

Texas

Irma Bermea, Deputy Commissioner,
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Texas 78769, (512) 450-3011

Utah

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

Vermont

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

Virgin Islands

Ermin Boshulte, Director, Public
Assistance Programs, Department of
Human Services, Financial Programs
Division, Knud Hansen Complex—
Building A, 1303 Hospital Ground,
Charlotte Amalie, V.I. 00802, (809)
774-4673

Virginia

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

Washington

Lee Todorovich, Acting Assistant
Director, Division of Income
Assistance, Department of Social and
Health Services, P.O. Box 45400,
Olympia, Washington 98504-5400,
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West Virginia

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

Wisconsin

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

Wyoming

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

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

The application should contain:

1. Table of Contents
2. A completed, *signed SF-424, Application for Federal Assistance*. The letter code for the priority area (JO) should be in the lower right-hand corner of the page.
3. A completed SF-424A, *Budget Information—Non-Construction*.
4. A narrative budget justification for each object class category required under Section B, SF-424A;
5. Filled out signed, and dated *Assurances—Non-Construction Programs (SF-424B)*;
6. The applicant should sign Attachments E and F. In so doing, the applicant is certifying that it will comply with the Federal requirements concerning the drug-free workplace and debarment regulations set forth in Attachments E.
7. A *signed copy of Certification Regarding Anti-Lobbying Activities*.
8. A completed Disclosure of Lobbying Activities, if applicable.
9. An Executive Summary—not to exceed 300 words;
10. A Project Narrative beginning with a Table of Contents that describes the project in the following order:
 - (i) Eligibility Confirmation
 - (ii) Organizational Experience and Staff Responsibilities
 - (iii) Analysis of Need
 - (iv) Project Design/Work Program
 - (v) Business Plan (If appropriate)
 - (vi) Third-Party Evaluation
 - (vii) Cooperative Partnership Agreement
 - (viii) Budget Appropriateness and Reasonableness
11. Appendices, including proof of non-profit status; proof that the organization is a community development corporation, if applying under the CDC Set-aside; a *signed copy* of the Cooperative Partnership Agreement or letter of commitment with State IV-A agency (JOBS Program); commitments from officials of businesses that will be expanded or from franchises, where applicable; Single Point of Contact comments, if applicable; Maintenance of Effort Certification and resumes.
12. A self-addressed mailing label which can be affixed to a postcard to acknowledge receipt of application.

Attachment K**Federal Highway Administration,
Regional Civil Rights Directors**

- Region One**—Includes CT, ME, MA, NH, NJ, NY, RI, VT, Puerto Rico, and the Virgin Islands
Mr. Dennis Perrott
Albany, NY
(518) 431-4224, ext. 247
- Region Three**—Includes DE, DC, MD, PA, VA, WV
Ms. Jo Blackstone
Baltimore, MD
(410) 962-4030
- Region Four**—Includes AL, FL, GA, KY, MS, NC, SC, TN
Mr. Charles Stinson
Atlanta, GA
(404) 347-4791
- Region Five**—Includes IL, IN, MI, MN, OH, WI
Mr. Joe Forst
Olympia Fields, IL
(708) 283-3924
- Region Six**—Includes AR, LA, NM, OK, TX
Mr. Humberto Martinez
Fort Worth, TX
(817) 334-3671
- Region Seven**—Includes IA, KS, MO, NE
Mr. Glen Smith
Kansas City, MO
(816) 276-2747
- Region Eight**—Includes CO, MT, ND, SD, UT, WY
Ms. Teresa Banks
Lakewood, CO
- Region Nine**—Includes AZ, CA, HI, NV, Guam, and American Samoa
Mr. Harold Dorell
San Francisco, CA
(415) 744-3114
- Region Ten**—Includes AK, ID, OR, WA
Mr. Willie Harris
Portland, OR
(503) 326-2067

**Attachment L—Certification Regarding
Environmental Tobacco Smoke**

Public Law 103-227, Part C—Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residence, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment.