DEPARTMENT OF LABOR

Employment and Training Administration

DEPARTMENT OF EDUCATION

Office of Vocational and Adult Education

School-to-Work Opportunities; Urban/Rural Opportunities Grants; Application Procedures

AGENCIES: Employment and Training Administration, Department of Labor. Office of Vocational and Adult Education, Department of Education.

ACTION: Notice of availability of funds, solicitation for grant application (SGA) and an Empowerment Zone/Enterprise Community EZ/EC invitational priority for School-to-Work Urban/Rural Opportunities Grants.

SUMMARY: This notice announces the 1997 competition for Urban/Rural Opportunities Grants authorized under Title III of the School-to-Work Opportunities Act of 1994 (the Act). This notice contains all of the necessary information and forms to apply for funds appropriated in FY 1996. Urban/Rural Opportunities Grants enable local partnerships serving youth who reside or attend school in high poverty areas to develop and implement School-to-Work Opportunities initiatives in high poverty areas of urban and rural communities. These initiatives offer young Americans in these communities access to School-to-Work Opportunities programs specifically designed to address barriers to their successful participation in such programs and to prepare them for further education and training and first jobs in high-skill, high-wage careers.

DATES: Applications for grant awards will be accepted commencing April 14, 1997. The closing date for receipt of applications is June 30, 1997 at 2 p.m. (Eastern time) at the address below. Telefacsimile (FAX) applications will not be accepted.

ADDRESSES: Applications must be mailed to: U.S. Department of Education, Application Control Center, Attention: CFDA #278G, Washington, DC 20202–4725.

FOR FURTHER INFORMATION CONTACT: Christine Camillo, National School-to-Work Office, Telephone: (202) 401–6222 (this is not a toll-free number). Individuals who use a telecommunications device for the deaf (TDD) may call the Federal Information Relay Service (FIRS) at 1–800–877–8339 between 8 a.m. and 8 p.m., Eastern time, Monday through Friday.

SUPPLEMENTARY INFORMATION:

Section A. Background

The Departments of Labor and Education are reserving funds appropriated for FY 1996 for a competition for Urban/Rural Opportunities Grants authorized under Title III of the Act. Grants under this competition will be awarded to local partnerships that serve high-poverty areas and that are also prepared to develop and implement local School-to-Work Opportunities initiatives in these areas. The Departments recognize that high-poverty areas face particular challenges in implementing School-to-Work initiatives, including: Few large private or public employers; dropout rates that, in many cases, are over 50 percent; poor students who may be much less aware of post-secondary opportunities than students in other areas; strong peer pressure that does not [necessarily] promote achievement among youth; pressure on youth from situations outside of school that may affect their school performance; schools with students of more diverse ethnic and racial backgrounds than schools in other areas; proportionately more out-of-school youth than in other areas; and uneven quality in educational and employment opportunities available to high-poverty area youth.

Due to these particular challenges, a local partnership in a high-poverty area must identify and address a great variety of needs of youth residing, or attending school, in these areas. The Departments encourage applications from only those local partnerships that propose innovative and effective ways to deliver the common features and basic program components as outlined in Title I of the Act and that have the potential to serve large numbers of students who reside or attend school in the targeted area. Further, the Departments wish to emphasize the importance of a local partnership's ability to coordinate its strategies for serving in-school and out-of-school youth; for achieving its planned goals and outcomes; for assessing and addressing the multiple needs of high-poverty area youth, particularly the human service needs; and for linking effectively with both schoolwide reform efforts and with State and community plans for a comprehensive School-to-Work Opportunities system.

In accordance with the authority provided in Section 5 of the Act, the Departments have determined that the administrative provisions contained in the Education Department General Administrative Regulations (EDGAR), at 34 CFR parts 74, 75, 77, 79, 80, 82, 85 and 86, will apply to grants awarded to local partnerships under this Urban/Rural Opportunities Grant competition.

This notice contains the definition of the term ''administrative costs,'' as established by the Departments in a final notice published on November 14, 1995 (60 FR 57276), and a 10 percent cap on administrative costs incurred by local partnerships receiving grants under Title III. This notice also establishes an invitational priority for funding EZ/EC applicants, and contains all of the other necessary information and forms to apply for a grant.

Section B. Purpose

Under this competition, the Departments will award grants to local partnerships serving youth who reside or attend school in high-poverty areas that have built a sound planning and development base for their school-to-work programs, to begin implementation of School-to-Work Opportunities initiatives that will become part of statewide School-to-Work Opportunities systems. These local initiatives offer young Americans access to programs designed to increase their opportunities for further education and training, to prepare them for first jobs in high-skill, high-wage careers, and to address the special needs of youth residing or attending school in high poverty areas.

Section C. Application Process

1. Eligible Applicants

(A) Local Partnership Definition

A local entity that meets the definition of ''local partnership'' in section 4(11) of the Act is eligible to apply for an Urban/Rural Opportunities Grant. As defined in the Act, an eligible partnership must include employers, representatives of local educational agencies and local postsecondary educational institutions (including representatives of area vocational education schools, where applicable), local educators, representatives of labor organizations or nonmanagerial employee representatives, and students. Other entities appropriate to effective implementation of a local School-to-Work Opportunities initiative should also be included in the partnership. Such partnerships must be in place prior to submitting an application for funding.

Under section 302(b)(2) of the Act, a local partnership is eligible to receive only one (1) Urban/Rural Opportunities Grant.

(B) High-Poverty Area Definition

In addition to meeting the definition of ''local partnership'' in section 4(11) of the Act, under section 307 of the Act, applicants seeking funding under this notice are required to meet the definition of ''high-poverty area'' as stated in that section and to describe the urban or rural high poverty area to be served. The description must include:

- A map indicating the urban census tract, contiguous group of urban census tracts, block number area, contiguous group of block number areas, or Indian reservation to be served by the local partnership. To be considered contiguous, the tracts, areas or reservations to be served must be touching at any point.
- The population of each urban census tract, block number area, or Indian reservation to be served, along with the total population of the entire area to be served; and
- The poverty rate for each urban census tract, block number area, or Indian reservation to be served, among individuals under the age of 22, as determined by the U.S. Bureau of the Census, along with an average poverty rate among this age group for the entire area to be served. Only U.S. Bureau of Census statistics may be submitted for review.

Only those applicants that both provide the required map and population/poverty rate data in their applications in the format outlined in this subsection of this notice and that meet the definition of a high poverty area as described in this subsection will be considered for funding. The Departments intend to pre-screen all applications for high poverty area eligibility prior to the panelists' review and will not consider any applications that do not contain the required map and population/poverty rate data. Information in addition to what is required in this notice with regard to population/poverty rate data is not necessary and will have no influence upon meeting the high poverty area definition. Applicants will not have the opportunity to submit additional or revised information should a determination be made that the identified area does not meet the high poverty definition.

Note: U.S. Bureau of Census information may be obtained through a local college or university, city planning department, State data center, or through the Data User Service Division of the U.S. Bureau of the Census. Applicants are encouraged to utilize local providers of U.S. Bureau of Census data. For those applicants who are unable to locate such data, please contact the Census Bureau State Data Center for your local area. A list of State and Local Data Center contacts is included in an appendix to this notice. Population/poverty rate data published by the Bureau of the Census is provided in age ranges: 0–5, 6–11, 12–17, 18–24, and 25 and up. The Departments will accept poverty rate data for the age range up to 17 or up to 24, whichever is higher, for the purposes of eligibility. In order to be considered for funding, all census tracts or blocks within the area to be served must be characterized by a poverty rate of 20.0 percent or greater among the age group.

2. State Comments

The local partnership must submit its application to the State for review and comment before submitting the application to the Departments, in accordance with section 303(a) of the Act. The application should be submitted to the State's School-to-Work Contact. A list of State School-to-Work Contacts is included in an appendix to this notice. The Departments expect that the State School-to-Work Contact will provide all members of the State School-to-Work Partnership listed in section 213 (b)(4)(A)–(K) of the Act an opportunity to review and comment on the local partnership's application.

Of particular importance to the Departments are each State's comments on the consistency of the local partnership's planned activities with the State's plan for a comprehensive statewide School-to-Work Opportunities system and the relationship of any proposed activities with other local school-to-work partnerships or plans, especially if the grant applicant is not specifically identified as a local partnership within the State system.

In accordance with section 305 of the Act, if a State has an approved State School-to-Work Opportunities plan, the State must confirm that the plan submitted by the local partnership is in accordance with the State plan. The application from the local partnership must contain this confirmation.

Section 303(b)(1) of the Act requires that each State review and comment on a local partnership's application within 30 days from the date on which the State receives the application from the local partnership. Therefore, even though an applicant has 75 days to apply for a Urban/Rural Opportunties Grant under this notice, it must provide its application to its State in time for the State to have at least 30 days before the due date to review and comment on the application.

Furthermore, under section 303(c)(2) of the Act, the State's comments must be included in the local partnership's application. However, if the State does not provide review and comment within the 30-day time period described above, the local partnership may submit the application to the Departments without State comment. In such a case, the local partnership should provide proof that the State received a copy of the local partnership's application at least 30 days prior to the application due date.

3. Period of Performance

The period of performance for Urban/Rural Opportunities Grants is sixty (60) months from the beginning of the project period.

4. Option to Extend

Urban/Rural Opportunities Grants may be continued up to 4 additional years, regardless of the State Implementation Grant status of the State in which the partnership is located. Additional funding will be based upon availability of funds and the progress of the local partnership towards its objectives as stated in its performance agreement and will be subject to the annual approval of the Secretaries of Labor and Education (the Secretaries). It is expected that the amount of Federal funds, if any, that are awarded to local partnerships under this notice in subsequent years, will decrease.

5. Available Funds

Approximately $14 million is available for this competition.

6. Estimated Range of Awards

The amount of an award under this competition will depend upon the scope, quality, and comprehensiveness of the proposed initiative and the relative size of the high poverty area to be served by the local partnership. While there is no limitation on the size of a high poverty area, the Departments expect that the resources available for individual grants will effectively serve high poverty areas of no more than a total of 50,000 in population. The Departments further expect that first-year award amounts will range from a minimum award of $200,000 to a maximum award of $500,000. These estimates, which are provided to assist applicants in developing their plans, are not binding.

7. Estimated Number of Awards

The Departments expect to award 30–40 grants under this competition.

Note: The Departments are not bound by any estimates in this notice.

8. Grantee Reporting Requirements/Deliverables

(a) Reporting requirements.

The local partnership grantee will be required, at a minimum, to submit:

—Quarterly Financial Reports (SF 269 A);
—Quarterly Narrative Progress Reports;
—Performance Agreement or Performance Standards;
—Annual Financial Reports (ED Form 524 B, and SF 269);
Budget Information for Upcoming Years, if necessary;
—An Annual Performance Report providing data on performance measures; and
—A close-out report at the end of the grant.

(b) Deliverables.

The local partnership grantee will be required to:

• Provide information on best practices and innovative school-and work-based curricula suitable for dissemination to States and other stakeholders;

• Participate in two grantee meetings per year sponsored by the National School-to-Work Office;

• Act as a host to outside visitors who are interested in developing and implementing School-to-Work Opportunities initiatives in urban or rural areas of high poverty and to other visitors interested in the replication, adaptation and/or impact of successful program elements; and

• Participate as needed in national evaluation and special data collection activities.

9. Application Transmittal Instructions

An application for an award must be mailed or hand delivered by the closing date.

(A) Applications Delivered by Mail

An application sent by mail must be addressed to the U.S. Department of Education, Application Control Center, Attention CFDA # 278G, 600 Independence Avenue, SW, Washington, DC 20202-4725.

An application must show proof of mailing consisting of one of the following:

• A legibly dated U.S. Postal Service Postmark;

• A legible mail receipt with the date of mailing stamped by the U.S. Postal Service;

• A dated shipping label, invoice, or receipt from a commercial carrier; or

• Any other proof of mailing acceptable to the U.S. Secretary of Education.

If an application is sent through the U.S. Postal Service, the Secretaries do not accept either of the following as proof of mailing:

• A private metered postmark; or

• A mail receipt that is not dated by the U.S. Postal Service.

An applicant should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, an applicant should check with its local post office. An applicant is encouraged to use registered or at least first class mail. Each late applicant will be notified that its application will not be considered.

(B) Applications Delivered by Hand

An application that is hand delivered must be taken to the U.S. Department of Education, Application Control Center, Room 3633, Regional Office Building 3, 7th and D Streets, SW, Washington, DC.

The Application Control Center will accept hand delivered applications between 8:00 a.m. and 4:30 p.m. (Eastern time) daily, except Saturdays, Sundays and Federal Holidays.

Individuals delivering applications must use the D Street Entrance. Proper identification is necessary to enter the building.

In order for an application sent through a courier service to be considered timely, the courier service must be in receipt of the application on or before the closing date.

Section D. Organization and Content of Applications

Applicants are encouraged to submit an original and three (3) copies of their application. The Departments suggest that the application be divided into six distinct parts: detachable description addressing the high poverty area definition, budget and certifications, abstract, State comments, program narrative, and appendices. To ensure a comprehensive and expeditious review, the Departments strongly suggest that applicants submit an application formatted as follows:

Table of Contents

I. Eligibility Requirements

Part I must contain detailed information as described in the Eligible Applicants, High Poverty Area Definition subsection of this notice and, for pre-screening purposes, should be separate and easily detachable from the remainder of the application.

II. Budget and Certifications

Part II should contain the Standard Form (SF) 424, ''Application for Federal Assistance,'' and SF 524, ''Budget.'' One copy of the SF 424 must have original signatures of the designated fiscal agent, who will be the grantee. In addition, the budget should include—on a separate page(s)— a detailed cost break-out of each line item on SF 524. Applicants should list any non-Federal resources within their narrative applications. Any non-Federal resources listed on the applicant's SF 424 or ED Form 524, Section B, will be considered binding. Assurances and Certifications found in an appendix to this notice should also be included in Part II of the application and should include the original signatures of the fiscal agent/grantee.

III. Abstract

Part III should consist of a one-page abstract summarizing the essential components and key features of the local partnership's plan.

IV. State Comments

Part IV should contain the State's comments on the application. Details on this section can be found under the State Comments heading of this notice.

V. Program Narrative

Part V should contain the application narrative that demonstrates the applicant's plan and capabilities in accordance with the selection criteria contained in this notice. In order to facilitate expeditious evaluation by the panels, applicants should describe their proposed plan in light of each of the selection criteria. No cost data or reference to price should be included in this part of the application. The Departments strongly request that applicants limit the program narrative section to no more than 40 one-sided, double-spaced pages.

VI. Appendices

All applicable appendices including letters of support, resumes, and organization charts should be included in this section. The Departments recommend that all appendix entries be cross-referenced back to the applicable sections in the program narrative.

Note: Applicants are advised that the peer review panels evaluate each application solely on the basis of the selection criteria contained in this notice and the School-to-Work Opportunities Act. Appendices may be used to provide supporting information. However, in scoring applications, reviewers are required to take into account only information that is presented in the application narrative, which must address the selection criteria and requirements of the Act. Letters of support are welcome, but applicants should be aware that support letters contained in the application will strengthen the application only if they contain commitments that pertain to the selection criteria.

Based on their experience with past competitions, and in an effort to ensure and confirm the commitment of key partners to their partnership, the Assistant Secretaries may wish to contact the applicants and their key

partners before making final funding decisions.

Section E. Safeguards

The Departments will apply certain safeguards, as required under Section 601 of the Act, to School-to-Work Opportunities programs funded under this notice. The application must include a brief assurance that the following safeguards will be implemented and maintained throughout all program activities:

(a) No student shall displace any currently employed worker (including a partial displacement, such as a reduction in the hours of non-overtime work, wages, or employment benefits).

(b) No School-to-Work Opportunities program shall impair existing contracts for services or collective bargaining agreements, and no program funded under this notice shall be undertaken without the written concurrence of the labor organization and employer concerned.

(c) No student shall be employed or fill a job—

(1) When any other individual is on temporary layoff, with the clear possibility of recall, from the same or any substantially equivalent job with the participating employer; or

(2) When the employer has terminated the employment of any regular employee or otherwise reduced its workforce with the intention of filling the vacancy so created with the student.

(d) Students shall be provided with adequate and safe equipment and safe and healthful workplaces in conformity with all health and safety requirements of Federal, State, and local laws.

(e) Nothing in the Act shall be construed so as to modify or affect any Federal or State law prohibiting discrimination on the basis of race, religion, color, ethnicity, national origin, gender, age, or disability.

(f) Funds awarded under the Act shall not be expended for wages of students or workplace mentors.

(g) The grantee shall implement and maintain such other safeguards as the Secretaries may deem appropriate in order to ensure that School-to-Work Opportunities participants are afforded adequate supervision by skilled adult workers, or to otherwise further the purposes of the Act.

Section F. Waivers

Under Title V of the Act, the Secretaries may waive certain Federal requirements that impede the ability of a State or local partnership to carry out the purposes of the Act. Only local partnerships in States with approved School-to-Work Opportunities plans may apply for waivers. A local partnership that seeks a waiver should contact its State School-to-Work Contact to determine what documentation is required and to whom it should be sent.

In May, 1995, the National School-to-Work Opportunities Office issued a document entitled ''School-to-Work Opportunities Waiver and Plan Approval Process Questions and Answers.'' This document was sent to every Governor and State School-to-Work Contact. The document contains answers to many of the questions that localities may have when preparing their waiver requests. Local Partnerships interested in applying for waivers should contact the National School-to-Work Opportunities Office or their State School-to-Work Contact for a copy of the waivers document.

Section G. Bidders' Conferences

Bidders' Conferences for interested School-to-Work Urban/Rural Opportunities representatives are scheduled from 1:00 p.m. to 4:00 p.m., on the dates and locations listed below:

- May 9, 1997, Dallas, Texas.
- May 12, 1997, Chicago, Illinois.

Registration for both conferences will be held from 12–1 p.m. (Central Time). More information on the location of each conference will be provided to applicants at the time of registration.

Participants at each of the Conferences will receive a detailed description of the School-to-Work Opportunities Act, the selection criteria and high poverty area definition and how they will be applied, and will have the opportunity to ask questions of Federal School-to-Work officials.

All partnerships must pre-register by faxing the names and addresses of up to three members of the local partnership planning to attend, the name of the local partnership, and a phone number to: Jeffrey Way, Way and Associates, 7338 Baltimore Avenue, Suite 107, College Park, MD 20740, (301) 277–2050; FAX: (301) 277–2051.

Questions regarding the solicitation may be submitted in advance. If you are unable to attend one of the Bidders' Conferences but would like the conference materials and a conference transcript, submit your request via fax to the fax number listed above. All reservations must be submitted no later than April 25, 1997. You will be sent a confirmation along with hotel accommodation information once your registration has been received.

School-to-Work Local Partnership Grants

Administrative Cost Cap

The Departments are applying the 10 percent cap on administrative costs contained in section 215(b)(6) of the Act to local partnerships receiving grants directly under this competition. As was explained in the notice announcing the FY 1995 competition, section 215(b)(6) of the Act applies the 10 percent administrative cap to subgrants received by local partnerships from a State. Applying the 10 percent cap to Urban/Rural local partnership grants under this competition is consistent with the Act's intent and its broader limitations on administrative costs, as well as with section 305 of Title III, which requires conformity between School-to-Work Opportunities plans of local partnerships and State School-to-Work Opportunities plans.

Definition of Administrative Costs

All definitions in the Act apply to local School-to-Work Opportunities systems funded under this and future Urban/Rural Opportunities Grant competitions. Since the Act does not contain a definition of the term ''administrative costs'' as used in section 217 of the Act, as was explained in the notice announcing the FY 1995 competition, the Departments will apply the following definition to competitions for Urban/Rural Opportunities Grants.

The term ''administrative costs'' means the activities of a local partnership that are necessary for the proper and efficient performance of its duties under the Urban/Rural Opportunities Grant pursuant to the School-to-Work Opportunities Act and that are not directly related to the provision of services to participants or otherwise allocable to the program's allowable activities listed in section 215(b)(4) and section 215(c) of the Act. Administrative costs may be either personnel or non-personnel costs, and may be either direct or indirect. Costs of administration include those costs that are related to this grant in such categories as—

A. Costs of salaries, wages, and related costs of the grantee's staff engaged in—

- Overall system management, system coordination, and general administrative functions, except evaluation activities;
- Preparing program plans, budgets, and schedules, as well as applicable amendments;
- Monitoring of local initiatives, pilot projects, subrecipients, and related systems and processes;

• Procurement activities, including the award of specific subgrants, contracts, and purchase orders;

• Developing systems and procedures, including management information systems, for ensuring compliance with the requirements under the Act;

• Preparing reports and other documents related to the Act;

• Coordinating the resolution of audit findings;

B. Costs for goods and services required for administration of the School-to-Work Opportunities system;

C. Costs of system-wide management functions; and

D. Travel costs incurred for official business in carrying out grants management or administrative activities.

EZ/EC Priority

The Departments invite applications from local partnerships proposing to implement a School-to-Work Opportunities initiative for youth residing or attending school in an Empowerment Zone or Enterprise Community (EZ/EC), designated under section 1391 of the Internal Revenue Code (IRC), as amended by Title XIII of the Omnibus Budget Reconciliation Act of 1993. This is an invitational priority, under authority of 34 CFR 75.105(c)(1), whereby the Departments seek to encourage EZ/EC communities to apply for grants in this competition.

Selection Criteria

Under the School-to-Work Urban/Rural Opportunities Grant competition, the Departments will use the following selection criteria in evaluating applications and will utilize a peer review process in which review teams, including peers, will evaluate applications using the selection criteria and the associated point values. The Departments will base final funding decisions on the ranking of applications as a result of the peer review, and such other factors as replicability, sustainability, innovation, geographic balance, and diversity of system approaches.

Further, as established in section 302(b)(3) of the Act, the Secretaries, in awarding grants under this notice, shall give priority to local partnerships that have demonstrated effectiveness in the delivery of comprehensive vocational preparation programs with successful rates in job placement through cooperative activities among local educational agencies, local businesses, labor organizations, and other organizations.

Selection Criterion 1: Comprehensive Local School-to-Work Opportunities System (40 Points)

Considerations: In applying this criterion, reviewers will consider—

A. *20 Points.* The extent to which the partnership has designed a comprehensive local School-to-Work Opportunities plan that—

• Includes effective strategies for integrating school-based and work-based learning, integrating academic and vocational education, and establishing linkages between secondary and postsecondary education;

• Is likely to produce systemic change that will have substantial impact on the preparation of all students for a first job in a high-skill, high-wage career and in increasing their opportunities for further learning;

• Ensures that all students will have a full range of options, including options for higher education, additional training and employment in high-skill, high-wage jobs;

• Ensures coordination and integration with existing school-to-work programs, and with related programs financed from State and private sources, with funds available from Federal education and training programs (such as the Job Training Partnership Act and the Carl D. Perkins Vocational and Applied Technology Education Act); and where applicable, communities designated as Empowerment Zones or Enterprise Communities (EZ/EC);

• Serves a geographical area that reflects the needs of the local labor market (i.e., considers the needs of the local labor market that encompasses the high poverty area), and is able to adjust to regional structures that the State School-to-Work Opportunities plan may identify;

• Targets occupational clusters that represent growing industries in the partnership's geographic area; and, where applicable, demonstrates that the clusters are included among the occupational clusters being targeted by the State School-to-Work Opportunities system; and

• Consistent with section 301(2) of the Act, includes an effective strategy for assessing and addressing the academic and human service needs of students and dropouts within the high poverty area, making improvements or adjustments as necessary, with particular emphasis on the coordination of various human services provided within the community.

B. *20 Points.* The extent to which the partnership's plan demonstrates its capability to achieve the statutory requirements and to effectively put in place the system components in Title I of the School-to-Work Opportunities Act, including—

• A work-based learning component that includes the statutory ''mandatory activities'' and that contributes to the transformation of workplaces into active learning components of the education system through an array of learning experiences such as mentoring, job-shadowing, unpaid work experiences, school-sponsored enterprises, and paid work experiences;

• A school-based learning component that provides students with high-level academic and technical skills consistent with academic standards that the State establishes for all students, including, where applicable, standards established under the Goals 2000: Educate America Act;

• A connecting activities component to provide a functional link between students' school and work activities, and between workplace partners, educators, community organizations, and other appropriate entities;

• Effective processes for assessing skills and knowledge required in career majors, and issuing portable skill certificates that are benchmarked to high-quality standards such as those States will establish under the Goals 2000: Educate America Act, and for periodically assessing and collecting information on student outcomes, as well as a realistic strategy and timetable for implementing the process in concert with the State;

• A flexible School-to-Work Opportunities system that allows students participating in the local system to develop new career goals over time, and to change career majors; and

• Effective strategies for: providing staff development for teachers, worksite mentors and other key personnel; developing model curricula and innovative instructional methodologies; expanding career and academic counseling in elementary and secondary schools; and utilizing innovative technology-based instructional techniques.

Selection Criterion 2: Quality and Effectiveness of the Local Partnership (20 Points)

Considerations: In applying this criterion, reviewers will refer to section 4(11) of the Act and consider—

• Whether the partnership's plan demonstrates an effective and convincing strategy for continuing the commitment of required partners and other interested parties in the local School-to-Work Opportunities system. As defined by the Act, partners must include employers, representatives of

local educational agencies and local postsecondary educational institutions (including representatives of area vocational education schools, where applicable), local educators (such as teachers, counselors, or administrators), representatives of labor organizations or nonmanagerial employee representatives, and students, and may include other relevant stakeholders such as those listed in section 4(11)(B) of the Act, including employer organizations; community-based organizations; national trade associations working at the local levels; industrial extension centers; rehabilitation agencies and organizations; registered apprenticeship agencies; local vocational education entities; proprietary institutions of higher education; local government agencies; parent organizations; teacher organizations; vocational student organizations; private industry councils under JTPA; Federally recognized Indian tribes, Indian organizations, and Alaska Native villages; and Native Hawaiian entities;

- Whether the partnership's plan demonstrates an effective and convincing strategy for continuing the commitment of workplace partners and other interested parties in the local School-to-Work Opportunities system;
- The effectiveness of the partnership's plan to include private sector representatives as joint partners with educators in both the design and the implementation of the local School-to-Work Opportunities system;
- The extent to which the local partnership has developed strategies to provide a range of opportunities for workplace partners to participate in the design and implementation of the local School-to-Work Opportunities system, including membership on councils and partnerships; assistance in setting standards, designing curricula, and determining outcomes; providing worksite experiences for teachers; helping to recruit other employers; and providing worksite learning activities for students such as mentoring, job shadowing, unpaid work experiences, and paid work experiences;
- The extent to which the roles and responsibilities of the key parties and any other relevant stakeholders are clearly defined and are likely to produce the desired changes in the way students are prepared for the future;
- The extent to which the partnership demonstrates the capacity to build a quality local School-to-Work Opportunities system; and
- Whether the partnership has included methods for sustaining and expanding the partnership as the program expands in scope and size.

Note: As indicated in the Background section of this notice, in accordance with section 301(2) of the Act, the Departments recognize the significance of a local partnership's capability to provide for a broad range of services that sufficiently address the various needs of high poverty area youth. Applicants are, therefore, reminded that local partnerships should include members that are appropriate to the effective implementation of the local initiative, particularly community-based organizations and others experienced in dealing with the distinctive needs of youth residing or attending schools in high poverty areas.

Selection Criterion 3: Participation of All Students (15 Points)

Considerations: In applying this criterion, reviewers will refer to the definition of the term ''all students'' in section 4(2) of the Act, and consider—

- The extent to which the partnership will implement effective strategies and systems to provide all students with equal access to the full range of program components specified in sections 102 through 104 of the Act and related activities such as recruitment, enrollment, and placement activities, and to ensure that all students have meaningful opportunities to participate in School-to-Work Opportunities programs;
- Whether the partnership has identified potential barriers to the participation of any students, and the degree to which it proposes effective ways of overcoming these barriers;
- The degree to which the partnership has developed realistic goals and methods for assisting young women to participate in School-to-Work Opportunities programs leading to employment in high-performance, high-paying jobs, including non-traditional jobs;
- The partnership's methods for ensuring safe and healthy work environments for students, including strategies for encouraging schools to provide students with general awareness training in occupational safety and health as part of the school-based learning component, and for encouraging workplace partners to provide risk-specific training as part of the work-based learning component, as well the extent to which the partnership has developed realistic goals to ensure environments free from racial and sexual harassment; and
- The extent to which the partnership's plan provides for the participation of a significant number or percentage of students in School-to-Work Opportunities activities listed under Title I of the Act.

Selection Criterion 4: Collaboration With State (15 Points)

Considerations: In applying this criterion, reviewers will consider—

- The extent to which the local partnership has effectively consulted with its State School-to-Work Opportunities Partnership, and has established realistic methods for ensuring consistency of its local strategies with the statewide School-to-Work Opportunities system being developed by that State Partnership;
- Whether the local partnership has developed a sound strategy for integrating its plan, as necessary, with the State plan for a statewide School-to-Work Opportunities system;
- The extent to which the local partnership has developed effective processes through which it is able to assist and collaborate with the State in establishing the statewide School-to-Work Opportunities system, and is able to provide feedback to the state on their system-building process; and
- Whether the plan includes a feasible workplan which describes the steps that will be taken in order to make the local system part of the State School-to-Work Opportunities System, including a timeline that includes major planned objectives during the grant period.

Selection Criterion 5: Management Plan (10 Points)

Considerations: In applying this criterion, reviewers will consider—

- The feasibility and effectiveness of the partnership's strategy for using other resources, including private sector resources, to maintain the system when Federal resources under the School-to-Work Opportunities Act are no longer available;
- The extent to which the partnership's management plan anticipates barriers to implementation and proposes effective methods for addressing barriers as they arise;
- Whether the plan includes feasible, measurable goals for the School-to-Work Opportunities system, based on performance outcomes established under section 402 of the Act, and an effective method for collecting information relevant to the local partnership's progress in meeting its goals;
- Whether the plan includes a regularly scheduled process for improving or redesigning the School-to-Work Opportunities system based on performance outcomes established under section 402 of the Act;
- The extent to which the resources requested will be used to develop

information, products, and ideas that will assist other States and local partnerships as they design and implement local systems; and

- The extent to which the partnership will limit equipment and other purchases in order to maximize the amounts spent on delivery of services to students.

Note: Experience with the 1994 and 1995 Urban/Rural Opportunities Grant competitions provided the Departments with a greater awareness with regard to a local partnership's responsibilty for understanding and coordinating an array of programs and services available to high poverty area youth. In considering this criterion, applicants should address the partnership's capacity to manage the implementation of the local School-to-Work Opportunities initiative.

Dated: April 7, 1997.

Raymond Uhalde,

Acting Assistant Secretary for Employment and Training, Department of Labor.

Patricia McNeil,

Assistant Secretary for Vocational and Adult Education Department of Education.

BILLING CODE 4000–01–P

OMB Approval No. 0348-0043

APPLICATION FOR FEDERAL ASSISTANCE

2. DATE SUBMITTED	Applicant Identifier
3. DATE RECEIVED BY STATE	State Application Identifier
4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier

1. TYPE OF SUBMISSION:
Application
☐ Construction
☐ Non-Construction
Preapplication
☐ Construction
☐ Non-Construction

5. APPLICANT INFORMATION

Legal Name:

Organizational Unit:

Address *(give city, county, state, and zip code)*:

Name and telephone number of the person to be contacted on matters involving this application *(give area code)*

6. EMPLOYER IDENTIFICATION NUMBER (EIN):
☐☐ – ☐☐☐☐☐☐☐

7. TYPE OF APPLICANT: *(enter appropriate letter in box)* ☐

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:

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 8 4 . 2 7 8G

TITLE: Urban/Rural Opportunities Grant

11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:

12. AREAS AFFECTED BY PROJECT *(cities, counties, states, etc.)*:

13. PROPOSED PROJECT:

Start Date	Ending Date

14. CONGRESSIONAL DISTRICTS OF:

a. Applicant

b. Project

15. ESTIMATED FUNDING:

a. Federal	$ .00
b. Applicant	$ .00
c. State	$ .00
d. Local	$ .00
e. Other	$ .00
f. Program Income	$ .00
g. TOTAL	$ .00

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	b. Title	c. Telephone number
d. Signature of Authorized Representative		e. Date Signed

Previous Editions Not Usable

Standard Form 424 (REV 4-88)
Prescribed by OMB Circular A-102

Authorized for Local Reproduction

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.
2. Date application submitted to Federal agency (or State if applicable) & applicant's control number (if applicable).
3. State use only (if applicable).
4. If this application is to continue or revise an existing award, enter present Federal identifier number. If for a new project, leave blank.
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.
6. Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.
7. Enter the appropriate letter in the space provided.
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.

Item: Entry:

12. List only the largest political entities affected (e.g., State, counties, cities).
13. Self-explanatory.
14. List the applicant's Congressional District and any District(s) affected by the program or project.
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 *only* 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.
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.
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.
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.)

U.S. DEPARTMENT OF EDUCATION

BUDGET INFORMATION

NON-CONSTRUCTION PROGRAMS

OMB Control No. 1875-0102

Expiration Date: 9/30/98

Name of Institution/Organization

Applicants requesting funding for only one year should complete the column under "Project Year 1." Applicants requesting funding for multi-year grants should complete all applicable columns. Please read all instructions before completing form.

SECTION A - BUDGET SUMMARY
U.S. DEPARTMENT OF EDUCATION FUNDS

Budget Categories	Project Year 1 (a)	Project Year 2 (b)	Project Year 3 (c)	Project Year 4 (d)	Project Year 5 (e)	**Total (f)**
1. Personnel						
2. Fringe Benefits						
3. Travel						
4. Equipment						
5. Supplies						
6. Contractual						
7. Construction						
8. Other						
9. Total Direct Costs (lines 1-8)						
10. Indirect Costs						
11. Training Stipends						
12. Total Costs (lines 9-11)						

ED FORM NO. 524

Name of Institution/Organization	Applicants requesting funding for only one year should complete the column under "Project Year 1." Applicants requesting funding for multi-year grants should complete all applicable columns. Please read all instructions before completing form.

SECTION B - BUDGET SUMMARY
NON-FEDERAL FUNDS

Budget Categories	Project Year 1 (a)	Project Year 2 (b)	Project Year 3 (c)	Project Year 4 (d)	Project Year 5 (e)	**Total (f)**
1. Personnel						
2. Fringe Benefits						
3. Travel						
4. Equipment						
5. Supplies						
6. Contractual						
7. Construction						
8. Other						
9. Total Direct Costs (lines 1-8)						
10. Indirect Costs						
11. Training Stipends						
12. Total Costs (lines 9-11)						

SECTION C - OTHER BUDGET INFORMATION (see instructions)

ED FORM NO. 524

Public reporting burden for this collection of information is estimated to vary from 13 to 22 hours per response, with an average of 17.5 hours, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, Information Management and Compliance Division, Washington, D.C. 20202-4651; and the Office of Management and Budget, Paperwork Reduction Project 1875-0102, Washington, D.C. 20503.

INSTRUCTIONS FOR ED FORM NO. 524

General Instructions

This form is used to apply to individual U.S. Department of Education discretionary grant programs. Unless directed otherwise, provide the same budget information for each year of the multi-year funding request. Pay attention to applicable program specific instructions, if attached.

Section A - Budget Summary
U.S. Department of Education Funds

All applicants must complete Section A and provide a breakdown by the applicable budget categories shown in lines 1-11.

Lines 1-11, columns (a)-(e): For each project year for which funding is requested, show the total amount requested for each applicable budget category.

Lines 1-11, column (f): Show the multi-year total for each budget category. If funding is requested for only one project year, leave this column blank.

Line 12, columns (a)-(e): Show the total budget request for each project year for which funding is requested.

Line 12, column (f): Show the total amount requested for all project years. If funding is requested for only one year, leave this space blank.

Section B - Budget Summary
Non-Federal Funds

If you are required to provide or volunteer to provide matching funds or other non-Federal resources to the project, these should be shown for each applicable budget category on lines 1-11 of Section B.

Lines 1-11, columns (a)-(e): For each project year for which matching funds or other contributions are provided, show the total contribution for each applicable budget category.

Lines 1-11, column (f): Show the multi-year total for each budget category. If non-Federal contributions are provided for only one year, leave this column blank.

Line 12, columns (a)-(e): Show the total matching or other contribution for each project year.

Line 12, column (f): Show the total amount to be contributed for all years of the multi-year project. If non-Federal contributions are provided for only one year, leave this space blank.

Section C - Other Budget Information
Pay attention to applicable program specific instructions, if attached.

1. Provide an itemized budget breakdown, by project year, for each budget category listed in Sections A and B.

2. If applicable to this program, enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period. In addition, enter the estimated amount of the base to which the rate is applied, and the total indirect expense.

3. If applicable to this program, provide the rate and base on which fringe benefits are calculated.

4. Provide other explanations or comments you deem necessary.

OMB Approval No. 0348-0040

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 nondiscrimination 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.

Standard Form 424B (4-88)
Prescribed by OMB Circular A-102

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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 andto 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

SF 424B (4-88) Back

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over $100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

(a) 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 of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) 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 of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

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

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110 –

A. The applicant certifies 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 three-year period preceding this application 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 for 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 three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610 –

A. The applicant 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 on-going 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 10 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: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3124, GSA Regional Office

Building No. 3), Washington, DC 20202-4571. Notice shall include the identification number(s) of each affected grant;

(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).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

_____

_____

_____

Check ☐ if there are workplaces on file that are not identified here.

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610 –

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3124, GSA Regional Office Building No. 3), Washington, DC 20202-4571. Notice shall include the identification number(s) of each affected grant.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

NAME OF APPLICANT	PR/AWARD NUMBER AND/OR PROJECT NAME
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
SIGNATURE	DATE

ED 80-0013

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transactions

This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant,' " person," "primary covered transaction," " principal," proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "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.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to, check the Nonprocurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

NAME OF APPLICANT	PR/AWARD NUMBER AND/OR PROJECT NAME
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
SIGNATURE	DATE

ED 80-0014, 9/90 (Replaces GCS-009 (REV.12/88), which is obsolete)

DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB
0348-0046

Complete this form to disclose lobbying activities pursuant to 31 U.S.C 1352
(See reverse for public burden disclosure.)

1. **Type of Federal Action:** ☐ a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	2. **Status of Federal Action:** ☐ a. bid/offer/application b. initial award c. post-award	3. **Report Type:** ☐ a. initial filing b. material change **For Material Change Only:** year _____ quarter ____ date of last report _____
4. **Name and Address of Reporting Entity:** ☐ Prime ☐ Subawardee Tier _____, *if known:* **Congressional District,** *if known:*	5. **If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:** **Congressional District,** *if known:*	
6. **Federal Department/Agency:**	7. **Federal Program Name/Description:** CFDA Number, *if applicable*: _____	
8. **Federal Action Number,** *if known:*	9. **Award Amount,** *if known:* $	
10. a. **Name and Address of Lobbying ~~Entity~~ Registrant** *(if individual, last name, first name, MI):*	b. **Individuals Performing Services** *(including address if different from No. 10a) (last name, first name, MI):*	
~~11. Amount of Payment *(check all that apply):*~~ ~~$ _____ ☐ actual ☐ planned~~	~~13. Type of Payment *(Check all that apply):*~~ ~~☐ a. retainer~~ ~~☐ b. one-time fee~~ ~~☐ c. commission~~ ~~☐ d. contingent fee~~ ~~☐ e. deferred~~ ~~☐ f. other; specify: _____~~	
~~12. Form of Payment *(check all that apply):*~~ ~~☐ a. cash~~ ~~☐ b. in kind; specify: nature _____ value _____~~		
~~14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment Indicated in Item 11:~~ ~~*(attach Continuation Sheet(s) SF-LLL-A, if necessary)*~~		
~~15. Continuation Sheet(s) SF-LLL attached: ☐ Yes ☐ No~~		
16. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____	
Federal Use Only	Authorized for Local Reproduction Standard Form - LLL	

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. ~~Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate.~~ Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.

2. Identify the status of the covered Federal action.

3. Identify the appropriate classification of this report. If this is a follow up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.

4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and conract awards under grants.

5. If the organization filing the report in item 4 checks "Subawardee" then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.

6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.

7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.

8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number, grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."

9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.

10. (a) Enter the full name, address, city, state, and zip code of the ~~lobbying entity~~ registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

    (b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).

~~11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this a material change report, enter the cumulative amount of payment made or planned to be made.~~

~~12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of in-kind payment.~~

~~13. Check the appropriate box(es). Check all boxes that apply. If other specify nature.~~

~~14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.~~

~~15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.~~

16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

OMB Control No. 18010004 (Exp. 8/31/98)

NOTICE TO ALL APPLICANTS

Thank you for your interest in this program. The purpose of this enclosure is to inform you about a new provision in the Department of Education's General Education Provisions Act (GEPA) that applies to applicants for new grant awards under the Department programs. This provision is Section 427 of GEPA, enacted as part of the Improving America's Schools Act of 1994 (Pub. L. 103-382).

To Whom Does This Provision Apply?

Section 427 of GEPA affects applicants for new discretionary grant awards under this program. **ALL APPLICANTS FOR NEW AWARDS MUST INCLUDE INFORMATION IN THEIR APPLICATIONS TO ADDRESS THIS NEW PROVISION IN ORDER TO RECEIVE FUNDING UNDER THIS PROGRAM.**

What Does This Provision Require?

Section 427 requires each applicant for funds (other than an individual person) to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its Federally-assisted program for students, teachers, and other program beneficiaries with special needs.

This Section allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation that you may address: gender, race, national origin, color, disability, or age. Based on local circumstances, you can determine whether these or other barriers may prevent your students, teachers, etc. from such access or participation. Your description need not be lengthy; you may provide a clear and succinct description of how you plan to address those barriers that are applicable to your circumstances. In addition, the information may be provided in a single narrative, or, if appropriate, may be discussed in connection with related topics in the application.

Section 427 is not intended to duplicate the requirements of civil rights statutes, but rather to ensure that, in designing their projects, applicants for Federal funds address equity concerns that may affect the ability of certain potential beneficiaries to fully participate in the project and to achieve to high standards. Consistent with program requirements and its approved application, an applicant may use the Federal funds awarded to it to eliminate barriers it identifies.

Appendix 1

Census Bureau Telephone Contacts
National, State, & Local Data Centers

Business/ Industry Data Centers - DUSD.....301-457-1305 State Data Center Program 301-457-1305

State data centers (SDC's) and business / industry data centers (BIDC's)

(Data centers are usually State government agencies, universities and libraries that head up a network of affiliate centers. Below are listed the SDC and BIDC lead agency contacts. All States have SDC's. Asterisks (*) identify States that also have BIDC's. In some States, one agency serves as the lead for both the SDC and the BIDC; the BIDC is listed separately where there is a separate agency serving as the lead.)

Alabama - Annette Watters, University of Alabama 205-348-6191
Alaska - Kathryn Lizik, Alaska Department of Labor.....907-465-2437
***Arizona** - Betty Jefferies, Department of Security.....602-542-5984
Arkansas - Sarah Breshears, University of Arkansas at Little Rock.....501-569-8530
California - Linda Gage, Department of Finance.....916-323-4086
Colorado - Rebecca Picaso, Department of Local Affairs.....303-866-2156
Connecticut - Bill Kraynak, Office of Policy & Management.....860-418-6230
***Delaware** - Mike Mahaffie, Delaware Economic Development Office. 302-739-4271
District of Columbia - Herb Bixhorn, Mayor's Office of Planning.....202-727-6533
***Florida** - Pam Schenker, BIDC, Department of Labor and Employment Security.....904-487-2814
Georgia - Marty Sik, Office of Planning & Budget.....404-656-0911
Guam - Rose Deaver, Department of Commerce.....011-671-475-0325
Hawaii - Jan Nakamoto, Department of Business, Economic Development & Tourism...808-586-2493
Idaho - Alan Porter, Department of Commerce.....208-334-2470
***Illinois** - Suzanne Ebetsch, Bureau of the Budget.....217-782-1381
***Indiana** - Sylvia Andrews, State Library.....317-232-3733
BIDC - Carol Rogers, Business Research Center..... ..317-274-3312
Iowa - Beth Henning, State Library.....515-281-3384
Kansas - Marc Galbraith, State Library.....913-296-3296
***Kentucky** - Ron Crouch, Center for Urban & Economic Research.....502-852-7990
Louisiana - Karen Paterson, Office of Planning & Budget.....504-342-7410
***Maine** - Staff, Department of Labor.....207-287-2271
***Maryland** - Jane Traynham, Department of State Planning..... 410-767-4450
***Massachusetts** - Valerie Conti, University of Massachusetts.....413-545-3460
Michigan - Eric Swanson, Carolyn Lauer, Department of Management & Budget.....517-373-7910
***Minnesota** - David Birkholz, State Demographer's Office.....612-297-2557
BIDC - David Rademacher, State Demographer's Office.....612-297-3255
***Mississippi** - Rachel McNeely University of Mississippi.....601-232-7288
BIDC - Deloise Tate, Dept. Of Economic and Community Development..... 601-359-3454
***Missouri** - Debra Pitts, State Library..... 573-526-7648
BIDC - Jackie Brown, Small Business Development Centers.....573-882-0344
***Montana** - Patricia Roberts, Department of Commerce.....406-444-2896

Appendix 1

Census Bureau Telephone Contacts
National, State, & Local Data Centers

Nebraska - Jerome Deichert, University of Nebraska-Omaha....402-595-2311
Nevada - Linda Lee Nary, State Library....702-687-8326
New Hampshire - Thomas J. Duffy, Office of State Planning....603-271-2155
***New Jersey** - Doug Moore, Department of Labor....609-984-2595
***New Mexico** - Kevin Kargacin, University of New Mexico....505-277-6626
***New York** - Staff, Department of Economic Development.... 518-474-1141
***North Carolina** - Francine Stephenson, State Library....919-733-3270
North Dakota - Richard Rathge, North Dakota State University....701-231-8621
Northern Mariana Islands - Juan Borja, Department of Commerce & Labor....011-670-664-3034
***Ohio** - Barry Bennett, Department of Development....614-466-2115
***Oklahoma** - Jeff Wallace, Department Of Commerce....405-815-5184
Oregon - George Hough, Portland State University....503-725-5159
***Pennsylvania** - Diane Shoop, Pennsylvania State University at Harrisburg....717-948-6336
Puerto Rico - Lillian Torres Aguirre, Planning Board....787-728-4430
Rhode Island - Paul Egan, Department of Administration....401-277-6493
South Carolina - Mike MacFarlane, Budget & Control Board....803-734-3780
South Dakota - Theresa Bendert, University of South Dakota....605-677-5287
Tennessee - Charles Brown, State Planning Office....615-741-1676
Texas - Steve Murdock, Texas A&M University....409-845-5115
***Utah** - David Abel, Office of Planning & Budget....801-538-1036
Vermont - Sybil McShane, Department of Libraries....802-828-3261
Virgin Islands - Frank Mills, University of the Virgin Islands....809-693-1027
***Virginia** - Don Lillywhite, Virginia Employment Commission....804-786-8026
***Washington** -Yi Zhao, Office of Financial Management....360-902-0592
***West Virginia** - Delephine Coffey, Development Office 304-558-4010
BIDC - Randy Childs, Center for Economic Research....304-293-7832
***Wisconsin** - Robert Naylor, Department of Administration....608-266-1927
BIDC - Ed Wallander, University of Wisconsin-Madison....608-262-3097
Wyoming - Wenlin Liu, Department of Administration & Fiscal Control....307-777-7504

Census Information Centers

(Census Information Centers, in partnership with the Census Bureau, coordinate information networks that disseminate census data on the Black, Hispanic, Asian and Pacific islander, and American Indian / Alaska Native populations.)

Asian American Health Forum, Inc. San Francisco - Heidi Tom....415-512-2717
Indian Net Information Center Bernalillo, NM - LaDonna Harris....505-867-0278
National Council of La Raza Washington, DC - Eric Rodriguez....202-785-1670
National Urban League, Washington, DC -B.Keith Fulton....212-310-9244
Southwest Voter Research Institute, San Antonio, Texas - Angela Acosta....210-222-8014

Appendix 2

State Grant Contacts

District of Columbia

Noel Meekins
Department of Employment Services
Office of Resources Development
500 C Street, NW, Room 600
Washington, DC 20001
T: 202-724-7170
F: 202-724-7136

Puerto Rico

Magal Gonzalez
School-to-Work Opportunities
P.O. Box 195207
San Juan, PR 00919-5207
T: 787-765-3644
F: 787-282-8393

State of Alabama

Mary Louise Simms
State Occupational Information Council
Center for Commerce, Room 424
401 Adams Avenue
P.O. Box 5690
Montgomery, AL 36104
T: 334-242-2990
F: 334-353-1816

State of Alaska

Sally Saddler
Alaska Department of Education
801 W. 10th St, Suite 200
Juneau, AK 99801-1894
T: 907-465-8726
F: 907-465-3240

State of Arizona

Gary E. Abraham
1700 West Washington
State Capitol, West Wing
Phoenix, AZ 85007
T: 602-542-3498
F: 602-542-3643

State of Arkansas

Stephen Franks
Arkansas Dept. of Education
Voc. & Tech. Education Division
Three Capitol Mall
Little Rock, AR 72201-1083
T: 501-682-1666
F: 501-682-1509

State of California

Ron Fox
California Employment Development Dept.
MIC 88, P.O. Box 826880
Sacramento, CA 94280-0001
T: 916-654-6138
F: 916-654-5918

State of Colorado

Marilyn Akers
Colorado School-to-Work Initiative
1580 Logan, Suite 410
Denver, CO 80203
T: 303-894-2060
F: 303-894-2064

State of Connecticut

Leslie M. Averna
Connecticit State Dept. of Education
25 Industrial Park Road
Middletown, CT 06457-1543
T: 860-638-4000
F: 860-632-1854

State of Delaware

Valerie Woodruff
Delaware Dept. of Public Instruction
Townsend Building
Federal & Lockerman Streets
P.O. Box 1402
Dover, DE 19903
T: 302-739-3772
F: 302-739-3744

State Grant Contacts

State of Florida

Michael Brawer
School-to-Work Joint Services
325 W. Gaines St., Suite 754
Tallahassee, FL 32399
T: 904-488-7394
F: 904-488-3192

State of Georgia

Tim Burgess
Office of Planning & Budget
254 Washington Street, SW
Atlanta, GA 30304
T: 404-656-3820
F: 404-656-7198

State of Hawaii

Herbert Randall
Hawaii School-to-Work Opportunities
4967 Kilauea Avenue
Honolulu, HI 96816
T: 808-733-4720
F: 808-733-3192

State of Idaho

Karen Fraley
Idaho School-to-Work
P.O. Box 83720
Boise, ID 83720-9506
T: 208-332-6928
F: 208-334-5048

State of Illinois

Fran Beaumann
Center for Business, Community
& Family Partnerships Education
100 N. First Street, E-426
Springfield, IL 62777-0001
T: 217-782-4620
F: 217-782-9224

State of Indiana

Peggy O'Malley
Department of Workforce Development
10 N. Senate Ave, SE
Room 302, IN Government Center
Indianapolis, IN 46204-2277
T: 317-232-1832
F: 317-233-1670

State of Iowa

Mary Petersen
Workforce Development Admin. Center
150 Des Moines St.
Des Moines, IA 50309
T: 515-281-9037
F: 515-281-9002

State of Kansas

Ferman Marsh
Kansas State Board of Education
120 SE 10th Avenue
Topeka, KS 66612-1182
T: 913-296-3047
F: 913-296-7933

State of Kentucky

Diane Smithers
Berry Hill Annex
700 Louisville Road
Frankfort, KY 40601
T: 502-564-5901
F: 502-564-5904

State of Lousiana

Chris Weaver
Office of the Governor
P.O. Box 94004
Baton Rouge, LA 70804-9004
T: 504-342-2094
F: 504-342-1494

State Grant Contacts

State of Maine

Chris Lyons
Department of Education
23 State House Station
Augusta, ME 04333-0023
T: 207-287-5854
F: 207-287-5894

State of Maryland

Katherine Oliver
200 W. Baltimore Street
Department of Education
Baltimore, MD 21201-2595
T: 410-767-0157
F: 410-333-2099

State of Massachusetts

John Niles
Executive Director
MA Office for School-to-Work Transition
101 Summer St., 4th Floor
Boston, MA 02110
T: 617-451-5130
F: 617-451-1291

State of Michigan

Robert T. Pendleton
Office of Workforce Development
201 N. Washington Sq.
Victor Offie Center, 1st Fl.
Lansing, MI 48913
T: 517-335-5853
F: 517-335-5945

State of Minnesota

Eugene Piccolo
MN Dept. of Children, Families & Learning
684 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101-2273
T: 612-282-6277
F: 612-296-3348

State of Mississippi

Shirley Norwood
Department of Education
School-to-Work Transition
500 High Street
P.O. Box 771
Jackson, MS 39205-0771
T: 601-359-5745
F: 601-359-6619

State of Missouri

Doug Sutton
Missouri Dept. of Elementary & Secondary
P.O.Box 480
Jefferson City, MO 65102
T: 573-751-4192
F: 573-526-4261

State of Montana

Jane Karas
Office of the Commissioner of Higher Education
2500 Broadway
Helena, MT 59620-3101
T: 406-444-0316
F: 406-444-1469

State of Nebraska

Darl Naumann
Nebraska Alliance for Learning
301 Cenennnial Mall South
P O. Box 94666
Lincoln, NE 68509-4666
T: 402-471-3741
F: 402-471-3778

State of Nevada

Keith W. Rheault
Nevada Department of Education
700 East Fifth Street
Carson Ctiy Bismark, NV 89710
T: 702-687-9158
F: 702-687-9202

State Grant Contacts

State of New Hampshire

Steve Bosher
New Hampshire Department of Education
101 Pleasant Street
Concord, NH 03301
T: 603-271-3729
F: 603-271-1953

State of New Jersey

Thomas Henry
240 West State Street
CN 500, 11th Floor
Trenton, NJ 08625-0500
T: 609-633-0665
F: 609-984-5328

State of New Mexico

Vonell Huitt
Office of the Governor
State Capitol Building
Suite 400
Santa Fe, NM 87503
T: 505-827-3078
F: 505-827-3026

State of New York

Cynthia Laxs
NY State Education Department
Education Building, Room 305M
Albany, NY 12234
T: 518-474-3302
F: 518-486-5682

State of North Carolina

Loretta Martin
Commission on Workforce Preparedness
116 West Jones Street
Raleigh, NC 27603-8001
T: 919-715-3300
F: 919-715-3974

State of North Dakota

Dean Monteith
State Board for Vocational and Training Education
State Capitol, 15th Floor
Bismark, ND 58505
T: 701-328-3074
F: 701-328-1255

State of Ohio

Jim Mermis
Ohio STW Office
131 North High Street, Suite 500
Columbus, OH 43215
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F: 614-728-6188

State of Oaklahoma

Richard Makin
Dept. of Vocational & Technical Education
1500 W. Seventh Avenue
Stillwater, OK 74074-4364
T: 405-743-5434
F: 405-743-5541

State of Oregon

Nancy Hargis
Oregon Department of Education
255 Capitol St, NE
Salem, OR 97310
T: 503-378-3584, ext. 350
F: 503-373-7968

State of Pennsylvania

Michael Snyder
Pennsylvania Department of Education
333 Market Street, 5th Floor
Harrisburg, PA 17126-0333
T: 717-772-4177
F: 717-772-4178

State Grant Contacts

State of Rhode Island

Judith Marmaras
Rhode Island Department
255 Westminister Street
Providence, RI 02903-3740
T: 401-277-4600 ext. 2136
F: 401-277-2537

State of South Carolina

Bob Brown
Employment Security Commission
1550 Gadsen Street, Room 622
P.O. Box 995
Columbia, SC 29202
T: 803-737-2548
F: 803-737-2642

State of South Dakota

Mary Ellen Johnson
Department of Labor
700 Governors Drive
Pierre, SD 57501
T: 605-773-5017
F: 605-773-4211

State of Tennessee

Gordon Fee
Department of Education
Andrew Johnson Tower
710 James Robertson Parkway
Nashville, TN 37243
T: 615-532-4983
F: 615-532-6236

State of Texas

Dee Bednar
Texas Workforce Commission
101 East 15th Street, Room 500
Austin, TX 78778-0001
T: 512-463-9484
F: 512-463-2623

State of Utah

Scott Hess
Utah State Office of Education
250 East 500 South
Salt Lake City, UT 84111
T: 801-538-7850
F: 801-538-7868

State of Vermont

Jeanie Crosby
Office of the Governor
109 State Street, 5th Floor
Montpelier, VT 05609
T: 802-828-3326
F: 802-828-3339

State of Virginia

Randolph Beales
Office of the Secretary of Education
200-202 North 9th Street
Richmond, VA 23219
T: 804-692-0244
F: 804-692-0430

State of Washington

Kyra Kester
Workforce Training & Education
Coordinating Board
P.O. Box 43105
Olympia, WA 98504-3105
T: 360-586-8678
F:360-586-5862

State of West Virginia

Ron Grimes
1900 Kanawha Blvd., East
Building 6, Room 235
Charleston,WV 25305-0330
T: 304-558-2389
F: 304-558-3946

State Grant Contacts

State of Wisconsin

Vicki Poole
Dept. Of Workforce Development,
Connecting Education
201 E. Washington Ave, Rm 231X
Madison, WI 53702
T: 608-266-0223
F: 608-261-6698

State of Wyoming

Patti Muhlenkamp
Wyoming School-to-Work
2300 Capitol Avenue
Hathaway Building, WY 82002
T: 307-777-3561
F: 307-777-6234

Appendix 3

Empowerment Zones and Enterprise Communities

EMPOWERMENT ZONES (EZ)

Georgia: Atlanta
Illinois: Chicago
Kentucky: Kentucky Highlands*
Maryland: Baltimore
Michigan: Detroit
Mississippi: Mid Delta*
New York: Harlem, Bronx
Pennsylvania/New Jersey: Philadelphia, Camden
Texas: Rio Grande Valley*

SUPPLEMENTAL EMPOWERMENT ZONES (SEZ)

California: Los Angeles
Ohio: Cleveland

ENTERPRISE COMMUNITIES (EC)

Alabama: Birmingham
Alabama: Chambers County*
Alabama: Greene, Sumter Counties*
Arizona: Phoenix
Arizona: Arizona Border*
Arkansas: East Central*
Arkansas: Mississippi County*
Arkansas: Pulaski County
California: Imperial County*
California: Los Angeles, Huntington Park
California: San Diego
California: San Francisco, Bayview-Hunters Point, Southeast Section
California: San Francisco, Tenderloin
California: San Francisco, Chinatown
California: San Francisco, South of Market
California: San Francisco, Mission
California: San Francisco, Visitacion Valley
California: Watsonville*
Colorado: Denver
Connecticut: Bridgeport
Connecticut: New Haven
Delaware: Wilmington
District of Columbia: Washington
Florida: Jackson County*
Florida: Tampa
Florida: Miami, Dade County
Georgia: Albany
Georgia: Central Savannah*
Georgia: Crisp, Dooley Counties*
Illinois: East St. Louis
Illinois: Springfield
Indiana: Indianapolis
Iowa: Des Moines
Kentucky: Louisville
Louisiana: Northeast Delta*
Louisiana: Macon Ridge*
Louisiana: New Orleans
Louisiana: Ouachita Parish
Massachusetts: Lowell
Massachusetts: Springfield
Michigan: Five Cap*
Michigan: Flint
Michigan: Muskegon
Minnesota: Minneapolis
Minnesota: St. Paul
Mississippi: Jackson
Mississippi: North Delta*
Missouri: East Prairie*
Missouri: St. Louis
Nebraska: Omaha
Nevada: Clarke County, Las Vegas
New Hampshire: Manchester
New Jersey: Newark
New Mexico: Albuquerque
New Mexico: Mora, Rio Arriba, Taos Counties*

New York: Albany, Schenectady, Troy
New York: Buffalo
New York: Newburgh, Kingston
New York: Rochester
North Carolina: Charlotte
North Carolina: Halifax, Edgecombe, Wilson Counties*
North Carolina: Robeson County*
Ohio: Akron
Ohio: Columbus
Ohio: Greater Portsmouth*
Oklahoma: Choctaw, McCurtain Counties*
Oklahoma: Oklahoma City
Oregon: Josephine*
Oregon: Portland
Pennsylvania: Harrisburg
Pennsylvania: Lock Haven*
Pennsylvania: Pittsburg
Rhode Island: Providence
South Carolina: Charleston
South Carolina: Williamsburg County*
South Dakota: Beadle, Spink Counties*
Tennessee: Fayette, Haywood Counties*
Tennessee: Memphis
Tennessee: Nashville
Tennessee/Kentucky: Scott, McCreary Counties*
Texas: Dallas
Texas: El Paso
Texas: San Antonio
Texas: Waco
Utah: Ogden
Vermont: Burlington
Virginia: Accomack*
Virginia: Norfolk
Washington: Lower Yakima*
Washington: Seattle
Washington: Tacoma
West Virginia: West Centeral*
West Virginia: Huntington
West Virginia: McDowell*
Wisconsin: Milwaukee

*denotes rural designee

ENHANCED ENTERPRISE COMMUNITIES (EEC)

California: Oakland
Massachusetts: Boston
Missouri/Kansas: Kansas City, Kansas City
Texas: Houston

Note: Many EZ/ECs cover only a portion of the listed city or county.

[FR Doc. 97–9403 Filed 4–11–97; 8:45 am]
BILLING CODE 4000–01–C