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SUPPLEMENTARY INFORMATION: Pursuant to Executive Order No. 13078, the Presidential Task Force on Employment of Adults with Disabilities (PTFEAD), notice is given of the first Town Hall Meeting.

The purpose of the PTFEAD is to develop a "coordinated and aggressive national policy to bring adults with disabilities into gainful employment at a rate that is as close as possible to that of the general adult population." Although more students with disabilities are graduating from high schools and colleges, compared to students without disabilities, those with disabilities drop out of school at higher rates and they enroll in post-secondary education at lower rates. Moreover, youth with severe disabilities from diverse linguistic and cultural backgrounds are at an even greater risk of dropping out of school and facing unemployment. Some of the key issues to be addressed at the Town Hall Meeting include the accessibility of youths with disabilities to employment services and support, higher education and vocational training, and career planning, as well as the impact of employer attitudes, and discrimination. The PTFEAD will pay special attention to the added barriers that make full participation in school and the workforce problematic for minority youth with disabilities.

With respect to the expansion of entrepreneurial opportunities for the self employment of adults with disabilities, the Town Hall Meeting will address: (1) The need to expand the opportunities available for those who already have businesses and need contracts, counseling, and technical assistance regarding procurement and opportunities, and (2) the need to expand opportunities for those who want to become self employed or small business owners.

The membership of the PTFEAD was appointed by President Clinton, and includes the: Secretary of Labor, Chair of the PTFEAD; Chair of the President's Committee on Employment of People with Disabilities, Vice Chair of the PTFEAD; Secretary of Education; Secretary of Veterans Affairs; Secretary of Health and Human Services; Commissioner of Social Security; Secretary of the Treasury; Secretary of Commerce; Secretary of Transportation;

Director of the Office of Personnel Management; Administrator of the Small Business Administration; Chair of the Equal Employment Opportunity Commission; Chairperson of the National Council on Disability; Commissioner of the Federal Communications Commission; and such other senior executive branch officials as may be determined by the Chair of the PTFEAD.

Agenda

The Town Hall Meeting will focus on two topics: (1) expanding employment opportunities for youth with disabilities, and (2) expanding entrepreneurial opportunities for the self employment of adults with disabilities.

Public Participation

Members of the public wishing to present oral statements to the PTFEAD should forward their requests to Ms. Heather Hammer, Senior Associate, Technical Training and Assistance Corporation as soon as possible and at least four days before the meeting. Requests should be made by telephone, fax machine, or mail, as shown above. Time permitting, the members of the PTFEAD will attempt to accommodate all such requests by reserving time for presentations. The order of persons making such presentations will be assigned in the order in which the requests are received. Members of the public must limit oral statements to five minutes, but extended written statements may be submitted for the record. Members of the public may also submit written statements for distribution to the PTFEAD membership and inclusion in the public record without presenting oral statements. Such written statements should be sent to Ms. Heather Hammer, as shown above, by mail or fax at least five business days before the meeting.

Minutes of all Town Hall Meetings and summaries of other documents will be available to the public on the PTFEAD web site www.dol.gov. Any written comments on the minutes should be directed to Ms. Heather Hammer, as shown above.

Reasonable accommodations will be available. Persons needing any special assistance such as sign language interpretation or other special accommodation, are invited to contact Ms. Heather Hammer, as shown above.

Signed at Washington, DC, this 10th day of May, 1999.

Rebecca L. Ogle,

Executive Director, Presidential Task Force on Employment of Adults with Disabilities.

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DEPARTMENT OF LABOR

Employment and Training Administration

Welfare-to-Work Census 2000 Employment Project

AGENCY: Employment and Training Administration (ETA), DOL.

ACTION: Notice of availability of funds; solicitation for grant applications.

SUMMARY: The U.S. Department of Labor (DOL), Employment and Training Administration (ETA) announces a special round of competition under the Welfare-to-Work (WtW) grant program to facilitate the employment of WtW program participants as Census 2000 enumerators in local areas across the country. The Department of Labor, in partnership with the Department of Commerce, seeks a single private organization with a nationwide network of community-based local providers or affiliates to serve as an intermediary between local Census Bureau offices across the country and the WtW local level formula and competitive grantees. The WtW program assists States and local communities to provide the transitional employment assistance needed to move hard-to-employ recipients of Temporary Assistance for Needy Families (TANF), and certain noncustodial parents, who have experienced or have characteristics associated with long-term welfare dependence, into lasting unsubsidized jobs. This announcement describes the special conditions under which applications will be received for the WtW Census 2000 Employment Project and the criteria DOL/ETA will use to select which application it will fund. This announcement includes all of the information and forms needed to apply for this WtW grant opportunity.

DATES: The closing date for receipt of applications under this announcement is Friday, July 16, 1999. For the funding cycle covered by this announcement, complete applications must be received at the address below no later than 2 p.m. EST (Eastern Standard Time). Except as provided below, grant applications received after this date and time will not be considered.

ADDRESSES: U.S. Department of Labor, Employment and Training Administration, Division of Federal Assistance, Attention: Mr. Willie E. Harris, SGA/DFA 99-013, 200 Constitution Avenue, NW, Room S4203, Washington, D.C. 20210.

FOR FURTHER INFORMATION CONTACT: Questions should be faxed to Mr. Willie E. Harris, Grant Management Specialist, Division of Federal Assistance, Fax: (202) 219-8739. This is not a toll-free number. Questions may also be sent via electronic mail to "disgu-sga@doleta.gov." All inquiries sent via fax or e-mail should include the SGA number (DFA 99-013) and a contact name and phone number. This announcement is also being published on the Internet on the Employment and Training Administration's Welfare-to-Work Home Page at <http://wtw.doleta.gov>. Commonly asked questions and answers with regard to the WtW competitive grants and the WtW program in general, and copies of the Interim Final Rule governing the Welfare-to-Work program, including activities conducted under the competitive grants, are also available on the WtW Home Page. Award notification will be also published on the WtW Home Page.

SUPPLEMENTARY INFORMATION:

I. Authority

Section 403(a)(5)(B) of Title IV of the Social Security Act. Regulations governing the WtW program are at 20 CFR Part 645, published at 62 FR 61588 (November 18, 1997).

II. Submission of Applications

One original plus two copies of the application must be submitted. Proposals must be submitted by the applicant only. All applications must be single-spaced, and on single-sided, numbered pages. A font size of at least 12 pitch is required.

Section I of the application must include the following required elements: (A) Project Financial Plan, including the SF-424, and a line-item budget with justification, (B) Executive Summary, and (C) Evidence of State and local consultation. Section I will not count against the application page limits. Failure to include all elements required in this section will result in disqualification of the application. Applications will not be reviewed if a list of all appropriate State and PIC/ political subdivision certifications received and held by the applicant (or evidence of efforts to consult, as described in Section IV below) is not included. No additional information or

materials will be accepted by the Department of Labor after the closing date, unless such additional material is specifically requested by the Grant Officer.

Section II of the application, the project narrative, shall not exceed fifteen (15) pages for the Government Requirement/Statement of Work section, as described below in the "Required Content for the WtW Census 2000 Employment Project," plus up to an additional ten (10) pages for attachments, to include no information that is critical to the review of the proposal. Letters of support for a proposal should NOT be submitted and will count against the page limits.

Acceptable Methods of Submission

Applications may be hand-delivered or mailed. Hand-delivered applications must be received at the address identified above by the date and time specified. Overnight mail deliveries will be treated as hand-deliveries. Mailed applications that arrive after the closing date will be accepted if they are post-marked at least five (5) days prior to the closing date. Applications submitted via overnight mail that arrive after the closing date will be accepted if they are post-marked at least two (2) days prior to the closing date. Otherwise, late applications will not be accepted. Telegraphed and/or faxed applications will not be accepted.

Applications may be withdrawn by written notice or telegram (including mailgram), or in person if the representative's identity is made known, and the representative signs a receipt for the application.

OMB Approval of Paperwork Burden

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1205-0402. The time required to complete this information collection is estimated to average 20 hours for the preparation of the application proposal, including the time to review the instructions, search existing data resources, gather data needed, and complete and review the information, plus up to an additional 80 hours to meet the consultation requirements. Comments concerning this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, Office of Job Training Programs, Room N4459, Washington, DC 20210 (Paperwork Reduction Project 1205-

0402). Comments may be reflected in the development of future solicitations.

Catalog of Federal Domestic Assistance Number

The Welfare-to-Work program is listed in the Catalog of Federal Domestic Assistance at No. 17.253, "Employment and Training Assistance—Welfare-to-Work Grants to States & Local Entities for Hard-to-Employ Welfare Recipient Programs."

III. Program Scope and Funding

The WtW Census 2000 Employment Project will be expected to achieve the purpose of all WtW grants:

To provide transitional assistance which moves welfare recipients into unsubsidized employment providing good career potential for achieving economic self-sufficiency.

This transitional assistance is to be provided through a "work first" service strategy in which recipients are engaged in employment-based activities. Grant funds may be used to provide needed basic and/or vocational skills training as a post-employment service in conjunction with either subsidized or unsubsidized employment. This flexibility, established in the Regulations, reflects the basic "work first" philosophy of the WtW legislation, and recognizes the critical importance of continuous skills acquisition and lifelong learning to achieving economic self-sufficiency.

The primary goals specific to the WtW Census 2000 Employment Project are to ensure that (1) WtW participants, who are successfully identified and recruited by the grantee, are part of a viable pool from which Census 2000 enumerators; and (2) WtW Census hires receive the intensive community-based support they need to remain in the workforce after their Census 2000 jobs end.

The Department of Commerce's (DOC) Bureau of the Census has as its mission to provide an accurate national count for Census 2000. In various pre-Census operations leading up to next year's Decennial Census, the Bureau has recruited, trained and hired over 4,700 welfare recipients. These workers were based in urban, suburban and rural areas throughout the nation. They have shown themselves to be well-suited to assist the Bureau's strategic and principal goal of providing an accurate population count in every locale.

Census 2000 offers a unique opportunity for individuals who are currently receiving welfare, as well as noncustodial parents of children on welfare, to establish a work history with a credible employer. Temporary jobs as

Census enumerators have flexible hours, do not require that individuals leave their own community, and offer low-skilled individuals wages of \$8.25 to \$18.50 an hour, depending on the locality. The jobs are expected to last approximately eight to twelve weeks.

In preparing for Census 2000, the Census Bureau is aware of the obstacles to hiring the enormous number of enumerators necessary to get an accurate count of the population, particularly in low-income and high-crime neighborhoods. In the past, the Census Bureau has hired residents of census tracts to assist in the enumeration of the residents who live there.

DOC is currently operating pilot programs in Maryland and Virginia, called the Chesapeake Initiative, which serve as test sites for implementation of WtW Census 2000 Employment Project nationwide next year. In this pilot project, a statewide non-profit organization in each State is responsible for identifying and recruiting welfare recipients, providing basic job readiness and supportive services during Census employment, including child care, transportation, etc., and placing the individuals in permanent employment once Census employment has ended.

For the WtW Census 2000 Employment Project, the Departments of Labor and Commerce hope to expand on and profit from the knowledge gained through the pilot project underway in Maryland and Virginia. Through the competitive application process, DOL and DOC will select a national organization that has an established delivery system of well-networked local affiliates throughout all States. This organization would be responsible for (1) identifying large numbers of eligible WtW participants qualified for Census employment, through coordination with WtW formula and competitive grants, and through networks of community-based service providers developed by the applicant and local Census offices; (2) provide a comprehensive array of supportive services to participants before, during and after employment as Census enumerators, building on or linking with existing resources wherever possible; (3) place participants in permanent employment following their employment with Census 2000, and (4) set up local arrangements so that ongoing job retention and supportive services will be available to participants either through the grant or through other local WtW programs.

Note: It is assumed that job retention and supportive services provided through the WtW Census 2000 Employment Project grant will be of relatively short duration after

placement of a participant in a post-Census job. Applicants are encouraged to describe in detail what arrangements they have made with other WtW grantees at the local level to provide longer-term supportive services and follow-up for WtW Census Employment Project participants.

For the most part, the Census jobs targeted for WtW participants will be temporary positions as Census enumerators. A Census enumerator is responsible for locating households, listing addresses, as well as conducting interviews with respondents. Enumerators usually work in their own neighborhoods or communities. In order to find people at home, enumerators need to be able to work evenings and weekends. Census enumerators receive paid training on how to locate and list addresses, explain the purpose of the Census to residents, ask questions as worded on Census forms, and record data on Census forms. Potential enumerators must take a written test to be considered for employment. The test consists of 28 multiple choice questions designed to measure the skills and abilities required to perform a variety of Census jobs, like reading, math, following instructions, and map reading skills. Applicants for Census jobs are given 30 minutes to complete the test. Applicants who score high on the employment test stand a better chance of being hired. Applicants may re-take the test if they like, though the majority of applicants (4 of every 5) pass the test on their first try.

All applications for the WtW Census 2000 Employment Project will be reviewed under the criteria set forth in Part VII of this announcement.

Funding Availability

Up to \$20 million will be available for a single grant to implement the WtW Census 2000 Employment Project. This amount will come out of the \$240 million available for Round Three of the WtW Competitive Grants (SGA number DFA 99-003, published in the **Federal Register** on January 26, 1999). It is expected the project will serve approximately 7,500 to 10,000 participants nationwide.

Note: This does not constitute a new goal of welfare hires for the Department of Commerce or the Census Bureau.

Award Period

The planned performance period for the WtW Census 2000 Employment Project will be approximately 18 months. This time frame will allow four months for planning, start-up and setting up relationships at the local level; ten months of program operations; and four months of close-out and

follow-up activities. Note that for most Census enumerators, employment will begin in mid-April 2000, and last approximately eight to twelve weeks. No obligation or commitment of funds will be allowed beyond the grant period of performance. Any unspent grant funds must be returned to the Federal government.

IV. Eligible Grant Applicants

For the WtW Census 2000 Employment Project, eligible applicants are private organizations that have an established nationwide delivery system of community-based local affiliates throughout all States to serve as an intermediary between local Census Bureau offices and the WtW local level formula and competitive grantees. As established in the WtW Regulations (20 CFR Part 645.500), private entities seeking WtW competitive grant funding are required to apply in conjunction with the PIC(s) or political subdivision(s) for the areas in which the project is to operate. The term "in conjunction with" shall mean that the application must include a signed certification by both the applicant and either the appropriate PIC(s) or political subdivision(s) indicating that:

1. The applicant has consulted with the appropriate PIC(s)/political subdivision(s) during the development of the application; and
2. The activities proposed in the application are consistent with, and will be coordinated with, the WtW efforts of the PIC(s)/political subdivision(s).

If the applicant is unable to obtain the certification, it will be required to include information describing the efforts which were undertaken to consult with the PIC(s)/political subdivision(s) and indicating that the PIC(s)/political subdivision(s) were provided a sufficient opportunity to cooperate in the development of the project plan and to review and comment on the application prior to its submission to the Department of Labor. "Sufficient opportunity for PIC/political subdivision review and comment" shall mean at least 30 calendar days.

The certification, or evidence of efforts to consult, must be with either each PIC or each political subdivision in the service area in which the proposed project is to operate. For the purposes of this portion of the application, applicants must demonstrate, through written documentation such as registered mail receipt, that project proposals were shared with the PIC/political subdivision in a timely manner.

Note: Electronic mail messages may be acceptable as evidence of consultation. In

addition, a sample format for State and local certifications can be found in Appendix C that applicants may choose to use. All certifications must be dated prior to July 16, 1999.

Applicants must submit a list of all local entities from whom they have obtained certification of coordination. Applicants will maintain copies of all certifications in their own files. Although an important part of their application, certifications need not be submitted to DOL. For those applicants that are deemed to be competitive, DOL will verify that certifications are on file and that they are dated prior to the closing date of the SGA.

The Department of Labor intends to facilitate the consultation process for all potential applicants. DOL/ETA will release a Training and Employment Information Notice informing the WtW employment and training system about the WtW Census 2000 Employment Project and the potential role of local Private Industry Council in the consultation process. The names and addresses of State WtW Coordinators and all WtW Competitive grantees can be found on the WtW website (<http://wtw.doleta.gov>). In addition, a complete listing of WtW local service delivery areas, as well as State Welfare contacts, can be found at <http://www.trc.doleta.gov/common/directories/>.

Applicants should be aware that six States (Idaho, Mississippi, Ohio, South Dakota, Utah, and Wyoming) do not have WtW State formula programs. In these States, applicants are encouraged to consult with WtW Competitive grants, State and local TANF agencies, State and local Census agencies and/or appropriate tribal entities to promote coordination of program activities in these areas. However, applicants will not be disqualified if they have not applied in conjunction with local areas within these six States.

State-Level Consultation

All applicants must submit their applications to the Governors of all States in which the project will operate, or, at the discretion of the Governor, to the designated State administrative entity for the WtW program, for review and comment prior to submission of the application to the Department of Labor.

When submitted to DOL, the application must include any comments from the Governor or his/her designee or must include information indicating that the Governor was provided a sufficient opportunity for review and comment prior to submission to the Department. "Sufficient opportunity for State review and comment" shall mean

at least 15 calendar days. For the purposes of this portion of the application, information indicating that the Governor was provided opportunity for review must be demonstrated by written documentation, such as registered mail receipt, that project applications were submitted to the Governor or his/her designee in a timely manner. A sample format for State and local certifications can be found in Appendix C that applicants may choose to use. All certifications must be dated prior to July 16, 1999.

Applicants must submit a list of all Governors from whom they have obtained certification of consultation. Applicants will maintain copies of all certifications in their own files. Although an important part of their application, certifications need not be submitted to DOL. For those applicants that are deemed to be competitive, DOL will verify that certifications are on file and that they are dated prior to the closing date of the SGA.

Coordination With Tribal Grantees

Although consultation with Indian and Native American (INA) entities is not required for the WtW Census Employment Project, applicants are encouraged to coordinate with tribal entities and corresponding local Census Offices to achieve maximum geographic saturation in this project.

Applicants are encouraged to coordinate with Indian and Native American Welfare-to-Work grantees, grantees operating an Indian JTPA/WIA program and other Indian and Native American tribes/organizations that have experience in operating employment and training programs within the Native American communities. A listing of the INA WtW grantees can be found at <http://www.wdsc.org/dinap/dinapw2w/index.html>. In addition, INA JTPA grantees listing can be found at <http://www.wdsc.org/dinap>. Projects may coordinate either directly with appropriate tribal entities or may choose to use competitive subcontracts/grants with tribal or other entities that have experience in planning and coordination activities in the Native American communities.

Lobbying Disclosure Act of 1995

Entities described in section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities are not eligible to receive funds under this announcement. The Lobbying Disclosure Act of 1995, 2 U.S.C. 1601 *et seq.*, prohibits the award of Federal funds to these entities if they engage in lobbying activities.

V. Program and Administrative Requirements

Participant Eligibility and Funding Expenditures

The WtW Census 2000 Employment Project will be required to meet the targeting provisions described at 20 CFR Parts 645.211–645.213.

Note: The WtW Regulations are available at the WtW Internet web site at <http://wtw.doleta.gov>.

These provisions dictate that a minimum of 70 percent of the funds in each WtW competitive grant must be used to serve hard-to-employ individuals as described in Sec. 645.212. Furthermore, no more than 30 percent of the funds in each grant may be used to serve individuals with characteristics predictive of long-term welfare dependence, as described in Sec. 645.213.

Allowable Uses of Funds

Competitive grant funds shall be spent only for those allowable activities identified in the WtW Regulations, at 20 CFR Part 645.220 and set forth below; for appropriate administrative costs; and for information technology costs in accordance with 20 CFR 645.235(c)(3).

WtW allowable activities are:

(a) Job readiness activities financed through job vouchers or through contracts with public or private providers.

(b) Employment activities which consist of any of the following: (1) Community service programs; (2) Work experience programs; (3) Job creation through public or private sector employment wage subsidies; and (4) On-the-job training.

(c) Job placement services financed through job vouchers or through contracts with public or private providers subject to the payment requirements at Sec. 645.230(a)(3).

(d) Post-employment services financed through job vouchers or through contracts with public or private providers, which are provided after an individual is placed in one of the employment activities listed in paragraph (b) above, or in any other subsidized or unsubsidized job. Post-employment services include, but are not limited to, such services as: (1) Basic educational skills training; (2) Occupational skills training; (3) English as a second language training; and (4) Mentoring.

(e) Job retention services and support services which are provided after an individual is placed in a job readiness activity, as specified in paragraph (a) above, in one of the employment

activities, as specified in paragraph (b) above, or in any other subsidized or unsubsidized job. These services can be provided with WtW funds only if they are not otherwise available to the participant. Job retention and support services include, but are not limited to, such services as: (1) Transportation assistance; (2) Substance abuse treatment (except that WtW funds may not be used to provide medical treatment); (3) Child care assistance; (4) Emergency or short-term housing assistance; and (5) Other supportive services.

(f) Individual development accounts which are established in accordance with section 404(h) of the Act.

(g) Intake, assessment, eligibility determination, development of an individualized service strategy, and case management may be incorporated in the design of any of the allowable activities listed in paragraphs (a) through (f) above.

It is expected that in the WtW Census 2000 Employment Project, the majority of services will fall under the job readiness, job placement, post-employment services and job retention and supportive services categories.

Administrative Costs

Requirements concerning allowable costs and the 15 percent limitation on administrative costs for WtW competitive grants will apply to the WtW Census 2000 Employment Project and are defined in the WtW Regulations at 20 CFR Part 645.235. All proposed costs must be reflected as either a direct charge to specific budget line items, or as an indirect cost. Indirect costs and direct administrative costs are allowable, but combined, these costs cannot exceed 15 percent of the total grant. The administrative costs negotiated in the final grant document may be below fifteen percent.

Only costs which result from applying a federally-approved indirect cost rate may be entered on the "indirect cost" line item of the budget. If an indirect cost rate is used, the applicant must include documentation from the cognizant Federal agency which includes the approved rate, the cost base against which it is applied, and the approval date.

All applicants will be expected to justify proposed costs (see Project Financial Plan, in the "Required Content for the WtW Census 2000 Employment Project"). Profits are not an allowable use of grant funds.

Use of Federal Funds

Federal funds cannot be used to support activities which would be

provided in the absence of those funds. Grant funds may cover only those costs which are appropriate and reasonable. Federal grant funds may only be used to acquire equipment which is necessary for the operation of the grant. The grantee must receive prior approval from the DOL/ETA Grant Officer for the purchase and/or lease of any property and/or equipment with a per unit acquisition cost of \$5,000 or more, and a useful life of more than one year as defined in "Grants and Agreements with Institutes of Higher Education, Hospitals and Other Non-Profit Organizations," codified at 29 CFR Part 95 (also known as OMB Circular A-110). This restriction includes the purchase of Automated Data Processing (ADP) equipment. A request for such prior approval may be included in the grant application or submitted after the grant award. Requests submitted after the grant award must be directed through the Grant Officer Technical Representative (GOTR) and must include a detailed description and cost of the items to be acquired.

Grant funds also may not be used to cover any project-related costs incurred prior to the effective date of the grant award. In making a grant award, DOL/ETA has no obligation to provide any future additional funding in connection with the grant award.

Pursuant to 20 CFR Part 645.235(c)(3), the costs of information technology—computer hardware and software—needed for tracking or monitoring under a WtW grant shall not be subject to the fifteen percent limitation on administrative costs.

Year 2000 Compliance

Any information technology purchased in whole or in part with WtW funds, which is used for a period of time that goes beyond December 31, 1999, must be "year 2000 compliant." This means that such information technology shall accurately process date/time data (including, but not limited to, calculating, comparing and sequencing) from, into and between the twentieth and twenty-first centuries, the years 1999 and 2000, and leap year calculations. Furthermore, "year 2000 compliant" information technology, when used in combination with other information technology, shall accurately process date/time data if the other information technology properly exchanges date/time with it.

Assurances and Certifications

The following assurances and certifications must be included as part of each grant application: Debarment & Suspension Certification.

Other assurances and certifications will be required as part of each executed grant agreement, but do not need to be submitted as part of a WtW Competitive grant application: Assurances/Non-Construction Programs; Certification Regarding Lobbying; Drug Free Workplace Certification; Certification of Non-delinquency; and Non-discrimination and Equal Opportunity Requirements.

Departmental Oversight

The Department reserves the right to conduct oversight and both programmatic and financial monitoring activities for all competitive grants awarded under the WtW grants program, including the WtW Census 2000 Employment Project.

VI. Monitoring and Reporting

Monitoring

The Department shall be responsible for ensuring effective implementation of each competitive grant, including the WtW Census 2000 Employment Project, in accordance with the Act, the Regulations, the provisions of this announcement and the negotiated grant agreement. Applicants should assume that at least one on-site project review will be conducted by Department staff, or their designees, at approximately the midpoint of the project performance period. This review will focus on the project's progress in meeting the grant's programmatic goals and participant outcomes, complying with the targeting requirements regarding recipients who are served, expenditure of grant funds on allowable activities, integration with other resources and service providers in the local area, and methods for assessment of the responsiveness and effectiveness of the services being provided. The grantee may be subject to other additional reviews at the discretion of the Department.

Reporting

Applicants selected as grantees will be required to provide the following reports:

1. Financial Reporting: The Department of Labor (DOL) issued financial reporting instructions for competitive grantees on June 24, 1998. Financial reports will be submitted electronically directly to DOL.

2. Participant Reporting: Participant reporting instructions will be issued shortly covering the WtW competitive grant program. Participant reports for each competitive grant will be submitted in accordance with reporting instructions at a later date.

3. Other Reporting: The Department of Labor may negotiate additional

reporting requirements with individual grantees, where necessary, for grant management and/or knowledge development purposes, including quarterly narrative reports.

In addition to required quarterly financial and participant reporting, some grantees may be asked to provide information to the appropriate ETA Grant Officer Technical Representative during the early implementation phase of the project for the purpose of project oversight. This information may include project enrollment levels, participant characteristics, and emerging implementation issues.

VII. Review and Selection of Applications for Grant Award Review Process

The Department will screen all applications to determine whether all required elements are present and clearly identifiable. These elements are described below in the "Required Content for the WtW Census 2000 Employment Project." Failure to include all required elements in Section I of the grant application will result in rejection of the application.

Each complete application will be objectively rated against the criteria described in this announcement by a panel of Department of Labor and Department of Commerce staff. Applicants are advised that the panel recommendations to the Grant Officer are advisory in nature. The Grant Officer may elect to award the grant either with or without discussion with the applicant. In situations where no discussions occur, an award will be based on the applicant's signature on the SF-424 form (See Appendix B), which constitutes a binding offer.

The Grant Officer will make final award decisions based on what is most advantageous to the Government, considering factors such as: Panel findings; geographic saturation; and the availability of funds.

Criteria

The criteria, and the weights assigned to each, which will apply to the review of applications submitted in response to this announcement are:

1. "Local Collaboration and Integration" [25 points] which shall consider the extent to which the applicant can demonstrate that its local affiliates have strong relationships with WtW and TANF agencies, including tribal entities and WtW Competitive grants, as well as local Census Offices, in local areas across the country (up to 15 points); and the extent and quality of local community partnerships that are involved in the project (up to 10 points).

2. "Demonstrated Capability" [40 points] which shall consider the extent to which the applicant and its affiliates demonstrate a history of success in managing a project of the scope and complexity described herein (up to 15 points); the extent to which the applicant and its affiliates have experience in brokering services for a comparable target group (up to 12 points); and the extent to which the applicant demonstrates the ability to effectively execute grant management responsibilities, including tracking of participants in the 70/30% categories of eligibility (up to 13 points).

3. "Outcomes" [35 points] which shall consider the quality of the proposed strategy for attaining employment and earnings outcomes (up to 10 points); the extent to which the proposed plan of services responds to the barriers faced by proposed participants, and provides flexibility to respond to local conditions (up to 7 points); the reasonableness of the level of investment in relation to the proposed outcomes (up to 8 points); and the extent to which the applicant has a strategy for developing relationships with other Welfare-to-Work programs and with private employers to ensure long-term placements of participants (up 10 points).

Signed at Washington, D.C., this 11th day of May, 1999.

Janice E. Perry,
Chief, Division of Federal Assistance.

Required Content for WtW Census 2000 Employment Project

Each application must contain the information and follow the format outlined in this Part. In preparing your project narrative, keep in mind the selection criteria outlined above.

I. Project Summary

A. Project Financial Plan

Information provided in this section will be evaluated predominantly under the "Outcomes" criteria.

The financial plan shall describe all costs associated with implementing the project that are to be covered with grant funds. All costs should be necessary and reasonable according to the Federal guidelines set forth in the "Grants and Agreements with Institutes of Higher Education, Hospitals and Other Non-Profit Organizations" (also known as OMB Circular A-110), codified at 29 CFR Part 95.

The financial plan must contain the following parts:

* "Application for Federal Assistance" and "Budget Information Sheet" by line item for all costs required

to implement the project design effectively. Submission of these two completed forms is required. (See Appendix B for these required forms.)

Note: Although there is no matching requirement for this grant, the Department strongly encourages the leveraging of financial and other resources in the implementation of WtW competitive grant projects. These resources will not, however, be recorded on the Budget Information Sheet (Appendix B).

* Budget narrative/justification which provides sufficient information to support the reasonableness of the costs included in the budget in relation to the service strategy and planned outcomes.

B. Executive Summary

Each application must provide a two-page executive summary of the grant proposal, describing the nature of the services typically provided by applicant's local affiliates, the proposed service strategy, the qualifications of the applicant to implement a nationwide project, other significant service organizations involved in the delivery of services, and the most innovative elements of the proposal. This section must be no more than two single-spaced, single-sided pages.

C. Evidence of Required Local and State Consultation

It is the expectation of the Department that, to the extent possible, all applications will be developed in consultation with a substantial majority of PICs/political subdivisions and Governors across the country. The WtW Census 2000 Employment Project should complement the WtW formula and competitive grant activity at a local level, rather than exist independent of, or in conflict with, those programs.

Each application must include the signed certification of the required consultation with the Governor, or of evidence of efforts to consult, as described in this announcement. Applications must also include the signed certification from each PIC(s) or political subdivision(s) or other evidence indicating the efforts undertaken to obtain the required consultation as described in this announcement. In areas where an entity other than the PIC has been designated by the Governor and approved by the Secretary to administer the WtW formula grant, the applicant should also include evidence of consultation and/or support from that entity. All certifications or comments provided as part of this requirement must be included in this section of the grant application and will not be counted against the established page limits. A

sample format for State and local certifications can be found in Appendix C that applicants may choose to use. All certifications must be dated prior to July 16, 1999.

Applicants must submit a list of all State and local entities from whom they have obtained certification of coordination. Applicants will maintain copies of all certifications in their own files. Although an important part of their application, certifications need not be submitted to DOL. For those applicants that are deemed to be competitive, DOL will verify that certifications are on file and that they are dated prior to the closing date of the SGA.

II. Government Requirement/Statement of Work—Project Narrative

This section of the application should not exceed 15 single-spaced, numbered pages. The application should include information of the type described below, as appropriate.

Description of Applicant's Service Delivery System

Information provided in this section will be evaluated predominantly under the "Demonstrated Capability" criteria.

- Describe the nature of programs operated, services provided and outcomes obtained by local affiliates nationwide. In addition, please provide a map indicating which State and local areas are served by local affiliates.
- Identify with what types of organizations local affiliates typically coordinate activities and services.
- Describe organizational experience in serving welfare recipients, including hard-to-employ recipients and noncustodial parents, and implementing welfare reform programs. In addition, please describe any specific Welfare-to-Work programs that your organization or local affiliates are operating or where you are providing services through a contract or subgrant.
- Describe your experience in working with Private Industry Councils or providing employment and training programs. Explain any situations in which your organization provided services for individuals who were simultaneously enrolled in more than one Federal program (e.g. AFDC/TANF and JTPA).

Recruitment and Intake of Target Group

Information provided in this section will be evaluated predominantly under the "Local Collaboration and Integration" and "Outcomes" criteria.

- Describe your organization's experience in assessing individual barriers to employment, and the population typically served by your organization and its affiliates, including the barriers that your programs and services address.
- Describe how your organization normally recruits individuals to participate in your program, including other specific organizations or types of organizations and agencies (such as housing authorities, welfare agencies, workforce development agencies, child support enforcement agencies, etc.) that might assist you with referrals.

Employer Recruitment Strategies

Information provided in this section will be evaluated predominantly under the "Outcomes" criteria.

- Describe the types of relationships that your organization has maintained with employers both at a national level and at a local level (e.g. associations that you work with at the national level, as well as types of organizations that local affiliates tend to work with regularly).
- Identify the types of occupations in the local area which are likely to be targeted as appropriate employment opportunities for the target group of this project following their temporary employment with Census 2000. Include a brief justification for the selection of the occupations in terms of their availability and demand and the adequacy of expected placement wage and post-placement earnings potential to achieve self-sufficiency.
- Describe the specific responsibilities and approaches for developing relationships with and support of employers to generate a sufficient number of unsubsidized employment opportunities for the target group. Specifically describe how employers will be encouraged to customize employment opportunities to meet work-related needs (e.g., child care, flexible work schedules) of recipients.

Service Strategy

Information provided in this section will be evaluated predominantly under the "Local Collaboration and Integration" and "Outcomes" criteria.

- Identify the specific job readiness, placement (in both subsidized and unsubsidized employment), post-employment, job retention and/or support services to be provided with WtW Census 2000 Employment Project grant funds as well as resources and services to be leveraged from other sources.

- Describe the rationale for planned activities in terms of the timing of Census 2000 employment, employment barriers faced by participants, and likely occupations described above.
- Describe what individual support services, such as mentoring and case management, will be used to maintain participants in the employment once placed in their post-Census job.
- Describe what services will be provided or referrals made for eligible WtW participants who are not hired by Census.
- Describe how longer-term supportive services and follow-up services will be provided after the end of the grant.

Note: It is assumed that job retention and supportive services provided through the WtW Census Employment Project grant will be of relatively short duration. Applicants are encouraged to describe in detail what arrangements they have made with other WtW grantees at the local level to provide longer-term supportive services and follow-up for WtW Census Employment Project participants.

Service Process

Information provided in this section will be evaluated predominantly under the "Local Collaboration and Integration" and "Outcomes" criteria.

- Describe the comprehensive service process that will be available to participants, and identify the organizations which will be involved in providing specific services/activities. [A process flowchart and/or service matrix may be used to provide this description.] The description should specify what elements of the service strategy are already available in the community, as well as the elements or services that will be funded through the WtW competitive grant award. At a minimum, describe the coordination and contributions of WtW formula and competitive grants (including tribal entities), JTPA service providers, TANF providers, child support enforcement agencies and housing authorities.
- Describe the specific methods which will be used by the grantee and the local TANF agency to coordinate and work jointly in providing the following services: Outreach, recruitment, and referral of appropriate recipients for assistance through the project; assessment of skills and identification of specific employment barriers; counseling and case management; and support services.
- Describe what mechanism(s) the project will use to ensure that long term job retention and supportive

services are made available to participants after the end of the WtW Census 2000 Employment Project grant.

Planned Outcomes

Information provided in this section will be evaluated predominantly under the "Outcomes" criteria.

- Identify and justify planned performance for the comprehensive service strategy on the following measures: Number of participants to be placed into unsubsidized employment; average earnings at placement in post-Census unsubsidized employment; expected average earnings one year after placement in unsubsidized employment; and cost per placement in unsubsidized employment. In addition, describe specific process or outcome objectives for those services.

The application may include other measures and planned performance levels as deemed appropriate by the applicant, such as measures of the quality of post-Census project job placements, including employee benefits and advancement opportunities. If these are included, the applicant should briefly describe their relevance to the project.

Implementation Plan

Information provided in this section will be evaluated predominantly under the "Outcomes" criteria.

- Identify the critical activities, time frames and responsibilities for

effectively implementing the project within the first 90 days after the award of the grant. Note that project should plan to start on October 1, 1999 and that Census employment should begin in mid-April, 2000.

- Include an implementation schedule showing the number of participants, enrollments in Census jobs and other allowable activities, placements in unsubsidized employment and terminations.

Project Management Plan

Information provided in this section will be evaluated predominantly under the "Demonstrated Capability" criteria.

Applicants must be able to document that they have systems capable of satisfying the administrative and grant management requirements for WtW grants as defined in 20 CFR Part 645.

- Include a project organizational chart which identifies the staff with key management responsibilities and the specific responsibilities of each. Also describe the relationship between the national organization and the local affiliates and mechanisms used for communication and technical assistance.
- Describe the specific experience of the applicant in managing a project of this geographical scope and limited time frame. The information should include at a minimum specific projects or grants, a comparison of the characteristics of individuals served to the target group for this project, and the outcomes which were achieved. In

addition, applicants should provide the names and addresses of their last three grantors, public and/or private, from which applicants received funding. The Department of Labor reserves the right to contact any or all of these funding organizations or to request additional information from the applicant regarding past performance as part of a responsibility review process, or if the Department is concerned about the applicants' financial responsibility or capability to manage grant funds.

- Describe how current or former welfare recipients will be used to in the provision of services.

Appendix A: Definitions of Key Terms

Private Entity—Any organization, public or private, which is neither a PIC nor a political subdivision of a State.

Private Industry Council (PIC)—from Sec. 645.120 of the WtW Regulations—A Private Industry Council established under Section 102 of the Job Training Partnership Act, which performs the functions authorized at Section 103 of the JTPA, including their successor entities under the Workforce Investment Act.

Political Subdivision—A unit of general purpose local government, as provided for in State laws and/or Constitution, which has the power to levy taxes and spend funds and which also has general corporate and police powers.

Appendix B: Required Forms

- (1) Application for Federal Assistance (Standard Form 424).
- (2) Budget Information Sheet.

BILLING CODE 4510-30-P

APPLICATION FOR FEDERAL ASSISTANCE

| | | | |
|---|------------------------------------|---|------------------------------|
| | | 2. DATE SUBMITTED | Applicant Identifier |
| 1. TYPE OF SUBMISSION: Application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction Preapplication <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction | 3. DATE RECEIVED BY STATE | | State Application Identifier |
| | 4. DATE RECEIVED BY FEDERAL AGENCY | | Federal Identifier |
| 5. APPLICANT INFORMATION | | | |
| Legal Name: | | Organizational Unit: | |
| Address (give city, county, State and zip code): | | Name and telephone number of the person to be contacted on matters involving this application (give area code): | |
| 6. EMPLOYER IDENTIFICATION NUMBER (EIN): [] [] - [] [] [] [] [] [] [] [] | | 7. TYPE OF APPLICANT: (enter appropriate letter in box) [] 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"/> A. Increase Award <input type="checkbox"/> B. Decrease Award <input type="checkbox"/> C. Increase Duration <input type="checkbox"/> D. Decrease Duration Other (specify): _____ | | | |
| 10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: [] [] - [] [] [] [] TITLE: | | 9. NAME OF FEDERAL AGENCY: | |
| 12. AREAS AFFECTED BY PROJECT (cities, counties, States, etc.): | | 11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: | |
| 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. 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 | |
| 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

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

Authorized for Local Reproduction

**WELFARE-TO-WORK CENSUS 2000
EMPLOYMENT PROJECT GRANT**

PART II - BUDGET INFORMATION

SECTION A - Budget Summary by Categories

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

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).

WELFARE-TO-WORK COMPETITIVE GRANTS**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. **Participant Wages**: Include any wages paid to participants or employers for work experience, OJT, job creation, community service work or any other subsidized employment activity.
11. **Total Federal funds Requested**: Show total of lines 8 through 10.

NOTE: PLEASE INCLUDE A DETAILED COST ANALYSIS OF EACH LINE ITEM.

Certification Format

U.S. DEPARTMENT OF LABOR
Employment and Training Administration

OMB No. 1205-0402

Expires: 01/30/99

Welfare-to-Work Census 2000 Employment Project

This form is to indicate concurrence and support of a proposal from

_____ (Name of Applicant for Census 2000 Employment Project)
to implement the WtW Census 2000 Employment Project in the geographic area served by my organization.

Organization name _____
(State Agency, Political Subdivision, PIC)

Address _____

Check All that Apply:

- I certify that I am familiar with the applicant and the services they provide in my jurisdiction;
- I certify that I am willing to coordinate participant services with the applicant in relation to the WtW Census 2000 Employment Project;
- I certify that the applicant has consulted with my organization during the development of the application;
- I certify that the activities proposed in the application are consistent with, and will be coordinated with, the WtW efforts of the PIC(s)/political subdivision(s).

Signature: _____ Date: _____

Name and Title: _____

Persons are not required to respond to this collection of information unless it displays a current valid OMB control number. Respondents obligation to reply to these reporting requirements are required to obtain or retain benefits (20 CFR 645). Public reporting burden for this collection of information is estimated to average 20 hours per response for the preparation of the application proposal, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information, plus up to an additional 80 hours to meet the consultation requirements. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the US Department of Labor, Office of Welfare-to-Work, Room C-4524, Washington, D.C. 20210 (Paperwork Reduction Project 1205-0402).