DEPARTMENT OF LABOR

Employment and Training Administration

[TA–W–54,901]

Springfield Plastics, Inc., East Springfield, PA; Notice of Termination of Investigation

Pursuant to Section 221 of the Trade Act of 1974, as amended, an investigation was initiated on May 12, 2004 in response to a petition filed by a company official on behalf of workers at Springfield Plastics, Inc., East Springfield, Pennsylvania.

The petitioner has requested that the petition be withdrawn. Consequently, the investigation has been terminated.

Signed at Washington, DC this 20th day of May 2004.

Linda G. Poole,

Certifying Officer, Division of Trade Adjustment Assistance.

[FR Doc. 04–12879 Filed 6–7–04; 8:45 am]

BILLING CODE 4510–30–P

DEPARTMENT OF LABOR

Employment and Training Administration

Senior Community Service Employment Program—Division of Older Worker Programs; Solicitation for Grant Applications, Section 502(e)—Procedures for Program Year PY 2004

Announcement Type: New. Notice of Solicitation for Grant Applications.

Funding Opportunity Number: SGA/DFA–04–102.

Catalog of Federal Domestic Assistance (CFDA) Number: 17.235.

Key Dates: Deadline for submission of proposals, July 21, 2004.

Executive Summary

The Senior Community Service Employment Program (SCSEP), authorized under title V of the Older Americans Act of 1965 (OAA), as amended by the Older Americans Act Amendments of 2000 (Pub. L. 106–501), provides subsidized, part-time, community service employment for low-income persons age 55 and older who have poor employment prospects, 42 U.S.C. 3056 *et seq.* Through this program, older workers have access to a wide range of SCSEP services as well as other employment assistance services available through the One-Stop Centers of the workforce investment system. Seniors enrolled in SCSEP can work up to 20 hours per week, and are employed in a wide variety of community service positions at non-profit and public facilities, including day-care centers, senior centers, schools, hospitals, faith-based and community organizations. These community service experiences are intended to lead to other employment positions within the private sector.

This solicitation announces the availability of approximately $2 million in PY2004 funds for the Section 502(e) program. The Department plans to award 4 to 10 grants with a minimum amount of $25,000 for current SCSEP grantees and a minimum amount of $150,000 for non-current SCSEP grantees.

The purpose of Section 502(e) of the OAA is to provide eligible older workers with second career training and placement opportunities with private business concerns, thus demonstrating their capabilities and new skills. Section 502(e) provides opportunities to initiate or enhance seniors' relationships with the private sector, promotes collaboration with the One-Stop Delivery System, and encourages the use of innovative strategies, including new work modes such as flex-time, flex-place, job sharing, and other arrangements relating to reduced physical exertion (OAA § 502(e)(2)). In addition, the Section 502(e) program is one of the best vehicles for obtaining job placements in the private for-profit sector, where wages and fringe benefits often exceed those in the public or non-profit sector.

I. Funding Opportunity Description

This SGA seeks to fund projects that will provide eligible older workers with second career training and placement opportunities with private business concerns. Proposed projects must be for specific geographic areas and must identify employers that will participate in the project, or methods that will be used to attract employer involvement. Proposed projects must also include innovative strategies, including new work modes such as flex-time, flex-place, job sharing, and other arrangements relating to reduced physical exertion.

The purpose of this section is to provide potential applicants with the information needed to make an informed decision about whether to apply for funds and to give a better sense of how the Section 502(e) program operates, and what functions and responsibilities are important to the program. It is not intended to be an all-inclusive description and does not reflect all the requirements of the program. Applicants who wish to learn more about the SCSEP are encouraged to review the law at 42 U.S.C. 3056 *et seq.* An applicant's failure to demonstrate that its proposed program meets the criteria in this section will make the application non-responsive. Applicants should also review the current regulations at 20 CFR Part 641, which were published on April 9, 2004 (69 FR 19014) and are effective on May 9, 2004, and the Older Worker (OW) Bulletins, which may be found on ETA's Division of Older Worker Program's homepage at *http://www.doleta.gov/seniors.* This additional information will serve as background on the SCSEP program. Applicants may use this information when drafting their responses to the Rating Criteria in Section V of this SGA. Applicants may review ETA's homepage at *http://www.doleta.gov/sga/pdf/ApplyingGrants.pdf* for information on applying for ETA grants and *http://www.doleta.gov/sga/* for forms and information relating to competition for ETA grants. Program requirements include the following:

Seniors Served. Grantees must make sure that this project will promote useful part-time or full-time employment opportunities for unemployed low-income persons who are 55 years or older, and whose incomes are no higher than 125 percent of poverty level (OAA § 516(2)).

Priorities. There is a priority for service in all Department of Labor (DOL or Department) funded workforce development programs for veterans and certain eligible spouses under the Jobs for Veterans Act, Pub. L. 107–288 (2002). Section 516(2) of the OAA also sets a priority for workers over 60. The Department interprets the Jobs for Veterans Act to harmonize the two priority provisions. Under this interpretation, both priorities apply. That is, within the group of eligible individuals age 60 and over, who receive a priority over eligible individuals aged 55–59, the veteran or qualified spouse would receive SCSEP services before non-veterans. Within the group of individuals who are 55 to 59, veterans and qualified spouses would again receive a priority over other eligible individuals.

Recruiting. All grantees must recruit participants from the local SCSEP program. In doing so, Section 502(e) grantees that are not current SCSEP grantees may be exempt from conducting some of the program requirements, such as income certifications, assessments and IEPs and providing worker's compensation.

Individual Employment Plans (IEP). Each SCSEP Section 502(e) participant must have been assessed by the original

grantee as required under the general SCSEP program. A participant's IEP must indicate a goal of unsubsidized employment for the participant to be co-enrolled in the Section 502(e) program.

Training. Training is an important tool to make the most effective use of the skills and talents of participants, to facilitate placement of participants in unsubsidized employment and to help them succeed in that employment. How much and what type of training a grantee should provide is based on each individual participant's IEP. Training should also be related to high growth industries.

Other Training Resources. Grantees should seek training assistance from all available resources, and particularly from programs operated under the Workforce Investment Act of 1998 (WIA) or the Carl D. Perkins Vocational and Technical Education Act. Where possible, co-enrollment in Section 502(e) training and WIA activities is strongly encouraged to leverage program funds. In addition, grantees may use the on-the-job-experience option described in Older Worker Bulletin 04–4 to provide private sector training opportunities using Wages and Fringe Benefits. See Part II, section 5 for a discussion on Wages and Fringe Benefits requirements.

Services for Individuals with Multiple Barriers to Employment. One emphasis of this program is addressing the needs of minority, limited English-speaking, and, where applicable, Indian eligible individuals as well as eligible individuals who have the greatest economic need to remove their barriers to obtaining employment. (OAA § 502(b)(1)(M)). ''Greatest economic need'' is defined as need resulting from an income level at or below the poverty. (OAA § 101(27)).

Coordination with the Workforce Investment Act, One-Stop Career Centers and SCSEP grantees, such as the states Area Agencies on Aging. Section 502(e) projects must be coordinated with One-Stop centers operated under WIA (29 U.S.C. 2801 *et seq.*).

The Department also encourages the coordination of Section 502(e) activities with the State aging network. In addition, under OAA Section 502(b)(4), participant assessments of eligibility, needs, and competence under SCSEP will satisfy any condition for an assessment under WIA and vice versa.

Geographic Locations. Another major emphasis of the program is for participants located nationwide to have an equitable opportunity to participate. The Department encourages applicants to offer the program in different localities.

Other Program Considerations

New Work Modes. Grantees are required to utilize new work modes for the participants in the program, such as flex-place, flex-time, job sharing and reduced physical activity (OAA § 502(e)(2)(A)).

Part-time or Full-time Training. Training may be part-time or full-time. Participants may also work at regular SCSEP assignments during the non-training hours.

Regulations

Grantees must abide by the requirements that are in place at the time the grants are awarded, and will be responsible for adhering to any revised requirements that go into effect during the grant period. The applicable regulations may be found on the SCSEP Web site at: *http://www.doleta.gov/seniors.*

II. Award Information

Under this solicitation, DOL anticipates that approximately $2 million will be available for grant awards in Program Year (PY) 2004 (July 1, 2004, through June 30, 2005). The minimum grant that may be awarded will be $25,000 for current SCSEP grantees, and $150,000 for non-current SCSEP grantees. Proposals for less than $25,000 or $150,000, respectively, will not be reviewed. The Department plans to award between 4 and 10 grants. The Department reserves the right to negotiate the amounts to be awarded under this competition. The expected period of performance is from October 1, 2004, through June 30, 2005, although the Program Year is from July 1, 2004, through June 30, 2005.

DOL retains the right not to fund any or all ''eligible, responsive and responsible'' applicants.

III. Eligibility Information

1. Eligible Applicants

Eligible applicants are: (1) States; (2) public agencies; (3) private non-profit organizations, including faith-based and community organizations; and (4) private business concerns. An organization that is a private business concern may be a for-profit public service organization such as a hospital, a day-care facility, etc., as well as a private, for-profit company. All of these are examples of workplaces that have profit-generating capability.

Applicants may apply as a consortium, but *each* member of the consortium must meet all eligibility and responsibility tests established in Section 515 of the OAA. Entities applying as a consortium are also jointly and severally liable for meeting all requirements for administering this Federally-funded program, and for performing any resulting grant. As a part of its applications, a consortium applicant must submit a copy of its consortium agreement which clearly demonstrates joint and several liability.

Under the Lobbying Disclosure Act of 1995, section 18 (29 U.S.C. 1611), an organization described in section 501(c)(4) of the Internal Revenue Code of 1986 that engages in lobbying activities shall not be eligible for the receipt of federal funds constituting an award, grant, or loan.

2. Cost Sharing or Matching

Cost sharing is not required to be eligible to receive Section 502(e) funds. In-kind or cash contributions are, however, encouraged. If private sector or other appropriate non-Federal contributions are involved, these funds may be included as a non-Federal contribution. DOL may consider matching funds in rating cost reasonableness.

3. Other Eligibility Criteria

Applicants must meet the applicable eligibility criteria and responsibility tests established in Section 514 of the OAA. Any applicant that fails to meet either of these tests will not be funded. Except as specifically provided, DOL/ETA's acceptance of a proposal and an award of Federal funds to sponsor any program(s) does not provide a waiver of any grant requirement and/or procedure. For example, the OMB circulars stipulate that an entity's entire procurement procedures and transactions, including subcontracts, must provide for free and open competition. If a proposal identifies a specific entity to provide the services, the DOL/ETA's award does not provide the justification or basis to sole-source the procurement, *i.e.*, avoid competition, *unless the activity is regarded as the primary work of an official partner to the application.* The official partner must therefore identify the work it intends to do within the grant application and attach a letter of agreement to this effect.

IV. Application and Submission Information

1. Address To Request Application Package

This Solicitation for Grant Applications (SGA) includes all of the information needed to apply for Section 502(e) funds.

2. Content and Form of Application Submission

A cover letter, an original plus two (2) copies of the proposal, one (1) blue ink-signed original Standard Form (SF) 424 and one (1) blue ink signed original SF 424A must be submitted to the U.S. Department of Labor, Employment and Training Administration, Division of Federal Assistance, Attention: Eric Luetkenhaus, Ref. SGA/DFA–04–102, Room N–4438, 200 Constitution Avenue, NW., Washington, DC 20210, by the closing date identified in Section IV(3) below. This grant application must have two parts: (1) a technical proposal; and (2) a cost proposal.

Part I: Technical Proposal

The technical proposal must consist of a narrative not to exceed twenty (20) double-spaced pages, including all attachments except as noted below. The technical proposal must be organized in accordance with the evaluation criteria identified in Section V(1). Applicants who fail to follow the rating criteria format may be deemed non-responsive.

The narrative must be typed in a font size of no less than 12-pt., and printed on one side of the paper only. Attachments are to be placed in a separate appendix and should include any supporting documentation, but must be limited to meaningful information that contributes to, and/or verifies, the proposed activities. All attachments count against the 20-page limit, with the exception of required vitae or position descriptions, the list of current and prior government grants and contracts, recent audits, and employer Letters of Commitment. Any proposal that exceeds the page limit may be considered non-responsive. Non-responsive applications will not be rated.

The cost proposal must contain the required standard forms and budget information as described in Section IV (2) (Part II) below. It is required that all applicants use the Rating Criteria format when developing their proposals.

The Department will not read general letters of support. However, the Department expects applicants to provide employer Letters of Commitment indicating a willingness to partner with the program. The Department will accept all employer letters, but will only read up to 15.

Part II. Cost Proposal

The cost proposal must consist of a completed Standard Form (SF) 424 ''Application for Federal Assistance,'' SF 424A ''Budget Information Sheet,'' a detailed cost breakdown of each line item on the SF 424A, and supporting materials as listed below. Copies of all required forms, with instructions for completion, are included as appendices to this SGA. Additional copies can be downloaded from the SCSEP Web site at *http://www.doleta.gov/seniors.* Applicants can expect the cost proposal to be reviewed for allowability, how the money is allocated, and reasonableness of placement and enrollment costs. The cost proposal must include the following items:

(1) The Standard Form (SF) 424, ''Application for Federal Assistance'' (original signed in blue ink) (See Appendix A). Applicants must indicate on the SF 424 the organization's IRS Status, if applicable.

Please note that, effective October 1, 2003, all applicants for federal grant and funding opportunities are required to include a Dun and Bradstreet (DUNS) number with their application. See OMB Notice of Final Policy Issuance, 68 FR 38402 (June 27, 2003). The DUNS number is a nine-digit identification number that uniquely identifies business entities. There is no charge for obtaining a DUNS number (although it may take 14–30 days). To obtain a DUNS number, access the following Web site: *http://www.dunandbradstreet.com* or call 1–866–705–5711. Requests for exemption from the DUNS number requirement must be made to OMB. The Dun and Bradstreet number of the applicant should be entered in the ''Organizational Unit'' section of block 5 of the SF 424. The Catalog of Federal Domestic Assistance number for this program is 17.235. It must be entered on the SF 424, Block 10.

(2) A Standard Form (SF) 424A ''Budget Information Sheet'' (See Appendix B).

(3) A detailed cost breakout of each line item on the Budget Information Sheet, which should be labeled as ''Budget Narrative.'' Please ensure that costs reported on the SF 424A correspond accurately with the Budget Narrative. The budget narrative must include the following information at a minimum:

- A breakout of all personnel costs by position, title, salary rates, and percent of time of each position to be devoted to the proposed project (including awardees);
- An explanation and breakout of extraordinary fringe benefit rates and associated charges (*i.e.*, rates exceeding 35% of salaries and wages);
- An explanation of the purpose and composition of, and method used to derive the costs, of each of the following: travel, equipment, supplies, sub-awards/contracts, and any other costs. The applicant must include costs of any required travel described in this solicitation. Mileage charges may not exceed 37.5 cents per mile;
- A description/specification of and justification for equipment purchases, if any. Tangible, non-expendable personal property having a useful life of more than one year and a unit acquisition cost of $5,000 or more per unit must be specifically identified;
- The source of matching and in-kind funds, if any.

(4) Assurance and Certification signature page (See Appendix D);

(5) Evidence of satisfactory financial management capability, which must include recent financial and/or audit statements;

(6) A list, in a separate appendix, of all government grants and contracts that the applicant or any of its affiliates has had in the past three (3) years, including grant officer contact information. For purposes of this SGA, the term ''affiliate'' refers to the applicant's subsidiaries, divisions, predecessors, and successors;

(7) A copy of the applicant's most recent (within 12 months) audited financial statement.

3. Submission Dates, Times, and Addresses

All submissions, including hand-delivered grant proposals, must be received in the Department by 4:45 p.m., eastern time, on July 21, 2004 at the address listed in Section IV(2) above.

Dates stamped by private delivery service or by the U.S. Postal Service are unacceptable as proof of submission; however, applicants are advised to submit mailed documents by ''return receipt requested.''

Notice: All applicants are advised that U.S. mail delivery in the Washington, DC, area continues to be erratic due to the concerns involving anthrax and ricin contamination. All applicants must take this into consideration when preparing to meet the application deadline, as each applicant assumes the risk for ensuring a timely submission of its application. If, because of these mail problems, or for any other reason, the Department does not receive an application or receives it too late to give it proper consideration, even if the application was mailed or sent well before the closing date, the Department may choose not to consider the application.

Please note that faxed applications will not be accepted. Applications not received by the closing date may not be accepted.

Failure to adhere to any of the above instructions may be a basis for a determination of non-responsiveness.

4. Intergovernmental Review

This funding opportunity is not subject to *Executive Order (EO) 12372,* ''Intergovernmental Review of Federal Programs.''

5. Funding Restrictions

SCSEP is subject to legislated limitations on the expenditure of title V funds. The administrative cost limitation of a SCSEP project is 13.5 percent of the Federal share; however, the Grant Officer may increase this limit, but only up to 15 percent of the cost of the project. (OAA § 502(c)(3)). Any applicant requesting an administrative cost higher than 13.5 percent as part of this initial application must justify that request as part of its application. Note, however, that submission of a justification alone does not entitle the applicant to approval of a higher administrative cost limit. Any decision to approve a higher administrative limit will be made on a case-by-case basis.

Other Allowable Costs

Wages and Fringe Benefits. There is a minimum or ''floor'' on the grant funds that must be spent on participant wages and fringe benefits. That floor is 75 percent of the total Federal share, which reflects Congressional concern that low-income program participants be the primary beneficiaries of the funding. (OAA § 502(c)(6)(B)). If the applicant who is applying for Section 502(e) funding is also a grantee for the SCSEP program, the grantee is required to maintain the 75 percent requirement for the entire funding amount, *i.e.*, SCSEP plus Section 502(e) funding. In addition, grantees may use wages and fringe benefits to cover the costs of on-the-job-experience training.

Other Participant Costs. Costs that are to be used for participant training, counseling, job development, and similar activities are known as ''Other Participant Costs'' (OAA § 502(c)(6)(A)). The available Federal share for Other Participant Costs is that part of the Federal grant allocation that is not used for administrative costs or participant wages and fringe benefits. The difference between (1) the total grant allotment and (2) the sum of the administrative costs and participant wages and fringe benefits is called ''Other Participant Costs.'' The formula is: Total Grant Allotment—(Administrative Costs + Wages and Fringe Benefits) = Other Participant Costs.

Start-up Costs. Specific start-up costs are not statutorily provided for in SCSEP projects. However, according to Section 502(c)(4) of the OAA, the cost of administration (limited to 13.5 percent, or 15 percent with Department approval), includes the costs associated with such goods and services required for administration of the program as rental or purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space. Generally, these costs are incurred after the beginning of a grant period. However, the Department will allow awardees who are new to the program to obtain such items up to one month before the beginning of the start-up of the program, consistent with the applicable OMB circulars.

Workers' Compensation. Grantees must provide the participants in the program with workers' compensation benefits equal to that provided by the law for covered employment. The grantee must undertake to provide this benefit either through insurance by a recognized carrier or by self-insurance, as authorized by State law (Section 504(b) of the OAA).

6. Other Submission Requirements

Withdrawal of Applications. Applications may be withdrawn by written notice or telegram (including mailgram) received at any time before an award is made. Applications may be withdrawn in person by the applicant or by an authorized representative thereof, if the representative's identify is made known and the representative signs a receipt for the proposal.

V. Application Review Information

1. Criteria

The following review criteria, totaling a maximum score of 100 points, apply to all applications. An applicant's technical proposal must be organized according to these criteria.

(A) Program Design—Approach, Population(s) and Area(s) Served (30 Points)

Overall Objectives. The applicant must describe the overall plan for how it will realize the purposes of the program, which are to assure second career training and the placement of eligible individuals in employment opportunities with private business concerns, with an emphasis on new work modes. The program seeks to promote employment opportunities for unemployed, low-income persons, to foster individual economic self-sufficiency, and to increase the number of persons who may enjoy the benefits of unsubsidized employment (5 points).

Characteristics of Geographic Locations. The applicant must describe the geographic area(s) that will be served by the proposed program. The applicant must include a detailed list of the locations broken down by (a) state, and (b) county or parish (or independent cities not within any county, if applicable) where the project will be conducted. Grantees that have previously conducted these projects are encouraged to conduct their projects in different localities from year-to-year. To receive full credit, the applicant must also discuss the rationale for choosing such location(s) including: (1) Location of intended employer(s), whether urban, suburban, or rural; (2) recent poverty and unemployment rates for those areas; (3) expected participant skills and education levels; (4) expected barriers to employment; and, (5) additional services that the program/employer will provide to those facing barriers to employment (12 points).

An applicant who fails to list the locations desired will be considered non-responsive and will not be rated.

Training. The applicant must describe the types of training it will engage in for the identified population(s) it will serve. To receive full credit, the applicant must describe how it plans to utilize training resources, such as those provided under the Workforce Investment Act of 1998 and though the registered Apprenticeship Program (see Web site at *http://www.doleta.gov/atels_bat*) (5 points).

Participant Recruitment, Selection and Income Certification. The applicant must describe its plan to recruit and select participants and must:

—Explain how eligibility will be determined and documented; and
—Describe efforts to assure participation of minority, limited English-speaking, and Indian eligible individuals, and individuals with greatest economic need and those with poor employment prospects.

Applicants who are not current SCSEP grantees must describe how they will coordinate with the SCSEP grantees to recruit participants (6 points).

Complaint Resolution System. The applicant must briefly discuss the complaint resolution system that it will use in cases where a participant wishes to dispute an adverse action or in cases where an applicant for enrollment wishes to dispute an unfavorable determination of eligibility. If available, provide as an attachment an example of the written explanation of the complaint

resolution system that is to be given to each participant (2 points).

(B) Participant Services and Unsubsidized Placements (30 Points)

The applicant must describe the services that will be provided to the participants, either directly, through the One-Stop Center System, or through other service providers.

Orientation and Supportive Services. Applicants must describe participant orientation procedures. Applicants must describe the supportive services to be provided to participants and the source(s) of these services. The supportive services offered must be geared to help participants obtain or retain employment, with emphasis on coordinating with networks of faith-based or community organizations that provide such services. Where applicable, applicants must describe the arrangements that will be made to provide transportation assistance to participants and/or the reimbursement rate for transportation. To receive full credit, the applicant must also identify the source for providing such supportive services (6 points).

Placement into Unsubsidized Employment. The applicants must:

—Describe the steps that will be taken to transition participants into unsubsidized employment.
—Include examples or anticipated content of the cooperative arrangements that will be made with the Workforce Investment Board and One-Stop centers to place participants into unsubsidized employment (OAA § 502(b)(1)(O)).
—Describe placement follow-up efforts that will be utilized.

Applicants must describe the procedures to be followed in developing assessments of participants, including assessing the job aptitudes, job readiness, and job preferences of participants, as well as their potential for transition into unsubsidized employment. Training should be related to the participant's assessment and IEP as well as to the unsubsidized employment goal. Training may also be developmental (*i.e.*, the skills developed will enhance the participants' unsubsidized employment opportunities). Non-SCSEP applicants must describe how they will ensure that the assessment and IEP are adequate for the training opportunities developed and the intended unsubsidized placement.

Applicants must describe how it will match participants to the appropriate employers and ensure that participants have the support they need to stay in their position, (*i.e.*, provide the needed supportive services). Applicants must also indicate what is expected to be the average wage at placement (12 points).

Work with Area Employers and New Work Modes. The applicant must describe how it plans to identify what the needs of area employers are, the skills in demand, how any skills gaps might be filled, the jobs expected to be available in the area, the strategies that it will use to provide participants with the skills needed by employers, and strategies it will use to match participants with employers. The applicant must use Labor Market Information and other resources to identify growth industries located in its areas of operation, in order to focus on them as a source of placement and must describe how it will obtain such information.

Applicants must describe how they will utilize new work modes such as flex-place, flex-time, job sharing and reduced physical activity (OAA § 502(e)(2)(A)). To receive full credit, applicants must describe how they will place participants in high growth industries such as healthcare, retail, manufacturing, construction, and/or transportation (12 points).

(C) Benefits to Employers (10 Points)

Applicants must describe the benefits that employers will enjoy from participating in the program, how their needs will be addressed, and how the service strategy will prepare participants with the skills employers need from their employees. Applicants must identify their project's Expected Employment Rates (EER), and show how they can place their participants in an unsubsidized job, at a rate of 75 percent or above. The EER is calculated by dividing the number of participants placed in unsubsidized jobs by the total number of project participants. This calculation must be based upon the expected retention rate 6 months after placement (10 points).

(D) Staffing and Fiscal Oversight (30 Points)

Staffing. The applicant must describe the management structure for the proposed project. The applicant must include a staffing plan or project organizational chart describing the relationship between the applicant and planned sub-grantees and/or key host agencies. The chart must identify staff with key management responsibilities and show their expected portion of time dedicated to the project (if less than 100 percent). The applicant must include a brief description of its specific, relevant experience (and, as appropriate, the experience of significant sub-grantees) in serving senior populations, serving people with barriers to employment, and/or in administering other employment-related or other Federal programs. The applicant must also include position descriptions and, if available, vitae for key staff in management and participant services (4 points).

Program Oversight and Sub-grants. The applicant must describe its procedures for managing any proposed sub-grantees or contractors, including training providers, to ensure effective program operations. The applicant must provide, for example, an explanation of how it will ensure that adequate resources are made available for local level operations, and how it will establish a mechanism for the tracing of funds to a level of expenditure adequate to ensure that funds have been spent lawfully.

The applicant must describe the methods and procedures to be used to monitor and evaluate project activities, sub-grantees, and contractors to determine if the project is being administered in accordance with Federal guidelines and regulations and if project goals and timetables are being met. Include in this explanation:

—How frequently monitoring/evaluation visits will be made to projects (generally local projects should be monitored no less than annually);
—Who will be responsible for monitoring/evaluation;
—What criteria will be used to monitor and evaluate project activities;
—What methods will be used to prescribe remedial action when necessary;
—What follow-up procedures will be used to ensure that any identified problem has been remedied; and
—How sub-grantee or project reports will be validated and made part of permanent files.

If applicable, applicants that are considering utilizing sub-grantees or sub-contractors are also required to submit the criteria they plan to use in selecting sub-grantees and sub-contractors. Such applicants must provide a timeframe for competing and/or awarding sub-grants and sub-contracts, whether awarded competitively or non-competitively, including the planned dates of the awards and performance (12 points).

Cost Reasonableness. Average costs per participant are estimated to be $2,500. The applicant must justify any higher cost per participant. The cost per placement is the Federal cost divided by

the number of participants. Applicants are required to address the following points:

—The expected cost per placement (total Federal cost of the project divided by the number of participants placed); and

—If provided, describe any in-kind donations, or contributions from states or the private sector (4 points).

Financial Monitoring. Applicants must describe how the financial management system of sub-grantees and projects will be monitored, including:

—Who will be responsible for monitoring sub-grantee and affiliate expenditures;

—How frequently monitoring of expenditures will be done;

—How financial reports will be validated; and

—What follow-up procedures will be used (6 points).

Audits. Applicants must describe coverage plans to audit projects as well as plans to audit the headquarters activities. The applicant must provide specific references to the most recent audit and include the name of the audit firm and the date of that audit (4 points).

Points Summary

(A) Program Design—Approach, Population(s) and Area(s) Served (30 points)

(B) Participant Services and Unsubsidized Placements (30 points)

(C) Benefits to Employers (10 points)

(D) Staffing and Fiscal Oversight (30 points)

Total = 100 points

2. Review and Selection Process

A technical review panel will evaluate applications against the rating criteria in Section V (1). Responding alone is not grounds enough for receiving a satisfactory score. Applications will be ranked based on the score assigned by the panel after careful evaluation by each panel member.

The ranking will be the primary basis used to identify applicants as potential grantees. Proposals that do not merit a minimum score of 80 out of 100 will not be considered for an award. The panels' conclusions are advisory in nature and not binding on the Grant Officer. In deciding whether to award a grant to an applicant, the Grant Officer will, when appropriate, also take into account the applicant's past performance in its prior Federal grants or contracts for the past three (3) years as it relates to the applicant's or its affiliate's demonstration of financial and administrative responsibility and program performance. The information the Grant Officer considers may include: (1) The applicant's level of cooperation with Grant Officer(s), the applicant's Federal technical representatives, and Federal auditors and investigators; and (2) the sufficiency of the administrative costs to sub-grantees, subcontractors, or other affiliates. (A list of the applicant's prior Federal grants and contracts must be attached to the proposal). The Department reserves the right to ask for clarification or to hold discussions, but is not obligated to do so. In awards without discussions, an award will be made on the applicant's signature on the SF 424, which constitutes a binding offer. The Department further reserves the right to select applicants out of rank order if such a selection would, in its opinion, result in: the most effective and appropriate combination of funding; the most effective administrative structure (*i.e.*, whether the organization is simply passing through funds, or whether it is also providing oversight coordination, monitoring, etc., for accountability purposes); meeting program goals (*i.e.*, serving the needs of: minorities, limited English speakers, Indian eligible individuals, those with poor employment prospects, and those of greatest economic need); and a broad distribution of geographical service areas. Such items may be negotiated before we award a grant. If the negotiations do not result in an acceptable submission, the Department has the right to decline to fund an applicant's proposal.

3. Anticipated Announcement and Award Dates

Award decisions will be made no later than September 30, 2004.

VI. Award Administration Information

1. Award Notices

All award notifications will be posted on the ETA Homepage at *http://www.doleta.gov*. Grant awards will be made no later than September 30, 2004. Any applicant that is not selected as a potential grantee or whose application has been denied in part or in whole by the Department will be notified in writing by the Grant Officer.

2. Administrative and National Policy Requirements

Grantees must comply with the provisions of the Older Americans Act, as amended, and its implementing regulations, including the administrative standards and limitations on title V funds identified in 20 CFR Part 641, subpart H (69 FR 19014). Additionally, all grants will be subject to the following administrative standards and provisions, if applicable to the particular grantee:

- 29 CFR part 31—Nondiscrimination in Federally Assisted Programs of the Department of Labor—Effectuation of title VI of the Civil Rights Act of 1964;
- 29 CFR part 32—Nondiscrimination on the Basis of Handicap In Programs and Activities Receiving or Benefiting from Federal Financial Assistance;
- 29 CFR part 35—Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance from the Department of Labor;
- 29 CFR part 37—Implementation of the Non-discrimination and Equal Protection Provisions of the Workforce Investment Act of 1998 (WIA) (to the extent that grantees are One-Stop partners and participants in the One-Stop delivery system, see 29 CFR 37.4).
- 29 CFR part 93—New Restrictions on Lobbying;
- 29 CFR part 95—Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations, and with Commercial Organizations, Foreign Governments, Organizations under the Jurisdiction of Foreign Governments, and International Organizations;
- 29 CFR part 96—Audit Requirements for Grants, Contracts and Other Agreements;
- 29 CFR part 97—Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments; and
- 29 CFR part 98—Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirement for a Drug-Free Workplace.

In accordance with 20 CFR 641.836, projects funded under this SGA may not involve political activities. Additionally, in accordance with Section 18 of the Lobbying Disclosure Act of 1995, Public Law 104–65 (2 U.S.C. 1611), non-profit entities covered by Section 501(c)(4), of the Internal Revenue Code of 1986 that engage in lobbying activities are not eligible to receive Federal funds and grants. Further, this program is subject to the provisions of 38 U.S.C. 4215, as amended by the ''Jobs for Veterans Act,'' Pub. L. 107–288, which provides priority of service to veterans and spouses of certain veterans for the receipt of employment, training and placement services in any job training program directly funded, in whole or in part, by the Department of Labor. Please note that, to obtain priority of service, a veteran must meet the program's eligibility requirements. ETA Training

and Employment Guidance Letter (TEGL) No. 5–03 (September 16, 2003) provides general guidance on the scope of the veteran's priority statute and its effect on current employment and training programs. The TEGL can be found at: *http://ows.doleta.gov/dmstree/tegl/tegl2K1/tegl_05–03.htm.* The Department anticipates updating this guidance at the time of WIA reauthorization and issuing individual guidance on each affected employment and training program.

3. Reporting

The Department wants to ensure that all eligible participants are well served by the grantees. It is strongly committed to a system-wide continuous improvement approach, based on quality principles and practices. Performance accountability ensures that the program is successful and that it is aligned with the One-Stop system and with the WIA performance measures. All selected applicants must agree to be evaluated on performance measures as a condition of the grant award (OAA § 513(a)(5)).

New performance measures will go into effect with the new SCSEP regulations, that were published on April 9, 2004. The Department intends to apply common measures to all its employment and training programs. The common measures are: (1) Entered employment; (2) retention; and (3) earnings increase. Please refer to Training and Employment Guidance Letter (TEGL) number 7–01 for additional information and definitions for the common measures. TEGLs can be accessed on the DOL Web site at: *http://www.ows.doleta.gov/dmstree/tegl/tegl2k1/tegl_07.01.htm.* For purposes of the Section 502(e) program, the goal for unsubsidized placements is at least 75% of participants, although grantees should try to place 100% of the participants.

The grantee may be asked to collect new data during this performance cycle. For the purposes of Section 502(e), grantees will report progress towards their goals on a quarterly basis, as part of their progress reports. If grantees also have a non-502(e) grant, they will submit a separate report for their Section 502(e) grants entitled ''Private Sector Projects.'' Multiple private sector projects may be combined into one report. Other reports may be requested as needed.

Applicants must have current computer technology and ensure that their organizations have the capability to link to the Internet. Reporting must be done through the EIMS system, accessed through the Internet. The Department will provide all of the necessary instructions to facilitate the grantee's access to the system.

Quarterly Progress Reports

In accordance with 29 CFR 97.40 or 29 CFR 95.51, each grantee must submit a Senior Community Service Employment Program Quarterly Progress Report (QPR). This report must be prepared to coincide with the ending dates for Federal fiscal year quarters and must be submitted to the Department no later than 30 days after the end of the quarterly reporting period. If the grant period ends on a date other than the last day of a federal fiscal year quarter, the last quarterly report covering the entire grant period must be submitted no later than 30 days after the ending date. The Department will provide the format and instructions for the preparation of this report.

Financial Status Reports

The following financial reporting requirements apply to title V grants:

—An SF–269, Financial Status Report (FSR), must be submitted to the Department within 30 days after the ending of each quarter of the program year.

—A final FSR must be submitted within 90 days after the end of the grant.

—All FSRs must be prepared on an accrual basis.

Should a current SCSEP grantee be a successful applicant, its Section 502(e) costs will be collected in a separate report. Progress reports will be required on a quarterly basis. The Department will provide the format for the quarterly progress report.

VI. Agency Contacts

Questions should be faxed to Eric Luetkenhaus, Grant Officer, Division of Federal Assistance at (202) 693–2705 [This is not a toll free number]. All inquiries should include the SGA/DFA 04–102 and a contact name, fax and phone number. For more information contact Mr. Luetkenhaus at (202) 693–3109 [This is not a toll free number]. This solicitation will also be published on the Internet, on ETA's SCSEP homepage at *http://www.doleta.gov/seniors*, and the ETA homepage at *http://www.doleta.gov.*

If assistance is needed, non-title V grantee applicants should fax questions on identifying existing SCSEP programs and location of current positions.

VIII. Other Information

Other Applicant Considerations

An applicant may submit multiple proposed projects within a single proposal; however, the applicant must submit a separate budget for each project and the narrative in the technical proposal must sufficiently identify the services to be provided for each project. For instance, if an applicant proposes to run a computer-related training course and a separate furniture manufacturing training course, a separate budget must be submitted that identifies the costs associated with each training. The Department may choose to fund one or the other, or both. Proposals including multiple projects must comply with the 20 page limit for total proposal length (this is, all projects must be discussed within 20 pages).

Signed at Washington, DC, this 28 day of May, 2004.

Emily Stover DeRocco,

Assistant Secretary of Labor, Employment and Training Administration.

Appendices

Appendix A: *Application for Federal Assistance, Standard Form 424* SF–424 *In MS Word*

Appendix B: *Budget Information Sheet, Standard Form 424–A* SF–424A *In MS Word*

Appendix C: *Standard Form 424–A Clarifying Instructions*

Appendix D: *Assurances and Certifications Signature Page*

Appendix E: *OMB No. 1890–0014: Survey on Ensuring Equal Opportunity For Applicants*

BILLING CODE 4510–30–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	Preapplication
☐ Construction	☐ Construction
☐ Non-Construction	☐ Non-Construction

5. APPLICANT INFORMATION

Legal Name:	Organizational Unit:
Address *(give city, county, State, and zip code):*	Name and telephone number of 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	H. Independent School Dist.
B. County	I. State Controlled Institution of Higher Learning
C. Municipal	J. Private University
D. Township	K. Indian Tribe
E. Interstate	L. Individual
F. Intermunicipal	M. Profit Organization
G. Special District	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:

☐☐ – ☐☐☐

TITLE:

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	$ 0 .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. Type Name of Authorized Representative	b. Title	c. Telephone Number
d. Signature of Authorized Representative		e. Date Signed

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Standard Form 424 (Rev. 7-97)
Prescribed by OMB Circular A-102

INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 45 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 (0348-0043), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

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) and 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.
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.)

BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.		$	$	$	$	$ 0.00
2.						0.00
3.						0.00
4.						0.00
5. Totals		$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total
	(1)	(2)	(3)	(4)	(5)
a. Personnel	$	$	$	$	$ 0.00
b. Fringe Benefits					0.00
c. Travel					0.00
d. Equipment					0.00
e. Supplies					0.00
f. Contractual					0.00
g. Construction					0.00
h. Other					0.00
i. Total Direct Charges *(sum of 6a-6h)*	0.00	0.00	0.00	0.00	0.00
j. Indirect Charges					0.00
k. TOTALS *(sum of 6i and 6j)*	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
7. Program Income	$	$	$	$	$ 0.00

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Standard Form 424A (Rev. 7-97)
Prescribed by OMB Circular A-102

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SECTION C - NON-FEDERAL RESOURCES				
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.	$	$	$	$ 0.00
9.				0.00
10.				0.00
11.				0.00
12. TOTAL *(sum of lines 8-11)*	$ 0.00	$ 0.00	$ 0.00	$ 0.00

SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	$ 0.00	$	$	$	$
14. Non-Federal	0.00				
15. TOTAL *(sum of lines 13 and 14)*	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT				
(a) Grant Program	FUTURE FUNDING PERIODS (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.	$	$	$	$
17.				
18.				
19.				
20. TOTAL *(sum of lines 16-19)*	$ 0.00	$ 0.00	$ 0.00	$ 0.00

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges:	22. Indirect Charges:
23. Remarks:	

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Standard Form 424A (Rev. 7-97) Page 2

INSTRUCTIONS FOR THE SF-424A

Public reporting burden for this collection of information is estimated to average 180 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 (0348-0044), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

General Instructions

This form is designed so that application can be made for funds from one or more grant programs. In preparing the budget, adhere to any existing Federal grantor agency guidelines which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. For some programs, grantor agencies may require budgets to be separately shown by function or activity. For other programs, grantor agencies may require a breakdown by function or activity. Sections A, B, C, and D should include budget estimates for the whole project except when applying for assistance which requires Federal authorization in annual or other funding period increments. In the latter case, Sections A, B, C, and D should provide the budget for the first budget period (usually a year) and Section E should present the need for Federal assistance in the subsequent budget periods. All applications should contain a breakdown by the object class categories shown in Lines a-k of Section B.

Section A. Budget Summary Lines 1-4 Columns (a) and (b)

For applications pertaining to a *single* Federal grant program (Federal Domestic Assistance Catalog number) and *not requiring* a functional or activity breakdown, enter on Line 1 under Column (a) the Catalog program title and the Catalog number in Column (b).

For applications pertaining to a *single* program *requiring* budget amounts by multiple functions or activities, enter the name of each activity or function on each line in Column (a), and enter the Catalog number in Column (b). For applications pertaining to multiple programs where none of the programs require a breakdown by function or activity, enter the Catalog program title on each line in *Column* (a) and the respective Catalog number on each line in Column (b).

For applications pertaining to *multiple* programs where one or more programs *require* a breakdown by function or activity, prepare a separate sheet for each program requiring the breakdown. Additional sheets should be used when one form does not provide adequate space for all breakdown of data required. However, when more than one sheet is used, the first page should provide the summary totals by programs.

Lines 1-4, Columns (c) through (g)

For new applications, leave Column (c) and (d) blank. For each line entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year).

For continuing grant program applications, submit these forms before the end of each funding period as required by the grantor agency. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period only if the Federal grantor agency instructions provide for this. Otherwise, leave these columns blank. Enter in columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of amounts in Columns (e) and (f).

For supplemental grants and changes to existing grants, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or decrease of Federal funds and enter in Column (f) the amount of the increase or decrease of non-Federal funds. In Column (g) enter the new total budgeted amount (Federal and non-Federal) which includes the total previous authorized budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should not equal the sum of amounts in Columns (e) and (f).

Line 5 - Show the totals for all columns used.

Section B Budget Categories

In the column headings (1) through (4), enter the titles of the same programs, functions, and activities shown on Lines 1-4, Column (a), Section A. When additional sheets are prepared for Section A, provide similar column headings on each sheet. For each program, function or activity, fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

Line 6a-i - Show the totals of Lines 6a to 6h in each column.

Line 6j - Show the amount of indirect cost.

Line 6k - Enter the total of amounts on Lines 6i and 6j. For all applications for new grants and continuation grants the total amount in column (5), Line 6k, should be the same as the total amount shown in Section A, Column (g), Line 5. For supplemental grants and changes to grants, the total amount of the increase or decrease as shown in Columns (1)-(4), Line 6k should be the same as the sum of the amounts in Section A, Columns (e) and (f) on Line 5.

Line 7 - Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount, Show under the program

INSTRUCTIONS FOR THE SF-424A (continued)

narrative statement the nature and source of income. The estimated amount of program income may be considered by the Federal grantor agency in determining the total amount of the grant.

Section C. Non-Federal Resources

Lines 8-11 Enter amounts of non-Federal resources that will be used on the grant. If in-kind contributions are included, provide a brief explanation on a separate sheet.

Column (a) - Enter the program titles identical to Column (a), Section A. A breakdown by function or activity is not necessary.

Column (b) - Enter the contribution to be made by the applicant.

Column (c) - Enter the amount of the State's cash and in-kind contribution if the applicant is not a State or State agency. Applicants which are a State or State agencies should leave this column blank.

Column (d) - Enter the amount of cash and in-kind contributions to be made from all other sources.

Column (e) - Enter totals of Columns (b), (c), and (d).

Line 12 - Enter the total for each of Columns (b)-(e). The amount in Column (e) should be equal to the amount on Line 5, Column (f), Section A.

Section D. Forecasted Cash Needs

Line 13 - Enter the amount of cash needed by quarter from the grantor agency during the first year.

Line 14 - Enter the amount of cash from all other sources needed by quarter during the first year.

Line 15 - Enter the totals of amounts on Lines 13 and 14.

Section E. Budget Estimates of Federal Funds Needed for Balance of the Project

Lines 16-19 - Enter in Column (a) the same grant program titles shown in Column (a), Section A. A breakdown by function or activity is not necessary. For new applications and continuation grant applications, enter in the proper columns amounts of Federal funds which will be needed to complete the program or project over the succeeding funding periods (usually in years). This section need not be completed for revisions (amendments, changes, or supplements) to funds for the current year of existing grants.

If more than four lines are needed to list the program titles, submit additional schedules as necessary.

Line 20 - Enter the total for each of the Columns (b)-(e). When additional schedules are prepared for this Section, annotate accordingly and show the overall totals on this line.

Section F. Other Budget Information

Line 21 - Use this space to explain amounts for individual direct object class cost categories that may appear to be out of the ordinary or to explain the details as required by the Federal grantor agency.

Line 22 - Enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

Line 23 - Provide any other explanations or comments deemed necessary.

OMB Approval No. 0348-0040

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 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 (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

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 cost) 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 19 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, as applicable, with 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.

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 and to 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 (Clean Air) Implementation Plans under Section 176(c) of the Clean 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 Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

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
	June 3, 2004

Standard Form 424B (Rev. 7-97) Back

SURVEY ON ENSURING EQUAL OPPORTUNITY FOR APPLICANTS

OMB No. 1890-0014 Exp. 1/31/2006

Purpose: The Federal government is committed to ensuring that all qualified applicants, small or large, non-religious or faith-based, have an equal opportunity to compete for Federal funding. In order for us to better understand the population of applicants for Federal funds, we are asking nonprofit private organizations (not including private universities) to fill out this survey.

Upon receipt, the survey will be separated from the application. Information provided on the survey will not be considered in any way in making funding decisions and will not be included in the Federal grants database. While your help in this data collection process is greatly appreciated, completion of this survey is voluntary.

Instructions for Submitting the Survey: If you are applying using a hard copy application, please place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with your application package. If you are applying electronically, please submit this survey along with your application.

Applicant's (Organization) Name: _____

Applicant's DUNS Number: _____

Grant Name: _____ **CFDA Number:** _____

1. Does the applicant have 501(c)(3) status?

   ☐ Yes ☐ No

2. How many full-time equivalent employees does the applicant have? *(Check only one box).*

   ☐ 3 or Fewer ☐ 15-50
   ☐ 4-5 ☐ 51-100
   ☐ 6-14 ☐ over 100

3. What is the size of the applicant's annual budget? *(Check only one box.)*

   ☐ Less Than $150,000
   ☐ $150,000 - $299,999
   ☐ $300,000 - $499,999
   ☐ $500,000 - $999,999
   ☐ $1,000,000 - $4,999,999
   ☐ $5,000,000 or more

4. Is the applicant a faith-based/religious organization?

   ☐ Yes ☐ No

5. Is the applicant a non-religious community-based organization?

   ☐ Yes ☐ No

6. Is the applicant an intermediary that will manage the grant on behalf of other organizations?

   ☐ Yes ☐ No

7. Has the applicant ever received a government grant or contract (Federal, State, or local)?

   ☐ Yes ☐ No

8. Is the applicant a local affiliate of a national organization?

   ☐ Yes ☐ No

Survey Instructions on Ensuring Equal Opportunity for Applicants

Provide the applicant's (organization) name and DUNS number and the grant name and CFDA number.

1. 501(c)(3) status is a legal designation provided on application to the Internal Revenue Service by eligible organizations. Some grant programs may require nonprofit applicants to have 501(c)(3) status. Other grant programs do not.

2. For example, two part-time employees who each work half-time equal one full-time equivalent employee. If the applicant is a local affiliate of a national organization, the responses to survey questions 2 and 3 should reflect the staff and budget size of the local affiliate.

3. Annual budget means the amount of money your organization spends each year on all of its activities.

4. Self-identify.

5. An organization is considered a community-based organization if its headquarters/service location shares the same zip code as the clients you serve.

6. An "intermediary" is an organization that enables a group of small organizations to receive and manage government funds by administering the grant on their behalf.

7. Self-explanatory.

8. Self-explanatory.

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1890-0014. The time required to complete this information collection is estimated to average five (5) minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, Washington, D.C. 2202-4651.

If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Joyce I. Mays, Application Control Center, U.S. Department of Education, 7th and D Streets, SW, ROB-3, Room 3671, Washington, D.C. 20202-4725

OMB No. 1890-0014 Exp. 1/31/2006

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