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Washington, DC 20436.

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Issued: March 24, 1998.

By order of the Commission.

Donna R. Koehnke,
Secretary.

[FR Doc. 98-8150 Filed 3-27-98; 8:45 am]

BILLING CODE 7020-02-P

DEPARTMENT OF LABOR

Employment and Training Administration

Job Training Program Act, Disability Grant Program Funded Under Title III, Section 323 and Title IV, Part D, Section 452

AGENCY: Employment and Training
Administration, Labor.

ACTION: Notice of Availability of Funds
and Solicitation for Grant Application
(SGA).

SUMMARY: All information required to submit a grant application is contained in this announcement. The U.S. Department of Labor, Employment and Training Administration (DOL/ETA), announces the availability of approximately \$4.17 million to award competitive grants for multi-state employment and training projects serving people with disabilities. This grant program is funded using Job Training and Partnership Act (JTPA) Title IV Research and Demonstration funds and Title III National Reserve funds.

DATES: Applications for this SGA will be accepted commencing April 29, 1998. The closing date for receipt of proposals is 2:00 (Eastern Standard Time) May 14, 1998.

ADDRESSES: Applications should be mailed to: Division of Acquisition and Assistance, Attention: Dr. David Houston, Reference SGA/DAA 98-007, 200 Constitution Avenue, N.W., Rooms S-4203, Washington, D.C. 20210.

FOR FURTHER INFORMATION CONTACT: Dr. David Houston, Division of Acquisition and Assistance, Telephone (202) 219-7300 (not a toll-free number). This solicitation will also be published on the Internet at <http://www.doleta.gov>.

SUPPLEMENTARY INFORMATION: This announcement consists of five parts:

Part I—Application Process, Part II—Background and Purpose, Part III—Statement of Work, Part IV—Government Requirements, and Part V—Selection Criteria.

Part I. Application Process

A. Submission of Proposal

A proposal shall consist of two (2) separate and distinct sections: Section I, the Technical Proposal and Section II, the Financial Proposal. An original and three copies of the proposal shall be submitted. The Catalog of Federal Domestic Assistance number is 17.249.

Section I shall contain a Technical Proposal that demonstrates the applicant's capabilities in accordance with the Statement of Work in Part III of this solicitation. No cost data or reference to costs shall be included in the Technical Proposal. In addition, the Technical Proposal shall be limited to 50 double-spaced, single-side, 8.5 inch x 11 inch pages with 1 inch margins. Appendices shall not exceed 20 pages. Text type shall be 12 point or larger. Applications not meeting these requirements may not be considered. The *Technical Proposal* must also contain participant, activity and outcome information.

Section II, the Financial Proposal shall contain the SF-424, "Application for Federal Assistance", and Budget Information Sheet (Attachments A & B). In addition, the budget shall include on a separate page a detailed cost analysis of each line item. *Administrative costs should not exceed 15 percent of total proposed costs.* Justification must be provided on the need for administrative costs that exceed this limit. Approval of a budget by DOL is not the same as approval of actual costs.

Hand Delivered Proposals

Proposals may be mailed or delivered by hand. A mailed proposal should be mailed no later than five (5) days prior to the closing date for the receipt of applications. Hand delivered grant applications must be received at the designated place by 2:00 p.m. (Eastern Standard Time) on May 29, 1998. All overnight mail will be considered to be hand-delivered and must be received at the designated place by the specified time on the closing date. Grant applications transmitted by electronic mail, telegraph or facsimile will not be considered.

Late Proposals

Any proposals received at the Office designated in the solicitation, after the exact time specified for receipt, will not be considered unless it is received before the award is made or was either:

(1) Sent by U.S. Postal Service registered or Certified mail not later than the fifth (5th) calendar day before the date specified for receipt of application, or

(2) Sent by U.S. Postal Express Mail Next Day Service—Post Office to Addressee, not later than 5 p.m. at the place of mailing two working days prior to the date specified for receipt of proposals. The term "working days" excludes weekends and U.S. Federal holidays. The only acceptable evidence to establish the date of mailing of a late proposal sent by either Express Mail or U.S. Postal Service Registered, Certified Mail is the U.S. Postmark both on the envelope or wrapper and on the original receipt from the U.S. Postal Service. Both postmarks must show a legible date or the proposal shall be processed as if mailed late. "Postmark" means a printed, stamped, or otherwise placed impression (exclusive of a postage meter machine impression) that is readily identifiable without further action as having been supplied and affixed by employees of the U.S. Postal Service on the date of mailing.

Therefore, applicants should request the postal clerk to place a legible hand cancellation "bull's eye" postmark on both the receipt and the envelope or wrapper.

B. Eligible Applicants

Private non-profit entities are eligible to receive grant funds under this award. Entities described in Section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities are not eligible to receive funds under this SGA. The Lobbying Disclosure Act of 1995, 2 U.S.C. 1601 *et seq.* prohibits the award of federal funds to 501(c)(4) entities engaged in lobbying activities.

Applicants must operate or propose to operate in two or more states.

Applicants should provide documentation of knowledge and/or experience in the following areas:

- Overcoming barriers to employment experienced by individuals with disabilities;
- Ability to conduct training, placement, and follow-up services; and
- Management and accountability structure necessary to ensure the integrity of the funds requested (by meeting the standards for financial management and participant data systems as specified in 29 CFR, Part 95).

Only the proposal per applicant/organization(s) is permitted. A proposal submitted by a consortium of two or more organizations will be accepted.

However, another proposal submitted separately by a member of the consortium will not be accepted.

C. Period of Performance

The period of performance will be twelve (12) months. (Planned dates are July 1, 1998 through June 30, 1999).

D. Option to Extend

Based on the availability of funds, project performance and the needs of the Department, grants may be extended for an additional one or two years of operation. The Department reserves the right to impose additional requirements or refinements in program design if the project is extended for a second and/or third year grant period.

E. Scope of Award

DOL/ETA anticipates making awards that range from \$300,000 to \$800,000. Proposals with costs exceeding \$800,000 will not be considered. Title III funds are included in the total funds available. Therefore, some awards will be funded in whole, or in part, with Title III funds based on the extent to which the proposal is targeted to disabled individuals who also qualify as dislocated worker under Title III (see Definitions). Awards will be made on a competitive basis.

Part II. Background and Purpose

A. Background

DOL/ETA has provided grant awards for approximately twenty years to organizations providing employment and training services to individuals with disabilities. In the past, these grants have been awarded under the authority of Title IV, section 451(c)(5) of the Job Training Partnership Act (JTPA). Ten organizations received grant awards to operate programs under these provisions in Program Year (PY) 1995. These grants end on June 30, 1998. Several changes have occurred since the inception of these national disability grant programs. Societal and systemic changes have directly impacted individuals with disabilities and their opportunities in the workforce. Some of these changes were: the 1990 enactment of the American's with Disabilities Act (ADA), "mainstreaming" of people with disabilities into schools and the workplace, workforce development restructuring and consolidation, decentralizing responsibilities to state and local levels, technological advances, and telecommunicating. Individuals with disabilities continue to experience high levels of unemployment, particularly those with severe disabilities. The Census Bureau Brief (CENBR/97-5) (December 1997) shows

that the unemployment rate for those with severe disabilities is 74 percent, compared to 23 percent for those with less severe disabilities. This rate is occurring in a national employment environment where the overall unemployment rate is less than five (5) percent, the lowest level in 25 years. Executive Order 13078, "Increasing Employment of Adults with Disabilities," was issued March 13, 1998 establishing a National Task Force chaired by the Secretary of Labor. The purpose of the task force is to address the significant levels of unemployment faced by individuals with disabilities.

This supports DOL/ETA's decision to reconsider the purpose of ETA's disability grant program. Therefore, the 1998 grants awards will be authorized under the authority of Title IV, section 452(a) of JTPA for research and demonstration grants. "To assist the Nation in expanding work opportunities and assuring access to those opportunities for all who desire it

B. Purpose

The primary purpose of this award is to implement strategies to improve access to long term quality employment, employment outcomes, and skills that address the needs of the disabled population, particularly those with severe disabilities. In this program, the quality of employment outcomes are more important than the number of placements. Of particular importance are skills and employment training that enable individuals to move to unsubsidized employment.

Innovation, coordination and partnerships, non-duplication of existing services, and leveraging of scarce resources are also important factors. In addition, DOL is interested in identifying successful project designs that can be shared and replicated as state workforce system changes proceed.

DOL is seeking applications that address one or more of the following concerns:

- Strategies for high quality, long term employment of individuals are *severe disabilities*, including those with a specific disabling condition or who also may be members of a subgroup (e.g. minorities, youth, older workers),
- Strategies for *re-employment* of individuals with disabling conditions (e.g., brain/spinal cord injury from accident, emotional/psychiatric conditions, multiple sclerosis) resulting in dislocation from employment and a need for retraining,
- Linkages with public (national, state and local) and/or private delivery systems, disability consumer

organizations (e.g., independent living centers), and other entities that address *significant employment barriers* (e.g., lack of medical coverage, transportation needs, personal care requirements),

- Linkages with existing service strategies that build-on and *facilitate workforce development* (e.g., One-Stop Career Centers, School-to-Work,) and other systemic changes impacting individuals with disabilities (e.g., Social Security Return-to-Work programs, Welfare-to-Work implementation, State Medicaid waiver strategies),
- Innovative approaches* utilizing technology, novel training and workplace strategies or other approaches (e.g., distance learning, out-stationed work sites, entrepreneurship) which result in significant employment outcomes.

DOL expects the awardee to evaluate and refine their proposed project as it progresses. Changes impacting the agreed upon Statement of Work must be coordinated with ETA. A primary evaluation function will be performed by DOL. Therefore, proposals need not identify evaluation strategies.

Grant funds are available under both Title III and IV of JTPA and will be used to serve disabled participants who may also qualify as dislocated workers.

Part III. Statement of Work

A. Project Design

Project designs should include demonstration sites in two or more states. Projects should be designed to: (1) test the effectiveness of project strategy in diverse state systems and potential for replication, (2) build on a variety of National efforts involving individual state workforce development systems, and (3) allow for analysis of different state/local service structures. Minimum cost per site shall be \$75,000.

Each grant application shall follow the format outlined below providing detailed information pertinent to each demonstration site.

1. Target Population

Participants for proposed project must be individuals with disabilities (i.e., physical, sensory, emotional, or mental functional impairments) as defined in the ADA regulations at 29 CFR, Part 1630.2. Describe characteristics of client population to which proposal is targeted including, where applicable: (1) specific type(s) of disability, e.g., psychiatric disorders, cerebral palsy, (2) specific subgroup of disabled population, e.g., minority, youth, older workers, (3) barriers to employment, e.g., medical

health coverage, (4) how project design proposes to address barriers, (5) why the project design will result in quality career and/or employment outcomes, and (6) what innovative and coordinated approaches will be utilized in serving the target population.

Project designs should address the needs of individuals with disabilities who are unable to obtain or retain employment or who are underemployed. Justifications should be provided for the selected target group that includes specific information on inability to obtain or retain employment and/or underemployment.

Proposals must also provide the following planning information on the participants to be served in project design, in total and by project site:

- The number of participants (identify reenrollments, if applicable),
- The number of participants who satisfy the criteria for JTPA Title III-funded programs,
- The age range of participants (e.g., under 22, 23–50, 51–65),
- The number of participants who receive Supplemental Security Income and/or Social Security Disability Income (SSI/SSDI),
- The number of participants to be referred by Vocational Rehabilitation Agencies.

Applicants may also provide other information about participants considered important such as educational level, number of minority or ethnic, etc.

Recruitment: Describe how target population will be recruited for participation at each site. Describe how outreach and recruitment addresses the overall design of the project. Identify how workforce development systems and consumer organizations are utilized in the recruitment process. In addition, the design should describe the interventions that would be undertaken to minimize periods of unemployment.

Eligibility: Describe the eligibility process for project participants. This includes the process for determining ADA qualification and verification process for Title III eligibility, if target population includes disabled individuals who are also dislocated workers.

Assessment: Describe the process for evaluating participants skill levels, education levels, career interests, accommodation requirements, training and services, and other barriers and needs. Narrative should identify whether assessment will be conducted by the awardee or another service provider.

2. Training and Supportive Services

The design should describe training and services to be provided from the time of selection of participants through placement in unsubsidized employment and follow-up. Description should include a rationale for activities and services in terms of overall project design, overcoming employment barriers of planned participants, and achieving quality employment outcomes. Narratives should provide a clear understanding of services and supports needed for successful placement and job retention. This description may include the Return-To-Work program, Plan for Achieving Self Support (PASS) program, Medicaid waivers, and other work related incentives. The design should also include information on how training and service design will improve long-term career potential for participants.

DOL/ETA is encouraging program designs utilizing innovative “work-first” strategies providing early entry into integrated and competitive work-settings. This approach may include on-the-job training, immediate job placement, post-placement training, and/or services. Program design should include post-placement follow-up of 30, 60, and 180 days.

The design must provide information on planned activities and services to participants including project total and total per site. This must include the number of participants to be served in job search assistance (only) basic educational training, job skill training, on-the-job training, work readiness and work experience, and post-placement training and job retention services. Planned participation in more than one activity should be noted, where applicable. Identify other sources of funds to be utilized for training or services to participants that is a part of the overall project design but will not be funded by DOL/ETA.

3. Employment Outcomes

Available Jobs: Based on labor market information, project design should describe jobs that are expected to be available to participants upon completion of training and placement services, probable wage levels, the potential for advancement, and career path. The design should, also, identify how and why job placement and retention for participant group will more likely occur as a result of the proposed project. Narrative should indicate what new employers and/or occupations are the focus of project design compared to applicants’ current

or previous grant programs, if applicable.

Provide information that indicates the availability of suitable jobs for participants, prevailing wage levels, career potential and opportunities for advancement. Include information on the number and type of jobs and the availability of qualified workers. Sources of information should be identified.

Special Wage Waivers Under Fair Labor Standards Act: Employment in jobs, and/or related training, approved for Special Minimum Wage Certificates under Part 525 of the Fair Labor Standards Act (FLSA), as amended, will not be considered as an allowable activity or outcome.

Organizations receiving FLSA special wage certifications must provide assurances and verification that FLSA special wage training and placement are not incorporated within proposed project design.

Planned Placements: The design must indicate how many placements in unsubsidized, competitive employment are expected to result from activities at each site. A description of the quality of these job placements should also be included. Because of project start-up, a high rate of job placement may not be a realistic outcome within the initial grant period. Information on participant flow from intake, assessment through placement should be provided indicating clearly when placement will occur.

Planned outcome information should be provided, including project total and total per site: (1) number of terminees completing program, (2) number of placements in unsubsidized employment, (3) number of placements in full time employment (35 hours per week or more), (4) the number of indirect placement, (5) the average hourly wage, and placements with durations of 180 days and more.

Applicants are also requested to provide an explanation, if applicable, on “temporary job” placements; and the extent to which program participants and/or recipients of SSDI/SSI are expected to transition to economic self-support in the mainstream workforce.

Applicants are requested to describe methods of ongoing assessment of “customer satisfaction” and how results will be used in project operation. The DOL Government Performance and Result’s Act (GPRA) Program Year (PY) 1998 goal for the disability grant program is an “entered employment rate” of 47 percent. If applicant does not anticipate achieving this competitive placement level, an explanation should

be provided on why this level may not be reached.

4. Innovation

Describe any innovations in the proposed project, including (but not limited to) innovations relating to the target population, delivery of services, training methods, job development, or job retention strategies. Describe new directions or approaches to address significant unemployment levels of people with disabilities. Explain how the proposed project: (1) will be applicable to disability issues of national scope; (2) is similar to or differs from the applicant's prior and current activities; and (3) does not duplicate existing employment and training program.

Because the information technology industry currently represents close to 50 percent of the nation's economic growth, applicants should consider how they might initiate the development of new collaborative processes at the regional and local levels, thereby leveraging private sector, school, and local government resources in order to expand workplace opportunities for individuals with disabilities.

5. Coordination and Linkages

Describe coordination with state and local utilities, consumer organizations, and/or others in the design and implementation of the proposed project. State/local One-Stop Career Center systems, School-to-Work initiatives, Welfare-to-Work programs, and Bureau of Apprenticeship Training programs should be included as partners, if applicable. Applications may also identify coordination strategies with Vocational Rehabilitation Agencies, educational institutions, and labor organizations.

Partnership efforts should deal with major employment obstacles of insufficient medical coverage and/or other barriers to employment (e.g., transportation, personal assistance needs, job coach requirements). Describe coordination efforts with Social Security return-to-work incentives (e.g., PASS, Impairment Related Work Expenses) see Social Security Act, section 1619(a) and (b)). Applicants should indicate the impact of proposed project on system changes underway and how non-grant funds are being leveraged. Identify funds are resources to be contributed to the project by the applicant and/or partnership entities. Evidence should be presented that demonstrates cooperation of coordinating entities. The design should include a reasonable method of assessing and reporting on the impact of

such coordination. Consultation with and/or review by appropriate labor organizations, where applicable, is encouraged and should be documented.

B. Management and Administration

1. Management Structure

Describe the management structure for the proposed project, including a staffing plan showing each position and the percentage of time assigned to the project. Provide an organizational chart showing the relationship between the management and operational components of the project and the overall organization. Include staff and operations projected for each demonstration site. Include resumes of current key staff. For each of the key staff not identified at the time of application, provide a job description or the qualifications sought for the position. Provide information on business advisory councils, board of directors, or other administrative structures of the organization, including current membership.

2. Program Integrity and Public Accountability

Describe the mechanisms to be used to ensure financial and program accountability in record keeping and reporting. The design must demonstrate oversight of project implementation, and progress benchmarks, for each site. Describe how the project will keep records of activities and satisfy the administrative requirements set out under 20 CFR 631.64, and at 29 CFR Part 95, 96, and 98.

The designs must include a comprehensive discussion describing in detail, types of information to be collected, methods and frequency of collections, and ways information will be used to implement and manage the program. The following must be covered:

- (1) Program data collection and reporting systems to determine the achievement of project outcomes,
- (2) Financial management system to ensure fiscal accountability in accordance with statutory, regulatory, and contractual requirements,
- (3) Communications processes and technology which will be utilized,
- (4) Administrative process for each project site, and
- (5) Grievance procedure.

3. Monitoring

Awardee will be responsible for monitoring and oversight of all activities under the grant. Identify the information on project performance and financial management to be collected on a short-term basis by project staff.

Describe the process, frequency, and rationale for frequency of on-site monitoring of each project site, including employer site visits, if applicable. Also, describe monitoring in terms of on-going evaluation of proposed project design. Describe the process and procedures to be used to obtain feedback from participants, employers, and any other appropriate parties on the responsiveness and effectiveness of the services provided.

4. Grievance Procedure

Describe the grievance procedure to be used for grievances and complaints from participants, contractors, and other interested parties, consistent with requirements at 20 CFR 631.64(c)(1).

5. Previous Project Management Experience

Provide objective evidence of the grant applicant's ability to manage such a project, ensure the integrity of the grant funds, and deliver the proposed performance. Indicate the grant applicant's past management experience, particularly regarding oversight and operating functions including financial management and relevant audit or grant reviews of the organization. Provide references and/or contact persons of former or current funding organizations.

C. Definitions

For the purpose of this demonstration project, the following definitions apply to the specified terms, as used in this SGA.

Dislocated Worker—See regulations as specified in See statutory definition pursuant to JTPA 301(a)(1) and the regulatory eligibility requirements at 20 CFR 631.1.3 (Federal Register September 2, 1994).

Long-Term Unemployment—includes a period of non-work (except for periodic periods of subsistence jobs) of four months up to five years. Prior employment which does not offer the opportunity for self-sufficiency of the individual or the individual's family will not preclude an individual's participation in this project under the requirement of "limited opportunities for employment or reemployment in the same area in which such individuals reside."

Severe Disability—See Vocational Rehabilitation Act regulations at 34 CFR Ch. III, Section 369.4 (7/1/97 edition).

Basic Education—Training activities designed to enhance the employability of participants by upgrading basic skills (e.g., General Equivalency Diploma (GED), remedial education or training in English language proficiency).

Job Skills—Training conducted in an institutional setting, and designed to provide individuals with technical skills and information required to perform a specific job or group of jobs (e.g., vocational technical school, community college, etc.).

On-the-Job Training (OJT)—Training provided to an individual hired first by the employer while he/she is engaged in productive work which provides knowledge or skills essential to the full and adequate performance of the job (See 20 CFR 632.78(b)).

Work Experience (WE)—A short-term or part-time work activity in the public or not-for-profit sector providing individuals, with opportunities to acquire skills and knowledge necessary to perform a job, including appropriate work habits and behaviors. (See 20 CFR 632.79(B)).

Job Search Assistance—This includes, but is not limited to:

- (1) Orientation to the world of work
- (2) Training/Job-related counseling and testing
- (3) Employability assessment (other than that involved during intake)
- (4) Job development
- (5) Job search assistance
- (6) Job referral and placement

Job Placement—Placement consisting of a minimum of 20 hours during one week of unsubsidized funding.

Post-Employment/Job Retention Services—Supportive services which may include, but is not limited to, post placement follow-up activities, work site evaluation and accommodation assistance, and training services provided following placement in unsubsidized, competitive employment.

Unsubsidized/Competitive Employment—Non-grant or supported employment which includes, entry into the Armed Forces (including entry onto active duty from Reserve and National Guard units), entry into employment in a registered apprenticeship program, self-employment, etc. Employment performed on a full-time or part-time basis in an integrated setting in which wages/salaries are at or above minimum wage. Employment with special wage provisions authorized under Title 29, Part 525 of the Fair Labor Standards Act are not considered unsubsidized nor competitive for the purpose of this grant.

Part IV. Government Requirements

A. Reporting Requirements

DOL intends to develop a standard for reporting in conjunction with awardees and general public as required by OMB. Applicants will be required to submit financial, program, and participant

reports on a quarterly, semi-annual or annual basis. Grantees will complete Quarterly Financial Reports (OFR) SF-269 and Quarterly Progress Reports (QPR). The QPR shall include both a narrative and statistical format. Specify in the QFR's "remarks" section, the amount spent for Title III. Also include an attachment outlining expenditures in the major categories (e.g., personnel, travel, supplies, equipment, contractual). An original and two copies of the QPR and the OFR will be sent not later than 30 days after the end of each quarter. In addition, Annual Participant and/or Program Service Reports may be required to obtain information on: (a) types of services provided, (b) number of clients served by disability, race, national origin, gender, age, SSI/SSDI, AFDC, and (c) the number of clients with a severe disability served. Detailed requirements for submitting these reports will be included in the grant award document.

B. Evaluation

The Department of Labor plans to conduct a quantitative and qualitative evaluation that provides an in-depth analysis and assessment of the grant program, including: (1) how project addressed barriers to employment by individual participants, e.g., health benefits, transportation, personal assistance needs, (2) improvements or changes to systemic linkages, (3) successful project design components that result in improved outcomes, and (4) the success of the program in achieving program objectives. The evaluation will be coordinated with awardees who must make available records on participants employers, and provide access to personnel and staff.

C. Departmental Oversight

DOL reserves the right to conduct programmatic and financial oversight/monitoring of grant and project sites.

D. Use of Federal Funds

Federal funds cannot be used to support activities which would be provided in the absence of these funds. Grant funds may cover only those costs which are appropriate and reasonable. Federal grant funds may only be used to acquire equipment which is necessary for the operation of the grant.

Grantees must receive prior approval from the DOL/ETA Grant Officer for the purchase and/or lease of any property and/or equipment as defined in "Grants and Agreements with Institutes of Higher Education, Hospitals and Other Non-Profit Organizations", codified at 29 CFR Part 95. Request for prior approval, if applicable, may be included

in the grant budget application or submitted after grant award.

Part V. Selection Criteria

Selection of awards will be made after careful evaluation of proposals by a panel of specialists. *Ratings will reflect the quality of documentation, justification, and evidence of activities included in the management and design of the projects.* Panelists will evaluate the proposals for acceptability based on responsiveness to the Statement of Work, with emphasis on the following:

A. Project Design (40 Points)

Proposals will be evaluated based on the extent to which the activities and/or services address the following:

- (1) Overcoming barriers to employment experienced by individuals in the target population,
- (2) Increasing the likelihood that individuals with disabilities will achieve sustained, quality employment at a living wage,
- (3) Providing opportunities for career advancement,
- (4) Incorporating "work-first" strategies,
- (5) Addressing skill shortages in the information technology industry,
- (6) Fulfilling a gap in current services delivery system,
- (7) Incorporating advanced skill levels or other approaches leading to long term employment and career potential
- (8) Incorporating innovative approaches and linkages with other service providers in the design of the project.

B. Management and Administration (25 Points)

Proposals will be evaluated based upon the following:

- (1) Applicants' management structure including a staffing plan, organization chart, operational components, etc.,
- (2) A time-line of the proposed schedule for implementing the program,
- (3) A description of the mechanism used to ensure financial and program accountability in record keeping and reporting,
- (4) A description of the monitoring system,
- (5) The qualifications of the persons designated for key executive, managerial, and technical positions,
- (6) The applicants capabilities to coordinate and form linkages with other organizations involved in serving the target population.

C. Target Population (20 Points)

Proposals will be evaluated based on the following:

- (1) Identification of specific group of individuals to be served who are

disabled and who face significant barriers to employment.

(2) Demonstration that the applicant understands the needs of the group to be served,

(3) Documentation that individuals in the identified target group are available in sufficient numbers,

(4) Recruitment process,

(5) Eligibility verification, and

(6) Assessment processes.

D. Previous Experience (15 Points)

Applicants will be evaluated on their experience in providing education, training and/or other employment-related services for individuals with disabilities. Consideration will be given to information regarding efforts to coordinate and form linkages with other organizations involved. Applicants will be evaluated on their experience in providing education, training and/or

other employment-related services for individuals with disabilities.

Consideration will be given to information regarding efforts to coordinate and form linkages with other organizations involved with the target population. Applicants must demonstrate, providing supporting information, that they have successfully organized, managed, and completed projects, and/or that they have projects with successful audit results, and have received funds from federal or other sources.

Panel results are advisory in nature to the Grant Officer who makes the final decision. Applicants are advised that discussions may be necessary to clarify any inconsistencies in their applications. The final decisions on awards will be based on what is most advantageous to the Federal

Government as determined by the Grant Officer. The Department may elect to award a grant without discussion with the applicant. Such award would be based on the applicant's proposal without alteration. The applicant's signature on the SF-424 constitutes a binding offer.

Signed at Washington, DC, March 24, 1998.

James C. De Luca,

Grant Officer, Office of Grants and Contracting Management, Division of Acquisition and Assistance.

Attachments

1. Appendix A—"Application for Federal Assistance" (Standard Form 424)
2. Part II—Budget Information
3. Financial Status Report Form (Standard Form 269)

BILLING CODE 4510-30-M

APPLICATION FOR FEDERAL ASSISTANCE

OMB Approval No. 0348-0043

1. TYPE OF SUBMISSION: Application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		2. DATE SUBMITTED		Applicant Identifier	
Preapplication <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		3. DATE RECEIVED BY STATE		State Application Identifier	
		4. DATE RECEIVED BY FEDERAL AGENCY		Federal Identifier	
5. APPLICANT INFORMATION					
Legal Name:			Organizational Unit:		
Address (give city, county, State and zip code):			Name and telephone number of the person to be contacted on matters involving this application (give area code):		
6. EMPLOYER IDENTIFICATION NUMBER (EIN): □□-□□□□□□□□			7. TYPE OF APPLICANT: (enter appropriate letter in box) <input type="checkbox"/> A. State H. Independent School Dist. B. County I. State Controlled Institution of Higher Learning C. Municipality J. Private University D. Township K. Indian Tribe E. Interstate L. Individual F. Intermunicipal M. Profit Organization G. Special District N. Other (Specify): _____		
8. TYPE OF APPLICATION: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es): <input type="checkbox"/> <input type="checkbox"/> A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration Other (specify): _____			9. NAME OF FEDERAL AGENCY:		
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: □□-□□□□ TITLE:			11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:		
12. AREAS AFFECTED BY PROJECT (cities, counties, States, etc.):					
13. PROPOSED PROJECT:		14. CONGRESSIONAL DISTRICTS OF:			
Start Date	Ending Date	a. Applicant		b. Project	
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?			
a. Federal	\$.00	a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE _____			
b. Applicant	\$.00	b. NO. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372			
c. State	\$.00	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW			
d. Local	\$.00				
e. Other	\$.00				
f. Program Income	\$.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?			
g. TOTAL	\$.00	<input type="checkbox"/> Yes If "Yes," attach an explanation. <input type="checkbox"/> No			
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.					
a. Typed Name of Authorized Representative		b. Title		c. Telephone number	
d. Signature of Authorized Representative				e. Date Signed	

Previous Editions Not Usable

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

Authorized for Local Reproduction

INSTRUCTIONS FOR THE SF 424

This is a standard form used by applicants as a required facesheet for preapplications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

- | Item: | Entry: | Item: | Entry: |
|-------|--|-------|--|
| 1. | Self-explanatory. | 12. | List only the largest political entities affected (e.g., State, counties, cities). |
| 2. | Date application submitted to Federal agency (or State if applicable) & applicant's control number (if applicable). | 13. | Self-explanatory. |
| 3. | State use only (if applicable) | 14. | List the applicant's Congressional District and any District(s) affected by the program or project. |
| 4. | If this application is to continue or revise an existing award, enter present Federal identifier number. If for a new project, leave blank. | 15. | Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate <u>only</u> the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15. |
| 5. | Legal name of applicant, name of primary organizational unit which will undertake this assistance activity, complete address of the applicant, and name and telephone number of the person to contact on matters related to this application. | 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. |
| 6. | Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service. | 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. |
| 7. | Enter the appropriate letter in the space provided. | 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.) |
| 8. | Check appropriate box and enter appropriate letter(s) in the space(s) provided.

- "New" means a new assistance award.
- "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date.
- "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. | | |
| 9. | Name of Federal agency from which assistance is being requested with this application. | | |
| 10. | Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is required. | | |
| 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 the project. | | |

PART II - BUDGET INFORMATION

SECTION A - Budget Summary by Categories

	(A)	(B)	(C)
1. Personnel			
2. Fringe Benefits (Rate %)			
3. Travel			
4. Equipment			
5. Supplies			
6. Contractual			
7. Other			
8. Total, Direct Cost (Lines 1 through 7)			
9. Indirect Cost (Rate %)			
10. Training Cost/Stipends			
11. TOTAL Funds Requested (Lines 8 through 10)			

SECTION B - Cost Sharing/ Match Summary (if appropriate)

	(A)	(B)	(C)
1. Cash Contribution			
2. In-Kind Contribution			
3. TOTAL Cost Sharing / Match (Rate %)			

NOTE: Use Column A to record funds requested for the initial period of performance (i.e. 12 months, 18 months, etc.); Column B to record changes to Column A (i.e. requests for additional funds or line item changes; and Column C to record the totals (A plus B).

INSTRUCTIONS FOR PART II - BUDGET INFORMATION

SECTION A - Budget Summary by Categories

1. Personnel: Show salaries to be paid for project personnel.
2. Fringe Benefits: Indicate the rate and amount of fringe benefits.
3. Travel: Indicate the amount requested for staff travel. Include funds to cover at least one trip to Washington, DC for project director or designee.
4. Equipment: Indicate the cost of non-expendable personal property that has a useful life of more than one year with a per unit cost of \$5,000 or more.
5. Supplies: Include the cost of consumable supplies and materials to be used during the project period.
6. Contractual: Show the amount to be used for (1) procurement contracts (except those which belong on other lines such as supplies and equipment); and (2) sub-contracts/grants.
7. Other: Indicate all direct costs not clearly covered by lines 1 through 6 above, including consultants.
8. Total, Direct Costs: Add lines 1 through 7.
9. Indirect Costs: Indicate the rate and amount of indirect costs. Please include a copy of your negotiated Indirect Cost Agreement.
10. Training /Stipend Cost: (If allowable)
11. Total Federal funds Requested: Show total of lines 8 through 10.

SECTION B - Cost Sharing/Matching Summary

Indicate the actual rate and amount of cost sharing/matching when there is a cost sharing/matching requirement. Also include percentage of total project cost and indicate source of cost sharing/matching funds, i.e. other Federal source or other Non-Federal source.

NOTE:

PLEASE INCLUDE A DETAILED COST ANALYSIS OF EACH LINE ITEM.

FINANCIAL STATUS REPORT
(Long Form)

(Follow instructions on the back)

1. Federal Agency and Organizational Element to Which Report is Submitted		2. Federal Grant or Other Identifying Number Assigned By Federal Agency		OMB Approval No. 0348-0039	Page of pages
3. Recipient Organization (Name and complete address, including ZIP code)					
4. Employer Identification Number		5. Recipient Account Number or Identifying Number		6. Final Report <input type="checkbox"/> Yes <input type="checkbox"/> No	
7. Basis <input type="checkbox"/> Cash <input type="checkbox"/> Accrual					
8. Funding/Grant Period (See instructions) From: (Month, Day, Year)		To: (Month, Day, Year)		9. Period Covered by this Report From: (Month, Day, Year)	
				To: (Month, Day, Year)	
10. Transactions:		I Previously Reported		II This Period	
				III Cumulative	
a. Total outlays					
b. Refunds, rebates, etc.					
c. Program income used in accordance with the deduction alternative					
d. Net outlays (Line a, less the sum of lines b and c)					
Recipient's share of net outlays, consisting of:					
e. Third party (in-kind) contributions					
f. Other Federal awards authorized to be used to match this award					
g. Program income used in accordance with the matching or cost sharing alternative					
h. All other recipient outlays not shown on lines e, f or g					
i. Total recipient share of net outlays (Sum of lines e, f, g and h)					
j. Federal share of net outlays (line d less line i)					
k. Total unliquidated obligations					
l. Recipient's share of unliquidated obligations					
m. Federal share of unliquidated obligations					
n. Total Federal share (sum of lines j and m)					
o. Total Federal funds authorized for this funding period					
p. Unobligated balance of Federal funds (Line o minus line n)					
Program Income, consisting of:					
q. Disbursed program income shown on lines c and/or g above					
r. Disbursed program income using the addition alternative					
s. Undisbursed program income					
t. Total program income realized (Sum of lines q, r and s)					
11. Indirect Expense					
a. Type of Rate (Place "X" in appropriate box) <input type="checkbox"/> Provisional <input type="checkbox"/> Predetermined <input type="checkbox"/> Final <input type="checkbox"/> Fixed					
b. Rate		c. Base		d. Total Amount	
				e. Federal Share	
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.					
13. Certification: I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.					
Typed or Printed Name and Title				Telephone (Area code, number and extension)	
Signature of Authorized Certifying Official				Date Report Submitted	

FINANCIAL STATUS REPORT
(Long Form)

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0039), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET.

Please type or print legibly. The following general instructions explain how to use the form itself. You may need additional information to complete certain items correctly, or to decide whether a specific item is applicable to this award. Usually, such information will be found in the Federal agency's grant regulations or in the terms and conditions of the award (e.g., how to calculate the Federal share, the permissible uses of program income, the value of in-kind contributions, etc.). You may also contact the Federal agency directly.

Item	Entry	Item	Entry
1, 2 and 3.	Self-explanatory.	10b.	Enter any receipts related to outlays reported on the form that are being treated as a reduction of expenditure rather than income, and were not already netted out of the amount shown as outlays on line 10a.
4.	Enter the Employer Identification Number (EIN) assigned by the U.S. Internal Revenue Service.	10c.	Enter the amount of program income that was used in accordance with the deduction alternative.
5.	Space reserved for an account number or other identifying number assigned by the recipient.	Note:	Program income used in accordance with other alternatives is entered on lines q, r, and s. Recipients reporting on a cash basis should enter the amount of cash income received; on an accrual basis, enter the program income earned. Program income may or may not have been included in an application budget and/or a budget on the award document. If actual income is from a different source or is significantly different in amount, attach an explanation or use the remarks section.
6.	Check yes only if this is the last report for the period shown in item 8.	10d.	e, f, g, h, i and j. Self-explanatory.
7.	Self-explanatory.	10k.	Enter the total amount of unliquidated obligations, including unliquidated obligations to subgrantees and contractors. Unliquidated obligations on a cash basis are obligations incurred, but not yet paid. On an accrual basis, they are obligations incurred, but for which an outlay has not yet been recorded. Do not include any amounts on line 10k that have been included on lines 10a and 10j. On the final report, line 10k must be zero.
8.	Unless you have received other instructions from the awarding agency, enter the beginning and ending dates of the current funding period. If this is a multi-year program, the Federal agency might require cumulative reporting through consecutive funding periods. In that case, enter the beginning and ending dates of the grant period, and in the rest of these instructions, substitute the term "grant period" for "funding period."	10l.	Self-explanatory.
9.	Self-explanatory.	10m.	On the final report, line 10m must also be zero.
10.	The purpose of columns I, II, and III is to show the effect of this reporting period's transactions on cumulative financial status. The amounts entered in column I will normally be the same as those in column III of the previous report in the same funding period. If this is the first or only report of the funding period, leave columns I and II blank. If you need to adjust amounts entered on previous reports, footnote the column I entry on this report and attach an explanation.	10n.	o, p, q, r, s and t. Self-explanatory.
10a.	Enter total gross program outlays. Include disbursements of cash realized as program income if that income will also be shown on lines 10c or 10g. Do not include program income that will be shown on lines 10r or 10s. For reports prepared on a cash basis, outlays are the sum of actual cash disbursements for direct costs for goods and services, the amount of indirect expense charged, the value of in-kind contributions applied, and the amount of cash advances and payments made to subrecipients. For reports prepared on an accrual basis, outlays are the sum of actual cash disbursements for direct charges for goods and services, the amount of indirect expense incurred, the value of in-kind contributions applied, and the net increase or decrease in the amounts owed by the recipient for goods and other property received, for services performed by employees, contractors, subgrantees and other payees, and other amounts becoming owed under programs for which no current services or performances are required, such as annuities, insurance claims, and other benefit payments.	11a.	Self-explanatory.
		11b.	Enter the indirect cost rate in effect during the reporting period.
		11c.	Enter the amount of the base against which the rate was applied.
		11d.	Enter the total amount of indirect costs charged during the report period.
		11e.	Enter the Federal share of the amount in 11d.
		Note:	If more than one rate was in effect during the period shown in item 8, attach a schedule showing the bases against which the different rates were applied, the respective rates, the calendar periods they were in effect, amounts of indirect expense charged to the project, and the Federal share of indirect expense charged to the project to date.

SF-269 Back (Rev. 7-97)