public input. If the Department determines that the process was inadequate to meet the standards set forth above, the State can resolve the inadequacy by posting a notice in the newspaper of widest circulation in each city with a population of 100,000 or more, or in the newspaper of widest circulation in the State if there is no city with a population of 100,000, indicating that a demonstration proposal has been submitted. Such notice shall describe the major elements of the proposed demonstration and any changes in benefits, payments, responsibilities, or provider selection requested in the proposal. The notice shall indicate how an interested person can obtain copies of the proposal and shall specify that written comments will be accepted by the State for a period of thirty days. If a State follows such a procedure, the State should respond to requests for copies of the proposal within seven days. The State should maintain a record of all comments received through this process.

The States must advise the public that comments regarding the proposed child welfare demonstration project can be made directly to ACF. Written comments can be submitted to Michael W. Ambrose, Children's Bureau, ACF, PO Box 1182, Washington, DC 20013.

All HHS commitments with respect to times for responding to demonstration proposals shall be delayed until this process in completed.

IX. Proposal Requirements

Any State seeking to conduct a waiver demonstration must submit a proposal which, at a minimum, must include:

(a) A description of the proposed project with an explanation of its purpose (for example, if the project is intended to overcome barriers to services, a statement to that effect, a description of the barriers, and a description of the process that will be used to overcome the barriers to service provision).

(b) Demographic information, including the geographic area(s) in which the proposed project will be conducted; and a description and an estimate of the number of children or families who would be served by the proposed project.

(c) A description of the services which will be provided by the proposed project.

(d) A copy of letters of agreement between the State and any county, municipality, foundation, private agency or any other governmental organization that is to be a participant in the waiver demonstration project. (e) A statement of the period during which the proposed project will be conducted.

(f) A discussion of the benefits that are expected from the project as compared to the continuation of current service delivery activities, including a statement of the State's vision or overall purpose for the waiver demonstration; a statement explaining how the State expects service provision will be improved for children and families or any anticipated changes in the service delivery mechanism(s); and a statement explaining what goals/purposes/aims/ outcomes the State expects to realize at the end of the demonstration effort and how service provision will have changed for children and families.

(g) An estimate of the costs or savings of the project, along with a description of the basis and methodology for cost estimates or projections and the proposed method for measuring actual costs.

(h) A statement of program requirements for which waivers will be needed to permit the proposed project to be conducted.

(i) A description of the proposed evaluation design.

(j) A description of the State's efforts to encourage and support linkages and coordination among existing planning bodies, for example, the family preservation/family support planning or an Empowerment Zone/Enterprise Community (EZ/EC) planning body to be involved in the monitoring, oversight or support of the proposed waiver demonstration.

(k) A description of any similar project already underway in the State that is supported by State or foundation funds and/or a statement on the State's ability to successfully implement the waiver demonstration project.

(l) A specific proposal, if any is needed, to waive provisions of title IV– A (AFDC) in order to support or enhance the efforts of the title IV–B or IV–E waiver demonstration. (In any event, cost neutrality must be maintained for title IV–B and E funds separately from title IV–A funds.)

X. Federal Notice

The Department intends to publish a periodic summary in the **Federal Register** of all new and pending proposals submitted pursuant to section 1130. The notice will indicate that the Department accepts written comments regarding all child welfare waiver demonstration project proposals.

The Department will maintain a list of organizations that have requested notice that a demonstration proposal has been received and will notify such organizations when a proposal is received.

XI. Comments

The Department will not approve or disapprove a proposal for at least 30 days after the proposal has been received, in order to receive and consider comments. The Department will attempt, if feasible, to acknowledge receipt of all comments, but the Department will not provide written responses to comments.

XII. Federal Role

Because of the special nature of this effort and the critical national implications, the overall management of the waiver demonstration project will be the responsibility of the Children's Bureau in Washington, DC. ACF Regional Office staff will have the principal responsibility for on-site liaison.

State program managers for the demonstration projects will be required annually to attend a four day meeting in Washington, DC, to be held in conjunction with the Children's Bureau National Child Welfare Conference, to discuss the demonstration projects' developments and progress. The cost of attendance will be excluded from the cost-neutrality calculation, and will be chargeable to title IV–E administrative costs without cost allocation.

XIII. Administrative Record

The Department will maintain an administrative record which will generally consist of: The formal demonstration application from the State; correspondence sent to the State regarding issues/problems with the application and the State's response; public and Congressional comments sent to the Department and any Department responses; the Department's decision memorandum regarding the granting or denial of a proposal; and the final terms and conditions, and waivers, sent to the State and the State acceptance of them.

XIV. Sub-State Demonstration

When a demonstration is to be implemented in only part of a State, the State will be required to provide information on the likely demographic composition of populations subject to and not subject to the demonstration in the State. When relevant, the Department will require that the evaluation component of a project address the impact of the project on particular subgroups of the population.