

No other changes have been made in either the membership or planned activity of the group research project. Membership in this project remains open, and PCA intends to file additional written notification disclosing all changes in membership.

On January 7, 1985, PCA filed its original notification pursuant to Section 6(a) of the Act. The Department of Justice published a notice in the **Federal Register** pursuant to Section 6(b) of the Act on February 5, 1985 (50 FR 5015).

The last notification was filed with the Department on February 10, 2004. A notice was published in the **Federal Register** pursuant to Section 6(b) of the Act on March 11, 2004 (69 FR 11651).

**Dorothy B. Fountain,**

*Deputy Director of Operations, Antitrust Division.*

[FR Doc. 04-15458 Filed 7-7-04; 8:45 am]

BILLING CODE 4410-11-M

## DEPARTMENT OF JUSTICE

### Office of Justice Programs

#### Agency Information Collection Activities: Proposed Collection; Comments Requested

**ACTION:** 30-Day Notice of Information Collection Under Review: Traffic Stop Data Collection Policies for State Police, 2004.

The Department of Justice (DOJ), Office of Justice Programs (OJP) has submitted the following information collection request to the Office of Management and Budget (OMB) for review and approval in accordance with the Paperwork Reduction Act of 1995. The proposed information collection is published to obtain comments from the public and affected agencies. This proposed information collection was previously published in the **Federal Register** Volume 69, Number 60, on page 16287 on March 29, 2004, allowing for a 60 day comment period.

The purpose of this notice is to allow for an additional 30 days for public comment until August 9, 2004. This process is conducted in accordance with 5 CFR 1320.10.

Written comments and/or suggestions regarding the items contained in this notice, especially the estimated public burden and associated response time, should be directed to the Office of Management and Budget, Office of Information and Regulatory Affairs, Attention Department of Justice Desk Officer, Washington, DC 20503. Additionally, comments may be submitted to OMB via facsimile to (202)

395-5806. Written comments and suggestions from the public and affected agencies concerning the proposed collection of information are encouraged. Your comments should address one or more of the following four points:

- Evaluate whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information will have practical utility;
- Evaluate the accuracy of the agencies estimate of the burden of the proposed collection of information, including the validity of the methodology and assumptions used;
- Enhance the quality, utility, and clarity of the information to be collected; and
- Minimize the burden of the collection of information on those who are to respond, including through the use of appropriate automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses.

#### Overview of This Information Collection

(1) *Type of Information Collection:* Reinstatement, with change, of a previously approved collection for which approval has expired.

(2) *Title of the Form/Collection:* Traffic Stop Data Collection Policies for State Police, 2004.

(3) *Agency form number, if any, and the applicable component of the Department of Justice sponsoring the collection:* Form Number: SP-1, Office of Justice Programs.

(4) *Affected public who will be asked or required to respond, as well as a brief abstract:* Primary: State Government. Other: none. 42 U.S.C. 3711, *et seq.* authorizes the Department of Justice to collect and analyze statistical information concerning crime, juvenile delinquency, and the operation of the criminal justice system and related aspects of the civil justice system and to support the development of information and statistical systems at the Federal, State, and local levels.

(5) An estimate of the total number of respondents and the amount of time estimated for an average respondent to respond: It is estimated that 49 respondents will complete each form within approximately 45 minutes.

(6) An estimate of the total public burden (in hours) associated with the collection: There are an estimated 38 total annual burden hours associated with this collection.

If additional information is required contact: Brenda E. Dyer, Clearance Officer, United States Department of Justice, Justice Management Division, Policy and Planning Staff, Patrick Henry Building, Suite 1600, 601 D Street NW., Washington, DC 20530.

Dated: July 1, 2004.

**Brenda E. Dyer,**

*Clearance Officer, Department of Justice.*

[FR Doc. 04-15480 Filed 7-7-04; 8:45 am]

BILLING CODE 4410-18-P

## DEPARTMENT OF LABOR

### Office of Disability Employment Policy

[SGA 04-12]

#### Telework/Telecommuting Pilot Research

#### Solicitation for Cooperative Agreements

*Announcement Type:* Notice of availability of funds; solicitation for Cooperative Agreement Applications for Telework/Telecommuting Pilot Research.

*Funding Opportunity Number:* SGA 04-12.

Catalogue of Federal Domestic Assistance (CFDA) Number: 17.720

*Key Date:* Applications must be received by August 9, 2004.

*Executive Summary:* The U.S. Department of Labor ("DOL" or "Department"), Office of Disability Employment Policy (ODEP), announces the availability of \$2.5 million to fund up to three pilot research projects to investigate, develop, and validate strategies likely \* \* \* to yield the largest number of telework positions for people with disabilities in cooperation with Federal and State agencies." See H. Conf. Rep. No. 108-401, 108th Cong., 1st Sess. (2003). Each cooperative agreement award will range from \$600,000 to \$830,000 and will be for a 36-month period of performance.

#### SUPPLEMENTARY INFORMATION

This notice contains all of the necessary information and forms needed to apply for the ODEP Cooperative Agreement.

#### I. Funding Opportunity Description and Authority

In recent years, both the Executive branch and Congress have increasingly promoted telework to help achieve increased employment opportunities for people with disabilities. In response to these initiatives, the overall purpose of this research is to investigate, develop, and validate strategies likely to yield the largest number of telework positions for

people with disabilities in cooperation with Federal and State agencies and to expand understanding of the full dimensions of telework as an employment option for people with disabilities through rigorous investigation and implementation of research-based comprehensive telework models.

**Authorities:** H. Conf. Rep. No. 108–401, 108th Cong., 1st Sess. (2003); Consolidated Appropriations Resolution, 2004.

ODEP anticipates awarding up to three cooperative agreements in the range of \$600,000 to \$830,000 for a 36-month period of performance. The competition for new awards focuses on research priorities identified as follows:

1. Using telework as a return-to-work strategy specifically for people with disabilities receiving Federal and State Workers' Compensation.

2. Using telework as an alternative strategy for increasing competitive employment for disabled veterans returning from tours of duty.

3. To survey public (Federal and State agencies) and private employers to identify supporting conditions and strategies that are necessary to effectively implement and sustain telework for people with disabilities.

This ODEP Cooperative Agreement anticipates substantial involvement between ODEP and the awardee during the performance of this project. Involvement will include collaboration or participation by ODEP in the overall direction of the project throughout the period of the award. ODEP will provide expertise and guidance in decisions involving the research focus, approaches/methodologies, strategies, allocation of resources, staffing, development of public information materials, analysis, and dissemination of research findings, including a final report.

Applicants will be required to address a minimum of two of priorities identified above in their applications. In addition, applicants will be required to: (1) Collaborate with Federal and State agencies to identify positions that will yield the greatest number of telework opportunities for people with disabilities and ensure the recruitment of research participants so that each sample population is appropriate and of sufficient size; (2) identify the impact of telework on productivity, performance, and costs-benefits; (3) disseminate research findings to stakeholders using accessible formats; (4) evaluate the impact of the research findings on increasing employment opportunities for people with disabilities using telework strategies validated through

the research. Finally, applicants will be required to cooperate with ODEP's External Evaluation Contractor in order to conduct an independent evaluation of project activities and outcomes.

Applicants are requested to address the identified priorities by formulating research questions that are significant and relevant to the priorities previously identified. Proposals are expected to include clearly defined research designs including, but not limited to, surveys, quasi-experimental studies, observational research methodologies and others. After selection, depending upon the type of questions specified and research design proposed, ODEP reserves the right to modify or substitute questions or the research design, as appropriate. Investigators also will be required to develop outcome measures, instruments, and data analysis procedures so that study findings are reportable. Proposals will be evaluated on the basis of: (1) The significance of the proposed project; (2) the quality of the design of the research activities; (3) the quality of project personnel; (4) budget and resource capacity; (5) the quality of the management plan; and (6) the quality of data for project evaluation.

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

Workers with disabilities are an important and insufficiently tapped resource for employers. As such, ODEP is committed to ensuring appropriate skills development and training opportunities, and supporting and encouraging the creative use of alternative employment strategies and employment supports for people with disabilities.

In recent years, both the Executive branch and Congress have increasingly promoted telework to help achieve increased employment opportunities for people with disabilities. President George W. Bush believes that the ability to telework increases available

employment options for individuals with disabilities, and his New Freedom Initiative directs that activities be undertaken to promote the expansion of telework options.<sup>1</sup>

In the Conference Report to ODEP's Fiscal Year (FY) 2002 appropriation, Congress expressed its intent to set up a program focusing on telework to "include in these pilots all appropriate positions, whether the work is performed in-house, contracted, or outsourced in the types of jobs which can be performed from home, such as customer service/call contact centers, and claims, loan or financial transaction processing operations." [H. Conf. Rep. No. 107–342, 107th Cong., 1st Sess. (2001)]. Integral to the pilots were tailored/individualized training, appropriate technology, and supportive mechanisms (e.g., reasonable accommodations, job coaching, mentoring, customized employment, etc.). Consistent with Congressional intent, ODEP funded one cooperative agreement to establish three pilot demonstration projects within Federal Government agencies to generate viable models, and replication in two other Federal agencies. For each participating agency, Federal contractors implemented the telework/telecommuting employment models. Through its evaluation research component, the project generated data on both the benefits and the challenges encountered in creating home-based telework/telecommuting options for people with significant disabilities in Federal agencies. Final evaluation results from this project are expected by the end of this calendar year.

House Conference Report No. 108–401, 108th Congress, 1st Session (2003), demonstrates Congressional intent to continue pilot research projects focusing on telework for people with disabilities. According to the report, "The conferees have included \$2,500,000 within the Office of Disability Employment Policy to continue the telework efforts already initiated by ODEP. This can include expansion of pilot programs already underway and/or initiation of new telework pilots. ODEP should proceed in an expeditious manner to create telework positions in cooperation with Federal and State agencies. Priority should be given to strategies judged likely to yield the largest number of telework positions for people with disabilities." House Conference Report, p. 731.

<sup>1</sup> The President's New Freedom Initiative for People with Disabilities: The 2004 Progress Report, March, 2004. <http://www.whitehouse.gov/infocus/newfreedom/newfreedom-report-2004.pdf>.

In general, "telework/telecommuting" is a collective term for a wide variety of work arrangements. For example, teleworkers/telecommuters may be employees or independent contractors working full-time or part-time. In addition, teleworkers/telecommuters may work from home or a telecenter all of the time, or may alternate between the two. For the ODEP telework study of FY 2002, the study defined telework/telecommuting as home-based settings only. For the purposes of this solicitation, telework/telecommuting pilot research applicants will be required to specify the operational definition of the telework/telecommuting model being researched.

As a general matter, telework/telecommuting provides opportunities for employees and employers seeking alternative employment options. For employers, telework/telecommuting can be useful in decreasing certain overhead costs, satisfying fluctuating demands for additional office and parking space, and helping its employees balance work and family demands; and thereby increasing their loyalty, productivity, and likelihood of retention. For certain employees, telework/telecommuting is appealing because it eliminates long commutes, allows for balancing of work and home life, and reduces workplace distractions.

For people with significant disabilities, telework/telecommuting sometimes provides the most viable opportunity to work, due to the lack of reliable and available employment supports, such as transportation and personal assistance. While telework/telecommuting is not a complete solution to the employment barriers encountered by persons with significant disabilities, telework/telecommuting can be an effective way of bringing persons with disabilities into the workforce.

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

There is also a growing interest in the Federal and State agencies to find ways to lower the cost of workers' compensation. For example, the cost of Federal workplace injuries, when measured by workers' compensation losses, is more than \$2 billion and 2 million lost production days annually. In FY 2003, the Federal workforce, of almost 2.7 million, filed more than

168,000 injury claims. (Presidential Memorandum, January 9, 2004).

On January 9, 2004, President George W. Bush announced the Safety, Health and Return-to-Employment (SHARE) Initiative directing Federal agencies to establish goals and track performance in four major areas. Federal agencies are charged with lowering workplace injury and illness case rates, lowering lost-time injury and illness case rates, timely reporting of injuries and illnesses and reducing lost days resulting from work injuries and illnesses. Because telework/telecommuting can provide a viable alternative for Federal and State employees to return to work, exploring ways and strategies to use telework/telecommuting as an option to accelerate the return to employment of Federal and State employees on workers' compensation through this pilot research project will support the SHARE Initiative. (Additional information about the SHARE Initiative can be located at: <http://www.dol-esa.gov/share>.)

There is further interest in the Federal Government to support United States soldiers who are seriously wounded in combat in Afghanistan and Iraq in their successful transition to civilian life. According to published reports, there have been more than 12,000 soldiers injured, with more than 200 soldiers classified as "seriously wounded." Programs, such as the Department of Army and Veteran Affairs' recently established Disabled Soldier Support System (DS3), are designed to assist soldiers in navigating the return from war and maneuvering through the often complex systems of services and agencies, such as rehabilitation, housing, financial services, and employment. Many of these soldiers will need to be re-trained for new careers and employment opportunities. Telework/telecommuting, with the appropriate training, assistive technology, and employment supports, can potentially ease the transition to civilian life. ODEP is interested in research that tests telework/telecommuting models as an alternative strategy for increasing competitive employment for disabled veterans returning from tours of duty.

A final research area of interest to the Federal Government is in filling the gap in the knowledge base regarding telework/telecommuting for people with disabilities from the employer's perspective, particularly related to Federal and State agency employers. In a 2001 survey of over one thousand Federal managers and supervisors, Cornell University found that when asked whether office-based full-time

positions that they currently supervised could be relocated to home-based or other off-site facilities, approximately one-third of the white-collar supervisors reported that this was possible. Less than six percent of the blue-collar supervisors saw this as possible. Supervisors of employees with disabilities were more likely to say they would be able to make current positions either home-based or split between the home and office.

When asked about the ability to develop full-time positions that could be performed from home or another off-site location, respondents indicated it would be easier to split such positions between home and off-site, rather than to develop positions full-time that would be dedicated to off-site employment. Supervisors of employees with disabilities viewed the development of these new positions as easier than those without experience with employees with disabilities.

Approximately half of the white-collar supervisors indicated that it would be easy to accommodate an individual with a chronic illness or disability with the ability to work at home for one or two days each week or intermittently. Blue-collar supervisors were far less likely to say that this arrangement would be easy or even possible. Finally, respondents indicated that off-site technology support, with guidelines for performance assessment of off-site workers, and formal flex place agreements between off-site employees and supervisors, would be helpful to them as supervisors in creating or supporting home-based or off-site/telecommuting employee position.<sup>2</sup>

The need to conduct a national survey on telework/telecommuting as a means for increasing employment opportunities for people with disabilities is prompted by two issues: (1) The lack of comprehensive and credible information reflecting attributes hindering and supporting the implementation of telework in public and private work settings; and (2) The lack of national surveys dealing with quantitative aspects of telework for people with disabilities. Information in the existing literature is scant and describes experiences and future plans for telework pilots in limited geographical areas and work settings. There is a need to understand on the national, regional and local levels about those the circumstances and entities

<sup>2</sup> Bruyere, S., Erickson, E., & Horne, R. (2002) Disability Employment Policies and Practices in U.S. Federal Government Agencies: EEO/HR and Supervisor Perspectives. Report by the Presidential Task Force on Employment of Adults with Disabilities. Ithaca, NY: Cornell University.

that have potential to successfully implement teleworking as a common pattern of work for people with disabilities. The anticipated survey is intended to provide an overview and a systematic analysis of the identified experiences and schemes along with factors hindering and supporting the implementation of telework in public and private work settings. Also, a systematic investigation on national basis is needed to develop models of telework/telecommuting schemes, identify the proportion of teleworkers in various occupations, the type of work (tasks), and the type of work arrangements that can potentially be carried out via telework. Additional critical areas warranting further research include benefits and barriers to telework related to characteristics such as productivity, costs, and attitudinal and behavioral aspects from the employer perspective. It is anticipated that the survey results and findings will identify the perceived risks and benefits of telework along with the obstacles and difficulties in implementation of related policy, including insights of what it takes to promote telework-related policy objectives in cultures of work organizations. Finally, this effort is expected to yield an authoritative report along with a tool kit that could be used by public and private organizations alike.

## II. Award Information

Estimated Available Funds:  
\$2,500,000.

Estimated Range of Awards:  
\$600,000–\$830,000.

Estimated Average Size of Awards:  
approximately \$830,000.

The U.S. Department of Labor's (DOL), Office of Disability Employment Policy, announces the availability of \$2.5 million to fund up to three (3) cooperative agreement awards to conduct telework/telecommuting research pilots. Each award will be in the range of \$600,000 to \$830,000 for a 36-month period of performance, beginning on the date of award. This cooperative agreement will include substantial involvement between ODEP and the awardee during the period of performance. ODEP will provide project oversight throughout the period of the award. ODEP also will be involved in decisions involving the research focus, approaches/methodologies, strategies, allocation of resources, staffing, development of public information materials, and analysis and dissemination of research findings.

## III. Eligibility Information

### 1. Eligible Applicants

Eligible applicants for this DOL Cooperative Agreement are public/private non-profit or for profit organizations or consortia, including faith-based and community organizations, with appropriate capabilities, experience, and expertise.

If the proposal includes multiple consortia members, there must be a prime or lead member who is the responsible fiscal and programmatic agent. All applications must: (1) Clearly identify the lead grant recipient and fiscal agent, as well as all other members of the consortium applying for this cooperative agreement award; (2) provide a clear description of each member's roles and responsibilities; and (3) provide a detailed plan for how the award money will be allocated among the consortium. As a DOL funded initiative, it is expected that the lead grant recipient for any such consortium shall have primary expertise in employment-related areas.

In accordance with section 18 of the Lobbying Disclosure Act of 1995, Public Law 104–65 (2 U.S.C. 1611), non-profit entities incorporated under Internal Revenue Service Code section 501(c)(4) that engage in lobbying activities are not eligible to receive Federal funds and grants.

### 2. Cost Sharing

Cost sharing, matching funds, and cost participation are not required under this SGA.

## IV. Application and Submission Information

### 1. Addresses To Request Application Package

This SGA contains all the information and forms needed to apply for this grant funding. 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 ODEP's Web site at <http://www.dol.gov/odep> and at <http://www.fedgrants.gov>. If additional copies of the standard forms are needed, they can also be downloaded from: [http://www.whitehouse.gov/omb/grants/grants\\_forms.html](http://www.whitehouse.gov/omb/grants/grants_forms.html).

### 2. Content and Form of Application Submission

**General Requirements:** To be considered responsive, all applications must be received on time to: U.S. Department of Labor, Procurement Services Center, Attention: Cassandra

Mitchell, Reference SGA 04–12, Room N–5416, 200 Constitution Avenue, NW., Washington, DC 20210. Applicants must submit one (1) paper copy with an original signature, and [two (2) additional paper copies of the signed proposal. To aid with the review of applications, DOL also requests applicants to submit an electronic copy of their proposal's Sections II (Executive Summary) and III (Project Narrative) on disc or Compact Disc (CD) using Microsoft Word.] The application (not to exceed 50 pages for Section III), must be double-spaced with standard one-inch margins (top, bottom, and sides) on 8½ × 11-inch paper, and must be presented on single-sided and numbered pages. A font size of at least twelve (12) pitch is required throughout. All text in the application narrative, including titles, headings, footnotes, quotations, and captions, as well as all text in charts, tables, figures, and graphs must be double-spaced (no more than three lines per vertical inch); and, if using a proportional computer font, must be in at least a 12-point font, and must have an average character density no greater than 18 characters per inch (if using a non-proportional font or a typewriter, must not be more than 12 characters per inch). Applications that fail to meet these requirements will be considered non-responsive.

### *DOL Cooperative Agreement*

**Requirements:** The three required sections of the application are:

- Section I—Project Financial Plan (No page limit)
- Section II—Executive Summary—Project Synopsis (2 pages)
- Section III—Project Narrative (Not to exceed 50 pages)

The mandatory requirements for each section are set forth below. Applications that fail to meet the stated mandatory requirements for each section will be considered non-responsive.

### *Mandatory Application Requirements:*

- **Section I. Project Financial Plan (Budget)** [The Project Financial Plan will not count against the application page limits.] Section I of the application must include the following three required parts:

- (1) Completed “SF–424—Application for Federal Assistance.” Please note that, beginning October 1, 2003, all applicants for federal grant and 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). 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. The Dun and Bradstreet Number of the applicant should be entered in the “Organizational Unit” section of block 5 of the SF 424. (See Appendix A of this SGA for required form.)

(2) Completed SF–424 A—Budget Information Form by line item for all costs required to implement the project design effectively. (See Appendix B of this SGA for required forms)

(3) DOL Budget Narrative and Justification that provides sufficient information to support the reasonableness of the costs included in the budget in relation to the service strategy and planned outcomes, including continuous improvement activities.

The DOL Cooperative Agreement application must include one SF–424 with the original signatures of the legal entity applying for Cooperative Agreement funding and two additional copies. The individual signing the SF–424, on behalf of the applicant, must represent and be able to legally bind the responsible financial and administrative entity for a Cooperative Agreement should that application result in an award. Applicants shall indicate on the SF–424 the organization’s Internal Revenue Service (IRS) Status, if applicable.

The DOL Budget Narrative and Justification must describe all costs associated with implementing the project that are to be covered with Cooperative Agreement funds. The applicant must support the travel and associated costs of sending at least one representative to periodic meetings with DOL staff in Washington, DC (at least once per quarter) and to the annual ODEP Policy Conference for its grantees, to be held in Washington, DC, at a time and place to be determined. [The applicant must comply with the “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments,” (also known as OMB Circular A–102”), codified at 29 CFR part 97, or “Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations” (also known as the “Common Rule” or OMB Circular A–110), codified at 29 CFR part 95.

In addition, the budget submitted for review by DOL must include, on a separate page, a detailed cost analysis of each line item. The costs listed in the detailed cost analysis must comply with

the applicable OMB cost principles circulars, as identified in 29 CFR 95.27 and 29 CFR 97.22(b). Justification for administrative costs must be provided. Approval of a budget by DOL is not the same as the approval of actual costs. The applicant must also include the Assurances and Certifications Signature Page (Appendix C) and the Survey on Ensuring Equal Opportunity for Applicants (Appendix D).

• *Section II. Executive Summary—Project Synopsis:* The Executive Summary is limited to no more than two single-spaced, single-sided pages on 8½ × 11-inch paper with standard margins throughout. Each application shall include a project synopsis that identifies the following:

- (1) The applicant;
- (2) The planned period of performance;
- (3) The list of partners, as appropriate; and,
- (4) An overview of how the applicant will conduct the research, analyze the data and present the findings.

• *Section III. Project Narrative:* The DOL Cooperative Agreement Project Narrative is limited to no more than fifty (50), 8½ × 11 pages, double-spaced with standard one-inch margins (top, bottom, and sides), and must be presented on single-sided, numbered pages. [Note: The Financial Plan, the Executive Summary, and the Appendices, including letters of cooperation, resumes, etc., are not included in this fifty-page limit].

### 3. Submission Dates, Times, and Addresses

Applications will be accepted commencing July 8, 2004. The closing date for receipt of applications by DOL under this announcement is August 9, 2004.

Applications, including those hand-delivered, must be received by 4:45 p.m. (ET) at the address specified below. No exceptions to the mailing and hand-delivery conditions set forth in this notice will be granted. Applications that do not meet the conditions set forth in this notice will be considered non-responsive.

Applications must be mailed or hand-delivered to: U.S. Department of Labor, Procurement Services Center, Attention: Cassandra Mitchell, Reference SGA 04–12, Room N–5416, 200 Constitution Avenue, NW., Washington, DC 20210. Telefacsimile (FAX) applications will not be accepted.

*Hand-Delivered Proposals.* It is preferred that applications be mailed at least five (5) days prior to the closing date. Hand-delivered applications will be considered for funding, but must be at DOL by the above specified date and

time. Overnight or express delivery from carriers other than the U.S. Postal Service will be considered hand-delivered applications. Failure to adhere to the above instructions will serve as a basis for a determination of non-responsiveness.

Applicants are advised that mail in the Washington area may be delayed due to mail decontamination procedures and may wish to take this information into consideration when preparing to meet the application deadline.

*Late Applications.* Any application received after the exact date and time specified for receipt at the office designated in this notice will be considered non-responsive, unless it is received before awards are made and it: (a) Is determined that its late receipt was caused by DOL error after timely delivery to the Department of Labor; (b) was sent by U.S. Postal Service registered or certified mail not later than the fifth calendar day before the date specified for receipt of applications (e.g., an application submitted in response to a solicitation requiring receipt of applications by the 20th of the month must have been post marked by the 15th of that month); or (c) was sent by the U.S. Postal Service Express Mail Next Day Service to addressee not later than 5 p.m. at the place of mailing two (2) working days prior to the date specified for receipt of applications. The term “working days” excludes weekends and Federal holidays. “Postmarked” means a printed, stamped, or otherwise placed impression (exclusive of a postage meter machine impression) that is readily identifiable without further action, as having been supplied or affixed on the date of mailing by an employee of the U.S. Postal Service.

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

### 4. Intergovernmental Review

This funding opportunity is not subject to Executive Order 12372, “Intergovernmental Review of Federal Programs.”

### 5. Funding Restrictions

#### A. Funding Levels

The total funding available for this solicitation is \$2.5 million. Up to three

(3) awards in the range of \$600,000 to \$830,000 each will be made. The Department of Labor reserves the right to negotiate the amounts to be awarded under this competition. Please be advised that requests exceeding \$830,000 will be considered non-responsive. Additionally, there will be no reimbursement of pre-award costs.

#### B. Period of Performance

The period of performance will be for 36 months from date of the award unless modified. It is expected that the successful applicant will begin program operations under this solicitation immediately upon receiving the "Notice of Award."

#### C. Option Year Funding

Not applicable.

#### D. Limitation on Indirect Costs

Indirect costs claimed by the applicant must be based on a federally approved rate. A copy of the negotiated approved, and signed indirect cost agreement must be submitted with the application. If the applicant does not presently have an approved indirect cost rate, a proposed rate with justification may be submitted. The successful applicant will be required to negotiate an acceptable and allowable rate with the appropriate DOL Regional Office of Cost Determination within 90 days of the cooperative agreement award.

### V. Application Review Information

#### 1. Criteria

In response to Executive branch and Congressional initiatives, the main thrust of this effort is to generate knowledge and understanding of the impact of telework/telecommuting arrangements and identify evidence-based approaches and strategies that would enhance the employment of people with disabilities in Federal and State agencies. Hence, each proposal must ensure that each project has sufficient sample size and methodological rigor to generate robust findings.

Applicants will be required to address a minimum of two (2) of the following priorities in their applications.

1. Using telework as a return-to-work strategy specifically for people with disabilities receiving Federal and State Workers' Compensation.

2. Using telework as an alternative strategy for increasing competitive employment for disabled veterans returning from tours of duty.

3. To survey public (Federal and State agencies) and private employers in order to identify supporting conditions

and strategies that are necessary to effectively implement and sustain telework for people with disabilities.

In addition, applicants will be required to: (1) Collaborate with Federal and State agencies to identify positions that will yield the greatest number of telework opportunities for people with disabilities and ensure the recruitment of research participants so that each sample population is appropriate and of sufficient size; (2) identify the impact of telework on productivity, performance, and costs-benefits; (3) disseminate research findings to stakeholders, using accessible formats; (4) evaluate impact of the research findings on increasing employment opportunities for people with disabilities using telework strategies validated through the research. Finally, applicants will be required to cooperate with ODEP's External Evaluation Contractor in order to conduct an independent evaluation of project activities and outcomes.

Applicants are requested to address the identified priorities by formulating research questions that are significant and relevant to the stated priorities. Proposals are expected to include clearly defined research designs, including but not limited to, surveys, quasi-experimental studies, observational research methodologies and others. After selection, depending upon the type of questions specified and research design proposed, ODEP reserves the right to modify or substitute as appropriate. Also, investigators will be required to develop outcome measures, instruments, and data analysis procedures so that study findings are reportable.

In review of applications, proposals will be evaluated under the following evaluation criteria and maximum possible point scores.

#### A. Significance of the Proposed Project (10 Points)

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

- i. The potential contribution of the proposed research to increase knowledge or understanding of the stated problems, issues, or effective strategies;
- ii. The extent to which the research activities proposed reflect a coherent, sustained approach to research in the field, including a substantial addition to the existing literature;
- iii. The extent to which the proposed research is likely to yield findings that may be used by other appropriate agencies and organizations;
- iv. The extent to which the proposed project involves the development or

demonstration of promising new strategies that build upon, or are alternatives to, existing strategies;

v. The extent to which the plans for dissemination and reporting of results and findings are of sufficient quality, intensity, and accessible to individuals with disability;

vi. The extent to which collaboration with Federal and State agencies, people with disabilities, other relevant stakeholders, and ODEP's external evaluation contractor is likely to be effective in achieving the proposed activities.

#### B. Quality of the Research Design (25 Points)

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

- i. The extent to which the methodology of each proposed research activity is meritorious, including a comprehensive and informed review of the current literature, appropriateness of the sample population and size;
- ii. The extent to which the proposal provides a comprehensive description of a research plan that outlines specific elements of the anticipated research;
- iii. The extent to which the goals, objectives, and outcomes to be achieved by the proposed research project are clearly specified and measurable;
- iv. The extent to which the design of the proposed project incorporates measures adequate to facilitate external evaluation by ODEP's external evaluation contractor;
- v. The extent to which the design of the proposed project is appropriate to, and will successfully address the needs of the target population and other identified needs;
- vi. The adequacy of the documentation submitted in support of the proposed research design to demonstrate the commitment of each applicant and affiliated partners and the quality of the plan that the applicant will use to recruit, enlist, and secure cooperation of other experts.

#### C. Quality of Project Personnel (15 Points)

The Project Narrative must describe the proposed staffing of the project and must identify and summarize the qualifications of the personnel who will carry it out. In addition, the Department considers the qualifications, including relevant education, training and experience of key project personnel, as well as the qualifications, including relevant training and experience of project consultants or subcontractors. Resumes must be included in the

appendices. Key personnel include positions such as: Principle Investigator, Project Director, Project Coordinator, Project Manager, Research Analyst, *etc.* Minimum qualifications should be commensurate with the role identified in the application. In addition, the applicant must specify the percentages of time dedicated by each key person on the project in their application.

#### D. Budget and Resource Capacity (10 Points)

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

- i. The applicant's demonstrated experience and expertise in conducting research on telework, employment and disability issues;
- ii. The extent to which the budget is adequate to support the proposed research project; and
- iii. The extent to which the anticipated costs are reasonable in relation to the objectives, design, and potential significance of the proposed project.

#### E. Quality of the Management Plan (25 Points)

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

- i. The extent to which the management plan for project implementation appears likely to achieve the objectives of the proposed project on time and within budget, and includes clearly defined staff responsibilities, time allocation to project activities, time lines, milestones for accomplishing project tasks, and project deliverables;
- ii. The adequacy of mechanisms for ensuring the dissemination of high-quality products, including the reporting of research findings for the proposed project; and
- iii. The extent to which the time commitments of the principal investigator and other key project personnel are appropriate and adequate to meet the objectives of the proposed project.

#### F. Quality of Data for Project Evaluation (15 Points)

In evaluating the quality of data to be generated, in order to assess the impact of the research findings, DOL considers the following factors:

- i. The extent to which the research methods include the use of objective performance measures that are clearly related to the intended outcomes of the project and will produce quantitative

and qualitative evaluative and reportable data;

- ii. The extent to which the evaluation will provide information to the Federal and State governments and other employers about effective telework/telecommuting strategies suitable for replication or testing in other settings.

#### 2. Reviews and Selection Process

Applications will be reviewed for compliance with the requirements of this notice. A careful evaluation of applications will be made by a technical review panel, which will evaluate the applications against the rating criteria listed in this Solicitation for Grant Announcement. The panel results are advisory in nature and not binding on the Grant Officer. DOL may elect to award grants with or without discussion with the offeror. In situations without discussions, an award will be based on the offeror's signature on the SF-424, which constitutes a binding offer. The Grant Officer may consider any information that is available and will make final award decisions based on what is most advantageous to the Government, considering such factors as:

- Panel findings; and,
- Availability of funds.

#### 3. Anticipated Announcement and Award Dates

Not applicable.

### VI. Award Administration Information

1. Award Notices. All awards will be posted on ODEP's Web site at <http://www2.dol.gov/odep>. Successful and unsuccessful applicants will be notified of the results.

2. Administrative and National Policy Requirements. All awardees will be subject to applicable Federal laws, regulations, and OMB circulars. Applicants are strongly encouraged to read the following regulations before submitting a proposal. The Cooperative Agreement awarded under this SGA shall be subject to the following as applicable:

- 29 CFR Part 95—Grants and Agreements With Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations, and With Commercial Organizations, Foreign Governments, Organizations Under the Jurisdiction of Foreign Governments, and International Organizations;
- 29 CFR Part 96—Audit Requirements for Grants, Contracts, and Other Agreements.

#### Allowable Costs

Determinations of allowable costs shall be made in accordance with the

following applicable federal cost principles:

- Nonprofit Organizations—OMB Circular A-122
- Profit-Making Commercial Firms “48 CFR Part 31

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

#### Cooperative Agreement Assurances

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

- 29 CFR Part 31—Nondiscrimination in Federally-assisted programs of the Department of Labor, effectuation of Title VI of the Civil Rights Act of 1964;
- 29 CFR Part 32—Nondiscrimination on the Basis of Disability in Programs and Activities Receiving or Benefiting from Federal Assistance (Implementing Section 504 of the Rehabilitation Act, 29 U.S.C. 794);
- 29 CFR Part 36—Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance (Implementing Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 *et seq.*); and
- 29 CFR Part 37—Nondiscrimination and Equal Opportunity Provisions of the Workforce Investment Act of 1998 (WIA), (Implementing Section 188 of the Workforce Investment Act, 29 U.S.C. 2938).

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

#### 3. Reporting and Monitoring

ODEP is responsible for ensuring the effective implementation of this Cooperative Agreement, in accordance with the provisions of this announcement and the terms of the Cooperative Agreement award document. Applicants should assume that ODEP staff will conduct on-site project reviews periodically. Reviews will focus on timely project implementation, performance in meeting the Cooperative Agreement's objectives, tasks and responsibilities, expenditures of Cooperative Agreement funds on allowable activities, and administration of project activities. Projects may be subject to other additional reviews, at the discretion of the ODEP staff or their announced designees.

The DOL Cooperative Agreement awardee, under this competition, will be required to submit to DOL quarterly

financial and narrative program progress reports for each quarter funded. The awardee will be required to submit periodic financial and participation reports. Specifically, the following reports will be required:

A. *Quarterly reports:* The quarterly report is estimated to take ten hours to complete. The form for the Quarterly Report will be provided by the ODEP. The ODEP will work with the awardee to help refine the requirements of the report, which will, among other things, include measures of ongoing analysis for continuous improvement and customer satisfaction. Quarterly reports will be due 30 days after the close of the quarters of each Federal fiscal year. This report will be filed using an on-line reporting system.

B. *Standard Form 269:* Financial Status Report Form (FSR) will be completed on a quarterly basis, using the on-line electronic reporting system.

C. *Final Project Report:* The final report will include an assessment of project performance and outcomes achieved. The final report is estimated to take twenty (20) hours to complete. This report will be submitted in hard copy and on electronic disk complying with format and instructions provided

by the ODEP. An outline of the final report is due to ODEP forty-five (45) days before termination of the Cooperative Agreement with a draft of the final report due to ODEP thirty (30) days before the termination of the Cooperative Agreement. The final report is due to ODEP no more than thirty (30) days after the termination of the Cooperative Agreement.

The awardee must agree to cooperate with independent evaluations to be conducted by ODEP. ODEP or its designee will arrange for and conduct this independent evaluation of the outcomes, impact, and accomplishments of the project. The awardee must agree to make available records on all parts of project activity, including participant related data, and to provide access to personnel, as specified by the evaluator(s), under the direction of the ODEP. This independent evaluation is separate from any proposed ongoing evaluation for continuous improvement commissioned by the awardee.

#### VII. Agency Contacts

For information on this DOL Cooperative Agreement and related items contact Cassandra Mitchell, U.S.

Department of Labor, Procurement Services Center, telephone (202) 693-4570 (this is not a toll-free number), prior to the closing deadline. Persons who are deaf or hard of hearing may contact Cassandra Mitchell, via the Federal Relay Service, (800) 877-8339. Applications, announcements, or forms will not be mailed. The **Federal Register** may be obtained from your nearest government office or library. This announcement and the award notifications will also be published on the Internet on the ODEP's online Home Page at: <http://www.dol.gov/odep> and at <http://www.fedgrants.gov>.

Signed at Washington, DC this 25th day of June, 2004.

**Johnny A. Arnold, II,**  
*Acting DOL Grants Officer.*

#### *Appendices:*

Appendix A: Application for Federal Assistance SF 424

Appendix B: Budget Information Sheet SF 424A

Appendix C: Assurances and Certifications Signature Page

Appendix D: Survey on Ensuring Equal Opportunity for Applicants

**BILLING CODE 4510-CX-P**



**APPLICATION FOR  
FEDERAL ASSISTANCE**

Version 7/03

<b>1. TYPE OF SUBMISSION:</b> Application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		<b>2. DATE SUBMITTED</b>	Applicant Identifier
Pre-application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		<b>3. DATE RECEIVED BY STATE</b>	State Application Identifier
		<b>4. DATE RECEIVED BY FEDERAL AGENCY</b>	Federal Identifier
<b>5. APPLICANT INFORMATION</b>			
Legal Name:		Organizational Unit:	
		Department:	
Organizational DUNS:		Division:	
<b>Address:</b>		<b>Name and telephone number of person to be contacted on matters involving this application (give area code)</b>	
Street:		Prefix:	First Name:
City:		Middle Name	
County:		Last Name	
State:	Zip Code	Suffix:	
Country:		Email:	
<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN):</b> □□-□□□□□□		Phone Number (give area code)	Fax Number (give area code)
<b>8. TYPE OF APPLICATION:</b> <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) Other (specify) <input type="checkbox"/> <input type="checkbox"/>		<b>7. TYPE OF APPLICANT:</b> (See back of form for Application Types) Other (specify)	
<b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:</b> TITLE (Name of Program): □□-□□□		<b>9. NAME OF FEDERAL AGENCY:</b>	
<b>12. AREAS AFFECTED BY PROJECT</b> (Cities, Counties, States, etc.):		<b>11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:</b>	
<b>13. PROPOSED PROJECT</b> Start Date: Ending Date:		<b>14. CONGRESSIONAL DISTRICTS OF:</b> a. Applicant b. Project	
<b>15. ESTIMATED FUNDING:</b>		<b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b>	
a. Federal	\$ .00	a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON	
b. Applicant	\$ .00	DATE:	
c. State	\$ .00	b. No. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372	
d. Local	\$ .00	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
e. Other	\$ .00	<b>17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?</b>	
f. Program Income	\$ .00	<input type="checkbox"/> Yes If "Yes" attach an explanation. <input type="checkbox"/> No	
g. TOTAL	\$ .00		
<b>18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.</b>			
<b>a. Authorized Representative</b>			
Prefix	First Name	Middle Name	
Last Name		Suffix	
b. Title		c. Telephone Number (give area code)	
d. Signature of Authorized Representative		e. Date Signed	

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Prescribed by OMB Circular A-102

Appendix A

## 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 face sheet for pre-applications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

Item:	Entry:	Item:	Entry:
1.	Select Type of Submission.	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.
2.	Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable).	12.	List only the largest political entities affected (e.g., State, counties, cities).
3.	State use only (if applicable).	13.	Enter the proposed start date and end date of the project.
4.	Enter Date Received by Federal Agency Federal identifier number: If this application is a continuation or revision to an existing award, enter the present Federal Identifier number. If for a new project, leave blank.	14.	List the applicant's Congressional District and any District(s) affected by the program or project
5.	Enter legal name of applicant, name of primary organizational unit (including division, if applicable), which will undertake the assistance activity, enter the organization's DUNS number (received from Dun and Bradstreet), enter the complete address of the applicant (including country), and name, telephone number, e-mail and fax of the person to contact on matters related to this application.	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.
6.	Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.	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.
7.	Select the appropriate letter in the space provided. <div style="display: flex; justify-content: space-between;"> <div> A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District H. Independent School District </div> <div> I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify) O. Not for Profit Organization </div> </div>	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.
8.	Select the type from the following list: <ul style="list-style-type: none"> <li>"New" means a new assistance award.</li> <li>"Continuation" means an extension for an additional funding/budget period for a project with a projected completion date.</li> <li>"Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision enter the appropriate letter:  <div style="display: flex; justify-content: space-between;"> <div>A. Increase Award C. Increase Duration</div> <div>B. Decrease Award D. Decrease Duration</div> </div> </li> </ul>	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.)
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.		

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.		\$	\$	\$	\$	0.00
2.						0.00
3.						0.00
4.						0.00
5. Totals		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00

**SECTION B - BUDGET CATEGORIES**

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

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Appendix B

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

## INSTRUCTIONS FOR THE SF-424A

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

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

**General Instructions**

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

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

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

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

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

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

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

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

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

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

**Section B Budget Categories**

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

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

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

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

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

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

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

**Section C. Non-Federal Resources**

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

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

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

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

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

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

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

**Section D. Forecasted Cash Needs**

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

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

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

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

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

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

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

**Section F. Other Budget Information**

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

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

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

**ASSURANCES - NON-CONSTRUCTION PROGRAMS**

Public reporting burden for this collection of information is estimated to average 15 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 (0348-0040), 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.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL		TITLE	
APPLICANT ORGANIZATION		DATE SUBMITTED	
		June 29, 2004	

Standard Form 424B (Rev. 7-97) Back

## SURVEY ON ENSURING EQUAL OPPORTUNITY FOR APPLICANTS

OMB No. 1890-0014 Exp. 1/31/2006

**Purpose:** The Federal government is committed to ensuring that all qualified applicants, small or large, non-religious or faith-based, have an equal opportunity to compete for Federal funding. In order for us to better understand the population of applicants for Federal funds, we are asking nonprofit private organizations (not including private universities) to fill out this survey.

Upon receipt, the survey will be separated from the application. Information provided on the survey will not be considered in any way in making funding decisions and will not be included in the Federal grants database. While your help in this data collection process is greatly appreciated, completion of this survey is voluntary.

**Instructions for Submitting the Survey:** If you are applying using a hard copy application, please place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with your application package. If you are applying electronically, please submit this survey along with your application.

**Applicant's (Organization) Name:** \_\_\_\_\_

**Applicant's DUNS Number:** \_\_\_\_\_

**Grant Name:** \_\_\_\_\_ **CFDA Number:** \_\_\_\_\_

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**

**Provide the applicant's (organization) name and DUNS number and the grant name and CFDA number.**

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 1890-0014. 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:** U.S. Department of Education, Washington, D.C. 20202-4651.

**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 Education, 7<sup>th</sup> and D Streets, SW, ROB-3, Room 3671, Washington, D.C. 20202-4725

[FR Doc. 04-15521 Filed 7-7-04; 8:45 am]

BILLING CODE 4510-CX-P

**NATIONAL AERONAUTICS AND SPACE ADMINISTRATION**

[Notice 04-082]

**NASA Biological and Physical Research Advisory Committee, Space Station Utilization Advisory Subcommittee; Meeting****AGENCY:** National Aeronautics and Space Administration (NASA).**ACTION:** Notice of meeting.**SUMMARY:** The National Aeronautics and Space Administration announces a meeting of the NASA Biological and Physical Research Advisory Committee, Space Station Utilization Advisory Subcommittee (SSUAS).**DATES:** Wednesday, July 28, 2004, 8 a.m. to 5 p.m., Thursday, July 29, 2004, 8 a.m. to 5 p.m. and Friday, July 30, 2004, 8 a.m. to 12 noon.**ADDRESSES:** Center for Advanced Space Studies, 3600 Bay Area Blvd, Houston, TX 77058.**FOR FURTHER INFORMATION CONTACT:** Dr. Donald A. Thomas, Code U, National Aeronautics and Space Administration, Houston, TX 77058, (281) 483-7211.**SUPPLEMENTARY INFORMATION:** The meeting will be open to the public up to the seating capacity of the room. The agenda for the meeting will include the following topics:

- Status on U.S. Vision for Space Exploration and its relationship to Research on International Space Station
- Program Reports from the Office of Biological and Physical Research and the International Space Station Program
- International Space Station Payload Operations
- Recommendations

It is imperative that the meeting be held on this date to accommodate the scheduling priorities of the key participants. Visitors will be requested to sign a visitor's register.

**R. Andrew Falcon,**

*Advisory Committee Management Officer,  
National Aeronautics and Space  
Administration.*

[FR Doc. 04-15544 Filed 7-7-04; 8:45 am]

BILLING CODE 7510-01-P

**NATIONAL CAPITAL PLANNING COMMISSION****Adoption of Final Environmental and Historic Preservation Policies and Procedures****AGENCY:** National Capital Planning Commission.**ACTION:** Announcement of the adoption of Final Environmental and Historic Preservation Policies and Procedures.**Authority:** National Environmental Policy Act and National Historic Preservation Act.**SUMMARY:** On April 1, 2004, the National Capital Planning Commission adopted its updated and revised Environmental and Historic Preservation Policies and Procedures. The Policies and Procedures were originally adopted on September 13, 1979 and amended on September 3, 1981, October 21, 1982. The revised policies adopted on April 1, 2004 represent the first wholesale revisions and updating of the policies in over twenty years.

A draft of the revised Policies and Procedures was originally published in the **Federal Register** for public comment on September 25, 2000. Following the receipt and consideration of comments, a revised draft was presented during an information presentation on the draft policies and procedures at the February 5, 2004 Commission meeting. Copies of the revised draft were made available for review on NCPC's Web site and upon request on December 29, 2003.

In drafting the revised policies and procedures, NCPC consulted with the Council on Environmental Quality (CEQ), the Advisory Council on Historic Preservation, and took into consideration valuable input from members of the public who provided testimony and written comments early in the review process. In addition, NCPC considered the recommendations of the CEQ's September 2003 NEPA Task Force report "Modernizing NEPA Implementation."

The revised and updated policies and procedures update and clarify NCPC's existing environmental and historic preservation policies and procedures in the following significant areas: (1) Making more explicit the levels of compliance with the National Environmental Policy Act and Section 106 of the National Historic Preservation Act required for each stage of NCPC's review of a project or master plan; (2) requiring a clearly defined NEPA scoping process; (3) expanding the public participation requirements during compliance with NEPA and Section 106; (4) integrating more closely the NEPA and Section 106 compliance

processes; and (5) updating and revising NCPC's list of categorical exclusions under NEPA.

**DATES:** The Final Environmental and Historic Preservation Policies and Procedures were adopted on April 1, 2004.**ADDRESSES:** Copies of the final Environmental and Historic Preservation Policies and Procedures can be requested at NCPC's offices at 401 9th Street, NW., Suite 500, Washington, DC 20009.**FOR FURTHER INFORMATION CONTACT:** Copies of the Policies and Procedures can be obtained at NCPC's offices and Web site, [www.ncpc.gov](http://www.ncpc.gov), or by contacting Mr. Eugene Keller, NCPC's Environmental Officer at 202-482-7200 or by e-mail at [gene.keller@ncpc.gov](mailto:gene.keller@ncpc.gov).**SUPPLEMENTARY INFORMATION:** The policies and procedures as adopted on September 13, 1979 and amended on September 3, 1981, October 21, 1982, and April 1, 2004, are as follows (excluding Appendices, which may be obtained directly from NCPC:**Section 1. Purpose**

The National Environmental Policy Act (NEPA) of 1969, 42 U.S.C. 4321, *et seq.*, requires federal agencies to carefully consider environmental impacts in their decisions. All federal agencies must direct, to the fullest extent possible, their policies, plans, and programs to protect and enhance environmental quality. These procedures adopt and supplement the Council on Environmental Quality's (CEQ) regulations for implementing the procedural provisions of NEPA and describe the way the National Capital Planning Commission, beginning at an early point in its decision making process, considers the environmental and historic aspects of proposed actions that it may review and approve. The Commission's goals are to avoid or minimize adverse environmental consequences and enhance its decision processes based on a better understanding of environmental and historic resources impacts. In addition, these procedures provide guidance for early implementation of Section 106 of the National Historic Preservation Act (NHPA) in conjunction with NEPA.

The policy and procedures serve three primary functions. First, the National Capital Planning Commission must meet the requirements of NEPA for projects the Commission sponsors or co-sponsors as major federal actions that may significantly affect the environment. Second, the Commission must adhere to and meet the objectives of NHPA and its Section 106 process