

**DEPARTMENT OF LABOR****Office of Disability Employment Policy****Telework/Telecommuting Pilot Demonstration Grant for Adults with Significant Disabilities**

**AGENCY:** Office of Disability Employment Policy, DOL.

**ACTION:** Notice of availability of funds and Solicitation for Grant Applications (SGA) for Telework/Telecommuting Pilot Demonstrations (SGA 02-16).

**SUMMARY:** The U.S. Department of Labor ("DOL" or "Department"), Office of Disability Employment Policy ("ODEP"), announces the availability of \$1,000,000 to award one competitive grant to support the implementation and evaluation of three pilot demonstration projects involving DOL and two other Federal agencies over a period of 24 months designed to evaluate the extent to and the manner in which various home-based telework/telecommuting arrangements can enhance the employment of people with disabilities. This solicitation responds to an expression of Congressional intent in the Conference Report to ODEP's FY 2002 appropriation to set up these programs and to "include in these pilots all appropriate positions, whether the work is performed in-house, contracted, or outsourced in the types of jobs which can be performed from home, such as customer service/call contact centers, and claims, loan or financial transaction processing operations." (H. Conf. Rep. No. 342, 107th Cong., 1st Sess. (2001)). Integral to the pilot projects will be tailored/individualized training, appropriate technology, and supportive mechanisms (e.g., reasonable accommodations, job coaching, shadowing, mentoring, customized employment, etc.).

A critical element of this endeavor will be the generation of data and information on successful strategies and approaches to telework/telecommuting, the difficulties and challenges that may be encountered, and mechanisms for addressing these challenges. This data will be used by DOL and other Federal entities in considering the development of telework/telecommuting options as an alternative to more traditional types of employment, particularly for people with significant disabilities.

The funds for this solicitation will be used to develop, implement, and evaluate three discrete pilot demonstration projects. The first pilot will be conducted at the U.S. Department of Labor and will involve the Labor Department's current call

center operation. The other two pilot projects must involve two other types of jobs that can be performed from home such as customer service, claims, loan, financial transaction or processing operations in two additional Federal agencies.

These pilot demonstration projects will be staggered; each pilot will begin at a different time. Each pilot will run for a total of nine months—six months for a training/trial work period, and an additional three months for follow-up. The grantee funded under this solicitation must: (1) Identify positions appropriate for home-based work among the three Federal agencies included in the overall project; (2) equip and train qualified individuals with significant disabilities for these positions; and (3) report on the results of the telework/telecommuting pilot.

**DATES:** One ink-signed original, completed grant application plus two copies of the Technical Proposal and two copies of the Cost Proposal must be submitted to the U.S. Department of Labor, Procurement Services Center, Attention: Grant Officer Reference SGA 02-16, Room N-5416, 200 Constitution Avenue, NW., Washington, DC 20210, not later than 4:45 p.m. Eastern Daylight Savings Time (EDST) September 4, 2002. Hand-delivered applications must be received by the Procurement Services Center by that time.

**ADDRESSES:** Applications must be directed to the U.S. Department of Labor, Procurement Services Center, Attention: Grant Officer, Reference SGA 02-16, Room N-5416, 200 Constitution Avenue, NW., Washington, DC 20210.

**FOR FURTHER INFORMATION CONTACT:** Application announcements or forms will not be mailed. The **Federal Register** may be obtained from your nearest government office or library. In addition, a copy of this notice and the application requirement may be downloaded from the Office of Disability Employment Policy's Web site at <http://www2.dol.gov/odep>. Questions concerning this solicitation should be directed to Cassandra Willis at phone (202) 693-4570 (this is not a toll-free number). Persons who are deaf or hard of hearing may contact the Department via the Federal Relay Service, (800) 877-8339.

**Late Proposals:** All applicants are advised that U.S. mail delivery in the Washington, DC area has been erratic due to concerns involving anthrax contamination. All applicants must take this into consideration when preparing to meet the application deadline. Therefore, it is recommended that you confirm receipt of your application(s) by

contacting Cassandra Willis, U.S. Department of Labor, Procurement Services Center, at (202) 693-4570, prior to the closing deadline. Persons who are deaf or hard of hearing may contact the Department via the Federal Relay Service, (800) 877-8339.

**Acceptable Methods of Submission:** The grant application package must be received at the designated place by the date and time specified or it will not be considered. Any application received at the Office of Procurement Services Center after 4:45 p.m., EDST, September 4, 2002, will not be considered unless it is received before the award is made and:

1. It was sent by registered or certified mail not later than the fifth calendar day before September 4, 2002; or 2. It 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, excluding weekends and Federal holidays, prior to September 4, 2002; and/or

3. It is determined by the Government that the late receipt was due solely to mishandling by the Government after receipt at the U.S. Department of Labor at the address indicated.

The only acceptable evidence to establish the date of mailing of a late application sent by registered or certified mail is the U.S. Postal Service postmark on the envelope or wrapper and on the original receipt from the U.S. Postal Service. If the postmark is not legible, an application received after the above closing time and date shall be processed as if mailed late. "Postmark" means a printed, stamped or otherwise placed impression (not a postage meter machine impression) that is readily identifiable without further action as having been applied and affixed by an employee of the U.S. Postal Service on the date of mailing. Therefore, applicants should request the postal clerk place a legible hand cancellation "bull's-eye" postmark on both the receipt and the envelope or wrapper.

The only acceptable evidence to establish the time of receipt at the U. S. Department of Labor is the date/time stamp of the Procurement Services Center on the application wrapper or other documentary evidence or receipt maintained by that office.

Applications sent by other delivery services, such as Federal Express, UPS, etc., will also be accepted; however the Department does not accept dates or date stamps on such packages as evidence of timely mailing. Thus, the applicant bears the responsibility of timely submission.

All applicants are advised that U.S. mail delivery in the Washington, DC area has been erratic due to concerns involving anthrax contamination. All applicants must take this into consideration when preparing to meet the application deadline. Therefore, it is recommended that you confirm receipt of your application by contacting Cassandra Willis, U.S. Department of Labor, Procurement Services Center, telephone (202) 693-4570 (this is not a toll-free number), prior to the closing deadline. Persons who are deaf or hard of hearing may contact the Department via the Federal Relay Service, (800) 877-8339.

#### **SUPPLEMENTARY INFORMATION:**

##### **I. Authority**

Consolidated Appropriations Act, 2001, Public Law 106-554, 114 Stat. 2763; 29 U.S.C. 557b; DOL, HHS, Education and Related Appropriations Act, 2002, Public Law 107-116, 115 Stat. 2177.

##### **II. Background**

The mission of the Office of Disability Employment Policy (ODEP) is to provide leadership to increase employment opportunities for adults and youth with disabilities through expanded access to training, education, employment supports, assistive technology, integrated employment, entrepreneurial development and small business opportunities. ODEP fosters the creation of employment opportunities by building partnerships with both public and private sector employers, and with regional and local agencies to: (1) Increase their awareness and experience the benefits of employing people with disabilities, including significant disabilities; and (2) facilitate the use of effective strategies to accomplish this goal.

Workers with significant disabilities are an important and insufficiently tapped resource for employers. As such, ODEP is committed to ensuring appropriate skills development and training opportunities, and supporting and encouraging the creative use of alternative employment strategies and employment supports for this population segment. Congress included \$1,000,000 in FY 2002 for ODEP to explore the feasibility of developing and extending home-based telework/telecommuting options to people with significant disabilities through an evaluation of pilot demonstration projects. (H. Conf. Rep. No. 342, 107th Cong., 1st Sess. (2001)).

In general, "telework/telecommuting" is a collective term for a wide variety of work arrangements. Teleworkers/

telecommuters may be employees or independent contractors who may work full-time or part-time. In addition teleworkers/telecommuters may work from home or a telecenter all of the time, or may alternate between the two. For the purposes of this solicitation, telework/telecommuting will refer to home-based settings only.

As a general matter, telework/telecommuting provides opportunities for all employees and employers seeking alternative employment options. For employers, telework/telecommuting can be useful in solving business problems by decreasing certain overhead costs; satisfying fluctuating demands for additional office and parking space; and helping its employees balance work and family demands and thereby increase their loyalty, productivity, and retention. For certain employees, telework/telecommuting is appealing because it can eliminate long commutes, and is flexible—allowing for balancing of work and home life, and reduced workplace distractions.

For people with significant disabilities, telework/telecommuting sometimes presents the most viable opportunity to work, due to the lack of reliable and available employment supports such as transportation and personal assistance. While telework/telecommuting is not a complete solution to the employment barriers encountered by persons with significant disabilities, home-based work can be an effective way of bringing persons with severe or significant disabilities who have limited ability to leave their homes into the workforce.

Effective telework/telecommuting policies are key to successful telework/telecommuting arrangements for persons with and without disabilities. Accordingly, the best practices derived from this project are likely to have utility extending beyond the employment of people with disabilities to the population generally.

##### **III. Purpose and Parameters**

The purpose of the grant award is to explore using telework/telecommuting in innovative ways in Federal agencies to support high quality employment for people with significant disabilities. Specifically, it will provide DOL and other participating agencies with a means to assess the extent to which tailored/individualized training, appropriate technology, and supportive mechanisms (e.g., reasonable accommodations, job coaching, shadowing, mentoring, customized employment, etc.) can facilitate various telework/telecommuting arrangements for people with significant disabilities.

Through its evaluation research component, the grant will also generate data on both the benefits and the challenges encountered in creating home-based telework/telecommuting options for people with significant disabilities.

All forms necessary to prepare an application are included in this SGA. Additional forms can be obtained from the following OMB Web site address: [www.whitehouse.gov/OMB/grants/forms.html](http://www.whitehouse.gov/OMB/grants/forms.html). In responding to the SGA, the applicant must take into account the following parameters of this project:

- The award will support one grant that will be used to develop, implement, evaluate, and disseminate information that can increase critical knowledge of and provide data about "best practices" in a home-based telework/telecommuting environment for people with significant disabilities.

- The first pilot will be conducted at the U.S. Department of Labor and will involve the Labor Department's current call center operation. The other two pilot projects will involve two of the following: customer service, claims, loan, financial transaction or processing centers in two additional Federal agencies.

- For the purposes of this solicitation, "telework/telecommuting" is defined as work performed in a home-based workstation.

- The grantee must: (1) Identify appropriate positions within the three Federal agencies included in the overall project; (2) equip and train qualified individuals with significant disabilities for these positions; and (3) report on the results of the telework/telecommuting pilot.

- A person with a "significant disability" for purposes of this SGA is defined as an adult to whom one or more of the following applies: (1) Is a long-term user of a mobility aid (e.g., a cane or wheel chair); (2) Is unable, or needs assistance, to see, hear, or climb stairs; or (3) Is unable, or needs assistance, to get around inside the home, dress, eat, or prepare meals.

- During each nine-month pilot, the telework/telecommuting participants recruited as part of this solicitation will be employees of the applicant's organization. The applicant, therefore, may use grant funds to cover their employment costs (e.g., salaries, benefits, assistive technology, reasonable accommodations). Telework/telecommuting participants are to be compensated at prevailing rates equal to that of other trainees or employees with similar training, experience, and skills, performing similar work and such rates shall be in accordance with applicable

law, but in no event less than the higher of the rate specified in section 6(a)(1) of the Fair Labor Standards Act of 1938 (29 U.S.C. 206(a)(1)) or the applicable State or local minimum wage law.

- Applicants must prepare an evaluation plan for the three pilot demonstration projects which is to include, at a minimum: (1) The number of individuals with disabilities participating in telework/telecommuting positions; (2) the participants' attrition rates; (3) information on the performance of such individuals in comparison to people without significant disabilities performing similar jobs in the participating agency; and (4) the feasibility of employing more individuals with disabilities in home-based work in other Federal agency positions.

- The success of telework/telecommuting for people with significant disabilities will be measured in terms of growth (e.g., skills development, production, hiring level, etc.) and stability. Training will be a critical element in the pilot demonstrations inasmuch as it will be important that participants recruited for the pilot projects enhance their current skills level and develop additional skills and abilities to perform telework/telecommuting tasks. Accordingly, the applicant must describe the procedures and approach it will use to ensure that the participants' training provides them with the specific skills needed for the target occupation, including the operation of relevant equipment, including assistive technology. The applicant must also discuss how it will assess and provide appropriate telework/telecommuting supports, needed accommodations, and training in self-management skills.

- In some cases, Federal agencies, such as DOL, contract for services such as call centers, claims processing, and application processing. Applicants should note that if the Federal agency that is to be a part of this demonstration uses a contractor for a job function which is potentially appropriate for home-based telework/telecommuting environment, the agency must agree to assist the applicant in working with the Federal contractor to identify appropriate positions for the pilot demonstration project.

- The applicant must describe the procedures and approaches it will use in cases where modifications (e.g., telephone lines, software, technology, etc.) may be required to facilitate the pilot demonstration projects (e.g., a contracted call center facility). Grant funds may be used for this purpose. This kind of facilitation may be

accomplished in a number of ways, for example, by a subcontract with the contracted call center under which the call center purchases and installs all of the appropriate equipment, or by direct purchase and installation by the grantee with the consent of the call center contractor.

#### IV. Statement of Work

The applicant must design and implement pilot demonstration projects that incorporate research-based best practices, or that develop and evaluate additional practices that are flexible, unique, and innovative.

The successful applicant will develop and outline strategies to integrate specific job functions, ordinarily performed at a centrally located facility, into home-based work settings. Therefore, the applicant must include specific details concerning its personnel and support capacity for the pilot demonstration projects; the procedures and approaches for the recruitment, retention, and management of people with significant disabilities who prefer home-based telework/telecommuting; the acquisition, installation, and maintenance of equipment that will be required; necessary security; job task training, quality assurance, supervision, and technical assistance and training for the Federal agency and contractor (if applicable) supporting the pilot demonstrations.

The applicant must describe the methods and procedures for collecting, analyzing, and reporting data from the evaluation of the pilot demonstration projects. The applicant must describe the procedures and approaches for working with three Federal agencies (the Department of Labor and two other Federal agencies) in order to implement the various strategies proposed in relation to the specific employment situation in each agency (e.g., call center, claims processing, and/or application processing activity.) Additionally, the applicant must provide:

- (1) a detailed management plan for project goals, objectives, and activities;

- (2) a detailed timeline for phasing in the three pilot demonstration projects on a staggered basis; conducting evaluations of the pilots; and producing and submitting a final report;

- (3) a detailed outline for an evaluation research design which includes: (a) A justification of appropriate evaluation methodology; (b) a descriptions of the outcome measures expected to be used to evaluate the pilot demonstration projects and determine the effectiveness of each; and (c) an explanation of how the evaluation information and data

collected on the pilot demonstration projects will be aggregated and analyzed for the purpose of providing useful information about the overall feasibility of home-based telework/telecommuting for people with significant disabilities performing Federal sector jobs;

- (4) documentation (e.g., letter of intent, memorandum of agreement) which reflects that each Federal agency which is to be included in the pilot demonstration project is committed to participating and working cooperatively with the applicant; or alternatively, a description of the process the applicant will use to recruit, enlist, and secure cooperation with each Federal agency the applicant wishes to include in the projects;

- (5) a description detailing a plan for designing three distinct telework/telecommuting pilots in different environments. The first pilot will be conducted at the U.S. Department of Labor and will involve the Labor Department's current call center operation. The other two pilot projects must involve two other types of jobs that can be performed from home such as customer service, claims, loan, financial transaction or processing operations in two additional Federal agencies.

- (6) a description of the procedures and approaches that will be used to integrate home-based telework/telecommuting into the existing infrastructure of any organizations currently providing contractual services within participating Federal agencies; and identify positions appropriate for home-based telework/telecommuting within the three Federal agencies included in the overall project; and address and resolve any problems and barriers;

- (7) a description of the procedures and approaches which the applicant will use to: (a) Recruit and retain pilot demonstration participants; (b) employ pilot demonstration participants for up to nine months; (c) replace participants who drop out of the project, to the extent that funds and time will allow; and (d) address and resolve any other problems and barriers;

- (8) a description of the procedures and approaches the applicant will use for: (a) The acquisition, installation, and maintenance of required equipment and implementation of necessary security measures; (b) job task training, quality assurance, and supervision; and (c) for providing technical assistance and training to the entity(ies) providing contractual services to the Federal government in jobs appropriate for home-based telework/telecommuting

which are to be included in the pilot demonstrations;

(9) a detailed description of procedures and materials that would enable others to replicate the successful strategies developed; and

(10) a description of procedures and approaches which will be used to provide ongoing communication and collaboration with, and input from ODEP's Project Officer on all grant-related activities.

Utilizing grant funds, the applicant must support the travel cost associated with sending at least one representative for two days to the annual ODEP Grantees' training conference, to be held in Washington, DC.

#### V. Funding Availability and Period of Performance

The period of performance will be 24 months from the date of the execution of the award unless extended by the Government. The amount of the grant awarded will be \$1,000,000. It is expected that the costs associated with each individual pilot will vary, as the job functions/tasks and technology required to perform home-based teleworking/telecommuting within a participating agency will be different. The funds used for this SGA will support the costs associated with the development and implementation of the three Federal pilot demonstration projects, one of which is to be at DOL, to determine whether, and to what extent, home-based telework/telecommuting represents viable employment alternative for people with significant disabilities and for Federal agencies. To this end, the applicant may use the available funds to conduct a variety of activities to support these pilots such as recruitment, retention, training, acquiring needed technology and equipment, making modifications, planning, management activities, and evaluations. To the extent possible, the applicant should provide specific cost estimates and justifications for costs in its application. With the agreement of the grantee, the Department also may elect to change, modify, and/or supplement this grant during this period based on the Department's needs.

#### VI. Eligible Applicants

Applications will be accepted from both for profit and non-profit organizations. States and other governmental entities are ineligible. Applicants must have demonstrated experience in employment and disability research, and have demonstrated experience and capacity for providing services related to telework/telecommuting or technology

generally for people with disabilities. According to section 18 of the Lobbying Disclosure Act of 1995, an organization, as described in section 501(c)(4) of the Internal Revenue Code of 1986, that engages in lobbying activities will not be eligible for the receipt of Federal funds constituting an award, grant, or loan. [See 2 U.S.C. 1611; 26 U.S.C. 501(c)(4).]

#### VII. Application Contents

**General Requirements**—Two copies and an original of the proposal must be submitted, one of which must contain an original signature. Proposals must be submitted by the applicant only. There are three required sections of the application. Requirements for each section are provided in this application package.

##### *Part I—Executive Summary*

The Executive Summary may not be more than two single-spaced pages in length giving a clear summary of the project narrative.

##### *Part II—Project Narrative—(Appendices—Letters of Commitment/Support, Resumes, etc.)*

Applicants must include a narrative that addresses the Statement of Work in Part IV of the notice and the evaluation/selection criteria in Part VIII that will be used by reviewers in evaluating the application. You must limit Part II to the equivalent of no more than 75 pages using the following standard. This page limit does not apply to Part I the Executive Summary; Part III the Project Financial Plan (Budget); and, the Appendices (the assurances and certifications, resumes, a bibliography or references, and the documentation of commitment/letters of support).

A page is 8.5" x 11" (on one side only) with one-inch margins (top, bottom, and sides). All text in the application narrative, including titles, headings, footnotes, quotations, and captions, as well as all text in charts, tables, figures, and graphs must be double-spaced (no more than three lines per vertical inch); and, if using a proportional computer font, use no smaller than a 12-point font, and an average character density no greater than 18 characters per inch (if using a non-proportional font or a typewriter, do not use more than 12 characters per inch.)

##### *Part III—Project Financial Plan (Budget)*

Applications must include a detailed financial plan, which identifies by line item the budget plan designed to achieve the goals of this grant. The Financial Plan must contain the SF-424, Application for Federal Assistance,

(Appendix A) and a Budget Information Sheet SF-424A (Appendix B).

In addition, the budget must include, on a separate page, a detailed cost analysis of each line item. Justification for administrative costs must be provided. Approval of a budget by DOL is not the same as the approval of actual costs. The individual signing the SF-424 on behalf of the applicant must represent and be able to legally bind the responsible financial and administrative entity for a grant should that application result in an award. The applicant must also include the Assurances and Certifications Signature Page (Appendix C).

#### VIII. Evaluation Criteria/Selection

##### *A. Evaluation Criteria*

The application must include appropriate information of the type described below.

##### *1. Significance of the Proposed Project (25 points)*

In determining the significance of the proposed project, the Department considers the following factors:

a. The potential contribution of the proposed project to increase knowledge or understanding of problems, issues, or effective strategies for providing home-based telework/telecommuting options to people with significant disabilities as an alternative to traditional types of employment;

b. The extent to which the proposed project is likely to yield findings that may be used by other appropriate agencies and organizations;

c. The extent to which the proposed project involves the development or demonstration of promising new strategies that build upon, or are alternatives to, existing strategies;

d. The likely utility of the products (such as information, materials, processes, or techniques) that will result from the proposed project, including their potential for being used effectively in a variety of other settings;

e. The extent to which the promising practices of the proposed project are to be disseminated in ways that will enable others to use the information or strategies;

f. The potential replicability (national significance) of the proposed project or strategies, including, as appropriate, the potential for implementation in a variety of settings; and

g. The importance or magnitude of the results that are likely to be attained by the proposed project.

## 2. Quality of the Project Design (20 points)

In evaluating the quality of the proposed project design, the Department considers the following factors:

a. The adequacy of the documentation submitted in support of the proposed project to demonstrate the commitment of each Federal agency which is included in the pilot demonstration or alternatively the quality of the plan that the applicant will use to recruit, enlist, and secure cooperation of Federal agencies which the applicant wishes to include in the projects;

b. The extent to which the proposal provides a description detailing a plan for designing three distinct pilot programs, in three different telework/telecommuting environments, with DOL and two additional Federal agencies.

c. The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable;

d. The extent to which the proposal incorporates the 9 key activities identified in Part IV, the Statement of Work;

e. The extent to which the design of the proposed project is appropriate to, and will successfully address the needs of the target population and other identified needs;

f. The extent to which the design of the proposed project can identify barriers and challenges associated with providing home-based telework/telecommuting options to persons with disabilities;

g. The extent to which the proposed project is designed to build capacity and yield results that will extend beyond the period of this grant;

h. The extent to which the design of the proposed project reflects a review of disability related literature, up-to-date knowledge of research and effective practices relating to planning and implementing telework/telecommuting options, and the use of appropriate methodological tools to ensure successful achievement of project objectives;

i. The extent to which the applicant encourages involvement of people with significant disabilities most likely to benefit from home-based telework/telecommuting options, and relevant experts, and organizations in project activities; and

j. The extent to which performance feedback and continuous improvement are integral to the design of the proposed project.

k. The extent to which the design of the proposed project incorporates measures adequate to ensure that the

current employees of a Federal contractor or Federal agency involved in the pilot project do not suffer a loss of wages, are not displaced, and are not deprived of any rights conferred as a result of a collective bargaining agreement or an existing contract for their services or as a result of grant activities.

## 3. Quality of Project Personnel (15 points)

The Project Narrative must describe the proposed staffing of the project and must identify and summarize the qualifications of the personnel who will carry it out. The Project Narrative should also describe how the applicant plans to comply with the employment discrimination and equal employment opportunity requirements of the various laws listed in the assurances section.

In addition, the Department considers the qualifications, including relevant education, training and experience of key project personnel as well as the qualifications, including relevant training and experience of project consultants or subcontractors. Resumes must be included in the Appendices.

## 4. Budget and Resource Capacity (10 points)

In evaluating the capacity of the applicant to carry out the proposed project, the Department considers the following factors:

a. The applicant's demonstrated experience in employment and disability research, and in providing services related to telework/telecommuting or technology generally for people with disabilities;

b. The extent to which the budget is adequate to support the proposed project; and

c. The extent to which the anticipated costs are reasonable in relation to the objectives, design, and potential significance of the proposed project.

## 5. Quality of the Management Plan (10 points)

In evaluating the quality of the management plan for the proposed project, the Department considers the following factors:

a. The extent to which the management plan for project implementation appears likely to achieve the objectives of the proposed project on time and within budget, and includes clearly defined staff responsibilities, time allocation to project activities, time lines, milestones for accomplishing project tasks, and project deliverables;

b. The adequacy of mechanisms for ensuring high-quality products and

services relating to the scope of work for the proposed project; and

c. The extent to which the time commitments of the project director and principal investigator and other key project personnel are appropriate and adequate to meet the objectives of the proposed project.

## 6. Quality of the Project Evaluation (20 points)

In evaluating the quality of the project's evaluation design, the Department considers the following factors:

a. The extent to which the methods of evaluation are thorough, feasible, and appropriate to the goals, objectives, context, and outcomes of the proposed project;

b. The extent to which the methods of evaluation include the use of objective performance measures that are clearly related to the intended outcomes of the project and will produce quantitative and qualitative data;

c. The extent to which the evaluation will provide information to the Federal government and other employers about effective telework/telecommuting strategies suitable for replication or testing in other settings; and

d. The extent to which the methods of evaluation measure in both quantitative and qualitative terms program results and satisfaction of adults with disabilities.

### *B. Selection Criteria*

Acceptance of a proposal and an award of Federal funds to sponsor any program(s) is not a waiver of any grant requirement and/or procedures. The selected applicant must comply with all applicable Federal statutes, regulations, administrative requirements and OMB circulars. For example, the OMB circulars require, and an entity's procurement procedures must require, that all procurement transactions shall be conducted, as practical, to provide open and free competition. If a proposal identifies a specific entity to provide the services, the award does not provide the justification or basis to sole-source the procurement, i.e., avoid competition.

A panel will objectively rate each complete application against the criteria described in this SGA. The panel recommendations to the Grant Officer are advisory in nature. The Grant Officer may elect to award grants either with or without discussion with the applicant. In situations where no discussion occurs, an award will be based on the signed SF-424 form (see Appendix A), which constitutes a binding offer. The Grant Officer may consider the availability of funds and any

information that is available and will make final award decisions based on what is most advantageous to the government, considering factors such as:

- (1) The findings of the grant technical evaluation panel; and
- (2) The geographic distribution of the sites of the three demonstration projects.

#### IX. Reporting

The selected applicant must submit on a quarterly basis, beginning ninety days from the award of the grant, financial and participation reports under this program as prescribed by OMB Circulars A-110 codified at 29 CFR part 95. Specifically the following reports will be required:

1. *Quarterly report:* The quarterly report is estimated to take five hours to complete. The form for the Quarterly Report will be provided by ODEP. The Department will work with the grantee to help refine the requirements of the report, which, among other things, will include measures of ongoing analysis for continuous improvement;

2. *Standard Form 269: Financial Status Report Form:* This form is to be completed on a quarterly basis.

3. *Final Project Report:* The Final Project Report is to include an assessment of project performance and outcomes achieved. It is estimated that this report will take twenty hours to complete. This report will be submitted in hard copy and on electronic disk using a format and following instructions, which will be provided by the Department. A draft of the final report is due to the Department thirty days before the termination of the grant.

The final report is due to DOL 60 days following the termination of the grant.

The Department will arrange for an independent evaluation of outcomes, impacts, and benefits of the project. The selected applicant must make records and data available to external evaluation personnel, as specified by the Department.

#### X. Administration Provisions

##### A. Administrative Standards and Provisions

Applicants are strongly encouraged to read these regulations before submitting a proposal. The grant awarded under this SGA shall be subject to the following as applicable:

(1) 29 CFR part 95—Grants and Agreements With Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations, and With Commercial Organizations, Foreign Governments, Organizations Under the Jurisdiction of Foreign Governments, and International Organizations

(2) 29 CFR part 96—Audit Requirements for Grants, Contracts, and Other Agreements.

##### B. Allowable Cost

Determinations of allowable costs are made in accordance with the following applicable Federal cost principles:

(1) Nonprofit Organizations—OMB Circular A-122

(2) Profit-making Commercial Firms—48 CFR part 31

Profit will not be considered an allowable cost in any case.

##### C. Grant Non-Discrimination Assurances

As a condition of the award, the applicant must certify that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

29 CFR part 31—Nondiscrimination in Federally-assisted programs of the Department of Labor, effectuation of Title VI of the Civil Rights Act of 1964.

29 CFR part 32—Nondiscrimination on the Basis of Disability in Programs and Activities Receiving or Benefiting from Federal Assistance. (Implementing section 504 of the Rehabilitation Act, 29 U.S.C. 794)

29 CFR part 36—Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance. (Implementing title IX of the Education Amendments of 1972, 20 U.S.C. 1681 et seq.)

The applicant must include assurances and certifications that it will comply with these laws in its grant application. The assurances and certifications are attached as Appendix C.

Signed at Washington, DC, this 30th day of July, 2002.

**Lawrence J. Kuss,**  
*Grant Officer.*

APPENDIX A. Application for Federal Assistance, Form SF 424

APPENDIX B. Budget Information Sheet, Form SF 424A

APPENDIX C. Assurances and Certifications Signature Page

**BILLING CODE 4510-CX-P**

**APPLICATION FOR  
FEDERAL ASSISTANCE**

OMB Approval No. 0348-0043

<b>1. TYPE OF SUBMISSION:</b> Application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction Preapplication <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		<b>2. DATE SUBMITTED</b> July 26, 2002	Applicant Identifier
		<b>3. DATE RECEIVED BY STATE</b>	State Application Identifier
		<b>4. DATE RECEIVED BY FEDERAL AGENCY</b>	Federal Identifier
<b>5. APPLICANT INFORMATION</b>			
Legal Name:		Organizational Unit:	
Address (give city, county, State, and zip code):		Name and telephone number of person to be contacted on matters involving this application (give area code)	
<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN):</b> [ ] [ ] [ ] - [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]		<b>7. TYPE OF APPLICANT: (enter appropriate letter in box)</b> <input type="checkbox"/>	
<b>8. TYPE OF APPLICATION:</b> <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): _____		A. State                      H. Independent School Dist. B. County                    I. State Controlled Institution of Higher Learning C. Municipal                J. Private University D. Township                K. Indian Tribe E. Interstate                L. Individual F. Intermunicipal         M. Profit Organization G. Special District        N. Other (Specify) _____	
		<b>9. NAME OF FEDERAL AGENCY:</b>	
<b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:</b> [ ] [ ] [ ] - [ ] [ ] [ ] [ ] TITLE: _____		<b>11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:</b>	
<b>12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):</b>			
<b>13. PROPOSED PROJECT</b> Start Date    Ending Date		<b>14. CONGRESSIONAL DISTRICTS OF:</b>	
		a. Applicant	b. Project
<b>15. ESTIMATED FUNDING:</b>		<b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b>	
a. Federal	\$ _____ <sup>00</sup>	a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:	
b. Applicant	\$ _____ <sup>00</sup>	DATE _____	
c. State	\$ _____ <sup>00</sup>	b. No. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372	
d. Local	\$ _____ <sup>00</sup>	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
e. Other	\$ _____ <sup>00</sup>		
f. Program Income	\$ _____ <sup>00</sup>	<b>17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?</b> <input type="checkbox"/> Yes If "Yes," attach an explanation. <input type="checkbox"/> No	
g. TOTAL	\$ _____ <sup>00</sup>		
<b>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.</b>			
a. Type Name of Authorized Representative		b. Title	c. Telephone Number
d. Signature of Authorized Representative		e. Date Signed	

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Standard Form 424 (Rev. 7-97)  
Prescribed by OMB Circular A-102

## INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

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

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

OMB Approval No. 0348-0044

**BUDGET INFORMATION - Non-Construction Programs**

**SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1.		\$	\$	\$	\$	0.00
2.						0.00
3.						0.00
4.						0.00
5. Totals		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00

**SECTION B - BUDGET CATEGORIES**

Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	\$	\$	\$	\$	0.00
b. Fringe Benefits					0.00
c. Travel					0.00
d. Equipment					0.00
e. Supplies					0.00
f. Contractual					0.00
g. Construction					0.00
h. Other					0.00
i. Total Direct Charges (sum of 6a-6h)	0.00	0.00	0.00	0.00	0.00
j. Indirect Charges					0.00
k. TOTALS (sum of 6i and 6j)	\$	\$ 0.00	\$ 0.00	\$ 0.00	0.00
7. Program Income	\$	\$	\$	\$	0.00

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SECTION C - NON-FEDERAL RESOURCES						
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS		
8.	\$	\$	\$	0.00	0.00	0.00
9.						0.00
10.						0.00
11.						0.00
12. TOTAL (sum of lines 8-11)	\$	0.00 \$	0.00 \$	0.00	0.00	0.00
SECTION D - FORECASTED CASH NEEDS						
(a) Grant Program	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	
	\$	\$	\$	\$	\$	\$
13. Federal	0.00	\$	\$	\$	\$	\$
14. Non-Federal	0.00					
15. TOTAL (sum of lines 13 and 14)	\$	0.00 \$	0.00 \$	0.00 \$	0.00 \$	0.00
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT						
(a) Grant Program	FUTURE FUNDING PERIODS (Years)					
	(b) First	(c) Second	(d) Third	(e) Fourth		
16.	\$	\$	\$	\$	\$	\$
17.						
18.						
19.						
20. TOTAL (sum of lines 16-19)	\$	0.00 \$	0.00 \$	0.00 \$	0.00 \$	0.00
SECTION F - OTHER BUDGET INFORMATION						
21. Direct Charges:	22. Indirect Charges:					
23. Remarks:						

## INSTRUCTIONS FOR THE SF-424A

Public reporting burden for this collection of information is estimated to average 180 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0044), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**General Instructions**

This form is designed so that application can be made for funds from one or more grant programs. In preparing the budget, adhere to any existing Federal grantor agency guidelines which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. For some programs, grantor agencies may require budgets to be separately shown by function or activity. For other programs, grantor agencies may require a breakdown by function or activity. Sections A, B, C, and D should include budget estimates for the whole project except when applying for assistance which requires Federal authorization in annual or other funding period increments. In the latter case, Sections A, B, C, and D should provide the budget for the first budget period (usually a year) and Section E should present the need for Federal assistance in the subsequent budget periods. All applications should contain a breakdown by the object class categories shown in Lines a-k of Section B.

**Section A. Budget Summary Lines 1-4 Columns (a) and (b)**

For applications pertaining to a *single* Federal grant program (Federal Domestic Assistance Catalog number) and *not requiring* a functional or activity breakdown, enter on Line 1 under Column (a) the Catalog program title and the Catalog number in Column (b).

For applications pertaining to a *single* program *requiring* budget amounts by multiple functions or activities, enter the name of each activity or function on each line in Column (a), and enter the Catalog number in Column (b). For applications pertaining to multiple programs where none of the programs require a breakdown by function or activity, enter the Catalog program title on each line in Column (a) and the respective Catalog number on each line in Column (b).

For applications pertaining to *multiple* programs where one or more programs *require* a breakdown by function or activity, prepare a separate sheet for each program requiring the breakdown. Additional sheets should be used when one form does not provide adequate space for all breakdown of data required. However, when more than one sheet is used, the first page should provide the summary totals by programs.

**Lines 1-4, Columns (c) through (g)**

For *new applications*, leave Column (c) and (d) blank. For each line entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year).

For *continuing grant program applications*, submit these forms before the end of each funding period as required by the grantor agency. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period only if the Federal grantor agency instructions provide for this. Otherwise, leave these columns blank. Enter in columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of amounts in Columns (e) and (f).

For *supplemental grants and changes* to existing grants, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or decrease of Federal funds and enter in Column (f) the amount of the increase or decrease of non-Federal funds. In Column (g) enter the new total budgeted amount (Federal and non-Federal) which includes the total previous authorized budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should not equal the sum of amounts in Columns (e) and (f).

**Line 5** - Show the totals for all columns used.

**Section B Budget Categories**

In the column headings (1) through (4), enter the titles of the same programs, functions, and activities shown on Lines 1-4, Column (a), Section A. When additional sheets are prepared for Section A, provide similar column headings on each sheet. For each program, function or activity, fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

**Line 6a-i** - Show the totals of Lines 6a to 6h in each column.

**Line 6j** - Show the amount of indirect cost.

**Line 6k** - Enter the total of amounts on Lines 6i and 6j. For all applications for new grants and continuation grants the total amount in column (5), Line 6k, should be the same as the total amount shown in Section A, Column (g), Line 5. For supplemental grants and changes to grants, the total amount of the increase or decrease as shown in Columns (1)-(4), Line 6k should be the same as the sum of the amounts in Section A, Columns (e) and (f) on Line 5.

**Line 7** - Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount, Show under the program

## INSTRUCTIONS FOR THE SF-424A (continued)

narrative statement the nature and source of income. The estimated amount of program income may be considered by the Federal grantor agency in determining the total amount of the grant.

**Section C. Non-Federal Resources**

**Lines 8-11** Enter amounts of non-Federal resources that will be used on the grant. If in-kind contributions are included, provide a brief explanation on a separate sheet.

**Column (a)** - Enter the program titles identical to Column (a), Section A. A breakdown by function or activity is not necessary.

**Column (b)** - Enter the contribution to be made by the applicant.

**Column (c)** - Enter the amount of the State's cash and in-kind contribution if the applicant is not a State or State agency. Applicants which are a State or State agencies should leave this column blank.

**Column (d)** - Enter the amount of cash and in-kind contributions to be made from all other sources.

**Column (e)** - Enter totals of Columns (b), (c), and (d).

**Line 12** - Enter the total for each of Columns (b)-(e). The amount in Column (e) should be equal to the amount on Line 5, Column (f), Section A.

**Section D. Forecasted Cash Needs**

**Line 13** - Enter the amount of cash needed by quarter from the grantor agency during the first year.

**Line 14** - Enter the amount of cash from all other sources needed by quarter during the first year.

**Line 15** - Enter the totals of amounts on Lines 13 and 14.

**Section E. Budget Estimates of Federal Funds Needed for Balance of the Project**

**Lines 16-19** - Enter in Column (a) the same grant program titles shown in Column (a), Section A. A breakdown by function or activity is not necessary. For new applications and continuation grant applications, enter in the proper columns amounts of Federal funds which will be needed to complete the program or project over the succeeding funding periods (usually in years). This section need not be completed for revisions (amendments, changes, or supplements) to funds for the current year of existing grants.

If more than four lines are needed to list the program titles, submit additional schedules as necessary.

**Line 20** - Enter the total for each of the Columns (b)-(e). When additional schedules are prepared for this Section, annotate accordingly and show the overall totals on this line.

**Section F. Other Budget Information**

**Line 21** - Use this space to explain amounts for individual direct object class cost categories that may appear to be out of the ordinary or to explain the details as required by the Federal grantor agency.

**Line 22** - Enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

**Line 23** - Provide any other explanations or comments deemed necessary.

---

**ASSURANCES AND CERTIFICATIONS - SIGNATURE PAGE**

The Department of Labor will not award a grant or agreement where the grantee/recipient has failed to accept the ASSURANCES AND CERTIFICATIONS contained in this section. By signing and returning this signature page, the grantee/recipient is providing the certifications set forth below:

- A. Assurances - Non-Construction Programs
- B. Certifications Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions and Certifications Regarding Drug-Free/Tobacco-Free Workplace Requirements.
- C. Certification of Release of Information
- D. Applicant is not a 501 (c) (4) organization

APPLICANT NAME and LEGAL ADDRESS:

If there is any reason why one of the assurances or certifications listed cannot be signed, please explain. Applicant need only submit and return this signature page with the grant application. All other instructions shall be kept on file by the applicant.

---

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

TITLE

---

APPLICANT ORGANIZATION

DATE SUBMITTED

**Please Note: This signature page and any pertinent attachments which may be required by these assurances and certifications shall be attached to the applicant's Cost Proposal.**

[FR Doc. 02-19640 Filed 8-2-02; 8:45 am]

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## DEPARTMENT OF LABOR

### Bureau of International Labor Affairs

#### Request for Information on Efforts by Certain Countries To Eliminate the Worst Forms of Child Labor

**AGENCY:** The Bureau of International Labor Affairs, United States Department of Labor.

**ACTION:** Request for information on efforts by certain countries to eliminate the worst forms of child labor.

**SUMMARY:** This notice is a request for information for use in Department of Labor research regarding the implementation of international commitments to eliminate the worst forms of child labor by countries seeking benefits under the Generalized System of Preferences (GSP), and/or eligibility for additional benefits provided for in the Caribbean Basin Trade Partnership Act (CBTPA) or the African Growth and Development Act (AGOA).

The Trade and Development Act of 2000 (TDA) established a new eligibility criterion—concerning efforts to eliminate the worst forms of child labor—for receipt of these trade benefits. The TDA requires the Secretary of Labor to make annual findings with respect to beneficiary countries' implementation of their international commitments to eliminate the worst forms of child labor. The first annual report under the TDA was published on July 12, 2002. This information request is for use in producing the second report.

**DATES:** Submitters of information are requested to provide two (2) copies of their written submission to the International Child Labor Program at the address below by 5 p.m., September 6, 2002.

**ADDRESSES:** Written submissions should be addressed to Nicholas J. Levintow and/or Christine Camillo at the International Child Labor Program, Bureau of International Labor Affairs, U.S. Department of Labor, 200 Constitution Avenue, NW., Room S-5307, Washington, DC 20210.

**FOR FURTHER INFORMATION CONTACT:** Nicholas J. Levintow or Christine Camillo, Bureau of International Labor Affairs, International Child Labor Program, at (202) 693-4862, or (202) 693-4839; fax (202) 693-4830. The Department of Labor's international child labor reports can be read on the Internet at <http://www.dol.gov/ilab/>

[reports/iclp/pubs\\_reports\\_ilab\\_iclp.htm](#) or can be obtained from the International Child Labor Program.

**SUPPLEMENTARY INFORMATION:** The Trade and Development Act of 2000 [Pub. L. 106-200], established new eligibility criteria concerning beneficiary country efforts to eliminate the worst forms of child labor for receipt of trade benefits under the GSP, CBTPA, and AGOA programs. The TDA amends the GSP reporting requirements of the Trade Act of 1974 (Section 504) [19 U.S.C. 2464] to require that the President's annual report on the status of internationally recognized worker rights include "findings by the Secretary of Labor with respect to the beneficiary country's implementation of its international commitments to eliminate the worst forms of child labor."

Title II of the TDA includes as a criteria for receiving benefits under the CBTPA "whether the country has implemented its commitments to eliminate the worst forms of child labor, as defined in section 507(6) of the Trade Act of 1974." The TDA Conference Report [Joint Explanatory Statement of the Committee of Conference, 106th Cong. 2d. sess. (2000)] indicates that "the conferees intend that the GSP standard, including the provision with respect to implementation of obligations to eliminate the worst forms of child labor, apply to eligibility for those additional benefits" [provided for in the AGOA.]

#### Scope of Report

Countries presently eligible under the GSP are: Albania, Angola, Antigua and Barbuda, Argentina, Armenia, Bahrain, Bangladesh, Barbados, Belize, Benin, Bhutan, Bolivia, Bosnia and Herzegovina, Botswana, Brazil, Bulgaria, Burkina Faso, Burundi, Cambodia, Cameroon, Cape Verde, Central African Republic, Chad, Chile, Colombia, Comoros, Congo (Brazzaville), Congo (Kinshasa), Costa Rica, Cote d'Ivoire, Croatia, Czech Republic, Djibouti, Dominica, Dominican Republic, Ecuador, Egypt, El Salvador, Equatorial Guinea, Eritrea, Estonia, Ethiopia, Fiji, Gabon, the Gambia, Georgia, Ghana, Grenada, Guatemala, Guinea, Guinea-Bissau, Guyana, Haiti, Honduras, Hungary, India, Indonesia, Jamaica, Jordan, Kazakhstan, Kenya, Kiribati, Kyrgyzstan, Latvia, Lebanon, Lesotho, Lithuania, Macedonia (former Yugoslav Republic of), Madagascar, Malawi, Mali, Mauritania, Mauritius, Moldova, Mongolia, Morocco, Mozambique, Namibia, Nepal, Niger, Nigeria, Oman, Pakistan, Panama, Papua New Guinea, Paraguay, Peru, Philippines, Poland, Romania, Russia, Rwanda, Saint Kitts

and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Samoa, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Slovakia, Solomon Islands, Somalia, South Africa, Sri Lanka, Suriname, Swaziland, Tanzania, Thailand, Togo, Tonga, Trinidad and Tobago, Tunisia, Turkey, Tuvalu, Uganda, Uruguay, Uzbekistan, Vanuatu, Venezuela, Republic of Yemen, Zambia, and Zimbabwe.

Countries eligible or potentially eligible for additional benefits under the AGOA include: Angola, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cape Verde, Central African Republic, Chad, Comoros, Congo (Brazzaville), Congo (Kinshasa), Cote d'Ivoire, Djibouti, Equatorial Guinea, Eritrea, Ethiopia, Gabon, the Gambia, Ghana, Guinea, Guinea Bissau, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mauritius, Mozambique, Namibia, Niger, Nigeria, Rwanda, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Somalia, South Africa, Sudan, Swaziland, Tanzania, Togo, Uganda, Zambia, and Zimbabwe.

Countries potentially eligible for additional benefits under the CBTPA are: Antigua and Barbuda, Aruba, Bahamas, Barbados, Belize, British Virgin Islands, Costa Rica, Dominica, Dominican Republic, El Salvador, Grenada, Guatemala, Guyana, Haiti, Honduras, Jamaica, Montserrat, Netherlands Antilles, Nicaragua, Panama, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Trinidad and Tobago.

#### Information Sought

The Department invites interested parties to submit written information relevant to the findings to be made by the Department of Labor under the TDA, for all listed countries. Information provided through public submission will be considered by the Department of Labor in preparing its findings. Materials submitted should be confined to the specific topic of the study. In particular, the Department's Bureau of International Labor Affairs is seeking written submissions on the following topics:

1. Whether the country has adequate laws and regulations proscribing the worst forms of child labor;

2. Whether the country has adequate laws and regulations for the implementation and enforcement of such laws and regulations;

3. Whether the country has established formal institutional mechanisms to investigate and address complaints relating to allegations of the worst forms of child labor;