

(INS) has submitted an emergency information collection request (ICR) utilizing emergency review procedures, to the Office of Management and Budget (OMB) for review and clearance in accordance with section 1320.13(a)(1)(ii) and (a)(2)(iii) of the Paperwork Reduction Act of 1995. The INS has determined that it cannot reasonably comply with the normal clearance procedures under this part because normal clearance procedures are reasonably likely to prevent or disrupt the collection of information. Therefore, OMB approval has been requested by April 12, 1999. If granted, the emergency approval is only valid for 180 days. All comments and/or questions pertaining to this pending request for emergency approval must be directed to OMB, Office of Information and Regulatory Affairs, Attention: Mr. Stuart Shapiro, 202-395-7316, Department of Justice Desk Officer, Washington, DC 20503. Comments regarding the emergency submission of this information collection may also be submitted via facsimile to Mr. Shapiro at 202-395-6974.

During the first 60 days of this same period, a regular review of this information collection is also being undertaken. During the regular review period, the INS requests written comments and suggestions from the public and affected agencies concerning this the information collection. Comments are encouraged and will be accepted until June 1, 1999. During 60-day regular review, all comments and suggestions, or questions regarding additional information, to include obtaining a copy of the information collection instrument with instructions, should be directed to Mr. Richard A. Sloan, 202-514-3291, Director, Policy directives and Instructions Branch, Immigration and Naturalization Service, U.S. Department of Justice, Room 5307, 425 I Street, NW., Washington, DC 20536. Written comments and suggestions from the public and affected agencies concerning the proposed collection of information should address one or more of the following four points:

(1) Evaluate whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information will have practical utility;

(2) Evaluate the accuracy of the agencies estimate of the burden of the proposed collection of information, including the validity of the methodology and assumptions used;

(3) Enhance the quality, utility, and clarity of the information to be collected; and

(4) Minimize the burden of the collection of information on those who are to respond, including through the use of appropriate automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses.

Overview of this information collection:

(1) *Type of Information Collection:* New collection.

(2) *Title of Form/Collection:* HRIFA Supplement to Form I-485 Instructions.

(3) *Agency form number, if any, and the applicable component of the Department of Justice sponsoring the collection:* Form I-485C. Office of Programs, Adjudications Division, Immigration and Naturalization Service.

(4) *Affected public who will be asked or required to respond, as well as a brief abstract:* Primary: Individuals or households. The information collected on this application will be used to determine whether an alien applying for adjustment of status under the provisions of section 902 of Division A, Title IX of Public law 105-277 is eligible to become a permanent resident of the United States.

(5) *An estimate of the total number of respondents and the amount of time estimated for an average respondent to respond:* 50,000 responses at 15 minutes (.25 hours) per response.

(6) *An estimate of the total public burden (in hours) associated with the collection:* 12,500 annual burden hours.

If additional information is required contact: Mr. Robert B. Briggs, Clearance Officer, United States Department of Justice, Information Management and Security Staff, Justice Management Division, Suite 850, Washington Center, 1001 G Street, NW., Washington, DC 20530.

Dated: March 29, 1999.

**Richard A. Sloan,**

*Department Clearance Officer, United States Department of Justice, Immigration and Naturalization Service.*

[FR Doc. 99-8124 Filed 4-1-99; 8:45 am]

BILLING CODE 4410-10-M

## DEPARTMENT OF LABOR

### Employment and Training Administration

#### **Job Training Partnership Act, Section 402: Migrant and Seasonal Farmworker Program and Workforce Investment Act of 1998; Section 167: Migrant and Seasonal Farmworker Programs**

**AGENCY:** Employment and Training Administration, U.S. Department of Labor.

**ACTION:** Notice of Solicitation for Grant Applications (SGA) for Migrant and Seasonal Farmworker Programs under the Job Training Partnership Act for Transitioning to the Workforce Investment Act.

**SUMMARY:** The U.S. Department of Labor (the Department or DOL) announces the availability of funds under Solicitation for Grant Applications (SGA-DFA-99-009), for Migrant and Seasonal Farmworker (MSFW) Programs for Program Year (PY) 1999, and procedures for selection of designated grantees for PY 1999 and PY 2000 (July 1, 1999 through June 30, 2001). This SGA is under the authority of Section 402 of the Job Training Partnership Act (JTPA), 29 U.S.C. 1672, and Section 167 of the Workforce Investment Act (WIA), 29 U.S.C. 9201. Applicants selected will be designated as PY 1999/2000 grantees to deliver appropriate workforce investment activities, and related assistance, to eligible migrant and seasonal farmworkers. Section 402 of JTPA and Section 167 of WIA require that the eligible entities be selected using a process consistent with Federal competitive procurement policies.

**DATES:** The closing date for receipt of applications is May 7, 1999, by 4:00 p.m. (Eastern Time). No exceptions to the mailing and hand-delivery conditions set forth in this notice will be granted. Applications that do not meet the conditions set forth in this notice will not be considered.

**ADDRESSES:** Applications must be mailed or hand-delivered to: Ms. Lorraine Saunders, U.S. Department of Labor, Employment and Training Administration, Division of Federal Assistance, Room S-4203, 200 Constitution Avenue, NW, Washington, D.C. 20210. Reference: SGA/DFA 99-009.

**FOR FURTHER INFORMATION CONTACT:** Ms. Lorraine Saunders at 202-219-8702 x 145 (this is not a toll-free number).

#### **Part A—Introduction and Background**

*Introduction:* During PY 1999, the MSFW program will transition its

operating authority from the JTPA to the WIA so that full implementation of WIA occurs on or before the July 1, 2000 (the beginning of PY 2000). Grantees have the authority under WIA during PY 1999 to take the steps necessary to transition from JTPA operating authority to WIA operating authority. This authority facilitates moving jointly with the States and in conjunction with the Local Workforce Investment Boards, as appropriate. Grantees may submit proposals to operate under WIA or under JTPA in PY 1999 or may transition from JTPA to WIA during that year.

In addition, the Department intends to exercise its option to waive competition for the succeeding two-year period (PY 2001 and PY 2002) for grantees who perform satisfactorily during PY 1999 and PY 2000. In accordance with WIA Section 167(c)(4)(B), the Department will establish criteria for making a determination of satisfactory performance upon which to base the anticipated waivers of competition for the second two-year period. The Department will advise the grantees of its determination and will include the criteria to be used for determining satisfactory performance.

The proposals submitted must consist of six (6) sections as follows: Section I—covering the applicant's understanding of the problems of eligible migrant and seasonal farmworkers (including dependents). Section II—capacity for utilizing the existing service environment (and familiarity with the area to be served). Section III—proposed major activities (including approach in transitioning from JTPA to WIA implementation within the proposed service area). Section IV—programmatic experience. Section V—general administrative/financial management capability. Section VI is a place holder for the applicant's attachments. The statement of programmatic experience must reflect the applicant's capacity to administer effectively a diversified program of workforce investment activities and related assistance (an employability development program under JTPA) for eligible migrant and seasonal farmworkers.

For rating purposes, Sections I–V are assigned a range of possible points, and the sum of the maximum possible points for all five sections totals 100. The most heavily weighted criteria is for Section III which covers the proposed program design, plans for serving the target MSFW population and proposed strategy for successfully transitioning to full WIA implementation. The applicant's proposal for Section III should be a description of an

operational plan that is appropriate to the service environment described by the proposer in Sections I and II.

#### *Background:*

The objective of the Migrant and Seasonal Farmworker Program under section 402 of the Job Training Partnership Act is to provide services to meet the employment and training needs of migrant and seasonal farmworkers through such public and private nonprofit organizations as determined by the Secretary to have an understanding of the problems of migrant and seasonal farmworkers, a familiarity with the area to be served, and a previously demonstrated capability to administer effectively a diversified employability development program for migrant and seasonal farmworkers.

Section 167 of WIA specifies that the MSFW program provide workforce investment activities and related assistance for eligible migrant and seasonal farmworkers through eligible entities that demonstrate an understanding of the problems of eligible migrant and seasonal farmworkers, a familiarity with the area to be served, and a capacity to administer effectively a diversified program of workforce investment activities and related assistance for eligible migrant and seasonal farmworkers (MSFWs).

The MSFW program is subject to all applicable provisions of the JTPA regulations at 20 CFR 633, the WIA Interim Final Regulations, and to the Department's regulations at 29 CFR Parts 93 (New Restrictions on Lobbying), 96 (Audit Requirements), and 98 (Debarment, Suspension and Drug-free Workplace requirements), and the Department's nondiscrimination regulations at 29 CFR 34 and the nondiscrimination regulations implementing WIA Section 188. Should the regulations at Part 669 conflict with regulations elsewhere in 20 CFR, the regulations at Part 669 will control. The WIA interim final regulations will be published soon. Further, should any instructions in this notice conflict with WIA Interim Final Rules, the WIA regulations control. Applicants should consult and be familiar with WIA regulations at 20 CFR Parts 660 through 671.

#### *Consultation With Governors and Local Boards*

Executive Order No. 12372, "Intergovernmental Review of Federal Programs," and the implementing regulations at 29 CFR Part 17, are applicable to this program. Under these

requirements, the applicant must provide a copy of the application for comment to the States that have established a consultation process under the Executive Order. Applications must be submitted to the State's Single Point of Contact (SPOC) no later than the deadline for submission of the application to the Department.

For States that have not established a consultative process under Executive Order No. 12372, and have established a State Workforce Investment Board (State Board), the State Board will be the SPOC. For WIA implementation purposes, this consultation process fulfills the requirement of WIA Section 167(e) concerning consultation with Governors and local Boards. To strengthen the implementation of Executive Order No. 12372, the Department establishes the following time-frame for its treatment of comments from the State's SPOC on WIA Section 167 applications:

1. The SPOC must submit comments, if any, to the Department and to the applicant, no later than 30 days after the deadline date for submission of application;
2. The applicant's response to the SPOC comments, if any, must be submitted to the Department no later than 15 days after the post-marked date of the comments from the SPOC;
3. The Department will notify the SPOC of its decision regarding the SPOC comments and applicant response; and
4. The Department will implement that decision within 10 days after it has notified the SPOC.

#### *State Area Allocation Estimates*

State area planning estimates will be published in a separate issue of the **Federal Register**.

#### **Part B—Solicitation for Grant Application**

To provide training, employment opportunities, and related services to eligible migrant and seasonal farmworkers under JTPA section 402 and WIA section 167, the Department selects the grantee for each service area from among the competing eligible entities that apply for the grant to serve the area. Both WIA and JTPA provide that organizations eligible to operate MSFW programs must:

- Have an understanding of the problems of eligible migrant and seasonal farmworkers (including dependents),
- Have a familiarity with the area to be served, and
- Have a demonstrated capacity to administer effectively a diversified program of workforce investment

activities are related assistance for eligible migrant and seasonal farmworkers.

#### *Submittal of the Grant Application Package*

Applicants must submit an original and three (3) copies of the complete application package for review. Applications must be mailed no later than five (5) days prior to the closing date for the receipt of applications. However, if application are hand-delivered, they must be received at the designated place by 4:00 p.m. Eastern Time on the closing date for receipt of applications. All overnight mail will be considered to be hand-delivered and must be received at the designated place by the specified time and closing date. Telegraphed and/or faxed proposals will not be honored. Applications that fail to adhere to the above instructions will not be honored.

#### *Late Applications*

Any application received at the office designated in the solicitation after the exact time specified for receipt will not be considered unless it:

(a) Was sent by U.S. Postal Service registered or certified mail not later than the fifth calendar day before the closing date specified for receipt of applications (e.g., an offer submitted in response to a solicitation requiring receipt of application by the 30th of January must have been mailed by the 25th); or

(b) Was sent by U.S. Postal Service Express Mail Next Day Service—Post Office to Addressee, not later than 5 p.m. at the place of mailing two working days prior to the date specified for receipt of application. The term “working days” excludes weekends and U.S. Federal holidays.

The only acceptable evidence to establish the date of mailing of a late application sent by U.S. Postal Service registered or certified mail is the U.S. postmark on the envelope or wrapper and on the original receipt from the U.S. Postal Service. Both postmarks must show a legible date or the proposal shall be processed as if it had been mailed late. “Postmark” means a printed, stamped, or otherwise placed impression (exclusive of a postage meter machine impression) that is readily identifiable without further action as having been supplied and affixed by an employee of the U.S. Postal Service on the date of mailing. Therefore, applicants should request the postal clerk to place a legible hand cancellation “bull’s eye” postmark on both the receipt and the envelope or wrapper.

The only acceptable evidence to establish the date of mailing of a late application sent by “Express Mail Next-Day Service-Post Office to Addressee” is the date entered by the post office receiving clerk on the “Express Mail Next Day Service-Post Office to Addressee” label and the postmarks on both the envelope and wrapper and the original receipt from the U.S. Postal Service. “Postmark” has the same meaning as defined above. Therefore, an applicant should request the postal clerk to place a legible hand cancellation “bull’s eye” postmark on both the receipt and the envelope or wrapper.

#### *Withdrawal of Applications*

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

#### *The Grant Application Package*

The Application package must consist of:

- (1) A Standard Form 424 found in OMB Circular A-102 and as an attachment to this Solicitation;
- (2) A certification prepared within the last six months, attesting to the adequacy of the entity’s fiscal management and accounting systems to account for and safeguard Federal funds properly. The Certification is to be obtained as follows:
  - (a) for incorporated organizations, a certification from a Certified Public Accountant, or
  - (b) for a public agency, a certification by its Chief Fiscal Officer;
- (3) A statement indicating the entity’s legally constituted authority under which the organization functions. A nonprofit organization should submit a copy of its Charter or Articles of Incorporation, including proof of the organization’s nonprofit status;
- (4) The entity’s employer identification number (EIN) issued by the Internal Revenue Service;
- (5) If the applicant is a current JTPA 402 grantee, a summary of program performance for PY 97 and for PY 98 (through the 3rd Quarter); and
- (6) The entity’s application for grant funding (an original and 3 copies with original signatures) as described below.

#### *Format and Content of Grant Application*

The grant application is limited to 75 numbered pages, double-spaced, in 12-

point type. This page limitation does not include any letters of support or the required attachments. Do not include detailed budgets and program planning estimates in this grant application package. Planning and budget documents will be provided to selected applicants, as appropriate. To ensure full consideration, the application must follow the numerical sequence of the Sections I through V as listed below, include all attachments under Section VI, and include a Table of Contents.

To facilitate the applicant’s understanding of the application process the rating criteria for each Section is included. Section VI serves as the holding place in the application for the applicant’s attachments.

#### **CONTENTS OF APPLICATION**

##### **Section I—Understanding MSFW Population of the Service Area**

In this section, applicants should describe the problems that are faced by MSFWs over the course of a year in the specific local geographic areas proposed to be served. An understanding of the local economy and the problems faced by MSFWs working within that economy is important to formulating an effective service strategy.

Applicants must provide the following information in this section:

- (1) A description of the socio-economic characteristics, problems and needs of eligible migrant and seasonal farmworkers (and their dependents) in the proposed service delivery area. (**Note:** For applicants that are current JTPA Section 402 grant recipients, a recapitulation solely of the socio-economic characteristics of past or current participants will not adequately address this requirement); and
- (2) A description of the types of workforce investment activities necessary to respond to the needs of the eligible population described in paragraph (1) above, explaining how the proposed activities will address those needs.

##### *Rating Criteria for Section I—0 to 15 Points*

The scoring will be based on the applicant’s (1) described understanding of the socio-economic characteristics and needs of the MSFW population and (2) whether the applicant’s analysis of how the needs described will be addressed through its proposed program mix of workforce training activities and supportive services.

##### **Section II—Capacity for Utilizing the Existing Service Environment**

In this section applicants should describe their current or planned programmatic ties within the proposed service area to appropriate entities, including those entities that provide educational, health and child care

services to eligible farmworkers. Those entities may include: State and Local Workforce Investment Boards, the local One-Stop Centers, State and Local Offices of Migrant Education and Migrant Health, Farmworker Housing Programs, eligible providers of training services as described in WIA section 122, and other local service organizations. (**Note:** Letters of commitment documenting appropriate programmatic ties should be attached to the application in Section VI.)

Applicants that are not a current MSFW program grantee may demonstrate their potential to enter a new market by describing community ties related to service to farmworkers from its experiences in other areas and/or programs and anticipated ties in the specific community applied for.

Applicants must provide the following information in this section:

(1) A labor market assessment of the proposed service area with projections for employment needs, projected skill shortages based on new or changing industry growth, as well as those created by emerging technologies, and specific job opportunities that are available in the service area;

(2) A general description of the current service environment in the proposed service delivery area. Include existing and proposed working relationships and agreements with agencies, organizations and institutions within the service area;

(3) A description of the area-wide strategy proposed or underway for implementing the requirement of WIA to make core services of the local One-Stop Center available to the MSFWs served under the grant. This transition should occur in tandem with the State's implementation schedule; and

(4) A description of the applicant's proposed delivery system, including a list of the field/regional office locations and any other delivery agents, and a description of the range of services proposed for each office location.

#### *Rating Criteria for Section II—0 to 15 Points*

The scoring will be based on the applicant's (1) understanding of local conditions, of the range of resources within the community, (2) the applicant's potential for participating in workforce investment system partnerships, evidenced through its demonstrated capacity to develop ties with appropriate agencies derived from current and/or proposed relationships, and (3) the demonstrated appropriateness of these relationships to labor market and MSFW needs.

### **Section III—Major Activities Proposed for the Service Area**

This section addresses the program approach that the applicant will use to address the needs of the MSFW population described above. The plan should describe the major program activities proposed for the service area in detail, covering the biennial period for PYs 1999 and 2000 (July 1, 1999—June 30, 2001). PY 1999 is the transition year from JTPA to WIA. Thus, the proposal should describe the plan under JTPA and the implementation activities proposed during the course of PY 1999 to ensure successful WIA implementation on or before July 1, 2000. For PY 2000 and early WIA implementation during PY 1999, identify and describe the workforce investment activities and related assistance proposed under WIA for eligible migrant and seasonal farmworkers that will be available as (a) core services, (b) intensive services, and (c) training services. The applicant should include its rationale for the approach and proposed mix of workforce investment activities and services.

Applicants must provide the following information about the services proposed to be provided for MSFWs and propose a strategy designed to provide a smooth transition from JTPA authorization to a successful implementation of WIA:

(1) JTPA program—A description of each major component of the program proposed for funding under JTPA that includes the following:

(a) A discussion of outreach and recruitment, targeting of the hard-to-serve, eligibility determination and verification, initial assessment, and the criteria used for enrollment in training or referral to other service providers; and

(b) A description of the proposed case management approach under JTPA, generally showing the proposed application of objective assessment techniques and reliance on community resources (for counseling, testing, work experience host sites, etc.) for developing individual service strategies (ISS) for each participant;

(2) WIA transitional strategy

(a) A description that primarily addresses how the negotiation strategy with the local workforce investment boards is expected to produce a successful agreement on the terms of a Memorandum of Understanding (MOU). (The executed MOU fulfills the mandatory partner requirements of the One-Stop centers under WIA.)

(b) A description of any operating arrangements with One-Stop partner

agencies for those areas where some of the partners are operating prior to implementation;

(3) WIA Program—A description of each major component of the program proposed for funding under WIA that includes the following:

(a) A description of how the applicant expects to provide core services in partnership with the local One-Stop Center and the workforce investment delivery system in the service area;

(b) A description of any additional outreach to farmworkers intended by the applicant and how it anticipates making the core services of the One-Stop Center available to all who enter its field offices;

(c) When applicable, a description of endeavors to develop linkages through electronic or other means with One-Stop Centers serving farmworkers in rural areas where there are no field offices;

(d) A description of the intensive services proposed under WIA. Intensive services are defined in WIA section 134(d)(3)(C) and include such activities as group and individual counseling, skill assessment, case management of participants seeking training, objective assessment, and supportive services;

(e) A description of training activities/services proposed to be available to participants and showing that it is consistent with the skills needed by employers. This description may be a single combined JTPA and WIA description indicating only any differences proposed. Training services are defined in WIA section 134(d)(4)(D) and include occupational skills training, OJT, and entrepreneurial training; and

(f) Since WIA intensive services and WIA training services may be combined under the MSFW program, describe how a combined approach will provide for an enhanced service delivery strategy;

(4) Provide flow charts separate for JTPA and WIA, that illustrate the flow of services to participants, including outreach, intake and assessment, provision of service/enrollment in workforce investment activities, placement, and follow-up. The charts should show the participant flow when the applicant/job seeker enters through the One-Stop Center and when he/she enters through the applicant's outreach system at a local field office; and

(5) A summary of the changes to the workforce investment activities to be offered under fully implemented WIA from those to be provided under JTPA. Include a description of any youth activities proposed under the authority of WIA Section 167(d).

**Rating Criteria for Section III—0 to 40 Points**

The scoring will be based on the effectiveness of the proposed workforce investment activities in addressing the described farmworker needs in the proposed service areas for the biennial period with respect to (1) the program strategy to be provided under JTPA prior to WIA implementation will serve MSFWs, (2) the proposed transitional strategy to be pursued will achieve WIA implementation by showing how it is anticipated to lead to the provision of One-Stop core services to farmworkers, (3) the strategy of proposed intensive and training services to be provided under the WIA and (4) how the proposed training activities are consistent with the employer's demands for occupations within the service area.

**Section IV—Program Experience**

In section IV the applicant describes organization's experience (for a minimum of the two years prior to application) in administering employment and training programs both within as well as outside the proposed service area.

The information to be provided in this section should include the following for each program:

- (1) The type of program;
- (2) Grant, contract or agreement number;
- (3) Name of the funding agency;
- (4) Amount of funding, period of performance and area served;
- (5) A description of the major activities of the program;
- (6) Proposed and actual outcomes for each activity described; and
- (7) Performance standards and actual performance results for each program listed.

**Rating Criteria for Section IV—0 to 15 Points**

The scoring will be based on the applicant's (1) capacity for providing the employment and training and other workforce development services that are appropriate for MSFWs, and (2) past performance of all the relevant program experience.

**Section V—Administration and Staff**

This section describes the applicant's organizational structure and staffing patterns.

Applicants must provide the following information in this section:

- (1) An organizational chart that includes current administrative and local field offices with staffing patterns, and a description of the respective roles of staff in the context of delivering services in the proposed MSFW

program. Applicants should include any provisions show any anticipated staffing changes resulting from full WIA implementation. Also include any planned provisions for hiring members of the client population and (as an attachment in section VI) relevant position descriptions.

(2) A description of administrative and program management processes which include the fiscal management systems and the program management systems (including management information systems (MIS)). For program management, be sure to include participant tracking and follow-up, program monitoring and oversight, and technical support for front line staff;

(3) For applicants that currently operate multi-state JTPA 402 programs, briefly describe which of the above program or management activities are centrally managed/processed and the benefits (fiscal and programmatic) attributed to the centralization of these activities.

**Rating Criteria for Section V—0 to 15 Points**

This section rates the applicant's managerial experience, and the potential for efficient and effective administration of the proposed program.

**Section VI—Attachments**

Include the attachments to the grant application in this section. No rating criteria apply to this section.

**Part C—Review Process of Grant Applications****Panel Review**

The Grant Officer will select potential grantees utilizing all information available to him/her. A review panel will rate each proposal using the specific criteria cited above. Panel results are advisory in nature and are not binding on the Grant Officer. The Grant Officer may, at his/her discretion, request an applicant to submit additional or clarifying information if deemed necessary to make a selection. However, selections may be made without further contact with the applicants.

**Responsibility Review**

Prior to awarding a grant to any applicant, the Department will conduct a responsibility review of available records. The responsibility review relies on tests of available records to determine if the applicant has established a satisfactory history of accounting for Federal funds and property. The responsibility review is independent of the panel review process. Applicants failing to meet the

requirements of this section may be disqualified for selection as grantees, irrespective of their standing in the competition. Any applicant that is not selected as a result of the Grant Officer's responsibility review will be advised of its appeal rights. The responsibility tests that will be considered are presented in the WIA regulations.

**Areas not competed**

In the event that,

1. No grant applications are received for a specific service delivery area; or

2. All applications received are determined unacceptable; or

3. Where a grant agreement is not successfully negotiated with the selected grantee; the Department will offer the Governor of the State, if that State had not applied, a first right to submit an acceptable application. If the Governor does not accept this offer within 15 days after being notified, the Department may:

1. Designate another organization; or

2. Reopen the service delivery area for competitive bidding; or

3. Allocate the area's funds by formula to all other service areas; or

4. Transfer the funds for that service area to national account activities.

**Notification of Non-Selection**

Any applicant that is not selected as a potential grantee, or that has its grant application denied in whole or in part by the Department for receipt of funds, will be notified in writing by the Grant Officer and will be advised of all appeal rights.

**Notification of Selection**

The following conditions are applicable to notification of selection:

(a) Applicants selected as potential grantees will be notified in writing by the Grant Officer;

(b) The notification will invite each potential grantee to negotiate the final terms and conditions of the grant as applicable, will establish a reasonable time and place for such negotiations, and will indicate the specific service delivery area and amount of funds to be allocated under the grant;

(c) PY 99 funds will be awarded for the performance period July 1, 1999 to June 30, 2000 and PY 2000 funds (subject to continued Federal appropriation) will be awarded without competition for the period July 1, 2000 to June 30, 2001; and

(d) Grantees will be selected for a two year period ending June 30, 2001.

**Annual Plan and Grant Agreement**

All applicants will be provided instructions for completion of the

MSFW annual plan. This document must be completed by the selected applicants only and submitted for

approval prior to the execution of the grant.

Signed at Washington, D.C., this 29 day of March, 1999.

**E. Fred Tello,**

*Grant Officer, Division of Federal Assistance.*

BILLING CODE 4510-30-U

APPLICATION FOR  
FEDERAL ASSISTANCE

OMB Approval No. 0348-0043

<b>1. TYPE OF SUBMISSION:</b> Application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction Preapplication <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	

**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):**  
**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): \_\_\_\_\_

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

A. State  
 B. County  
 C. Municipal  
 D. Township  
 E. Interstate  
 F. Intermunicipal  
 G. Special District

H. Independent School Dist.  
 I. State Controlled Institution of Higher Learning  
 J. Private University  
 K. Indian Tribe  
 L. Individual  
 M. Profit Organization  
 N. Other (Specify) \_\_\_\_\_

**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
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**14. CONGRESSIONAL DISTRICTS OF:**  

a. Applicant	b. Project
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**15. ESTIMATED FUNDING:**  

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

**16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?**  
 a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:  
 DATE \_\_\_\_\_  
 b. No. ☐ PROGRAM IS NOT COVERED BY E. O. 12372  
☐ OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

**17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?**  
☐ Yes If "Yes," attach an explanation. ☐ No
 
**18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.**  

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

## 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:  | Item: | Entry:   |
|-------|---|-------|--|
| 1.    | Self-explanatory.   | 12.   | List only the largest political entities affected (e.g., State, counties, cities).   |
| 2.    | Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable).   | 13.   | Self-explanatory.  |
| 3.    | State use only (if applicable).   | 14.   | List the applicant's Congressional District and any District(s) affected by the program or project.  |
| 4.    | If this application is to continue or revise an existing award, enter present Federal identifier number. If for a new project, leave blank.   | 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 <u>only</u> 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. |
| 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.   | 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.  |
| 7.    | Enter the appropriate letter in the space provided.   |       |  |
| 8.    | Check appropriate box and enter appropriate letter(s) in the space(s) provided:   | 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.  |
|       | -- "New" means a new assistance award.  |       |  |
|       | -- "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date.  | 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.)  |
|       | -- "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. |       |  |

SF-424 (Rev. 7-97) Back