PAROLE COMMISSION

Sunshine Act Meeting

Public Announcement

Pursuant To The Government In the Sunshine Act (Public Law 94–409) [5 U.S.C. Section 552b].

AGENCY HOLDING MEETING: Department of Justice, United States Parole Commission.

DATE AND TIME: 9:30 a.m., Tuesday, June 29, 1999.

PLACE: U.S. Parole Commission, 5550 Friendship Boulevard, 4th Floor, Chevy Chase, Maryland 20815.

STATUS: Closed—Meeting.

MATTERS CONSIDERED: The following matter will be considered during the closed portion of the Commission's Business Meeting:

Appeals to the Commission involving approximately two cases decided by the National Commissioners pursuant to a reference under 28 CFR 2.27. These cases were originally heard by an examiner panel wherein inmates of Federal prisons have applied for parole or are contesting revocation of parole or mandatory release.

AGENCY CONTACT: Tom Kowalski, Case Operations, United States Parole Commission, (301) 492–5962.

Dated: June 22, 1999.

Michael A. Stover,

General Counsel, U.S. Parole Commission.

[FR Doc. 99–16301 Filed 6–23–99; 10:08 am]

BILLING CODE 4410–31–M

DEPARTMENT OF JUSTICE

National Institute of Corrections; Agency Information Collection Activities: Proposed Collection; Comments Requested

ACTION: Notice of Information Collection Under Review; Reinstatement, without change, of a previously approved collection for which approval has expired; Data base of Offender Job Training and Placement Service Providers.

The Department of Justice, Federal Bureau of Prisons, National Institute of Corrections (NIC) has submitted the following information collection request for review and clearance in accordance with the Paperwork Reduction Act of 1995. Office of Management and Budget approval is being sought for the information collection listed below. This proposed information collection was previously published in the **Federal Register** on April 7, 1999 (64 FR 17014), allowing for a 60-day public comment period. No comments were received by the NIC or the Justice Department.

The purpose of this notice is to allow an additional 30 days for public comment until July 26, 1999. This process is conducted in accordance with 5 CFR 1320.10.

Written comments and/or suggestions, regarding the items contained in this notice, especially regarding 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 Office, Room 10235, Washington, DC 20530. Written comments and suggestion from the public and affected agencies concerning the proposed collection of information should address one or more of the following four points:

(1) evaluate whether the proposed collection of information is necessary for the proper performance of the functions of the agency/component, including whether the information will have practical utility;

(2) evaluate the accuracy of the agencies/components estimate of the burden of the proposed collection of information, including the validity of the methodology and assumptions used;

(3) enhance the quality, utility, and clarity of the information to be collected; and

(4) 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, without change, of a previously approved collection for which approval has expired.

(2) *The title of the form/collection:* Data base of Offender Job Training and Placement Service Providers.

(3) *The agency form number, if any, and the applicable component of the department sponsoring the collection:* Department of Justice, Bureau of Prisons, National Institute of Corrections, Office of Correctional Job Training and Placement.

(4) *Affected public who will be asked or required to respond, well as a brief abstract:* Agencies and organizations involved in providing job counseling, training in job readiness skills, job development, and job placement services for offenders and/or ex-offenders to include public corrections, *i.e.* State and local Prison Systems; Jails; Departments of Probation and Parole; and Private For Profit and Private Not For Profit Agencies and Organizations. Other: None Information gathered from the survey will be placed in a data base to be used primarily as a mailing list of service providers. The database is being used by the Office of Correctional Job Training and Placement to build a network of professionals providing these services, and it will Facilitate the sharing of timely information to include notices of available training opportunities, publications, and technical assistance.

(5) *An estimate of the total number of respondents and the amount of time estimated for any average respondent too respond/reply:* It is estimated that approximately 75 surveys per year will be forwarded to programs for return and inclusion into the data base. The time burden of the 75 surveys is 10 minutes per survey.

(6) *An estimate of the total public (in hours) associated with the collection:* The total burden hour to complete the applications is 12 hrs. & 45 minutes annually.

If additional information is required contact: Mr. Robert B. Briggs, Clearance Officer, United States Department of Justice, Information Management and Security Staff, Justice Management Division, Suite 850, Washington Center, 1001 G Street, NW, Washington, D.C. 20530.

Dated: June 22, 1999.

Robert B. Briggs,

Department Clearance Officer, United States Department of Justice.

[FR Doc. 99–16256 Filed 6–24–99; 8:45 am]

BILLING CODE 4410–05–M

DEPARTMENT OF LABOR

Employment and Training Administration

Labor Participation in School-To-Work

AGENCIES: Employment and Training Administration, Department of Labor.

ACTION: Notice inviting proposals to develop, identify and disseminate replicable models of labor participation in the development and implementation of School-to-Work (STW) systems in sectors of the economy that represent high skill, high wage employment opportunities. The Departments are seeking innovative approaches to utilizing the workplace for all learners. These awards will provide support to labor organizations with national memberships to undertake outreach, technical assistance and other activities to increase the number of work-based learning opportunities for students.

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

SUMMARY: The Departments of Labor and Education jointly invite proposals for approximately 2–3 new awards in PY 1998 as authorized under section 403 of the School-to-Work Opportunities Act of 1994 (the Act). These awards will provide support to national labor unions to undertake outreach and technical assistance to their memberships. These activities are intended to engage and build the capacity of their affiliates and private sector partners to participate in activities that will result in an increase in the number of work based learning opportunities for students. As a result of the products developed and activities and systems implemented, awardees will be required to provide clear, quantifiable evidence of increased numbers of regional and local unions engaged in STW activities, with supporting documentation that clearly illustrates an increase in the number of students engaged in work-based learning activities.

DATES: Applications for grant awards will be accepted commencing June 25, 1999. The closing date for receipt of applications is August 24, 1999 at 4 P.M. (eastern time) at the address below. Telefacsimile (FAX) applications will not be honored.

ADDRESSES: Applications shall be mailed to: U.S. Department of Labor, Employment and Training Administration, Division of Federal Assistance, Attention: Ms. Denise Roach, Reference: SGA/DFA 99–016, 200 Constitution Avenue, N.W., Room S–4203, Washington, D.C., 20210.

FOR FURTHER INFORMATION CONTACT: Questions should be faxed to Denise Roach, Grants Management Specialist, Division of Federal Assistance, fax: (202) 219–8739 (this is not a toll free number). All inquiries should include the SGA number (DFA 99–016) and a contact name, fax and phone number. This solicitation will also be published on the Internet, on the Employment and Training Administration's Home Page at http://www.doleta.gov. Award notifications will also be published on this Homepage.

Labor Participation in School-To-Work System Building

I. Purpose

Data and preliminary evidence suggest that strategic investments directed at national organizations to develop and disseminate information and provide technical assistance to their membership nationwide is necessary if the entire STW system is to be brought to scale and confidently sustained. Therefore, this solicitation is inviting labor unions in collaboration with business, trade associations, education and labor partners to identify STW practices within their organizations, to expand upon those practices through technical assistance and disseminate that information throughout their network. It is further expected that these practices will be replicable by their affiliated local organizations and information will be disseminated beyond their organization to the greater labor community and STW grantees.

II. Background

The School-to-Work Opportunities Act was signed into law by President Clinton on May 4, 1994. Jointly administered by the Departments of Labor and Education, this Act seeks to better prepare all American youth for careers in high skill, high wage jobs and to strengthen the linkages between school and work. Under the Act, venture capital funds are provided to States and local communities to develop a STW system for transitioning youth from school to college and careers. STW grants are for a limited duration with the Federal investment declining over time. These investments are intended to support the one-time costs of States and local communities to enhance learning experiences for all students. All fifty States including Puerto Rico and the District of Columbia have received implementation awards. The Act also provides a set-aside of funds for national activities to support School-to-Work system building, outreach and research and evaluation efforts. Section 403 of the Act, relating to training and technical assistance, specifically directs the Secretaries to assist STW partnerships ''* * * to increase their capacity to develop and implement effective school-to-work opportunities programs.''

III. Statement of Work

Labor Participation in STW Systems. The School-to-Work Opportunities Act stipulates the importance of participation by key stakeholders at state and local levels, including labor. Labor unions can play a pivotal role in accessing the workplace as a learning environment for students. They have long standing relationships with employers through collective bargaining agreements in communities across the country. Many unions have played major roles in the development of training for their membership through joint labor-management funds. Many are working in collaboration with industry groups in developing voluntary skill standards appropriate to their respective industry.

Prior to this year, the two Departments through the National School-to-Work Office, have made a number of investments to support labor's involvement in aspects of emerging STW systems. A major investment included the National School-to-Work's support of efforts developed by the Human Resource Development Institute (HRDI), recently renamed the Working for America Institute (WAI). WAI developed and disseminated information about STW and labor's role in the development and implementation of STW. It has highlighted labor's STW activities and has helped to recruit labor representatives on State and local partnerships.

In addition, the National School-to-Work Office has worked with members of the building and construction trades, the Bureau of Apprenticeship and Training at the U.S. Department of Labor and the National Association of State and Territorial Apprenticeship Directors to develop and expand upon linkages to registered apprenticeship programs. Many local unions in collaboration with local educational systems are introducing students to the trades in a variety of ways prior to high school graduation.

However, it is evident that in order for STW to be sustained, a broad range of work-based learning opportunities has to be created. National approaches must be developed that will assist and promote STW activities in communities across the country. During FY 1997, the Departments made awards to four entities representing the following industry and trade areas; manufacturing, retail, information technology and utilities. These competitive awards provide support to industry groups and trade associations to undertake outreach, technical assistance and other activities to engage and to build the capacity of employers to participate in STW systems. These investments are underway and appear to represent a promising strategy for increasing employer involvement in STW. For example, the Utility Business Education Coalition, Inc. (UBEC), representing the utility industry, has allocated much of its funding for technical assistance to be provided to 50 communities in 28 states to support local school-to-work systems and workforce development initiatives. UBEC is supporting local and regional efforts to raise academic achievement while integrating academic, technical and employability skills into curriculum for all students. Whereas, the National Retail Institute, the world's largest retail trade association has begun to replicate its Youth Opportunities in Retail program model in 4 states. The manufacturing project led by the National Association for Manufacturers are in the process of infusing industry skill standards into the manufacturing curriculum at 12 high schools. Finally, the Information Technology Association of America has selected 30 national sites as Centers of Excellence. These sites represent a broad range of education partnerships that will identify and strengthen innovative approaches to increase work-based learning opportunities for students nationally.

The Departments are expecting to make similar industry specific awards in PY 98 and are particularly interested in applications that focus on high growth, high wage industries in communications, transportation, business/finance, and health services.

As a result of these current and future investments, including a more targeted approach to utilizing labor organizations, the Departments expect to significantly increase the number of workplaces offering STW activities and more specifically work-based learning opportunities for all learners. These strategic investments are necessary if the entire STW system is to be brought to scale and sustained.

Required Areas of Effort

The successful applicants will assume the lead responsibility to coordinate and provide technical support to build the capacity of their organization to engage in STW activities. Information regarding the following activities must be described in detail:

1. *A description of at least 15 ongoing STW activities in a minimum of 5 regional or local unions affiliated with the applicant.* These examples must be collaborative and include the education and business communities. They must encompass a broad continuum of STW activities that include mentoring, work-based learning, high academic standards and curriculum collaboration in high wage, high skill occupations. Applicants should describe how they will organize the task of identifying and selecting effective STW activities, how effectiveness will be assessed and how the critical common features of each will be identified to inform the development of a replicable framework. In addition, the applicant should describe how the information would be presented and disseminated to its membership and STW grantees.

2. *Develop a model framework for STW activities in a local union.* Based on identified STW practices from a sample of local unions described above, the Departments are interested in the development of a replicable framework that can be disseminated to the applicant's local affiliates. At minimum, the framework should include a description of STW activities, how these activities were developed and implemented and the key stakeholders necessary for development and sustainability of the effort. Collaboration with existing STW local partnerships, workforce development councils or private industry councils should be included in the framework. In addition, the Departments are looking for how these STW activities fit in to a seamless system of education for learners.

Post secondary education must be included in the design framework. Effectiveness of the activities presented and how the needs of diverse student populations are addressed are critical to the application.

3. *A strategic plan of how information will be disseminated to the applicant's membership, and the greater labor community.* Include what formats will be utilized to distribute the design framework and STW activities collected under #1. The successful applicant will also be expected to actively disseminate the design framework including targeted training sessions, electronic media, publications, conferences, workshops, and other related means. In addition, the applicant should describe the target audience and describe the products to be developed.

4. *A description of high skill, high wage opportunities available for learners that includes options for education beyond secondary school.* The successful applicant will provide detailed information concerning opportunities within their respective industries, including present trends and future forecasts and the salary range expected for occupations affected. In addition, the applicant shall describe the range of work based learning opportunities available to students. Include information concerning post secondary options for learners and examples of successful articulation agreements with post secondary institutions. This information should be designed for distribution to students.

IV. Application Process

Eligible Applicants

National labor organizations representing employees in high skill, high wage occupations that have the experience and the capacity to build STW systems nationally. These applicants must demonstrate the ability to enlist the support and active participation of employers and/or trade associations related to the industry sector. In addition, key STW stakeholders, such as representatives from the education and labor communities, community-based organizations, parents and other related organizations must be included. Potential applicants however, should note the Departments' priority in seeking a labor organization or consortium with a thorough knowledge of STW and experience working with key STW stakeholders.

In preparing the proposal, please use the following headings and respond to the information in each of the following categories.

1. *Project Description.* Summarize the scope of the project, outline how its activities will relate to the four required areas of activity as described in the previous section, and provide succinct and measurable project objectives.

2. *Operational Plan.* Provide a detailed work plan that includes a description of proposed activities matched to the objectives presented in the Project Description, with accompanying time lines and individuals responsible. Provide an organizational structure and clear management plan detailing the staff and organizational resources devoted to the project. The applicant should clearly and in detail show how the proposed work will address each of the activities that are described in the section entitled *Required Areas of Effort.* The time lines should indicate what activities and related results are anticipated for the 12-month funding period.

3. *Results.* The applicant should provide specific and quantifiable outcomes that are anticipated from the proposed plan of activities. In identifying outcomes, the offeror should also explain how it will collect data, document results and use these results to inform its ongoing work plan.

4. *Capability.* The applicant should demonstrate the capability of the organization or consortium and the key staff assigned to undertake the work plan, including examples of prior efforts that demonstrate accomplishment in developing, implementing, managing and evaluating STW related activities. The offeror should also show knowledge and experience in working with trade associations, employers or employer associations.

V. Application Submittal

Applicants must submit four (4) copies of their proposal, with original signatures. The applications shall be divided into two distinct parts: Part I—which contains Standard Form (SF) 424, Application for Federal Assistance,'' (Appendix A) and Budget Information Sheet,'' (Appendix B). All copies of the (SF) 424 MUST have original signatures of the legal entity applying for grant funding. Applicants shall indicate on the (SF) 424 the organization's IRS status, if applicable. According to the Lobbying Disclosure Act of 1995, Section 18, an organization described in Section 501(c)4 of the Internal Revenue Code of 1986 which engages in lobbying activities shall not be eligible for the receipt of federal funds constituting an award, grant, or loan. The Catalog of Federal Domestic Assistance number is 17.249. In addition, the budget shall include—on a separate page(s)—a detailed cost breakout of each line item on the Budget Information Sheet. Part II shall contain the program narrative that demonstrates the applicant's plan and capabilities in accordance with the evaluation criteria contained in this notice. Applicants MUST limit the program narrative section to no more than 30 double-spaced pages, on one side only. This includes any attachments. Applications that fail to meet the page limitation requirement will not be considered.

VI. Late Applications

Any application received after the exact date and time specified for receipt at the office designated in this notice will not be considered, unless it is received before awards are made and it—(a) was sent by 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 mailed/postmarked by the 15th of that month); or (b) was sent by the U.S. Postal Service Express Mail Next Day Service to addresses not later than 5:00 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. The term ''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.

VII. 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 4:00 P.M. (Eastern Time), on the closing date at the specified address.

TELEGRAPHED AND/FAXED APPLICATIONS WILL NOT BE HONORED. Failure to adhere to the above instructions will be a basis for a determination of nonresponsiveness. 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.

VIII. Funding Availability and Period of Performance

The Departments expect to make 2 to 3 awards with a total investment of approximately $900,000. The period of performance will be for 12 months from the date the grant is awarded. The Departments may at their option, provide additional funding for another 12 months depending upon fund availability and performance of the offeror.

Estimated Range of Awards. The Departments expect the total award amounts to range from approximately $250,000 to $450,000, for the total 12-month period.

IX. Review Process

A careful evaluation of applications will be made by a technical review panel who will evaluate the applications against the criteria listed below. The panel results are advisory in nature and not binding on the Grant Officer. The Government may elect to award the grant with or without discussions 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. Awards will be those in the best interest of the Government.

The criteria used to rate all proposals submitted are:

1. The extent to which the applicant outlines a clear and detailed plan of operation (40 points).

- Is the plan specific as to the activities proposed and how these activities will result in the identification of STW practices and the creation of a replicable design framework in local and regional union affiliates that represent workers in high skill, high wage occupations?
- Do the activities directly relate to the 4 areas of required effort?
- How will the proposed activities lead to sustainability of the federal investment to engage employers and unions in STW systems?
- Does the applicant describe strategies to provide opportunities for all students, including learners with disabilities?
- Does the applicant provide a detailed work plan including goals, objectives, timelines, person responsible and expected outcomes or products?
- Does the plan have clear numerical goals for increasing the number of local unions who will begin to be engaged in STW and for increasing the number of work-based learning positions for students?

2. The extent to which the applicant demonstrates the capability and capacity to meet the requirements of the solicitation (30 points).

- Does the applicant represent membership in high growth sectors of the economy?
- Does the industry sector represented by the applicant offer paid work-based learning opportunities for STW learners?
- Does the industry sector represented by the applicant offer high skill, high wage career opportunities for STW learners?
- Does the organization provide examples and documentation of prior related accomplishments in developing and implementing training initiatives for its membership?
- Does the applicant demonstrate the capacity to perform the range of required activities on a national scale including a comprehensive dissemination strategy that reaches the applicant's membership, key partners and the greater labor community?

3. The extent to which the applicant demonstrates the willingness and ability to engage and convene other organizations that are critical to the success of creating workbased learning opportunities for STW learners. (30 points)

- Does the applicant demonstrate a history of working with employers on workforce development and training programs for its membership?
- Does the applicant propose specific activities that are likely to result in strategic alliances with trade associations, education entities, employers and employer associations representing the specified industry?
- Does the applicant demonstrate a history of collaborating with a variety of partners at the national, state and community levels?
- Does the applicant present a strategy for informing STW grantees of its' activities and findings?

The grants will be awarded based on applicant response to the above mentioned criteria and that which is otherwise advantageous to the Departments.

X. Reporting Requirements

The Departments are interested in insuring that grantees share lessons learned and products developed. To facilitate exchange of information, the Departments may occasionally convene grantees for meetings of approximately one-day duration. Grantees will also be asked to submit periodic progress reports in a format to be determined and on a quarterly-basis. After awards are made, identification of STW activities and the design framework are to be submitted to the National School-to-Work Office for approval before commencing activities related to this proposal. Conference plans and all products including publications shall be submitted for review to the National School-to-Work Office to ensure alignment and collaboration with ongoing national activities.

Signed in Washington, D.C., this 22nd day of June, 1999.

Laura Cesario,

Grant Officer.

APPENDIX A: (SF)424—Application Form
APPENDIX B: Budget Information Form

BILLING CODE 4510–30–P

APPLICATION FOR FEDERAL ASSISTANCE

APPENDIX A

OMB Approval No. 0348-0043

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

1. TYPE OF SUBMISSION:
   - Application: ☐ Construction ☐ Non-Construction
   - Preapplication: ☐ Construction ☐ Non-Construction

5. APPLICANT INFORMATION

Legal Name:	Organizational Unit:
Address (give city, county, State and zip code):	Name and telephone number of the person to be contacted on matters involving this application (give area code):

6. EMPLOYER IDENTIFICATION NUMBER (EIN): ☐☐-☐☐☐☐☐☐☐

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

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

8. TYPE OF APPLICATION:
☐ New ☐ Continuation ☐ Revision

If Revision, enter appropriate letter(s) in box(es): ☐ ☐

A. Increase Award B. Decrease Award C. Increase Duration
D. Decrease Duration Other (specify):

____

9. NAME OF FEDERAL AGENCY:

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 17-249

TITLE:

11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:

12. AREAS AFFECTED BY PROJECT (cities, counties, States, etc.):

13. PROPOSED PROJECT:		14. CONGRESSIONAL DISTRICTS OF:	
Start Date	Ending Date	a. Applicant	b. Project

15. ESTIMATED FUNDING:

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

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

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

DATE ____________

b. NO. ☐ PROGRAM IS NOT COVERED BY E.O. 12372

☐ OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?

☐ Yes If "Yes," attach an explanation. ☐ No

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

a. Typed Name of Authorized Representative	b. Title	c. Telephone number
d. Signature of Authorized Representative		e. Date Signed

Previous Editions Not Usable

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

Authorized for Local Reproduction

INSTRUCTIONS FOR THE SF 424

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

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

PART II - BUDGET INFORMATION *APPENDIX B*

SECTION A - Budget Summary by Categories

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

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

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

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

INSTRUCTIONS FOR PART II - BUDGET INFORMATION

SECTION A - Budget Summary by Categories

1. Personnel: Show salaries to be paid for project personnel which you are required to provide with W2 forms.

2. Fringe Benefits: Indicate the rate and amount of fringe benefits.

3. Travel: Indicate the amount requested for staff travel. Include funds to cover at least one trip to Washington, DC for project director or designee.

4. Equipment: Indicate the cost of non-expendable personal property that has a useful life of more than one year with a per unit cost of $5,000 or more. Also include a detailed description of equipment to be purchased including price information.

5. Supplies: Include the cost of consumable supplies and materials to be used during the project period.

6. Contractual: Show the amount to be used for (1) procurement contracts (except those which belong on other lines such as supplies and equipment); and (2) sub-contracts/grants.

7. Other: Indicate all direct costs not clearly covered by lines 1 through 6 above, including consultants.

8. Total, Direct Costs: Add lines 1 through 7.

9. Indirect Costs: Indicate the rate and amount of indirect costs. Please include a copy of your negotiated Indirect Cost Agreement.

10. Training /Stipend Cost: (If allowable)

11. Total Federal funds Requested: Show total of lines 8 through 10.

SECTION B - Cost Sharing/Matching Summary

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

NOTE:

PLEASE INCLUDE A DETAILED COST ANALYSIS OF EACH LINE ITEM.

[FR Doc. 99–16226 Filed 6–24–99; 8:45 am]
BILLING CODE 4510–30–C