

Agreement Act of 1977, P.L. 95-224. The administration of the Cooperative Agreement awards will require the substantial programmatic involvement of the Federal Government.

CRS will negotiate Cooperative Agreements with the applicants approved by the Associate Director for Immigration and Refugee Affairs, CRS. Prior to these negotiations, the CRS will visit the proposed program locations to conduct a management review and to evaluate the applicants' financial and programmatic capability.

Eligible Applicants

Non-profit organizations incorporated under State law which have demonstrated child welfare, social service or related experience and are appropriately licensed or can expeditiously meet applicable State licensing requirements for the provision of shelter care, foster care, group care, and related services to dependent children are eligible to apply.

For-profit organizations incorporated under State law which have demonstrated child welfare, social service or related experience, and are appropriately licensed or can expeditiously meet State licensing requirements for the provision of shelter care, foster care, group care, and other related services to dependent children, and which can clearly demonstrate that only actual costs and not profit, fees, or other elements above cost have been budgeted, are also eligible to apply.

Client Population

It is anticipated that the client population will consist primarily of males, 13-17 years of age. Females generally comprise 15% of the total population of alien minors. These minors are primarily nationals of El Salvador, Nicaragua, Guatemala, Honduras, and the People's Republic of China; however, the Recipients should expect to provide services to children from other countries. The Recipients should also be prepared to provide emergency shelter care to a limited number of children 12 years of age and younger.

Clients would generally be considered to be dependent children without significant behavioral or psychological problems. Many children, however, have inconsistent or sporadic educational histories, and some children may be illiterate in their own language.

Definition of Alien Minor

An alien minor is defined as a male or female foreign national under 18 years of age who is detained in the

custody of the Immigration and Naturalization Service and is the subject of exclusion or deportation proceedings under the Immigration and Nationality Act.

Designated Program Area

The shelters should be within a fifty mile radius of the INS District Office—San Diego, California; the INS District Office—Los Angeles, California; and the INS District Office—San Francisco, California.

Geographical Location

The geographical location of the applicants is not restricted to its selected area of service; however, the applicants must be able to substantiate that its network of local affiliates or its subcontractor(s) or subrecipient(s) will be able to deliver the required services effectively and appropriately and that local service provider organizations are licensed under applicable State law to provide emergency shelter care and related services to dependent children.

Technical Assistance Conference

The CRS will hold a public meeting regarding this solicitation. Further information regarding the time, date and location will be included in the Proposal Application Package.

Application Contents

Applicants are required to set forth in detail a proposal that meets the program requirements described in this Notice and as supplemented by the "Alien Unaccompanied Minors Shelter Care Program—Program Guidelines and Requirements" (available with the application package). Applicants are required to set forth in detail the following:

- A. Program Abstract. The Program Abstract is intended to be a brief summary of the proposal.
- B. Organization/Agency Background. Applicants must include a detailed discussion of:
 1. The applicant's professional history, philosophy, and goals;
 2. Its particular demonstrated experience with respect to: provision of services to unaccompanied alien minors; the administration of residential shelters for minors; or, the administration of similar type of shelters; and
 3. The applicant's history of service delivery and institutional presence in the proposed city where the shelter will be located.

If the applicant is a national-level organization which proposes to deliver services through a local-level affiliate, the proposed affiliate must be

identified. Within the context of the topics outlined above, the application must address the local-level affiliate's qualifications and provide a rationale for its particular selection as their service provider and for the use of such a subcontractual arrangement.

C. Program Design: The applicants must set forth in detail information concerning the following:

1. Target Population

A comprehensive overview of the applicant agency, agency qualifications and history, including philosophy, goals and history of experience with respect to the provision of child welfare or related services to minors under 18 years of age.

2. Management Plan

- a. A plan for overall fiscal and program management and accountability.
- b. A description of the organizational structure and lines of authority.
- c. A comprehensive program staffing plan and information regarding staff qualifications.
- d. A comprehensive plan for coordination of activities between the various program components and coordination with other community and governmental agencies.
- e. Staff supervisory model.
- f. Provisions for staff training.
- g. Proposed staff schedule(s).
- h. A description of the role(s) and responsibility(ies) of the proposed consultants and the rationale for their use.

3. Individual Client Service Plans

- Applicants shall describe in detail:
- a. The methodology regarding the development of individual client service plans;
 - b. The process to ensure that service plans will be periodically reviewed and updated; and
 - c. The staff who will have responsibility for the development and updating of the plans.

4. Case Management

Describe in detail the case management system for tracking and monitoring client progress on a regular basis to ensure that each minor receives the full range of program services in an integrated and comprehensive manner. Identify the staff positions responsible for coordinating the implementation and maintenance of the case management system.

5. Structure and Accountability

- Applicants must fully describe:
- a. The plan for developing and maintaining internal structure, control