

(Reservoir) as a drinking water supply and the construction of a separate swimming lagoon (lagoon) within the existing reservoir footprint. A concrete-covered earthen berm would physically separate the lagoon from the main portion of the 80-acre reservoir. Water in the lagoon would be pumped, filtered, and treated to appropriate water quality standards for recreation use. This project would allow existing drinking water and swimming uses to continue at the Reservoir.

The action is proposed in response to an Order from the California State Department of Health Services requiring CCWD, as the water supplier, to either cease using the reservoir as a drinking water supply or eliminate body contact recreation activities occurring in it. The purpose of this action is to respond to the Order while allowing existing drinking water supply use to continue and maintaining the existing recreation activities at the Reservoir to the extent feasible. Recreation facilities at Contra Loma Reservoir are operated by the East Bay Regional Park District under an agreement with Reclamation.

Action alternatives evaluated in the DEIR/DEIS include construction of a water treatment plant, and connecting to East Bay Municipal Utility District's Mokelumne Aqueduct. No-Action alternatives evaluated include: (1) Stop use of the Reservoir for drinking water and allow body contact to continue, and (2) Stop use of the Reservoir for body contact activities and continue use as a drinking water supply.

Copies of the DEIR/DEIS are available for public inspection and review at the following locations:

- Contra Costa Water District at 2300 Stanwell Drive, Suite A in Concord, CA 94524; telephone: (925) 688-8312.
- Bureau of Reclamation, Program Analysis Office, Room 7456 at 1849 C Street NW in Washington DC 20240; telephone: (202) 208-4662.
- Bureau of Reclamation, Denver Office Library, Building 67, Room 167 at the Denver Federal Center, 6th and Kipling in Denver, CO 80225; telephone: (303) 445-2064.
- Bureau of Reclamation, Regional Director, Attention: MP-140 at 2800 Cottage Way in Sacramento, CA 95825-1898; telephone: (916) 978-5100.
- Natural Resources Library, U.S. Department of the Interior at 1849 C Street NW, Main Interior Building in Washington, DC 20240-0001.
- Antioch Branch Library at 501 W-18th Street in Antioch, CA 94509.
- Bay Point Branch Library at 205 Pacifica Avenue in Pittsburg, CA 94565.
- Pittsburg Branch Library at 80 Power Avenue in Pittsburg, CA 94565.

- Oakley Branch Library at 118 East Ruby in Oakley, CA 94561.
- Concord Branch Library at 2900 Salvio in Concord, CA 94519.
- Contra Costa County Public Library at 1750 Oak Park Boulevard in Pleasant Hill, CA 94523.

#### Hearing Process Information

CCWD staff will make a brief presentation to describe the proposed project, its purpose and need, alternatives considered, and scenarios for construction and operation. The public may comment on environmental issues addressed in the DEIR/DEIS. If necessary due to large attendance, comments will be limited to 5 minutes per speaker. Written comments will also be accepted.

Dated: January 13, 1999.

**Michael Ryan,**

*Acting Regional Director.*

[FR Doc. 99-1681 Filed 1-25-99; 8:45 am]

BILLING CODE 4310-94-P

#### INTERNATIONAL TRADE COMMISSION

##### Sunshine Act Meeting

**AGENCY HOLDING THE MEETING:** United States International Trade Commission.

**TIME AND DATE:** February 3, 1999 at 11:00 a.m.

**PLACE:** Room 101, 500 E Street SW, Washington, DC 20436.

**STATUS:** Open to the public.

**MATTERS TO BE CONSIDERED:**

1. Agenda for future meeting: none.
2. Minutes.
3. Ratification List.
4. Inv. Nos. 731-TA-777-779 (Final) (Certain Preserved Mushrooms from China, India, and Indonesia)—briefing and vote.
5. Outstanding action jackets:
  - (1.) Document No. GC-98-069: APO matters.
  - (2.) Document No. GC-98-071: APO matters.
  - (3.) Document No. GC-98-073: Disposition of respondents' petition to amend protective order in previous investigation (Inv. No. 337-TA-345) concerning Inv. No. 337-TA-414 (Certain Semiconductor Memory Devices and Products Containing Same).

In accordance with Commission policy, subject matter listed above, not disposed of at the scheduled meeting, may be carried over to the agenda of the following meeting.

By order of the Commission.

Issued: January 20, 1999.

**Donna R. Koehnke,**

*Secretary.*

[FR Doc. 99-1868 Filed 1-22-99; 2:36 pm]

BILLING CODE 7020-02-P

#### DEPARTMENT OF LABOR

##### Employment and Training Administration

##### Project Title: Local Job Vacancy Survey

**AGENCY:** Employment and Training Administration, Labor.

**ACTION:** Notice of availability of funds and solicitation for grant applications (SGA).

**SUMMARY:** This Notice contains all of the necessary information and required forms to apply for grant funding. The U.S. Department of Labor (DOL), Employment and Training Administration (ETA), announces the availability of funds for Service Delivery Areas (SDAs) and/or organizations that represent them (e.g., States, One-Stop Centers, partners) to participate in enhancing the One-Stop Career System. The demonstration program will be funded by the Wagner-Peyser Act. This notice provides information on the process that eligible entities must use to apply for demonstration funds, how grantees are selected, and the responsibilities of grantees.

**DATES:** The closing date for receipt of proposals is March 31, 1999, at 4:00 p.m. (Eastern Time).

**ADDRESSES:** Applications must be mailed to: U.S. Department of Labor, Employment and Training Administration, Division of Acquisition and Assistance, Attention: Reda Harrison, Grants Management Specialist, 200 Constitution Avenue, NW, Room S-4203, Washington, DC 20210, Reference: SGA/DAA 99-004.

**FOR FURTHER INFORMATION CONTACT:** Questions should be faxed to Reda Harrison, Grants Management Specialist, Division of Acquisition and Assistance, Fax (202) 219-8739. This is not a toll-free number. All inquiries should include the SGA number (SGA/DAA 99-004) 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:** The One-Stop/Labor Market Information (LMI)

Initiative is soliciting proposals, on a competitive basis, from Service Delivery Areas (SDAs) to fund the collection of localized job vacancy surveys. Applicants selected for award will be those who best delineate their innovative approaches to conduct the surveys. Proposals must demonstrate methods of how SDAs will cooperatively work with State and local One-Stops to produce localized job vacancy surveys that will be useful to One-Stop Career Centers. The announcement consists of four parts. Part I describes the application process for eligible applicants who wish to apply for grants funds. Part II provides the Government's Required Statement of Work. Part III describes the selection criteria for award. Part IV provides information regarding reporting requirements.

### Part I. Application Process

*A. Eligibility.* Eligible applicants are JTPA Service Delivery Areas (SDAs) and/or organizations that represent them, e.g., stakeholders, Human Resource Councils, PICs, local Workforce Investment Boards, and other local entities, or State Workforce Development Councils. Applicants must demonstrate how they will develop a good working relationship with the state Labor Market Information (LMI) or Research and Analysis (R&A) offices and the local One-Stop Center. Finally, applicants must have fiscal agents familiar with Department of Labor practices AND must be able to sustain the survey two years after ETA seed money expires.

*B. Period of Performance.* The Period of Performance will be for a 12-month period.

*C. Funding.* The Department anticipates awarding six (6) grants not to exceed \$75,000 each for a total of \$450,000. Applications that exceed \$75,000 will not be considered. Awards will be made on a competitive basis.

*D. Page Limitation.* Applicant's technical proposal shall be limited to 20 double-spaced, single-sided pages with 1-inch margins. Text type shall be at least 10 pitch or larger. Applications that do not meet these requirements will not be considered.

*E. Submission of Proposal.* An original and three copies must be received. Your proposal must be organized in the following manner:

Section I—Financial and Summary Information. (This section does not count against the page limitation.)

(1) Standard Form (SF)-424: "Application for Federal Assistance" (Appendix A). The Federal Domestic Assistance Catalog number 17.246.

(2) A one page summary of your proposed project which shall include information on the number of welfare recipients in the State and proposed target area.

(3) "Budget Information", (Appendix B). Also include, on separate pages, a detailed breakout of each proposed budget line item.

*Section II—Technical Proposal.* (limited to 20 pages.)

Your technical proposal must demonstrate the grant applicant's capabilities in accordance with the Statement of Work in Part II of this solicitation. No cost data or reference to costs shall be included in the Technical Proposal. Applicants must also include resumes of proposed staff and an organizational chart. (This does not count against the page limitation).

*F. Hand Delivered Proposals.*

Proposals should be mailed at least five (5) days prior to the closing date. However if proposals are hand-delivered, they must be received at the designated place by 4:00 p.m., Eastern Time, March 31, 1999. All overnight mail will be considered to be hand-delivered and must be received at the designated place by the specified time on the closing date. Telegraphed, electronic mail, or faxed proposals will not be honored. Failure to adhere to these instructions will be a basis for determination of nonresponsiveness.

*G. Late Proposals.* A proposal received at the office designated in the solicitation after the exact time specified for receipt will not be considered unless it is received before the award is made and was either:

(1) Sent by the U.S. Postal Service Express Mail Next Day Service—Post Office to Addressee, not later than 5:00 p.m. at the place of mailing two working days prior to the date specified for receipt of the proposals. The term "working days" excludes weekends and the U.S. Federal holidays.

(2) Sent by U.S. Postal Service registered or certified mail not later than the fifth calendar day before the date specified for receipt of application (e.g., an offer submitted in response to a solicitation requiring receipt of applications by the 20th of the month must be mailed by the 15th). The only acceptable evidence to establish the date of mailing of a late proposal sent either by 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. *Post-mark* 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 an employee of the U.S. Postal Service on the date of mailing. Therefore, offerors should request the postal clerk to place a legible hand cancellation "bull's eye" postmark on both the receipt and the envelope or wrapper. Both postmarks must show a legible date, or the application shall be processed as though it had been mailed late. 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 or wrapper and on the original receipt from the U.S. Postal Service. "Postmark" has the same meaning as defined above. Therefore, offerors should request the postal clerk to place a legible hand cancellation "bull's eye" postmark on both the receipt and the envelope or wrapper.

*H. Withdrawal of Proposals.* A grant application may be withdrawn by written notice or telegram (including mailgram) received at any time before the awarding of a grant. An application may be withdrawn in person by the grant applicant, or by an authorized representative of the grant applicant if the representative's identity is made known and the representative signs a receipt for the proposal.

### Part II. Background and Purpose

#### A. Background

In the past thirty years, the Federal Government has conducted three different experimental survey programs designed to measure job openings in the labor market. In the period 1969-1973, the Bureau of Labor Statistics (BLS) began the JOLTS (Job Openings and Labor Turnover Survey) program which collected data primarily in the manufacturing sector. Then in 1979-80, the BLS Job Openings Pilot Program (JOPP) conducted a series of pilot programs to assess the feasibility of collecting data nationally. Finally in 1990 and 1991, the BLS once again embarked on another similar pilot project which concluded that such data could be collected but was expensive to obtain. According to BLS officials, it is doubtful that any national effort to collect local job vacancy data will occur

in the near future. Throughout the 1970s, Wisconsin policymakers continued to collect job vacancy data despite the lack of federal funds in support of the program. From 1975 through 1981, the Wisconsin Department of Industry, Labor and Human Resources (DILHR) expanded coverage to all industries from the initial manufacturing emphasis; but, eventually shut down the program in December 1981 when federal funds were withdrawn.

In the mid-1960s, when unemployment rates were very low and job vacancies may have equaled the number of unemployed, the common view among academics and policymakers was that vacancies beyond normal turnover were the result of the unemployed not knowing how to find available jobs and that jobseekers mainly needed mechanisms to link up with the companies looking to fill vacancies (Abraham, 1983). More recently, the Employee Turnover Job Openings (ETJO) experiment reflected an interest in identifying occupational labor shortages to determine where hard to fill openings were occurring (BLS, 1991). Others have stressed the importance of collecting vacancy survey data and analyzing it in comparison to the unemployed and underemployed, noting that the supply of workers dramatically exceeds demand (Abraham, 1983; Reimer, 1988); (Levitan and Gallo, 1989). The combination of demand information available through establishment surveys combined with supply data from a CPS type of household survey can provide policy makers, employers and educators with an analysis more suited to solving the employment needs of those seeking work and of the non-working population which policymakers argue should be seeking employment.

During the 1970s and up until December 1981, the Bureau of Labor Statistics and the Wisconsin Department of Industry, Labor and Human Relations, regularly surveyed manufacturing establishment to obtain data on long- and short-term job openings, new hires and separation rates. The Job Openings and Labor Turnover Survey (JOLTS) was established by the Bureau of Labor Statistics and administered locally. It was sent out monthly to a statewide sample of 7,200 businesses in covered establishments, mostly in the manufacturing sector. The survey did not collect data on full-time/part-time status, wages or benefits, but provided valuable survey indicators to gauge local labor market trends. However, funding for this joint federal and state effort was

discontinued by the Federal Government. Since the JOLTS survey was last administered in December 1981, no other establishment data has been collected on either openings or separations. More recently, the U.S. Department of Labor has piloted a survey which examines job vacancies and which was considered for introduction at the federal and state levels. This survey requests occupational and industry data and wage data, but not part-time/full-time status or fringe benefits.

#### *B. Purpose*

The primary purpose of this award is to institute six pilot sites where local job vacancy data can be produced at a level of quality that will fulfill the needs of local One-Stop Centers as they serve a variety of customers, including welfare-to-work recipients. Innovation, coordination and partnerships, non-duplication of existing services, and leveraging of scarce resources are also important factors. DOL is interested in SDAs, or their representatives, who can use leverage funds from other sources to maintain the survey two years after the initial one year DOL funding expires.

#### **Part III. Statement of Work**

With the tremendous growth in the economy over the past several years coupled with the growing needs for better labor market information as a result of the Welfare-to-Work legislation, localities need to know where local job vacancies exist. Information on new hires is particularly important because many firms use entry-level positions as steps for promotions within companies. Location of employment is essential not only for the value it may have for descriptive purposes but because companies often have sub-units throughout the state or region for which hiring and wage reporting is included, and metropolitan employment trends on administrative office locations may be skewed to overestimate openings.

To that end the major tasks of this procurement are, but not limited to, the following:

- To conduct local job vacancy surveys using the methodology designed by John Pawasarat at the Employment and Training Institute at the University of Wisconsin-Milwaukee.
- SDAs will have to develop a good working relationship with the state LMI or R&A offices in order to obtain the ES-202 file or the Employer Database file to design the survey instrument. Close coordination between SDAs and the State LMI office is strongly encouraged and is a necessity if the state is to share

confidential employer files with the SDAs.

- Applicants must be willing and able to get a 75% response rate to any proposed survey or else submit an explanatory note why they were unable to do so.
- Applicants should also have a good working relationship with the local One-Stop Center and design a survey instrument which produces information helpful to the local One-Stop in supplying clients with job vacancy information.
- Applicants must be familiar with DOL practices and be able to sustain the survey two years after ETA seed money expires.
- Applicants must include a detailed work plan that delineates a schedule of proposed activities and milestones for implementing the tasks indicated above within the 12-month award period.
- Finally, selected applicants will be required to work with the Department of Labor to ensure that the survey instrument complies with all legal requirements that affect the Department, such as the Paperwork Reduction Act.

#### **Part IV. Selection/Evaluation Criteria**

Selection of grantees will be made after formal review of grant applications by a technical review panel. Each panelist will review the proposals for acceptability based upon overall responsiveness to the Statement of Work, with emphasis on the rating criteria listed below. The panels' recommendations are advisory in nature to help establish the competitive range. The Grant Officer will make final awards based on overall quality and what is in the best interests of the government. The Grant Officer may consider any or all available information. Applicants are advised that awards may be made without further discussions.

A. Technical Approach (20 points)  
—Applicants should develop a technical approach that includes, but is not limited to: (1) A detailed questionnaire design, (2) definition of terms, (3) sample design (including address correction issues), and (4) how to handle nonresponses. The technical approach must match or exceed the "cookbook" developed by the Employment and Training Institute at the University of Wisconsin-Milwaukee which is available on their website: <http://www.uwm.edu:80/Dept/ETI/>.

B. Grantee's Past Performance (15 points)—Applicants should document prior experience with conducting job vacancy surveys or such experience of anyone who might be sub-contracted to

do the same (i.e., a State LMI or R&A office).

C. Understanding (15 points)—Applicants should describe in their own words why they believe local job vacancy surveys are needed and by whom. Understanding should be couched in the realm of One-Stop Career Centers' delivery system philosophy.

D. Coordination with Other State Agencies (25 points)—Applicants must prove a close working relationship with the State Labor Market Information or Research and Analysis Office. This relationship is necessary because the SDA, or its representative, must use confidential ES-202 Employer or other Employer files which exist in the LMI

offices in order to draw a sample from which to survey.

E. Coordination with local One-Stop Centers (25 points)—It is imperative that survey results are useful to the local One-Stop affiliated with the SDA; therefore, points will be awarded to those applicants who are able to show that the results of their job vacancy survey can be used in conjunction with other America's Labor Market Information System (ALMIS)-related products; specifically, but not limited to, America's Job Bank (AJB), America's Talent Bank (ATB), and America's Career InfoNet (ACINet).

#### **Part V. Reporting Requirements**

Applicants selected as grantees will be required to provide the following information in timely fashion:

A. Quarterly Financial Status Reports (i.e., Standard Form (SF) 269);

B. Monthly progress against the work plan (i.e., status) reports with narrative summaries:

C. Draft Final Project Report on desired outcomes within 30 days prior to grant expiration date. Specific format to be determined.

Signed on this 19th day of January 1999.

**Janice E. Perry,**

*Grant Officer, Department of Labor/ETA.*

#### Appendices

Appendix A—Application for Federal Assistance (Standard Form (SF)-424)

Appendix B—Budget Information

BILLING CODE 4510-30-P



## 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.<br><ul style="list-style-type: none"> <li>- "New" means a new assistance award.</li> <li>- "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date.</li> <li>- "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation.</li> </ul> |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 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<br>(Lines 1 through 7)      | \$  |     | \$  |
| 9. Indirect Cost (Rate %)                         |     |     |     |
| 10. Training Cost/Stipends                        |     |     |     |
| 11. TOTAL Funds Requested<br>(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<br>(Rate %) |     |     |     |

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

INSTRUCTIONS FOR PART II - BUDGET INFORMATION**SECTION A - Budget Summary by Categories**

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

**SECTION B - Cost Sharing/Matching Summary**

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

**NOTE:**

**PLEASE INCLUDE A DETAILED COST ANALYSIS OF EACH LINE ITEM.**