

**DEPARTMENT OF LABOR****Employment and Training Administration****[SGA/DFA 02-106]****Grants for States****AGENCY:** Employment and Training Administration (ETA), Labor.**ACTION:** Notice of availability of funds and solicitation for grant applications (SGA).

This notice contains all of the necessary information and forms needed to apply for grant funding.

**SUMMARY:** The Employment and Training Administration (ETA), U.S. Department of Labor (DOL) announces the availability of funds to be awarded to States under one of three separate competitions to award grants to (1) States, (2) intermediaries, and (3) small faith-based and community-based non-profit organizations. These awards have three important objectives:

- Increase the number of faith-based and community-based organizations serving as committed and active partners in the One-Stop delivery system
- Expand the access of faith-based and community-based organizations' clients and customers to the services offered by the nation's One-Stops
- Identify, document, showcase and replicate successful and innovative instances of faith- and community-based involvement in our system-building.

ETA has identified \$14.9 million from the FY 2001 appropriation for One-Stop/America's Labor Market Information System and \$500,000 from funds authorized under Section 171 of the Workforce Investment Act for these system-building objectives. A total of \$9.9 million is available to be awarded to States under this notice.

**DATE:** The closing date for receipt of applications is Thursday, May 16, 2002. Application must be received by 4 p.m. (Eastern Standard Time) at the address below: No exceptions to the mailing and hand-delivery conditions set forth in this notice will be granted. Applications that do not meet the conditions set forth in this notice will not be honored. Telefacsimile (FAX) applications will not be honored. Applicants are advised that the Department's receipt of mail has encountered delays because of mail screening procedures at local post offices.

**ADDRESSES:** Applications must be mailed to the U.S. Department of Labor, Employment and Training Administration, Division of Federal

Assistance, Attention: B. Jai Johnson, SGA/DFA 02-106, 200 Constitution Avenue, NW., Room S-4203, Washington, DC 20210

**Hand Delivered Proposals.** If proposals are hand delivered, they must be received at the designated address by 4 p.m., Eastern Time on Thursday, May 16, 2002. All overnight mail will be considered to be hand delivered and must be received at the designated place by the specified closing date and time. Telegraphed, e-mail and/or fax proposals will not be honored. Failure to adhere to the above instructions will be a basis for determination of non-responsive.

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

- Was sent by U.S. Postal Service registered or certified mail not later than the fifth day (5th) calendar day before the closing date specified for receipt of applications (e.g. an offer submitted a response to a solicitation requiring receipt of application by the 20th of the month must be mailed by the 15th);
- Was sent by U.S. Postal Service Express Mail Next Day Service, Post Office to Addressee, not later than 5 p.m. at the place of mailing two working days prior to the deadline date specified for receipt of proposals in this SGA. The term "working days" excludes weekends and U.S. Federal holidays.

The only acceptable evidence to establish the date of mailing of an application received after the deadline date for the receipt of proposals sent by the U.S. Postal Service registered or certified mail is the U.S. postmark on the envelope or wrapper affixed by the U.S. Postal Service and on the original receipt from the U.S. Postal Service. The term "post marked" means a printed, stamped, or otherwise place impression (exclusive of a postage meter machine impression) that is readily identifiable without further action as having been supplied or affixed on the date of mailing by employees of the U.S. Postal Service.

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

**FOR FURTHER INFORMATION CONTACT:** Questions should be faxed to B. Jai Johnson, Grants Management Specialist,

Division of Federal Assistance, Fax (202) 693-2879. This is not a toll-free number. All inquiries should include the SGA number (DFA 02-106) and a contact name, fax and phone number. This solicitation will also be published on the Internet on the Employment and Training Administration's Homepage at <http://www.doleta.gov>. Award notifications will also be published on this Homepage.

**SUPPLEMENTARY INFORMATION:** Through the grants awarded under these three announcements, ETA seeks to ensure that an important Workforce Investment Act tenet—universal access to the programs and services offered under WIA—is further rooted in the customer-responsive delivery systems already established by the Governors, local elected officials and local Workforce Investment Boards. Through these grant competitions, ETA also reaffirms its continuing commitment to those customer-focused reforms instituted by State and local governments which help Americans access the tools they need to manage their careers through information and high quality services, and to help U.S. companies find skilled workers.

On January 29, 2001, President George W. Bush issued Executive Order 13198, creating the Office for Faith-Based and Community Initiatives in the White House and centers in the departments of Labor, Health and Human Services (HHS), Housing and Urban Development (HUD), Education (ED), Justice (DOJ). President Bush charged the Cabinet centers with identifying statutory, regulatory, and bureaucratic barriers that stand in the way of effective faith-based and community initiatives, and to ensure, consistent with the law, that these organizations have equal opportunity to compete for federal funding and other support.

These solicitations reflect the outcome of discussions between the Department's Center for Faith-Based and Community-Based Initiatives (CFBCI) and ETA to provide expanded opportunities for the Federal-State-local partnerships under WIA to engage the faith-based and community-based organizations in service delivery, while providing additional points of entry for customers into the One-Stop system. These solicitations also reflect the Administration's interest in creating new avenues through which qualified grass-roots organizations can more fully participate under the Workforce Investment Act while bringing their particular strengths and talents in service provision to our customers.

These solicitations also proceed from an ETA-CFBCI mutual premise: the involvement of community-based organizations and faith-based organizations can complement and supplement the efforts of local workforce development systems in providing universal access and serving the training-, job- and career-support needs of many of our customers. Success in the implementation of the Workforce Investment Act is clearly derived from the power of partnerships. Many community-based organizations have fully participated with distinction as direct recipients or as sub-recipients of Federal resources under the Comprehensive Employment and Training Act (CETA), the Job Training Partnership Act (JTPA) and are currently doing so under WIA. These solicitations are designed to bring other community-based organizations to the decision-making and service delivery mechanisms under WIA.

Faith-based and community-based organizations present credentials for full partnership in our mutual system-building endeavors. FBOs/CBOs are often trusted institutions within our poorest neighborhood, serving the very hardest-to-reach constituents in a cost-effective manner. FBOs/CBOs are home to a large number of volunteers who not only bring the transformational power of personal relationships to the provision of social service but a sustained allegiance to the well-being of their participants they serve. Through their daily work and specific programs, FBOs/CBOs strive to achieve some common purposes shared with government—reduction of welfare dependency, attainment of occupational skills, entry and retention of all our citizens in good-paying jobs. With appropriate planning, the FBO/CBO programs and resources can be leveraged into the workforce investment strategies already embodied in State and local strategic plans.

These three solicitations represent an important element of an overall strategy for outreach to the people served by our nation's community-based organizations and faith-based organizations. A Training and Employment Guidance Letter (TEGL) will be issued in April 2002 to state workforce agencies, worker adjustment liaisons, workforce liaisons, and One-Stop Center system leads. The TEGL will request these principals to commit to a full engagement with faith-based and community-based organizations. The TEGL will encourage local workforce boards to appoint member(s) who are familiar with the FBOs/CBOs that provide job training, soft skills training and employment

services in the labor market, and work in conjunction with the state workforce agency's faith-based liaison to share ideas and collect promising practices. The TEGL also will ask the state principals to collaborate with the local workforce investment areas in creating a campaign to educate the appropriate FBOs/CBOs about the workforce investment system, One-Stop Centers, available grants-in-aid, and to invite their participation.

A total of \$500,000 is reserved for from small private non-profit organizations to provide authorized services to WIA participants. ETA expects to award approximately 20 to 25 grants under this competition.

The provided services would supplement the services that local One-Stop delivery systems currently provide. The recipient organizations receiving grant funds will partner with the local Workforce Investment Boards and One-Stop operators to carry out various services of direct benefit to customers. The sub-grantees could offer, for example, "soft-skills" training such as communications, problem-solving, and time management which will allow the individual to function in an employment environment. Other sub-grantee activities can include GED tutoring of at-risk youth, after school programs for youth, day care for elders, job loss counseling, language translation services, "community audits" (a resource guide to support services within the community), and "cultural sensitivity" training programs.

A total of \$5.0 million is reserved for grants for eligible intermediary organizations. ETA expects to award between 5 to 8 grants, with the awards ranging between \$500,000 and \$1,000,000. ETA will set the amount for each grant after reviewing the proposed activities, and evaluating the ability of each applicant on a State and multi-State basis to achieve the desired system-building objectives. Some intermediary grant recipients, therefore, may be authorized to proceed with a portion—but not the entirety—of their presented project plan.

Under this competition, eligible "intermediaries" include those non-profit, community, and/or faith-based organizations with connections to grassroots faith-based and community organizations with the ability to connect those organizations to the nation's workforce development system in more than one service area. The eligible intermediary does not have to be located in more than one jurisdiction as long as their reach extends beyond one jurisdiction, and the application

addresses providing services in more than one jurisdiction.

The selected intermediaries under this competition will develop necessary infrastructure, perform outreach and recruitment of community-based and faith-based organizations, conduct information dissemination campaigns, and engage in capacity-building efforts to establish and strengthen the administrative potential of grassroots organizations to receive future grants. These intermediaries will award and manage sub-grants to FBOs/CBOs for service provision in local workforce development areas.

Under this award, the intermediary may issue a sub-grant to a grassroots organization which

(a) Is headquartered in the local community to which it provides services; and,

(i) Has a social services budget of \$300,000 or less, or

(ii) Has 6 or fewer full-time equivalent employees.

The "\$300,000 or less" budget includes only that portion of an organization's budget allocated to providing social services. It does not include other portions of the budget such as salaries and expenses. For purposes of this announcement local affiliates of national organizations are not considered "grassroots" and would not be eligible for a sub-grant award.

The Establishment Clause of the First Amendment of the United States Constitution prohibits the government from directly funding religious activity. These grants may not be used for instruction in religion or sacred literature, worship, prayer, proselytizing or other inherently religious practices. The services provided under these grants must be secular and non-ideological. Grant or sub-grant recipients, therefore, may not and will not be defined by reference to religion. Neutral, secular criteria that neither favor nor disfavor religion must be employed in their selection. In addition, under the WIA and DOL regulations implementing the Workforce Investment Act, a recipient may not employ or train a participant in sectarian activities, or permit participants to construct, operate, or maintain any part of a facility that is primarily used or devoted to sectarian instruction or worship. Under WIA, no individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any such program or activity because of race, color, religion, sex (except as otherwise permitted under title IX of the

Education Amendments of 1972), national origin, age, disability, or political affiliation or belief.

Through these grants, the Department expects to assist the State, local partners and new intermediaries in reaching out to additional customers who would otherwise not be served by the publicly-funded workforce development system. The Department views these investments as instrumental in supporting and broadening partnerships which will strengthen One-Stop service delivery.

These grants are made under the following authorities:

- The Workforce Investment Act of 1998 (WIA or the Act) (Public Law 105–220, 29 U.S.C. 2801 *et seq.*)
  - WIA Final Rule, 20 CFR parts 652, 660–671 (65 FR 49294 (August 11, 2000));
  - Interim Final Rule implementing the nondiscrimination and equal opportunity provision (section 188) of WIA, 29 CFR part 37 (64 FR 61692 (November 12, 1999));
  - Planning Guidance and Instructions for Submission of the Strategic Five-Year State Plan for title I of the Workforce Investment Act of 1998 and the Wagner-Peyser Act (64 FR 9402 (February 25, 1999))
  - Final Unified Plan Planning Guidance (65 FR 2464 (January 14, 2000))
  - Executive Order 13198; “Rallying the Armies of Compassion”
  - “Report on a Uneven Playing Field: Barriers to Participation by Faith-Based and Community Organization in Federal Service Programs”
- Period of Performance:* The period of performance is one year.

### Application of Guidelines

#### Eligible Applicants

All states, District of Columbia, Puerto Rico, and Virgin Islands are eligible to apply for these grants.

**Note:** Except as specifically provided, DOL/ETA acceptance of a proposal and an award of federal funds to sponsor any program(s) does not provide a waiver of any grant requirement and/or procedures. For example, the OMB circulars require that an entity's procurement procedures must require that all procurement transactions must be conducted, as practical, to provide open and free competition. If a proposal identifies a specific entity to provide the services, the DOL/ETA's award does not provide the justification or basis to sole-source the procurement, i.e., avoid competition.

#### Application Process

The application must clearly identify the applicant (or the fiscal agent), the

grant recipient (and/or fiscal agent), and its capacity to administer this project. Applicants must submit one copy with an original signature and two additional copies of their proposal. The proposal must contain the Standard Form (SF) 424, Application for Federal Assistance, signed by the Governor or the individual designated in the State Workforce Investment Act Strategic Plan.

The application's Statement of Work must be double-spaced, and on single-sided, numbered pages. A font size of at least twelve (12) pitch is required throughout.

There are three required sections:

- Section I—Application for Federal Assistance (SF 424A)
- Section II—Statement of Work,
- Section III—Budget Information (SF 424B)

ETA will not consider applications that fail to provide complete information in these three sections.

### Section I—Application for Federal Assistance (SF 424A)

(See Attachment “A”)

### Section II—Statement of Work (not to exceed 15 pages)

The Statement of Work sets forth a strategic context for the use of these funds, establishes measurable goals for increasing “organizational” participation, and documents those sustainable State and local partner actions to more fully serve the clientele and members of community-based and faith-based organizations. The narrative in Section II will be evaluated in accordance with the guidance under “Review Process and Evaluation Criteria” contained in this announcement.

### Section III—Budget Information (SF-424B)

(See Attachment “B”)

#### Note: Administrative Costs

Pursuant to 20 CFR 667.210(b), grantees are advised that there is a 10% limitation on administrative costs on funds administered under this grant. The Grant Officer may, however, approve additional administrative costs, up to a maximum of 15% of the total award amount, for that grantee providing adequate justification. In no event, may administrative costs exceed 15% of the total award amount. The cost of administration shall include those disciplines enumerated in 20 CFR 667.220(b) and (c).

### Section IV—Review Process and Evaluation Criteria

(Note: Please follow the evaluation criteria when writing and assembling your proposal.) ETA, CFBCI and other Federal agency staff are expected to serve on the technical panel(s) that will review all applications against the criteria listed below. The panel recommendations are advisory. The ETA grant officer will fully consider the panel recommendations but take into account geographic balance and other factors to ensure the most advantageous award of these funds to accomplish the system-building purposes outlined in the Summary and Statement of Work. The grant officer may consider any information that comes to his or her attention. The grant officer reserves the right to award without further negotiation.

Each application will be evaluated against the following rating criteria.

#### Strategic Context (10 points)

The State application must relate the investments and activities under this grant to the workforce development vision, goals and objectives reflected in its current WIA Strategic Plan. The application should clearly establish a link between unmet customer service needs and the ability of community-based and faith-based organizations to help bridge those needs. (5 points)

The application in this section and in its entirety should evidence the capability to document successful instances of faith-based and community-based organization involvement (both existing as well as those made possible through this grant). Describe how these examples can be successfully transferred and replicated consistent with the Federal-state-local emphasis on “promising practices.” Describe how this investment would fit with other Federally funded initiatives which engage the CBOs/FBOs. (5 points)

#### Community-Based and Faith-Based “Organizational” Involvement (50 points)

Describe State plans to conduct outreach to community-based organizations and faith-based organizations to seek their new (or enlarged) participation in the One-Stop delivery system. Identify the stakeholders and principals in the State and local workforce development systems who will contribute to the outreach and evaluation responsibilities identified in these plans. Summarize the innovative approaches that will be used in working with grassroots organizations to catalogue the full range of community

services that are available for those served by the workforce investment system. (10 points)

Describe the formal State evaluation criteria for measuring the success of engagement with the grass-roots organizations under this grant. Describe how these criteria will be developed through consultation with One-Stop operator(s), State and local board(s). (10 points)

Describe "leveraging opportunities": i.e., how these grant funds can leverage (and can also be leveraged) with financial and non-financial resources provided by the community-based and faith-based organizations in service of the workforce preparation needs of each community. (10 points)

Outline how State and local governance will "add the voice" of community-based and faith-based organizations (individually or within coalitions) in future board-based strategic planning. (10 points)

Describe how the applicant will ensure that signatories to the "memorandum(a) of understanding" in each local area of the State are thoroughly briefed on the purposes of the CFBCI/ETA faith- and community-based initiative and the purposes of

these grants-in-aid. Describe how local partner suggestions and ideas for further strengthening these CBO and FBO relationships with the workforce development system have been incorporated into this application. (10 points)

*Providing "Universal Access" to Workforce Investment Act Services (40 points)*

Describe how the grant funds will be used to expand the opportunity of individuals served by the community-based organizations and faith-based organizations to learn about and gain access to the services offered by the One-Stop delivery system within the State. Describe plans to sustain the increased access of individuals served by CBOs and FBOs beyond the term of this grant. (20 points)

Describe how customers and the staff who serve them are provided with suitable access to the web-based, State-developed applications and websites which provide valuable information on services, training, jobs, career and the local labor markets as well as those electronic tools contained within America's Labor Market Information System and America's Career Kit

(America's Job Bank, America's Career InfoNet, O\*NET, and Workforce Tools of the Trade). Describe the training and tutoring support that will be provided on these electronic tools. Summarize how the CBOs/FBOs and the individuals they serve will gain knowledge about the Federal Bonding Program and Work Opportunity Tax Credit programs. (20 points)

### Reporting Requirement

The grantee must submit quarterly narrative progress and financial reports. The grantee must also prepare and submit a final report summarizing all accomplishments under the grant. The format of all reports and submission instructions will be contained in the grant document.

Signed in Washington, DC, this 10th day of April, 2002.

**James W. Stockton,**  
*Grant Officer.*

### Appendix A: (SF) 424—Application Form

### Appendix B: (Budget Information Form)

BILLING CODE 7536-01-M

# APPLICATION FOR FEDERAL ASSISTANCE

## APPENDIX "A"

OMB Approval No. 0348-0043

1. TYPE OF SUBMISSION: Application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		2. DATE SUBMITTED	Applicant Identifier
Preapplication <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		3. DATE RECEIVED BY STATE	State Application Identifier
		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
5. APPLICANT INFORMATION			
Legal Name:		Organizational Unit:	
Address (give city, county, State and zip code):		Name, telephone number and fax number of the person to be contacted on matters involving this application (give area code):	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px 0;"></div>		7. TYPE OF APPLICANT: (enter appropriate letter in box) <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block; vertical-align: middle;"></div> A. State                      H. Independent School Dist. B. County                  I. State Controlled Institution of Higher Learning C. Municipality          J. Private University D. Township              K. Indian Tribe E. Interstate              L. Individual F. Intermunicipal        M. Profit Organization G. Special District      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): A. Increase Award      B. Decrease Award                      C. Increase Duration D. Decrease Duration      Other (specify): _____		9. NAME OF FEDERAL AGENCY:	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px 0;"></div> TITLE:		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:	
12. AREAS AFFECTED BY PROJECT (cities, counties, States, etc.):			
13. PROPOSED PROJECT:		14. CONGRESSIONAL DISTRICTS OF:	
Start Date	Ending Date	a. Applicant	b. Project
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal	\$ .00	a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE _____	
b. Applicant	\$ .00	b. NO. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372	
c. State	\$ .00	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
d. Local	\$ .00		
e. Other	\$ .00		
f. Program Income	\$ .00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
g. TOTAL	\$ .00	<input type="checkbox"/> Yes      If "Yes," attach an explanation. <input type="checkbox"/> No	
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.			
a. Typed Name of Authorized Representative		b. Title	c. Telephone number
d. Signature of Authorized Representative		e. Date Signed	

Previous Editions Not Usable

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

Authorized for Local Reproduction

**INSTRUCTIONS FOR THE SF 424**

This is a standard form used by applicants as a required facesheet for preapplications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

- | <b>Item:</b> | <b>Entry:</b>  | <b>Item:</b> | <b>Entry:</b>  |
|--------------|--|--------------|--|
| 1.           | Self-explanatory.  | 12.          | List only the largest political entities affected (e.g., State, counties, cities).   |
| 2.           | Date application submitted to Federal agency (or State if applicable) & applicant's control number (if applicable).  | 13.          | Self-explanatory.  |
| 3.           | State use only (if applicable)   | 14.          | List the applicant's Congressional District and any District(s) affected by the program or project.  |
| 4.           | If this application is to continue or revise an existing award, enter present Federal identifier number. If for a new project, leave blank.  | 15.          | Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate <u>only</u> the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15. |
| 5.           | Legal name of applicant, name of primary organizational unit which will undertake this assistance activity, complete address of the applicant, and name and telephone number of the person to contact on matters related to this application.  | 16.          | Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.  |
| 6.           | Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.  | 17.          | This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.  |
| 7.           | Enter the appropriate letter in the space provided.  | 18.          | To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)  |
| 8.           | Check appropriate box and enter appropriate letter(s) in the space(s) provided.<br><br>- "New" means a new assistance award.<br>- "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date.<br>- "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. |              |  |
| 9.           | Name of Federal agency from which assistance is being requested with this application.   |              |  |
| 10.          | Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is required.   |              |  |
| 11.          | Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of the project.   |              |  |

**PART II - BUDGET INFORMATION****SECTION A - Budget Summary by Categories****APPENDIX "B"**

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

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

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

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

## **SECTION A - Budget Summary by Categories**

1. **Personnel:** Show salaries to be paid for project personnel which you are required to provide with W2 forms.
2. **Fringe Benefits:** Indicate the rate and amount of fringe benefits.
3. **Travel:** Indicate the amount requested for staff travel. Include funds to cover at least one trip to Washington, DC for project director or designee.
4. **Equipment:** Indicate the cost of non-expendable personal property that has a useful life of more than one year with a per unit cost of \$5,000 or more. Also include a detailed description of equipment to be purchased including price information.
5. **Supplies:** Include the cost of consumable supplies and materials to be used during the project period.
6. **Contractual:** Show the amount to be used for (1) procurement contracts (except those which belong on other lines such as supplies and equipment); and (2) sub-contracts/grants.
7. **Other:** Indicate all direct costs not clearly covered by lines 1 through 6 above, including consultants.
8. **Total, Direct Costs:** Add lines 1 through 7.
9. **Indirect Costs:** Indicate the rate and amount of indirect costs. Please include a copy of your negotiated Indirect Cost Agreement.
10. **Training /Stipend Cost:** (If allowable)
11. **Total Federal funds Requested:** Show total of lines 8 through 10.

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

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

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



[FR Doc. 02-9260 Filed 4-16-02; 8:45 am]

BILLING CODE 4510-30-C

## DEPARTMENT OF LABOR

### Employment and Training Administration

[SGA/DFA 02-107]

#### Grants for Intermediaries

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

**ACTION:** Notice of availability of funds and solicitation for grant applications (SGA). This notice contains all of the necessary information and forms needed to apply for grant funding.

**SUMMARY:** The Employment and Training Administration (ETA), U.S. Department of Labor (DOL) announces the availability of funds under three separate competitions to award grants (1) States, (2) intermediaries, and (3) small private non-profit organizations. Under these competitions, eligible "intermediaries" are defined as those non-profit, community, and/or faith-based organizations with connections to grassroots faith-based and community organizations with the ability to connect those organizations to the nation's workforce development system in more than one service area. The eligible intermediary does not have to be located in more than one jurisdiction as long as their reach extends beyond one jurisdiction, and the application addresses providing services in more than one jurisdiction.

These awards have three important objectives:

- Increase the number of faith-based and community-based organizations serving as committed and active partners in the One-Stop delivery system
- Expand the access of faith-based and community-based organizations' clients and customers to the services offered by the nation's One-Stops
- Identify, document, showcase and replicate successful instances of faith- and community-based involvement in our system-building.

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**DATES:** The closing date for receipt of applications is Friday, May 17, 2002. Applications must be received by 4 p.m.

(Eastern Standard Time) at the address below: No exceptions to the mailing and hand-delivery conditions set forth in this notice will be granted. Applications that do not meet the conditions set forth in this notice will not be honored. Telefacsimile (FAX) applications will not be honored. Applicants are advised that the Department's receipt of mail has encountered delays because of mail screening procedures at local post offices.

**ADDRESSES:** Applications must be mailed to: U.S. Department of Labor, Employment and Training Administration, Division of Federal Assistance, Attention: Denise Roach, Reference: SGA/DFA 02-107, 200 Constitution Avenue, NW., Room S-4203, Washington, DC 20210.

**Hand Delivered Proposals.** If proposals are hand delivered, they must be received at the designated address by 4 p.m., Eastern Time on Friday, May 17, 2002. All overnight mail will be considered to be hand delivered and must be received at the designated place by the specified closing date and time. Telegraphed, e-mail and/or fax proposals will not be honored. Failure to adhere to the above instructions will be a basis for determination of non-responsive.

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

- Was sent by U.S. Postal Service registered or certified mail not later than the fifth day (5th) calendar day before the closing date specified for receipt of applications (e.g. an offer submitted in response to a solicitation requiring receipt of application by the 20th of the month must be mailed by the 15th);
- Was sent by U.S. Postal Service Express Mail Next Day Service, Post Office to Addressee, not later than 5 p.m. at the place of mailing two working days prior to the deadline date specified for receipt of proposals in this SGA. The term "working days" excludes weekends and U.S. Federal holidays.

The only acceptable evidence to establish the date of mailing of an application received after the deadline date for the receipt of proposals sent by the U.S. Postal Service registered or certified mail is the U.S. postmark on the envelope or wrapper affixed by the U.S. Postal Service and on the original receipt from the U.S. Postal Service. The term "post marked" means a printed, stamped, or otherwise place impression (exclusive of a postage meter machine impression) that is readily identifiable without further action as having been

supplied or affixed on the date of mailing by employees of the U.S. Postal Service.

#### *Withdrawal of Applications.*

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

#### **FOR FURTHER INFORMATION CONTACT:**

Questions should be faxed to Denise Roach, Grants Management Specialist, Division of Federal Assistance at (202) 693-2879 (This is not a toll free-number). All inquiries should include the SGA/DFA 02-107 and a contact name, fax and phone number. This solicitation will be also published on the Internet, on the Employment and Training Administration (ETA) home page at <http://www.doleta.gov> and [www.usworkforce.org](http://www.usworkforce.org). Award notifications will also be announced on these two Web pages.

**SUPPLEMENTARY INFORMATION:** The Workforce Investment Act of 1998 (WIA) established a comprehensive reform of existing Federal job training programs with amendments impacting service delivery under the Wagner-Peyser Act, Adult Education and Literacy Act, and the Rehabilitation Act. A number of other Federal programs are also identified as required partners in the One-Stop delivery system to provide comprehensive services for all Americans to access the information and resources available that can help in the achievement of their career goals. The intention of the One-Stop system is to establish a network of programs and providers in co-located and integrated settings that are accessible for individuals and businesses alike in approximately 600 workforce investment areas established throughout the nation.

WIA established State and Local Workforce Investment Boards focused on strategic planning, policy development, and oversight of the workforce investment system, and accorded significant authority to the nation's Governors and local chief elected officials to further implement innovative and comprehensive delivery systems. The vision, goals and objectives for workforce development under the WIA decentralized system are fully described in the State strategic plan required under section 112 of the legislation. This State strategic workforce investment plan—and the operational experience gained by all the