

requested on behalf of member airlines of the International Air Transport Association (IATA) that the Department approve and confer antitrust immunity on two amendments to the IATA Articles of Association (the Articles). The two amendments were adopted by the Members of IATA at their 51st Annual General Meeting held 30–31 October 1995 in Kuala Lumpur.

*Docket Number:* OST–95–966.

*Date filed:* December 22, 1995.

*Parties:* Members of the International Air Transport Association.

*Subject:* PAC/Reso/390 dated December 18, 1995, Finally Adopted Resos r–1–r–30, Intended effective date: May 1, 1996, Necessary Government Action Date: no later than April 1, 1996.

*Docket Number:* OST–95–967.

*Date filed:* December 22, 1995.

*Parties:* Members of the International Air Transport Association.

*Subject:* TC3 Telex mail Vote 766, Japan-China fares r–1–4, TC3 Telex Mail Vote 767, Taiwan-Japan fares r–5–r–6, Intended effective date: April 1, 1996.

*Docket Number:* OST–95–968.

*Date filed:* December 22, 1995.

*Parties:* Members of the International Air Transport Association.

*Subject:* TC23 Reso/P 0729 dated December 5, 1995, Middle East-TC3 Resos r–1–42, Intended effective date: April 1, 1996.

Barbara Mills,

*Acting Chief, Documentary Services Division.*

[FR Doc. 96–53 Filed 1–2–96; 8:45 am]

BILLING CODE 4910–62–P

#### **Notice of Applications for Certificates of Public Convenience and Necessity and Foreign Air Carrier Permits Filed Under Subpart Q during the Week Ending December 22, 1995**

The following Applications for Certificates of Public Convenience and Necessity and Foreign Air Carrier Permits were filed under Subpart Q of the Department of Transportation's Procedural Regulations (See 14 CFR 302.1701 et seq.). The due date for Answers, Conforming Applications, or Motions to modify Scope are set forth below for each application. Following the Answer period DOT may process the application by expedited procedures. Such procedures may consist of the adoption of a show-cause order, a tentative order, or in appropriate cases a final order without further proceedings.

*Docket Number:* OST–95–953.

*Date filed:* December 20, 1995.

*Due Date for Answers, Conforming Applications, or Motion to Modify Scope:* January 17, 1996.

*Description:* Application of Alaska Airlines, Inc. pursuant to 49 U.S. 41101 and Subpart Q of the Regulations requests a permanent certificate of public convenience and necessity authorizing it to engage in the scheduled foreign air transportation of persons, property and mail between Seattle, Washington, on the one hand, and Mazatlan and Puerto Vallarta, Mexico.

*Docket Number:* OST–95–958.

*Date filed:* December 22, 1995.

*Due Date for Answers, Conforming Applications, or Motion to Modify Scope:* January 19, 1996.

*Description:* Application of Continental Airlines, Inc., pursuant to 49 U.S.C. Section 41102 and Subpart Q of the Regulations, requests renewal of its Route 29–F certificate authority to provide scheduled foreign air transportation of persons, property and mail between Houston, Texas and the coterminal points Guayaquil and Quito, Ecuador, via the intermediate points Mexico City, Mexico; Guatemala City, Guatemala; San Salvador, El Salvador; San Pedro Sula and Tegucigalpa, Honduras; and Panama City, Panama; as well as renewal of its Ecuador frequency allocation.

*Docket Number:* OST–95–962.

*Date filed:* December 22, 1995.

*Due Date for Answers, Conforming Applications, or Motion to Modify Scope:* January 19, 1996.

*Description:* Application of American Trans Air, Inc., pursuant to 49 U.S.C. Section 41101 and Subpart Q of the Regulations, requests a certificate of public convenience and necessity authorizing ATA to engage in the scheduled foreign air transportation of persons, property and mail between New York, New York (JFK), on the one hand, and Shannon and Dublin, Republic of Ireland, on the other hand.

*Docket Number:* OST–95–965.

*Date filed:* December 22, 1995.

*Due Date for Answers, Conforming Applications, or Motion to Modify Scope:* January 19, 1996.

*Description:* Application of Air 4000, Inc., pursuant to 49 U.S.C. Section 41102, and Subpart Q of the Regulations, applies for issuance of a certificate of public convenience and necessity authorizing Air 4000 to provide scheduled interstate and overseas air transportation of persons, property and mail between various points in the United States.

Barbara Mills,

*Acting Chief, Documentary Services Division.*

[FR Doc. 96–00054 Filed 1–2–96; 8:45 am]

BILLING CODE 4910–62–P

#### **Office of the Secretary**

#### **Transportation Marketplace Conferences and Seminars Announcement of Request for Proposals**

**AGENCY:** Office of Small and Disadvantaged Business Utilization (O.S.D.B.U.), Department of Transportation.

**ACTION:** Notice of Request for Proposals (RFP).

**SUMMARY:** The Department of Transportation's Office of Small and Disadvantaged Business Utilization (O.S.D.B.U.) is responsible for the Department's implementation and execution of the functions and duties under sections eight (8) and fifteen (15) of the Small Business Act (15 U.S.C. 637) for developing policies and procedures consistent with Federal statutes to provide policy direction for small, minority, women-owned, and small disadvantaged business (S/DBE) participation in the Department's procurement and Federal financial assistance activities. The office is also responsible for assisting small, minority, women-owned and small disadvantaged businesses to participate in opportunities of the Department by establishing Transportation Marketplace Conferences and Seminars (TMC'S) at which DOT contract opportunities are advertised, relevant DOT information and materials are disseminated and workshops are available on bonding, lending, procurement, marketing, and business management are conducted by staff and outside experts. The Secretary of Transportation has encouraged DOT operating administrations to attend these conferences as his representative(s) and to provide opportunities for small entrepreneurs to participate fully in all DOT-funded procurements and DOT assisted programs. This request solicits competitive proposals from diverse organizations that can serve as OSDBU's Conference Coordinator for OSDBU's Transportation Marketplace Conferences and Seminars. Eligible applicants must be registered with the Internal Revenue Service (IRS) as tax-exempt organizations classified under the IRS Code as a 501(c)6 trade association. OSDBU will enter into a Cooperative Agreement with one organization to provide conference coordination services between the DOT, its grantees, recipients, contractors, subcontractors, and small, minority, women-owned and disadvantaged business enterprises. This Announcement of Request for Proposal (RFP) contains information

concerning: (1) The principal objectives of the competition, eligible applicants, activities and factors for award; (2) the application process, including how to apply and the criteria used for selection; and (3) a checklist of application submission requirements.

**FOR GENERAL AND SPECIFIC INFORMATION**

**CONTACT:** Mr. Arthur Jackson, Office of Small and Disadvantaged Business Utilization, U.S. Department of Transportation, 400 7th Street SW, Room 9410, Washington, DC, 20590, Tel. 202-366-2852 or 800-532-1169.

**SEND PROPOSALS TO:** Mr. Arthur D. Jackson, Office of Small and Disadvantaged Business Utilization (S-40), U.S. Department of Transportation, 400 7th Street, S.W., Room 9410, Washington, D.C. 20590.

**DATES:** Proposals must be received at the above location by February 2nd, 1996, 4:00 p.m., Eastern Standard Time. Proposals received after the deadline will be considered non-responsive and not reviewed. DOT plans to give notice of awards on all applications by March 4th, 1996.

Dated: December 21, 1995.

Joseph A. Capuano,  
*Associate Director, Office of Small and Disadvantaged Business Utilization.*

**Table of Contents**

1. Introduction
  - 1.1 Background
  - 1.2 Program Description and Goals
  - 1.3 Description of Competition
  - 1.4 Duration of Agreements
  - 1.5 Authority
  - 1.6 Eligibility Requirements
2. Program Requirements
  - 2.1 Recipient Responsibilities
  - 2.2 Work Requirements
  - 2.3 Office of Small and Disadvantaged Business Utilization Responsibilities
3. Submission of Proposals
  - 3.1 Content and Format for Proposals
  - 3.2 Address, Number of Copies, Deadline for Submission
4. Selection Criteria
  - 4.1 General Criteria
  - 4.2 Scoring of Applications Application Form for Proposals—Appendix A Attachments

**SUPPLEMENTARY INFORMATION:**

**1. Introduction**

**1.1 Background**

The United States Department of Transportation (DOT) established the Office of Small and Disadvantaged Business Utilization (OSDBU) in accordance with Public Law 95-507, an amendment to the Small Business Act and the Small Business Investment Act of 1958. The OSDBU administers the Department's Small and Disadvantaged Business Enterprise (DBE) Program

which is designed to ensure that small businesses, including small disadvantaged and minority firms, have an equitable opportunity to participate in DOT's procurement and Federal financial assistance programs and that they receive a fair share of the resulting contract awards. Because DOT's policy is to encourage and increase DBE participation in the contracts and programs that it funds, during FY 1994, DBEs received over \$2.6 billion or 14.4 percent of highway, transit, air and rail contracts from DOT-assisted State and local transportation agencies.

OSDBU develops Department wide policy and administers a number of programs and activities to implement the OSDBU's Congressional mandate of increasing the level of participation of SDBs in the Federal financial assistance and direct contracting programs of all modal administrations of DOT. OSDBU is responsible for the development and implementation of an effective program of activities directed at ensuring SBE participation in the Department's direct procurement and Federal financial assistance activities.

OSDBU monitors all DOT procurement activities that involve the participation of DBEs, including the goal settings and procurement practices of DOT financial assistance recipients, namely, State and local transportation agencies. OSDBU also serves an important function in assisting firms in their marketing of the Department and all of its operating administrations. OSDBU is also responsible for developing and administering programs to encourage, stimulate, promote and assist SDBs to obtain and manage transportation-related contracts, subcontracts and projects. The OSDBU administers the Short Term Lending Program (STLP) and the Bonding Assistance Program (BAP), two financial assistance efforts which provide assistance in obtaining short-term working capital and surety bonding for DBEs. Under the STLP, lines of credit up to \$500,000 are available at prime interest rates to finance accounts receivable for transportation-related contracts. The Bonding Assistance Program enables DBEs to apply for bid, performance and payment bonds on contracts up to \$1,000,000.

**1.2 Program Description and Goals**

OSDBU has focused considerable time and resources to increasing SDBE access to DOT financial assistance programs and contracting opportunities through the use of Transportation Marketplace Conferences and Seminars. This effort is accomplished through the use of a Cooperative Agreement with a Minority

Trade Association to provide liaison services between DOT, its grantees, recipients, contractors, subcontractors small and disadvantaged business enterprises. The Agreement includes activities such as the identification of local and regional officials who work directly with small businesses, information dissemination, outreach services to the small business community (such as SBDCs, State DOTs, etc), conference and seminar preparation and logistical planning with hotels and other conference sites. In addition, the trade association and/or Chamber of Commerce provides for the advertisement of each conference/seminar in monthly or quarterly newsletters of local organizations and provides for a follow-up evaluation of each conference subsequent to the completion of the DOT sponsored event.

The Transportation Marketplace includes the participation of other Federal, state and local agencies and private contractors seeking the involvement of small and minority firms in public and/or private solicitations. The Transportation Marketplace provides for a plenary session comprised of major dignitaries offering brief remarks, followed by a "business fair" where buyers and sellers of goods and services open lines of communications and match opportunities with a firm's capabilities.

Also, during the Marketplace Conferences, information is disseminated and distribution of DOT materials is provided to attendees, such as; DOT Bonding Assistance Program Brochures; DOT Bonding Assistance Fact Sheets; DOT Short-Term Lending Program Brochures; DOT Short-Term Lending Fact Sheets; Procurement Forecasts; DOT Small Business Subcontracting Opportunities Directory; Contracting with the United States Department of Transportation Booklets; DOT Bonding Assistance Program Applications; and DOT Short-Term Lending Program Applications. A compilation of these materials is available in the DOT's Marketing Information Package, a comprehensive document which serves as a resource and reference tool. The Transportation Marketplace Conferences were established by the OSDBU in October 1992 to provide a mechanism for the small, minority and women business communities to have current information from National DOT regarding contract opportunities being advertised and awarded by the DOT 10 modal administrations. Also, the Conferences were seen as an opportunity for small firms to have direct contact with staff from OSDBU,

the Secretary's representatives, the DBE Liaison Officers and contracting officers from the Department. Because of the expense of traveling to Washington, D.C. to market their products, many SDBs were financially unable to spend quality time in the national offices of DOT. The Marketplace Conferences provide information relative to all modes of transportation and to potential contract possibilities. Also, the OSDBU's Minority Business Resource Center's regulations require that this office work with Trade Associations and/or Chambers of Commerce to serve our constituency. The goal is accomplished by the OSDBU working closely with Chambers of Commerce and trade associations to:

(1) Establish a communications link between DOT, its grantees, recipients, contractors, subcontractors and the small and disadvantaged business community.

(2) Increase awareness of DOT contracting opportunities and financial assistance programs by disseminating DOT marketing materials and relevant information at selected conferences, seminars and marketplace events.

(3) Identify local and regional official who work directly with small businesses and ensure their attendance and participation at the Marketplace Conferences which reinforces their commitment to the small, minority and women business community for potential contracting opportunities.

(4) Increase awareness of programs by providing DOT representation at selected conferences, seminars and marketplace events and by providing DOT ads and articles in organizations' newsletters.

(5) Develop and maintain databases of transportation-related DBEs as potential participants in DOT procurement and/or financial assistance programs that register and attend the Transportation Marketplace Conferences.

(6) Have responsibility for logistics involved in each conference, including hotel arrangements and securing facilities replete with sizeable rooms and quality sound systems.

(7) Complete a Customer-Service follow-up activity after each conference in order to receive feed-back from participants after session has ended.

### 1.3 Description of Competition

The purpose of this RFP is to solicit proposals from eligible Chambers of Commerce and trade associations for consideration as the Coordinator for DOT's Transportation Marketplace Conferences and Seminars. This effort shall enable the OSDBU to increase the number of small, minority and women

businesses that enter into transportation-related contracts, and provide small firms with procurement information and access to the DOT Short Term Lending and Bonding Assistance Programs.

In order to have regular dialogue and direct contact with the Conference Coordinator, the selected organization must be headquartered geographically within the Washington, D.C./Baltimore, MD metropolitan area. Any personnel assigned to the project must be housed within the organization's headquarters and/or should not be over 60 miles one-way in commuting distance.

### 1.4 Duration of Agreement

The Cooperative Agreement will be awarded for a period of 12 months (one year) with a one year renewable option. Subsequent funding will be contingent upon satisfactory performance and the availability of funds in subsequent fiscal years.

### 1.5 Authority

DOT is authorized under 49 U.S.C. 322 (P.L. 97-449), to provide conferences and seminars OSDBU utilizes Cooperative Agreements with Trade Associations and Chambers of Commerce as its mechanism to deliver services to small businesses and DBEs in order to partake of transportation-related contracts.

### 1.6 Eligibility Requirements

An eligible applicant organization will be:

An established, non-profit, Chamber of Commerce or trade association which has the documented experience and capacity necessary to successfully operate and administer and coordinate Transportation Marketplace Conferences and Seminars nationally with minimum supervision from the OSDBU. In addition, to be eligible, a Chamber of Commerce or trade association must:

(a) Be an established 501 C(6) tax-exempt organization (provide documentation as verification);

(b) Have at least two years of documented and continuous experience prior to the date of application in providing conference and seminar planning, setting up exhibits for marketplaces or trade fairs, management and marketing assistance services and referral to technical assistance agencies of DBEs within the LOSP regional service area in which proposed services will be provided.

(c) Have an office physically located within the Washington, D.C./Baltimore metropolitan service area; and

## 2. Program Requirements

In conducting the activities to achieve the goals of the Transportation Marketplace Conferences and Seminars, the recipient shall be responsible for implementing the activities under 2.1 and 2.2 below. The OSDBU shall be responsible for conducting activities under 2.3.

### 2.1 Recipient Responsibilities

1. Each participant shall:

(a) Establish a toll free telephone line to be made available to small business interested in securing information regarding Transportation Marketplace Conferences in their areas and how they can participate in various workshops and seminars on procurement, certification, bonding and lending program.

(b) Identify hotels and other facilities where the conferences/seminars will be held and provide costs associated with these events.

(c) Whenever and wherever possible, the Contractor shall retain the services of local small, minority or women-owned businesses or non-profit organizations to assist with local in-put and involvement to make the events more acceptable to the general community. The local representative should have credibility with the community and have demonstrated expertise in working with conferences.

(d) Identify and contact individual businesses and business representative groups in the area and vicinity utilizing mailing lists provided by OSDBU's National Information Clearinghouse (NIC) as well as the Contractor's own mailing list.

(e) Coordinate with hotel management to insure that all arrangements for conferences are completed (block of guest rooms, conference rooms, etc).

(f) Handle set up and break-down of DOT OSDBU exhibit booths; handle details for planned luncheons; and assemble conference materials and brochures using information supplied by DOT/OSDBU.

(g) Identify Federal, State and local transportation and other agencies, in consultation with OSDBU, to be invited to participate in each conference. Also prepare tentative and final conference agendas and prepare all letters for the OSDBU Director's signature, inviting agencies and individuals to participate.

(h) Make follow-up phone calls with top agency officials to confirm their participation.

(i) Secure media, both print and broadcast, regarding the conferences and provide for a photographer throughout the entire conference

shedule. Advertisements should be published in local newspapers and in minority periodicals no later than two (2) weeks prior to the scheduled date.

(j) Set up registration, both pre and at the door, and prepare identification badges and distribute informational kits provided by DOT/OSDBU.

(k) Make a survey of the proposed conference site and the surrounding metropolitan area to ensure that there are no major small or minority or women business conferences being held that would conflict with the scheduled OSDBU conference.

(l) Provide a weekly status report on the conference preparations and submit two (2) copies of a final report and one version on diskette in MS word or compatible format for WINDOWS on each conference no later than 30 days after the conference. The report should include, but not limited to, specific procedures utilized to implement the conference, a complete listing of participants, recommendations regarding improvements, and results from conference evaluations completed by participants.

(m) Develop and implement an on-going evaluation plan for activities under the Cooperative Agreement that will provide qualitative and quantitative data for effective monitoring the program.

(n) Furnish all labor, facilities and equipment to perform the services described in this announcement.

## **2.2 Office of Small and Disadvantaged Business Utilization (OSDBU) Responsibilities**

The OSDBU shall perform the following roles as its contribution to the attainment of Program objectives:

1. Provide orientation and training to applicant awarded funding for participation in the Transportation Marketplace Conference and Seminar project.
2. Monitor performance of successful applicant's activities and program compliance.
3. Provide for DOT materials and other information to be disseminated to small, minority and women-owned businesses that participate in one or more of the Transportation Marketplace Conferences.
4. Facilitate the exchange and transfer of successful conference activities and program information among Federal, state, local and private business officials.

## **3. Submission of Proposals**

### **3.1 Content and Format for Proposals**

Each proposal submitted to DOT must be in the format and must contain the

information set forth in the application form attached as Appendix A to this announcement.

### **3.2 Address; Number of Copies; Deadlines for Submission**

Any eligible organization (as defined in Section 1.6 of this announcement) shall submit only one proposal for consideration by DOT.

As specified in Appendix A, applications should be double spaced, and printed in a font size not smaller than 12 points. One unbound copy of the proposal with original signatures suitable for reproduction, plus five bound copies, should be submitted. All pages should be numbered at the top of each page. ALL DOCUMENTS, ATTACHMENTS, OR OTHER INFORMATION PERTINENT TO THE APPLICATION MUST BE INCLUDED IN A SINGLE SUBMISSION, NOT TO EXCEED 35 PAGES.

Proposals should be submitted to: Arthur D. Jackson, Office of Small and Disadvantaged Business Utilization, S-40, Department of Transportation, 400 7th Street, S.W., Room 9410, Washington, D.C. 20590.

Proposals must be received by DOT/OSDBU no later than February 2, 1996, 4:00 p.m., EST.

## **4. Selection Criteria**

### **4.1 General Criteria**

DOT will use the following criteria to rate and rank applications received in response to this announcement. Applications will be evaluated on a point system (maximum number of points = 100). The following five (5) maximum *weighted* categories will constitute DOT's selection criteria:

- A. Approach (20 points)
- B. Linkages (15 points)
- C. Organizational Capability (20 points)
- D. Staff Capabilities and Experience (30 points)
- E. Costs (15 points)

#### **1. Approach (20 points)**

The application must describe the activities proposed to be implemented under the cooperative agreement and how the work will be accomplished throughout the year. Present a well-constructed plan of action. DOT will consider the extent to which the proposed objectives are specific, measurable, time-phased, consistent with OSDBU goals and the proposed activities are consistent with the applicant organization's overall mission. DOT will give priority consideration to applicants that demonstrate innovation and creativity of approach in increasing

the ability of small, minority and women businesses to access information on DOT contracting opportunities and financial assistance programs as a result of the Transportation Marketplace Conference and Seminars. DOT will also rate the quality of the applicant's plan for conducting program activities and the likelihood that the proposed methods will be successful in achieving proposed objectives.

#### **2. Linkages (15 points)**

DOT will consider innovative aspects of the applicant's approach which build upon the applicant's strength(s) and facilitate and encourage linkages to existing resources available within the geographical area for the Transportation Marketplace Conferences. The applicant should describe support and intended collaboration on conference activities from DOT grantees, prime contractors, subcontractors, State DOTs, State highway supportive services contractors, SBDCs, MBDCs. In areas where colleges and universities such as; Historically black Colleges and Universities (HBCUs), Hispanic Association of Colleges and Universities' affiliations (HACUs) and Tribal-Affiliated Colleges and Universities (TACUs) are located, linkages should be established with these entities. DOT will also rate the effectiveness of the applicant's strategy to outreach to a substantial number of small businesses that can participate in DOT conferences. In rating this factor, DOT will consider the extent to which the applicant demonstrates ability to effectively access small and minority business networks that produce a broad and diverse range of small firms that can benefit from a transportation-related conference and/or seminar.

#### **B. Organizational Capability (20 Points)**

The applicant organization must have outreach resources and relevant experience in carrying out the purposes of the Transportation Marketplace Conferences and Seminars. In rating this factor, DOT will consider the extent to which the applicant's organization has recent, relevant and successful experience in coordinating and managing a transportation-related conference(s) and/or seminar for small, minority and women-owned business, either locally or nationally. The applicant must also describe technical and administrative resources it plans to use in achieving proposed objectives (i.e., computer facilities, voluntary staff time, space and financial resources).

### *C. Staff Capability and Experience (30 Points)*

The applicant organization should provide a list of proposed personnel for the project with salaries, educational levels and previous experience delineated. The applicant's project team must be well-qualified and knowledgeable (ensuring diversity) which shows evidence of the ability to deal effectively with the broad range of small and small DBE clients to be served. Resumes must be submitted for all proposed key personnel, outside consultants and subcontractors. Experience of key personnel in providing services similar in scope and nature to the proposed effort must be presented in detail. The Project Director will serve as the responsible individual for the project. He/she must be designated in the proposal and his/her resume must reflect appropriate knowledge of the industry and must have supervisory experience. DOT will consider the extent to which (a) the applicant's proposed management plan clearly delineates staff responsibilities and accountability for all work required and presents a work plan with a clear and feasible schedule for conducting all project tasks.

### *D. Cost (15 Points)*

The budget is the applicant's estimate of the total cost of establishing and administering its participation in the Transportation Marketplace Conferences and Seminars. At this time, the OSDBU has not finalized its location for conferences during 1996, however it is anticipated that a total of four (4) will be held during the year. The tentative locations are New Orleans, San Francisco, North Carolina and Minneapolis. The applicant's budget should reflect direct costs since the conference locations are subject to change for support of personnel. However costs directly related to each conference, i.e. costs of hotel facilities, travel and per diem, will be added to the agreement on a cost incurred basis and should not be included as part of the applicant's proposal. Applicants are encouraged to provide in-kind costs and other innovative cost approaches.

### *4.2 Scoring of Applications*

A review panel will score each application based upon the evaluation criteria listed above. Points will be given for each evaluation criteria category not to exceed the maximum number of points allowed for each category. Applications which are not responsive to the established criteria above will be disqualified.

Appendix A—Application Form for Proposals for the Department of Transportation; Transportation Marketplace Conferences and Seminars

Proposals for the DOT Transportation Marketplace Conferences and Seminars should contain all of the following information and should be submitted in the following format.

Applications should be double spaced and printed in a font size not smaller than 12 points. One unbound copy of the proposal with original signatures suitable for reproduction, plus five bound copies, should be submitted. Applications, including attachments, will be limited to 35 pages. All pages should be numbered at the top of each page. All documentation, attachments, or other information pertinent to the application should be included in a single submission, forwarded directly to the address listed below. Proposals should be submitted to: Arthur D. Jackson, Office of Small and Disadvantaged Business Utilization, Department of Transportation, 400 7th Street, S.W., Room 9410, Washington, D.C. 20590.

Proposals Must Be Received by DOT/OSDBU No Later Than February 2, 1996, 4:00 P.M. EST.

All applications must contain the following sections in the following order.

#### *1. Table of Contents*

—Identify all parts, sections and attachments of the application.

#### *2. Application Summary Page*

—Provide a one page overview of the following:

—The applicant's proposed activities including key elements of the plan of action/methodology to achieve project objectives.

—The applicant's relevant organizational experience and capabilities.

#### *3. Understanding of the Work*

—Provide a narrative which contains specific project information as follows:

—The applicant will describe its understanding of the goals for the Transportation Marketplace Conferences and Seminars and the role of the applicant's proposal in advancing the applicant's goals.

#### *4. Approach/Methodology*

—Describe the applicant's methodology or plan of action for conducting the project in terms of the tasks to be performed.

—Describe the specific services or activities to be performed and how these services/activities will be implemented.

—Describe innovative and/or creative approaches to be implemented to increase the ability of small , and small DBES to access information on DOT contracting opportunities and financial assistance programs.

#### *5. Linkages*

—Describe or indicate evidence of linkages or collaborations developed or to be developed with State DOTs, DOT grantees, DOT prime contractors, Chambers of Commerce as well as trade associations and technical assistance agencies including DOT/FHWA supportive services contractors, MBDCs and SBDCs and minority institutions including HBCUs, HACUs and TACUs.

#### *6. Organizational Capabilities*

—Describe recent, relevant and successful experience in coordinating and managing a transportation-related conference(s) and/or seminar for small, minority and women businesses either locally or nationally.

—Describe technical and administrative resources it plans to use in achieving proposed objectives (i.e. computer facilities, voluntary staff time, space and financial resources).

#### *7. Staff Capabilities*

—Describe the qualifications and relevant experience, in relation to project requirements, of the key personnel to be used in the project.

#### *8. Management Plan*

—Describe how personnel are to be organized in the project and how they will be used to accomplish project objectives. Outline staff responsibilities, accountability and a schedule for conducting all project tasks.

#### *9. Budget Narrative*

—Outline all proposed budget/cost information in detail.

#### *10. Assurances Signature Form*

—Complete the attached form identified as Attachment 2.

#### *11. Certification Signature Form*

—Complete the attached form identified as Attachment 3.

#### *12. Standard Form 424*

—(Request for Federal Assistance). Complete the attached Standard Form 424 identified as Attachment 4.

Please be sure that all forms have been signed by an authorized official who can legally represent the organization.

#### *Attachment 2—Assurances*

All recipients of Federal funding are required to assure that the recipient:

- 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.

- 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.
- Will establish safeguards to prohibit employees from using their position for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- 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 CFR 900; Subpart F).
- 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 disability; (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. 290dd–3 and 290ee–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 National and Community Service Act of 1990, as amended; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- 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.

- 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.
- Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a and 276a–77), 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 sub-agreements.
- 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 the 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.
- 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).
- 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.
- 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.).
- 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.
- 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.
- 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.

- Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984 or OMB Circular A–133. Audits of Institutions of Higher Learning and other Non-profit Institutions.
  - Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
- In addition, all recipients of Corporation assistance under this application are required to assure that the recipient:
- Will keep such records and provide such information to the Corporation with respect to the program as may be required for fiscal audits and program evaluation.
  - Will not use the assistance to replace State and local funding streams that had been used to support programs of the type eligible to receive Corporation support. For any given program, this condition will be satisfied if the aggregate non-Federal expenditure for that program in the fiscal year that support is to be provided is not less than the previous fiscal year.
  - Will use the assistance only for a program that does not duplicate, and is in addition to, an activity otherwise available in the locality of the program.
  - Will comply with the Notice, Hearing, and Grievance Procedures found in § 176 of the Act.
  - Will comply with the nondisplacement rules found in § 177(b) of the Act. Specifically, an employer shall not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the employer using an AmeriCorps participant; a service opportunity shall not be created that will infringe on the promotional opportunity of an employed individual; an AmeriCorps participants shall not perform any services or duties or engage in activities that (1) would otherwise be performed by an employee as part of the employee's assigned duties, (2) will supplant the hiring of employed workers, (3) are services or duties with respect to which an individual has recall rights pursuant to a collective bargaining; agreement or applicable personnel procedures; or (4) have been performed by or were assigned to any presently employed worker, an employee who recently resigned or was discharged, an employee who is on leave, an employee who is on strike or is being locked out, or an employee who is subject to a reduction in force or has recall rights subject to a collective bargaining agreement or applicable personnel procedure.

#### Assurances—Signature

By signing this assurances page, the applicant certifies that it will agree to perform all actions and support all intentions stated in the attached Assurances.

NOTE: This form must be signed and included in the application.

Organization Name

Project Name

Name and Title of Authorized Representative

Signature

Date

#### ATTACHMENT 3—Certifications

Before completing certification, please read Certification Instructions on the following page.

**Certification—Debarment, Suspension, and Other Responsibility Matters.** This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, Section 85.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160–19211).

(1) The applicant certifies to the best of its knowledge and belief, 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 proposal 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 anti-trust 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 proposal had one or more public transactions (Federal, State or local) terminated for cause or default;

(2) Where the applicant is unable to certify to any of the statements in this certification, such applicant shall attach an explanation to this application.

**Certification—Drug-Free Workplace.** This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988, 34 CFR Part 85, Subpart F. The regulations, published in the January 31, 1989 Federal Register, require certification by grantees, prior to award, that they will maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the agency determines to award the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government-wide suspension or debarment (see 34 CFR Part 85, Section 85.615 and 85.620). The grantee certifies that it will provide a drug-free workplace by:

(1) 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;

(2) Establishing a drug-free awareness program to inform employees about—

(a) the dangers of drug abuse in the workplace,

(b) the grantee's policy of maintaining a drug-free workplace,

(c) any available drug counseling, rehabilitation, and employee assistance programs, and

(d) the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(3) 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 (1);

(4) Notifying the employee in the statement required by paragraph (1) that, as a condition of employment under the grant, the employee will

(a) abide by the terms of the statement, and

(b) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;

(5) Notifying the Corporation within ten days after receiving notice under subparagraph (4)(b) from an employee or otherwise receiving actual notice of such conviction;

(6) Taking one of the following actions, within 30 days of receiving notice under subparagraph (4)(b) with respect to any employee who is so convicted—

(a) Taking appropriate personnel action against such an employee, up to and including termination; or

(b) 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;

(7) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (1), (2), (3), (4), (5), and (6).

#### Certification—Lobbying Activities

As required by Section 1352, Title 31, of the US Code, 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 of Congress in connection with the awarding of any Federal contract, the making of any Federal loan, the entering into of any cooperative agreement, or modification of any Federal contract, grant, loan, 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 contract, grant, loan, 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 subcontracts at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

#### Certification—Signature

Before You Start. Before completing certification, please read Certification Instructions.

Note: This form must be signed and included in the application.

Signature. By signing this Certification page, the applicant certifies that it will agree to perform all actions and support all intentions stated in the Certifications set forth above. The three Certifications are:

- Certification: Debarment, Suspension, and Other Responsibility Matters
- Certification: Drug-Free Workplace
- Certification: Lobbying Activities

Organization Name

Project Name

Name and Titled of Authorized Representative

Signature

Date

#### Certification Instructions

By signing the Certification Signature Page on the previous page, the applicant certified that it will agree to perform all actions and support all intentions stated in the Certifications.

#### Signing the Certification Page

1. Inability to Certify. The inability of a person to provide the certification required below will not necessarily result in denial of a grant. The applicant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the Corporation determination whether to enter into this transaction. However, failure of the applicant to furnish a certification or an explanation shall disqualify such applicant for a grant.

2. Erroneous Certification. The certification in this clause is a material representation of fact upon which reliance was placed when the Corporation determined to enter into this transaction. If it is later determined that the applicant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Corporation may terminate this transaction for cause or default.

3. Notice of Error in Certification. The applicant shall provide immediate written notice to the Corporation to whom this proposal is submitted if at any time the applicant learns that its certification was erroneous when submitted or has become

erroneous by reason of changed circumstances.

4. Definitions. The terms "covered transactions," "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 the rules implementing Executive Order 12549. An applicant shall be considered a "prospective primary participant in a covered transaction" as defined in the rules implementing Executive Order 12549. You may contact the Corporation for assistance in obtaining a copy of those regulations.

5. Certification Requirement for Subgrant Agreements. The applicant 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 Corporation.

6. Certification Inclusion in Subgrant Agreements. The applicant 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," provided by the Corporation, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. Certification of Subgrant Principals. A grantee 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 grantee may decide the method and frequency by which it determines the eligibility of its principals. Each grantee may,

but is not required to, check the Nonprocurement List.

8. Prudent Person Standard. 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 grantee is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Non-Certification in Subgrant Agreements. Except for transactions authorized under paragraph 6 of these instructions, if a grantee 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 may terminate this transaction for cause or default.

**BILLING CODE 4910-62-P**



## ATTACHMENT 4

OMB Approval No. 0348-0043

**APPLICATION FOR  
FEDERAL ASSISTANCE**

<b>1. TYPE OF SUBMISSION:</b> <i>Application</i> <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction  <i>Preapplication</i> <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		<b>2. DATE SUBMITTED</b>	Applicant Identifier
<b>3. DATE RECEIVED BY STATE</b>		State Application Identifier	
<b>4. DATE RECEIVED BY FEDERAL AGENCY</b>		Federal Identifier	

  

<b>5. APPLICANT INFORMATION</b> 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):	
<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN):</b> <div style="border: 1px solid black; width: 150px; height: 20px; margin: 5px 0;"></div>		<b>7. TYPE OF APPLICANT: (enter appropriate letter in box)</b> <input type="checkbox"/> 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): _____	
<b>8. TYPE OF APPLICATION:</b> <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es): <input type="checkbox"/> <input type="checkbox"/> A. Increase Award    B. Decrease Award    C. Increase Duration D. Decrease Duration    Other (specify): _____		<b>9. NAME OF FEDERAL AGENCY:</b>	
<b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:</b> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px 0;"></div>		<b>11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:</b>	
<b>12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.):</b>			

  

<b>13. PROPOSED PROJECT:</b> Start Date    Ending Date		<b>14. CONGRESSIONAL DISTRICTS OF:</b> a. Applicant    b. Project	
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<b>15. ESTIMATED FUNDING:</b> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">a. Federal</td> <td style="width: 10%;">\$</td> <td style="width: 10%;"></td> <td style="width: 10%;">.00</td> </tr> <tr> <td>b. Applicant</td> <td>\$</td> <td></td> <td>.00</td> </tr> <tr> <td>c. State</td> <td>\$</td> <td></td> <td>.00</td> </tr> <tr> <td>d. Local</td> <td>\$</td> <td></td> <td>.00</td> </tr> <tr> <td>e. Other</td> <td>\$</td> <td></td> <td>.00</td> </tr> <tr> <td>f. Program Income</td> <td>\$</td> <td></td> <td>.00</td> </tr> <tr> <td>g. TOTAL</td> <td>\$</td> <td></td> <td>.00</td> </tr> </table>		a. Federal	\$		.00	b. Applicant	\$		.00	c. State	\$		.00	d. Local	\$		.00	e. Other	\$		.00	f. Program Income	\$		.00	g. TOTAL	\$		.00	<b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b> a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE _____ b. NO. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372 <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW					
a. Federal	\$		.00																																
b. Applicant	\$		.00																																
c. State	\$		.00																																
d. Local	\$		.00																																
e. Other	\$		.00																																
f. Program Income	\$		.00																																
g. TOTAL	\$		.00																																
<b>17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?</b> <input type="checkbox"/> Yes    If "Yes," attach an explanation. <input type="checkbox"/> No																																			

  

<b>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</b>				
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 and 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.
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.)

[FR Doc. 96-69 Filed 1-2-96; 8:45 am]

BILLING CODE 4910-62-P

## Federal Aviation Administration

### Airport Traffic Control Tower at Monroe County Airport, Bloomington, IN

**AGENCY:** Federal Aviation Administration (FAA), DOT.

**ACTION:** Notice of change.

Notice is hereby given that on or about January 7, 1996, the Airport Traffic Control Tower (ATCT) at Bloomington, Indiana will convert to a non-federal operation. The hours of operation will be 6:30 a.m. to 9:30 p.m. Services to the aviation public in the Bloomington area, formerly provided by the FAA will be provided by the Midwest ATC Services. This information will be reflected in the FAA organization statement the next time it is reissued.

William C. Withycombe,

*Acting Regional Administrator, Great Lakes Region.*

[FR Doc. 96-60 Filed 1-2-96; 8:45 am]

BILLING CODE 4910-13-M

### Airport Traffic Control Tower at Delaware County Airport, Muncie, IN

**AGENCY:** Federal Aviation Administration (FAA), DOT.

**ACTION:** Notice of closing.

Notice is hereby given that on December 31, 1995, the Airport Traffic Control Tower (ATCT) at Muncie, Indiana will be permanently closed. Services to the aviation public in the Muncie area, formerly provided by Muncie ATCT, are being provided by the Indianapolis Center at Indianapolis, Indiana. This information will be

reflected in the FAA organization statement the next time it is reissued.

William C. Withycombe,

*Acting Regional Administrator, Great Lakes Region.*

[FR Doc. 96-59 Filed 1-2-96; 8:45 am]

BILLING CODE 4910-13-M

### The Airport Traffic Control Tower at South Lake Tahoe, CA; Notice of Decommissioning

Notice is hereby given that on December 31, 1995, federal funding will be withdrawn for the Airport Traffic Control Tower at South Lake Tahoe, California. Decommissioning efforts will be initiated on January 1, 1996. This information will be reflected in the FAA Organization Statement the next time it is reissued.

(Sec. 313(a), 72 Stat. 752; 49 U.S.C. 1354)

Issued in Lawndale, California on December 20, 1995

Lynore C. Brekke,

*Acting Regional Administrator Western-Pacific Region.*

FR Doc. 96-61 Filed 1-2-96; 8:45 am]

BILLING CODE 4910-13-M

## DEPARTMENT OF THE TREASURY

### Customs Service

[T.D. 96-7]

### Tariff Classification of Imported Glassware

**AGENCY:** U.S. Customs Service, Department of the Treasury.

**ACTION:** Change of practice.

**SUMMARY:** This document sets forth Customs position regarding the scope of three classes of imported glassware: “containers of glass used for the conveyance or packing of goods”, “preserving jars of glass” and “glass storage articles”. As part of Customs efforts to clearly and completely inform importers with regard to classification issues, it has been determined advisable to set forth guidelines which Customs will consider when determining whether merchandise falls within a particular class or kind of glassware.

**EFFECTIVE DATE:** Any changes in tariff classification resulting from the implementation of these guidelines and any revocation of inconsistent rulings will be effective regarding merchandise entered for consumption or withdrawn from a warehouse for consumption on or after February 2, 1996.

**FOR FURTHER INFORMATION CONTACT:** Mary Beth McLoughlin, Metals and