

hydrologic conditions of alluvial valley floors are protected according to the Act.

*Bureau Form Number:* None.

*Frequency of Collection:* Annually.

*Description of Respondents:* 10 surface coal mining operators who operate on alluvial valley floors.

*Total Annual Responses:* 10.

*Total Annual Burden Hours:* 1,000.

Send comments on the need for the collections of information for the performance of the functions of the agency; the accuracy of the agency's burden estimates; ways to enhance the quality, utility and clarity of the information collections; and ways to minimize the information collection burdens on respondents, such as use of automated means of collections of the information, to the following addresses. Please refer to the appropriate OMB control numbers in all correspondence.

**ADDRESSES:** Office of Information and Regulatory Affairs, Office of Management and Budget, Attention: Department of Interior Desk Officer, 725 17th Street, NW, Washington, DC 20503. Also, please send a copy of your comments to John A. Trelease, Office of Surface Mining Reclamation and Enforcement, 1951 Constitution Ave, NW, Room 210-SIB, Washington, DC 20240, or electronically to [jtreleas@osmre.gov](mailto:jtreleas@osmre.gov).

Dated June 19, 1998.

**Richard G. Bryson,**

*Chief, Division of Regulatory Support.*

[FR Doc. 98-16810 Filed 6-23-98; 8:45 am]

BILLING CODE 4310-05-M

## DEPARTMENT OF JUSTICE

### Foreign Claims Settlement Commission

[F.C.S.C. Meeting Notice No. 12-98]

#### Sunshine Act Meeting

The Foreign Claims Settlement Commission, pursuant to its regulations (45 CFR Part 504) and the Government in the Sunshine Act (5 U.S.C. 552b), hereby gives notice in regard to the scheduling of meetings and oral hearings for the transaction of Commission business and other matters specified, as follows:

**DATE AND TIME:** Friday, July 31, 1998, 10:00 a.m.

#### SUBJECT MATTER:

A. Oral Hearings on Objections to Proposed Decisions on claims against Albania, as follows:

10:00 a.m. Claim No. ALB-247 Stephen J. Pantos

11:00 a.m. Claim No. ALB-117 James Elias

B. Hearings on the Record on Objections to Proposed Decisions on claims against Albania, as follows:

1. Claim No. ALB-042 Xhani Femera, et al.

2. Claim No. ALB-072 Thomas M. Toma

3. Claim No. ALB-092 Thanasis A. Laske

4. Claim Nos. ALB-137 Klementina Sevo ALB-138 Marianthi Fili

5. Claim No. ALB-153 Bibi Xhemal Bejleri

6. Claim No. ALB-173 Marigo Vasiliades, et al.

7. Claim No. ALB-187 Helena Liolin

8. Claim No. ALB-203 Stavri G. Buri

9. Claim No. ALB-220 Gjergji Gjeli

C. Issuance of Proposed Decisions on claims against Albania.

**STATUS:** Open.

All meetings are held at the Foreign Claims Settlement Commission, 600 E Street, N.W., Washington, DC. Requests for information, or advance notices of intention to observe an open meeting, may be directed to: Administrative Officer, Foreign Claims Settlement Commission, 600 E Street, NW., Room 6002, Washington, DC 20579. Telephone: (202) 616-6988.

Dated at Washington, DC June 19, 1998.

**Judith H. Lock,**

*Administrative Officer.*

[FR Doc. 98-16940 Filed 6-22-98; 11:37 am]

BILLING CODE 4410-BA-P

## DEPARTMENT OF LABOR

### Employment and Training Administration

#### Grants and Cooperative Agreements; Availability, etc.: Postsecondary Education and School-to-Work Systems

**ACTION:** Notice inviting proposals to identify and develop intermediary entities that would serve as agents to connect schools, employers and other stakeholders involved in building School-to-Work (STW) systems.

**SUMMARY:** This notice contains all of the necessary information and forms to apply for grant funding. The Departments of Labor and Education jointly invite proposals for a new award in FY 98, as authorized under section 403 of the School-to-Work Opportunities Act of 1994 (the Act). The Departments believe that the long term effectiveness of STW partnerships is enhanced when there are convenient and effective mechanisms for connecting school based learning and

work based learning, as well as mechanisms for connecting the various STW stakeholders, particularly schools and employers. Further, the Departments believe that the capability of STW systems to be sustained beyond the life of the Act will be influenced by the identification, evaluation, and replication of intermediary entities that would serve as agents to connect schools, employers and other community stakeholders.

**DATES:** Applications will be accepted commencing June 24, 1998. The closing date for receipt of applications is August 10, 1998, at 4 P.M., (Eastern Time) at the address below.

**ADDRESSES:** Applications shall be mailed to Ms. Laura Cesario, U.S. Department of Labor, Employment and Training Administration, Division of Acquisition and Assistance, 200 Constitution Avenue, N.W., Room S-4203, Washington, D.C. 20210, Reference: SGA/DAA 98-013.

**FOR FURTHER INFORMATION CONTACT:** Questions should be faxed to Ms. Laura Cesario, Division of Acquisition and Assistance, Fax (202) 219-8739. This is not a toll-free number. All inquiries should include the SGA number (DAA 98-013) and a contact name and phone number. This solicitation will also be published on the Internet, on the Employment and Training Administration's Home Page at <http://www.doleta.gov>. Award notifications will also be published on this Home Page.

#### SUPPLEMENTARY INFORMATION:

##### I. Definition of Intermediary

Any entity or organization which brokers and supports relationships between schools and employers for the purpose of providing students with real work experiences. Intermediary organizations may recruit employers for schools, match students with work-based learning opportunities, provide technical assistance to teachers, employers, parents or other stakeholders, and help students connect what they are learning on the job with their classroom activities. Intermediary organizations may include, but are not limited to nonprofit organizations, Chambers of Commerce, workforce development or employment entities, or schools.

##### II. Background

###### *Status of Investments in STW Systems*

Building the capacity of key stakeholders to participate in STW systems at the community level is critical for STW sustainability. The strength of the STW framework is the

foundation of voluntary partnerships comprising key stakeholders that cross traditional boundaries of association. By statute, most of the Federal funds that a State receives in its implementation grant go to local partnerships. The law also provides direct federal funding for local partnerships that are ready to implement STW but are located in States that have not received implementation funds or are in their first year of implementation. To date, 105 communities have received either Local Partnership grants or Urban/Rural Opportunities Grants (UROG) and more than 900 additional local partnerships have been formed and funded through State implementation grant roll-out strategies.

UROGs provide direct federal funding in high poverty communities for the purpose of addressing the specific challenges of implementing STW systems in urban and rural locales. These initiatives are funded for 5 years. In the first round of competition in FY 1994, \$10 million was distributed to 21 partnerships. In FY 1995, \$7.5 million was awarded for continuation grants and an additional \$17 million was invested in 32 new partnerships. FY 1996 funds are being used to invest \$35 million in 30–40 new partnerships and in continued funding to grantees from rounds one and two.

It is evident, however, that the broad range of work-based learning opportunities that are an essential component of STW are dependent on wide ranging participation of employers. A recent study indicates that employers are participating in greater numbers and that as many as 25% of the nation's employers are involved in some small way in STW. However, the same study indicates that most employers are participating in narrow areas of work-based learning such as job shadowing and mentoring. Employers can learn about and take advantage of STW initiatives. Schools, with dedicated personnel, can take better advantage of the employer resources necessary for the range of work-based learning opportunities appropriate for an effective STW system characterized by strong community partnerships.

Two other circumstances reinforce the urgency of investments in the formation and the long term effectiveness of community STW partnerships. First, early surveys of STW partnerships conducted through the National School-to-Work Evaluation revealed that only a small percentage of local STW partnerships were engaged in all three primary STW components: school-based learning, work-based learning, and connecting activities. Difficulties

connecting these components was cited as a common theme, as was logistical problems associated with linking partners with diverse agendas and constrained available time to devote to establishing and nurturing these linkages. Second, the National School-to-Work Advisory Council, in its most recent meetings, strongly recommended that a greater emphasis needs to be placed on these connecting activities if sustainability is to be achieved in STW systems. The Council specifically recommended future investments in the identification, evaluation and replication of intermediary entities that would serve as agents to connect schools, employers and other community stakeholders.

Therefore, one new comprehensive, targeted investment for FY 97 is being funded that promotes, identifies, strengthens and informs STW partnership formation and sustainability through the use of intermediary entities.

### III. Statement of Work

#### *Required Areas of Effort*

The successful applicant will assume the lead responsibility for coordination and technical support designed to build the capacity of local communities to: (1) identify intermediary connecting activities, and (2) identify the appropriate community resources to serve as intermediary connections to STW stakeholders. The applicant must provide evidence that the needs of all youth, as defined in the Act, are addressed. The Departments are particularly interested in intermediary relationships through which students participate in STW systems and are not limited by educational or categorical labels. Based on lessons learned from previous national investments, the status of STW systems development, and the urgency of sustaining STW systems, the Departments believe it is necessary to approach the enhancement of intermediary entities that connect STW community partners by requiring the successful applicant to demonstrate concerted effort in the following five activities:

1. *Identify, catalogue, and assess at least 50 examples of STW intermediary activities in established local partnerships.* The nature of intermediary connectors is potentially as varied as each of the communities in which STW systems have been implemented. The Departments are aware that these connectors include a range of diverse entities, including business driven organizations such as, chambers of commerce, existing nonprofit community based

organizations, workforce development agencies, central labor councils, and specially created entities to address STW connecting activities. Thus, the Departments are interested in learning more about the nature of these entities: who governs them, how they relate to the community of STW stakeholders, how they gauge their own effectiveness, and what populations are served. Applicants should describe how they will organize the task of identifying and selecting effective STW intermediary activities, how effectiveness will be assessed, and how the critical common features of each will be identified to inform the development of a replicable intermediary framework (see Activity 2). In addition, the applicant should describe how the information will be categorized.

2. *Develop a replicable design of key components of intermediary operation.* Based on identified effective practices gleaned from the sample local partnerships described above, and the relevant literature in the field, the Departments are interested in the development of a replicable design framework from which communities can develop a plan for sustainable intermediary connecting activities in their STW systems. At minimum, this framework should include a description of participating intermediary connectors, a categorization of the qualities of effective intermediary entities, how they are administered, how STW stakeholders contribute to and interact with these entities, how they measure their effectiveness, and how the needs of diverse populations are addressed. The successful applicant will also be expected to actively disseminate the design framework including targeted training sessions, technical assistance institutes, electronic media, publications, conferences and other related means.

3. *Provide intensive Technical Assistance (T.A.) to established STW partnerships to develop effective intermediaries.* Through a well defined process, the successful applicant will be expected to select no fewer than 25 local partnerships that will receive targeted and concentrated technical assistance on intermediary establishment or enhancement. When selecting a local partnership the following factors need to be considered: (1) Are key STW stakeholders represented at the partnership level? (2) Are the needs of all students being addressed? (3) Are intermediaries present in the community and if so, do they offer the potential of connecting school and work? (4) If the intermediary is well established, clear delineations of the

enhancement activities also should be presented.

4. *Establish a framework to assist intermediaries in serving all students.* Based on information obtained and detailed through TASK #1, and the field at large, identify gaps in services to students not typically served by the intermediary. This could include populations such as students with disabilities, academically talented students, or youth who are out of school. The framework should reflect needed supports and accommodations, curricula modifications and other assistance as appropriate. This information should be packaged to assist those currently providing intermediary assistance, built into the TA activities with the 25 local partnerships identified in TASK #3 and be included in the development of a replicable design in TASK #2.

5. *Identify and convene community leaders/Community Based Organizations.* The Departments recognize that replicable and sustained intermediary connecting activities will require knowledgeable community leaders and respected, effective Community Based Organizations (CBOs). The successful applicant will therefore be expected to hold at least two national forums for the purposes of convening CBOs and other organizations in the community representing key STW stakeholders, such as local chambers of commerce, central labor councils, and boards of education. These forums should include an interactive format that uses key features of effective intermediaries identified in Activity 2 as an organizing framework. Opportunities should be provided for attendees to learn about communities where exemplary intermediary sites have been identified by the applicant. Key components to their success will be shared and barriers will be identified.

#### IV. Eligible Applicants

National non-profit organizations, business organizations, or associations experienced in building the capacity of STW systems nationally who can demonstrate the ability to enlist the support and active participation of key STW stakeholders such as education, business, organized labor, parents, and community based organizations. Potential applicants, however, should note the Departments' priority in seeking applications supported by a consortium of organizations. In preparing the proposal, please use the following headings and respond to the information in each of the following categories.

#### 1. Project Description

Summarize the scope of the project, outline how its activities will relate to the five required areas of activity described in the previous section, and provide succinct and measurable project objectives.

#### 2. Operational Plan

Provide a detailed workplan that includes a description of the proposed activities matched to the objectives presented in the Project Description, with accompanying time lines and individuals responsible. Provide an organizational structure and clear management plan detailing the staff and organizational resources to be devoted to the project. The applicant should clearly, and in detail, show how the proposed work will address each of the activities that are described in the section Required Effort. The time lines should indicate what activities and related results are anticipated for the 18 month funding period and, if continued, what activities and results would be anticipated for future optional funding.

#### 3. Results

The applicant should provide specific and quantifiable outcomes that are anticipated from the proposed plan of activities. In identifying outcomes, the offeror should also explain how it will collect data, document results and use these results to inform its ongoing operating plan.

#### 4. Capability

The applicant should demonstrate the capability of the organization or consortium and the key staff assigned to undertake the workplan, including examples of prior related efforts that demonstrate accomplishment in developing, implementing, managing and/or researching, and evaluating intermediary relationships in STW. The offeror should also show knowledge of integrating categorical systems in the intermediary process, as well as, knowledge and experience with business/education partnership development and management.

#### V. Funding Availability and Period of Performance

The Departments expect to make one award for approximately \$1,500,000. The period of performance will be for 18 months from the date the grant is awarded. The Departments may, at their option, provide additional funds beyond the 18 months, depending on funding availability and performance of the offeror.

#### VI. Application Submittal

Applicants must submit four (4) copies of their proposal, with original signatures. The applications shall be divided into two distinct parts: Part I—which contains Standard Form (SF) 424, "Application for Federal Assistance, (Appendix A) and Budget Information Sheet," (Appendix B). All copies of the SF 424 MUST have original signatures of the legal entity applying for grant funds. Applicants shall indicate on the SF-424 the organization's IRS status, if applicable. According to the Lobbying Disclosure Act of 1995, Section 18, an organization described in Section 501(c) 4 of the Internal Revenue Code of 1986 which engages in lobbying activities shall not be eligible for the receipt of federal funds constituting an award, grant, or loan. The Catalog of Federal Domestic Assistance number is 17.249. In addition, the budget shall include—on a separate page(s)—a detailed cost break-out of each line item on the Budget Information Sheet. Part II shall contain the program narrative that demonstrates the applicant's plan and capabilities in accordance with the evaluation criteria contained in this notice. Applicants must describe their plan in light of each of the Evaluation Criteria. Applicants MUST limit the program narrative section to no more than 30 double-spaced pages, on one side only. This includes any attachments. Applications that fail to meet the page limitation requirement will not be considered.

#### VII. Late Applications

Any application received after the exact date and time specified for receipt at the office designated in this notice will not be considered, unless it is received before awards are made and it—(a) was sent by 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 mailed/post marked by the 15th of that month); or (b) was sent by the U.S. Postal Service Express Mail next Day Service to addresses not later than 5:00 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. The term "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.

### VIII. 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 4:00 P.M., (Eastern Time), on the closing date at the specified address. **TELEGRAPHED AND/FAXED APPLICATIONS WILL NOT BE HONORED.** Failure to adhere to the above instructions will be a basis for a determination of nonresponsiveness. 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.

### IX. Review Process

A careful evaluation of applications will be made by a technical review panel who will evaluate the applications against the criteria listed below. The panel results are advisory in nature and not binding on the Grant Officer. The Government may elect to award the grant with or without discussions 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. Awards will be those in the best interest of the Government.

1. The extent to which the applicant outlines a clear and detailed plan of operation. (40 points)

- Does the plan provide clear strategies for addressing the tasks specified under required efforts?
- Is the plan likely to result in the identification of effective intermediary practices; result in the development and enhancement of intermediary activities in 25 STW communities; and establish a framework for serving all youth; and likely to engage key STW stakeholders?
- Are the outcomes proposed specific and replicable?

- Does the proposal provide an organizational structure and clear management plan detailing staff and organizational resources to be devoted to this project?

- Does the plan include a comprehensive dissemination strategy that reaches all key stakeholders.

2. The extent to which the applicant demonstrates the capability and capacity to meet the requirements of this solicitation. (30 points)

- Does the organization provide examples and documentation of prior related accomplishments in developing, implementing, managing, researching and evaluating intermediary relationships in STW?

- Do the organizations participating reflect a broad range of school-to-work stakeholders?

- Are the roles and activities of stakeholder organizations clearly defined?

- Does the organization possess the capability to develop and disseminate technical assistance?

- Does the organization demonstrate knowledge of integrating categorical systems in the intermediary process?

3. The extent to which the applicant demonstrates the willingness and ability to engage and convene other organizations that are critical to the success of engaging and developing intermediaries in School-to-Work system building efforts. (20 points)

- Does the applicant propose specific activities that are likely to result in strategic alliances with key STW stakeholders, including but not limited to business, organized labor, public and private sector entities and community based organizations?

- Does the applicant show relevant past experience in collaborating with national, state and local groups involved with education and workforce development efforts?

- Does the applicant possess a wide range of experience in convening conferences that bring together disparate groups?

- Does the organization demonstrate extensive knowledge with business/education partnership development and management?

4. The overall ability of the applicant's plan to evaluate its activities and use its results to inform the ongoing plan. (10 points)

- Is the plan for evaluation clearly tied to clear objectives and specific outcomes?

- Is there a clear mechanism for adjusting the work plan based on results?

- Are there clear descriptions of the type of data to be collected and a clear data collection plan?

The grants will be awarded based on the applicant response to the above mentioned criteria and that which is otherwise advantageous to the Departments.

### XI. Reporting Requirements

Once a grant is awarded, the awardee will be required to submit reports on a quarterly basis; a Standard Form 269 (financial status report), and a narrative report (in a format to be determined). A final report will be required at the conclusion of the project. Location of model sites and sites to receive technical assistance are to be submitted to the Grant Officer's Technical Representative (GOTR), identified in the grant award document, for approval before commencing any activities. Conference plans and all products including publications shall be submitted for review to the National S-T-W Office to ensure alignment and collaboration with ongoing national activities.

Signed in Washington D.C., this 18th day of June, 1998.

**Janice E. Perry,**

*Grant Officer.*

**Appendix A: SF Form 424—  
Application Form**

**Appendix B: Budget Information Form**

BILLING CODE 4510-30-P

## APPENDIX A

OMB Approval No. 0348-0043

APPLICATION FOR  
FEDERAL ASSISTANCE

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):  <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div>			7. TYPE OF APPLICANT: (enter appropriate letter in box) <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District H. Independent School Dist. I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify): _____		
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): <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> A. Increase Award D. Decrease Duration B. Decrease Award Other (specify): _____ C. Increase Duration			9. NAME OF FEDERAL AGENCY:		
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:  <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div>			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:   |  |
|-------|--|--|
| 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.<br><br>- "New" means a new assistance award.<br>- "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date.<br>- "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.   |  |

## APPENDIX B

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 ON BACK OF FORM)

**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.**