

Signed in Washington, D.C. this 26th day of February, 1996.

Russell T. Kile,

Acting Program Manager, Policy and Reemployment Services, Office of Trade Adjustment Assistance.

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BILLING CODE 4510-30-M

Job Training Partnership Act, Title III, Demonstration Program: High Wage Job Opportunities for Dislocated Workers Project

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 proposal is contained in this announcement. The U.S. Department of Labor (DOL), Employment and Training Administration (ETA), announces a demonstration program to test the concept of the direct involvement of business associations and labor organizations as an avenue for dislocated workers to secure high wage jobs, to be funded with Secretary's National Reserve funds appropriated through Title III of the Job Training Partnership Act (JTPA). This notice describes the process that eligible entities must use to apply for demonstration funds, how grantees are to be selected, and the responsibilities of grantees. It is anticipated that up to \$7 million will be available for funding demonstration projects covered by this solicitation with no project being awarded more than \$750,000. Funds cannot be used to duplicate services provided under another DOL agreement.

DATES: Applications for grant awards will be accepted commencing March 11, 1996. The closing date for receipt of proposals is April 30, 1996 at 2 p.m. (Eastern Time) at the address below.

ADDRESSES: Applications shall be mailed to: Division of Acquisition and Assistance, Attention: Brenda Banks, Reference: SGA/DAA 96-003, Employment and Training Administration, U.S. Department of Labor, Room S-4203, 200 Constitution Avenue, NW., Washington, DC 20210.

FOR FURTHER INFORMATION CONTACT: Brenda Banks, Division of Acquisition and Assistance, Telephone: (202) 219-7300 (this is not a toll-free number).

SUPPLEMENTARY INFORMATION: This announcement consists of four parts. Part I describes the authorities and purpose of the demonstration program and identifies the oversight policy. Part II describes the application process and

provides detailed guidelines for use in applying for demonstration grants. Part III includes the statement of work for the demonstration projects. Part IV identifies and defines the selection criteria which will be used in reviewing and evaluating applications.

Part I. Background

A. Authorities

Section 324 of the Job Training Partnership Act authorizes the use of funds reserved under Title III, Part B for demonstration programs of up to three years in length.

Applicants for grants must comply with all Federal and State laws in setting up their programs. For example, grantees must comply with requirements for licensing, funds may only be used for activities which are in addition to those which would otherwise be available, and they must obtain union concurrence when working within a labor agreement.

In order to assure long-term high wage opportunities, grant participants receiving training prior to placement must qualify for the appropriate national or State occupational certifications/licenses indicating that a recognized level of occupational competency has been achieved.

B. Purpose of the Demonstration

As authorized under Title III of JTPA, the Dislocated Worker Program provides a wide range of employment and training services to eligible dislocated workers to help them find and qualify for new jobs through an established service delivery network of States and substate grantees. This demonstration will look at how private-sector mechanisms and systems that have access to high wage job opportunities can offer an alternative response to the needs of the dislocated worker population.

A continuing concern of workers facing dislocation is the erosion of earnings resulting from starting over in a new career. By identifying high wage job opportunities, and effective methods of accessing those opportunities, this project can provide alternative approaches to that concern. Projects funded through this solicitation are to provide reemployment and/or retraining services—as described in Sections 314(c) and 314(d) of JTPA—to dislocated workers. Participants must be eligible dislocated workers under Section 301(a) of JTPA. Possible target populations served under the grant could include dislocated workers who have previously received high wages and are seeking to maintain that wage

level in their new job, or dislocated workers who have not had the skills or training necessary to earn high wages in their previous employment.

The purpose of this demonstration is to test an alternative response to the needs of dislocated workers by utilizing the services of entities, other than States and Substate Grantees (SSGs), that have access to jobs at wages greater than the average placement wage for JTPA Substate areas (SSAs) as calculated for the 1994 JTPA Program Year. The direct involvement of private sector applicants that are eligible under this demonstration will promote the identification of high wage job opportunities and the provision of the necessary services including recruitment, eligibility determination, basic readjustment and retraining services to enable dislocated workers to be placed in the identified job opportunities.

The following demonstration program goals will be required of the grantees: (1) the wage paid to the dislocated worker at placement must at a minimum exceed the SSA average wage at placement by 20 percent; (2) at least 80 percent of project participants must be employed at the targeted wage within 90 days after completing services under the project; and (3) at least 70 percent of the project participants will rate the services received as "very" or "extremely" helpful.

In order to obtain high-wage jobs, a greater investment in training and program services for each worker may be necessary. Therefore, with appropriate documentation, the cost per participant may be higher than under Title III formula programs operated in the same local area.

C. Technical Assistance and Oversight

DOL will provide technical assistance to grantees in establishing appropriate data collection methods and processes. In addition, DOL will establish, for each demonstration project site, an oversight group made up of Federal, State and other appropriate interested parties.

D. Definitions

Unless otherwise indicated in this announcement, definitions of terms used herein shall be those definitions found in the Job Training Partnership Act, as amended, particularly at Section 4 and Section 301.

E. Contact With State JTPA Substate Grantees

In order to ascertain the average wage at placement of the JTPA Title III Substate area where the grant applicant proposes to operate a demonstration, the

grant applicant may contact the State Dislocated Worker Unit (DWU) which administers the JTPA Title III program. A list of the phone numbers of the State DWUs can be found in Appendix C.

Part II. Application Process

A. Eligible Applicants

Eligible applicants for demonstration projects are employer associations, unions, trade associations and other organizations and institutions that can document: (1) Their access to employment opportunities in occupations for which there is a demand and at wages at least 20 percent greater than the average placement wage for the local JTPA Title III program; (2) the ability to deliver the services proposed; and (3) the management structure necessary to ensure the integrity of the funds requested (by meeting the standards for financial management and participant data systems as outlined in 20 CFR 627.425).

Individual employers, and current JTPA State and substate formula program grantees are not eligible grantees for this demonstration program (although they may participate).

Entities described in section 501(c)(4) of the Internal Revenue Code who engage in lobbying activities are not eligible to receive funds under this SGA. The new Lobbying Disclosure Act of 1995, Public Law No. 104-65, 109 Stat. 691, which became effective January 1, 1996, prohibits the award of federal funds to these entities if they engage in lobbying activities.

B. Contents

An original and three (3) copies of the proposal shall be submitted. The proposal shall consist of two (2) separate and distinct parts—Part I, the Financial Proposal, and Part II, the Technical Proposal.

1. Financial Proposal

The Financial Proposal, Part I, shall contain the SF-424, "Application for Federal Assistance" (Appendix A). The applicant shall indicate on the SF 424 the type of organization for which it qualifies under the eligibility criteria in part II.A, paragraph one. The Federal Domestic Assistance Catalog number is 17.246. The Project Line Item Budget Estimates (Appendix B, pages 1 and 2) are provided to assist applicants in the preparation of their cost proposal. The budget shall include on separate pages detailed breakout of each budget line item, including detailed administrative costs and costs for one or more of the following categories as applicable: basic readjustment services [Section 314(c)(1)-

14, 16-18) of JTPA], supportive services [Section 314(c)(15)], and retraining services [Section 314(d)] requested through this grant. For each budget line item, identify the source and amount of funds (if applicable) other than those requested by this application and include any restrictions that may apply to the use on these funds. (A suggested format is provided in Attachment 2).

Grant funds may cover only those costs which are appropriate and reasonable determined by OMB Circular A-122, Cost Principles for Nonprofit Organizations and Title III of the JTPA Regulations. Federal funds cannot be used to provide training which an employer is in a position to, and would otherwise, provide, nor can they be used to provide salaries for program participants. They can however be used for employer reimbursement of the extraordinary costs associated with on-the-job training (see 20 CFR 627.240 of the Job Training Partnership Act Regulations regarding used of JTPA grant funds for on-the-job training).

Federal funds may not be used for acquisition of production equipment. Applicants may budget limited amounts of grant funds to work with technical expert(s)/consultants to provide advice and develop more complete project plans. However, the level of detail regarding the project plan may affect the amount of funding provided.

2. Technical Proposal

The technical proposal shall demonstrate the offeror's capabilities in accordance with the Statement of Work in Part III of this solicitation. **NO COST DATA OR REFERENCE TO PRICE SHALL BE INCLUDED IN THE TECHNICAL PROPOSAL.**

C. Hand-Delivered Proposals

Proposals should be mailed no later than five (5) days prior to the closing date for the receipt of applications. However, if proposals are hand-delivered, they shall be received at the designated place by 2 p.m., Eastern Time on the closing date for receipt of applications. All overnight mail will be considered to be hand-delivered and must be received at the designated place by the specified time and closing date. Telegraphed and/or faxed proposals will not be honored. Proposals that fail to adhere to the above instructions will not be considered.

D. Late Proposals

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

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

(2) Was sent by U.S. Postal Service Express Mail Next Day Service—Post Office to Addressee, not later than 5 p.m. at the place of mailing two working days prior to the date specified for receipt of 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 either by the U.S. Postal Service registered or 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.

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

E. Withdrawal of Proposals

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

F. Period of Performance

The Period of Performance shall be 18 months from the date of execution by the Government. Delivery of services to participants will begin within 90 days of execution. Justification for later operation start date must be provided in the proposal.

G. Option to Extend

The Department may elect to add funds to the Grant for an additional year of operation, based on the availability of funds, successful program operation, and the needs of the Department.

H. Page Count Limit

Applications are to be limited to 25 single-side pages 8.5 in. x 11 in., single-spaced, with a maximum of 10 pages of attachments.

I. Cost Limitations

These demonstration grants are not subject to the cost limitations at Section 315 of JTPA. However, any offeror proposing administrative cost that exceed 15 percent of the budget and/or supportive services that exceed 25 percent of the funds requested in the application must provide a narrative justification.

J. Support of appropriate labor organization(s)

Documentation of consultation and support for the project concept from applicable labor organizations must be provided in accordance with Part III., Item F. Below.

Part III. Statement of Work

Each application should follow the format outlined below. For sections, A through G, the application should include: (1) information that responds to the requirements in this part; (2) information that indicates adherence to the provisions described in Parts I and II of this solicitation; and (3) other information the offeror believes will address the selection criteria identified in Part IV.

Note: If the offeror intends to serve dislocated workers in more than one labor market area, information required under A and B below should be provided for each area. Similarly to the extent that the program design differs for different geographic areas, information must be provided relative to each geographic area to be served.

A. Description of the Target Population

All project participants must be eligible dislocated workers as defined in Section 301(a) of the Job Training Partnership Act. Projects may target either or both of the two following groups of dislocated workers: (1) Low

wage earners who are to trained for and placed high wage jobs, or (2) high wage dislocated workers who are to be trained and placed in jobs that maintain their earning levels. Describe the dislocated worker target population, including the size, location(s), and the documented needs of this population relative to services to be provided in order to ensure placement in proposed high wage jobs. Explain the basis for the selection of high or low wage dislocated workers as the demonstration's target population. If the workers represent a particular industry or occupation, it should be noted in the application.

B. Description of the Targeted High Wage Jobs

1. Labor market condition— Documentation using labor market information appropriate to the geographic area to be served indicating that (a) the availability of a substantial number of job openings in targeted high wage occupations and that (b) a shortage of qualified workers exist to fill these documented openings.

2. Supply of competing job applicants— Assurance that the number of individuals receiving training (from all source—JTPA, secondary and post secondary vocational schools, proprietary schools, union apprenticeship programs, etc.) for these occupations are not in excess of the number of job openings projected within the next 12 months.

3. Identification of specific job openings— Applicants may document their access to firm job commitments by specific employers, or they may delineate a cogent job development strategy based on the characteristics of their organization and an analysis of the local labor market area. The degree to which this information is explicit will be taken into account in review of the proposal.

If all jobs that are projected to be filled are not available at the onset of the project, and explanation of how new job openings will identified and developed must be included. Note: Special credit will be given to opportunities for jobs in nontraditional occupations.

C. Project Design for the High Wage Job Opportunities for Dislocated Workers Demonstration

Describe the major project components listed below:

1. Outreach and recruitment of project participants: A description of how eligible dislocated workers will be identified and recruited for the targeted high wage jobs. Recruitment efforts may address public service communications

and announcements, use of media, staffing for this task, use of the Service Delivery Area and Community Based Organizations, etc., but must demonstrate successful experience in reaching the target population.

2. Eligibility determination: The name of the entity responsible for determination of Title III eligibility for participants entering the program. If the entity to determine eligibility will not be the local title III substate grantee, describe steps that will be taken to ensure proper documentation of the participants' eligibility.

3. Selection Criteria: A description of the criteria and process to be used in selecting those individuals to be served by the project from among the total number of eligible persons recruited for the project.

4. Services to be Provided: A description of the services to be provided from the time of selection for the project through placement in the high wage job. The description must indicate a clear understanding of what services and support will be necessary for the participants to successfully be placed in the high wage jobs, including services not funded under the grant, and ways to address participant financial needs during periods of training. Grant funded activities can include any activities listed in Section 314 (c) and (d) of the Job Training Partnership Act and should include at a minimum, assessment, retraining, job placement, and supportive services as well as relocation assistance, if applicable. A description of the provisions made for referral of participants who are unsuccessful in the project to other appropriate employment and training service providers should be provided.

Information must demonstrate that proposed training provider(s) are qualified to deliver training that meets appropriate employment standards and/or certification and licensing requirements. Such issues as past performance, qualifications of instructors, accreditation of certification of training curricula should be addressed where appropriate. In addition, describe how training will be customized to account for transferable skills and previous education. Costs of proposed retraining relative to the costs of similar training through other providers should be addressed.

5. Participant flow: A flowchart and timeliness to illustrate how the project will assure access to the necessary and appropriate reemployment and retraining services required to place recipients in the targeted high wage jobs. A description of the sequence of services and the criteria used to

determine the appropriateness of specific services for specific participants should accompany the flowchart. Please note if service choice options will be available to the participant.

D. Project Management

1. **Structure**—Describe the management structure for the project including a staffing plan which describes each position and the percentage of time assigned to this project.

2. **Program Integrity**—Describe the mechanisms to ensure financial accountability of grant funds, and performance accountability relative to job placements.

Specific references should be made to collecting information needed to: 1) determine the achievement of project outcomes as indicated in section F (including follow-ups of participants 90 days after leaving the program) and 2) the reporting of participants, outcomes, and expenditures.

3. **Monitoring**—

a. *Establishment of Project Implementation and Progress Benchmarks:*

Describe how the project will keep records of its activities as required in 29 CFR Parts 95 and 97 and 20 CFR 631.63 as appropriate, including benchmarks to indicate the planned implementation of the project which will provide:

—Quarterly implementation schedule of participant activity and quarterly cumulative expenditure projections (see Attachment 3).

—Start-up implementation events for each month that are necessary to achieve a fully operational project status (assume accomplishments by the end of the month specified).

b. *Participant progress:* A description of how a participant's continuing participation in the project will be monitored.

c. *Project performance:* Provide the information on project performance that will be collected on a short-term basis (weekly, monthly, etc.) by program managers for internal project management to determine if the project is accomplishing its objectives as planned or if project adjustments are necessary.

d. *Customer satisfaction:* A description of the process and procedures to be used to obtain feedback from participants and other appropriate parties on the responsiveness and effectiveness of the services provided. The description should include an identification of the types of information to be obtained, the method(s) and frequency of data

collection, and how the information will be used in implementing and managing the project. It is expected that grantees may employ focus groups and surveys, in addition to other methods, to collect feedback information.

Technical assistance in the design and implementation of customer satisfaction data collection may be provided by the Department of Labor.

4. **Previous project management experience.**—Provide an objective demonstration of the applicant's ability to manage the project, ensure the integrity of the funds, and deliver the proposed performance. Indicate the applicant's past experience in the management of grant-funded projects similar to that being proposed, particularly regarding oversight and operating functions including financial management.

E. Outcomes

Provide the following information for the project:

1. Planned number of participants.

2. Average Cost per participant (derived by dividing the amount of funds requested by the number of participants planned).

3. Planned number of program completions (the number of participants who complete the services provided by the grant).

4. Planned number of program-related placements (the number of participants who are placed in jobs related to the training or services funded by the grant).

5. Average wage at placement (at a minimum, must exceed the JTPA Substate Area Title III average wage at placement by 20 percent).

6. Placement rate (must achieve a placement rate of at least 80 percent within 90 days of completing the project) [derived by dividing the number of participants placed in jobs by the number of project participants enrolled in the project].

7. Cost per placement [derived by dividing the amount of the grant request by the number of placements].

8. Average wage at 13-week follow-up.

9. Job retention rate at 13-week follow-up.

10. Percentage of participants rating the services of the project "very" or "extremely" helpful.

F. Coordination

Documentation of consultation and support for the project concept from applicable labor organizations must be submitted when 20% or more of the targeted worker population are represented by a labor organization, or where the training is for jobs where a

labor organization represents a substantial number of workers engaged in similar work.

Part IV. Evaluation Criteria

Prospective offerors are advised that the selection of grantee(s) for award is to be made after careful evaluation of proposals by a panel selected by DOL. Panelists will evaluate the proposals for acceptability based upon the overall responsiveness to the Statement of Work, with emphasis on the various factors enumerated below, taking into consideration the extent to which funds are available. The panel results are advisory in nature and not binding on the Grant Officer.

1. *Documentation of High Wage Occupational Demand (20 points)*

The documentation of demand for the targeted high wage job, at the present time and in the future, is based upon reliable, recognized, and timely sources of information. The analysis of the labor market indicates a general understanding of the labor market in the area(s) where the project will operate.

Documentation that the supply of workers at the skill level for which training is to be provided is inadequate to meet the local labor market needs.

2. *Description of the Target Population to be Served (20 points)*

The description of the characteristics of the target group is clear and meaningful and sufficiently detailed to determine the potential participants' service needs. Documentation is provided that a significant number of dislocated workers who meet these characteristics are available for participation in the project area. Sufficient rationale is provided to understand how the number of dislocated workers to be enrolled in the project was determined.

The recruitment plan supports the number of planned enrollments.

3. *Service plan (35 points)*

The scope of services to be provided is adequate to meet the needs of the target population given (1) their characteristics; (2) the occupation(s) in which they are to be trained and (3) the length of program participation planned prior to placement.

The strategies of identifying job openings appear to be appropriate. Adequate provision has been made for job development and placement services are appropriate to the target population's needs.

Note: Special Consideration will be given for: (1) Recruitment and placement plans providing jobs in

nontraditional occupations and (2) specifically identified innovative approaches to training or other services.

4. Management Plan (15 points)

The applicant has successfully managed grants in the past. The project workplan demonstrates the applicant's ability to effectively track the progress of the project with respect to planned performance and expenditures. Sufficient procedures are in place to use the information obtained by the project operator to take corrective action if indicated. The proposal provides for a grievance process. The project operator has a method of assessing customer satisfaction and taking into account the results of such assessment in the project operations. Review by the appropriate labor organizations, where appropriate, is documented.

5. Cost (10 points)

Project costs are reasonable in relation to the characteristics of the target group,

the services to be provided, and the jobs in which the project participants will be placed. Sufficient justification is provided for cost per participant. Other resources have been leveraged to supplement this grant and involve a broader constituency of interested parties.

The proposed outcomes are cost effective, *e.g.*, placement rate, cost per placement, wage replacement rate, wage level achieved in comparison to local median wage, at a minimum, meet the minimum standards stated in this announcement.

Applicants are advised that discussions may be necessary in order to clarify any inconsistencies in their applications. The final decision on the award will be based on what is most advantageous to the Federal Government as determined by the ETA Grant Officer. The Government may elect to award grant(s) without discussion with the offeror(s). Award

would be based on the offeror's proposal without alteration. The offeror's signature on the SF-424 constitutes a binding offer.

Signed at Washington, D.C., this 5th day of March, 1996.

Janice E. Perry,

ETA Grant Officer.

Appendices

1. Appendix A—Application for Federal Assistance (Standard Form 424)
2. Appendix B—Project Line Item Budget Estimates, Pages 1 and 2
3. Appendix C—State JTPA Dislocated Worker Units Telephone Listing

Suggested Format Attachments

1. Attachment 1—Implementation and Performance Benchmarks
2. Attachment 2—Service Plan Matrix

BILLING CODE 4510-30-M

APPENDIX A

OMB Approval No. 0348-0043

APPLICATION FOR FEDERAL ASSISTANCE

1. TYPE OF SUBMISSION: <i>Application</i> <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction <i>Preapplication</i> <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		2. DATE SUBMITTED	Applicant Identifier																																										
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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)																																											
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Start Date	Ending Date																																												
14. CONGRESSIONAL DISTRICTS OF: a. Applicant b. Project																																													
15. ESTIMATED FUNDING: <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">a. Federal</td> <td style="width: 10%;">\$</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%; text-align: right;">.00</td> </tr> <tr> <td>b. Applicant</td> <td>\$</td> <td></td> <td></td> <td></td> <td style="text-align: right;">.00</td> </tr> <tr> <td>c. State</td> <td>\$</td> <td></td> <td></td> <td></td> <td style="text-align: right;">.00</td> </tr> <tr> <td>d. Local</td> <td>\$</td> <td></td> <td></td> <td></td> <td style="text-align: right;">.00</td> </tr> <tr> <td>e. Other</td> <td>\$</td> <td></td> <td></td> <td></td> <td style="text-align: right;">.00</td> </tr> <tr> <td>f. Program Income</td> <td>\$</td> <td></td> <td></td> <td></td> <td style="text-align: right;">.00</td> </tr> <tr> <td>g. TOTAL</td> <td>\$</td> <td></td> <td></td> <td></td> <td style="text-align: right;">.00</td> </tr> </table>		a. Federal	\$.00	b. Applicant	\$.00	c. State	\$.00	d. Local	\$.00	e. Other	\$.00	f. Program Income	\$.00	g. TOTAL	\$.00	16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE _____ b. NO. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372 <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
a. Federal	\$.00																																								
b. Applicant	\$.00																																								
c. State	\$.00																																								
d. Local	\$.00																																								
e. Other	\$.00																																								
f. Program Income	\$.00																																								
g. TOTAL	\$.00																																								
17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <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

APPENDIX A (Continued)

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 the 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 requested. | | |
| 11. | Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project. | | |

Appendix B - Project Line Item Budget

Expense Item	Cost Category				Total
	Administrati on	Basic Readjustment Services	Retraining	Supportive Services	
Staff Salaries*					
Staff Fringe Benefits -- _____ % of Salaries					
Staff Travel --Project Area: _____ --Other: _____**					
Communications					
Facilities (incl. rent, utilities, maintenance)					
Office Supplies					
Consumable Testing & Instructional Materials					
Tuition Payments					
OJT Reimbursements					

* Attach a list of staff positions and the number of Full-Time Equivalent (FTE) staff assigned to each for the project.

** Provide a description of out-of-project area staff travel and the rationale for such travel.

Project Line Item Budget Estimates - Continuation - 2

Expense Item	Cost Category				Total
	Administrati on	Basic Readjustment Services	Retraining	Supportive Services	
Equipment ---Use/Depreciation: _____ ---Purchase: _____ ---Lease: _____					
Tuition Payments					
QJT Reimbursements					
Supportive Services ---Child Care ---Transportation ---Health Services & Exams ---Tools ---Other Services					
Other****					
Indirect/Allocated Cost					
TOTAL					

*** Attach a list of equipment/furniture items with a unit cost of \$5000 or more to be purchased or leased, and, for purchased items, a justification for purchase vs. lease or use charges.
**** Attach a description of the types of expenses and services included in this item.

APPENDIX C

Dislocated Worker Units Telephone Listing

STATE	PHONE	STATE	PHONE
Alabama	(334) 242-5893	Nebraska	(402) 471-9903
Alaska	(907) 269-4658	Nevada	(702) 687-4310
Arizona	(602) 542-2484	New Hampshire	(603) 228-9500
Arkansas	(501) 682-3137	New Jersey	1-800-343-3919
California	(916) 654-9212	New Mexico	(505) 827-6846
Colorado	(303) 758-5020	New York	(518) 457-3101
Connecticut	(203) 566-7550	North Carolina	(919) 733-6383
Delaware	(302) 368-6913	North Dakota	(701) 328-2843
District of Columbia	(202) 673-4434	Ohio	(614) 466-3817
Florida	(904) 488-9250	Oklahoma	(405) 557-7294
Georgia	(404) 656-6336	Oregon	(503) 373-1995
Hawaii	(808) 586-9067	Pennsylvania	(717) 787-9282
Idaho	(208) 334-6303	Puerto Rico	(809) 754-5633
Illinois	(217) 785-6006	Rhode Island	(401) 277-3450
Indiana	(317) 232-7461	South Carolina	(803) 737-2601
Iowa	(515) 281-9013	South Dakota	(605) 773-5017
Kansas	(913) 296-7876	Tennessee	(615) 741-1031
Kentucky	(502) 564-5630	Texas	(512) 936-0345
Louisiana	(504) 342-7637	Utah	(801) 538-8757
Maine	(207) 287-3377	Vermont	(802) 828-4177
Maryland	(410) 767-2832	Virginia	(804) 786-3037
Massachusetts	(617) 727-8158	Washington	(206) 438-4611
Michigan	(517) 335-0056	West Virginia	(304) 558-1847
Minnesota	(612) 296-7918	Wisconsin	(608) 266-0745
Mississippi	(601) 949-2234	Wyoming	(307) 235-3601
Missouri	(314) 751-7796	U.S. Department of Labor, Office of Worker Retraining	(202) 219-5577
Montana	(406) 444-4500		

Attachment 1 Implementation and Performance Benchmarks

Performance Factor	Quarter (through mo./yr.)					
CUMULATIVE QUARTERLY PERFORMANCE GOALS						
Total Participants Enrolled						
Total Enrollments in Training						
-- Enrollments in Classroom Training						
-- Enrollments in OJT						
Total Program Completions						
Total Program-Related Placements						
Total Entered Employments						
Total Cumulative Expenditures	\$	\$	\$	\$	\$	\$

Attachment 2

Service Plan Matrix

Type of Service	Demonstration Grant Funds	Funds provided by the Grantee	State Title III and Substate Area Funds	Other Sources
BASIC READJUSTMENT SERVICES				
Outreach & Recruitment				
Orientation				
Job/Career Counseling				
Assessment & Service Plng.				
Job Search Skills/Asst.				
Job Development & Placement				
RETRAINING				
Basic/Remedial Education				
Literacy/ESL				
Classroom Vocational/Occupational				
On-the-Job				
SUPPORT SERVICES				
Transportation				
Child Care				
Financial/Personal Counseling				
Health Services & Exams				
Tools				
Other				

Instructions:

For the Demonstration Grant, Other Funds provided by Grantee, and State Title III and Substate Funds columns, for each service indicate whether service is being provided directly by the Project Operator (enter an "X"), or will be procured from other providers (enter a "Y").

For the Other Sources column, identify the specific funding sources being used to provide each applicable service with the following codes: 1=Employer (if not grantee); 2=Union (if not grantee); 3=Student Financial Aid; 4=Other Education/Training; 5=United Way or other Social Service Agencies; 6= Individual Participant; 7= Other