



Family Center for Children and Youth with Special Health Care Needs (FamilyCenter)

Regional Sibshop Small Grant 2021-2022



Guidelines

Grant year: October 1, 2021 through September 30, 2022 (12-month period)

Goal:

To provide statewide opportunities for brothers and sisters of children with special health and developmental needs to obtain peer support and education within a recreational context with a certified Sibshop. Sibshops should reflect the community's commitment to the well-being of the family member most likely to have the longest lasting relationship with the person with special needs.

Those applying for the Regional Sibshop Small Grant agree to meet the *objective* of the Sibshop model, which is to:

- Sibshops will provide brothers and sisters of children with special needs an opportunity to meet other siblings in a relaxed, recreational setting that allows opportunities to discuss common joys and concerns. Sibshops will provide siblings and opportunity to learn how to handle situations commonly experience, learn more about implications of their sibling's special needs and provide parents and other professionals with opportunities to learn about the concerns and opportunities frequently experienced by brothers and sisters of people with special needs.

Purpose:

Each Region (see Exhibit A) is eligible to receive a \$1,000 grant to meet the objective listed above. This grant provides a unique opportunity for community-based collaboration where there are more than one Sibshop facilitator/workshop in a specific region. This grant should support Sibshop events (led by a certified Sibshop facilitator) throughout the year for the Region selected.

Here are some examples of opportunities to achieve the grant objective:

- Use grant funds to provide financial assistance to remove barriers for families in order to allow participation in the Sibshop events by offering scholarships to cover the per event fee (if there is one)
- Use grant funds to secure an appropriate location and potential membership fees.
- Use grant funds to cover event food and materials.
- Marketing of Sibshops



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Guidelines (Cont'd)

Grant Requirements and Award Process:

Please submit the grant application (including work plan) by the deadline listed below. If you were a grant recipient for the prior year, **please submit a progress report on your current project alongside the current application.**

Grant applicants must:

- Show proof of registration with Sibshops
- Must adhere to the Sibshop Standards of Practice (see Exhibit B)
- Not use funds to provide wages for the facilitator (Sibshops are based on a voluntarily run facilitator model)
- Place the Family Center logo and phone number on all marketing materials.

Applications will be reviewed by Family Center for Children and Youth with Special Health Care Needs (Family Center) Director and staff. Since this is a competitive grant process, preference will be given to the grant applicant that demonstrates the ability to meet/exceed the objective and purpose of the grant. Notification of award will be made after July 1, 2021.

After the close of the grant period, a final grant report will need to be submitted. This grant report can be submitted as a narrative and should include proof of deliverables for the Work Plan and Budget submitted at the time of application. Examples of these proofs may include (but are not limited to): examples of marketing materials, sign-in sheets for events, satisfaction surveys, and proofs of outreach efforts. Original itemized receipts or scanned copies of original itemized receipts will be required with final grant report.

Grant Application Deadlines:

Grant Application postmarked and mailed deadline: **March 19, 2021**

Notification of Award after: **July 1, 2021**

Funding Awarded to Recipient after: **October 1, 2021**

Funds Expended by: **September 30, 2022**

Final Grant Report due to Family Center: **October 31, 2022**



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with Special Health Care Needs (Family Center)**



Regional Sibshop Small Grant 2021-2022

Grant Application

Please carefully read the criteria for submission. The Family Center may also request additional information after the application is submitted.

Lead Organization Name: _____

Lead Sibshop Facilitator Name(s): _____

Region Represented: _____

Address: _____

List collaborative partner agencies:

Primary Contact Information:

Phone: _____

Email: _____

Executive Director Name

Lead Sibshop Facilitator Name

Executive Director Signature

Lead Sibshop Facilitator Signature

Date

Date



Family Center for Children and Youth with Special Health Care Needs (Family Center)



Regional Sibshop Small Grant 2021-2022

Grant Application (Cont'd)

Please include the following information with your grant application:

Project Description and Work Plan:

The Project Description and Work Plan include the overall goals and objective of the project. Submit a work plan that states the project's objective, activities, timeframe, and outcomes (work plan template attached).

Outcome Measures and Evaluation Component:

Discuss outcomes and any other measurable benefits to be derived from the project in the form of project outcomes and an evaluation component. Outcomes should describe the project's expected results in terms that are quantifiable and time-limited and should be included in the work plan template.

Budget Section:

Complete the budget form included in this application packet. Include a narrative of the proposed budget. Explain how the cost of the project was determined. Include any cost sharing that will occur among the project partners and identify expenses that will be cost-shared if any. Original itemized receipts or scanned copies of original itemized receipts will be required with final grant report. Please note: the grant money is not intended to fund staff.

Grant Application Postmarked and Mailed Deadline: **March 19, 2021**

Please complete and return the grant application to:

Family Center/CSHCS Attn: Aleisha Leavitt

P.O. Box 30734

Lansing, MI 48909

Fax: 517-241-7097

Scan as PDF and send: leavittal@michigan.gov

For questions, please call Aleisha at (517) 241-3126 or send an email to leavittal@michigan.gov



**Family Center for Children and Youth
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Regional Sibshop Small Grant 2021-2022



Sibshop Grant Budget

	Scholarship	Other Funds	In Kind	TOTAL
Supplies				
Scholarships				
Refreshments/ Food				
Materials				
Marketing				
* Mileage				
TOTAL				

* Mileage reimbursement is intended for parents only.



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Budget Justification Narrative

(Use additional pages as needed)



**Family Center for Children and Youth
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**Work Plan Narrative
(Use additional pages as needed)**

State the overall goal of the project and list: objective, timeframe and outcomes.



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Regional Sibshop Small Grant 2021-2022



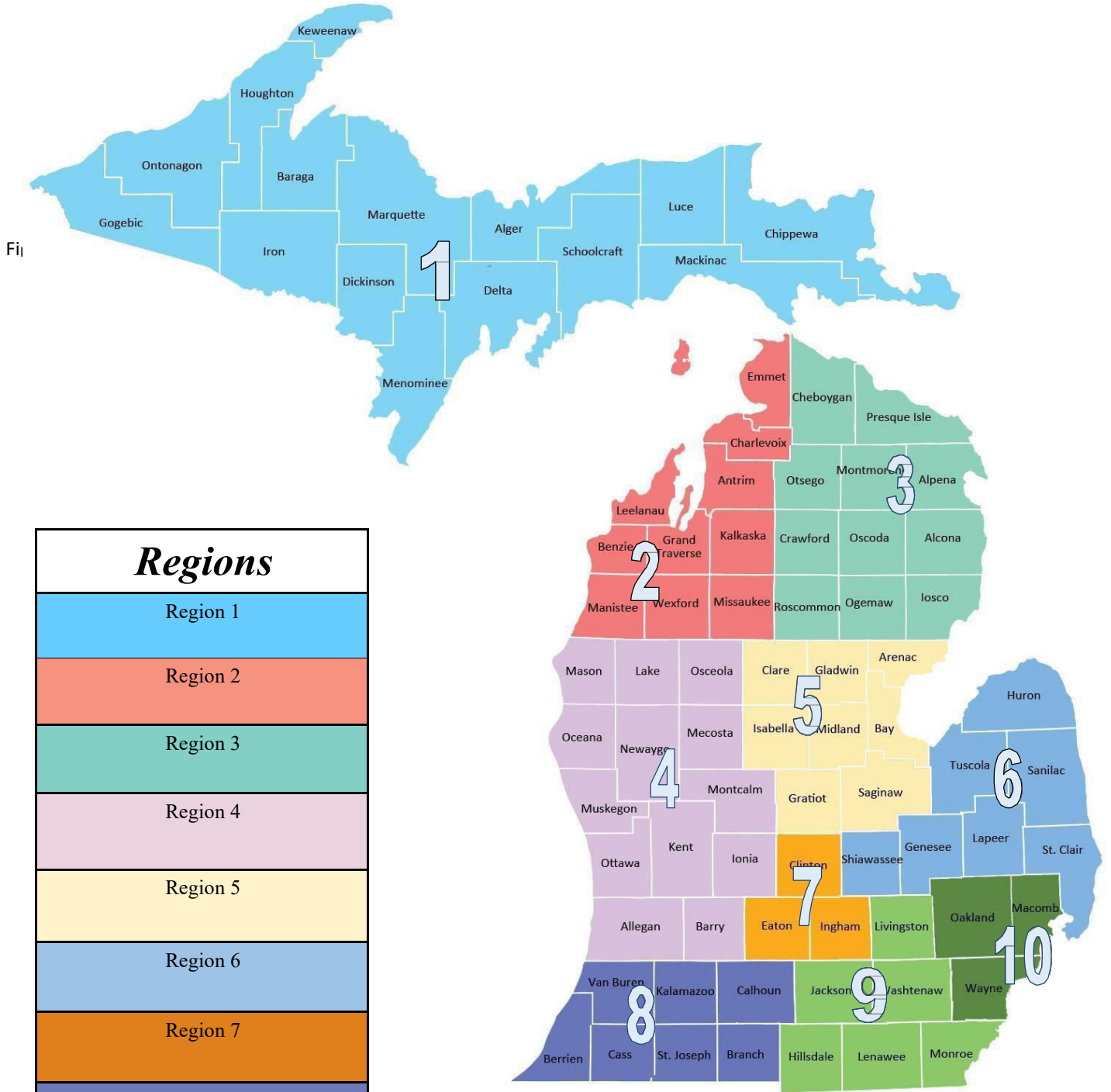
Work Plan Template

OBJECTIVE	Sibshops will provide brothers and sisters of children with special needs an opportunity to meet other siblings in a relaxed, recreational setting that allows opportunities to discuss common joys and concerns. Sibshops will provide siblings and opportunity to learn how to handle situations commonly experience, learn more about implications of their sibling's special needs and provide parents and other professionals with opportunities to learn about the concerns and opportunities frequently experienced by brothers and sisters of people with special needs.
OBJECTIVE ACTIVITIES	

**OBJECTIVE
OUTCOMES**

**OBJECTIVE
MEASUREMENT**

Exhibit A



<i>Regions</i>
Region 1
Region 2
Region 3
Region 4
Region 5
Region 6
Region 7
Region 8
Region 9
Region 10

Exhibit B



The Sibshop Standards of Practice

A simple web search for "Sibshop" or even "Sib Shops" results in literally thousands of hits. In addition to the wonderful community-based Sibshops that are being run in almost every state and in countries from Japan to Cork, Ireland, Sibshops are increasingly being offered as part of state and national conferences and as an adjunct to parent support groups throughout the US and elsewhere.

While I am truly pleased that there is such interest in the model, we need to protect young sibs by making sure that when parents send their children to a Sibshop, they are sending them to a program that is true to the spirit and goals of the model.

To this end, I have worked with long-time Sibshop facilitators in drafting Standards of Practice for programs wishing to become a registered Sibshop and use the (trademarked) Sibshop name, a "sound-alike" name (e.g., "Sib Shop") or the Sibshop logo. I am grateful to the members of the Sibshop Standards of Practice Committee for helping me with this important project.

Please make a copy of the Standards of Practice for each adult facilitator of your Sibshop program and extra copies for any staff members who may join your program. Please review the Standards with the other Sibshop facilitators and administrators and be sure to register your Sibshop online as discussed at the end of this document. If you have questions along the way, please do not hesitate to write or call.

Thank you, in advance, for taking the time to work through this document and thanks for understanding the need for high standards in our efforts to provide brothers and sisters with peer support and information.

One final note: As a Sibshop facilitator or administrator, you likely offer Sibshops in addition to many other responsibilities. Still, you and your colleagues find time in your busy schedules and lives because you care deeply about the concerns of brothers and sisters. Local providers like you--who are making a difference in the lives of sibs on a daily basis--are my heroes. I cannot thank you enough for what you are doing for the brothers and sisters in your community.

Please let me know how I may support your important work. All

the best,

Don Meyer
Sibling Support Project
6512 23rd Ave NW, #213
Seattle, WA 98117
206-297-6368
donmeyer@siblingsupport.org



Sibling Support Project
www.siblingsupport.org

The logo for the Sibling Support Project features a stylized flame or flower shape composed of three curved lines in purple, green, and orange, with a purple horizontal bar at the base.

1. What Sibshops Are—and Are Not.

On the very first page of *Sibshops: Workshops for siblings of children with special needs*, Sibshops are described this way:

For the adults who plan them and the agencies that sponsor them, Sibshops are best described as opportunities for brothers and sisters of children with special health and developmental needs to obtain peer support and education within a recreational context. They often reflect an agency's commitment to the well-being of the family member most likely to have the longest-lasting relationship with the person with special needs.

However, for the young people who attend them and the energetic people who run them, Sibshops are best described as *events*. Sibshops are lively, pedal-to-the-metal celebrations of the many contributions made by brothers and sisters of kids with special needs. Sibshops acknowledge that being the brother or sister of a person with special needs is for some a good thing, for others a not-so-good thing, and for many somewhere in between. They reflect a belief that brothers, and sisters have much to offer one another—if they are given a chance. The Sibshop model intersperses information and discussion activities with new games (designed to be unique, offbeat, and appealing to a wide ability range), cooking and art activities, and special guests...Well run, Sibshops are as fun and rewarding for the people who host them as they are for the participants.

Sibshops seek to provide siblings with opportunities for peer support. Because Sibshops are designed for school-age children, peer support is provided within a lively recreational context that emphasizes a kids'-eye view.

Sibshops are *not* therapy, group or otherwise, although their effect may be therapeutic for some children. Sibshops acknowledge that most brothers and sisters of people with special needs, like their parents, are doing well, despite the challenges of an illness or disability. Consequently, while Sibshop facilitators always keep an eye open for participants who may need additional services, the Sibshop model takes a wellness approach.

Sibshops should also never be confused with childcare. Sometimes, agencies wish to offer Sibshops concurrently with parent support meetings. While this “two ring” approach is acceptable, agencies will need to add a “third ring”: childcare for the children who have special needs *and* for the typically developing siblings who are either not in the target age range or simply do not wish to be a part of your Sibshop.

Sibshops, therefore:

- should be decidedly fun to attend
- provide peer support and information within a recreational context
- may be “therapeutic” to attend but are not therapy, group or otherwise
- utilizes an approach that emphasizes wellness and
- should never be considered childcare

Endorsing the Goals of Sibshops.

As described on pages 4 & 5 of the Sibshop curriculum, Sibshop goals are:

- Goal : Sibshops will provide brothers and sisters of children with special needs an opportunity to meet other siblings in a relaxed, recreational setting that allows opportunities to discuss common joys and concerns. Sibshops will provide siblings and opportunity to learn how to handle situations commonly experience, learn more about implications of their sibling's special needs and provide parents and other professionals with opportunities to learn about the concerns and opportunities frequently experienced by brothers and sisters of people with special needs.

These goals will drive the activities of your Sibshop. Although most Sibshops do an excellent job with goals 1 – 3, goals 4 and 5 are too often overlooked and should not be.

Brothers and sisters will have a life-long and ever-changing need for information about their sibs' disabilities and the services they receive. As a peer support *and* education model, Sibshops are a marvelous opportunity to provide participants with kid-friendly information about a wide range of topics from guest speakers, tours, discussions, etc.

If we hope that parents will attend to the needs of their typically developing children, we will need to inform them of sibs' life-long concerns. If we wish to create systemic change that assures that sibs are on agencies' radar screens and in their working definition of "family," it will require that we educate our colleagues and advocate for sibs' concerns.

2. Referring Children When Sibshops Are Not the Right Approach.

Most, but not all siblings of children with special needs will be well served by Sibshops' lively mix of fun, peer support, and information. For some children, however, Sibshops may not be the right approach. These children may not be comfortable in groups or they may prefer to get peer support and information in other ways (e.g., listservs, books, or informal opportunities). Other children will have needs that go beyond what a Sibshop can reasonably provide. As mentioned in the above description of Sibshops, facilitators will need to keep an eye open for participants who may need additional services. Your Sibshop team of facilitators and appropriate administrators should know--in advance of a problematic situation—people and agencies in your community who might be able to help a child (and family) not being well served by your Sibshop effort.

3. Reporting Worrisome Information and Behavior to Parents and Appropriate Agencies.

To the extent possible, Sibshops attempt to give participants a safe place where they can openly discuss the “good and not-so-good” aspects of life with a sibling who has special needs. In order to assure that they can speak freely, facilitators, as a rule, will not specifically divulge what participants discuss during a Sibshop with parents. (Facilitators, however, are encouraged to discuss the *general* topics that participants discussed during parent meetings.)

On rare occasions, however, children may reveal information that will need to be shared with parents or, in extreme cases, with appropriate agencies. Before such contact is made with either parents or agencies, the concern should be discussed with the entire Sibshop team. Your Sibshop’s team should be aware—in advance of a problem—of your state’s rules regarding mandated reporting.

4. Making Sibshops Available for Families Who Cannot Afford to Pay.

It is reasonable to ask parents to pay a fee for their children to attend a Sibshop. Most Sibshops far cost less than childcare would for the same amount of time. Fees can help offset costs associated with running a Sibshop. Perhaps most importantly, fees help insure that parents bring their children to the Sibshop that facilitators have worked so hard to make rewarding.

However, a significant effort should be made to assure that Sibshops are available to families who cannot afford the set fee. On the registration forms of many Sibshops is a statement similar to the following: “A limited number of Sibshop scholarships are available on a first-come, first-served basis. Check here if you’d like your child considered for a Sibshop scholarship.” On the same form, other parents who do not have money woes can be given an opportunity to contribute to the Sibshops scholarship fund.

5. Family Involvement in Sibshops.

Ideally, at least one of your Sibshop’s facilitators will be an adult sibling for the reasons mentioned on page 75 of the Sibshop curriculum. If this is not possible, seek a parent who can offer advice, provide a family perspective, and help you spread the word about your program. Good word of mouth among families is critical to drawing children to your Sibshop. Family involvement—as well as Goal 5 of the Sibshop curriculum—will also be achieved by hosting at least one meeting per year for the parents of the children who attend your Sibshop. These meetings may be held concurrently with your Sibshop and can be informal discussions of why parents enrolled their children in Sibshops, Sibshop goals and activities, and general topics discussed by Sibshop participants.

6. Involving Sibs in the Selection of Sibshop Activities.

The brothers and sisters who attend your Sibshop should be given some say about Sibshop activities. This is especially true for Teen Sibshops. Seek their feedback about activities they liked and disliked and ideas that they have for recreation, discussion, and informational activities. The Sibshop curriculum is not so regimented that it cannot accommodate bright ideas from the young people who attend them!

7. Evaluation.

At least once per year, your Sibshop should plan on “checking in” with both the young siblings who attend your Sibshop as well as their parents. Use or adapt the evaluation forms found on pages 101-103 of *Sibshops*. These evaluations are easy to administer and will provide your team with valuable feedback.

8. Seek Appropriate Facilitators.

Based on years of conducting programs for siblings, we believe that Sibshop facilitators should share some varied core skills. As described in detail on pages 75-77 of *Sibshops*, it is strongly desired that Sibshop facilitators:

- Have a working knowledge of the unique concerns and opportunities experienced by brothers and sisters of children with special needs.
- Have personal or professional experience with people who have special needs and with their families.
- Be familiar with active listening principles.
- Have experience leading groups, preferably groups of children.
- Convey a sense of joy, wonder and play.
- Be available to meet at the times and dates identified by the planning committee.
- Be somewhat physically fit.
- Appreciate that the Sibshop participants, not the facilitators, are the experts on living with a brother or sister with special needs.

Review pages 75-77 with members of your team to make sure that your team of facilitators embodies these qualifications. In certain instances, allowances can be made for one team member lacking a particular skill if another team member who possesses that skill compensates for it. For instance, your Sibshop may have a team member who is gifted at leading group discussions but has a physical disability that makes it impossible for her to pitch lively recreational activities. Her difficulty might be compensated by a team member who may not be especially good at leading group discussions but is highly skilled at leading recreational activities.

9. Training.

All Sibshop facilitators are strongly encouraged to attend a two-day Sibshop training offered by the Sibling Support Project. It is the single best way to get “up to speed” on sibling issues and learn what Sibshops are all about.

These trainings are best when hosted in the community where the new Sibshop is to be created. As training includes a Demonstration Sibshop, these two-day events are a great way to kick off a local Sibshop and educate parents, service providers, and future Sibshop facilitators about siblings’ life-long concerns.

When hosting a training is not possible, you may attend a Sibshop training offered elsewhere as an alternative. To learn where Sibshop trainings are being held, consult the Sibling Support Project’s online training calendar at <http://plus.calendars.net/sibshop> or contact the Sibling Support Project directly.

Although attending training from the Sibling Support Project is preferred, local Sibshop facilitators who have attended training by the Sibling Support Project may train new staff at their own agencies. Facilitators trained this way are, in effect, “second-generation” trainees. In order to avoid photocopy-of-a-photocopy-of-a-photocopy phenomena, Sibshops run by second-generation trainees may not train new Sibshop facilitators, even at their own agency.

As discussed in Standard 2 (Endorsing the Goals of Sibshops) community-based Sibshop facilitators are encouraged to conduct awareness-level workshops on Sibshops. However, they may not train others on how to run a Sibshop model at regional, state, or national venues without specific, prior permission of the Sibling Support Project.

10. Membership in SibGroup.

Sib Group is the Sibling Support Project’s no-cost listserv for those running Sibshops and similar sibling programs. It is an excellent forum to meet others running Sibshops and share ideas, challenges, and stories of your successes. It is also the easiest way for the Sibling Support Project to communicate with Sibshops across the world. To be a registered Sibshop, the contact person for your Sibshop must subscribe to the Sib Group listserv. Other Sibshop facilitators are encouraged be members as well. To subscribe, simply visit www.siblingsupport.org/sibshops/sibshops-listserv

11. Enriching the Sibshop Curriculum.

Each week Sibshop facilitators come up with novel activities that are not in the pages of the *Sibshops*. To encourage sharing the wealth and enriching the Sibshop curriculum, each Sibshop program should submit at least one and preferably three activities to the Sib Group listserv each year in the format found in the Sibshop curriculum. These may be recreational (includes new games, crafts, art and cooking projects), discussion, or information activities. Sharing will give all Sibshops a rich array of activities to choose from and contributors will always be acknowledged!

12. Appropriate use of Sibshop name and logo.

Registered Sibshops may use the Sibshop name and the Sibshop logo, but the name and logo must be used correctly. Please note that it is “Sibshop” and never “SibShop” or “Sib Shop.” The Sibshop curriculum is copyrighted and the Sibshop logo is a trademark. Consequently, the Sibshop logo may not be altered in any way without prior permission of the Sibling Support Project.

13. Registering your Sibshop.

To use the Sibshop name and logo, your program must be a registered Sibshop. Luckily, registration is easy, quick, and now is completed online. Please note: All Sibshops must complete a one-time online registration—even those Sibshops who have previously registered through the mail.

During the online registration site, you will:

- Indicate that you have completed the necessary requirements to become a registered Sibshop;
- Indicate that you agree with the Standards; and
- Provide us with contact information about your Sibshop program

Once you register online, we will post key contact information about your Sibshop on our website's online directory. This information will assist the hundreds of parents who visit the Project's webpages seeking a local Sibshop for their children. Please note: it will be your responsibility to make sure that the contact information we have for you is current. Following registration, you will be provided with instructions on how to make updates on the information we have about your program.

To register online, please visit: www.siblingsupport.org/sibshops/createMember

Michigan Department of Health and Human Services (MDHHS)
Please note if needed, free language assistance services are available.
Call 800-359-3722 (TTY users call 711).

Spanish	ATENCIÓN: si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 800-359-3722 (TTY: 711).
Arabic	ملحوظة: إذا كنت تتحدث اذكر اللغة، فإن خدمات المساعدة اللغوية تتوافر لك بالمجان. اتصل برقم 800-359-3722 (رقم هاتف الصم والبكم: 711:TTY).
Chinese	注意：如果您使用繁體中文，您可以免費獲得語言援助服務。請致電 800-359-3722 (TTY: 711)
Syriac (Assyrian)	800-359-3722 (TTY:711)
Vietnamese	CHÚ Ý: Nếu bạn nói Tiếng Việt, có các dịch vụ hỗ trợ ngôn ngữ miễn phí dành cho bạn. Gọi số 800-359-3722 (TTY:711).
Albanian	KUJDES: Nëse flitni shqip, për ju ka në dispozicion shërbime të asistencës gjuhësore, pa pagesë. Telefononi në 800-359-3722 (TTY:711).
Korean	주의: 한국어를 사용하시는 경우, 언어 지원 서비스를 무료로 이용하실 수 있습니다. 800-359-3722 (TTY:711)번으로 전화해 주십시오.
Bengali	লক্ষ্য করুনঃ যদি আপনি বাংলা, কথা বলতে পারেন, তাহলে নিঃখরচায় ভাষা সহায়তা পরিষেবা উপলব্ধি আছে। ফোন করুন ১-৮০০-৩৫৯-৩৭২২ (TTY ১-৭১১)
Polish	UWAGA: Jeżeli mówisz po polsku, możesz skorzystać z bezpłatnej pomocy językowej. Zadzwoń pod numer 800-359-3722 (TTY:711).
German	ACHTUNG: Wenn Sie Deutsch sprechen, stehen Ihnen kostenlos sprachliche Hilfsdienstleistungen zur Verfügung. Rufnummer 800-359-3722 (TTY:711).
Italian	ATTENZIONE: In caso la lingua parlata sia l'italiano, sono disponibili servizi di assistenza linguistica gratuiti. Chiamare il numero 800-359-3722 (TTY:711).
Japanese	注意事項：日本語を話される場合、無料の言語支援をご利用いただけます。800-359-3722 (TTY:711) まで、お電話にてご連絡ください
Russian	ВНИМАНИЕ: Если вы говорите на русском языке, то вам доступны бесплатные услуги перевода. Звоните 800-359-3722 (телетайп 711).
Serbo-Croatian	OBAVJESTENJE: Ako govorite srpsko-hrvatski, usluge jezičke pomoći dostupne su vam besplatno. Nazovite 800-359-3722 (TTY Telefon za osobe sa oštećenim govorom ili sluhom 711).
Tagalog	PAUNAWA: Kung nagsasalita ka ng Tagalog, maaari kang gumamit ng mga serbisyo ng tulong sa wika nang walang bayad. Tumawag sa 800-359-3722 (TTY: 711).

The Michigan Department of Health and Human Services (MDHHS) does not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, genetic information, sex, sexual orientation, gender identity or expression, political beliefs or disability. Further, MDHHS:

- Provides free aids and services to people with disabilities to communicate with us, such as:
 - Qualified sign language interpreters
 - Written information in other formats (large print, audio, accessible electronic formats, other formats); and
- Provides free language services to people whose primary language is not English, such as:
 - Qualified interpreters
 - Information written in other languages

If you need the above services, contact the MDHHS Section 1557 Coordinator.

If you believe that MDHHS has failed to provide the above services or discriminated in another way on the basis of race, color, national origin, age, disability, or sex, you can file a grievance with: MDHHS Section 1557 Coordinator. You can file a grievance in person or by mail, fax, or email. If you need help filing a grievance, the MDHHS Section 1557 Coordinator is available to help you.

MDHHS Section 1557 Coordinator
 Compliance Office, 4th Floor
 P.O. Box 30195
 Lansing, MI 48909

517-284-1018 (Main), TTY users call 711, 517-335-6146 (Fax),
MDHHS-ComplianceOffice@michigan.gov

You can also file a civil rights complaint with the responsible federal agency.

<p>If your grievance or complaint is about your Medicaid application, benefits or services you can file a civil rights complaint with the U.S. Department of Health and Human Services at https://bit.ly/2pBS4YG, or by mail or phone at:</p> <p>U.S. Department of Health and Human Services 200 Independence Avenue, SW Room 509F, HHH Building Washington, D.C. 20201 800-368-1019, 800-537-7697 (TDD)</p> <p>Complaint forms are available at https://bit.ly/2IKshMS.</p>	<p>If your grievance or complaint is about your application for or current food assistance benefits, you can file a discrimination complaint with the U.S. Department of Agriculture (USDA) Program by:</p> <p>Completing a Complaint Form, (AD-3027) found online at: https://bit.ly/2g9zzpU or at any USDA office, or write a letter addressed to USDA at the address below. In your letter, provide all information requested in the form.</p> <p>To request a copy of the complaint form, call 866-632-9992. Send your completed form or letter to USDA by mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410</p> <p>Fax: 202-690-7442; or Email: program.intake@usda.gov</p>
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