

DEPARTMENT OF JUSTICE**Office of Justice Programs****Office for Victims of Crime****Agency Information Collection Activities; Proposed Collection; Comment Request**

ACTION: Notice of information collection under review; Reinstatement, with no change, of a previously approved collection for which approval has expired; Victims of Crime Act, Crime Victim Assistance Grant Program, Subgrant Award Report.

The proposed information collection is published to obtain comments from the public and affected agencies. Comments are encouraged and will be accepted until November 2, 1998. Request written comments and suggestions from the public and affected agencies concerning the proposed collection of information. Your comments should address the following points:

- (1) Does the proposed information collection instrument include all relevant program performance measures?
- (2) Does the proposed information to be collected have practical utility?
- (3) Does the proposed information to be collected enhance the quality, utility, and clarity of the information to be collected; and
- (4) Minimize the burden of the collection of information on those who are to respond, including through the use of appropriate automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses.

If you have additional comments, suggestions, or need a copy of the proposed information collection instrument with instructions, or additional information, please contact the Office of Management and Budget, Office of Regulatory Affairs, Attention: Department of Justice Desk Officer, Washington, DC 20530. Additionally, comments may be submitted to OMB via facsimile to (202) 395-7285. Comments may also be submitted to the Department of Justice (DOJ), Justice Management Division, Information Management and Security Staff, Attention: Department Clearance Officer, Suite 850, 1001 G Street, NW, Washington, DC 20530. Additionally, comments may be submitted to DOJ via facsimile to (202) 514-1534.

The proposed collection is listed below:

(1) *Type of information collection.* Reinstatement, with no change, of a previously approved collection for which approval has expired.

(2) *The title of the form/collection.* Victims of Crime Act, Crime Victim Assistance Subgrant Award Report.

(3) The agency form number if any, and the applicable component of the Department sponsoring the collection. Form: OJP Admin Form 7390/2A (rev. 11-95). Office for Victims of Crime, 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 government. Other: None.

(5) An estimate of the total number of respondents and the amount of time estimated for an average respondent to respond: 53 respondents to complete a 3 minute subgrant award report, however a State can be responsible for entering subgrant data for as many as 186 programs to as few as 10 programs. Additionally, 4 respondents will be submitting 14 subgrant award reports manually, estimated time 2 hours per report.

(6) An estimate of the total burden (in hours) associated with the collection: The combined estimated total hours (manual and electronic submission) for the 57 respondents to submit information is 189 hours (150 electronic submissions +28 hours manual submissions).

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

Dated: August 27, 1998.

Robert B. Briggs,

Department Clearance Officer, United States Department of Justice.

[FR Doc. 98-23567 Filed 9-1-98; 8:45 am]

BILLING CODE 4410-18-M

DEPARTMENT OF LABOR**Employment and Training Administration**

ACTION: Notice Inviting Proposals for Youth Offender Demonstration Projects.

SUMMARY: This notice contains all of the necessary information and forms to apply for grant funding. The U.S. Department of Labor, Employment and Training Administration is authorized to award grants to provide services aimed at youth who are or have been

under criminal justice supervision or involved in gangs. In setting aside these funds, Congress noted "the severe problems facing out-of-school youth in communities with high-poverty and unemployment and the inter-relatedness of poverty, juvenile crime, child abuse and neglect, school failure, and teen pregnancy." The Department of Labor (DOL) has worked with the Office of Juvenile Justice and Delinquency Prevention (OJJDP) in the Department of Justice (DOJ) in deciding to use these funds for three categories of projects to serve youth offenders. They are, I. Model Community Projects; II. Education and Training for Youth Offenders Initiatives; and III. Community-Wide Coordination Projects.

All proposals must be submitted by the Service Delivery Area (SDA). Applicants can only apply under one of these categories which must be clearly identified on the face sheet of the application.

DATES: Application will be accepted commencing September 2, 1998. The closing date for receipt of applications is December 1, 1998, at 4 P.M. (Eastern Time) at the address below.

ADDRESSES: Applications must be mailed to Ms. Denise Roach, 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 98-015.

FOR FURTHER INFORMATION CONTACT: Question should be faxed to Ms. Denise Roach, Division of Acquisition and Assistance, Fax (202) 219-8739. This is not a toll-free number. All inquiries should include the SGA number (DAA 98-015) 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 the Home Page.

SUPPLEMENTARY INFORMATION: Funding for these awards is authorized under the Job Training Partnership Act (JTPA), Title IV, Pilot and Demonstration. Applicants must clearly identify which category they are applying for. This information must appear on the face sheet of the application. It is strongly recommended that your application be submitted using the face sheet included in appendix "A", as this will greatly enhance our review process. As a condition for award, applicants must agree to participate in the DOJ evaluation of these demonstration effort.

Funding for this evaluation will be provided to an independent contractor by DOJ. Therefore, no funds awarded under this grant should be set aside for this purpose.

Demonstration sites will be required to collect and maintain participant records through administrative data so that this can be a learning experience for DOL and DOJ. In order to keep participant records, the Standardized Program Information Report (SPIR) required for JTPA Title II programs must be used. The DOJ evaluation will evaluate the process experiences in implementing this youth offender program. However if additional resources become available, the evaluator may also examine intermediate outcomes for the youth. Each applicant must provide an assurance that they will cooperate with the evaluator and provide access to the data necessary to the evaluation.

Category I—Model Community Projects

These demonstrations will be set in high-poverty neighborhoods where comprehensive, community-wide approaches to dealing with youth have already been established. Grant awards will be provided to set up a combination of gang prevention and gang suppression projects; alternative sentencing and community service projects for youth offenders; to support existing case management and job placement services for youth on probation or returning to the community from corrections facilities. These neighborhood-wide projects will then serve as models for other high-poverty, high-crime communities in the country.

Eligible Applicants

This award category will be limited to those SDAs that have received grants under DOL's Youth Opportunity Unlimited (YOU), Youth Fair Chance (YFC), or Opportunity Areas for Out-of-School Youth (OASY) demonstrations. Organizations that operate DOJ's Safe Futures or Comprehensive Community-Wide Approach to Gang Prevention, Intervention, and Suppression demonstrations, can also apply through their SDAs. These organizations should contact their Mayor's Office for a listing of the SDAs in their area. Applicants should outline how they will involve residents, youth and others of the community in planning and involvement in the effort.

Program Components

Grant funds must be used to build upon an existing system currently serving out-of-school youth, youth offenders or at-risk youth in gangs or

prone to joining gangs. Youth employment and developmental activities funded under this grant shall be used for a structured set of activities focused sharply on getting youth offenders and gang members ages 14–24 either into long-term employment at wage levels that will prevent future dependency and/or break the cycle of crime and juvenile delinquency that contributes to recidivism and non-productive activities. This overall strategy needs to be responsive to the particular problems of youth offenders and gang members in high-poverty areas. Efforts should be made to integrate youth into educational and alternative school programs when appropriate.

Any new service must also be developed and implemented focusing primarily on the needs of youth involved in the juvenile justice system and gangs. Employment, education, criminal justice and community-based youth programs should become an interrelated component of the project. In developing this interrelated system, grant funds shall be used to create a youth offender and gang prevention advisory board that participates in the coordination of all activities and provides input and community support to the project's leadership.

Investment of Applicant and Partners

Applicants should use partnerships both (1) to enhance the youth offender programs funded under this grant and (2) to provide complementary programs so as to link services within the target community and provide a diversity of options for all youth offenders within the target area. These partnerships must agree to:

- Implement a training and employment program for youth offenders and gang members in the target area.
- Coordinate with the private sector to develop a specified number of career-track jobs for target area youth offenders.
- Establish alternative sentencing and community service options for youth offenders and gang members in the target area.
- Expand gang suppression activities in the target area.
- Establish a gang prevention advisory board for the target area.

Funding Availability: The Department expects to award (5) grants approximately \$1.5 million each under this category.

Category #1 Rating Criteria: Each application under this category will be evaluated against the following rating criteria:

- Need in target neighborhood, as demonstrated by severity of gang problem, the number of youth offenders residing in target community and the inability for existing services to include youth offenders and gang members (35 points)
- Plan and capacity for conducting project including plan for preventing recidivism (40 points)
- Level of investments of schools and other public sector partners (10 points)
- Level of investments of private sector partners, including commitments for private-sector jobs (5 points)
- Linkages and coordination of services (10 points)

Category II—Education and Training for Youth Offenders Initiative

These projects would provide comprehensive school-to-work education and training within juvenile corrections facilities, and would also provide follow-up services and job placements as youth leave these facilities and returned to the community. Again, the comprehensive services developed under this project will serve as a model for other juvenile corrections facilities across the country.

Eligible Applicants

The State Juvenile Corrections Agency is the eligible applicants and should identify a juvenile corrections facility within their State where the project will operate. DOJ is considering a formal random assignment evaluation of the effectiveness of the enhanced services being provided under this category. Therefore, juvenile corrections facilities proposed as demonstration sites must have a minimum of 100 youth in residence.

Your application must show the involvement/commitment of the following partners: the SDA which is the administrative entity for Job Training Partnership Act program; the state School-to-Work partnership; the local School-to-Work Partnership to which a majority of the youth offenders will return if clearly defined; and representatives of major employer networks connected to the school-to-work effort.

Program Components

Grant funds shall be used to build upon an existing system currently serving youth offenders. Youth employment and developmental activities funded under this grant shall be used for a structured set of activities focused sharply on getting youth offenders and gang members ages 14–24 either into long-term employment at wage levels that will prevent future

dependency and/or break the cycle of crime and juvenile delinquency that contributes to recidivism and non-productive activities. This overall strategy needs to be responsive to the particular problems of youth offenders and gang members in juvenile corrections facilities.

Programs must be designed to raise the quality of work and learning for incarcerated juvenile offenders, and strengthen follow-up services and aftercare, including mentoring for youth returning to their communities by building connections to local workforce development and School-to-Work systems. This includes the development of a reformed and intensive corrections education program, vocational training with ties to vocational development and youth employment services. The jointly developed curriculum should include input from corrections education, the state School-to-Work partnership, local school districts and employer networks connected to the school-to-work effort. Projects are also encouraged to work with Job Corps centers. In the development of a school-to-work based education curriculum. This curriculum should be linked to the curriculum developed for the communities to which youth offenders will return once leaving juvenile corrections and structured in such a way as to enable the youth to transition from the institution to the community and continue in a sequential manner with their educational and vocational development.

Grant funds should be coordinated with existing programs to provide case management and aftercare for youth returning to communities from juvenile corrections to facilitate community reintegration, healthy lifestyle choices and educational success and skills development. In addition, grant funds may be used for staff and teacher training in order to facilitate an effective system of connected classroom-based and work based activities. The Federal Bonding Program and the Work Opportunity Tax Credit (WOTC) should be considered as necessary tools to assist with youth offender employment placements. Information regarding these programs will be made available upon award of his grant. Additional funding sources may include Juvenile Justice and Delinquency Prevention Act formula grants funds and Juvenile Accountability Incentive Block Grant (JAIBG) funds. JAIBG funds should be used to complement those available through this grant to upgrade training facilities within permanent juvenile corrections facilities.

Investment of Applicants and Partners

Applicants should use partnerships both (1) to enhance the youth offender program funded under this grant and (2) to provide complementary programs which make residence communities better able to provide after-care services for all returning youth offenders. The State recipient of a JAIBG award are strongly encouraged to contribute, in the form of a cash match, 10% of the total program cost, except when the JAIBG funds are used for construction of permanent corrections facilities. Partners under this category shall agree to:

- Implement a school-to-work program in the target juvenile corrections facility.
- Provide case management and after-care services to youth offenders returning to their communities.
- Develop linkages to local school-to-work efforts with assistance from the State School-to-Work Partnership.

Funding Availability: The Department expects to award (2) grants approximately \$1.125 million each for Education and Training for Youth Offenders Initiatives under this competition.

Category Rating Criteria: Each application for funding under this category will be reviewed and rated against the following criteria:

- Need in target juvenile corrections facility and state juvenile corrections system, as demonstrated by the effectiveness of current curriculum, the number of youth offenders who stand to benefit, and rate of recidivism (25 points)
- Plan and capacity for conducting project including aftercare services and plan for preventing recidivism (40 points)
- Level of investments of schools and other public sector partners including School-to-Work partnerships (15 points)
- Level of investments of private sector partners, including commitments for private-sector jobs (10 points)
- Recidivism prevention plan (10 points)

Category III—Community-Wide Coordination Projects

This program component will fund smaller grants for communities within small to medium-sized cities with high-poverty and high-crime. These projects will work with local youth service providers to develop linkages that will strengthen the coordination of prevention and recovery services for youth offenders. Linkages to existing community programs such as the Job Training Partnership Act (JTPA) year-

round youth training and summer jobs for at-risk youth, School-to-Work Programs, and other federal programs could contribute to juvenile crime prevention.

Eligible Applicants

Service Delivery Areas (SDAs) within high-crime communities with a population of at least 100,000 and not greater than 400,000 and a significant youth gang and youth crime problem are eligible to apply. Applicants should provide documentation from their local law enforcement agency showing support the existence of an existing or emerging gang problem and other serious youth crime problems. The SDA is the administrative entity for Job Training Partnership Act programs.

Program Components

Grant funds shall be used to build upon an existing systems currently serving in-school and out-of-school youth, youth offenders or youth in gangs or prone to joining gangs. Youth employment and developmental activities funded under this grant shall be used for a structured set of activities focused sharply on getting youth offenders and gang members ages 14–24 either into long-term employment at wage levels that will prevent future dependency and/or break the cycle of crime and juvenile delinquency that contributes to recidivism and non-productive activities. This overall strategy needs to be responsive to the particular problems of youth offenders and gang members in high-poverty, high-crime areas. Efforts should be made to integrate youth into educational and alternative school programs when appropriate. The Federal Bonding Program and the Work Opportunity Tax Credit (WOTC) should be considered as necessary tools to assist with youth offender employment placements. Information regarding these programs will be made available upon award of this grant.

Investment of Applicants and Partners

Applicants should use partnerships both (1) to enhance the youth offender programs funded under this grant and (2) to provide complementary programs so as to make the target community an available service area for all youth offenders. Applicants also should agree to a good faith effort to continue projects started under this grant beyond the 24-month grant period. Partners should also agree to:

- Build upon existing employment and training, recreation, conflict resolution and other youth crime and

gang prevention programs to include youth offenders and gang members.

- Establish alternative sentencing and community service options for target area youth and gang members.
- Establish or continue gang suppression activities within the target area.

Funding Availability: The Department expects to award six (6) grants approximately \$300,000 each to Community-Wide Coordination Projects under this competition.

Category Rating Criteria: Applications received for funding under this category shall be rated against the following criteria:

- Need in target neighborhood, as demonstrated by severity of gang problem, the number of youth offenders residing in target community (30 points)
- Plan and capacity for conducting project including plan for preventing recidivism (30 points)
- Level of investments of schools and other public sector partners (10 points)
- Level of investments of private sector partners, including commitments for private-sector jobs (10 points)
- Current youth offender programs and youth crime prevention strategies (10 points)
- Linkages and coordination of services (10 points)

Period of Performance: The period of performance for all grants awarded under this competition will be for 24 months from the date the grant is awarded.

Application Submittal

All applicants must submit an original and three (3) 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, and Budget Information Sheet.” (See appendix “A”). 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 technical proposal 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 Rating Criteria. Applicants MUST limit the program narrative section to no more than 10 double-spaced pages, on one side only. This includes any attachments. Applications that fail to meet the page limitation requirement may not be considered.

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 address 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.

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.

Review and Selection Process

A careful evaluation of applications will be made by a technical review panel who will evaluate the applications against the established criteria under each Category. 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. The final decision on awards will be based on what is most advantageous to the Federal Government, taking into account factors such as geographic diversity, mix of EZs and ECs, and demographic characteristics.

Signed this 28th day of August, 1998.

Janice E. Perry,

Grant Officer, Department of Labor, ETA.

BILLING CODE 4510-30-P

Attachments

Appendix "A"

FACE SHEET

Application for Funding Under SGA/DAA 98-015

"Youth Offenders Demonstration Project"

Name of Applicant: _____

Contact Person: _____

Phone Number: _____

Category: (Please check one)

___ Category I - Model Community Projects

___ Category II - Education & Training for Youth Offenders Initiatives

___ Category III - Community-Wide Coordination Projects

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): <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			7. TYPE OF APPLICANT: (enter appropriate letter in box) <input type="checkbox"/> A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District H. Independent School Dist. I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify): _____		
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: <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 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	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?			
e. Other	\$.00	<input type="checkbox"/> Yes If "Yes," attach an explanation. <input type="checkbox"/> No			
f. Program Income	\$.00	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.			
g. TOTAL	\$.00	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. <i>Personnel</i>	\$	\$	\$
2. <i>Fringe Benefits (Rate %)</i>			
3. <i>Travel</i>			
4. <i>Equipment</i>			
5. <i>Supplies</i>			
6. <i>Contractual</i>			
7. <i>Other</i>			
8. <i>Total, Direct Cost (Lines 1 through 7)</i>			
9. <i>Indirect Cost (Rate %)</i>			
10. <i>Training Cost/Stipends</i>			
11. <i>TOTAL Funds Requested (Lines 8 through 10)</i>	\$	\$	\$

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

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

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 which you are required to provide with W2 forms.
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. Also include a detailed description of equipment to be purchased including price information.
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.