

- Enhance the quality, utility, and clarity of the information to be collected; and
- 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.

(2) *Title of the Form/Collection:* National Juvenile Probation Census Project which consists of two forms: Census of Juvenile Probation Supervision Offices (CJPSO) and Census of Juveniles on Probation (CJP).

(3) *Agency form number, if any, and the applicable component of the Department of Justice sponsoring the collection:* Form Numbers: CJ-16 (CJPSO) and CJ-17 (CJP). Office of Juvenile Justice and Delinquency Prevention, Office of Justice Programs, U.S. Department of Justice.

(4) *Affected public who will be asked or required to respond, as well as a brief abstract:* Primary: State, Local or Tribal Governments. Other: N/A. This project consists of two forms that will be sent to juvenile geographic probation supervision areas (GPSAs), on alternate years. The CJPSO will collect information regarding the activities of juvenile probation offices nationwide; and the CJP will collect information regarding the number and characteristics of juveniles on probation.

(5) *An estimate of the total number or respondents and the amount of time estimated for an average respondent to respond:* The CJPSO response burden is estimated at .75 hours per response. The study will first field test the CJPSO form on a sample of 336 juvenile GPSAs. Then the form will be sent to all 1,715 juvenile GPSAs. The following year, approximately 500 of the 1,715 will also be asked to complete the CJP, at an estimate of 5.5 hours per response.

(6) *An estimate of the total public burden (in hours) associated with the collection:* There are an estimated 4,289 public burden hours associated with the CJPSO and CJP collections.

If additional information is required contact: Brenda E. Dyer, Department Deputy Clearance Officer, Policy and Planning Staff, Justice Management Division, Department of Justice, Patrick Henry Building, Suite 1600, 601 D Street NW., Washington, DC 20530.

Dated: June 4, 2004.

**Brenda E. Dyer,**

*Department Deputy Clearance Officer,  
Department of Justice.*

[FR Doc. 04-13110 Filed 6-9-04; 8:45 am]

**BILLING CODE 4410-18-M**

## DEPARTMENT OF LABOR

### Office of Disability Employment Policy [SGA 04-07]

#### **Funding Opportunity: Chronic Homelessness Employment Technical Assistance (CHETA) Initiative; Solicitation for Cooperative Agreement**

*Announcement Type:* Notice of availability of funds; solicitation for Cooperative Agreement applications for Chronic Homelessness Employment Technical Assistance Initiative.

*Funding Opportunity Number:* (SGA 04-07).

*Catalogue of Federal Domestic Assistance (CFDA) Number:* 17.720.

*Dates:* Proposals are due July 26, 2004.

*Application and Amendments:* If copies of the standard forms are needed, they can be downloaded from [http://www.whitehouse.gov/omb/grants/grant\\_forms.html](http://www.whitehouse.gov/omb/grants/grant_forms.html).

To receive amendments to this solicitation (please reference SGA 04-07) all applicants must register their name and address in writing with the Grant Officer at the below listed address.

*Cassandra Mitchell, Department of Labor: Procurement Services Center, Room N-5416, 200 Constitution Avenue, NW., Washington, DC 20210; Telephone (202) 693-4570.*

*Executive Summary:* The U.S. Department of Labor (DOL), Office of Disability Employment Policy (ODEP), in cooperation with the Employment and Training Administration (ETA), announces the availability of \$1.5 million to fund one (1) Cooperative Agreement award to operate the Chronic Homelessness Employment Technical Assistance (CHETA) Initiative. This \$1.5 million award will be for a 36-month period of performance. In addition, this initiative may be funded for up to two (2) additional option years at approximately \$500,000 per year, depending on performance, identified need and the availability of future funding.

#### **I. Funding Opportunity Description and Authority**

The overall purpose of CHETA is to create a technical assistance capability designed to assist DOL's currently

funded "Ending Chronic Homelessness through Employment and Housing" awardees, an initiative cooperatively sponsored by ODEP and the Veterans Employment and Training Service (VETS), meet customized employment-related program goals and to collect and disseminate information on how best to meet the customized employment needs of persons who are chronically homeless. (See the full definition for persons who are chronic homeless and customized employment at the end of this section).

**Authority:** Consolidated Appropriations Resolution, 2004, Pub. L. 108-7, 117 Stat. 11 (2003).

The ODEP anticipates awarding one cooperative agreement for \$1.5 million, for a 36-month period of performance. In addition this initiative may be funded for up to two (2) additional option years at approximately \$500,000 per year, depending on performance, identified need, and the availability of future funding. CHETA will primarily support the delivery of intensive employment-related technical assistance services to DOL's five (5) "Ending Chronic Homelessness" awardees identified in this solicitation, and, in turn share what is learned through these grants with other interested entities, especially the workforce development system. In addition, CHETA's technical assistance efforts will help to inform policy efforts in this area of concern.

This ODEP Cooperative Agreement anticipates substantial involvement between ODEP and the awardee during the performance of this project. Involvement will include collaboration or participation by ODEP in the overall direction of the project throughout the period of the award. The ODEP will provide expertise and guidance in decisions involving strategic planning (including development of a proactive plan to deliver technical assistance to the "Ending Chronic Homelessness" awardees), allocation of resources, key personnel decisions, development of public information materials, and analysis and implementation of evaluation findings.

Recently, the DOL (ODEP and VETS), in cooperation with the Department of Housing and Urban Development (HUD), issued a solicitation for cooperative agreement applications, "Ending Chronic Homelessness Through Employment and Housing." See 68 FR 42818 (July 18, 2003) or visit <http://www2.dol.gov/odep/archives/archive.htm>. On September 30, 2003, five cooperative agreements were awarded under this competition to the cities of Portland, OR; San Francisco,

CA: Los Angeles, CA; Boston, MA; and Indianapolis, IN, *see* <http://www2.dol.gov/odep/media/press/recip.htm>, to deliver to persons with disabilities who are chronically homeless customized employment services and permanent housing services through the local One-Stop Career Center System, in collaboration with each city's homeless serving community.

For the last several years (Federal Fiscal Years 2001 and 2002), ODEP has also funded two additional types of customized employment demonstration grants ("Customized Employment" and "WorkFORCE Action") for persons with significant disabilities. These two grant-funded priorities are unique in that they apply a philosophy of "customizing employment" services, with enhanced coordination of these customized services with multiple partners, especially One-Stop Career Centers. As a result of these additional customized employment grants, improved employment outcomes for persons with disabilities are being realized.

These promising results offer the potential of increased employment outcomes for organizations serving the employment needs of persons who are chronically homeless. In view of this potential, DOL's "Ending Chronic Homelessness" awardees were funded to demonstrate the expanded potential of "customized employment" strategies for people with disabilities who are chronically homeless, in support of two important goals: ending chronic homelessness over the next decade and integrating persons with disabilities into the work force.

The "Ending Chronic Homelessness" Initiative provides an opportunity for DOL and HUD to combine their respective resources and expertise in a joint approach to provide employment and housing services to people with disabilities who are chronically homeless so that they can live and work independently within their communities. Further, these five projects are expected to increase the involvement of the local workforce development system by fostering partnerships with key disability and homeless serving organizations to meet the employment needs of persons with disabilities who are chronically homeless. This effort is therefore precedent setting, because it partners together the housing and workforce development systems, to serve the employment needs of people with disabilities who are chronically homeless.

In order to support these five projects, as well as the systems change that they

represent, ODEP and its partners, ETA and VETS, strongly recognize the need for targeted and comprehensive technical assistance to provide direct and proactive support, training, dissemination of information on promising practices, etc., to the "Ending Chronic Homelessness" projects. Therefore, this CHETA initiative is being funded to provide technical assistance to bring together the workforce development system with the homeless-serving community to provide customized employment and permanent housing for people with disabilities who are chronically homeless.

The CHETA Initiative will also help to support the President's New Freedom Initiative. The New Freedom Initiative is designed to increase the number of people with disabilities who enter, re-enter, and/or remain in the workforce. By emphasizing the need to increase the capacity of federally-supported employment and training programs to serve persons who are chronically homeless, this award will further the New Freedom Initiative's goal of increased integration of Americans with disabilities into the workforce.

Recently, the Federal Government through the Interagency Council on Homelessness (<http://www.ich.gov>) has embarked on a collaborative effort to end chronic homelessness in the next decade. This solicitation supports that initiative by helping the "Ending Chronic Homelessness" awardees and, in turn, the workforce development system, establish and improve the partnerships between the workforce development system and key disability and homeless serving organizations and housing providers, so that the customized employment needs of people with disabilities who are chronically homeless can be met.

In addition, the CHETA Initiative will help support implementation of the coordinated workforce development system envisioned under the Workforce Investment Act of 1998 (WIA) (Public Law 105-220, 29 U.S.C. 2801 *et seq.*). The WIA established comprehensive reform of existing federal job training programs, consolidating multiple programs into a unified system and bringing multiple federal programs together as required partners in the One-Stop delivery system. The One-Stop Career Centers, which comprise the heart of this system, are well positioned to expand employment opportunities for persons who are disabled and chronically homeless, by helping to ensure that the workforce system is accessible both physically and programmatically.

The ODEP and its partners, ETA and VETS, strongly recognize the need for technical assistance to provide proactive support, training, dissemination of information on effective practices, etc., to the awardees under the "Ending Chronic Homelessness" Initiative. These five awardees need proactive technical assistance and cross-connecting expertise to bring together the workforce development system with the homeless serving community to provide customized employment opportunities and permanent housing for persons with disabilities who are chronically homeless. Accordingly, the broad goals of this CHETA Initiative will be to:

- Provide the five DOL "Ending Chronic Homelessness" awardees with proactive and intensive, ongoing technical assistance support;
- Provide technical assistance on a limited basis to other DOL and HUD grantees involved in related initiatives;
- Inform ODEP about identified policy implications of combining employment-related services with permanent housing services for persons with disabilities who are chronically homeless; and,
- Develop strong linkages between the five project communities and collaborate with other national initiatives providing services and support for persons with disabilities who are chronically homeless.

The five DOL "Ending Chronic Homelessness" awardees to be served under this cooperative agreement are profiled as follows:

- *Portland, Oregon.* Worksystems, Inc. will organize a coalition of 17 local organizations, including faith based organizations, from the housing, disability, employment, employer and veteran communities, to coordinate permanent housing services with customized employment services in an effort to end the cycle of chronic homelessness for individuals within the Portland community. The key operational component of this project will be the Community Services Team (CST), which will use a strength-based assessment and treatment plans and motivational interviewing to engage individuals in self-determined service planning. The CST will deliver a full array of services in a facilitative manner, eliminating bureaucratic obstacles. Customized employment strategies such as job carving, micro-enterprise development, individual development accounts (ITA's), and peer mentors will be the hallmarks of this advanced effort.

- *Boston, Massachusetts.* The Boston Private Industry Council will organize a coalition of local organizations from the housing, disability, employment,

employer and veteran communities in a combined effort to coordinate permanent housing services with customized employment services so as to end the cycle of chronic homelessness for individuals within the Boston community. Through an extensive collaboration, the project will create a blend of housing and employment services that will be presented in a seamless and coordinated fashion, providing ease of access to consumers. The integration of housing and support services with customized employment services will help program participants more effectively to move towards self-sufficiency over time. The project will build a continuum of employment services. This effort will increase connections and capabilities of the One-Stop Career Centers and of other service systems to serve persons with disabilities who are chronically homeless, resulting in permanent systems change.

- *San Francisco, California.* Under the leadership of the Private Industry Council of San Francisco, Inc., this award will help the community implement the concept of offering "vocationalized" housing to a representative number of targeted individuals, in order to begin to create a culture of work with the hope of ending the cycle of chronic homelessness for individuals within the San Francisco community by offering new strategies for servicing this rapidly growing population. This effort will seek to better combine and coordinate the multiple services and agencies that deliver vocationalized housing in an effort to improve both the involvement of the area's workforce development system, including the area One-Stop Career Centers, and the employment options for the chronically homeless.

- *Indianapolis, Indiana.* Under this award, the Indianapolis Private Industry Council, Inc. will create a new "System of Care" approach designed to combine and coordinate the various service delivery partners, including in the employment and housing areas, in a way which offers the consumer no wrong doors for entry into the system. This approach will also organize a process that includes housing developers and employers as direct participants with service providers, consumers and community members to design, implement, manage and fund individual plans of care that support sustainable living with full participation in community life, including through employment. This CHETA Initiative will capitalize on the capabilities and systems changes already realized

through two previous DOL employment grants.

- *Los Angeles, California.* Under the leadership of the Workforce Development Division of the Community Development Department, City of Los Angeles, ten Los Angeles agencies representing the public and private, community-based and faith-based sectors have joined together to better integrate the permanent housing, mental health and other workforce development programs serving persons with disabilities who are both chronically homeless and mentally ill. All partners are committed to improving and enhancing the coordination of activities among agencies that operate emergency shelters, provide support services to the homeless, offer mental health and substance abuse treatment programs, provide permanent, supportive, affordable housing, and develop employment opportunities. Customized employment services will be provided and coordinated with housing and other needed services in order to break the cycle of chronic homelessness.

For purposes of this solicitation, the terms applicable to this DOL Cooperative Agreement are as follows:

- *Customized Employment:* The term "customized employment" means individualizing the employment relationship between employees and employers in ways that meet the needs of both. It is based on an individualized determination of strengths, needs, and interests of the person with a disability and is also designed to meet the specific needs of the employer. It may include approaches such as supported employment; supported entrepreneurship; individualized job development; job carving and restructuring; use of personal agents (including individuals with disabilities and family members); development of micro-boards, micro-enterprises, cooperatives and small businesses; and use of personal budgets and other forms of individualized funding that provide choice and control to the person and promote self-determination. These and other job development or restructuring strategies result in job responsibilities that are customized and individually negotiated to fit the needs of individuals with disabilities. Customized employment assumes the provision of reasonable accommodations and supports necessary for the individual to perform the functions of a job that is individually negotiated and developed.

- *Persons who are Chronically Homeless:* A person who is "chronically homeless" is an unaccompanied homeless individual with a disabling

condition who has either been continuously homeless for a year or more, OR who has had at least four (4) episodes of homelessness in the past three (3) years. In order to be considered chronically homeless, a person must have been sleeping in a place not meant for human habitation (e.g., living on the streets) and/or in an emergency homeless shelter. A disabling condition is defined as a diagnosable substance use disorder, serious mental illness, developmental disability, or chronic physical illness or disability including the co-occurrence of two or more of these conditions. A disabling condition limits an individual's ability to work or perform one or more activities of daily living.

## II. Award Information

The U.S. Department of Labor (DOL), Office of Disability Employment Policy (ODEP), in cooperation with the Employment and Training Administration (ETA), announces the availability of \$1.5 million to fund one (1) Cooperative Agreement award to operate the Chronic Homelessness Employment Technical Assistance (CHETA) Initiative, designed to assist DOL's currently funded "Ending Chronic Homelessness through Employment and Housing" awardees, an initiative cooperatively sponsored by ODEP and the VETS. This \$1.5 million award will be for a 36-month period of performance. In addition, this initiative may be funded for up to two (2) option years at approximately \$500,000 per year, depending on performance, identified need, and the availability of future funding. This cooperative agreement will include substantial involvement between ODEP and the awardee during the period of performance. ODEP will provide project oversight throughout the period of the award. The ODEP will be involved in decisions involving strategic planning (including the plan to deliver pro-active technical assistance to the "Ending Chronic Homelessness" grantees), allocation of resources, development of public information materials, and analysis and implementation of evaluation findings.

## III. Eligibility Information

### 1. Eligible Applicants

Eligible applicants for this DOL Cooperative Agreement are public/private non-profit or for profit organizations or consortia, including faith-based and community organizations, with appropriate capabilities, experience, and expertise. If the proposal includes multiple

consortia members, there must be a prime or lead member who is the responsible fiscal and programmatic agent. All applications must (1) clearly identify the lead grant recipient and fiscal agent, as well as all other members of the consortium applying for this cooperative agreement award; (2) provide a clear description of each member's roles and responsibilities; and (3) provide a detailed plan for how the award money will be allocated among the consortium. As a Department of Labor-funded initiative, it is expected that the lead grant recipient for any such consortium shall have primary expertise in employment-related areas.

## 2. Cost Sharing

Cost sharing and matching funds are not required under this SGA.

## IV. Application and Submission Information

### 1. Address To Request Application

Applications, announcements, or forms will not be mailed. The **Federal Register** may be obtained from your nearest government office or library. In addition, a copy of this notice and the application requirements may be downloaded from the Office of Disability Employment Policy Web site at <http://www.dol.gov/odep> and at <http://www.fedgrants.gov>. If additional copies of the standard forms are needed, they can also be downloaded from: <http://www.whitehouse.gov/omb/grants/grantforms.html>.

### 2. Content and Form of Application Submission

**General Requirements:** To be considered responsive, all applications must be submitted on time to DOL at the address listed above. Applicants must submit one (1) paper copy with an original signature, and two (2) additional paper copies of the signed proposal. To aid with the review of applications, DOL also requires applicants to submit an electronic copy of their proposal's Sections II (Executive Summary) and III (Project Narrative) on compact disc (CD) or floppy disc using Microsoft Word. The application must be double-spaced with standard one-inch margins (top, bottom, and sides) on 8½ x 11 paper, and must be presented on single-sided and numbered pages. A font size of at least twelve (12) pitch is required throughout. All text in the application narrative, including titles, headings, footnotes, quotations, and captions, as well as all text in charts, tables, figures, and graphs must be double-spaced (no more than three lines per vertical inch); and, if using a

proportional computer font, must be in at least a 12-point font, and must have an average character density no greater than 18 characters per inch (if using a non-proportional font or a typewriter, must not be more than 12 characters per inch). Applications that fail to meet these requirements will be considered non-responsive.

**DOL Cooperative Agreement Requirements:** The three required sections of the application are:  
Section I—Project Financial Plan  
Section II—Executive Summary—  
Project Synopsis  
Section III—Project Narrative

Applications that fail to meet the mandatory requirements for each section stated below will be considered non-responsive:

- **Section I. Project Financial Plan (Budget)** (The Project Financial Plan will not count against the application page limits.) Section I of the application must include the following three required parts:

(a) Completed "SF-424—Application for Federal Assistance."

The DOL Cooperative Agreement application must include one SF-424 with the original signatures of the legal entity applying for Cooperative Agreement funding and two additional copies. The individual signing the SF-424 on behalf of the applicant must represent and be able to legally bind the responsible financial and administrative entity for a Cooperative Agreement should that application result in an award. Applicants shall indicate on the SF-424 the organization's IRS Status, if applicable. Under the Lobbying Disclosure Act of 1995, Section 18 (29 U.S.C. 1611), an organization described in Section 501(c)(4) of the Internal Revenue Code of 1986 that engages in lobbying activities will not be eligible for the receipt of federal funds constituting an award, cooperative agreement, or loan. See 2 U.S.C. 1611; 26 U.S.C. 501(c)(4). For item 10 of the SF-424, the Catalog of Federal Domestic Assistance (CFDA) number for the program is 17.720. (See Appendix A of this SGA for required form). The organization unit section of Block 5 of the SF-424 must contain the Dun and Bradstreet Number of the applicant. Please note that beginning October 1, 2003, all applicants for federal grant opportunities are required to include a Dun and Bradstreet (DUNS) number with their application. See OMB Notice of Final Policy Issuance, 68 FR 38402 (June 27, 2003). Applicants' DUNS numbers should be entered into Block 5 of SF-424. The DUNS number is a nine-digit identification number that

uniquely identifies business entities. There is no charge for obtaining a DUNS number (although it may take 14–30 days). To obtain a DUNS number, access the following Web site: <http://www.dunandbradstreet.com/> or call 1-866-705-5711. Requests for exemption from the DUNS number requirement must be made to OMB.

(b) Completed SF-424 A—"Budget Information Sheet" (Appendix B) must be included.

(c) DOL Budget Narrative and justification that provides sufficient information to support the reasonableness of the costs included in the budget in relation to the service strategy and planned outcomes, including continuous improvement activities. The DOL Budget Narrative and Justification must describe all costs associated with implementing the project that are to be covered with Cooperative Agreement funds. The applicant must support the travel and associated costs of sending at least one representative to periodic meetings with DOL staff in Washington, DC (at least once per quarter) and to the annual ODEP Policy Conference for its grantees, to be held in Washington, DC at a time and place to be determined. The applicant must comply with the "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments," (also known as OMB Circular A-102"), codified at 29 CFR part 97, or "Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations" (also known as the "Common Rule" or OMB Circular A-110), codified at 29 CFR part 95 and must comply with the applicable OMB cost principles circulars, as identified in 29 CFR 95.27 and 29 CFR 97.22(b).

In addition, the DOL budget must include, on a separate page, a detailed cost analysis of each line item. Justification for administrative costs must be provided. Approval of a budget by DOL is not the same as the approval of actual costs. The applicant must also include the Assurances and Certifications Signature Page (Appendix C) and the Survey on Ensuring Equal Opportunity for Applicants (Appendix D).

- **Section II. Executive Summary—Project Synopsis:** The Executive Summary is limited to no more than two single-spaced, single-sided pages on 8½ x 11 papers with standard margins throughout. Each application shall include a project synopsis that identifies the following:

(a) The applicant;  
(c) The planned period of performance;

(d) The list of partners, as appropriate; and,

(e) An overview of how the applicant will provide the technical assistance and manage the repository of knowledge developed.

• **Section III. Project Narrative.** The DOL Cooperative Agreement Project Narrative is limited to no more than thirty (30), 8½ x 11 pages, double-spaced with standard one-inch margins (top, bottom, and sides), and must be presented on single-sided, numbered pages. [Note: The Financial Plan, the Executive Summary, and the Appendices, including letters of cooperation, resumes, *etc.*, are not included in this thirty-page limit]. It also requested that one (1) Micro Soft Word copy on a Computer Disk of the Project Narrative Section be submitted along with the three copies required. The requirements for the project narrative are described below under Part V—Application Review Information.

### 3. Submission Dates and Times (Acceptable Methods of Submission)

Applications will be accepted commencing June 10, 2004. The closing date for receipt of applications by DOL under this announcement is July 26, 2004. Applications, including those hand-delivered, must be received by 4:45 p.m. (e.t.) on July 26, 2004, at the address specified below. 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 be considered non-responsive.

Applications must be mailed or hand-delivered to: U.S. Department of Labor, Procurement Services Center, Attention: Cassandra Mitchell, Reference SGA 04–07, Room N–5416, 200 Constitution Avenue, NW., Washington, DC 20210. Telefacsimile (FAX) applications will not be accepted.

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

**Hand-Delivered Proposals.** It is preferred that applications be mailed at least five days prior to the closing date. To be considered for funding, hand-delivered applications must be received by 4:45 p.m. (e.t.) on July 26, 2004, at the specified address. Failure to adhere to the above instructions will serve as a

basis for a determination of non-responsiveness. Overnight express mail from carriers other than the U.S. Postal Service will be considered hand-delivered applications and must be received by the above specified date and time.

### 4. Intergovernmental Review

This funding opportunity is not subject to Executive Order 12372, "Intergovernmental Review of Federal Programs."

### 5. Funding Restrictions

• **Funding Levels**—The total funding available for this solicitation is \$1.5 million. Only one award will be made. The Department of Labor reserves the right to negotiate the amount to be awarded under this competition. Please be advised that requests exceeding the \$1.5 million will be considered non-responsive. Further there will be no reimbursement of pre-award costs.

• **Period of Performance**—The period of performance will be for a 36-month period of performance from date of the award unless modified. It is expected that the successful applicant will begin program operations under this solicitation immediately upon receiving the "Notice of Award."

• **Option Year Funding**—In addition, this initiative may be funded for up to two (2) additional option years at approximately \$500,000 per year, depending on performance, identified need and the availability of future funding. Since federal funds for years four (4) and five (5) will depend on Congressional funding for those fiscal years, these option years will only be executed, assuming other conditions are satisfactory to ODEP, one year at a time. Applications under this SGA should include general proposals and budgets for these two option years.

• **Limitation on Indirect Costs**—Indirect costs claimed by the applicant must be based on a federally approved rate. A copy of the negotiated approved, and signed indirect cost negotiated agreement must be submitted with the application. If the application does not presently have an approved indirect cost rate, a proposed rate with justification may be submitted. The successful applicant will be required to negotiate an acceptable and allowable rate with the appropriate DOL Regional Office of Cost Determination within 90 days of the cooperative agreement award.

### 6. Other Submission Requirements

Applicants are advised that mail in the Washington, DC area may be delayed due to mail decontamination

procedures and may wish to take this information into consideration when preparing to meet the application deadline.

**Late Applications.** Any application received after the exact date and time specified for receipt at the office designated in this notice will be considered non-responsive, unless it is received before awards are made and it: (a) Is determined that its late receipt was caused by DOL error after timely delivery to the Department of Labor; (b) was sent by U.S. Postal Service registered or certified mail not later than the fifth calendar day before the date specified for receipt of applications (e.g., an application submitted in response to a solicitation requiring receipt of applications by the 20th of the month must have been post marked by the 15th of that month); or (c) was sent by the U.S. Postal Service Express Mail Next Day Service to addressee not later than 5 p.m. at the place of mailing two working days prior to the date specified for receipt of applications. The term "working days" excludes weekends and Federal holidays. "Post marked" 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 or affixed on the date of mailing by an employee of the U.S. Postal Service.

## V. Application Review Information

### 1. Program Criteria

The "primary objectives" of this technical assistance initiative are to:

• Provide comprehensive, pro-active technical assistance, training and on-site support to the five awardees under the DOL (ODEP, ETA, VETS) and HUD "Ending Chronic Homelessness" Cooperative Agreement awards described above, including assistance with:

- (a) Strategic planning and implementation;
- (b) Development of partnerships and linkages with other disability and homeless serving organizations;
- (c) Coordination and leveraging of multiple resources and funding streams;
- (d) Recruitment;
- (e) Capacity-building, technical training and grant-specific assistance on implementation of customized employment strategies within a One-Stop Career Center;
- (f) Assistance with sustainability and evaluation;
- (g) Identification of state and local practice and policy issues; and
- (h) Sponsorship of periodic combined technical assistance meetings for all five of the awardees.

These areas of technical assistance are designed to increase customized employment opportunities for people who are chronically homeless through One-Stop Career Centers. Technical assistance efforts will be coordinated with and will complement those of ODEP's National Center on Workforce and Disability for Adults (NCWD/A), as well as ODEP's other technical assistance efforts, including: the National Consortium on Workforce and Disability for Youth (NCWD/Y), Training and Technical Assistance for Providers (T-TAP), Job Accommodation Network (JAN), and Employer Assistance Referral Network (EARN). In addition, the awardee must agree to actively utilize the programs sponsored by the ODEP, including the Job Accommodation Network (<http://www.jan.icdi.wvu.edu/links/>), and the Employer Assistance Referral Network (<http://www.earnworks.com>).

- Develop a repository of expert knowledge and materials on promising practices and resources supporting the delivery of customized employment services to persons with disabilities who are chronically homeless through the workforce development systems, especially One-Stop Career Centers; and to disseminate this information to other DOL and HUD programs interested in similar initiatives through a Web-based technical assistance initiative;

- Collect and process employment policy-related information for ongoing feedback to ODEP; and, otherwise support ODEP and as requested in their efforts to advance policies which increase employment, personal choice, and wages for people who are chronically homeless;

- Develop strong linkages and collaborate with other national federal initiatives that provide services and supports for people who are chronically homeless in order to better coordinate efforts among the various initiatives.

In order to accomplish these "primary objectives", the CHETA Initiative must pursue the following "activities":

- Provide pro-active technical assistance, training, information assistance and knowledge transfer to each of the grantees under ODEP's "Ending Chronic Homelessness through Employment and Housing" cooperative agreements, in order to increase the awardees' capabilities and performance in securing customized employment for people who are chronically homeless. The CHETA Initiative will:

- (a) Conduct a needs assessment of the five (5) "Ending Chronic Homelessness" awardees to determine the type and details of technical assistance that is necessary for these cooperative

agreements to meet their goals and objectives;

- (b) In cooperation with the "Ending Chronic Homelessness" awardees and with DOL's approval, prepare and implement a site-specific strategic planning, technical assistance and training plan for each awardee with projected timelines for delivering needed technical assistance;

- (c) Review project applications, quarterly reports, and other documentation to identify potential areas of support;

- (d) Identify, on an ongoing basis, materials and resources for use by the awardees;

- (e) Conduct a minimum of two (2) technical assistance site visits per year per awardee; conduct a minimum of one (1) national or regional training per year for all awardees;

- (f) Conduct monthly teleconferences with the "Ending Chronic Homelessness" awardees to facilitate knowledge transfer and networking among the awardees;

- (g) Respond to "Ending Chronic Homelessness" awardees' requests for expert assistance by sponsoring and arranging on-site, phone, e-mail consultations, or other appropriate forms of knowledge-transfer.

These technical assistance efforts should be flexible so as to allow for the use of any necessary outside consultants who possess expertise beyond the capabilities of the CHETA staff.

- Provide a repository of information, primarily via electronic means (Web-based, e-mail messages, other distance learning and knowledge transfer techniques), on relevant training and technical assistance materials that are both collected and developed in order to meet CHETA's first program objective. This repository of information is to be shared with other interested organizations and agencies.

- Collect employment policy-related information for ongoing feedback to ODEP on policies and practices at the local, state and national level that act both as barriers and facilitators to securing customized employment for the targeted group. This information will be analyzed by ODEP and shared with appropriate DOL agencies for their consideration.

- Support ODEP, as requested, in its efforts to increase employment, personal choice, and wages for people who are chronically homeless through the workforce development system, including by responding to requests for information, analysis, and other assistance from ODEP; by researching, collecting, and disseminating information from states concerning

effective and meaningful participation of people who are chronically homeless in One-Stop Centers; and by evaluating project goals, objectives, and activities to determine the effectiveness of project strategies and the overall impact of technical assistance, training, and information services.

- Develop linkages and collaborate working relationships with other associated federal technical assistance (T/A) initiatives, such as ODEP's five national T/A efforts (National Center on Workforce and Disability for Adults, National Collaborative for Workforce and Disability for Youth, Training and Technical Assistance for Providers, Job Accommodation Network, and the Employer Assistance Referral Network), as well as with other related federally-funded T/A initiatives, such as ETA's Technical Assistance and Evaluation Provider for the Work Incentive Grants and Disability Program Navigator Initiative projects (ETA's Division of Disability and Workforce Programs); Substance Abuse and Mental Health Services Administration's (SAMHSA's) T/A Center for PATH grants; and, VETS' National Veterans Training Institute (NVTI) Center. In addition, coordinate training and technical assistance efforts in ways that utilize or complement other related grant programs, such as ODEP's Customized Employment Grant program, ETA's Work Incentive Grant (WIG's) program, VETS Homeless Veterans Reintegration Program (HVRP) grants, Centers for Medicaid and Medicare Services Medicaid Infrastructure Grants, state level Medicaid Buy-In programs, and other federal and state related disability employment supports grant programs.

## 2. Panel Review Criteria

Applications will be reviewed for compliance with the requirements of this notice. A careful evaluation of applications will be made by a technical review panel, which will evaluate the applications against the rating criteria listed below. The panel results are advisory in nature and not binding on the Grant Officer. DOL may elect to award grants with or without discussion with the offeror. In situations without discussions, an award will be based on the offeror's signature on the SF-424, which constitutes a binding offer. The Grant Officer may consider any information that is available and will make final award decisions based on what is most advantageous to the Government, considering such factors as panel findings and availability of funds. In review of applications, proposals will be evaluated under the following evaluation criteria.

#### A. Project Design and Project Management (50 Points)

Under this section, the applicant must describe the project design and its management plan. The proposed project design must address how the applicant intends to respond to "primary objectives" and "activities" listed above in this Section. Also, under this section, the applicant must describe how the applicant will address the following DOL priorities for fiscal year 2004:

- (1) Increase the availability of skills training, employment opportunities, and career advancement for persons with disabilities who are chronically homeless; and
- (2) Develop comprehensive One-Stop Career Centers, that are welcoming and valued by customers who are chronically homeless seeking workforce assistance through ensuring availability of staff trained on homeless issues.

Applicants must also provide a detailed management plan that identifies the critical activities, time frames, and responsibilities for effectively implementing the project, including staff organization and management and the evaluation process for assuring successful implementation of Cooperative Agreement objectives. The management plan will be evaluated to determine whether the applicant has developed an adequate plan that to:

- Effectively carry out the goals and objectives of the proposed initiative, on time and within budget;
- Describe the predicted outcomes resulting from activities funded under the cooperative agreement; and
- Identify methods for gaining and incorporating customer and consumer feedback (both from the five chronically homelessness grantee programs to be served by CHETA, as well as from the homeless persons with disabilities they serve) that will be used by the applicant to make program adjustments and to determine success.

#### B. Staff Capacity (30 Points)

The applicant must describe the proposed staffing of the DOL CHETA Cooperative Agreement Initiative, including the key personnel and the roles each will play, their time commitments and the responsibilities each will assume. The applicant must also identify how it will ensure that trained and experienced staff or consultants will be available with the following expertise:

- (1) Demonstrated knowledge of/ experience with diverse customized employment strategies, including individualized approaches to identification of strengths, needs and

interests of the individual; customized employment planning; job development and negotiation; and development/use of micro-enterprises, self-employment, cooperatives and small businesses;

- (2) Demonstrated knowledge of/ experience with various forms of self-directed accounts that provide personal control, choice and assistance to the individual including but not limited to Individual Training Accounts (ITA's), Individual Development Accounts (IDA's), and individual budgets;

- (3) Demonstrated knowledge of diverse disabilities, especially persons with disabilities who are chronically homeless and mentally ill, substance abusers, and those who have veteran status;

- (4) Demonstrated knowledge of and experience with workforce development systems, particularly One-Stop Career Centers and their administrative structures;

- (5) Demonstrated knowledge of /experience with community-based strategic planning, methods for achieving sustainability of programs, development of essential partnerships (including WIA required and non-required partnerships) and systems change strategies, including strategies necessary for innovative blending of resources to achieve customized employment;

- (6) Demonstrated knowledge of other employment-related support services and programs especially Medicaid, transportation, SSI, and SSDI; and

- (7) Demonstrated knowledge of/ experience in successful delivery of technical assistance and knowledge transfer.

The staffing/consultant plan should:

- (1) Summarize the qualifications, including relevant education, training, and experience of both key project personnel and project consultants or subcontractors. Attach copies of resumes in the Appendices.

- (2) Describe the experience in serving persons with disabilities who are chronically homeless and in providing customized employment services.

- (3) Describe the proposed staff/ consultant's experience in providing employment-related technical assistance and knowledge transfer to diverse audiences relevant to this solicitation.

- (4) Describe the extent to which the time commitments of the project director and other key project personnel are appropriate and adequate to meet the objectives of the proposed project; and how key personnel and consultants will be managed.

- (5) Describe plans for recruiting persons with disabilities for

employment, as well as in key consulting roles.

#### C. Evaluation and Continuous Improvement Strategies (10 Points)

The proposal must demonstrate how the goals, objectives, tasks and outcomes to be achieved by the proposed project are clearly specified and measurable; the extent to which performance feedback and continuous improvement are integral to the design of the proposed project; and the extent to which the applicant encourages involvement of people with disabilities and their families, experts and organizations, and other relevant stakeholders in project activities that lead to stronger evaluation and continuous improvement strategies. The proposal will be evaluated on:

- (1) The extent to which the design of the proposed project is appropriate to, and will successfully address, the technical assistance needs to be met and other identified needs;

- (2) The extent to which the design of the proposed project provides clear understanding of, and experience with, utilization of customized employment strategies for increasing employment, choice, and earnings of persons with disabilities, including those who are chronically homeless;

- (3) The extent to which the management plans for project implementation is likely to achieve the objectives of the proposed project on time and within budget; and

- (4) The extent to which the proposed project design features innovative strategies to deliver the required technical assistance supports and achieve sustainable knowledge transfer across project activities.

#### D. Documenting and Reporting (10 Points)

Applicants should outline their strategy for documenting and reporting the activities undertaken during the life of the Cooperative Agreement for ODEP's use. In evaluating this section, the following factors must be addressed and ODEP considers them to be of particular importance:

- (1) The method by which the initiative will evaluate external technical assistance information and materials to ensure a high standard of quality about effective strategies suitable for replication or testing in other settings;

- (2) The extent to which the methods of documentation and reporting include the objective use of performance measures that are clearly related to the intended outcomes of the project and



will produce quantitative and qualitative data; and

(3) The adequacy of mechanisms for measuring the quality of products and services developed by the proposed initiative.

### 3. *Anticipated Announcement and Award Dates*

N/A.

## VI. Award Administration Information

### 1. Award Notices

A. Notice that an organization has been selected as the cooperative agreement recipient does not constitute approval of the cooperative agreement application as submitted. Before the actual cooperative agreement award, ODEP may enter into negotiations concerning such items as program components, funding levels, and administrative systems. If the negotiations do not result in an acceptable submittal, the Grant Officer reserves the right to terminate the negotiation and decline to fund the proposal.

B. A post-award conference will be held within the first month of the award, for the cooperative agreement award winner, in Washington, DC, with ODEP and other DOL representatives. The associated travel cost for this two-day meeting should be included as a part of their budget proposal. Both program and administrative matters will be reviewed. As a continuation of the post-award process, after this first meeting with DOL, CHETA will immediately organize and fund through its budget, a meeting for teams from each of the five "Chronic Homelessness" cooperative agreement sites, as described in Section I and V, above. This two-day post award meeting shall be held in Portland, OR (or one of the other five sites), and shall involve 4 to 5 representatives from each of the five cooperative agreement sites. In addition to supporting the travel and participation costs (hotel lodging, meeting space, per diem, travel costs) of these five teams, several key experts on customized employment, chronic homelessness should be provided for in the proposed budget. The purpose of this post award meeting is to both involve the five cooperative agreement awardees in the formation of CHETA's technical assistance plans and to provide the five sites with an opportunity for sharing and additional technical assistance.

### 2. *Administrative and National Policy*

#### A. Limitations on Administrative and Indirect Costs

(1) Indirect costs claimed by the applicant must be based on a federally approved rate. A copy of the negotiated approved, and signed indirect cost negotiated agreement must be submitted with the application.

(2) If the applicant does not presently have an approved indirect cost rate, a proposed rate with justification may be submitted. The successful applicant will be required to negotiate an acceptable and allowable rate with the appropriate DOL Regional Office of Cost Determination within 90 days of the cooperative agreement award.

#### B. Administrative Standards and Provisions

Unless specifically provided in the cooperative agreement, DOL's acceptance of a proposal and an award of Federal funds to sponsor any program(s) does not provide a waiver of any grant/cooperative agreement requirements and/or procedures. For example, the OMB circulars require and an entity's procurement procedures must provide that all procurement transactions will be conducted, as practical, to provide open and free competition. If a proposal identifies a specific entity to provide the services, the DOL award does not provide the justification or basis to sole-source the procurement, *i.e.* avoid competition. This cooperative agreement will be subject to the following administrative standards and provisions:

- 29 CFR part 93—Lobbying.
- 29 CFR part 95—Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations, and With Commercial Organizations, Foreign Governments, Organizations Under the Jurisdiction of Foreign Governments, and International Organizations;
- 29 CFR part 96—Federal Standards for Audit of Federally Funded Grants, Contracts, and Other Agreements;
- 29 CFR part 97—Uniform Administrative Requirement for Grants and Cooperative Agreements to State and Local Governments;
- 29 CFR part 98—Federal Standards for Government-wide Debarment and Suspension (non-procurement) and Government-wide Requirements for Drug Free Workplace (Grants/ Cooperative Agreements);
- 29 CFR part 99—Audit of States, Local Governments and Non-profit Organizations;

- 29 CFR parts 30, 31, 32, 33, and 36—Equal Employment Opportunity in Apprenticeship and Training, Nondiscrimination in Federally Assisted Programs of the Department of Labor, Effectuation of Title VI of the Civil Rights Act of 1964, Nondiscrimination on the Basis of Handicap in Programs and Activities, and Nondiscrimination on the Basis of Sex in Education Programs Receiving or Benefiting from Federal Financial Assistance.

#### C. Allowable Costs

Determinations of allowable costs shall be made in accordance with the following applicable federal cost principles:

- State and Local Government—OMB Circular A-87.
- Nonprofit Organizations—OMB Circular A-122.
- Profit-Making Commercial Firms—48 CFR Part 31.

*Profit will not be considered an allowable cost in any case.*

#### D. Cooperative Agreement Assurances

As a condition of the award, the applicant must certify that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- 29 CFR part 31—Nondiscrimination in Federally-assisted programs of the Department of Labor, effectuation of Title VI of the Civil Rights Act of 1964;
- 29 CFR part 32—Nondiscrimination on the Basis of Disability in Programs and Activities Receiving or Benefiting from Federal Assistance (Implementing Section 504 of the Rehabilitation Act, 29 U.S.C. 794);
- 29 CFR part 36—Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance (Implementing Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 *et seq.*); and

The applicant must include assurances and certifications that it will comply with these laws in its Cooperative Agreement application. The assurances and certifications are attached as Appendices C, D.

### 3. *Reporting and Monitoring*

The ODEP is responsible for ensuring the effective implementation of this Cooperative Agreement, in accordance with the provisions of this announcement and the terms of the Cooperative Agreement award document. Applicants should assume that ODEP staff will conduct on-site project reviews periodically. Reviews



will focus on timely project implementation, performance in meeting the Cooperative Agreement's objectives, tasks and responsibilities, expenditures of Cooperative Agreement funds on allowable activities, and administration of project activities. The CHETA Initiative may be subject to other additional reviews, at the discretion of the ODEP, and ODEP staff or their announced designees from ETA, VETS and/or HUD may conduct these reviews

The DOL Cooperative Agreement awardee, under this competition, will be required to submit to DOL quarterly financial and narrative program progress reports for each quarter funded. The awardee will be required to submit periodic financial and participation reports. Specifically, the following reports will be required:

*A. Quarterly reports:* The quarterly report is estimated to take ten hours to complete. The form for the Quarterly Report will be provided by the ODEP. The ODEP will work with the awardee to help refine the requirements of the report, which will, among other things, include measures of ongoing analysis for continuous improvement and customer satisfaction. Quarterly reports will be due 30 days after the close of the

quarters of each federal fiscal year. This report will be filed using an on-line reporting system.

*B. Standard Form 269:* Financial Status Report Form (FSR) will be completed on a quarterly basis, using the on-line electronic reporting system.

*C. Final Project Report:* The final report will include an assessment of project performance and outcomes achieved. The final report is estimated to take 20 hours to complete. This report will be submitted in hard copy and on electronic disk complying with format and instructions provided by the ODEP. An outline of the final report is due to ODEP forty-five (45) days before termination of the Cooperative Agreement with a draft of the final report due to the ODEP thirty (30) days before the termination of the Cooperative Agreement. The final report is due to the DOL within 30 days following the termination of the Cooperative Agreement. If the two option years are exercised, the final report will be due upon their completion.

The awardee must agree to cooperate with independent evaluations to be conducted by ODEP. ODEP or its designee will arrange for and conduct this independent evaluation of the outcomes, impact, and

accomplishments of the project. The awardee must agree to make available records on all parts of project activity, including participant employment and wage data, and to provide access to personnel, as specified by the evaluator(s), under the direction of the ODEP. This independent evaluation is separate from the any proposed ongoing evaluation for continuous improvement commissioned by the awardee. ODEP's evaluation of the CHETA award includes a process evaluation regarding extensive information pertaining to achievements under the Cooperative Agreement.

## VII. Agency Contacts

For information on this DOL Cooperative Agreement and related items contact Cassandra Mitchell, U.S. Department of Labor, Procurement Services Center telephone (202) 693-4570 (this is not a toll-free number), prior to the closing deadline. Persons who are deaf or hard of hearing may contact Cassandra Mitchell, via the Federal Relay Service, (800) 877-8339.

Signed in Washington, DC, this 2nd day of June, 2004.

**Johnny A. Arnold, II,**  
*Acting Grant Officer.*

**BILLING CODE 4510-CX-P**

## Appendix A

APPLICATION FOR  
FEDERAL ASSISTANCE

Version 7/03

<b>1. TYPE OF SUBMISSION:</b> Application		<b>2. DATE SUBMITTED</b>	Applicant Identifier	
<input type="checkbox"/> Construction	<input type="checkbox"/> Pre-application	<b>3. DATE RECEIVED BY STATE</b>	State Application Identifier	
<input type="checkbox"/> Non-Construction	<input type="checkbox"/> Non-Construction	<b>4. DATE RECEIVED BY FEDERAL AGENCY</b>	Federal Identifier	
<b>5. APPLICANT INFORMATION</b>				
Legal Name:		Organizational Unit:		
		Department:		
Organizational DUNS:		Division:		
<b>Address:</b>		<b>Name and telephone number of person to be contacted on matters involving this application (give area code)</b>		
Street:		Prefix: First Name:		
City:		Middle Name		
County:		Last Name		
State:	Zip Code	Suffix:		
Country:		Email:		
<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN):</b> □□-□□□□□□		Phone Number (give area code)		Fax Number (give area code)
<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) (See back of form for description of letters.) Other (specify) <input type="checkbox"/> <input type="checkbox"/>		<b>7. TYPE OF APPLICANT:</b> (See back of form for Application Types) Other (specify)		
<b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:</b> TITLE (Name of Program): □□-□□□		<b>9. NAME OF FEDERAL AGENCY:</b>		
<b>12. AREAS AFFECTED BY PROJECT</b> (Cities, Counties, States, etc.):		<b>11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:</b>		
<b>13. PROPOSED PROJECT</b> Start Date: Ending Date:		<b>14. CONGRESSIONAL DISTRICTS OF:</b> a. Applicant b. Project		
<b>15. ESTIMATED FUNDING:</b>		<b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b>		
a. Federal	\$ .00	a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON		
b. Applicant	\$ .00	DATE:		
c. State	\$ .00	b. No. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372		
d. Local	\$ .00	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW		
e. Other	\$ .00	<b>17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?</b>		
f. Program Income	\$ .00	<input type="checkbox"/> Yes If "Yes" attach an explanation. <input type="checkbox"/> No		
g. TOTAL	\$ .00			
<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>				
<b>a. Authorized Representative</b>				
Prefix	First Name	Middle Name		
Last Name		Suffix		
b. Title		c. Telephone Number (give area code)		
d. Signature of Authorized Representative		e. Date Signed		

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## 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 face sheet for pre-applications 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.	Select Type of Submission.	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.
2.	Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable).	12.	List only the largest political entities affected (e.g., State, counties, cities).
3.	State use only (if applicable).	13.	Enter the proposed start date and end date of the project.
4.	Enter Date Received by Federal Agency Federal identifier number: If this application is a continuation or revision to an existing award, enter the present Federal Identifier number. If for a new project, leave blank.	14.	List the applicant's Congressional District and any District(s) affected by the program or project
5.	Enter legal name of applicant, name of primary organizational unit (including division, if applicable), which will undertake the assistance activity, enter the organization's DUNS number (received from Dun and Bradstreet), enter the complete address of the applicant (including country), and name, telephone number, e-mail and fax of the person to contact on matters related to this application.	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.
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.	Select the appropriate letter in the space provided. <div style="display: flex; justify-content: space-between;"> <div> A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District H. Independent School District </div> <div> I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify) O. Not for Profit Organization </div> </div>	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.
8.	Select the type from the following list: <ul style="list-style-type: none"> <li>"New" means a new assistance award.</li> <li>"Continuation" means an extension for an additional funding/budget period for a project with a projected completion date.</li> <li>"Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision enter the appropriate letter:  <div style="display: flex; justify-content: space-between;"> A. Increase Award    B. Decrease Award C. Increase Duration    D. Decrease Duration </div> </li> </ul>	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.)
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.		

## Appendix B

OMB Approval No. 0348-0044

**BUDGET INFORMATION - Non-Construction Programs**

<b>SECTION A - BUDGET SUMMARY</b>						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.		\$	\$	\$	\$	0.00
2.						0.00
3.						0.00
4.						0.00
5. Totals		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00
<b>SECTION B - BUDGET CATEGORIES</b>						
GRANT PROGRAM, FUNCTION OR ACTIVITY						
	(1)	(2)	(3)	(4)	Total (5)	
a. Personnel	\$	\$	\$	\$	\$	0.00
b. Fringe Benefits						0.00
c. Travel						0.00
d. Equipment						0.00
e. Supplies						0.00
f. Contractual						0.00
g. Construction						0.00
h. Other						0.00
i. Total Direct Charges (sum of 6a-6h)	0.00	0.00	0.00	0.00	0.00	0.00
j. Indirect Charges						0.00
k. TOTALS (sum of 6i and 6j)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00
7. Program Income	\$	\$	\$	\$	\$	0.00

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SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8.	\$	\$	\$	\$	0.00
9.					0.00
10.					0.00
11.					0.00
12. TOTAL (sum of lines 8-11)	\$	0.00 \$	0.00 \$	0.00 \$	0.00
SECTION D - FORECASTED CASH NEEDS					
(a) Grant Program	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
	\$	\$	\$	\$	\$
13. Federal	0.00 \$		\$	\$	\$
14. Non-Federal	0.00				
15. TOTAL (sum of lines 13 and 14)	\$	0.00 \$	0.00 \$	0.00 \$	0.00
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (Years)				(e) Fourth
	(b) First	(c) Second	(d) Third		
16.	\$	\$	\$	\$	
17.					
18.					
19.					
20. TOTAL (sum of lines 16-19)	\$	0.00 \$	0.00 \$	0.00 \$	0.00
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges:	22. Indirect Charges:				
23. Remarks:					

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

## INSTRUCTIONS FOR THE SF-424A

Public reporting burden for this collection of information is estimated to average 180 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0044), Washington, DC 20503.

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

## General Instructions

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

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

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

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

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

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

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

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

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

**Line 5** - Show the totals for all columns used.

## Section B Budget Categories

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

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

**Line 6j** - Show the amount of indirect cost.

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

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

**INSTRUCTIONS FOR THE SF-424A (continued)**

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

**Section C. Non-Federal Resources**

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

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

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

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

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

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

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

**Section D. Forecasted Cash Needs**

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

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

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

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

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

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

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

**Section F. Other Budget Information**

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

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

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



## Appendix C

OMB Approval No. 0348-0040

**ASSURANCES - NON-CONSTRUCTION PROGRAMS**

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

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

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE	
APPLICANT ORGANIZATION	DATE SUBMITTED  June 4, 2004	

## Appendix D

**SURVEY ON ENSURING EQUAL OPPORTUNITY FOR APPLICANTS**

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

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

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

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

**Applicant's (Organization) Name:** \_\_\_\_\_

**Applicant's DUNS Number:** \_\_\_\_\_

**Grant Name:** \_\_\_\_\_ **CFDA Number:** \_\_\_\_\_

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

☐ Yes

☐ No

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

☐ 3 or Fewer

☐ 15-50

☐ 4-5

☐ 51-100

☐ 6-14

☐ over 100

3. What is the size of the applicant's annual budget?

(Check only one box.)

☐ Less Than \$150,000

☐ \$150,000 - \$299,999

☐ \$300,000 - \$499,999

☐ \$500,000 - \$999,999

☐ \$1,000,000 - \$4,999,999

☐ \$5,000,000 or more

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

☐ Yes

☐ No

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

☐ Yes

☐ No

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

☐ Yes

☐ No

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

☐ Yes

☐ No

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

☐ Yes

☐ No

### **Survey Instructions on Ensuring Equal Opportunity for Applicants**

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

1. 501(c)(3) status is a legal designation provided on application to the Internal Revenue Service by eligible organizations. Some grant programs may require nonprofit applicants to have 501(c)(3) status. Other grant programs do not.
2. For example, two part-time employees who each work half-time equal one full-time equivalent employee. If the applicant is a local affiliate of a national organization, the responses to survey questions 2 and 3 should reflect the staff and budget size of the local affiliate.
3. Annual budget means the amount of money your organization spends each year on all of its activities.
4. Self-identify.
5. An organization is considered a community-based organization if its headquarters/service location shares the same zip code as the clients you serve.
6. An "intermediary" is an organization that enables a group of small organizations to receive and manage government funds by administering the grant on their behalf.
7. Self-explanatory.
8. Self-explanatory.

#### **Paperwork Burden Statement**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1890-0014. The time required to complete this information collection is estimated to average five (5) minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651.**

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

[FR Doc. 04-13116 Filed 6-9-04; 8:45 am]

BILLING CODE 4510-CX-C

## NATIONAL SCIENCE FOUNDATION

### Notice of Intent to Seek Approval to Establish an Information Collection

**AGENCY:** National Science Foundation.

**ACTION:** Notice and request for comments.

**SUMMARY:** The National Science Foundation (NSF) is announcing plans to request clearance of this collection. In accordance with the requirement of section 3506(c)(2)(A) of the Paperwork Reduction Act of 1995 (Pub. L. 104-13), we are providing opportunity for public comment on this action. After obtaining and considering public comment, NSF will prepare the submission requesting that OMB approve clearance of this collection for no longer than three years.

**DATES:** Written comments on this notice must be received by August 9, 2004 to be assured of consideration. Comments received after that date will be considered to the extent practicable.

**FOR FURTHER INFORMATION CONTACT:** Suzanne H. Plimpton, Reports Clearance Officer, National Science Foundation, 4201 Wilson Boulevard, Suite 295, Arlington, Virginia 22230; telephone (703) 292-7556; or send e-mail to [splimpto@nsf.gov](mailto:splimpto@nsf.gov). Individuals who use a telecommunications device for the deaf (TDD) may call the Federal Information Relay Service (FIRS) at 1-800-877-8339 between 8 a.m. and 8 p.m., eastern time, Monday through Friday. You also may obtain a copy of the data collection instrument and instructions from Ms. Plimpton.

#### SUPPLEMENTARY INFORMATION:

*Title of Collection:*

*OMB Number:* 3145-New.

*Expiration Date of Approval:* Not applicable.

*Type of Request:* Intent to seek approval to establish an information collection.

*Abstract:*

*Proposed Project:*

The Science of Learning Centers (SLC) Program offers awards for large-scale, long term Centers that will extend the frontiers of knowledge on the science of learning, and create the intellectual, organizational and physical infrastructure needed for the long-term advancement of learning research. Support for these Centers is approximately 5 million/yr for 5 years, renewable for up to 10 years maximum. The goals of the Science of Learning Centers (SLC) Program are to advance

the frontiers of all the science of learning through integrated research, to connect the research to specific scientific, technological, educational and workforce challenges; and to enable research communities to capitalize on new opportunities and discoveries and to respond to new challenges.

The SLC Program emerges from the intersections of diverse disciplines across the biological, cognitive, computational, mathematical, physical and social sciences, engineering and education. Thus the SLC Centers build intellectual and physical infrastructure within and between disciplines. Through creative integration of theoretical and empirical work, innovative models of research and dissemination of knowledge, and inventive uses of technology, the SLC Centers represent our nation's best investments to advance our understanding of what learning is, and how it is affected at all levels. Such advances in fundamental knowledge in the science of learning will have broad and significant societal impact.

World-class research is conducted at SLCs through a variety of partnerships, including: Academic institutions, national laboratories, industrial organizations, and/or other public/private entities. While they build on strong foundations of existing knowledge and expertise, each also has inherent risks associated with new directions, innovation, and the complexities of interdisciplinary, large scale collaborations.

SLCs enable and foster excellent education, integrate research and education, and create bonds between learning and inquiry so that discovery and creativity more fully support the learning process. SLCs capitalize on diversity through participation in center activities and demonstrate leadership in the involvement of groups underrepresented in science and engineering.

Centers selected will be required to submit annual reports on progress and plans, which will be used as a basis for performance review and for determining continuance of funding and the level of continued funding. To support this review and the management of a Center, SLCs will be required to develop a set of management and performance indicators for submission annually to NSF via an NSF evaluation technical assistance contractor. These indicators are both quantitative and descriptive and may include, for example, the characteristics of center personnel and students; sources of financial support and in-kind support; expenditures by operational component; characteristics

of industrial and/or other sector participation; research activities; education activities; knowledge transfer activities; patents, licenses; publications; degrees granted to students involved in Center activities; descriptions of significant advances and other outcomes of the SLC effort. Part of this reporting will take the form of a database which will be owned by the institution and eventually made available to an evaluation contractor. This database will capture specific information to demonstrate progress towards achieving the goals of the program. Such reporting requirements will be included in the cooperative agreement which is binding between the academic institution and the NSF.

Each Center's annual report will address the following categories of activities: (1) Research, (2) integration of research and education, (3) knowledge dissemination, (4) partnerships, (5) diversity, (6) management (7) Evaluation/Assessment and (8) budget issues. For each of the categories the report will describe overall objectives for the year, problems the Center has encountered in making progress towards goals and how they are being resolved, anticipated problems in the following year and how they will be mitigated, and specific outputs and outcomes.

*Use of the Information:* NSF will use the information to continue funding of the Centers, and to evaluate the progress of the program.

*Estimate of Burden:* In the first year, for the anticipated six centers' awards time estimate is total of 600 hours. In the subsequent years time estimate is 300 hours.

*Respondents:* Non-profit institutions; federal government.

*Estimated Number of Responses per Report:* One from each of the six centers.

*Comments:* Comments are invited on (a) Whether the proposed collection of information is necessary for the proper performance of the functions of the Agency, including whether the information shall have practical utility; (b) the accuracy of the Agency's estimate of the burden of the proposed collection of information; (c) ways to enhance the quality, utility, and clarity of the information on respondents, including through the use of automated collection techniques or other forms of information technology; and (d) ways to 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.