

Total annual costs (operating/maintaining systems or purchasing services): \$0.

Description: The CM-893, Certificate of Medical Necessity, is completed by the miner's doctor and is used by DCMWC to determine if the miner meets the specific impairment standards to qualify for durable medical equipment, home nursing care and/or pulmonary rehabilitation.

Ira L. Mills,

Departmental Clearance Officer.

[FR Doc. 99-22846 Filed 9-1-99; 8:45 am]

BILLING CODE 4510-27-M

DEPARTMENT OF LABOR

Employment and Training Administration

Job Training Partnership Act, Section 402 Migrant and Seasonal Farmworker Program and Workforce Investment Act, Sections 127 and 167 Migrant and Seasonal Farmworker Program

AGENCY: Employment and Training Administration.

ACTION: Notice of Availability of Funds and Solicitation for Grant Applications (SGA) for Migrant and Seasonal Farmworker (MSFW) Youth Program under the Workforce Investment Act (WIA).

SUMMARY: All information required to submit a grant application is contained in this announcement. The U.S. Department of Labor (the Department), Employment and Training Administration (ETA), announces the availability of funds as authorized in Section 127 (b)(1)(A)(iii) of the Workforce Investment Act, to provide MSFW youth workforce investment activities.

This notice provides the information and the process that eligible entities must use to apply for these MSFW youth funds and how grantees will be selected for the two-year designation period. It is anticipated that up to \$10,000,000 will be available for the first grant year (commencing during the month of November 1999) for funding approximately 12 to 20 projects covered by this Solicitation.

The Department intends to provide non-competitive funding for the succeeding one-year period (FY 2001) for grantees who perform satisfactorily during FY 2000, subject to availability of federal funds. In accordance with WIA Section 167(c)(4)(B), the Department will establish criteria for making a determination of satisfactory performance upon which to base the

non-competitive funding for the second one-year period. The Department will advise the grantees of its determination and will include the criteria to be used for determining satisfactory performance.

DATES: The closing date for receipt of proposals is October 15, 1999 at 4:00 p.m. (Eastern Time). 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 not be considered.

ADDRESSES: Applications must be mailed or hand-delivered to: Ms. Lorraine Saunders; U.S. Department of Labor; Employment and Training Administration; Division of Federal Assistance; 200 Constitution Avenue, N.W., Room S-4203; Washington, D.C. 20210. Reference: SGA/DFA-99-020.

FOR FURTHER INFORMATION CONTACT: Ms. Lorraine Saunders at (202) 219-8702, Ext. 145 (this is not a toll-free number).

Part I. Background

Introduction

The proposals solicited must consist of a two-year program strategy consisting of five sections covering the applicant's understanding of the problems of migrant and seasonal farmworker youth (Section 1); familiarity with the area to be served and capacity to work within the existing service environment (Section 2); description of planned program activities and services (Section 3); capacity to administer effectively a workforce investment program for MSFW youth (Section 4); and administrative and management capability (Section 5). The statement of programmatic experience must reflect the applicant's capacity to administer effectively a diversified program of workforce investment activities and related assistance (an employability development program under JTPA) for eligible migrant and seasonal farmworker youth.

For rating purposes, each section is assigned a range of possible points, and the sum of the maximum possible points for all five sections totals 100. The most heavily weighted section is Section 3 which covers the perceived effectiveness of the proposed MSFW youth workforce activities. The applicant's proposal for Section III should be a description of an operational plan that is appropriate to the conditions described by the proposer in Section 1.

Background

The purpose of WIA is to provide workforce investment activities, through statewide and local workforce investment systems, that increase the employment, employment retention, participant earnings, and increase occupational skill attainment by participants. As set forth in 20 CFR 669.600 (published at 64 Fed. Reg. 18750 (Apr. 15, 1999)), the purpose of the MSFW youth program is to provide an effective and comprehensive array of educational opportunities, employment skills, and life enhancement activities to at-risk and out-of-school MSFW youth that lead to success in school, economic stability and development into productive members of society.

WIA, Section 167, 29 U.S.C. 2912, and as defined in the Interim Final Regulations, provides for eligible entities, selected through a Federal competitive grants or contracts process, to deliver a diversified program of workforce investment activities, and related assistance to eligible migrant and seasonal farmworker youth who are members of families that suffer chronic seasonal unemployment and underemployment in the agriculture industry. Regulations promulgated by the Department to implement the provisions of Section 167 are set forth in 20 CFR Part 669 (published at 64 Fed. Reg. 18662, 18746 (Apr. 15, 1999)). These programs will:

- (1) Strengthen the ability of eligible farmworkers and their dependents to obtain or retain unsubsidized employment, or stabilize their unsubsidized employment; and
- (2) Provide related assistance and supportive services, integrated and coordinated with other appropriate services.

The portion of the regulations that specifically pertain to the MSFW youth program are set forth in Subpart E at 20 CFR 669.600 et. seq. (64 Fed. Reg. 18750 (Apr. 15, 1999)).

In addition, migrant and seasonal farmworker programs are subject to all applicable provisions of the Interim Final WIA Regulations, 29 CFR Parts 93 (New Restrictions on Lobbying), 96 (Audit Requirements), and 98 (Debarment, Suspension and Drug-free Workplace requirements) and the Department's nondiscrimination regulations implementing Section 188. Should the regulations at Part 669 conflict with regulations elsewhere in 20 CFR, the regulations at Part 669 will control. Further, should any instructions in this notice conflict with WIA Interim Final Rules, WIA regulations will control. Applicants

should consult and be familiar with WIA regulations at 20 CFR Parts 660 through 670.

Consultation With Governors and Local Boards

Executive Order No. 12372, "Intergovernmental Review of Federal Programs," and the implementing regulations at 29 CFR Part 17, are applicable to this program. Under these requirements, the applicant must provide a copy of the application for comment to the States that have established a consultation process under the Executive Order. Applications must be submitted to the State's Single Point of Contact (SPOC) no later than the deadline for submission of the application to the Department.

For States that have not established a consultative process under Executive Order No. 12372, and have established a State Workforce Investment Board (State Board), the State Board will be the SPOC. For WIA implementation purposes, this consultation process fulfills the requirement of WIA Section 167(e) concerning consultation with Governors and Local Boards. To strengthen the implementation of Executive Order No. 12372, the Department establishes the following time-frame for its treatment of comments from the State's SPOC on WIA Section 167 applications:

1. The SPOC must submit comments, if any, to the Department and to the applicant, no later than 30 days after the deadline date for submission of applications;
2. The applicant's response to the SPOC comments, if any, must be submitted to the Department no later than 15 days after the post-marked date of the comments from the SPOC;
3. The Department will notify the SPOC of its decision regarding the SPOC comments and applicant response; and
4. The Department will implement that decision within 10 days after it has notified the SPOC.

Eligible Applicants

To be eligible to operate MSFW youth programs an organization must have:

1. an understanding of the problems of migrant and seasonal farmworker youth;
2. a familiarity with the area to be served;
3. a demonstrated capacity to administer effectively a diversified workforce investment program for youth; and
4. an appropriate legal status to enter into a grant agreement with the U.S. Department of Labor (e.g. a private non-

profit corporation or a unit of State of local government).

To maximize available resources, applications are encouraged to form a consortia of organizations which individually or collectively meet the above criteria.

MSFW Youth Participant Eligibility

Eligible participants are the 14 to 21 year old farmworkers and children of migrant and seasonal farmworker parents (or guardians) as defined in Section 167(h) of the Workforce Investment Act and at 20 CFR Part 669.

Grant Duration and Period of Performance

The Department anticipates that grants will be funded for two one-year time periods—with funding in the second year contingent on satisfactory performance during the first year and the availability of funding in the second year. The period of performance for the first funding cycle is expected to commence during November 1999.

Part II. Application Process and Guidelines

Submission of the Grant Application Package

Applicants must submit an original and three (3) copies of the complete application package for review. Applications must be mailed no later than five (5) days prior to the closing date for the receipt of applications. However, if applications are hand-delivered, they must be received at the designated place by 4:00 p.m., Eastern Time on the closing date for receipt of applications. All overnight mail will be considered to be hand-delivered and must be received by the specified time and closing date. Telegraphed, faxed, and e-mailed proposals will not be honored. Applications that do not adhere to the above instructions will not be honored.

Late Applications

Any application received at the office designated in the solicitation after the exact time specified for receipt will not be considered unless it

- (a) Was sent by U.S. Postal Service registered or certified mail not later than the fifth calendar day before the closing date specified for receipt of applications (e.g. an offer submitted in response to a solicitation requiring a receipt of application by the 30th of January must have been mailed by the 25th); or
- (b) Was sent by U.S. Postal Service Express Mail Next Day Service—Post Office to Addressee, not later than 5 p.m. at the place of mailing two working days prior to the date specified for

receipt of application. The term "working days" excludes weekends and U.S. Federal holidays.

The only acceptable evidence to establish the date of a late application sent by U.S. Postal Service registered or certified mail is the U.S. postmark on the envelope or wrapper and on the original receipt from the U.S. Postal Service. Both postmarks must show a legible date or the proposal will be processed as if it had been mailed late. "Postmark" 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 applied or affixed by an employee of the U.S. Postal Service on the date of mailing. Therefore, applicants should request the postal clerk to place a legible hand cancellation "bull's eye" postmark on both the receipt and the envelope or wrapper.

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

Withdrawal of Applications

Applications may be withdrawn by written notice or telegram (including mailgram) received at any time before the award. 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 for the proposal.

Grant Application Package

The grant application package must consist of:

- (1) A Standard Form 424 (Application for Federal Assistance) found in OMB Circular A-102 and as an attachment to this Solicitation.
- (2) A Standard Form 424A (Budget) found in OMB Circular A-102 and as an attachment to this Solicitation. Costs in Section B (Budget Categories), Item 6 (Object Cost Categories) should be budgeted by Administrative, Program, and Total. Administrative costs are to be included in column (1), program costs in column (2), and the total cost in column (5). Administrative costs are

limited to 10 percent. *Budgets are required only for "Year 1" of the two-year designation period.*

(3) A certification, prepared within the last six months prior to the submission of this application, attesting to the adequacy of the entity's fiscal management and accounting systems to account for and safeguard Federal funds properly. The certification is to be obtained as follows:

(a) For incorporated organizations, a certification from a Certified Public Accountant, or

(b) For public agencies, a certification by its Chief Fiscal Officer;

(4) A statement describing the entity's legally constituted authority under which the organization functions. A nonprofit organization should submit a copy of its Charter or Articles of Incorporation, including proof of the organization's nonprofit status;

(5) A copy of the current indirect cost rate agreement issued by the cognizant federal agency, *if applicable*.

(6) The entity's application for grant funding as described below.

Format of the Grant Application

The grant application is limited to 50 numbered pages, double-spaced, using type no smaller than 12 point. The page number limitation does not include letters of support or the required attachments. Proposals may be fastened using a binder clip. Please do not use 3-ring binders, or otherwise bind your proposal package.

To ensure full consideration, the application must follow the numerical sequence of the Sections 1 through 6 as listed below, and must include a table of contents. All attachments are to be included in Section 6. Credit may not be afforded in instances where items are not addressed in the proper section.

Contents of the Grant Application

Section 1—An Understanding of the Problems of Migrant and Seasonal Farmworker Youth

An understanding of the problems of migrant and seasonal farmworker youth must be demonstrated through a comprehensive description and analysis of:

(A) the needs and problems of farmworker youth; and

(B) the demographic and socio-economic characteristics of migrant and seasonal farmworker youth in the service area. The description must include an explanation of how these characteristics compare with those of non-farmworker youth and why a youth program, specifically targeted to farmworker youth, would more

appropriately address the needs of farmworkers.

Specific Rating Criteria, Section 1 [0 to 15 points]—This factor rates the applicant's knowledge and analysis of the needs, problems, and demographic characteristics of the target group. Ratings are based on the degree to which the narrative is clear, concise, and demonstrates an in depth understanding of the MSFW youth population.

Section 2—A Familiarity with the Area to Be Served and Capacity to Work Within the Existing Service Environment

A familiarity with the area to be served and the capacity to work within the existing service environment is demonstrated through:

(A) The identification of the geographic boundary(ies) of the proposed service area(s)—including a map. A rationale should be provided, if the proposed service area(s) is(are) not contiguous.

(B) A description of the communities where migrant and seasonal farmworkers youth, who would be served by the proposed project, reside and or travel for work purposes. The description must include a discussion of educational, social, cultural, workforce and other relevant opportunities available for youth, and the degree to which these opportunities, if available, are appropriate for MSFW youth.

(C) A description of the relationship between the grant applicant and the JTPA Section 402/WIA Section 167 MSFW employment and training/workforce investment program sponsor(s). (If the applicant is not the current JTPA Section 402/WIA Section 167 MSFW employment and training/workforce investment program grantee in the proposed service area, describe the arrangements that have been or will be made to coordinate the delivery of services and avoid needless duplication of services.)

(D) A description of the status of the workforce investment system within the proposed service area. Describe what steps have or will be taken to coordinate the delivery of core services to MSFW youth.

(E) A description of available community programs and services that would complement the proposed program and the efforts that have been made to coordinate the delivery of services.

(F) An itemization of program linkages in a tabular format. The specific information sought is the name of the entity with whom a linkage has (or will be) established, the relationship

of the linkage entity to the applicant, the specific service to be provided by the linkage, and whether or not a letter documenting the linkage is provided as an attachment. Linkages listed here must be limited to only those which are relevant to the proposed program.

Specific Rating Criteria, Section 2 [0 to 15 points]—This factor rates the applicant's familiarity with the area and capacity to work within the existing service environment. Rates will consider factors such as reasonableness of the service area in terms of program scope and funds sought; applicant's ability to work within the service environment, as evidenced by the existence of appropriate and documented linkages—especially those related to other MSFW program efforts; and applicant's knowledge and integration of local resources into the program design.

Section 3—A Description of Planned Program Activities and Services

The description of planned program activities and services (Note: Any references to time frames should be cited as year 1 and/or year 2):

(A) Identifies the goal(s) of the proposed program.

(B) Provides a detailed description of the proposed program activities and services. This description should be provided in a way that illustrates the participant flow through the various phases of the proposed program. A flow chart must be included. The description and flow chart must, at a minimum, include:

(1) Outreach, intake, and eligibility determination; and

(2) Specific youth services:

(i) Tutoring, study skills training and instruction leading to secondary school completion, including dropout prevention strategies;

(ii) Alternative secondary school offerings;

(iii) Summer employment opportunities directly linked to academic and occupational learning;

(iv) Paid and unpaid work experiences, including internships and job shadowing;

(v) Occupational skills training;

(vi) Leadership development opportunities, which may include such activities as positive social behavior and soft skills, decision making, team work, and other activities;

(vii) Supportive services;

(viii) Adult mentoring for a duration of at least twelve (12) months, that may occur both during and after program participation;

(ix) Follow-up services; and

(x) Comprehensive guidance and counseling, including drug and alcohol

abuse counseling, as well as referrals to counseling, as appropriate to the needs of individual youth.

(C) Identifies the planned outcomes for youth served by the proposed program. Explain how the program goals and outcomes are related to and will address the problems of MSFW youth addressed in Section 1, including the following:

(1) A description of the involvement and participation of the parents/guardians of MSFW youth in the proposed program.

(2) A description of the plan to ensure that the provision of proposed services encourages the continued participation in school by MSFWs who have not completed the twelfth grade.

(D) Describes, in narrative form, the proposed program budget. The description should explain and justify the costs budgeted (year 1 only) to each Object Class Category (page 2, SF 424A, Section B). The description should also address how the budgeted costs support the proposed program activities and services and the staffing pattern.

(E) Description of the demographic and socio-economic characteristics of the MSFW youth who would most likely participate in the proposed program and how the program has been designed to address the needs of this population.

Specific Rating Criteria, Section 3 [0 to 40 points]—This factor rates the perceived effectiveness of the proposed MSFW youth workforce investment activities in addressing the stated farmworker problems addressed in Section 1; if proposed outcomes reflect proposed goals; the appropriateness of strategies for parental involvement and participation; and plans to ensure the continued school participation by enrolled MSFW youth who have not completed the twelfth grade. Additionally, up to 10 of the points associated with this rating criteria will be based on an assessment of the reasonableness of the budget in relation to the proposed program of activities and services and outcome to be achieved.

Section 4—A Capacity to Administer Effectively a Workforce Investment Program for MSFW Youth

The capacity to administer effectively a workforce development program for MSFW youth as evidenced by a description of:

(A) The mission/principle goals and objectives of the applicant organization.

(B) The applicant organization's experience providing services to youth, particularly MSFW youth.

(C) The programs operated by the applicant organization during the last two years, presented in tabular form.

For each entry, the table must include:

(1) Funding source (Name of Agency/Organization, Address, Telephone, and Contact Person);

(2) Program Information (Type of Program, Grant/Contract/Agreement Number, Principle Activities, Period of Performance and Funding Amount);

(3) Clientele (Number of participants served, percent of MSFW participant, percent of MSFW youth (age 14–21) served);

(4) Performance standards and outcomes achieved; and

(5) Outcomes achieved for farmworker youth (ages 14–21).

Specific Rating Criteria, Section 4 [0 to 20 points]—This factor rates an applicant's capacity to provide effectively workforce investment activities for MSFW youth based on the applicant's previous relevant program performance.

Section 5—Administrative and Management Capability

Administrative and management capability is demonstrated by:

(A) A chart depicting the overall organization structure of the proposed youth program. The chart must clearly show how the proposed program fits within the overall organizational structure. It must include both staffing patterns and office locations. In addition, the chart must show which parts of the proposed MSFW youth program structure are in place and which parts would be established if the proposal were funded.

(B) A description of the proposed implementation schedule which clearly shows exactly when the proposed program will be fully operational.

(C) A description of the administrative and program management processes which include the fiscal management systems and the program management systems (including management information system). Program management must address systems for participant tracking, follow-up, program monitoring and oversight, and the provision of training and technical assistance for staff who work directly with participants.

Specific Rating Criteria, Section 5 [0 to 10 points]—This factor rates the applicant's managerial experience and the potential for efficient and effective administration of the proposed program.

Section 6—Attachments

All attachments referenced in the proposal are to be included in this section of the proposal. The first page in

this section should itemize the included attachments.

Part III—Review Process of Grant Application

Panel Review

The Grant Officer will select potential grantees utilizing all information available to him/her. A review panel will rate each proposal using the specific criteria cited above. Panel results are advisory in nature and are not binding on the Grant Officer. The Grant Officer will give appropriate consideration to an entity in any service area for which the entity has been designated as a WIA section 167 MSFW program grantee (20 CFR 669.630). Further, the Grant Officer will make selections that promote a geographic distribution of funds where merited (20 CFR 669.650). The Grant Officer may, at his/her discretion, request an applicant to submit additional or clarifying information if deemed necessary to make a selection. However, selections may be made without further contact with the applicants.

Responsibility Review

Prior to awarding a grant to any applicant, the Department will conduct a responsibility review. The responsibility review is an analysis of available information and records to determine if an applicant has established a satisfactory history of accounting for Federal funds and property. The responsibility review is independent of the competitive process. Applicants failing to meet the requirements of this section may be disqualified for designation as a grantee, without respect to their standing in the competitive process. An applicant that is not selected as a result of the Grant Officer's responsibility review will be advised of its appeal rights. The responsibility tests that will be considered are presented in the WIA regulations at 20 CFR 667.170.

Notification of Non Selection

Any applicant that is not selected as a potential grantee, or that has its grant application denied in whole or in part by the Department for receipt of funds, will be notified in writing by the Grant Officer and will be advised of all appeal rights.

Notification of Selection

Applicants that are selected will be notified in writing by the Grant Officer. Formal designation as a grantee will be contingent on the successful negotiation of a grant agreement for the first year of operation.

Signed on this 26th day of August 1999.

E. Fred Tello,

Grant Officer, Department of Labor/ETA.

BILLING CODE 4510-30-P

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	Applicant Identifier
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 the person to be contacted on matters involving this application (give area code):	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): <div style="text-align: center;"> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> </div>		7. TYPE OF APPLICANT: (enter appropriate letter in box) <input type="text"/> <div style="display: flex; justify-content: space-between; font-size: small;"> <div> A. State B. County C. Municipa D. Township E. Interstate F. Intermunicipal G. Special District </div> <div> H. Independent School Dist. I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify): _____ </div> </div>	
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="text"/> <input type="text"/> <div style="display: flex; justify-content: space-between; font-size: small;"> <div> A. Increase Award D. Decrease Duration </div> <div> B. Decrease Award Other (specify): _____ </div> <div> C. Increase Duration </div> </div>		9. NAME OF FEDERAL AGENCY:	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: <div style="text-align: center;"> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> </div> 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:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal	\$.00	a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE _____	
b. Applicant	\$.00	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	
c. State	\$.00		
d. Local	\$.00		
e. Other	\$.00		
f. Program Income	\$.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> Yes If "Yes," attach an explanation. <input type="checkbox"/> No	
g. TOTAL	\$.00		
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 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) & 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 <u>only</u> 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 this 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 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. | | |

OMB Approval No. 0348-0044

BUDGET INFORMATION - Non-Construction Programs

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

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

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

Previous Edition Usable

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

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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.