DEPARTMENT OF LABOR

Veterans' Employment and Training Services

Funding Opportunity: Incarcerated Veterans Transition Program (IV–TP) Pilot Competitive Grants for FY 2004

Announcement Type: Initial announcement of availability of funds and Solicitation for Grant Applications (SGA) for Incarcerated Veteran Transition Programs.

Funding Opportunity Number: SGA 04–01.

Catalogue of Federal Assistance Number: 17–805.

Dates: Applications are due on January 21, 2004. Period of Performance is February 24, 2004, through February 23, 2005.

Application and Amendments: If copies of the standard forms are needed, they can be downloaded from *http://www.whitehouse.gov/omb/grants/grants_forms.html.*

To receive amendments to this solicitation (please reference SGA 04–01) all applicants must register their name and address with the Grant Officer at below listed address.

Cassandra Willis, Department of Labor: Procurement Services Center, Room N–5416, 200 Constitution Avenue, NW., Washington, DC 20210; Telephone (202) 693–4570.

Summary: Applicants for grant funds should read this notice in its entirety. The U.S. Department of Labor, Veterans' Employment and Training Service (VETS), announces a grant competition for up to four pilot programs that comply with the requirements of 38 U.S.C. section 2022, as added by section 5 of Pub. L. 107–95. Pub. L. 107–95, the Homeless Veterans Comprehensive Assistance Act (HVCAA) of 2001 requires the Department of Labor and the Department of Veteran Affairs to partner in the development, support, and operation of at least six demonstration projects designed to support incarcerated veterans at risk of homelessness. This demonstration is being funded under the authority of the Homeless Veterans Reintegration Program, 38 U.S.C. section 2021.

Applicants will be required to design programs which assist eligible veterans (who are incarcerated and at risk of homelessness) that provide career counseling, employment training, job search assistance, and life skills support services.

Under this solicitation, VETS anticipates that up to $250,000 will be available for each of the grant awards in fiscal year (FY) 2004 and expects to award up to four (4) grants. Projects will be selected that provide services to incarcerated veterans at one or more levels of the correctional system, *i.e.*, Federal, State and local. This notice contains all of the necessary information and forms needed to apply for grant funding.

The Incarcerated Veterans Transition Programs (IV–TP) are to be designed to be flexible in addressing the national, regional, and/or local issues that prevent previously incarcerated veterans from reintegrating into the workforce.

VETS will seek applicants that provide direct services through a case management approach that networks with Federal, State, and local resources for veteran support programs that have clear strategies for employment and retention and/or life skills treatment of the previously incarcerated veteran.

I. Funding Opportunity Description (Background)

Section 5 of Pub. L. 107–95, the Homeless Veterans Comprehensive Assistance Act (HVCAA) of 2001 amended title 38, United States Code, ''to revise, improve, and consolidate provisions of law providing benefits and services for homeless veterans' and required that the Department of Labor and Department of Veteran Affairs partner in at least six (6) demonstration projects to serve incarcerated veterans at risk of homelessness. The Homeless Veterans' Reintegration Project (HVRP) was the first nationwide Federal program that concentrated on placing homeless veterans into jobs. This extension of the HVRP project, designed to support and evaluate programs that focus principally on previously incarcerated veterans, will provide invaluable information on approaches that assist in the prevention of homelessness among that population.

II. Award Information

Under this solicitation, VETS anticipates that up to $250,000 will be available for each grant awarded in Fiscal Year (FY) 2004 and expects to award up to four (4) grants.

Projects will be selected that provide services to incarcerated veterans at one or more levels of the correctional system, *i.e.*, Federal, State and local, in order for the participants to transition into the workforce. VETS will seek applicants that provide direct services through a case management approach that networks with Federal, State, and local resources for veteran support programs that have clear strategies for employment and retention and/or life skills treatment of the previously incarcerated veteran.

We anticipate awarding at least one (1) grant for each type of correctional facility program (Federal, State, and local).

III. Eligibilty Information

1. Eligible Applicants

Applications for funds will be accepted from State and local Workforce Investment Boards (WIBS), public agencies, for-profit/commercial entities, and nonprofit organizations, including faith-based and community organizations, who are familiar with the population to be served and can demonstrate expertise in administering an effective program. Eligible applicants will fall into one of the following categories:

A. State and local Workforce Investment Boards (WIBS), established under section 111 and 117 of the Workforce Investment Act.

B. Public agencies meaning any public agency of a State or of a general purpose political subdivision of a State which has the power to levy taxes and spend funds, as well as general corporate and police powers. (This typically refers to cities and counties.) A State agency may propose in its application to serve one or more of the potential jurisdictions located in its State. This does not preclude a city or county agency from submitting an application to serve its own jurisdiction.

Applicants are encouraged to utilize, through partnerships or sub-awards, experienced public agencies, private nonprofit organizations, private businesses and faith-based and community organizations that have an understanding of unemployment and the barriers to employment unique to previously incarcerated veterans, a familiarity with the area to be served, and the capability to effectively provide the necessary services.

C. For-profit/commercial entities and private nonprofit organizations that have operated a VWIP, HVRP or similar employment and training program for the homeless or veterans and have a proven competence to manage grants and have or will provide the necessary linkages with other service providers.

D. Non-profit organizations that have received 501(c) (3) status from the Internal Revenue Service (IRS). If claiming 501(c) (3) status, the IRS statement indicating 501(c) (3) status approval must be submitted.

Entities described in section 501(c)(4) of the Internal Revenue Codes that engage in lobbying activities are not eligible to receive funds under this

announcement as section 18 of the Lobbying Disclosure Act of 1995, Pub. L. 104–65, 109 Stat. 691, prohibits the award of Federal funds to these entities.

2. Cost Sharing

Cost sharing and matching funds are not required for this SGA.

3. Other

A. Funding Levels

The total funding available for this solicitation is up to $1,000,000. It is anticipated that up to four (4) awards will be made under this solicitation. Awards are expected to range from $200,000 to a maximum of $250,000. The Department of Labor reserves the right to negotiate the amounts to be awarded under this competition. Please be advised that requests exceeding the $250,000 will be considered non-responsive.

B. Period of Performance

The period of performance will be for twelve (12) months from date of award unless modified. It is expected that successful applicants will begin program operations under this solicitation on February 24, 2004. Program funds must be obligated by February 23, 2005; however, a limited amount of funds should be reserved for follow-up activities and closeout.

C. Optional Year Funding

Should there be action by Congress to appropriate additional funds for this purpose, optional year funding may be considered. The Government does *not,* however, guarantee optional year funding for any Grantee. Should VETS decide that an optional year funding be exercised, the Grantees' performance during the previous period of operations will be taken into consideration (*see* IV. 5.C.).

IV. Application and Submission Information

1. Address To Request Application

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 requirements may be downloaded from the Veterans Employment and Training Services Web site at *http://www.dol.gov/vets.* If additional copies of the standard forms are needed, they can also be downloaded from: *http://www.whitehouse.gov/omb/grants/grants_forms.html.*

2. Content and Form of Application Submission

A. A cover letter, an original, and two (2) copies of the proposal must be submitted to: U.S. Department of Labor, Procurement Services Center, 200 Constitution Avenue, NW., Room N–5416, Attn: Cassandra Willis, Washington, DC 20210; Phone (202) 693–4570.

It is recommended that applicants confirm application receipt by contacting the above listed point of contact prior to the closing date (this is not a toll-free number). Applicants are advised that postal reaction to anthrax contamination of U.S. mail occasionally caused mail delivery delays that must be considered when taking into account the application deadline.

B. The proposal must consist of two (2) separate and distinct parts, the Technical Proposal and the Cost Proposal as well as the Standard Form 424. All proposals will include:

(1) One completed, blue ink-signed original SF 424, Application for Federal Assistance;

(2) An original and two (2) copies of the Technical Proposal; including proposed Technical Performance Goals Form in Appendix D; and

(3) An original and two (2) copies of the Cost Proposal.

C. The information provided in these two parts is essential to gain an understanding of the programmatic and fiscal contents of the grant proposal.

1. *Part 1—The Technical Proposal* consists of a narrative proposal that demonstrates: the applicant's knowledge of the need for this particular grant program, an understanding of the services and activities proposed to obtain successful outcomes for the ex-offender veterans served; and evidence of the applicant's ability to accomplish the expected outcomes of the proposed project design. The technical proposal narrative must not exceed fifteen (15) pages double-spaced, font size no less than 11 pt., and typewritten on one side of the paper only. (The applicant also must complete the forms, *i.e.,* Technical Performance Goals chart provided in the SGA, Appendix D.)

Note: Resumes, charts, standard forms, transmittal letters, MOUs, agreements, lists of contracts and grants and letters of support are not included in the page count. If provided, include these documents as attachments to the technical proposal.

The proposal must include an outreach component that uses either DVOP/LVER staff or a trained outreach cadre and must include correctional personnel to provide information and ''inreach'' within the correctional institution. Coordination with the Department of Veterans' Affairs Regional Benefits Office, DVOPs and LVERs in the jurisdiction is required. Programs must be ''employment focused''. The services provided will be directed toward: (a) Increasing the employability of incarcerated veterans through training or arranging for the provision of services which will enable them to work after release; and (b) matching veteran ex-offenders with potential employers. The following format for the technical proposal is strongly recommended:

(a) *Need for the program.* The applicant must identify the geographical area to be served and provide an estimate of the number of incarcerated veterans in the designated area. Include poverty and unemployment rates in the area and identify the disparities in the local community infrastructure that exacerbate the employment barriers faced by the targeted veterans. Indicate how the project would respond to these obstacles and include labor market information (LMI) on the prospect for job opportunities in emerging areas, *i.e.,* service area.

(b) *Approach or strategy to increase employment and job retention:* Applicants must be responsive to the Rating Criteria contained in section IX and address all of the rating factors as thoroughly as possible in the narrative. The applicant must: (a) Indicate the type(s) of training available to include its applicability to the jobs that are in demand, length of training, training curriculum and how the training will improve the eligible veterans' employment opportunities within that geographical area; (b) describe the specific supportive, employment and training services to be provided under this grant and the sequence or flow of such services—flow charts may be provided; (c) provide a follow-up plan that addresses retention after 30, 90 and 180 days with participants who have entered employment (*see* discussion on results in section V.c.); and (d) include the required chart of proposed performance goals and planned expenditures listed in Appendix D.

(c) *Linkages with correctional programs, services and facilities that serve the homeless veterans:* Describe program and resource linkages with correctional services and facilities that will be involved in identifying potential clients for this program. Describe any networks with other related resources and/or other programs of a correctional nature that serves incarcerated veterans. Indicate how the program will be coordinated with any correctional

efforts that are conducted by public and private agencies in the community. If a Memoranda of Understanding (MOU) or other service agreements exist with service providers, copies should be provided.

(d) *Linkages with other providers of employment and training services to the homeless veterans:* Describe the networks the program will have with other providers of services to homeless veterans other than the IV–TP grant; include a description of the relationship with other employment and training programs such as DVOP, the Local Veterans' Employment Representative (LVER) program, and programs under the Workforce Investment Act; and list the type of services that will be provided by each. Note the type of agreement in place, if applicable. Linkages with the workforce development system must be delineated. Describe any networks with any other resources and/or other programs for incarcerated veterans. Indicate how the program will be coordinated with any efforts for the homeless that are conducted by agencies in the community. If a Memoranda of Understanding (MOU) or other service agreements exists with other service providers, copies should be provided.

(e) *Linkages with other Federal agencies:* Describe program and resource linkages with Department of Housing and Urban Development (HUD), Department of Health and Human Services (HHS), and Department of Veterans Affairs (VA) for the veteran population to include the Compensated Work Therapy (CWT) and Per Diem programs. Indicate how the applicant will coordinate with any ''continuum of care'' efforts for the homeless among agencies in the community. If a Memoranda of Understanding (MOU) or other service agreements exists with other service providers, copies should be provided.

(f) *Proposed supportive service strategy for veterans:* Describe how supportive service resources for veterans will be obtained and used. If resources are provided by other sources or linkages, such as Federal, State, local or faith-based and community programs, the applicant must fully explain the use of these resources and how they will be applied. If a Memoranda of Understanding (MOU) or other service agreements exists with other service providers, copies should be provided.

(g) *Organizational capability to provide required program activities:* The applicant's relevant current or prior experience in operating employment and training programs should be clearly described. A summary narrative of program experience and employment and training performance outcomes is required. The applicant must provide information showing outcomes of all past programs in terms of enrollments and placements. An applicant that has operated a HVRP, other Homeless Employment and Training program, or VWIP program, must include the final or most recent technical performance reports. The applicant must also provide evidence of key staff capability. It is preferred that grantees be well established and not in the start-up phase or process. If claiming 501(c)(3) status, the Internal Revenue Service statement indicating 501(c)(3) status approval must be submitted.

(h) *Proposed housing strategy for previously incarcerated veterans:* Describe how housing resources for incarcerated veterans will be obtained or accessed. These resources must be from linkages or sources other than the IV–TP grant such as HUD, HHS, community housing resources, VA leasing, or other programs.

2. *Part 2—The Cost Proposal must contain:*

a. Standard Form (SF) 424, ''Application for Federal Assistance'', (original and signed in blue-ink) in Appendix A; and

b. The organizational unit section of Block 5 of the SF 424 must contain the Dun and Bradstreet number of the applicant. Please note that beginning October 1, 2003, all applicants for Federal grant funding opportunities are required to include a Dun and Bradstreet (DUNS) number with their application. *See* OMB Notice of Final Policy Issuance, 68 FR 38402 (June 27, 2003). Applicants' DUNS numbers should be entered into Block 5 of SF 424. The DUNS number is a nine digit identification number that uniquely identifies business entities. There is no charge for obtaining a DUNS number (although it may take 14–30 days). To obtain a DUNS number, access the following Web site: *http://www.dunandbradstreet.com/* or call 1–866–705–5711. Requests for exemption from the DUNS number requirement must be made to OMB; and

c. Standard Form (SF) 424A ''Budget Information Sheet'' in Appendix B; and

d. A detailed cost break out of each line item on the Budget Information Sheet. Please label this page or pages the ''Budget Narrative'' and ensure that costs reported on the SF 424A correspond accurately with the Budget Narrative; and

e. Direct Cost Description for Applicants and Sub-Applicants in Appendix E.

f. A completed Survey on Ensuring Equal Opportunity for Applicants in Appendix F; and

g. Assurance and Certification signature page (original signed in blue ink) in Appendix C.

Copies of all required forms with instructions for completion are provided as appendices to this SGA.

All applicants must submit evidence of satisfactory financial management capability, which must include recent financial and/or audit statements. Grantees are required to utilize Generally Accepted Accounting Practices, maintain a separate accounting for these grant funds, and have a checking account. The Catalog of Federal Domestic Assistance number for this program is 17.805. It must be entered on the SF 424, Block 10.

All applicants must include, as a separate appendix, a list of all government employment and training grants and contracts that it has had in the past three (3) years, including grant/contract officer contact information. Veterans' Employment and Training Service reserves the right to have a DOL representative within each State review and verify this data. *Applicants can expect that the cost proposal will be reviewed for allocations, allowances, and reasonableness.*

3. *The Cost Proposal Narrative Information:* As an attachment to the Budget Information Sheet (SF 424A), the applicant must provide, at a minimum, and on separate sheet(s), the following information:

(a) Breakout of all personnel costs by position, title, salary rates, and percent of time of each position to be devoted to the proposed project (including Sub-grantees) (Appendix E);

(b) Explanation and breakout of extraordinary fringe benefit rates and associated charges (*i.e.*, rates exceeding 35% of salaries and wages), if necessary;

(c) Explanation of the purpose and composition of, and method used to derive the costs of each of the following: travel, equipment, supplies, sub-grants/contracts, and any other costs. The applicant must include costs of any required travel described in this Solicitation. Mileage charges may not exceed 36 cents per mile, or the current federal rate;

(d) All associated costs, for retaining participant information pertinent to a follow-up survey, six (6) months after the program performance period ends;

(e) Description/specification of and justification for equipment purchases, if any. Tangible, non-expendable, personal property having a useful life of more than one year and a unit acquisition cost

of $5,000 or more per unit must be specifically identified; and

(f) Identification of all sources of leveraged or matching funds and an explanation of the derivation of the value of matching/in-kind services. If resources/matching funds and/or the value of in-kind contributions are made available please show in section B of the Budget Information Sheet.

(g) Complete the Survey on Ensuring Equal Opportunity for Applicants (Appendix F).

3. Submission Dates and Times (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 after 4:45 p.m. e.s.t., January 21, 2004, will not be considered unless it is received before the award is made and:

A. It was sent by registered or certified mail not later than the fifth calendar day before January 21, 2004; or

B. 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 (2) working days, excluding weekends and Federal holidays, prior to January 21, 2004; and

C. 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.

4. Intergovernmental Review

N/A.

5. Funding Restrictions

A. Funding Levels

The total funding available for this solicitation is up to $1,000,000. It is anticipated that up to four (4) awards will be made under this solicitation. Awards are expected to range from $200,000 to a maximum of $250,000. The Department of Labor reserves the right to negotiate the amounts to be awarded under this competition. Please be advised that requests exceeding the $250,000 will be considered non-responsive. Further, there will not be reimbursement of pre-award costs.

B. Period of Performance

The period of performance will be for twelve (12) months from date of award unless modified. It is expected that successful applicants will begin program operations under this solicitation on February 24, 2004. Program funds must be obligated by February 23, 2005; however, a limited amount of funds should be reserved for follow-up activities and closeout.

C. Optional Year Funding

Should there be action by Congress to appropriate additional funds for this purpose, optional year funding may be considered. The government does *not,* however, guarantee optional year funding for any Grantee. Should VETS decide that an optional year funding be exercised, the Grantees' performance during the previous period of operations will be taken into consideration as follows:

(1) The Grantee must meet at minimum 85% of planned goals for Federal expenditures, enrollments, and placements in each quarter; and

(2) The Grantee must be in compliance with all terms identified in the Solicitation for Grant Application (SGA) general and special provisions.

(3) All program and fiscal reports must have been submitted by the established due date and must be verifiable for accuracy.

(4) All instructions for modifications and announcement of fund availability will be issued at a later date.

D. Limitation on Indirect Costs

(1) Indirect costs claimed by the applicant must be based on a federally approved rate. A copy of the negotiated approved, and signed indirect cost negotiation agreement must be submitted with the application.

(2) If the applicant does not presently have an approved indirect cost rate, a proposed rate with justification may be submitted. Successful applicants will be required to negotiate an acceptable and allowable rate with the appropriate DOL Regional Office of Cost Determination within 90 days of grant award.

(3) Indirect cost rates traceable and trackable through the State Workforce Agency's Cost Accounting System represent an acceptable means of allocating costs to DOL and, therefore, can be approved for use in grants to State Workforce Agencies.

6. Other Submission Requirements

a. 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 that the postal clerk place a legible hand cancellation ''bull's-eye'' postmark on both the receipt and the envelope or wrapper.

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

c. 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.

d. All applicants are advised that U.S. mail delivery in the Washington, DC area has been erratic due to the concerns involving anthrax contamination. All applicants must take this into consideration when preparing to meet the application deadline, as you assume the risk for ensuring a timely submission, that is, if, because of these mail problems, the Department does not receive an application or receives it too late to give proper consideration, even if it was timely mailed, the Department is not required to consider the application.

V. Application Review Information

1. Criteria

A. Applications will be reviewed by a DOL panel using the point scoring system specified below. Applications will be ranked based on the score assigned by the panel after careful evaluation by each panel member. The ranking will be the primary basis to identify applicants as potential Grantees. Although the government reserves the right to award on the basis of the initial proposal submissions, the government may establish a competitive range and/or a minimum qualifying score, based upon the proposal evaluation, for the purpose of selecting qualified applicants. The panel's conclusions are advisory in nature and

not binding on the Grant Officer. The government reserves the right to ask for clarification or hold discussions, but is not obligated to do so. The government further reserves the right to select applicants out of rank order if such a selection would, in its opinion, result in the most effective and appropriate combination of funding, program and administrative costs, *e.g.*, cost per enrollment and placement, demonstration models, and geographic service areas. While points will not be awarded for cost issues, cost per entered employment will be given serious consideration in the selection of awardees. The Grant Officer's determination for award under SGA 04–01 is the final agency action.

B. Program Concept and Emphasis

The Incarcerated Veterans Transition Program (IV–TP) pilot program grants under section 5 of the Homeless Veterans Comprehensive Assistance Act (HVCAA) of 2001 are intended to address two objectives, (1) To provide services to assist in reintegrating incarcerated veterans into meaningful employment within the labor force, and (2) to stimulate the development of effective service delivery systems that will address the complex problems facing ex-offender veterans. The Incarcerated Veterans Transition Program (IV–TP) is designed to be flexible in addressing the national, regional, and/or local issues that prevent previously incarcerated veterans from reintegrating into the workforce. VETS in Fiscal Year (FY) 2004 will seek applicants that provide direct services through a case management approach that networks with Federal, State, and local resources for veteran support programs that have clear strategies for employment and retention of the previously incarcerated.

C. Community Awareness Activities

In order to promote networking between the program and local service providers (and thereby eliminate gaps or duplication in services and enhance the provision of assistance to participants), the Grantee must provide project orientation workshops and/or program awareness activities that it determines are the most feasible for the providers listed below. Grantees are encouraged to demonstrate strategies for incorporating small faith-based and community organizations (defined as organizations with social services budgets of approximately $300,000 or 7 or fewer full-time employees) into their outreach plans. Project orientation workshops conducted by Grantees have been an effective means of sharing information and informing the community of the availability of other services; they are encouraged but not mandatory. Rather, the Grantee will have the flexibility to attend service provider meetings, seminars, and conferences, to outstation staff, and to develop individual service contracts as well as to involve other agencies in program planning. The Grantee will be responsible for providing project awareness, program information, and orientation activities to the following:

(1) Direct providers of services to veterans and ex-offenders to include but not be limited to inmate families, jail and prison ministry groups, shelter and soup kitchen operators to make them aware of the services available to incarcerated veterans to make them job-ready and to aid their placement into jobs.

(2) Federal, State and local entitlement service such as the Social Security Administration (SSA), Department of Veterans' Affairs (VA), State Employment Security Agencies (SESAs) and their local Job Service offices, One-Stop Centers (which integrate WIA, Labor Exchange, and other employment and social services), mental health services, and healthcare detoxification facilities to familiarize them with the nature and needs of previously incarcerated veterans.

(3) Civic and private sector groups in particular Veterans' Service Organizations (VSOs), inmate family support groups, job training and employment services, and community-based organizations (including faith-based organizations) to portray previously incarcerated veterans and their needs.

D. Scope of Program Design

(1) Outreach, intake, assessment, peer counseling to the degree practical, and employment services. Outreach must be provided in the subject correctional institutions. Program staff providing outreach services should have experience in dealing with, and an understanding of the needs of the incarcerated and/or ex-offender veterans. Applicants proposing to use peer counselors who are themselves veterans will be awarded five (5) of the available points in the scoring criteria.

(2) Coordination with veterans' services programs, including Disabled Veterans' Outreach Program Specialists (DVOPs), Local Veterans' Employment Representatives (LVERs) in the State Employment Security/Job Service Agencies (SESAs) or in the workforce development system's One-Stop Centers, as well as Veterans' Workforce Investment Programs (VWIPs) and Homeless Veteran Reintegration Programs (HVRP), Department of Veterans' Affairs (VA) services, including its Health Care for Homeless Veterans, Domiciliary Care, Regional Benefits Assistance Program, and Transitional Housing under Homeless Provider Grant and *per diem* programs.

(3) Grantees will perform a preliminary assessment of each participants' eligibility for Department of Veterans Affairs (DVA) service connected disability, compensation, and/or pension benefits. As appropriate, grantees will work with the Veterans Service Organizations (VSO) or refer the participants to DVA in order to file a claim for compensation or pension. Grantees will track progress of claim and report outcome in case management records.

(4) Association with Veteran Service Organizations such as the American Legion, Disabled American Veterans, the Veterans of Foreign Wars, Vietnam Veterans of America, and the American Veterans (AMVETS).

(5) Coordination with offender re-entry and transitional programs, such as pre-release facilities, work/training release facilities, halfway houses, community supervision, and community justice offices.

(6) Referral as necessary to health care, counseling and rehabilitative services, including, but not limited to: Alcohol and drug rehabilitation; Therapeutic; Post Traumatic Stress Disorder; Mental Health Services; Coordinating with McKinney Homeless Assistance Act (MHAA) Title VI programs for health care for the homeless or health care programs under the HVCAA.

(7) Referral to housing assistance, as appropriate, provided by: Local shelters; Federal Emergency Management Administration (FEMA) food and shelter programs; Transitional housing programs and single room occupancy housing programs funded under MHAA Title IV (and under HVCAA); Permanent housing programs for the handicapped homeless funded under MHAA Title IV (and under HVCAA); and

(8) Employment and training services such as: Basic skills instruction; Remedial education activities; Job search activities, including job search workshops; Job counseling; Job preparatory training, including resume writing and interviewing skills; Subsidized trial employment (Work Experience); On-the-Job Training; Classroom Training; Job placement in unsubsidized employment, Placement follow-up services; and Services provided under WIA.

E. Panel Review Criteria

(1) *Need for the project:* 15 points.

The applicant will document the need for this project, as demonstrated by: (a) the number of previously and/or current incarcerated veterans in the proposed project area, (b) the rates of poverty and/or unemployment in the proposed project area as determined by the census or other surveys; and (c) the extent of the obstacles in the local infrastructure to effectively address the employment barriers that characterize the target population.

(2) *Overall strategy to reduce recidivism by increasing employment and retention:* 30 points.

The application must include a description of the approach to providing comprehensive employment and training services, including job training, job development, obtaining employer commitments to hire, placement, and post-placement follow up services. Applicants must address how they will target occupations in emerging industries. Supportive services provided as part of the strategy of promoting job readiness and job retention must be indicated. The applicant must identify the local services and sources of training to be used for participants. A description of the relationship, if any, with other employment and training programs such as SESAs (including DVOP and LVER Programs), One-stops, VWIP, other WIA programs, and Workforce Investment or Development Boards or entities where in place, must be specified. The application must also include a description of the relationship, if any, with correctional facilities or services to be involved with this project, at the institutional and/or community levels. Applicant must indicate how the activities will be tailored or responsive to the needs of homeless veterans. A participant flow chart may be used to show the sequence and mix of services.

Note: The applicant must complete the chart of proposed program outcomes to include participants served, placement/entered employments and job retention. (*See* Appendix D). Of the 30 points possible in the strategy to increase employment and retention, 5 points will be awarded to grant proposals that demonstrate the ability to maintain a six-month employment retention rate of 50 percent or greater. Applicants proposing to use peer counselors who are themselves veterans will be awarded five (5) of the available points in the scoring criteria.

(3) *Quality and extent of linkages with other providers of services to incarcerated veterans:* 15 points.

The application must provide information on the quality and extent of the linkages this program will have with other providers of services to benefit previously incarcerated veterans in the local community other than the IV-TP grant. For each service, the applicant must specify who the provider is, the source of funding (if known), and the type of linkages/referral system established or proposed. Describe, to the extent possible, how the project would be incorporated into the community's continuum of care approach to respond to homelessness and show any linkages to HUD, HHS or VA programs that will be advantageous to the proposed program.

(4) *Demonstrated capability in providing required program services including programmatically reporting and participant tracking:* 25 points.

The applicant must describe its relevant prior experience in operating employment and training programs and providing services to participants similar to those that are proposed under this solicitation. Specific outcomes previously achieved by the applicant must be described, such as job placements, benefits secured, network coalitions, etc. The applicant must also address its capacity for timely startup of the program, programmatic reporting, and participant tracking. The applicant should describe its staff experience and ability to manage the administrative, programmatic and financial aspects of a grant program. Include a recent (within the last 12 months), financial statement or audit. Final or most recent technical reports for other relevant programs must be submitted if applicable. Because prior grant experience is not a requirement for this grant, some applicants will not have any technical reports to submit.

(5) *Quality of Overall Housing Strategy:* 15 points.

The application must demonstrate how the applicant proposes to obtain or access housing resources for veterans in the program and entering the labor force. This discussion should specify the provisions made to access temporary, transitional, and permanent housing for participants through community resources, HUD, VA lease, or other means. IV–TP funds may not be used to purchase housing or vehicles.

F. Results-Oriented Model

No specific model is mandatory, but the applicant must design a program that is responsive to the needs of the local community, and achieves the objectives of the program—to successfully reintegrate ex-offender veterans into the workforce and stimulate the development of effective service delivery systems that will address the complex problems facing ex-offender veterans.

A data management system to assess ex-offenders is an important element of this program. Data elements to be considered for each program participant include: health, employment and disability status, demographics, veteran's benefits usage, type of most recent criminal conviction, previous criminal history, system entry and discharge, length of time in the program and recidivism measures. Factors to be considered by the review panel are:

(1) Efficient and effective communication between agencies (Department of Labor, Department of Veterans' Affairs, state/local courts, police, other service providers, etc.).

(2) Effective assessment of costs, interventions offered and services provided.

(3) Data standardization/compatibility.

(4) System flexibility, functionality, scalability and ease of use.

(5) Reporting system design and modification.

Under the Government Performance and Results Act (GPRA), Congress and the public are looking for program results rather than program processes.

The suggested conceptual design of the Incarcerated Veterans Transition Program (IV–TP) is shown in Figure 1. Definitions of the elements and Incarcerated Veterans Transition Program (IV–TP) performance goals follow.

BILLING CODE 4910–79–P

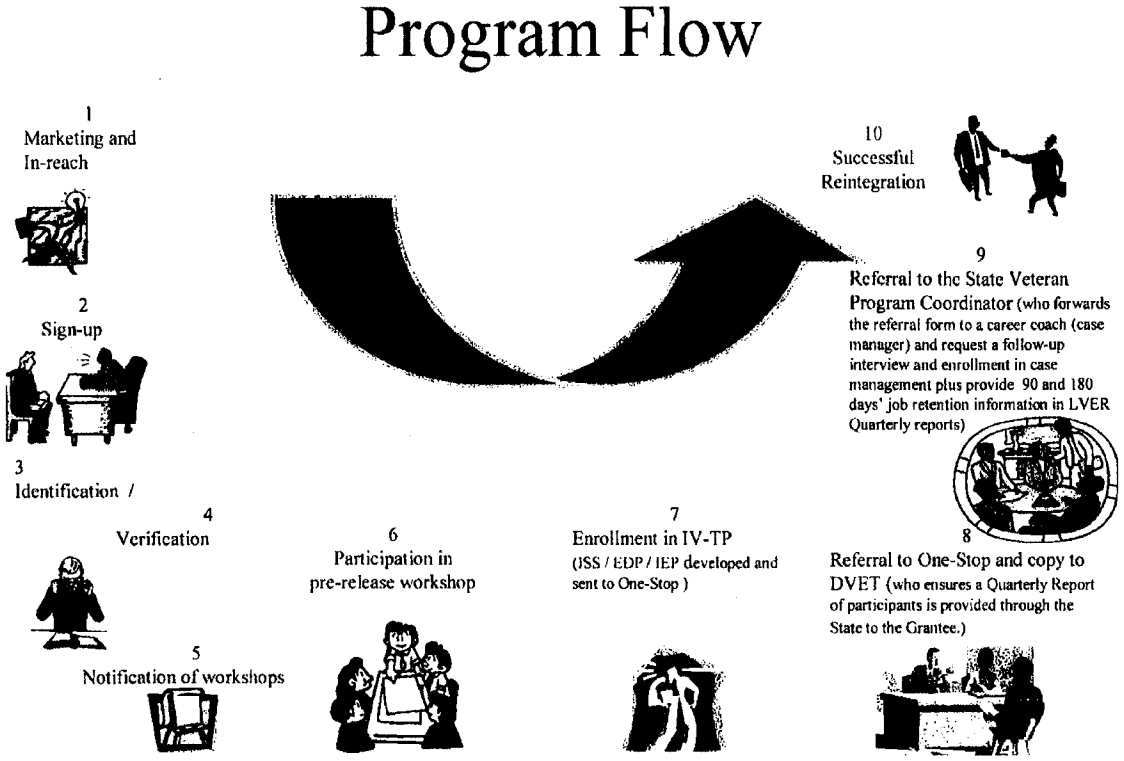

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Figure 1: IV–TP Concept Flowchart

1. *Inreach:* The process of providing veteran benefit information to inmates in correctional facilities to facilitate incarcerated veterans attendance at pre-release transition workshops and/or assessment interviews.

2. *Sign-up:* Initial contact with individual inmates to provide additional information and collect information from inmates who express interest in the program.

3. *Identification:* Reviewing information provided by inmates who completed the sign-up in step two.

4. *Verification:* Verification of information and eligibility of inmates who expressed interest and are attempting to sign up for the program.

5. *Notification of Workshops:* Provide Incarcerated Veterans Transition Program (IV–TP) transition schedule and information to eligible veterans in the incarcerated population.

6. *Workshops:* Addresses the supportive services and employability and training needs of individuals before enrolling them in an IV–TP program. Includes an evaluation and/or measurement of vocational interests and aptitudes, present abilities, previous education and work experience, income requirements, supportive service needs, substance abuse treatment needs, counseling needs, temporary or transitional housing needs, personal circumstances and other related services.

7. *Enrollment* in IV–TP: A client is recorded as having been enrolled when the Intake Form has been completed, and either an Individual Support System (ISS), Employment Development Plan (EDP) or Individual Employment Plan (IEP) has been developed with participant. Referral of participant to One-Stop and copy of referral form to DVET (DVET ensures referral follow-up at One-Stop to obtain 30, 90, 180 day job progress report). There should be an unduplicated count over the year: *i.e.*, each participant is recorded only once, regardless of the number of times she or he receives assistance. Other elements of enrollment/services provided which are counted include:

A. Referral to or receiving services from the Department of Veterans' Affairs.

B. Placement into transitional or permanent housing: permanent housing should be recorded when a veteran served by the program upgrades his/her housing situation during the reporting period from shelter/streets to transitional housing or permanent housing or from transitional housing to permanent housing. Placements resulting from referrals by IV–TP staff shall be counted. This item is however an unduplicated count over the year, except that a participant may be counted once upon entering transitional housing and again upon obtaining permanent housing.

C. Direct placements into unsubsidized employment: direct placement into unsubsidized employment is a referral and placement made by an IV–TP-funded staff member (or DVOP/LVER at the One-Stop office the participant was referred to) with an established employer who covers all employment costs for 20 or more hours per week at or above the minimum wage. Day labor and other very short-term placements should not be recorded as placements into unsubsidized employment.

D. Assisted placements into unsubsidized employment: assisted placements into unsubsidized employment should be recorded when the definition for placement with unsubsidized employment above is met, but the placement was arranged by an agency to which the IV–TP referred the homeless veteran, such as a One-Stop Career Center.

E. Cost per placement: the cost per placement into unsubsidized employment is obtained by dividing the total IV–TP funds expended by the total number of direct placements plus assisted placements.

F. Number retaining job for 30 days: to be counted as retaining a job for 30 days, continuous employment with one or more employers for at least 30 days must be verified and the definition for either direct placement or assisted

placement into unsubsidized employment above is met. This allows clients who have moved into a position with a different employer to be recorded as retaining the job for 30 days as long as the client has been steadily employed for that length of time.

G. Number retaining job for 90 days: to be counted as retaining a job for 90 days, continuous employment with one or more employers for at least 90 days must be verified, and the definition for either placement or assisted placement into unsubsidized employment above is met. This allows clients who have moved into a position with a different employer to be recorded as retaining the job for 90 days as long as the client has been steadily employed for that length of time.

H. Number retaining job for 180 days: to be counted as retaining a job for 180 days, continuous employment with one or more employers for at least 180 days must be verified, and the definition for either placement or assisted placement into unsubsidized employment above is met. This allows clients who have moved into a position with a different employer to be recorded as retaining the job for 180 days as long as the client has been steadily employed for that length of time.

I. Rate of placement into unsubsidized employment: the rate of placement into unsubsidized employment is obtained by dividing the number placed into unsubsidized employment plus the number of assisted placements into unsubsidized employment by the number of clients enrolled.

J. Average hourly wage at placement: the average hourly wage at placement is the average hourly wage rates at placement of all assisted placements plus direct placements.

K. Employability development services. This includes services and activities that will develop or increase the employability of the participant. Includes vocational counseling, classroom and on-the-job training, pre-employment services (such as job seeking skills and job search workshops), temporary or trial employment, sheltered work environments and other related services and activities. Planned services should assist the participant in addressing specific barriers to employment and finding a job. These activities may be provided by the applicant or by a Sub-grantee, contractor or another source such as the local Job Partnership Training Act program or the DVOP personnel or LVERs. Such services are not mandatory but entries should reflect the services described in the application and the expected number of participants receiving or enrolled in such services during each quarter. Participants may be recorded more than once if they receive more than one service.

L. Total planned expenditures (total funds requested): identification of projected expenditures needed for each fiscal quarter.

M. Administrative costs. Administrative costs shall consist of all direct and indirect costs associated with the supervision and management of the program. These costs shall include the administrative costs, both direct and indirect, of Sub-grantees and contractors.

N. Participant services costs. This cost includes supportive, training, or social rehabilitation services which will assist in stabilizing the participant. This category should reflect all costs other than administrative.

The outcome measurement established for IV–TP grants is for Grantees to meet a minimum entered employment rate of 56%, determined by dividing the number of entered employments by the number of enrollments. (These outcomes will be reported quarterly on Technical Performance Goals Form, Appendix D.) While entered employment is a viable outcome, it will be necessary to measure results over a longer term to determine the success of programs.

The following program discussion must be considered in a results-oriented model. The first phase of activity must consist of the level of outreach necessary to introduce the program to eligible incarcerated veterans. This includes ''inreach'' into prisons and jails to find eligible veterans in the inmate population. Outreach also includes establishing contact with other agencies that encounter ex-offender veterans.

After ''inreach'', the incarcerated veteran must sign-up for enrollment into the program by assisting the Grantee in obtaining verification of eligibility for said program. The program operator may enroll participant in pre-release workshop (National Veterans' Training Institute will provide a model if needed) then enroll in referral program outside of facility or provide direct assessment and referral program outside of facility.

Once the eligible participants have been identified, an assessment must be made of the individual's abilities, interests, needs, and barriers to employment. In some cases, participants may require referrals to services such as rehabilitation, drug or alcohol treatment or a temporary shelter before they can be enrolled into core training.

When the individual is ''work ready'', the assessment should concentrate on the employability of the individual and the individual's enrollment into the program. A determination should be made as to whether the individual would benefit from pre-employment preparation such as resume writing, job search workshops, related counseling and case management, or possibly an initial entry into the job market through temporary jobs. Additionally, sheltered work environments, classroom training and/or on-the-job training must be evaluated. Such services should be noted in an Employability Development Plan to facilitate the staff's successful monitoring of the plan.

Entry into full-time employment or a specific job-training program should follow. Supportive services may assist the participant at this point or even earlier. Job development is a crucial part of the employability process and IV–TP participants will be referred to a One-Stop for career counseling and coaching.

Wherever possible, DVOP and LVER staff must be utilized for job development and placement activities for veterans who are ready to enter employment or who are in need of intensive case management services. Many of these staff members have received training in case management at the National Veterans' Training Institute and have as a priority, assisting those most at a disadvantage in the labor market. VETS urges working hand-in-hand with DVOP/LVER staff to achieve economies of resources.

The subsequent program discussion emphasizes the importance of tracking program participants. It begins with the One-Stop referral and continues with the 30, 90, and 180-day follow-up periods after entering employment to determine whether the veteran is in the same or similar job. It is important that the Grantee maintain contact with the veterans after placement to assure that employment related problems are addressed. The 30, 90, and 180-day follow-ups are fundamental to assessing the results of the program success. Grantees need to budget for this activity so that follow-up can and will occur for those placed at or near the end of the grant performance period. Grantees, prior to the end of the grant performance period, must obligate funds to ensure that follow-up activities are completed. Such results will be reported in the final technical performance report.

2. Program Activity Process

There are nine program activities that all applications should consider under this SGA. Programs must be ''employment focused'' with emphasis on referral to counseling services to

address employment barriers. These activities are:

a. Marketing and Inreach;

b. Sign-up;

c. Identification;

d. Verification;

e. Notification of workshops and /or assessment interview;

f. Participation in pre-release workshop and or assessment interview;

g. Enrollment in IV–TP including ISS/EDP/IEP development;

h. Referral to One-Stop/VA facility and copy of the referral sent to DVET who assists the Program Operator by compiling the Quarterly Report of participants;

i. Referral to the State Veteran Program Coordinator (who ensures participant referral follow-up within 30 days and maintains 30, 90, and 180-day job progress reports).

Note the program activities under the flowchart provided above.

3. Anticipated Announcement and Award

N/A.

VI. Award Administration Information

1. Award Notices

A. Notice that an organization has been selected as a grant recipient does not constitute approval of the grant application as submitted. Before the actual grant award, VETS may enter into negotiations concerning such items as program components, funding levels, and administrative systems. If the negotiations do not result in an acceptable submittal, the Grant Officer reserves the right to terminate the negotiation and decline to fund the proposal.

B. A Post-Award conference will be held for those Grantees awarded FY 2004 IV–TP funds from the competition. It is expected to be held in February or March 2004. At least two representatives must be present; a financial and a program representative are recommended. The site of the Post-Award conferences have not yet been determined, for planning and budgeting purposes, please use five days and use Denver, Colorado as the conference site. The conference will focus on providing information and assistance on reporting, record keeping, and grant requirements, and also include best practices from past projects. Costs associated with attending this conference for up to two Grantee representatives will be allowed as long as they were incurred in accordance with Federal travel regulations. Such costs must be charged as administrative costs and reflected in the proposed budget.

2. Administrative and National Policy

A. Limitations on Administrative and Indirect Costs

(1) Indirect costs claimed by the applicant must be based on a federally approved rate. A copy of the negotiated, approved, and signed indirect cost negotiation agreement must be submitted with the application.

(2) If the applicant does not presently have an approved indirect cost rate, a proposed rate with justification may be submitted. Successful applicants will be required to negotiate an acceptable and allowable rate with the appropriate DOL Regional Office of Cost Determination within 90 days of grant award.

(3) Rates traceable and trackable through the State Workforce Agency's Cost Accounting System represent an acceptable means of allocating costs to DOL and, therefore, can be approved for use in grants to State Workforce Agencies.

B. Administrative Standards and Provisions

Unless specifically provided in the grant agreement, DOL's acceptance of a proposal and an award of Federal funds to sponsor any program(s) does not provide a waiver of any grant requirements and/or procedures. For example, the OMB circulars require and an entity's procurement procedures must provide that all procurement transactions will be conducted, as practical, to provide open and free competition. If a proposal identifies a specific entity to provide the services, the DOL award does not provide the justification or basis to sole-source the procurement, *i.e.*, avoid competition. All grants will be subject to the following administrative standards and provisions, if applicable:

(1) 29 CFR part 93—Lobbying.

(2) 29 CFR part 95—Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other Non-profit Organizations, and with Commercial Organizations.

(3) 29 CFR part 96—Federal Standards for Audit of Federally Funded Grants, Contracts and Agreements.

(4) 29 CFR part 97—Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

(5) 29 CFR part 98—Federal standards for Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants).

(6) 29 CFR part 99—Audit of States, Local Governments, and Non-profit Organization.

(7) 29 CFR parts 30, 31, 32, 33 and 36—Equal Employment Opportunity in Apprenticeship and Training; Nondiscrimination in Federally-Assisted Programs of the Department of Labor, Effectuation of Title VI of the Civil Rights Act of 1964; Nondiscrimination on the Basis of Handicap in Programs and Activities; and Nondiscrimination on the basis of sex in Education programs receiving or benefiting from Federal Financial Assistance.

3. Reporting

The Grantee will submit the reports and documents listed below:

A. Financial Reports

The Grantee must report outlays, program income, and other financial information on a quarterly basis using SF 269A, Financial Status Report, Short Form. This form will cite the assigned grant number and be submitted to the appropriate State Director for Veterans' Employment and Training (DVET) no later than 30 days after the ending date of each Federal fiscal quarter (*i.e.*, October 30, January 30, April 30 and July 30) during the grant period.

B. Program Reports

Grantees must submit a Quarterly Technical Performance Report 30 days after the end of each Federal fiscal quarter to the DVET that contains the following:

(1) A comparison of actual accomplishments to established goals for the reporting period and any findings related to monitoring efforts;

(2) An explanation for variances of plus or minus 15% of planned program and/or expenditure goals, to include: (i) Identification of corrective action that will be taken to meet the planned goals, if required; and (ii) a timetable for accomplishment of the corrective action.

C. 90 Day Follow-Up Report

The Grantee must submit no later than 120 days after the grant performance expiration date a report containing the following:

(1) Financial Status Report (SF–269A) (copy to be provided following grant awards); and

(2) Technical Performance Report—(Program Goals).

D. Six (6) Month Follow-Up/Closeout Report

(1) Final Financial Status Report (SF–269A); and

(2) Final Narrative Report identifying—(a) the total combined (directed/assisted) number of veterans

placed during the entire grant period; (b) the number of veterans still employed after the 6 month follow-up period; (c) if the veterans are still employed at the same or similar job, if not what are the reasons; (d) if the training received was applicable to jobs held; (e) wages at placement and during follow up period; (f) an explanation regarding why those veterans placed during the grant, but not employed at the end of the follow up period, are not so employed; and (g) any recommendations to improve the program.

VII. Agency Contacts

For questions concerning this solicitation please contact: U.S. Department of Labor, Procurement Services Center, 200 Constitution Avenue, NW., Room N–5416, Attention: Cassandra Willis, Reference SGA 04–01, Washington, DC 20210; Phone: (202) 693–4570.

VIII. Other Information

To be eligible for participation in the Incarcerated Veterans Transition Program (IV–TP), a veteran must be within 18 months of release from a participating correctional facility; a veteran is defined as follows:

A. The term ''veteran'' means a person who served in the active military, naval, or air service, and who was discharged or released there from under conditions other than dishonorable. (Title 38 U.S.C. 101(2))

B. A veteran transitioning from incarceration means a person, as defined in A. above, who is within 18 months of release from a correctional institution or facility.

Notice that an organization has been selected as a grant recipient does not constitute approval of the grant application as submitted. Before the actual grant award, VETS may enter into negotiations concerning such items as program components, funding levels, and administrative systems. If the negotiations do not result in an acceptable submittal, the Grant Officer reserves the right to terminate the negotiation and decline to fund the proposal.

Signed in Washington, DC this 12th day of December, 2003.

Lawrence J. Kuss,

Grant Officer.

Appendices

Appendix A: Application for Federal Assistance SF Form 424
Appendix B: Budget Information Sheet SF 424A
Appendix C: Assurances and Certifications Signature Page
Appendix D: Technical Performance Goals Form
Appendix E: Direct Cost Descriptions for Applicants and Sub-Applicants
Appendix F: Survey on Ensuring Equal Opportunity for Applicants
Appendix G: Glossary of Terms
Appendix H: List of Common Acronyms

BILLING CODE 4910–79–P

OMB Approval No. 0348-0043

APPLICATION FOR FEDERAL ASSISTANCE

2. DATE SUBMITTED	Applicant Identifier	
3. DATE RECEIVED BY STATE	State Application Identifier	
4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier	

1. TYPE OF SUBMISSION:

Application	Preapplication
☐ Construction	☐ Construction
☐ Non-Construction	☐ Non-Construction

5. APPLICANT INFORMATION

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)*

6. EMPLOYER IDENTIFICATION NUMBER *(EIN)*:

☐☐ — ☐☐☐☐☐☐☐

7. TYPE OF APPLICANT: *(enter appropriate letter in box)* ☐

A. State
B. County
C. Municipal
D. Township
E. Interstate
F. Intermunicipal
G. Special District
H. Independent School Dist.
I. State Controlled Institution of Higher Learning
J. Private University
K. Indian Tribe
L. Individual
M. Profit Organization
N. Other (Specify) _____

8. TYPE OF APPLICATION:

☐ New ☐ Continuation ☐ 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:

☐☐ — ☐☐☐

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:

a. Federal	$ .00
b. Applicant	$ .00
c. State	$ .00
d. Local	$ .00
e. Other	$ .00
f. Program Income	$ .00
g. TOTAL	$ .00

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:

DATE _____

b. No. ☐ PROGRAM IS NOT COVERED BY E. O. 12372
☐ OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?

☐ **Yes** **If "Yes," attach an explanation.** ☐ **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. 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:
1.	Self-explanatory.
2.	Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable).
3.	State use only (if applicable).
4.	If this application is to continue or revise an existing award, enter present Federal identifier number. If for a new project, leave blank.
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.
6.	Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.
7.	Enter the appropriate letter in the space provided.
8.	Check appropriate box and enter appropriate letter(s) in the space(s) provided: -- "New" means a new assistance award. -- "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date. -- "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation.
9.	Name of Federal agency from which assistance is being requested with this application.
10.	Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.
11.	Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.
12.	List only the largest political entities affected (e.g., State, counties, cities).
13.	Self-explanatory.
14.	List the applicant's Congressional District and any District(s) affected by the program or project.
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 *only* 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.
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.
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.
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.)

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		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.		$	$	$	$	$
2.						
3.						
4.						
5. Totals		$	$	$	$	$

SECTION B - BUDGET CATEGORIES

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

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Prescribed by OMB Circular A-102

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SECTION C - NON-FEDERAL RESOURCES				
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.	$	$	$	$
9.				
10.				
11.				
12. TOTAL *(sum of lines 8-11)*	$	$	$	$

SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	$	$	$	$	$
14. Non-Federal					
15. TOTAL *(sum of lines 13 and 14)*	$	$	$	$	$

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)*	$	$	$	$

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges:	22. Indirect Charges:
23. Remarks:	

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Standard Form 424A (Rev. 7-97) Page 2

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.

CERTIFICATIONS AND ASSURANCES

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. Certification Regarding Lobbying, Debarment, Suspension, Other Responsibility Matters - Primary Covered Transactions and Certifications Regarding Drug-Free/Tobacco-Free Workplace,

B. Certification of Release of Information

C. Assurances - Non-Construction Programs

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 instruction 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.**

RECOMMENDED FORMAT FOR PLANNED QUARTERLY TECHNICAL PERFORMANCE GOALS

(data entered cumulatively)

Performance Goals

	1ST QTR	2ND QTR	3RD QTR	4TH QTR
Assessments				
Participants Enrolled				
Placed Into Transitional Or Permanent Housing				
Direct Placements Into Unsubsidized Employment				
Assisted Placements Into Unsubsidized Employment				
Combined Placements Into Unsubsidized Employment (Direct & Assisted)				
Cost Per Placement				
Number Retaining Jobs For 90 Days				
Number Retaining Jobs For 180 Days				
Rate of Placement Into Unsubsidized Employment				
Average Hourly Wage At Placement				

Employability Development Services - (As Applicable)

Classroom Training				
On-The-Job Training				
Remedial Education				
Vocational Counseling				
Pre-employment Services				
Occupational Skills Training				
_____				
_____				
_____				
_____				

Planned Expenditures

	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Total Expenditures	$	$	$	$
Administrative Costs	$	$	$	$
Participant Services*	$	$	$	$

*Services may include training and/or supportive.

Direct Cost Descriptions For Applicants and Sub-Applicants*

Position Title(s)	Annual Salary/Wage Rate	% of Time Charged to Grant	Proposed Administration Costs **	Proposed Program Costs

Sub-Total _____ _____

	Administration	Program
Fringe Benefits For All Positions	_____	_____
Contractual	_____	_____
Travel	_____	_____
Indirect Costs	_____	_____
Equipment	_____	_____
Supplies	_____	_____
Total Costs ----------	_____	_____
	Administration	Program

** Administrative costs are associated with the supervision and management of the program and do not directly or immediately affect participants.

* Direct costs for all funded positions for both applicant and sub-applicant(s) must be provided.

SURVEY ON ENSURING EQUAL OPPORTUNITY FOR APPLICANTS

Federal Agency Use Only

OMB No. 1225-0083 Exp. 02/28/2006

NOTE: Please place survey form directly behind the Standard Application for Federal Assistance (SF 424) fact sheet.

Purpose: This form is for applicants that are private nonprofit organizations (not including private universities). Please complete it to assist the federal government in ensuring that all qualified applicants, small or large, non-religious or faith-based, have an equal opportunity to compete for federal funding. Information provided on this form will not be considered in any way in making funding decisions and will not be included in the federal grants database.

1. Does the applicant have 501(c)(3) status?

   ☐ Yes ☐ No

2. How many full-time equivalent employees does the applicant have? *(Check only one box).*

   ☐ 3 or Fewer ☐ 15-50
   ☐ 4-5 ☐ 51-100
   ☐ 6-14 ☐ over 100

3. What is the size of the applicant's annual budget? *(Check only one box.)*

   ☐ Less Than $150,000
   ☐ $150,000 - $299,999
   ☐ $300,000 - $499,999
   ☐ $500,000 - $999,999
   ☐ $1,000,000 - $4,999,999
   ☐ $5,000,000 or more

4. Is the applicant a faith-based/religious organization?

   ☐ Yes ☐ No

5. Is the applicant a non-religious community-based organization?

   ☐ Yes ☐ No

6. Is the applicant an intermediary that will manage the grant on behalf of other organizations?

   ☐ Yes ☐ No

7. Has the applicant ever received a government grant or contract (Federal, State, or local)?

   ☐ Yes ☐ No

8. Is the applicant a local affiliate of a national organization?

   ☐ Yes ☐ No

Survey Instructions on Ensuring Equal Opportunity for Applicants

1. 501(c)(3) status is a legal designation provided on application to the Internal Revenue Service by eligible organizations. Some grant programs may require nonprofit applicants to have 501(c)(3) status. Other grant programs do not.

2. For example, two part-time employees who each work half-time equal one full-time equivalent employee. If the applicant is a local affiliate of a national organization, the responses to survey questions 2 and 3 should reflect the staff and budget size of the local affiliate.

3. Annual budget means the amount of money your organization spends each year on all of its activities.

4. Self-identify.

5. An organization is considered a community-based organization if its headquarters/service location shares the same zip code as the clients you serve.

6. An "intermediary" is an organization that enables a group of small organizations to receive and manage government funds by administering the grant on their behalf.

7. Self-explanatory.

8. Self-explanatory

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is **1225-0083**. The time required to complete this information collection is estimated to average five (5) minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** Departmental Clearance Officer, U.S. Department of Labor, 200 Constitution Avenue NW, Room N-1301, Washington, D.C. 20210. **If you have comments or concerns regarding the status of your individual submission of this form, write directly to:** Joyce I. Mays, Application Control Center, U.S. Department of Labor, 200 Constitution Avenue, NW, Washington, DC 20210.

U.S. Department of Labor
Veterans' Employment and Training Service

GLOSSARY OF TERMS

Adequate Employment – See Unsubsidized Employment.

Administrative Costs - Administrative costs shall consist of all direct and indirect costs associated with the supervision and management of the program. These costs shall include the administrative costs, both direct and indirect, of sub-recipients and contractors.

Adult Basic Education - Education for adults whose inability to speak, read, or write the English language or to effectively reason mathematically, constitutes a substantial impairment of their ability to get or retain employment commensurate with their real ability, which is designed to help eliminate such inability and raise the level, of education of such individuals with a view to making them less likely to become dependent on others, to improve their ability to benefit from occupational training and otherwise increase their opportunities for more productive and profitable employment, and to make them better able to meet their adult responsibilities.

Ancillary Services – Employment and training related activities other than core training that may enhance a participant's employability.

Apprenticeship Training – A formal occupational training program that combines on-the-job training and related instruction and in which workers learn the practical and conceptual skills required for a skilled occupation, craft, or trade. It may be registered or unregistered.

Assessment/Intake - A process for screening individual applicants for program eligibility making the level of need determinations; making an initial determination what services or programs can best benefit the applicants; providing information about services, program eligibility, and the availability of those services, and the routing or selecting individual applicants for particular service delivery or program participation.

Assisted Placements Into Unsubsidized Employment - Assisted placements into unsubsidized employment should be recorded where the definition for placement with unsubsidized employment above is met, but the placement was arranged by an agency to which the homeless veteran was referred to.

Average Hourly Wage At Placement - The average hourly wage at placement is the average hourly wage rates at placement of all assisted placements plus direct placements.

Assurance and Certifications - The act of signifying intent to comply with applicable federal and State laws and regulations as a condition for receiving and expanding USDOL grant funds.

Barriers to Employment - Characteristics that may hinder an individual's hiring promotion or participation in the labor force. Identification of these barriers will vary by location and labor market. Some examples of individuals who may face barriers to employment include: single parents, women, displaced homemakers, youth, public assistance recipients, older workers, substance abusers, teenage parents, certain veterans, ethnic minorities, and those with limited English speaking ability or a criminal record or with a lack of education, work experience, credential, child care arrangements, transportation or alternative working parents.

Campaign Badge veteran - A veteran who served on active duty during the war (e.g., WWII), action (e.g., Korea, Vietnam), in a campaign, or an expedition for which a campaign badge of an expeditionary medal has been authorized (e.g. Bosnia, Grenada, Haiti, Panama, Southeast Asia, and Somalia).

Case Management - A client centered approach in the delivery of intensive services, designed to prepare and coordinate comprehensive employment plans for participants, to assure access to the necessary training and supportive services, and to provide support during program participation and after job placement.

Case Manager - One who coordinates, facilitates or provides direct services to a client or trainee from application through placement, post placement follow-up, or other case closing, exclusively, through periodic contact and the provision of appropriate assistance.

Classroom Training – Any training of the type normally conducted in an institutional setting, including vocational education, which is designed to provide individuals with the technical skills and information required to perform a specific job or group of jobs. It may also include training designed to enhance the employability of individuals by upgrading basic skills, throughout the provision of courses such as remedial education, training in the primary language of persons with limited English language proficiency, or English as a second language training.

Close Out – Grant close out is the process by which the Federal grantor agency (in the case of VETS grants, Department of Labor) determines that all applicable administrative actions and all required work of the grant have been completed by the grantee and the grantor.

Cognizant Federal Agency - The federal agency that is assigned audit or indirect cost rate approval responsibility for a particular recipient organization by the Office of Management and Budget (OMB Circular A-87 and A-102 [20 CFR, Part 97]).

Community Based Organization – means a private non-profit organization that is representative of a community or a significant segment of a community and that has demonstrated expertise and effectiveness in the field of workforce investment.

Core Training – Core Training activities are employment-focused interventions which address basic vocational skills deficiencies that prevent the participant from accessing appropriate jobs and/or occupations.

Cost Per Placement - The cost per placement into unsubsidized employment is obtained by dividing the total funds expended by the total of direct placements plus assisted placements.

Counseling - A form of assistance which provides guidance in the development of a participant's vocational goals and the means to achieve those goals; and/or assist a participant with the solution to one or more individual problems which may pose a barrier (s) to sustained employment.

Counselor - (Employment/Vocational): A trained and qualified professional authorized to provide direct assistance (beyond advising and informing) through planning, testing, training and otherwise readying an individual for sustained employment.

Customized Training – A training program designed to meet the special requirements of an employer who has entered into an agreement with a Service Delivery Area to hire individuals who are trained to the employer's specifications. The training may occur at the employer's site or may be provided by a training vendor able to meet the employer's requirements. Such training usually requires a commitment from the employer to hire a specified number of trainees who satisfactorily complete the training.

Direct Placements Into Unsubsidized Employment - A direct placement into unsubsidized employment must be a placement made directly by staff with an established employer who covers all employment costs for 20 or more hours per week at or above the minimum wage. Day labor and other very short-term placements should not be recorded as placements into unsubsidized employment.

Disabled Veteran - A veteran who is entitled to compensation under laws administered by the Veterans Administration; or an individual who was medically discharged or otherwise released from active duty, due to service-connected disability.

Disallowed Costs – Disallowed costs are those charges to a grant that the grantor agency (or its representative) determines to be unallowable in accordance with the applicable Federal Cost Principles or other conditions in the grant.

Disabled Veterans' Outreach Program (DVOP) - A program of Federal assistance through grants to States to staff and support in accordance with 38 U.S.C. 4103A, appointed to perform a number of duties chief among which are direct employer contact, particularly with Federal contractors, Federal employers using individualized job development techniques, and with veterans (particularly with disabled veterans) using a case management approach to client-centered services.

Economically Disadvantaged – An individual who (a) receives, or is a member of a family which receives, cash welfare payments under a Federal, state, or local welfare program; (b) has, or is a member of a family which has, received a total family income for the six-month period prior to application for the program involved (exclusive of unemployment compensation, child support payments, and welfare payments) which, in relation to family size, was not in excess of the higher of (i) the official poverty line (as defined by the Office of Management and Budget, and revised annually in accordance with section 673 (2) of the Omnibus Budget Reconciliation Act of 1981 (42 U.S.C. 9902(2)), or (ii) 70 percent of the lower living standard income level; (c) is receiving (or has been determined within the 6-month period prior to the application for

program involved to be eligible to receive) food stamps pursuant to the Food Stamp At of 1977; (d) qualifies as a homeless individual under section 103 of the Stewart B. McKinney Homeless Assistance Acct; (e) is a foster child on behalf of whom state or local government payments are made or (f) in cases permitted by regulations of the Secretary, is an individual with a disability whose income meets the requirements of clause (a) or (b), but who is a member of a family whose income does not meet such requirements.

Eligible - Meeting the minimum requisite qualifications to be considered for the provision of services or entry into a position under a funded program or as required by law.

Employability Development Services (EDS) - This includes services and activities that will develop or increase the employability of the participant. Generally, this includes vocational counseling, classroom and on-the-job training, pre-employment services (such as job seeking skills and job search workshops), temporary or trial employment, sheltered work environments and other related services and activities. Planned services should assist the participant in addressing specific barriers to employment and finding a job. These activities may be provided by the applicant or by a Sub-grantee, contractor or another source such as the local Workforce Investment Act program or the DVOP personnel or LVERs. Such services are not mandatory but entries should reflect the services described in the application and the expected number of participants receiving or enrolled in such services during each quarter. Participants may be recorded more than once if they receive more than one service.

Employment Development Plan (EDP) – An individualized written plan or intervention strategy for serving an individual which, as a result of an assessment of the veteran's economic needs, vocational interests, aptitudes, work history, etc., defines a reasonable vocational or employment goal and the developmental services or steps required to reach the goal and which documents the accomplishments made by the individual.

Employment Service – the state level organization or public labor exchange system affiliated with the Department of Labor's United States Employment Service.

Enlistments - Individuals who have expressed an interest, signed up for a workshop or enrollment in the program.

Entered Employment - Applicants for service who were placed in jobs or otherwise obtained employment as a result of services used or received.

Entered Employment Rate – This is a method used to determine the percentage of participants who become employed. The percentage is calculated by dividing the number of total participants who were enrolled in the program by the number of participants who were placed or entered employment through the program.

Enrolled Veteran – Shall be synonymous with the term participant. A veteran who has been determined eligible for services at intake and who is receiving or scheduled to receive core training.

Follow-up - The tracking of clients for a period of time up to 180 days after initial placement, last referral date for services or completion of training programs to determine current status, outcome or whether to offer additional services (such as additional referral, job retention advisement, etc.).

Full-Time Equivalent (FTE) – a personnel charge to the grant equal to 2,080 hours per year.

FY - Fiscal Year. For federal government purposes, any twelve month period beginning on October 1 and ending on September 30.

General Equivalency Diploma (GED) – A high school equivalency diploma that is obtained by passing the General Educational Diploma Equivalency Test that measures the application of skills and knowledge generally associated with four (4) years of traditional high school instruction.

Grant Officer's Technical Representative (GOTR) - An individual (usually the DVET) serving on behalf of the Grant Officer who maintains and ensures the integrity of the approved grant agreement by reviewing and making recommendations regarding technical matters not involving a change in scope, cost, or conditions.

Homeless or homeless individual – includes persons who lack a fixed, regular, and adequate nighttime residence. It also includes persons whose primary nighttime residence is either supervised public or private shelter designed to provide temporary living accommodations; an institution that provides a temporary residence for individuals intended to be institutionalized; or a private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings. [Reference 42 U.S.C., Section 11302 (a)].

Indirect cost - A cost that is incurred for a common or joint purpose benefiting more than one cost objective and that is not readily assignable to the cost objective specifically benefited.

In-kind Services – Property or services which benefit federally assisted project or program and which are contributed without charge to the grantee.

Institutional Skills Training – training conducted in an institutional setting and designed to ensure that individuals acquire the skills, knowledge, and abilities necessary to perform a job or group of jobs in an occupation for which there is a demand.

Intake – A process for screening individual applicants for eligibility; making an initial determination whether the program can benefit the applicants; providing information about the program, its services and the availability of those services; and selecting individual applicants for participation in the program.

Intensive Services - The provision of concentrated staff services to clients who indicate the need for facilitation or interventions to secure lasting employment. The case management approach to service delivery is a viable model for successfully providing such services and obtaining the clients goals.

Job Club Activities – A form of job search assistance provided in a group setting. Usually job clubs provide instruction and assistance in completing job applications and developing resumes and focus on maximizing employment opportunities in the labor market and developing job leads. Many job clubs use telephone banks and provide group support to participants before and after they interview for job openings.

Job Development - The process of marketing a program participant to employers, including informing employers about what the participant can do and soliciting a job interview for that individual with the employer (targeted job development); and the development of one or more job openings or training opportunities with one or more employers using a variety of techniques and means of contact.

Job Placement Services – Job placement services are geared towards placing participants in jobs and may involve activities such as job search assistance, training, or job development. These services are initiated to enhance and expedite participants' transition from training to employment.

Job Search Assistance - An activity, which focuses on building practical skills and knowledge to identify and initiate employer contact and conduct successful interview with employers. Various approaches may be used to include participation in a job club, receive instruction in identifying personal strengths and goals, resume application preparation, learn interview techniques, and receive labor market information. Job search assistance is often self-service activity in which individuals obtain information about specific job openings or general jobs or occupational information.

Labor Exchange - Refers to the services provided to job seekers and employers by the State Employment Services Agencies, or other designated entities. Preparatory services to job seekers may include assessment, testing, counseling, provision of labor market information, targeted job development, resulting in job referral and follow-up with former applicants and prospective employers. Employer-oriented services may include accepting job orders, screening applicants, referring qualified applicants and providing follow-up to foster job retention and develop additional job openings or training opportunities.

Labor Exchange Delivery System (LEDS) - Describes the system of matching jobs and training opportunities with applicants operating with Federal employment and job training funds.

Labor Force - The sum of all civilians classified as employed and unemployed and members of the Armed Forces stationed in the United States. [Bureau of Labor Statistics Bulletin 2175].

Labor Market Area – an economically integrated geographic area within which individuals can reside and find employment within a reasonable distance or can readily change employment without changing their place of residence.

Literacy and Bilingual Training – See Adult Basic Education.

Local Veterans' Employment Representative (LVER) Program - A program of Federal assistance through grants to States to staff in accordance with 38 U.S.C.4104 to perform a number of duties, chief among which are the provision of intensive (case management) services to targeted eligible veterans with emphasis on VA, VR&E, and to functionally supervise without necessarily exercising line supervisor authority over the provision of services to veterans by SDP staff.

Minimum Economic Need – the level of wages paid to a program participant that will enable that participant to become economically self-sufficient.

Minority Veterans – for the purposes of the HVRP and VWIP programs, veterans who are Workforce Investment Act (WIA) eligible and are members of the following ethnic categories: African American, Hispanic, American Indian or Alaskan Native, Asian or Pacific Islander.

National Veterans' Training Institute (NVTI) - An agency contracted with USDOL/VETS to develop and provide skills development and enhancement training to individuals who are determined by the Assistant Secretary for Veterans' Employment and Training and who deliver or monitor the provision of employment and training services to veterans (38 U.S.C. 4109).

Number Retaining Job for 90 Days -To be counted as retaining a job for 90 days, continuous employment with one or more employers for at least 90 days must be verified and the definition for either direct placement or assisted placement into unsubsidized employment above is met. This allows clients who have moved into a position with a different employer to be recorded as retaining the job for 90 days as long as the client has been steadily employed for that length of time.

Number Retaining Job For 180 Days - To be counted as retaining a job for 180 days, continuous employment with one or more employers for at least 180 days must be verified, and the definition for either placement or assisted placement into unsubsidized employment above is met. This allows clients who have moved into a position with a different employer to be recorded as retaining the job for 180 days as long as the client has been steadily employed for that length of time.

Occupational Skills Training – Includes both (1) vocational education which is designed to provide individuals with the technical skills and information required to perform a specific job or group of jobs, and (2) on-the-job training.

Offender – Any adult or juvenile who has been subject to any stage of the criminal justice process for whom services under this program may be beneficial or who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.

On-the-Job Training (OJT) – means training by an employer that is provided to a paid participant while engaged in productive work in a job that: (a) provides knowledge or skill essential to the full and adequate performance of the job; (b) provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, for the extraordinary costs of providing the training and additional supervision related to the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate. Usually in the OJT agreement, there is a promise on the part of the employer to hire the trainee upon successful completion of the training.

On-Site Industry-Specific Training – This is training which is specifically tailored to the needs of a particular employer and/or industry. Participants may be trained according to specifications developed by an employer for an occupation or group of occupations at a job site. Such training is usually presented to a group of participants in an environment or job site representative of the actual job/occupation, and there is often an obligation on the part of the employer to hire a certain number of participants who successfully complete the training.

Outreach - An active effort by program staff to encourage individuals in the designated service delivery area to avail themselves of program services.

Outside Funds – Resources pledged to the grant program that have a quantified dollar value. Such resources may include training funds from programs such as WIA Title I that are put aside for the exclusive use by participants enrolled in a program. Outside funds do not include in-kind services.

Participant – means an individual who has been determined to be eligible to participate in and who is receiving services (except follow-up services) under the program. Participation shall be deemed to commence on the first day, following determination of eligibility, on which the individual began receiving subsidized employment, training, or other services provided under the program. An individual who receives only outreach and/or intake assessment services does not meet this definition.

Participants Enrolled - A client should be recorded as having been enrolled when an intake form has been completed, and services, referral, and/or employment has been received through the program. This should be an unduplicated count over the year, i.e., each participant is recorded only once, regardless of the number of times she or he receives assistance.

Participants Services - This cost includes supportive, training, or social rehabilitation services, which will assist in stabilizing the participant. This category should reflect all costs other than administrative.

Placed Into Transitional Or Permanent Housing - A placement into transitional or permanent housing should be recorded when a veteran served by the program upgrades his/her housing situation during the reporting period from shelter/streets to transitional housing or permanent housing or from transitional housing to permanent housing. Placements resulting from referrals by staff shall be counted. This item is however an unduplicated count over the year, except that a participant may be counted once upon entering transitional housing and again upon obtaining permanent housing.

Placement – the act of securing unsubsidized employment for or by a participant.

Placement Rate - This is a method used to determine the percentage of participants who become employed. The figure is calculated by dividing the number of total participants who were registered for services or enrolled in the program by the number of applicants or program participants who were placed or otherwise entered employment.

Pre-apprenticeship Training – Any training designed to increase or upgrade specific academic, or cognitive, or physical skills required as a prerequisite for entry into a specific trade or occupation.

Pre-enrollment Assessment – The process of determining the employability and training needs of individuals before enrolling them into the program. Individual factors usually addressed during pre-enrollment assessment include: an evaluation and/or measurement of vocational interests and aptitudes, present abilities, previous education and work experience, income requirements, and personal circumstances.

Preference - The application of priorities in the consideration and selection through appointment or assignment of staff to funded positions, or in the provision of direct services and order of referral to listed openings in the order designated by statute regulation, and grant agreement.

Program Resources – Includes the total of both program or grant and outside funds.

Program Year (PY) - The 12-month period beginning July 1 in the fiscal year for which the appropriation is made, and ending on the following June 30.

Qualified - An individual who has been determined to possess the requisite knowledge, skills, and abilities for positions within the context of the selection process used to identify and rank persons possessing those attributes.

Rate of Placement Into Unsubsidized Employment - The rate of placement into unsubsidized employment is obtained by dividing the number placed into unsubsidized employment, plus the number of assisted placements into unsubsidized employment by the number of clients enrolled.

Recently Separated Veteran - Refers to an individual who applies for program participation or assistance within 48 months of separation from active U.S. military service [29 U.S.C. 1503 (27) (c)].

Remedial Education – Education instruction, particularly in basic skills, to raise an individual's general competency level in order to succeed in vocational education or skill training programs, or employment.

Service Connected Disabled - Refers to (1) a veteran who is entitled to compensation under laws administered by the Department of Veterans' Affairs, or (2) an individual who was discharged or released from active duty because of a service-connected disability (38 U.S.C. 4211 (3); 29 U.S.C., Chapter 19, section 1503 (27) (C)

Service Delivery Point (SDP) - Includes offices of the public employment delivery system operated directly or by contract with the State Workforce Agency as grantee within a State and may include One –Stop Career Centers, local employment service offices, and any satellite or itinerant offices at which labor exchange services are available.

Solicitation for Grant Applications (SGA) - A document which provides the requirements and instructions for the submission by eligible applicants identified in the document's text of requests for Federal domestic assistance (funds) for one or more programs or grants-in-aid.

State Workforce Agency (SWA) - The State level organization, as affiliated with the former United States Employment Service.

Subgrant – An award of financial assistance in the form of money, or property in lieu of money, made under a grant by a grantee to an eligible subgrantee.

Subgrantee – The government or other legal entity to which a subgrant is awarded and which is accountable to the grantee for the use of the funds provided.

Suitable Employment – See "Unsubsidized Employment".

Substance Abuser – An individual dependent on alcohol or drugs, especially narcotics, whose dependency constitutes or results in a substantial barrier to employment.

Targeted Job Development - The identification and marketing of a group of qualified applicants with similar occupations or employment barriers requiring personal visitation/phone contact with those employers likely to employ these individuals.

Supportive Services – means services which are necessary to enable an individual eligible for training, but who cannot afford to pay for such services, to participate in a training program funded under the grant. Such supportive services may include transportation, health care, financial assistance (except as a post-termination service), drug and alcohol abuse counseling and referral, individual and family counseling, special services and materials for individuals with disabilities, job coaches, child care and dependent care, temporary shelter, financial counseling, and other reasonable expenses required for participation in the training program and may be provided in-kind or through cash assistance.

Total Planned Expenditures - Identified forecasted financial needs to accomplish programmatic objectives broken down into fiscal quarters.

Unsubsidized Employment – Employment not financed from funds provided under the grant. In the grant program the term "adequate" or "suitable" employment is also used to mean placement in unsubsidized employment which pays an income adequate to accommodate the participants' minimum economic needs.

Upgrading or Retraining – Training given to an individual who needs such training to advance above an entry level or dead-end position. This training shall include assisting veterans in acquiring needed state certification to be employed in the same field as they were trained in the military (i.e., Commercial Truck Driving License (CDL), Emergency Medical Technician (EMT), Airframe & Power Plant (A&P), Teaching Certificate, etc.)

Veteran - An individual who served in the United States active military, naval, or air service, and who was discharged or released there from under conditions other than dishonorable (29 U.S.C. Chapter 19, section 1503 (27) (A) [for WIA, Section 168 (VWIP) and WIA, Title I training/services]).

Veterans' Workforce Investment Program (VWIP) – Competitively awarded employment and training grants to meet the needs of veterans with significant barriers to employment; with service-connected disabilities; who served on active duty in the armed forces during a campaign or expedition for which a campaign badge has been authorized; and recently separated veterans. The U.S. Department of Labor, Veterans' Employment and Training Service awards VWIP grants as authorized under the Workforce Investment Act (WIA), Section 168.

Vocational Exploration Training – Through assessments such as interest inventories and/or counseling, a process of identifying occupations or occupational areas in which a person may find satisfaction and potential, and for which his or her aptitudes and other qualifications may be appropriate.

Vocational Guidance - The provision of information, suggestions, and advice through discussion with individuals who are considering a geographical or vocational choice or change, relating to their career decision.

Wartime Veteran - See "campaign veteran above."

Welfare and/or Public Assistance recipient – An individual who, during the course of the program year, receives or is a member of a family who receives cash welfare or public assistance payments under a Federal, state, or local welfare program.

Workforce Investment Act (WIA) – The purpose of this Act is to establish programs to prepare youth and unskilled adults for entry into the labor force and to afford job training to those economically disadvantaged individuals and other individuals, including veterans, who face serious barriers to employment and who are in need of such training to obtain prospective employment. The Act requires the Assistant Secretary for Veterans' Employment and Training to consult with the Secretary of the Department of Veterans Affairs to ensure that programs funded under VWIP of this Act meet the employment and training needs of service-connected disabled, Campaign, and recently separated veterans and are coordinated, to the maximum extent feasible, with related programs and activities.

Work Experience – A temporary activity (six months or less) which provides an individual with the opportunity to acquire the skills and knowledge necessary to perform a job, including appropriate work habits and behaviors, and which may be combined with classroom or other training. When wages are paid to a participant on work experience and when such wage are wholly paid for under WIA, the participant may not receive this training under a private, for profit employer.

Youth – An individual between 20 and 24 years of age.

USDOL/VETS

LIST OF COMMON ACRONYMS

ADVET	Assistant Director for Veterans' Employment and Training
ASVET	Assistant Secretary (of Labor) for Veterans' Employment and Training
CAP	Corrective Action Plan
CFR	Code of Federal Regulations
CWT	Compensated Work Therapy
DOD	Department of Defense
DV	Disabled Veteran
DVA	Department of Veterans Affairs (see also VA)
DVET	Director for Veterans' Employment and Training Service
DVOP	Disabled Veterans' Outreach Program
DTAP	Disabled Veterans' Transition Assistance Program
EDP	Employment Development Plan
ES	Employment Service
ETA	Employment and Training Administration
FARS	Financial Accounting and Reporting System
FCJL	Federal Contractor Job Listing
FCP	Federal Contracting Program
FEMA	Federal Emergency Management Administration
FY	Fiscal Year
GOTR	Grant Officer's Technical Representative
GPRA	Government Performance and Results Act of 1994
HHS	Department of Health and Human Services
HHS/PMS	Health and Human Services/Payment Management System
HUD	Department of Housing and Urban Development
HVCAA	Homeless Veterans' Comprehensive Assistance Act - Title 38 USC, Section 2001
HVRP	Homeless Veterans' Reintegration Project
IEP	Individual Employment Plan
ISS	Individual Support System
IV-TP	Incarcerated Veterans' Transition Program
LEDS	Labor Exchange Delivery System
LESO	Local Employment Service Office
LMI	Labor Market Information
LVER	Local Veterans' Employment Representative
MHAA	McKinney-Vento Homeless Assistance Act - Title 42 USC, Section 11302(a)
MOU	Memorandum of Understanding
NOGA	Notice of Grant Award
NVTI	National Veterans' Training Institute
OASAM	Office of the Assistant Secretary for Administration and Management
OASVET	Office of the Assistant Secretary (of Labor) for Veterans' Employment and Training
OCD	Office of Cost Determination
OMB	Office of Management and Budget
OPM	Office of Personnel Management
OJT	On-the-Job-Training
PAC	Post Award Conference
PB	Personnel Benefits
PL	Public Law
PS	Personal Services
PY	Program Year

RAVET	Regional Administrator for Veterans' Employment and Training
SDP	Service Delivery Point
SDV	Special Disabled Veteran
SF	Standard Form
SGA	Solicitation For Grant Applications
SSA	Social Security Administration
SWA	State Workforce Agency
TAP	Transition Assistance Program
UCX	Unemployment Compensation (Insurance) for ex-service members
UI	Unemployment Insurance
USC	United States Code
USDOL	United States Department of Labor
VA	Department of Veterans Affairs
VARO	Veterans' Administration Regional Office
VAMC	Veterans' Administration Medical Center
VETS	Veterans' Employment and Training Service
VEV	Vietnam-Era Veteran
VOE	Veterans and Other Eligible Persons
VPL	Veterans Program Letter
VR&E	Vocational Rehabilitation and Employment (formerly VR&C)
VSO	Veteran Service Organization
VWIP	Veterans' Workforce Investment Program (WIA, Section 168)
WIA	Workforce Investment Act of 1998
WIB	Workforce Investment Board

[FR Doc. 03–31201 Filed 12–19–03; 8:45 am]
BILLING CODE 4510–79–C

LIBRARY OF CONGRESS

Copyright Office

[Docket No. 2003–4]

Notice of New Copyright Office Seal

AGENCY: Copyright Office, Library of Congress.

ACTION: Notice of New Copyright Office Seal.

SUMMARY: The Copyright Office of the Library of Congress is adopting a new official seal to authenticate copyright registrations, certifications of documents and other official documents. This new seal will replace the seal used by the Copyright Office since January 1, 1978.

DATES: The new official seal will become effective on January 1, 2004.

ADDRESSES: Office of the General Counsel, Copyright GC/I&R, PO Box 70400, Southwest Station, Washington, DC 20024–0400.

FOR FURTHER INFORMATION CONTACT: Robert Kasunic: (202) 707–8380.

SUPPLEMENTARY INFORMATION: Notice is hereby given that, pursuant to section 701(c) of title 17 of the United States Code, as enacted by Pub. L. 94–553 and amended by Pub. L. 105–304, the Register of Copyrights has adopted a new seal to authenticate all official documents issued by the Copyright Office. The new seal will become effective on January 1, 2004, and all documents bearing this seal issued by the Copyright Office will be authenticated and shall be judicially noticed.

The new Copyright Office seal is circular and consists of a capital letter C in a circle with stylized representation of an eagle and shield perched on the lower limb of the C. The eagle and the C are depicted on a field of horizontal bands enclosed by the circle. This group is encircled by the words ''Seal of the United States Copyright Office'' and the date 1870 set in the Zealand Bold type font. A representation of the new seal is shown immediately below.

The previous seal used by the Copyright Office from January 1, 1978, until December 31, 2003, will continue to serve as an identifying mark of the Copyright Office.

Dated: December 17, 2003.

Marybeth Peters,

Register of Copyrights.

[FR Doc. 03–31475 Filed 12–19–03; 8:45 am]
BILLING CODE 1410–30–P

NUCLEAR REGULATORY COMMISSION

[Docket No. 40–8903]

Notice of Receipt of License Amendment Request From the Homestake Mining Company To Request an Extension of Reclamation Milestones for Its Grants, New Mexico Facility, and Opportunity To Request a Hearing

AGENCY: Nuclear Regulatory Commission.

ACTION: Notice of consideration of license and opportunity to request a hearing.

DATES: A request for a hearing must be filed within 30 days of the publication of this **Federal Register** notice.

FOR FURTHER INFORMATION CONTACT: William von Till, Fuel Cycle Facilities Branch, Division of Fuel Cycle Safety and Safeguards, Office of Nuclear Material Safety and Safeguards, U.S. Nuclear Regulatory Commission, Washington, DC 20555–0001. Telephone: (301) 415–6251; Fax: (301) 415–5955; and/or by email: *rwv@nrc.gov.*

SUPPLEMENTARY INFORMATION:

I. Introduction

The U. S. Nuclear Regulatory Commission (NRC) has received, by letters dated October 28, 2003 (ML033030501), and October 29, 2003 (ML033040196), a request from Homestake Mining Company (HMC) for approval of a license amendment to Materials License SUA–1471 to extend its reclamation milestones.

The Homestake facility is an inactive uranium recovery fuel cycle facility that is undergoing surface reclamation and groundwater remediation. Milestones for reclamation are outlined in the Homestake Source Material License SUA–1471 in condition 36A and B. Surface reclamation milestones are dependent on groundwater remediation at the site. Homestake proposes to extend the milestones due to active groundwater remediation activities. Groundwater remediation at the site is under the oversight of the NRC per Source Material License SUA–1471 (10 CFR part 40) and the U.S. Environmental Protection Agency (EPA) under the Comprehensive Environmental Response Compensation and Liability Act of 1980, as amended (CERCLA). A Memorandum of Understanding dated December 14, 1993, outlines the NRC and EPA roles in the clean-up of groundwater at the site. Surface reclamation activities are under the oversight of the NRC. HMC proposes to extend the reclamation milestones for the large tailings pile (LTP) and small tailings pile (STP) as follows:

LTP—Final radon barrier placement—top of pile from December 31, 2003, to December 31, 2012.

LTP—Erosion protection layer placement—top of pile from September 30, 2004, to September 30, 2013.

STP—Final radon barrier placement from December 31, 2012, to September 30, 2013.

STP—Erosion protection layer placement from September 30, 2013, to December 31, 2013.

Corrective Action Plan completion from May 1, 2010, to December 31, 2011.

The NRC staff will review HMC's request to extend reclamation milestones with 10 CFR part 40, using NUREG–1620 Rev. 1, ''Standard Review Plan for the Review of a Reclamation Plan for Mill Tailings Sites Under Title II of the Uranium Mill Tailings Radiation Control Act of 1978'' and other applicable agency regulations and guidance. If the NRC approves HMC's request, the approval will be documented in an amendment to HMC's license. The NRC staff will consult with the EPA since the proposed milestones included groundwater corrective action completion.

II. Opportunity To Request a Hearing

The NRC hereby provides notice that this is a proceeding on an application for an amendment of a license falling within the scope of subpart L, ''Informal Hearing Procedures for Adjudications in Materials and Operator Licensing