

by facsimile or electronic means, except to the extent permitted by § 201.8 of the Commission's rules, as amended, 67 FR 68036 (Nov. 8, 2002). All written submissions must conform with the provisions of § 201.8 of the Commission's rules of practice and procedure (19 CFR 201.8). All written statements, except for confidential business information will be made available for inspection by interested persons in the Office of the Secretary to the Commission. To be assured of consideration, written statements relating to the Commission's report should be submitted at the earliest possible date and should be received not later than July 28, 2003. All submissions should be addressed to the Secretary, United States International Trade Commission, 500 E Street, SW., Washington DC 20436.

Persons with mobility impairments who will need special assistance in gaining access to the Commission should contact the Office of the Secretary at 202-205-2000.

Issued: June 11, 2003.

By order of the Commission.

Marilyn R. Abbott,

Secretary.

[FR Doc. 03-15158 Filed 6-13-03; 8:45 am]

BILLING CODE 7020-02-P

DEPARTMENT OF JUSTICE

Parole Commission

Sunshine Act Meeting

Pursuant to the Government in the Sunshine Act (Public Law 94-409) [5 U.S.C. Section 552b]

AGENCY: Department of Justice, United States Parole Commission.

TIME AND DATE: 9:30 a.m., Wednesday, June 18, 2003.

PLACE: 5550 Friendship Blvd., Fourth Floor, Chevy Chase, MD 20815.

STATUS: Open.

MATTERS TO BE CONSIDERED:

The following matters have been placed on the agenda for the open Parole Commission meeting:

1. Approval of Minutes of Previous Commission Meeting.

2. Reports from the Chairman, Commissioners, Legal, Chief of Staff, Case Operations, and Administrative Sections.

3. Consideration of amended interim rules for District of Columbia offenders on Supervised Release.

4. Consideration of final rules regarding the elimination of certain voting and notice procedures for Federal

offenders, and the revision of a rule on determining the type of revocation hearing for a Federal parolee.

5. Discussion on proposal to amend 28 CFR 2.12(a) to permit earlier initial hearings in cases of parole ineligibility greater than 10 years.

FOR FURTHER INFORMATION CONTACT:

Thomas W. Hutchison, Chief of Staff, United States Parole Commission, (301) 492-5990.

Dated: June 11, 2003.

Rockne Chickinell,

General Counsel, U.S. Parole Commission.

[FR Doc. 03-15213 Filed 6-12-03; 10:01 am]

BILLING CODE 4410-31-M

DEPARTMENT OF LABOR

[SGA 03-14]

Office of Disability Employment Policy; Center for Faith-Based and Community Initiatives; Intermediary Grants for Mentoring Youth With Disabilities

AGENCY: Office of Disability Employment Policy, Department of Labor.

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

This notice contains all of the necessary information and forms needed to apply for grant funding. (SGA 03-14).

SUMMARY: The U.S. Department of Labor (DOL), Office of Disability Employment Policy (ODEP), in collaboration with DOL's Center for Faith-Based and Community Initiatives (CFBCI or Center), announces the availability of approximately \$450,000 to award three competitive grants funded up to \$150,000 to eligible intermediary organizations that have demonstrated an ability to assist faith-based and community organizations, particularly smaller organizations, in promoting positive employment and transition outcomes for youth with disabilities through mentoring activities. The activities conducted must be consistent with effective practices and may include but are not limited to adult and peer mentoring, e-mentoring, tutoring, job-shadowing, service learning, leadership development, and youth development.

In achieving the grant purposes, the intermediary is expected to sub-award a substantial portion of its award to eligible local faith-based and community organizations. Grant funds may be used for activities that establish, implement, or support a mentoring program for youth with disabilities between the ages of 16 and 24, which may include:

1. Hiring of mentoring coordinators and support staff;

2. Recruitment, screening, and training of mentors;

3. Recruitment and assessment of mentees;

4. Reimbursement to schools, if appropriate, for the use of school materials or supplies to be used in carrying out the mentoring program;

5. Purchase of materials or supplies to be used in carrying out the mentoring program;

6. Dissemination of outreach materials; and

7. Evaluation of the mentoring program using scientifically-based methods.

These grants are for a one-year period at full funding and may be renewed for a period of up to four additional years depending upon the availability of funds and the efficacy of the project activities. *See also* Parts IV, IX.

The results of this initiative will support ODEP's strategic goals of: (1) Promoting policies to increase demand for employees with disabilities; and (2) promoting policies to increase the capabilities of the workforce development system to provide meaningful and effective services to youth with disabilities.

DATES: Applications will be accepted commencing on June 16, 2003. The closing date for receipt of applications under this announcement is July 28, 2003. Applications must be received by 4:45 p.m. (ET) at the address below. No exceptions to the mailing and hand-delivery conditions set forth in this notice will be granted. Applications that do not meet the conditions set forth in this notice will be considered non-responsive.

ADDRESSES: Applications shall be mailed to: U.S. Department of Labor, Procurement Services Center, Attention: Cassandra Willis, Reference SGA 03-14, Room N-5416, 200 Constitution Avenue, NW., Washington, DC 20210. Telefacsimile (FAX) applications will not be accepted. Applicants are advised that mail delivery in the Washington area may be delayed due to mail decontamination procedures.

FOR FURTHER INFORMATION CONTACT:

Cassandra Willis, U.S. Department of Labor, Procurement Services Center, telephone (202) 693-4570 (this is not a toll-free number), prior to the closing deadline. Persons who are deaf or hard of hearing may contact DOL via the Federal Relay Service, (800) 877-8339. This announcement will also be published on the Internet on ODEP's online Home Page at: <http://www2.dol.gov/odep>. Award

notifications will also be published on the ODEP Homepage.

SUPPLEMENTARY INFORMATION:

Part I. Delivery of Applications

1. 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; (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 working days prior to the date specified for receipt of applications. The term "working days" excludes weekends and Federal holidays. "Post marked" 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.

2. Withdrawal of Applications. Applications may be withdrawn by written notice or telegram (including mail gram) received 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.

3. Hand-Delivered Proposals. It is preferred that applications be mailed at least five days prior to the closing date. To be considered for funding, hand-delivered applications must be received by 4:45 p.m., ET, at the specified address. Failure to adhere to the above instructions will be basis for a determination of non-responsiveness. Overnight express mail from carriers other than the U.S. Postal Service will be considered hand-delivered applications and must be received by the above specified date and time.

Part II. Authority

Omnibus Appropriations Resolution, 2003, Pub. L. 108-7; Consolidated Appropriations Act, 2001, Pub. L. 106-554, 29 U.S.C. 557b.

Part III. Background

ODEP's mission 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. Through partnerships with both public and private sector employers and with regional and local agencies, ODEP also fosters the creation of employment opportunities by increasing awareness of the benefits of employing people with disabilities and disseminating information on effective employment strategies.

The CFBCI seeks to create effective partnerships between faith-based and community-based organizations and DOL at the Federal, state, and local levels. The purpose of these partnerships is to bring faith-based and community organizations, which are often in closest touch with the people and problems that are the focus of Federal social policy efforts, into DOL's employment and training programs.

The CFBCI coordinates a comprehensive departmental effort to incorporate faith-based and other community-based organizations into DOL programs and initiatives. CFBCI supports the creation of initiatives and programs within DOL that utilize the strengths of faith-based and community organizations to better address the needs of underprivileged populations. The Center directs national outreach efforts to educate faith-based and other community organizations about the opportunities for partnership with local One-Stop Career Centers, State and Local Workforce Investment Boards, State Workforce Agencies, and the U.S. Department of Labor. CFBCI also works in conjunction with DOL agencies to remove barriers to the participation of faith-based and community organizations in Federal programs, including, but not limited to, the reform of regulations, procurement and other internal policies and practices, and outreach activities.

This SGA reflects a collaborative effort between ODEP and CFBCI born out of their commitment to promoting positive employment and transition outcomes for youth with disabilities through mentoring. There is solid evidence that effective mentoring programs can change the direction of the life of a youth with a disability, improve academic performance, and help the youth develop skills, knowledge, and motivation to successfully transition from high school

to adult life. (Moccia, Schumaker, Hazel, Vernon, & Deshler, 1989; Rhodes, Grossman, & Resch, 2000). Accordingly, this grant program supports the objectives of both President Bush's New Freedom Initiative and the Leave No Child Behind Act of 2001, Pub. L. 107-110.

Mentoring is defined generally as a sustained, close, developmental relationship between an older, more experienced individual and a younger person with the goal of building character and promoting positive, healthy youth development. In mentoring arrangements, adults or experienced peers serve as advisors and role models, working with youth one-on one or in groups. Electronic mentoring, also called e-mentoring, uses a combination of e-mail and face-to-face meetings to facilitate mentoring relationships between young people and adults. Mentoring relationships provide valuable support to youth, not only in offering academic and career guidance, but also in building leadership and interpersonal skills and problem-solving skills. Mentoring can also connect youth with important employer contacts, thereby opening doors for networking and future employment.

The purpose of this grant program is to help build the capacity and knowledge of faith-based and community organizations to better meet the needs of young people with disabilities through mentoring. This will be accomplished through the funding of intermediary organizations that have demonstrated expertise in working with and providing technical assistance to local faith-based and community organizations in a variety of areas including, but not limited to: effectively operating and managing their programs; accessing governmental and private funding sources; developing and training staff; expanding the types and reach of services in their communities; and replicating promising and effective practices. The funded intermediary will also issue sub-awards to local faith-based and community organizations for start-up, operations, or expansion of mentoring programs for youth with disabilities as detailed previously in the Summary Section of this SGA.

This SGA is for the Intermediary Grants for Mentoring Youth with Disabilities Initiative. This grant program is consistent with the objectives of the President's New Freedom Initiative.

Part IV. Funding Availability and Period of Performance

ODEP anticipates awarding three competitive grants funded up to

\$150,000 each year to eligible intermediary organizations that have demonstrated an ability to assist faith-based and community organizations, particularly smaller organizations, in promoting positive employment and transition outcomes for youth with disabilities through mentoring activities. The period of performance will be one year from the date of execution of the grant documents by DOL. ODEP may elect to extend these grants on a yearly basis for up to four additional years based on the availability of government funds and acceptable performance.

Part V. Eligible Applicants and Required Partnerships

Eligible Applicants: Under this competition, eligible “intermediaries” are defined as non-profit, community, and/or faith-based organizations with existing connections within the community, and a demonstrated ability to connect smaller faith and community-based organizations and the people they serve to youth services funded under the Workforce Investment Act of 1998 (Public Law 105-220, 29 U.S.C. 2801 *et seq.*) (WIA) and to other youth services available in their local communities. These intermediary organizations must possess strong financial and grant management skills, and the ability to mentor smaller organizations to increase their capacity to fully participate in the youth service delivery provider network.

Partnerships: Applicants must establish strong linkages with the Local Workforce Investment Board (WIB) in the area to be served by the activities of the grant. The Local WIB can assist the intermediary in connecting to the One-Stop system and other community-based youth service providers receiving WIA funding. It is ODEP’s belief that the intermediary and its sub-awardees can complement, augment, and supplement the services currently provided through WIA, and leverage WIA funded resources to assist them in carrying out some of their grant activities, *e.g.*, recruitment of youth with disabilities.

Grant recipients will broker partnerships with employers, the workforce development system, school systems, disability service providers, non-profit organizations, and other faith-based and community organizations to provide mentoring experiences for youth with disabilities. Among other partners, grantees will be required to collaborate with employer organizations such as the Chamber of Commerce and the state Business Leadership Network where one exists. In addition, grantees will be required to utilize broad strategies for recruiting

adult and peer mentors, including outreach to other faith-based and community organizations, employer organizations and employers, and organizations representing youth with disabilities such as centers for independent living, the state’s Youth Leadership Forum, and state members of the National Youth Leadership Network. In addition, applicants are to work in partnership with other disability-related public and private organizations. Partners may include:

- State/local public agencies such as Special Education;
- Vocational Rehabilitation;
- State Councils for Independent Living;
- Local Centers for Independent Living (CILs);
- State mental health agencies, state mental retardation and Developmental Disability Councils;
- Temporary Assistance for Needy Families (TANF) agencies; and
- Private, non-profit organizations such as disability advocacy and provider organizations, as well as federally funded disability grant entities, including faith-based entities.

Eligible Sub-Awardees and Allowable Activities

For purposes of this announcement, the intermediary may issue sub-awards to community or faith-based organizations that:

1. Have social services as a major part of their mission;
2. Are headquartered in the local community to which they provide these services;
3. Have a total annual operating budget of \$300,000 or less, or
4. Have 6 or fewer full-time equivalent employees.

Except as specifically provided, DOL/ODEP’s acceptance of a proposal and an award of Federal funds to sponsor any program(s) does not provide a waiver of any grant requirement and/or procedures. For example, the OMB circulars require that an entity’s procurement procedures must require that all procurement transactions be conducted, as practical, to provide open and free competition. These circulars are applicable to awards made by the intermediary to sub-awardees under the terms of this grant solicitation. If a proposal identifies a specific entity to provide the services, the DOL/ODEP’s award does not provide the justification or basis to sole-source the procurement, *i.e.*, avoid competition.

The “\$300,000 or less” budget includes only that portion of an organization’s budget allocated to providing social services. It does not

include other portions of the budget such as salaries and expenses. For purposes of this announcement local affiliates of national social service organizations are not eligible for a sub-grant award.

Legal Rules That Apply to Faith-Based Organizations That Receive Government Funds

The government is prohibited from directly funding religious activity.¹ These grants may not be used for religious instruction, worship, prayer, proselytizing or other inherently religious practices. Neutral, secular criteria that neither favor nor disfavor religion must be employed in the selection of grant and sub-grant recipients.

Nonetheless, participation by faith-based organizations in this grant program is highly encouraged.

Consistent with the Free Exercise Clause and the Free Speech Clause of the Constitution, faith-based organizations are eligible to compete for Federal financial assistance used to support social service programs and to participate fully in the social service programs supported with Federal financial assistance without impairing their independence, autonomy, expression, or religious character. See Equal Protection of the Laws for Faith-based and Community Organizations, Exec. Order No. 13279 (December 12, 2002).

Part VI. Format Requirements for Grant Application

General Requirements: 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 encourages Applicants to submit an electronic copy of their proposal on a disc or CD using Microsoft Word. Applicants who do not provide an electronic copy *will not* be penalized. The Application Narrative must be double-spaced with standard margins on 8½ x 11 papers, and be presented on single-sided, numbered pages with the exception of format requirements for the Executive

¹ The term “direct” funding is used to describe funds that are provided “directly” by a governmental entity or an intermediate organization with the same duties as a governmental entity, as opposed to funds that an organization receives as the result of the genuine and independent private choice of a beneficiary. In other contexts, the term “direct” funding may be used to refer to those funds that an organization receives directly from the Federal government (also known as “discretionary” funding), as opposed to funding that it receives from a State or local government (also known as “indirect” or “block grant” funding). In this SGA, the term “direct” has the former meaning.

Summary. The Executive Summary must be limited to no more than two single-spaced, single-sided pages on 8½ x 11 papers with standard margins throughout. A font size of at least twelve (12) pitch is required throughout. Applications that fail to meet these requirements will be considered non-responsive.

The three required sections of the application are:

Section I—Project Financial Plan
Section II—Executive Summary—

Project Synopsis

Section III—Project Narrative (including Attachments, not to exceed 15 pages)

Mandatory requirements for each section are provided below.

Applications that fail to meet the stated mandatory requirements of 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” (See Appendix A of this SGA for required form)

(2) Completed “SF-424A—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) 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.

The application must include one SF-424 with the original signatures of the legal entity applying for grant funding and 2 additional copies. Applicants shall indicate on the SF-424 the organization’s IRS Status, if applicable. Under the Lobbying Disclosure Act of 1995, Section 18 (29 U.S.C. 1611), an organization described in Section 501(c)(4) of the Internal Revenue Code of 1986 that engages in lobbying activities will not be eligible for the receipt of Federal funds constituting an award, grant, or loan. (See 2 U.S.C. 1611; 26 U.S.C. 501(c)(4).) For item 10 of the SF-424, the Catalog of Federal Domestic Assistance (CFDA) number for the program is 17.720.

The Budget Narrative and Justification must describe all costs associated with implementing the project that are to be covered with grant funds. Grantees must support the travel and associated costs with sending at least one representative to the annual ODEP Policy Conference for Grantees, to be held in Washington,

DC, at a time and place to be determined. Grantees must comply with the “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments,” (also known as the “Common Rule”) codified at 29 CFR part 97, and must comply with the applicable OMB cost principles circulars, as identified in 29 CFR 95.27 and 29 CFR 97.22(b).

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

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

- (1) The name of the applicant;
- (2) The type of organization the applicant represents, the additional consortium partners and the type of organization they represent;
- (3) The amount of funds requested;
- (4) The planned period of performance;

- (5) An overview of the applicant’s plan for building the capacity and knowledge of faith-based and community organizations to better meet the needs of young people with disabilities through mentoring; and
- (6) An overview of the applicant’s plan for sustaining grant activities being conducted by sub-awardees once Federal funding ceases.

- **Section III. Project Narrative** (The Project Narrative plus attachments are limited to no more than fifteen (15) single-sided, numbered 8½ x 11 inch pages, double-spaced with standard one-inch margins (top, bottom, and sides)). All text in the application narrative, including titles, headings, footnotes, quotations, and captions, as well as all text in charts, tables, figures, and graphs must be double-spaced (no more than three lines per vertical inch); and, if using a proportional computer font, use no smaller than a 12-point font, and an average character density no greater than 18 characters per inch (if

using a non-proportional font or a typewriter, do not use more than 12 characters per inch). Applications that fail to meet these requirements will be considered non-responsive.

Note: The Financial Plan, the Executive Summary, and the Appendices are not included in the fifteen (15)-page limit. The substantive requirements for the project narrative are described below under Part VII—Statement of Work.

Part VII. Government Requirements/Statement of Work (Project Narrative)

The Project Narrative, or Section III of the grant application represents the applicant’s plans to address the previously documented unmet need to provide mentoring services to young people with disabilities in the community. ODEP expects that the intermediary and its sub-awardees will complement, augment, supplement, and leverage services currently provided through the WIA-assisted youth service delivery system in carrying out grant activities.

The intermediary will assist the sub-awardees, as appropriate, in administrative tasks so that sub-awardees can focus primarily on providing mentoring services to their service population(s). ODEP expects that the intermediary’s staff will provide mentoring and technical assistance to build the smaller organizations’ capacity to be permanent contributors to the youth service provider network and to compete successfully for future Federal, state and local grants.

The Project Narrative/Statement of Work must include and will be weighed as follows:

1. The applicant’s Performance History with Grants Management and Service to People with Disabilities (20 points);
2. A description of the proposed plan and activities of the intermediary and its sub-awardees (45 points);
3. An enumeration of evaluation criteria, measure(s), outcomes and reporting and tracking mechanisms for both intermediary and sub-awardees (35 points).

Letters of Commitment: Applicants can include letters of support if they provide specific commitments. Such letters can increase an applicant’s score under criterion 2 by showing that the commitments in the text of the proposal are serious. Form letters will not be considered.

1. **Performance History With Grants Management and Service to People With Disabilities (20 points)**

The applicant must provide a statement of its performance history

with the management of resources under governmental grants-in-aid programs. DOL will evaluate applications based on the scope, strength, and "record of achievement" which will be demonstrated by responses to the following requirements:

(1) Relevant history of the applicant in managing resources through grant awards from Federal Departments (particularly those from the Departments of Labor, Education, Housing and Urban Development, and Health and Human Services), state governments, or units of local governments;

(2) Recent involvement of the intermediary as a partner or provider in the One-Stop delivery system for employment and training services. Describe any current working relationship with the local Workforce Investment Board(s) or steps taken to develop this relationship for the current grant application

(3) Demonstrated history of networking with, educating, training, and mobilizing faith-based and community organizations and their members. (**Note:** Include past experience in developing other organizations' capacity for social service delivery, managing grants, conducting information campaigns, and providing technical assistance); and

(4) Demonstrated experience in networking with and providing services to people with disabilities.

In evaluating the quality of the applicant's performance history and management of resources, ODEP may consider the applicant's experience, knowledge and staff skills relevant to addressing the goals of this SGA in the context of ODEP's priorities.

2. Description of the Proposed Plan and Activities of the Intermediary and Its Sub-Awardees (45 points)

This section of the narrative should provide the applicant's detailed strategy for increasing the capacity and capability of faith-based and community organizations to provide effective mentoring services to young people with disabilities. The work plan must clearly illustrate how the project will be completed, and identify what services will be delivered. The narrative should explain the scope of the proposed project, and detail how the project will be carried out. The sections that should be included in the narrative for this section include:

- A Timeline
- A Description of the Mentoring Activities to be Conducted and the Respective Roles and Responsibilities of

Community and Faith-Based Organizations and the Grantee.

- A Description of the Approach That Will Be Used for Seeking Applications From and Making Sub-awards to Community and Faith-Based Organizations.

- A Strategy for Coordinating Grant Activities with WIA-Assisted Youth Activities, the One-Stop Center(s), and Other Federal Disability-Related Grant Activities.

- A Strategy for Conducting Outreach to Employers and to the Disability Community.

- A Strategy for Leveraging Available Funding Sources to Support Grant Activities and Plan for Ensuring Sustainability Once Federal Funding Ceases.

- A Plan for Working with Sub-awardees to Develop Outcome Measures and to Evaluate the Activities Supported by the Sub-awards Made with Federal Funds Under This Announcement.

The Timeline

The applicant must provide a timeline for all discrete projects and activities to be undertaken.

A Description of the Mentoring Activities To Be Conducted and the Respective Roles and Responsibilities of Community and Faith-Based Organizations and the Grantee

This section of the narrative should provide the following information:

(1) A description of how the applicant will work with community and faith-based partner organizations in carrying out grant-related mentoring activities, including those activities that will be solicited through sub-awards. The specific functions/roles and responsibilities of these partner organizations within the grant design should be included as well as an explanation of the types of administrative and management functions which will be performed by the grantee.

(2) The young people expected to be served by the mentoring program, how they will be recruited, and the benefits or results expected;

(3) The method that will be used to recruit, screen, and train prospective mentors and to match mentors with mentees;

(4) An explanation of how technology will be used in carrying out grant activities; and

(5) A listing of key positions required to carry out the project as proposed, the key individuals proposed to fill the positions, and a detailed description of the kind of work these individuals will perform within the project. The

application should provide evidence of the staffs' skill, knowledge, and experience in carrying out these types of activities, and describe their relevant training.

A Description of the Approach That Will Be Used for Seeking Applications From and Making Sub-Awards to Community and Faith-Based Organizations

In this section, the applicant should provide a description of the outreach activities it will engage in to identify potential faith and community-based organizations to act as partners in carrying out grant activities and the methodology that will be used for making sub-awards.

Strategy for Coordinating Grant Activities with WIA-Assisted Youth Activities, the One-Stop Center(s), and Other Federal Disability-Related Grant Activities

In this section, the applicant should explain how grant activities will be coordinated with the local One-Stop Center and other WIA-assisted youth activities in the target area(s) and with other disability related grant initiatives from DOL, the Department of Education (ED), the Department of Health & Human Services (HHS), the Social Security Administration (SSA), the Department of Housing & Urban Development (HUD), and other Federal partners.

Strategy for Conducting Outreach to Employers and to the Disability Community

In this section, the applicant should identify the strategy that will be used in developing relationships with and the support of area employers and the disability community, and explain how the views and perspectives of these partners were taken into account in developing this grant proposal.

Plan for Working With Sub-Awardees To Develop Outcome Measures and To Evaluate the Activities Supported by the Sub-Awards Made With Federal Funds Under This Announcement

In this section, the applicant should describe how it will work with sub-awardees to develop outcome measures and to evaluate grant-related activities conducted as a result of sub-awards.

Strategy for Leveraging Available Funding Sources To Support Grant Activities and Plan for Ensuring Sustainability Once Federal Funding Ceases

In this section of the narrative, the applicant should identify additional

Federal, state, and/or local funds and resources that will be used to support the overall objectives of the grant, and articulate a plan for ensuring the sustainability of grant activities being performed by sub-awardees once Federal funding ceases. ODEP will evaluate the proposed plan and activities against the following criteria:

- (a) The extent to which the outreach and identification of organizations eligible for sub-grant awards appears appropriate, reasonable and achievable within the initial months of the grant period;
- (b) The extent to which the application process that will be used in making sub-awards is straightforward, fiscally responsible, and not overly burdensome;
- (c) The extent to which the proposed plan is likely to produce positive transition outcomes for young people with disabilities;
- (d) The extent to which partnerships with outside entities and funding from additional Federal, state and/or local resources will be effectively leveraged and utilized in carrying out grant activities;
- (e) The demonstrated capability of the applicant to effectively implement the proposed project;

(f) The quality of the plan for ensuring sustainability of grant activities being performed by sub-awardees once Federal funding ceases;

(g) The extent to which employers and the education, workforce, and disability communities have actively participated or will participate in the design and implementation of the proposed project;

(h) The qualifications, including relevant training and experiences of key project personnel;

(i) The quality of the plan to recruit mentors and mentees;

(j) The quality of the training that will be provided to mentors; and

(k) The quality of the mechanism that will be used to match youth with mentors.

3. Review Process and Evaluation Criteria, Measure(s), Outcomes and Reporting/Tracking Mechanisms for Both Intermediary and Sub-awardees (35 points)

This section of the narrative should summarize the intermediary's evaluation criteria to thoughtfully examine progress towards project goals and objectives.

Through this grant ODEP and CFBCI seek the following objectives:

- A positive measurable impact on transition outcomes of young people with disabilities in those target areas

who receive grant-related mentoring services.

- A significant increase in the number of faith-based and community organizations capable of providing quality mentoring services to young people with disabilities and capable of effectively sustaining mentoring programs for youth with disabilities through a variety of funding sources (e.g., Federal; state; local governments, private charitable organizations and foundations); and

The narrative should specifically and carefully define how the intermediary and its sub-awardees will determine success consistent with the above objectives for all the proposed activities. The narrative should identify an overall goal as to the number of mentees to be served under the grant, and should identify the positive transition outcomes expected. Positive transition outcomes may include placement and retention in employment, completion of educational certification, graduation, skills attainment, enrollment in post-secondary education, etc. In addition, the applicant should provide an explanation as to how the applicant will work with its sub-awardees to establish interim goals necessary to meet the aforementioned goal and objectives. This section of the narrative should also address the "methods of evaluation" that will be used by the intermediary to determine the success of the technical assistance efforts provided to the intermediary's sub-awardees (including program development) as well as the success of the mentoring efforts. In addition, this section of the narrative should outline the strategy for documenting and reporting the activities undertaken during the life of the grant for ODEP and CFBCI's future use in working with other intermediaries.

ODEP will evaluate the narrative against the following criteria to determine whether the goals and objectives, and the plans and procedures proposed for achieving them, are innovative, worthwhile, and realistic.

(a) Do the objectives reflect the measurable outcomes of the proposed work? (**Note:** The objectives must be tangible, specific, concrete, measurable, and achievable over the life of the grant.)

(b) Are the methods and activities to achieve the objectives adequately described? (**Note:** These should be consistent with the timeline required in criterion 2, and present the order and the date of completion (month or quarter) for the accomplishment of the intermediary and sub-awardees' tasks.)

(c) How will the planned work lead to the outcomes anticipated during the life of the grant? Are the tasks that will be accomplished with the available resources thoroughly and cogently outlined? (**Note:** Early in the planning process, applicants should list the tasks that will have to be completed to meet the goals of the project. They can then break these into smaller tasks and lay them out in a schedule over the grant time period. This will provide a chance to consider what personnel, materials, and other resources will be needed to carry out the tasks.)

(d) Is there evidence presented that the accomplishments and structures established during the period of grant performance can be sustained beyond the life of the grant?

Part VIII. Monitoring and Reporting

Monitoring: ODEP is responsible for ensuring the effective implementation of each competitive grant project in accordance with the provisions of this announcement and the terms of the grant award document. The Department staff, or their designees may conduct on-site project reviews periodically. Reviews will focus on timely project implementation, performance in meeting the grant's programmatic goals and objectives, expenditure of grant funds on allowable activities, integration and coordination with other resources and service providers in the local area, and project management and administration in achieving project objectives.

Reporting: Grantees will be required to submit quarterly financial and narrative progress reports as prescribed by OMB Circular A-102 and A-110, as codified by 29 CFR parts 97 and 95 respectively.

(1) A Quarterly Report will be required within thirty (30) days of the end of each quarter beginning ninety days from the award of the grant and is estimated to take five hours to prepare on average. The form for the Quarterly Report will be provided by ODEP. ODEP will work with the grantee to help refine the requirements of the report, which will, among other things, include measures of ongoing analysis for continuous improvement and customer satisfaction.

(2) Financial reporting will be required quarterly using the on-line electronic reporting system for the Standard Form 269—Financial Status Report (FSR).

(3) A Final Project Report, including an assessment of project performance and outcomes achieved will be required and is estimated to take twenty hours to complete. This report will be submitted

in hard copy and on electronic disk using a format and following instructions that will be provided by ODEP. A draft of the final report is due to the ODEP thirty (30) days before the termination of the grant. The final report is due to ODEP sixty (60) days following the termination of the grant.

ODEP may arrange for and conduct an independent evaluation of the outcomes, impacts, and accomplishments of each funded project. Grantees must agree to make available records on all parts of project activity, including participant post secondary and employment data, and to provide access to personnel, as specified by the evaluator(s), under the direction of ODEP. This independent evaluation is separate from the ongoing evaluation for continuous improvement required of the grantee for project implementation. Grantees must agree to collaborate with other research institutes, centers, studies, and evaluations that are supported by DOL and other relevant Federal agencies, as appropriate. Finally, Grantees must agree to actively utilize the programs sponsored by the ODEP, including the Job Accommodation Network, (<http://www.jan.wvu.edu>), and the Employer Assistance Referral Network (<http://www.earnworks.com>).

Part IX. Review Process and Evaluation Criteria

All applications will be reviewed for compliance with the requirements of this notice. ODEP, CFBCI and other Federal agency staff are expected to serve on the technical panel(s) that will review all applications against the criteria listed below. ODEP also may utilize representatives from faith-based and community organizations and others with policy expertise with faith-based and community initiatives that have no relation to grant applicants to broaden the perspective of review panels. The panel recommendations are advisory in nature and not binding on the Grant Officer. The grant officer will fully consider the panel recommendations, but take into account

other factors to ensure the most advantageous award of these funds to accomplish the system-building purposes outlined in the Summary and Statement of Work. The grant officer may consider any information that comes to his or her attention and may elect to award grants either with or without discussion with the applicant. In situations without discussions, an award will be based on the applicant's signature on the SF 424, which constitutes a binding offer. The Grant Officer will make final award decisions based on what is most advantageous to the Government, considering factors such as:

Panel findings; Geographic distribution of the competitive applications; and Availability of funds.

X. Administration Provisions

A. Administrative Standards and Provisions

Grantees are strongly encouraged to read these regulations before submitting a proposal. The grants 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.
- 29 CFR Part 97—Uniform Administrative Requirement for Grants and Cooperative Agreements to State and Local Governments.

B. Allowable Costs

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

- State and Local Government—OMB Circular A-87
- 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.

C. Grant Assurances

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

- 29 CFR Part 31—Nondiscrimination in Federally-assisted programs of the Department of Labor, effectuation of Title VI of the Civil Rights Act of 1964.
- 29 CFR Part 32—Nondiscrimination on the Basis of Disability in Programs and Activities Receiving or Benefiting from Federal Assistance. (Implementing section 504 of the Rehabilitation Act, 29 U.S.C. 794)
- 29 CFR Part 36—Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance. (Implementing title IX of the Education Amendments of 1972, 20 U.S.C. 1681 *et seq.*)
- 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 grant application. The assurances and certifications are attached as Appendix C.

Signed at Washington, DC, this 10th day of June, 2003.

Lawrence J. Kuss,
Grant Officer.

Appendix A. Application for Federal Assistance, Form SF 424

Appendix B. Budget Information Sheet, Form SF 424A

Appendix C. Assurances and Certifications Signature Page

Appendix D. Survey on Ensuring Equal Opportunity

BILLING CODE 4910-13-M

**APPLICATION FOR
FEDERAL ASSISTANCE**

OMB Approval No. 0348-0043

| | | | | |
|---|----------------|---|----------------|--|
| 1. TYPE OF SUBMISSION: Application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction | | 2. DATE SUBMITTED Preapplication <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction | | 3. DATE RECEIVED BY STATE State Application Identifier |
| | | | | 4. DATE RECEIVED BY FEDERAL AGENCY Federal Identifier |
| 5. APPLICANT INFORMATION | | | | |
| Legal Name: | | Organizational Unit: | | |
| Address (give city, county, State, and zip code): | | Name and telephone number of person to be contacted on matters involving this application (give area code) | | |
| 6. EMPLOYER IDENTIFICATION NUMBER (EIN): <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | | 7. TYPE OF APPLICANT: (enter appropriate letter in box) A. State <input type="checkbox"/> H. Independent School Dist. <input type="checkbox"/> B. County <input type="checkbox"/> I. State Controlled Institution of Higher Learning <input type="checkbox"/> C. Municipal <input type="checkbox"/> J. Private University <input type="checkbox"/> D. Township <input type="checkbox"/> K. Indian Tribe <input type="checkbox"/> E. Interstate <input type="checkbox"/> L. Individual <input type="checkbox"/> F. Intermunicipal <input type="checkbox"/> M. Profit Organization <input type="checkbox"/> G. Special District <input type="checkbox"/> N. Other (Specify) _____ | | |
| 8. TYPE OF APPLICATION: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) <input type="checkbox"/> <input type="checkbox"/> A. Increase Award <input type="checkbox"/> B. Decrease Award <input type="checkbox"/> C. Increase Duration D. Decrease Duration <input type="checkbox"/> Other(specify): _____ | | 9. NAME OF FEDERAL AGENCY: | | |
| 10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: TITLE: _____ <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/> <input type="checkbox"/> | | 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 | 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. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372 <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW | | |
| b. Applicant | \$ _____ 00 | | | |
| c. State | \$ _____ 00 | | | |
| d. Local | \$ _____ 00 | | | |
| e. Other | \$ _____ 00 | | | |
| f. Program Income | \$ _____ 00 | | | |
| g. TOTAL | \$ _____ 00 | | | |
| 17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> Yes If "Yes," attach an explanation. <input type="checkbox"/> No | | | | |
| 18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED. | | | | |
| a. Type Name of Authorized Representative | | b. Title | | c. Telephone Number |
| d. Signature of Authorized Representative | | | e. Date Signed | |

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

INSTRUCTIONS FOR THE SF-424

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

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

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

| Item: | Entry: | Item: | Entry: |
|-------|---|-------|--|
| 1. | Self-explanatory. | 12. | List only the largest political entities affected (e.g., State, counties, cities). |
| 2. | Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable). | 13. | Self-explanatory. |
| 3. | State use only (if applicable). | 14. | List the applicant's Congressional District and any District(s) affected by the program or project. |
| 4. | If this application is to continue or revise an existing award, enter present Federal identifier number. If for a new project, leave blank. | 15. | Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate <i>only</i> the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15. |
| 5. | Legal name of applicant, name of primary organizational unit which will undertake the assistance activity, complete address of the applicant, and name and telephone number of the person to contact on matters related to this application. | 16. | Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. |
| 6. | Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service. | 17. | This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes. |
| 7. | Enter the appropriate letter in the space provided. | 18. | To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.) |
| 8. | Check appropriate box and enter appropriate letter(s) in the space(s) provided: | | |
| | -- "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. | | |

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

BUDGET INFORMATION - Non-Construction Programs**SECTION A - BUDGET SUMMARY**

| | | | | Estimated Unobligated Funds | | | New or Revised Budget | | |
|--|---|---|-----------------|-----------------------------|-----------------|-----------|-----------------------|-----------|--|
| Grant Program Function or Activity (a) | Catalog of Federal Domestic Assistance Number (b) | 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 | | | | | | | | | |
| 6. Object Class Categories (1) | | GRANT PROGRAM, FUNCTION OR ACTIVITY (2) | | (3) | | (4) | | Total (5) | |
| a. Personnel | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ 0.00 | |
| b. Fringe Benefits | | | | | | | | 0.00 | |
| c. Travel | | | | | | | | 0.00 | |
| d. Equipment | | | | | | | | 0.00 | |
| e. Supplies | | | | | | | | 0.00 | |
| f. Contractual | | | | | | | | 0.00 | |
| g. Construction | | | | | | | | 0.00 | |
| h. Other | | | | | | | | 0.00 | |
| i. Total Direct Charges (sum of 6a-6h) | 0.00 | | 0.00 | | 0.00 | | 0.00 | 0.00 | |
| j. Indirect Charges | | | | | | | | 0.00 | |
| k. TOTALS (sum of 6i and 6j) | \$ 0.00 | | \$ 0.00 | | \$ 0.00 | | \$ 0.00 | \$ 0.00 | |
| 7. Program Income | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ 0.00 | |

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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 |



Survey on Ensuring Equal

Opportunity

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

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

Yes No

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

| | |
|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> 3 or Fewer | <input type="checkbox"/> 15-50 |
| <input type="checkbox"/> 4-5 | <input type="checkbox"/> 51-100 |
| <input type="checkbox"/> 6-14 | <input type="checkbox"/> over 100 |

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

Yes No

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

| |
|--|
| <input type="checkbox"/> Less Than \$150,000 |
| <input type="checkbox"/> \$150,000 - \$299,999 |
| <input type="checkbox"/> \$300,000 - \$499,999 |
| <input type="checkbox"/> \$500,000 - \$999,999 |
| <input type="checkbox"/> \$1,000,000 - \$4,999,999 |
| <input type="checkbox"/> \$5,000,000 or more |

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

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

Yes No

Survey Instructions on Ensuring Equal Opportunity for Applicants

1. 501(c) (3) statuses 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.

[FR Doc. 03-15114 Filed 6-13-03; 8:45 am]

BILLING CODE 4510-CX-C

DEPARTMENT OF LABOR**Office of Disability Employment Policy**

[SGA 03-16]

Innovative State Alignment Grants for Improving Transition Outcomes for Youth With Disabilities Through the Use of Intermediaries

AGENCY: Office of Disability Employment Policy, U.S. Department of Labor.

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

This notice contains all of the necessary information and forms needed to apply for grant funding. (SGA 03-16).

SUMMARY: The U.S. Department of Labor (DOL), Office of Disability Employment Policy (ODEP) announces the availability of \$3 million to award up to 6 competitive grants in the amount of approximately \$500,000. Eligible applicants include State Workforce Investment Boards or the functional equivalent State entities. Indian and Native American tribal entities, or consortia of tribes, are also eligible to apply.

The purpose of this grant initiative is to:

1. Help States conduct resource mapping¹ to assess their youth service delivery infrastructure in light of evidence-based transition operating principles²;

2. Develop, implement, and evaluate a cross-agency multi-year State plan to improve transition outcomes for youth with disabilities through blending and/or braiding³ of Federal, State, and

¹ "Resource mapping" refers to a methodology that has been used by the Federal government, State agencies, local entities, and community-based organizations, among others, to link and align resource use with organizational goals, strategies, and expected outcomes. It is known by a multitude of names including asset mapping, asset analysis, and environment scans, and can involve a variety of different data collection strategies depending on what is being studied. For purposes of this SGA, the term "resource mapping" refers to the identification of available assets and resources within the States' youth service delivery infrastructure and an evaluation as to whether and/or to what extent that system is currently serving youth with disabilities consistent with the evidence-based operative principles discussed previously.

² "Evidence based transition operating principles" is a term defined, for purposes of this SGA, in part III.

³ For purposes of this SGA, the term "blended funding" is used to describe mechanisms that pool dollars from multiple sources and make them in some ways indistinguishable. "Braided funding" utilizes similar mechanisms, but the funding streams remain visible and are used in common to

community resources and the use of local intermediary organizations;

3. Conduct local pilot demonstrations to determine how, through community partnerships, intermediary organizations can best be used to ensure that youth with disabilities obtain transition services consistent with evidence-based transition operating principles, and the impact of such intermediaries on improving transition outcomes for youth with disabilities; and

4. Demonstrate, through leveraging Federal, State and local public sector resources, concrete evidence of the likelihood of sustainability of grant objectives within the State.

These grants are for a one-year period and may be renewed for a period of up to four additional years depending upon the availability of funds and the efficacy of the project activities. *See also* parts IV and IX.

In meeting grant objectives, it is expected that the grantee will sub-award a substantial portion of its award to intermediary organizations. For purposes of this SGA, an intermediary organization is defined as an agent that:

- Convenes local leadership and broker relationships with multiple partners across multiple funding streams;
- Brings together workforce development systems, vocational rehabilitation providers, businesses, labor unions, educational institutions, social service organizations, transportation entities, health providers, and other Federal, State, and community resources which youth with disabilities need to transition to employment successfully.

Possible intermediaries include, but are not limited to, community-based non-profit organizations, faith-based and community organizations, employer organizations, community colleges, community rehabilitation programs, etc.

By connecting schools and other youth-serving institutions with workplaces and other available Federal, State, and community resources, the intermediaries will create a forum for building a system that better meets the needs of all interested stakeholders. In addition, intermediary organizations can assist the state in assessing and evaluating the performance and impact of its efforts related to these grant activities, and in providing necessary information and training in areas such as benefits planning, universal access, reasonable accommodation, mental health, housing, transportation, health

produce greater strength, efficiency, and/or effectiveness.

maintenance (including Medicare and Medicaid), and other self-sufficiency issues.

DATES: Applications will be accepted commencing on June 16, 2003. The closing date for receipt of applications under this announcement is July 28, 2003. Applications must be received by 4:45 p.m. (e.t.) at the address below. No exceptions to the mailing and hand-delivery conditions set forth in this notice will be granted. Applications that do not meet the conditions set forth in this notice will be considered non-responsive.

ADDRESSES: Applications shall be mailed to: U.S. Department of Labor, Procurement Services Center, Attention: Cassandra Willis, Reference SGA 03-16, Room N-5416, 200 Constitution Avenue, NW., Washington, DC 20210. Telefacsimile (FAX) applications will not be accepted. Applicants are advised that mail delivery in the Washington area may be delayed due to mail decontamination procedures.

FOR FURTHER INFORMATION CONTACT: Cassandra Willis, U.S. Department of Labor, Procurement Services Center, telephone (202) 693-4570 (this is not a toll-free number), prior to the closing deadline. Persons who are deaf or hard of hearing may contact the Department via the Federal Relay Service, (800) 877-8339. This announcement will also be published on the Internet on ODEP's online home page at: <http://www2.dol.gov/odep>. Award notifications will also be published on the ODEP home page.

SUPPLEMENTARY INFORMATION:**Part I. Delivery of Applications**

1. 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; (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 working days prior to the date specified for receipt of applications. The term "working days" excludes weekends and Federal holidays. "Post marked" means a printed, stamped or otherwise placed