMATION: A White House Conference on Aging is intended to produce policy recommendations to guide national aging policy over the next decade. In Public Law 102-375, the Older Americans Act Amendments of 1992, Congress specifically identified six primary purposes for the White House Conference on Aging. They are:

(1) To increase public awareness of the interdependence of generations and

the essential contributions of older individuals to society for the well-being of all generations;

(2) To identify the problems facing older individuals and the commonalities of the problems with problems of younger generations;

(3) To examine the well-being of older individuals, including the impact the wellness of older individuals has on our aging society;

(4) To develop such specific and comprehensive recommendations for executive and legislative action as may be appropriate for maintaining and improving the well-being of the aging;

(5) To develop recommendations for the coordination of Federal policy with State and local needs and the implementation of such recommendations; and

(6) To review the status and multigenerational value of recommendations adopted at previous White House Conferences on Aging.

Guidelines

In order for the White House Conference on Aging to consider recognizing a mini-conference, it must meet the following basic criteria:

(A) It must be a policy-oriented event; it must focus either on one specific Federal policy issue affecting the elderly or the near-elderly or on one specific constituency group;

(B) It must ensure participation of older persons;

(C) It must be held by March 31, 1995;

(D) It must produce a written report within 30 days summarizing major issues discussed and recommendations proposed that can be utilized by the White House Conference on Aging;

(E) It must not be a profit-making or fundraising event although it is permissible to charge a fee to recover the costs of the event; and

(F) It must be approved by the Executive Director. If the White House Conference on Aging agrees to recognize the mini-conference, an official letter will be provided that could be presented at the event. In certain limited

instances, the White House Conference on Aging may also be able to participate. A White House Conference on Aging recognition allows the mini-conference to publicize that it has been recognized by the WHCOA and that it will be listed in the final report of the Conference. However, recognition does not imply that the WHCOA endorses the recommendations or the sponsoring organization(s).

Interested organizations should respond to the questions set out in the appended form and send the information to the above address as

soon as possible. It will be reviewed and a response sent as expeditiously as possible.

Limited funding for the conduct of mini-conferences will be made available at a later date. The program announcement for these mini-conferences as well as applicable guidelines and criteria for funding will be forthcoming. Applying for recognition under this current Notice does not preclude an organization from applying for funding.

Fernando M. Torres-Gil,
Assistant Secretary for Aging.

Appendix—Form

Request for WHCOA Mini-Conference Recognition

Name of organization _____

Address _____

City _____

State _____

Zip _____

For profit () Non-Profit ()

Title of mini conference _____

Date/s _____

Location _____

City/ies 1. _____

2. _____

3. _____

4. _____

Please briefly describe your proposed mini-conference.

WHITE HOUSE CONFERENCE ON AGING

501 School Street S.W. 8th Floor

Washington, D.C. 20024

Telephone: 202 245-7116

Fax: 202-245-7857

Fernando M. Torres-Gil
Assistant Secretary for Aging

Robert B. Blancato
Executive Director

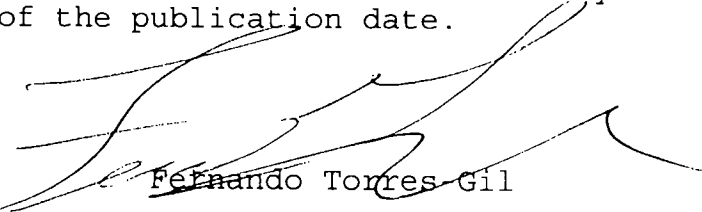
MAY - 3 1994

TO: Martha L. Girard
Director of the Federal Register

FROM: Assistant Secretary for Aging

SUBJECT: Submission of a Document for Publication in the Federal Register

I am pleased to submit for publication in the Federal Register, three originals, properly signed, of a Notice by the Administration on Aging (AoA), announcing that the 1995 White House Conference on Aging (WHCoA) is planning to fund mini-conferences during 1994 and 1995. Please contact Judy Satine at 245-7826 to inform us of the publication date.



Fernando Torres-Gil

Attachments

Billing Code 4130-02-M

DEPARTMENT OF HEALTH AND HUMAN SERVICES (HHS)

Administration on Aging

White House Conference on Aging; Program Announcement No. WHCoA 94-2;
Availability of Funds and Request for Applications for Mini-conferences.

AGENCY: White House Conference on Aging, AoA, HHS.

ACTION: Announcement of availability of funds and request for applications to
conduct mini-conferences in preparation for the 1995 White House Conference on
Aging.

SUMMARY: The White House Conference on Aging (WHCoA) announces that it
will hold a competition for the funding of mini-conferences in preparation for the
1995 White House Conference on Aging. Funding for WHCoA grants is authorized
by the Older Americans Act, Pub. L. 102-375 and Pub. L. 103-171.

This program announcement consists of two parts. Part I provides background
information and describes the program under which the WHCoA is inviting
applications to be considered for funding. Part II describes, in detail, the application
process and provides guidance on how to prepare and submit an application.

All of the forms necessary to submit an application are included following Part II.

They complete the application kit that an applicant needs for preparing and for
submitting an application under this announcement.

Grants will be made under this announcement subject to the availability of funds for
the support of the program described herein.

DATE: The deadline date for the submission of applications is June 6, 1994.

ADDRESS: Application receipt point: Department of Health and Human Services; Administration on Aging, Office of Administration and Management, 330 Independence Avenue, S.W., Room 4644, Washington, DC 20201, Attn: WHCoA-94-2.

FOR FURTHER INFORMATION CONTACT: For programmatic information, contact Judy Satine, Department of Health and Human Services, White House Conference on Aging, 501 School Street, SW., 8th Floor, Washington, DC 20024, telephone (202) 245-7826. For grant technical information, contact Margaret Tolson, AoA, see address above, telephone (202) 401-0838.

SUPPLEMENTARY INFORMATION:

Part I Background Information and Program Description

A. Statutory Authority

The statutory authority for awards made under this Announcement is contained in the Older Americans Act as amended, Pub. L. 102-375 and Pub. L. 103-171.

B. Eligible Applicants

In general, any eligible public or nonprofit private organization, agency or institution is eligible to apply under this program announcement. Any applicant that is not now a DHHS grantee should include, with its application, Internal Revenue Service or other legally recognized documentation of its nonprofit status. A nonprofit applicant cannot be funded without proof of its status.

C. Program Description

President Clinton announced in February that he has formally called for a White House Conference on Aging to be convened in May 1995.

Previous White House Conferences in 1961, 1971 and 1981 adopted recommendations that resulted in local, state and Federal initiatives which improved the security and well being of older Americans. The 1995 Conference will produce recommendations that will meet the needs of Older Americans in the twenty-first century.

A White House Conference on Aging is intended to produce policy recommendations to guide national aging policy over the next decade.

In Public Law 102-375, the Older Americans Act amendments of 1992, Congress specifically identified six primary purposes for the Conference. They are:

- 1) to increase public awareness of the interdependence of generations and the essential contributions of older individuals to society for the well-being of all generations;
- 2) to identify the problems facing older individuals and the commonalities of the problems with problems of younger generations;
- 3) to examine the well-being of older individuals including the impact the wellness of older individuals has on our aging society;
- 4) to develop such specific and comprehensive recommendations for executive and legislative action as may be appropriate for maintaining and improving the well-being of the aging;

5) to develop recommendations for the coordination of Federal policy with State and local needs and the implementation of such recommendations; and

6) to review the status and multigenerational value of recommendations adopted at previous White House Conferences on Aging.

Of major significance to the 1995 White House Conference on Aging is direct participation by individuals and organizations in the pre-conference stages. As part of this grass roots effort, the WHCoA has adopted a four pronged approach that includes local forums, mini-conferences as well as State and Regional conferences. The purpose of these events is to identify those issues of mutual concern to the aging population and to develop recommendations that warrant specific attention by the White House Conference on Aging. An integral part of this strategy is the conduct of mini-conferences which are topic or constituency specific. The recommendations from these conferences will play an integral role in the development of the agenda for the 1995 Conference.

In order for a mini-conference to be considered for funding, the proposed event must:

- 1) Be a policy oriented event. The focus of the event must be either:
 - a) on one of the following specific Federal policy issues:

Interdependence of generations;
Older persons as community resources;
Employment and continued productivity opportunities
for middle-aged and older persons including training;
Home and community based long-term care services
including caregivers assistance and health promotion;
Housing and coordinated services;
Income security with particular emphasis on alleviating
poverty;
National retirement policy including pre-retirement;
Crime;
Nutrition;
Disability and aging services;
Mental health and substance abuse;
Future of aging services to be reflected in the Older
Americans Act;
Combatting false stereotypes;
Minority aging;
Biomedical and other appropriate research; and
Related topics to promote the independence, well-
being and security of older persons.

or b) on one of the following specific constituencies:

Older Women;

One of the following groups of minority elderly:

Native American

African American

Asian/Pacific Islanders

Hispanic

Elderly persons with disabilities.

2) Should have substantial and significant input and participation by older persons. It should involve older persons and organizations representing older persons in the development and implementation of the event. Efforts should be made to seek out an appropriately diverse representation of interested parties.

3) Provide at a maximum five recommendations that can be utilized by the WHCoA. These recommendations must be:

- a) well articulated;
- b) based on demonstrated information, knowledge and consensus reached at event;
- c) have a reasonable prospect of being attainable within the current political, economic, and fiscal environment;
- d) received within 30 days after the mini-conference.

The report should devote no more than 3 pages double spaced per recommendation for up to 5 recommendations (total maximum of 15 double spaced pages).

4) Provide an implementation plan to demonstrate:

- a) how they will plan, design, and carry out the mini-conference including proposed date and location, proposed participants (audience discussants and speakers) and cooperating organizations;
- b) how they will seek additional sources of support;
- c) what they will do as an advocacy group to ensure that their recommendations, if adopted by the WHCoA, are implemented into public policy.

5) Be held by March 31, 1995.

6) Be held in a location accessible to persons with disabilities.

7) Not be a profit-making or fundraising event although it is permissible to charge a fee to recover the costs of the event.

Project Costs: It is expected that 12-15 projects at \$ 6,000 each will be funded by the WHCoA. Applicants are expected to obtain additional funding from other sources and are encouraged to include with their applications letters of commitment from other funding sources.

Part II. Information and Guidelines for the Application Process and Review

Part II of this Announcement contains general information for potential applicants and basic guidelines for submitting applications in response to this announcement. Application forms are provided along with detailed instructions for developing and assembling the application package for submittal to the White House Conference on Aging. Specific eligibility guidelines were provided in the program description above.

A. General Information

1. Review Process and Considerations for Funding

The following steps are involved in the review process.

- a. Notification: All applicants will automatically be notified of the receipt of their application and informed of the identification number assigned to it.
- b. Expert Review: Applications that conform to the requirements of this program announcement will be reviewed and scored competitively against the evaluation criteria specified in Section D, below. This independent review of applications is performed by panels consisting of qualified persons. The scores and judgments of these expert reviewers are a major factor in making award decisions.

- c. Decision-Making Process: After the panel review session, applicants may be contacted by WHCoA staff to furnish additional information. Applicants who are contacted should not assume that funding is guaranteed. An award is official only upon receipt of the Financial Assistance Award (Form DGCM 3-785).
- d. Timeframe: Applicants should be aware that the time interval between the deadline for submission of applications and the award of a grant may be several weeks in duration. This length of time is required to review and process grant applications.

2. Notification Under Executive Order 12372

This is not a covered program under Executive Order 12372.

B. Deadline for Submission of Applications

The closing date for submission of applications is June 6, 1994.

Applications must be either sent or hand-delivered to the address specified in Section C, below. Hand-delivered applications are accepted during the normal working hours of 9:00 a.m. to 5:30 p.m., Eastern Time, Monday through Friday. An application will meet the deadline if it is either:

- 1. Received at the mailing address on or before the applicable deadline date; or

2. Sent before midnight of the applicable deadline date as evidenced by either (1) a U.S. Postal Service receipt or postmark or (2) a receipt from a commercial carrier. The application must also be received in time to be considered under the competitive independent review mandated by Chapter 1-62 of the DHHS Grants Administration Manual. Applicants are strongly advised to obtain proof that the application was sent by the applicable deadline date. If there is a question as to when an application was sent, applicants will be asked to provide proof that they have met the applicable deadline date. Private metered postmarks are not acceptable as proof of a timely submittal.

Applications which do not meet the above deadlines are considered late applications and will not be considered for funding.

C. Application Screening Requirements

All applications will be screened to determine completeness and conformity to the requirements of this announcement. These screening requirements are intended to assure a level playing field for all applicants. Applications which fail to meet one or more of the criteria described below will **not** be reviewed and will receive **no** further

consideration for funding. Complete, conforming applications will be reviewed and scored competitively.

In order for an application to be reviewed, it must meet the following screening requirements:

1. The application must **not** exceed 10 pages, double-spaced, exclusive of certain required forms and assurances which are listed below. Applications whose typescript is single-spaced or space-and-a-half will be considered only if it is determined the applicant has not thereby gained a competitive advantage.

The following documents are excluded from the 10 page limitation: (1) Standard Forms (SF) 424, 424A (including up to a four page budget justification) and 424B; (2) the certification forms regarding lobbying; debarment, suspension, and other responsibility matters; and drug-free workplace requirements; and (3) proof of non-profit status.

2. Applications submitted under this announcement must be either postmarked by midnight, June 6, 1994, or hand-delivered by 5:30 p.m., Eastern Time, on June 6, 1994 to the address provided below:

Department of Health and Human Services

Administration on Aging

Office of Administration and Management

330 Independence Avenue, S.W., Room 4644

Washington, D.C. 20201

Attn: AoA-94-2

3. Applicants must meet the specific eligibility requirements set forth above in the program description.

UNDER NO CIRCUMSTANCES WILL APPLICATIONS THAT DO NOT MEET THESE SCREENING REQUIREMENTS BE ASSIGNED TO REVIEWERS.

D. Evaluation Criteria

Applications which pass the screening will be evaluated by an independent review panel of at least three individuals. These reviewers will be primarily experts from within the Federal government. Based on the specific programmatic considerations set forth in the announcement, the reviewers will comment on and score the applications, focusing their comments and scoring decisions on the criteria below.

1. Purpose and Need for Assistance: 20 points
 - a. Does the proposed project clearly and adequately respond to the stated requirements for a mini-conference?

- b. Does the proposed project address one of the listed topics/constituency groups in a relevant and thorough manner?
- 2. Approach/Method - Implementation and Activities: 30 points
 - a. Does the application clearly express and organize an implementation plan which systematically includes specific objectives and tasks which will result in an effective mini-conference?
 - b. Does the implementation plan include timelines for accomplishment of tasks and objectives? Is the sequence and timing of events logical and realistic?
 - c. Do the proposed presenters have demonstrated qualifications which are appropriate for their roles?
- 3. Anticipated Outcomes: 30 points
 - a. Does the proposal include a plan for advocacy which is likely to increase public awareness of the recommendations from the mini-conference? Is this advocacy plan adequate for communicating recommendations to all appropriate audiences?

Does it provide a realistic plan to achieve implementation of the recommendations should they be adopted by the 1995 White Conference on Aging?

4. Level of Effort: 20 points

- a. Are the qualifications of the key organizers of the mini-conference appropriate for their roles?
- b. Does the organization have a track record which demonstrates its capability and knowledge to conduct the mini-conference?

E. The Components of an Application

To expedite the processing of applications, we request that you arrange the components of your application, the original and two copies, in the following order:

- o SF 424, Application for Federal Assistance; SF 424A, Budget, accompanied by your budget justification; SF 424B (Assurances); and the certification forms regarding lobbying; debarment, suspension, and other responsibility matters; and drug-free workplace requirements. Note: The original copy of the application must have an original signature in item 18d on the SF 424.
- o Proof of nonprofit status, as necessary:
- o Project summary description;
- o Program narrative.

The original and each copy should be stapled securely (front and back if necessary) in the upper left corner. Pages should be numbered

sequentially. In order to facilitate the handling and reproduction of the application for purposes of the review, please do not use covers, binders or tabs.

F. Communications with WHCoA

Do not include a self-addressed, stamped acknowledgment card.

All applicants will be notified by mail of the receipt of their application and informed of the identification number assigned to it. This number should be referred to in all subsequent communication with WHCoA concerning the application.

After an identification number is assigned and the applicant has been notified of the number, applications are filed numerically by identification number for quick retrieval. It will not be possible for WHCoA staff to provide a timely response to inquiries about a specific application unless the identification number is given.

Applicants are advised that, prior to reaching a decision, the WHCoA will not release information relative to an application other than that it has been received and that it is being reviewed.

Unnecessary inquiries delay the process. Once a decision is reached, the applicant will be notified as soon as possible of the acceptance or rejection of the application.

G. Completing the Application

To assist applicants in completing Forms SF 424 and SF 424A correctly, samples of completed forms have been provided as part of this announcement. These samples are to be used as a guide only. Be sure to submit your application on the blank copies. Please prepare your application consistent with the following guidance:

1. SF 424, Cover Page: Complete only the items specified in the following instructions:

Item 1. Enter an "X" in the block marked Application - Non-construction.

Item 2. Fill in the date you submitted the application.
Leave the applicant identifier box blank.

Item 3. Not applicable.

Item 4. Leave blank.

Item 5. Provide the legal name of applicant; the name of the primary organizational unit which will undertake the assistance activity; the applicant address; and the name and telephone number of the person to contact on matters related to this application.

Item 6. Enter the employer identification number (EIN) of the applicant organization as assigned by the

Internal Revenue Service. Please include the suffix to the EIN, if known.

- Item 7. Enter the appropriate letter in the box provided.
- Item 8. Place an "X" in the box marked New.
- Item 9. Enter the White House Conference on Aging.
- Item 10. Leave blank.
- Item 11. The title should describe concisely the nature of the project. Try not to exceed 10 to 12 words and 120 characters including spaces and punctuation.
- Item 12. Not applicable.
- Item 13. Enter the desired start date for the project and the desired end date for the project. The project must be completed by March 31, 1995.
- Item 14. List the applicant's Congressional District and the District(s), if any, directly affected by the proposed project.
- Item 15. Enter the funding request to the WHCoA under Item 15a, Federal. Enter the applicant's share of the project costs under 15b, Applicant. If there are third party contributions, enter those under Item 15e, Other. Enter the sum of these amounts under Item 15g, Total.

Item 16. Enter "No" under Item b.

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

Item 18. To be signed by an authorized representative of the applicant organization. A document attesting to that sign-off authority must be on file in the applicant's office.

2. SF 424A - Budget Information

This form (SF424A) is designed to apply for funding under more than one grant program; thus, for purposes of this WHCoA program, most of the budget item columns/blocks are superfluous and should be regarded as not applicable. The applicant should consider and respond to only the budget items for which guidance is provided below. Section A - Budget Summary and Section B - Budget Categories should include both Federal and non-Federal funding for the proposed project.

Section A - Budget Summary

On line 5, enter total Federal Costs in column (e) and total Non-Federal Costs (including third party in-kind contributions but not

program income) in column (f). Enter the total of columns (e) and (f) in column (g).

Section B - Budget Categories

Use only the last column under Section B, namely the column headed Total (5), to enter the total requirements for funds (combining both the Federal and non-Federal shares) by object class category.

A brief budget justification should be appended to this Section which shows the breakdown of budget cost items by Federal and non-Federal shares and justifies each of the major budget items, personnel, travel, other, etc.

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

Line 6b-Fringe Benefits: Enter the total costs of fringe benefits.

Line 6c-Travel: Enter total costs of out-of-town travel (travel requiring per diem) for staff of the project. Do not enter costs for consultant's travel or local transportation.

Line 6d-Equipment: Enter the total costs of all equipment to be acquired by the project. The threshold for equipment is \$500 or more per unit.

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

Line 6f-Contractual: Enter the total costs of all contracts, if applicable. Do not include payments to individuals on this line.

Line 6g-Construction: Not applicable.

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

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

Line 6j-Indirect Charges: Not applicable

Line 6k-Total: Enter the total amounts from Line 6i.

Section C-Non-Federal Resources

Line 12-Totals: As applicable, enter amounts of non-Federal resources that will be used in carrying out the proposed project. If third-party in-kind contributions are included, provide a brief explanation in the budget justification section.

Section D-Forecasted Cash Needs: Not applicable.

Section E-Budget Estimate of Federal Funds Needed for Balance of the Project

Line 20-Totals: Not applicable.

Section F-Other Budget Information

Line 21-Direct Charges: Not applicable

Line 22-Indirect Charges: Not applicable

Line 23-Remarks: Provide any other explanations or comments deemed necessary.

3. SF 424B-Assurances

Applicants are required to file an SF 424B, Assurances--Non-Construction Programs. Please note that a duly

authorized representative of the applicant organization must certify that the applicant is in compliance with these assurances.

With the possible exception of an Assurance of Protection of Human Subjects, no other assurances are required. For research projects in which human subjects may be at risk, an Assurance of Protection of Human Subjects may be needed. If there is a question regarding the applicability of this assurance, contact the Office for Protection from Research Risks of the National Institutes of Health at (301) 496-7041.

4. Certification Forms

Certifications are required of the applicant regarding (a) lobbying; (b) debarment, suspension, and other responsibility matters; and (3) drug-free workplace requirements. Please note that a duly authorized representative of the applicant organization must attest to the applicant's compliance with these certifications.

5. Project Summary Description

On a separate page, provide a project summary description headed by the name of the applicant organization as shown in SF 424, item 5. Please limit the summary description to a maximum of 1,200 characters, including words, spaces and punctuation.

The description should be specific and succinct. It should outline the objectives of the mini-conference, the approaches to be used and the outcomes expected.

6. Program Narrative

The Program Narrative is the critical part of the application. It should be clear, concise, and, of course, responsive to the program under which the application is being submitted. In describing your proposed project, make certain that you respond fully to the evaluation criteria set forth in Section D above. The format of the narrative should, in fact, parallel the criteria.

Please have the narrative typed on one side of 8 1/2" x 11" plain white paper with 1" margins on both sides. All pages of the narrative (including charts, tables, maps, exhibits, etc.) should be sequentially numbered, beginning with "Purpose and Need for Assistance" as page number one. (Applicants should not submit reproductions of larger size paper, reduced to meet the size requirement).

The narrative should also identify the author(s) of the proposal, their relationship with the applicant, and the role they will play, if any, should the project be funded.

This narrative guidance is in accordance with that provided in OMB Circular A-102. The checklist reporting form (Section H, below) is consistent with that approved under OMB control number 0937-0189.

H. Points to Remember

1. There is a 10 double-spaced page limitation for the substantive parts of the application. Before submitting your application, please check that you have adhered to this requirement which is spelled out in Section C.
2. You are required to send an original and two copies of an application.
3. The summary description (1,200 characters or less) should accurately reflect the nature and scope of the proposed project.
4. In following the required format for preparing the program narrative, make certain that you have responded fully to the four (4) evaluative criteria which will be used by reviewers to evaluate and score all applications.
5. Before submitting the application, have someone other than the author(s): 1) apply the screening requirements to make sure you are in compliance; and 2) carry out a trial run review based upon the evaluative criteria. Take the opportunity to consider the results of the trial run and then make whatever changes you deem appropriate.

6. Applications must be mailed by midnight, or hand-delivered by 5:30 p.m., Eastern Time, on June 6, 1994 to the address below.

Department of Health and Human Services

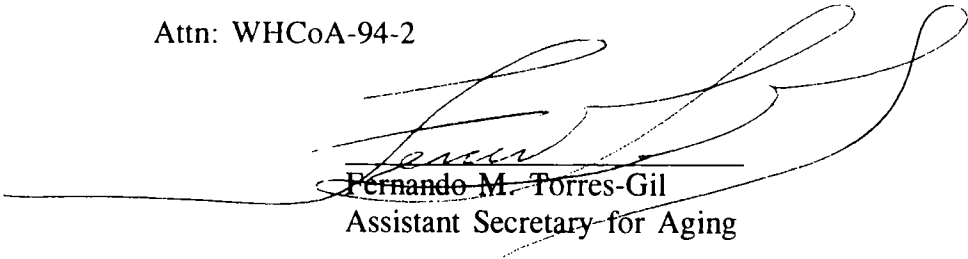
Administration on Aging

Office of Administration and Management

330 Independence Avenue, SW Room 4644

Washington, D.C. 20201

Attn: WHCoA-94-2



Fernando M. Torres-Gil

Assistant Secretary for Aging

Attachments

OMB Approval No. 0348-0043

Previous Editions Not Usable

INSTRUCTIONS FOR THE SF 424

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

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

BUDGET INFORMATION — Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A — BUDGET SUMMARY

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

SECTION B — BUDGET CATEGORIES

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

SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
	\$	\$	\$	\$
TOTALS (sum of lines 8 and 11)	\$	\$	\$	\$

SECTION D - FORECASTED CASH NEEDS

Federal	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
	\$	\$	\$	\$	\$
NonFederal					
TOTAL (sum of lines 13 and 14)	\$	\$	\$	\$	\$

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

(a) Grant Program	FUTURE FUNDING PERIODS (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
	\$	\$	\$	\$
TOTALS (sum of lines 16 -19)	\$	\$	\$	\$

SECTION F - OTHER BUDGET INFORMATION

(Attach additional Sheets if Necessary)

Direct Charges:	22. Indirect Charges:
Remarks	

INSTRUCTIONS FOR THE SF-424A

General Instructions

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

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

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

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

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

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

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

Lines 1-4, Columns (c) through (g.) (continued)

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

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

Line 5 — Show the totals for all columns used.

Section B Budget Categories

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

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

Line 6j — Show the amount of indirect cost.

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

INSTRUCTIONS FOR THE SF-424A (continued)

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

Section C. Non-Federal Resources

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

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

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

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

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

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

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

Section D. Forecasted Cash Needs

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

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

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

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

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

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

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

Section F. Other Budget Information

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

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

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

ASSURANCES — NON-CONSTRUCTION PROGRAMS

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

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

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age;
- (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse, (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to non-discrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made, and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply with the provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. §§ 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction subagreements.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE	
APPLICANT ORGANIZATION		DATE SUBMITTED

PROGRAM NARRATIVE STATEMENT

A. New Applications

1. Objectives and need for assistance. Pinpoint any relevant physical, economic, social, financial, institutional, or other problems requiring a solution. Demonstrate the need for the assistance and state the principal and subordinate objectives of the project. Supporting documentation or other testimonies from concerned interests other than the applicant may be used. Any relevant data based on planning studies should be included or footnoted.
2. Results or Benefits Expected. Identify results and benefits to be derived. The anticipated contribution to policy, practice, theory and/or research should be indicated.
3. Approach. Outline a plan of action pertaining to the scope and detail how the proposed work will be accomplished for each project. Cite factors which might accelerate or decelerate the work and your reasons for taking this approach as opposed to others. Describe any unusual features of the project, such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvements. Provide for each assistance program quantitative projections of the accomplishments to be achieved, if possible. When accomplishments cannot be quantified, list the activities in chronological order to show the schedule of accomplishments and their target dates. Identify the kinds of data to be collected and maintained, and discuss the criteria to be used to evaluate the results and success of the project. Explain the methodology that will be used to determine if the needs identified and discussed are being met and if the results and benefits identified are being achieved. List each organization, cooperator, consultant, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.
4. Geographic Location. Give a precise location of the project and area to be served by the proposed project. Maps or other graphic aids may be attached.
5. If applicable, provide the following information: for research and demonstration assistance requests, present a biographical sketch of the program director with the following information: Name, address, telephone number, background, and other qualifying experience for the project. Also, list the name, training and background for other key personnel engaged in the project. Describe the relationship between this project and other work planned, anticipated, or underway under Federal assistance.

B. Supplemental Applications

Explain the reason for all requests for supplemental assistance and justify the need for additional funding. Discuss accomplishments to date and list in chronological order a schedule of accomplishments, progress or milestones anticipated with the new funding request. If there have been significant changes in the project objectives, location, approach or time delays, explain and justify. For other requests for changes, or amendments, explain the reason for the changes(s). If the total budget has been exceeded or if the individual budget items have changed more than the prescribed limits, explain and justify the change and its effect on the project.

C. Continuation Applications

Continuation applications need only provide information explaining significant changes to the original Program Narrative Statement and a description of accomplishments from the prior budget period.

(SAMPLE)

OMB Approval No. 0348-0043

APPLICATION FOR FEDERAL ASSISTANCE		2. DATE SUBMITTED July 31, 1994		Applicant Identifier N/A	
1. TYPE OF SUBMISSION: Application ☐ Construction ☒ Non-Construction		3. DATE RECEIVED BY STATE N/A		State Application Identifier N/A	
Preapplication ☐ Construction ☐ Non-Construction		4. DATE RECEIVED BY FEDERAL AGENCY		Federal Identifier	
3. APPLICANT INFORMATION					
Legal Name XYZ Department on Aging			Organizational Unit Office of Elder Affairs		
Address (give city, county, state and zip code) 1234 Jones Street Washington, D.C. 20201			Name and telephone number of the person to be contacted on matters involving this application (give area code) John Doe (202) 678-9012		
6. EMPLOYER IDENTIFICATION NUMBER (EIN) 12-3446789			7. TYPE OF APPLICANT: (enter appropriate letter in box) ☒ A A State B County C Municipal D Township E Interstate F Intermunicipal G Special District H Independent School Dist I State Controlled Institution of Higher Learning J Private University K Indian Tribe L Individual M Profit Organization N Other (Specify)		
8. TYPE OF APPLICATION: ☒ New ☐ Continuation ☐ Revision If Revision, enter appropriate letter(s) in box(es) A Increase Award B Decrease Award C Increase Duration D Decrease Duration Other (specify)			9. NAME OF FEDERAL AGENCY ADMINISTRATION ON AGING		
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: TITLE Special Programs for the Aging			11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT White House Conference on Aging (State Conference)		
12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.) N/A					
13. PROPOSED PROJECT: Start Date 08/01/94 Ending Date 07/31/95		14. CONGRESSIONAL DISTRICTS OF a Applicant 1 b Project 1-2			
15. ESTIMATED FUNDING: a Federal \$ 6,000.00 b Applicant \$ 15,000.00 c State \$.00 d Local \$.00 e Other \$ 10,000.00 f Program Income \$.00 g TOTAL \$ 31,000		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? a YES THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE b NO ☒ PROGRAM IS NOT COVERED BY E.O. 12372 ☐ OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW			
		17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? ☐ Yes If "Yes," attach an explanation ☐ No			
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED					
a Typed Name of Authorized Representative John Doe			b Title Executive Director		c Telephone number 202-678-9012
d Signature of Authorized Representative					e Date Signed 7/1/94

BUDGET INFORMATION — Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A — BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.		\$	\$	\$	\$	\$
2.						
3.						
4.						
5. TOTALS		\$ N/A	\$ N/A	\$ 6,000	\$ 25,000	\$ 31,000

SECTION B — BUDGET CATEGORIES

6 Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	\$	\$	\$	\$	\$
b. Fringe Benefits					
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual					
g. Construction	N/A	N/A	N/A	N/A	N/A
h. Other					
i. Total Direct Charges (sum of 6a - 6h)					
j. Indirect Charges					31,000
k. TOTALS (sum of 6i and 6j)	\$ N/A	\$ N/A	\$ N/A	\$ N/A	N/A
	\$ N/A	\$ N/A	\$ N/A	\$ N/A	\$ 31,000
7. Program Income	\$ N/A	\$ N/A	\$ N/A	\$ N/A	\$ N/A

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SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.	\$	\$	\$	\$
9.				
10.				
11.				
12. TOTALS (sum of lines 8 and 11)	\$	\$	\$	\$

SECTION D - FORECASTED CASH NEEDS

13. Federal	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
	\$	\$	\$	\$	\$
14. NonFederal					
15. TOTAL (sum of lines 13 and 14)	\$ N/A	\$ N/A	\$ N/A	\$ N/A	\$ N/A

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

(a) Grant Program	FUTURE FUNDING PERIODS (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.	\$	\$	\$	\$
17.				
18.				
19. N/A				
20. TOTALS (sum of lines 16 -19)	\$ N/A	\$ N/A	\$ N/A	\$ N/A

SECTION F - OTHER BUDGET INFORMATION

(Attach additional Sheets if Necessary)

21. Direct Charges:	22. Indirect Charges:
N/A	N/A

23. Remarks

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(Continued on reverse side of this sheet)

HHS--Certification Regarding Drug-Free Workplace Requirements--continued from reverse page

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

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

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

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

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

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

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

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

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

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

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

Certification Regarding Debarment, Suspension, Ineligibility and
Voluntary Exclusion - Lower Tier Covered Transactions
(To Be Supplied to Lower Tier Participants)

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

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

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

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

Certification Regarding Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

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

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

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

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

Organization

Authorized Signature

Title

Date

NOTE: If Disclosure Forms are required, please contact: Margaret A. Tolson, Director; Grants Management Division; 330 Independence Avenue, S.W., Room 4256-COHEN; Washington, D.C. 20201-0001