ALABAMA WORKFORCE INVESTMENT SYSTEM

Office of Workforce Development
401 Adams Avenue
Post Office Box 5690
Montgomery, Alabama 36103-5690

April 15, 2005
GOVERNOR'S WORKFORCE DEVELOPMENT DIRECTIVE NO. PY2004-07, Change 1

SUBJECT: Federal Register/WIA-Grants for Workforce Investment Boards

1. Purpose. This provides notice of grant funding availability.

2. Discussion. The attached March 28, 2005, **Federal Register** transmits USDOL/ETA announcement of $5,000,000 available for grants to eligible Workforce Investment Boards (WIBs) that have demonstrated successfully the ability to form working partnerships with grassroots faith-based and community organizations (FBCOs). This grant will build upon successful ETA grants from program years (PY) 2001 to 2004 that focused on the use of intermediaries and WIBs to build partnerships between FBCOs and local One-Stop systems.

Each applicant WIB will identify up to three businesses or industry sectors to collaborate with the Board and FBCOs within the local One-Stop system to provide jobs for qualified employees from the identified geographic areas.

The closing date for applications under this announcement is May 4, 2005. Application information is explained in detail at Section IV of the attached SGA.

3. Action. Copies of this **Federal Register** notice are provided for informational and potential action purposes.

4. Contact. Questions regarding this information may be referred to Eric Luetkenhaus, Grant Officer, Division of Federal Assistance, at (202) 693-2705.

Steve Walkley, Division Director
Workforce Development Division

Attachment

Signed in Washington, DC, this 4th day of March 2005.

Elliott S. Kushner,

Certifying Officer, Division of Trade Adjustment Assistance.

[FR Doc. E5–1361 Filed 3–25–05; 8:45 am]

BILLING CODE 4510–30–P

DEPARTMENT OF LABOR

Employment and Training Administration

[TA–W–56,582]

TI Automotive, LLC, Normal, IL; Notice of Termination of Investigation

Pursuant to section 221 of the Trade Act of 1974, as amended, an investigation was initiated on February 16, 2005, in response to a petition filed by a company official on behalf of workers at TI Automotive, LLC, Normal, Illinois.

The petitioner has requested that the petition be withdrawn. Consequently, the investigation has been terminated.

Signed in Washington, DC this 9th day of March, 2005.

Elliott S. Kushner

Certifying Officer, Division of Trade Adjustment Assistance.

[FR Doc. E5–1352 Filed 3–25–05; 8:45 am]

BILLING CODE 4510–30–P

DEPARTMENT OF LABOR

Employment and Training Administration

[TA–W–56,392]

Weyerhaeuser, Sweet Home, OR; Notice of Termination of Investigation

Pursuant to section 221 of the Trade Act of 1974, as amended, an investigation was initiated on January 25, 2005, in response to a worker petition filed by a company official on behalf of workers at Weyerhaeuser, Sweet Home, Oregon.

The petitioner has requested that the petition be withdrawn. Consequently, the investigation has been terminated.

Signed in Washington, DC, this 11th day of March, 2005.

Elliott S. Kushner,

Certifying Officer, Division of Trade Adjustment Assistance.

[FR Doc. E5–1348 Filed 3–25–05; 8:45 am]

BILLING CODE 4510–30–P

DEPARTMENT OF LABOR

Employment and Training Administration

[TA–W–56,692]

Wiremold/Legrand, Brooks Electronics, Philadelphia, PA; Notice of Termination of Investigation

Pursuant to section 221 of the Trade Act of 1974, as amended, an investigation was initiated on March 7, 2005, in response to a worker petition filed by a company official on behalf of workers at Wiremold/Legrand, Brooks Electronics, Philadelphia, Pennsylvania.

The petitioner has requested that the petition be withdrawn. Consequently, further investigation would serve no purpose and the investigation has been terminated.

Signed in Washington, DC, this 9th day of March, 2005.

Elliott S. Kushner,

Certifying Officer, Division of Trade Adjustment Assistance.

[FR Doc. E5–1354 Filed 3–25–05; 8:45 am]

BILLING CODE 4510–30–P

DEPARTMENT OF LABOR

Employment and Training Administration

Workforce Investment Act—Grants for Workforce Investment Boards

Announcement Type: New: Notice of solicitation for grant applications.

Funding Opportunity Number: SGA/DFA PY 04–04.

Catalog of Federal Domestic Assistance (CFDA) Number: 17.257.

Key Dates: Deadline for Application Receipt: May 4, 2005.

SUMMARY: The U.S. Department of Labor (USDOL), Employment and Training Administration (ETA), announces the availability up to $5 million for grants to eligible Workforce Investment Boards (WIBs) that have demonstrated successfully the ability to form working partnerships with grassroots faith-based and community organizations (FBCOs). Grassroots FBCOs may include faith-based and community organizations, minority-led or immigrant-led non-profit or community development organizations and/or other small non-profit organizations.

This grant will build upon successful ETA grants from program years (PY) 2001 to 2004 that focused on the use of intermediaries and WIBs to build partnerships between FBCOs and local One-Stop systems. The WIB will develop and implement an 18-month project to encourage the formation of long-term contractual and non-contractual partnerships with FBCOs that meet an unmet community need related to hard-to-serve populations (*e.g.*, ex-offenders, limited-English, welfare-to work, etc.).

This investment supports and complements the President's High-Growth Job Training Initiative. The foundation of this initiative is the creation of partnerships to work collaboratively in the development of solutions to the human resource challenges facing our growth industries, while developing maximum access for American workers to gain the competencies they need to obtain good jobs. These partnerships include the public workforce system, business and industry, education and training providers and economic development principals. ETA is investing in demonstration projects in twelve high growth/high demand sectors that include advanced manufacturing, automotive services, biotechnology, construction, energy, financial services, geospatial technology, healthcare, hospitality, information technology (IT) & IT business-related services, retail, and transportation. This solicitation is designed to extend the partnership invitation to FBCOs through the direct involvement of our nation's Workforce Investment Boards.

This grant also complements ETA's ongoing sectoral employment research and evaluations—*i.e.*, identifying workforce needs and opportunities within a local or regional industry or cross-industry occupational group while retaining a focus on economic performance and competitiveness. FBCOs can discharge a significant community role in assisting Boards by bringing new entrants to the job market that can be trained and equipped to meet emerging and evolving industry needs. Each applicant Board will identify up to three businesses or industry sectors to collaborate with the Board and FBCOs within the local One-Stop system to provide jobs for qualified employees from the identified geographic areas.

DATES: The closing date for receipt of applications under this announcement is May 4, 2005. Applications must be received at the address below no later than 5 p.m. (eastern time). Application and submission information is explained in detail in section IV of this SGA.

Authorities: These grants are made under the following authorities:

- The Workforce Investment Act of 1998 (WIA or the Act) (Pub. L. 105–220, 29 U.S.C. 2801 *et seq.*)

- The WIA Final Rule, 20 CFR parts 652, 660–671 (65 FR 49294) (August 11, 2000);
- Executive Order 13198; ''Rallying the Armies of Compassion''
- Training and Employment Guidance Letter 17–01 (''Incorporating and Utilizing Grassroots, Community-Based Organizations Including Faith-Based Organizations in Workforce Investment Activities and Programs'')
- Executive Order 13279; ''Equal Protection of the Laws for Faith-Based and Community Organizations.''

SUPPLEMENTARY INFORMATION:

I. Funding Opportunity Description

1. Overview of ETA and CFBCI Initiatives

DOL CFBCI works to remove administrative and regulatory barriers that would prevent FBCOs from competing equally for federal dollars. In addition, CFBCI develops innovative programs to foster partnerships between DOL-funded programs and FBCOs. CFBCI educates organizations about local opportunities to collaborate with the workforce development system and about opportunities to participate in national grant programs. CFBCI also works with local government officials and administrators to integrate FBCOs into the strategic planning and service delivery processes of local Workforce Investment Boards.

Since 2001, CFBCI has worked with ETA to provide $29.6 million in grants to assist states, intermediary organizations, workforce investment boards, and grassroots groups in creating partnerships between FBCOs and the One-Stop Career Center System. In addition to grants, CFBCI has undertaken technical assistance activities that are designed to help FBCOs access and partner with the $15 billion state and local workforce development system. Begun in Memphis, Tennessee, and Milwaukee, Wisconsin, the Touching Lives and Communities Pilot Program provided in-depth technical assistance to local alliances of FBCOs, elected officials and workforce development boards to remove barriers and foster partnerships at the local level. The report on this effort, *Experiences from the Field: Fostering Workforce Development Partnerships with Faith-Based and Community Organizations,* serves as the basis for a nation-wide effort to encourage partnerships between FBCOs and Workforce Investment Boards called the Touching Lives and Communities Technical Assistance Program (TLC–TAP). Additionally, CFBCI produced *Bridging the Gap: Meeting the Challenges of Universal Access Through Faith-Based and Community Partnerships,* which highlights strategies by 2002 state and intermediary grantees to help job seekers access services through grassroots FBCO's. CFBCI also has created *Empowering New Partnerships: Faith-Based and Community Initiatives in the Workforce System,* which provides an overview of basic strategies for engaging grassroots organizations in the workforce system.

Through TLC–TAP, CFBCI and ETA are creating a peer-to-peer learning network, publishing tool kits and other resource materials, and hosting national conference calls on topics related to the initiative. For more resources, please visit the CFBCI Web site, *http://www.dol.gov/cfbci* as well as the TLC–TAP Web site, *http://www.dol-tlc.org.*

2. Project Objectives

The grantee(s) will implement, in partnership with USDOL, a project that will:

- Serve a targeted area(s)/census tract(s) that has a high poverty rate. The grantee may focus on a specific population within that area (*e.g.* ex-offenders, youth, people with disabilities, people who are victims of violent and domestic crime, people with limited English proficiency, homeless veterans, etc.);
- Serve targeted industries and employers by helping them find employees in the targeted area(s) or increase wages and job responsibilities for employees from the targeted area(s);
- Build relationships among the One-Stop Career Center staff, WIB, businesses, and grassroots FBCOs within the targeted area and community at large in order to increase referrals and the effectiveness of referrals among organizations;
- Help targeted individuals prepare for, sustain or advance in employment by funding grassroots FBCOs in the targeted area(s) and increasing their collaboration with the One-Stop Career Center system;
- Build the performance and administrative capabilities of FBCOs to deliver programs, administer funding, collect performance data, and identify potential One-Stop Career Center contracting opportunities; and
- Measurably increase the performance of One-Stop Career Centers with the targeted population through developing sustainable relationships with FBCOs.

In order to accomplish this, WIBs must obtain commitments from up to three businesses/business associations, use statistical data to identify a specific area(s)/census tract(s) to serve, demonstrate that area's need, conduct outreach and create/maintain a resource directory of grassroots FBCOs in targeted area (this may involve increasing existing resource directory), and subaward 70 percent of the funding to grassroots, non-profit FBCOs.

Through this grant investment of $5 million, the Department intends to help approximately 2,000 people obtain or advance in employment.

II. Award Information

1. Funding Availability and Period of Performance

ETA has identified $5 million from the FY 2005 appropriation for One Stop/America's Labor Market Information System. ETA expects to award approximately 10 to 20 grants based on the rating of applications and other factors, which may include urban/rural and geographical balance. The grant amount for each WIB is expected to range between $300,000 and $500,000. The period of performance will be 18 months from the date of execution by the Department.

2. Anticipated Announcement and Award Dates

Announcement of this award is expected to occur by July 1, 2005.

III. Eligibility Information

1. Eligible Applicants

Workforce Investment Boards (WIB) from all geographic areas are eligible to apply for these funds including:

- The state Workforce Investment Board (in states that contain only one WIB);
- A local Workforce Investment Board; or
- Consortia of local (including rural) Workforce Investment Boards.

2. Cost Sharing or Matching

This solicitation does not require grantees to share costs or provide matching funds.

3. Other Eligibility Requirements

Veterans Priority: In addition, this program is subject to the provisions of the ''Jobs for Veterans Act'', Pub. L. 107–288, which provides priority of services to veterans and in some cases their spouses in all Department of Labor funded job training programs. Please note that, to obtain priority of service, a veteran or spouse must meet the program's eligibility requirements. The directive providing policy guidance on veterans' priority is available at *http://www.doleta.gov/programs/VETs/.*

IV. Application and Submission Information

1. Address To Request Application Package

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

2. Content and Form of Application Submission

Applicants must submit an original signed application and three hard copies. The proposal consists of two (2) separate and distinct parts, Part I and II. Both parts must be included in a complete application. Applications that fail to adhere to the instructions in this section will be considered non-responsive and will not be considered.

Part I of the proposal is the Financial Proposal and must include the following two items:

- The Standard Form (SF) 424, ''Application for Federal Assistance'' (Appendix A) (available at *http://www.whitehouse.gov/omb/grants/sf424.pdf.*) Upon confirmation of an award, the individual signing the SF–424 on behalf of the applicant shall represent the responsible entity. All applications for Federal grant and funding opportunities are required to have a Dun and Bradstreet (DUNS) number. See OMB Notice of Final Policy Issuance, 68 FR 38402 (June 27, 2003). Applicants must supply their DUNS number in item #5 of the SF–424 (Rev. 9–2003). The DUNS number is easy to obtain and there is no charge. To obtain a DUNS number, access *http://www.dunandbradstreet.com* or call 1–866–705–5711.
- The Budget Information Form SF 424A (Appendix B) (available at *http://www.whitehouse.gov/omb/grants/sf424a.pdf.*) In addition to preparing the Budget Information form, the applicant must provide a concise narrative explanation to support the request.

Part II of the application is the Technical Proposal, which demonstrates the applicant's capabilities to plan and implement a demonstration project in accordance with the provisions of this solicitation. The Technical Proposal is limited to ten (10) double-spaced single-sided, 8.5 inch x 11 inch pages with 12 point text font and one-inch margins.

The only attachments permitted will be the following.

- Commitments from the identified businesses or business associations.
- A letter of endorsement from the state workforce agency and from an elected official who has appointment authority for the WIB.
- A timeline for the tasks and activities beginning July 1, 2005.

The attachments will not count against the allowable maximum page totals. No cost data or reference to prices should be included in the Technical Proposal.

3. Submission Dates and Times

The closing date for receipt of applications under this announcement is May 4, 2005. Applications must be received at the address below no later than 5 p.m. (eastern time). Applications sent by e-mail, telegram, or facsimile (fax) will not be accepted. Applications that do not meet the conditions set forth in this notice will not be honored. No exceptions to the mailing and delivery requirements set forth in this notice will be granted.

Mailed applications must be addressed to the U.S. Department of Labor, Employment and Training Administration, Division of Federal Assistance, Attention: Eric Luetkenhaus, Reference SGA/DFA PY04–04, 200 Constitution Avenue, NW., Room N–4438, Washington, DC 20210. Applicants are advised that mail delivery in the Washington area may be delayed due to mail decontamination procedures. Hand delivered proposals will be received at the above address. All overnight mail will be considered to be hand-delivered and must be received at the designated place by the specified closing date.

Applicants may apply online at *http://www.grants.gov*. Any application received after the deadline will not be accepted. For applicants submitting electronic applications via Grants.gov, it is strongly recommended that you immediately initiate and complete the ''Get Started'' steps to register with Grants.gov at *http://www.grants.gov/GetStarted*. These steps will probably take multiple days to complete which should be factored into your plans for electronic application submission in order to avoid facing unexpected delays that could result in the rejection of your application.

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 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 required to be received by the 20th of the month must be post marked by the 15th of that month) or (b) was sent by U.S. Postal Service Express Mail or Online to addressee not later than 5 p.m. at the place of mailing or electronic submission one working day prior to the date specified for receipt of applications. It is highly recommended that online submissions be completed one working day prior to the date specified for receipt of applications to ensure that the applicant still has the option to submit by U.S. Postal Service Express Mail in the event of any electronic submission problems. ''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. Therefore, applicants should request the postal clerk to place a legible hand cancellation ''bull's eye'' postmark on both the receipt and the package. Failure to adhere to the above instructions will be a basis for a determination of nonresponsiveness.

4. Funding Restrictions

The WIB must award at least 70 percent of the funding through subawards to eligible grassroots FBCOs. For purposes of this announcement, eligible grassroots FBCOs must be non-profits, which:

- Have social services as a major part of their mission;
- Are headquartered in the local community to which they provide these services;
- (a) have a social services budget of $350,000 or less, or (b) have six or fewer full-time equivalent employees.

With its remaining 30 percent of grant funds, the WIB may choose also to contract with a non-profit intermediary organization or hire staff members from the targeted community who will be able to help the WIB conduct outreach to grassroots organizations and provide technical assistance to the subawardees.

Neutral, non-religious criteria that neither favor nor disfavor religion will be employed in the selection of grant recipients and must be employed by grantees in the selection of sub-recipients.

Additionally, the government is prohibited from providing direct financial assistance for inherently religious activity*. Therefore, as a general rule, subawards may not be used for religious instruction, worship, prayer, proselytizing or other inherently religious activities and participation in such activities must be voluntary. (If, however, an organization receives financial assistance as a result of the choice of a beneficiary, such as through a voucher, the organization may

integrate religion throughout its program.)

*In this context, the term financial assistance that is provided directly by a government entity or an intermediate organization, as opposed to financial assistance that an organization receives as the result of the genuine and independent private choice of a beneficiary. In other contexts, the term 'direct' financial assistance may be used to refer to financial assistance that an organization receives directly from the Federal government (also known as ''discretionary'' assistance), as opposed to assistance that it receives from a State or Local government (also known as ''indirect'' or ''block'' grant assistance). The term ''direct'' has the former meaning throughout this SGA.

Administrative Costs. The primary use of the grant funds should be used to support the actual project. Therefore, applicants receiving grant funds under this solicitation may not use more than 10 percent of the amount of the grant for administrative costs associated with the project. Administrative costs are defined at 20 CFR 667.220.

5. Other Submission Requirements

Withdrawal of Applications. Applications may be withdrawn by written notice or telegram (including mailgram) 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 identify is made known and the representative signs a receipt for the proposal.

V. Application Review Information

1. Rating Criteria

This section identifies what should be included in the technical proposal narrative and describes the criteria that will be used to evaluate the proposals.

A. Technical Approach (Description of the Proposed Plan and Activities of WIB and Its Subawardees)—50 Points

This section of the narrative provides the applicant's strategy for creating new sustainable, financial and non-financial relationships with grassroots FBCOs and other partners that help individuals in targeted area(s) transition to industries/ careers that are in demand locally and can offer strong career opportunities. This section of the narrative must describe the specific needs of the population in the targeted area(s) that the WIB and grassroots FBCO partnerships will address. This population may include: low-income working individuals, individuals transitioning from public assistance, individuals with disabilities, victims of crime, ex-offenders, individuals with Limited English Proficiency, homeless veterans and other hard-to-serve populations.

The WIB must award at least 70 percent of total funds through subawards to grassroots FBCOs that can help the WIB meet the unmet community need. The WIB may work with non-profit intermediary organizations and/or hire staff that has strong relationships with grassroots FBCOs from the remaining 30 percent of its grant funds. The proposal's narrative must demonstrate the following.

- Define target area(s) (census tract(s)) and explain why this area needs the services provided through the grant.
- Describe strategy for conducting outreach to FBCOs and documenting existing FBCO programs, key organizations, and services in the identified area(s) that help hard-to-serve individuals prepare for and sustain employment. Include plans for creating a resource directory and/or maintaining non-financial partnerships non-subawardee FBCOs. If applicable, include how your WIB will work with intermediary organizations that have existing networks of grassroots FBCOs and/or how the WIB will hire staff familiar with that neighborhood.
- Identify up to three businesses or business sectors to collaborate with the WIB, One-Stop Career Center System, FBCOs, and other partners; provide jobs with long-term career opportunities; and hire qualified employees from the identified disadvantaged area(s). The proposal must include letters of commitment from those businesses as attachments. Businesses may include corporations or small-medium sized businesses, which are independently owned and operated and not dominant in their field of operation.
- Describe the methodology to be used for competitively selecting grassroots FBCO subawardees within the first two quarters of the grant period. Include plans for how the WIB will train those eligible organizations to apply for a subaward and ensure that those organizations understand the Establishment clause and other guidelines for using federal dollars and implementing programs.
- Describe the resources and services the WIB will solicit from the subawardees to help individuals prepare for, enter, and advance in employment. Resources and services can include satellite One-Stop locations in the FBCO facility, life skills, mentoring, adult literacy, employability skill training, on-the-job training, incumbent worker training, and customized training. Description may include if applicable how the FBCO will be used for training individuals for the specified businesses/occupations.
- Describe how responsibilities for grant program will be structured including responsibilities of WIB staff, One-Stop Career Center staff and new hires from the intermediary organization or representatives from the targeted community. Include a description of who will be responsible for providing technical assistance to the subawardees and who will be responsible for maintaining relationships with the subawardees.
- Submit a timeline for the tasks and activities beginning July 1, 2005.

Scoring of this criterion will be based on the following.

- The applicant has clearly defined an area(s) and demonstrated the need of targeted populations/ in targeted area. (5 Points)
- The businesses engaged through this grant will provide career ladders for individuals to be served and the letters of commitment are attached. (5 Points)
- The applicant has demonstrated that the WIB/One-Stop Career Center will create effective partnerships with FBCOs in targeted areas. The applicant has demonstrated that it will effectively conduct outreach, build relationships, collect performance data, and provide technical assistance to both funded and non-funded grassroots organizations, including faith-based organizations, congregations, minority or immigrant-led community development organizations, and other non-profits. To receive any of the points for this part of the criterion, an applicant must demonstrate that 70 percent of its grant award will be used for subawards to grassroots FBCOs. (25 Points)
- The methodology for subawards is achievable within the first two quarters of the grant. (5 Points)
- The timeline and narrative demonstrate that the service delivery strategy (services being subawarded) and relationships between the FBCOs and the Workforce system is an appropriate and achievable way to transition people from the targeted area(s) into employment. (10 Points)

B. Past Performance—10 Points

This section of the narrative must describe how the WIB has demonstrated successfully in the past and the ability to form working partnerships with FBCOs and other partners. The narrative must include the following.

- Describe any current relationships, formal (through MOUs) and informal, with FBCOs. Describe interactions with FBCOs both in terms of financial (training and placement) and non-financial (shared spaces and referrals).

• Describe relevant history of the WIB in working with small organizations. Include past experience in developing technical assistance and developing other organizations' capabilities for social service delivery, competing for grants, managing grants, and conducting information campaigns.

• Identify any current barriers that exist that have prevented financial partnerships and non-financial partnership between grassroots FBCOs in targeted area and the One-Stop system or the Workforce Investment Board. Please describe what actions will be taken to address or remove those barriers in order to allow for sustainable partnerships. In the program plan, describe the strategy for including FBCOs in leadership and strategic planning roles in the WIB during and after the life of the grant.

• Describe the recent history of the WIB in working with specific businesses or business sectors to provide employment opportunities for qualified individuals.

Scoring of this criterion will be based on the following.

• The Department will evaluate the narrative based upon the WIB's ability to identify and plan to address barriers to partnership as well as the record of achievement/commitment in bridging any gaps with non-traditional grassroots partners independent of grant money. (10 Points)

C. Sustainability—10 Points

The narrative must describe how the WIB will address issues of sustainability past the life of the DOL grant.

• Describe how the project will be integrated with other WIB initiatives and how the WIB will demonstrate plans for sustainability after the DOL funding ends. Description can include commitments of other resources either within the WIB (*e.g.*, through training dollars, WIB staff committed to the project, in-kind support, outreach plans, surplus computer hardware and software, etc.) or through an outside source (*e.g.*, private partners, foundation, etc).

• Describe efforts, if any, to encourage the leveraging of state funds to support the project.

• Describe, if any, WIB plans to supplement this grant funding with funds from other grant allocations.

Scoring of this criterion will be based on the following.

• Based on the level of current commitments to FBCOs or FBCO-related projects. (4 Points)

• The ability for the applicant to demonstrate that the project has the potential to have a long-term impact on the targeted community and seems to be grounded in a long-term commitment by the WIB to build relationships with FBCOs. (6 Points)

D. Evaluation and Technical Assistance—30 Points

The narrative must define specifically how the WIB will determine the grant's success based on USDOL guidelines. The narrative must include how the WIB plans to contribute proportionately to the broad goals of the grant investment of helping 2,000 individuals obtain or advance employment (approximately 200 individuals per WIB). The narrative must include the following.

• Define the measurable outcomes and other goals for both the WIB and its subawardees in executing the proposed tasks and activities. In addition to any goals the WIB defines, the WIB must include goals for how many individuals will be served; how many will enter employment; be retained over a six month period; and have an increase in wages through this grant investment. WIB is free to develop additional goals as appropriate to the project.

• Describe the methodology for how the WIB will train the subawardees to track and report outputs, outcomes and demographics for those assisted under the subawards and what responsibilities for tracking will be shared by the One-Stop Career Centers.

• Define how the WIB will provide technical assistance and demonstrate how it will determine its overall success in improving the posture of the subawardees in increasing their performance and administrative capabilities to remain active in local workforce development and compete for future funding opportunities.

Scoring of this criterion will be based on the following.

• The number of individuals the WIB plans to serve is appropriate and achievable within the grant period and represents an effective use of this financial investment. The narrative describes how the WIB's efforts will contribute to the overall goal of helping 2,000 individuals obtain or advance in employment through this investment. The number the WIB is transitioning/helping advance into employment should be proportional to the amount of money requested. (10 Points)

• The WIB's ability to demonstrate that its technical assistance will ensure that the subawardees have an increased performance, administrative capacity and ability to compete for additional funding opportunities. (8 Points).

• The methodology for working with the subawardees to ensure program success, and effectively track and report outputs, outcomes and demographics is achievable and measurable. (12 Points)

2. Review and Selection Process

A technical review panel will make a careful evaluation of applications against the rating criteria. The review panel recommendations are advisory. The ETA Grant Officer will fully consider the panel recommendations and take into account geographic balance to ensure the most advantageous award of these funds to accomplish the system-building purposes outlined in this SGA. The grant officer may consider any information that comes to his or her attention. The grant officer reserves the right to award without negotiations. Should a grant be awarded without negotiations, the award will be based on the applicant's signature which constitutes a binding offer.

VI. Award Administration Information

1. Award Notices

All award notifications will be posted on the USDOL–ETA homepage at *http://www.doleta.gov*

2. Administrative and National Policy Requirements

All grantees, including faith-based organizations will be subject to all applicable Federal laws (including provisions in appropriations law), regulations, and the applicable Office of Management and Budget (OMB) Circulars. The applicants selected under the SGA will be subject to the following administrative standards and provisions, if applicable.

a. Workforce Investment Boards—20 Code of Federal Regulations (CFR) Part 667.220 (Administrative Costs).

b. Non-Profit Organizations—Office of Management and Budget (OMB) Circulars A–122 (Cost Principles) and 29 CFR Part 95 (Administrative Requirements).

c. Educational Institutions—OMB Circulars A–21 (Cost Principles) and 29 CFR Part 95 (Administrative Requirements).

d. State and Local Governments—OMB Circulars A–87 (Cost Principles) and 29 CFR Part 97 (Administrative Requirements).

e. Profit Making Commercial Firms—Federal Acquisition Regulation (FAR)—48 CFR Part 31 (Cost Principles), and 29 CFR Part 95 (Administrative Requirements).

f. All entities must comply with 29 CFR Parts 93 and 98, and, where applicable, 29 CFR Parts 96 and 99.

g. In accordance with Section 18 of the Lobbying Disclosure Act of 1995,

Pub. L. 104–65 (2 U.S.C. 1611) non-profit entities incorporated under Internal Revenue Code section 501(c)(4) that engage in lobbying activities will not be eligible for the receipt of Federal funds and grants.

Note: Except as specifically provided in this Notice, USDOL–ETA's acceptance of a proposal and an award of Federal funds to sponsor any program(s) does not provide a waiver of any grant requirements and/or procedures. For example, the OMB Circulars require that an entity's procurement procedures must ensure that all procurement transactions are conducted, as much as practical, to provide open and free competition. If a proposal identifies a specific entity to provide services, the USDOL–ETA's award does not provide the justification or basis to sole-source the procurement, *i.e.*, avoid competition, unless the activity is regarded as the primary work of an official partner to the application.

3. Reporting Requirements

The grantee is required to provide the reports and documents listed below:

Quarterly Financial Reports. A Quarterly Financial Status Report (SF–269) is required until such time as all funds have been expended or the period of availability has expired. Quarterly reports are due 30 days after the end of each calendar year quarter. Grantee must use ETA's On-line Electronic Reporting System.

Progress Reports. The grantee must submit a quarterly financial and narrative progress report to the Federal Project Officer within 30 days following each quarter. Copies are to be submitted electronically providing a detailed account of activities undertaken during that quarter. Reports must include the following information for the WIB and their subawardees.

- The number of participants served per quarter (new and active), noting the specific services the grantee is providing in this project.
- The number of One-Stop Career Center clients referred to the subawardee.
- Number of subawardee participants referred to the One-Stop.
- The total number of volunteer hours committed to the grant program.
- Number of participants placed in post-secondary education or advanced training.
- Number of participants placed in a job.
- Average hourly wages at the time of job placement.
- Of the participants placed in a job since the beginning of the grant, how many were continuously employed for 6 months.
- Of the participants placed in a job since the beginning of the grant, how many were re-employed in the last 6 months.
- List other goals submitted with the grant application or additional goals developed for the program.
- List demographic Information.

VII. Agency Contacts

Any questions regarding this SGA should be *faxed* to Eric Luetkenhaus, Grant Officer, Division of Federal Assistance, fax number (202) 693–2705. (This is not a toll-free number.) You must specifically address your fax to the attention of Eric Luetkenhaus and should include SGA/DFA PY–04–04, a contact name, fax and phone number.

FOR FURTHER INFORMATION CONTACT: Eric Luetkenhaus, Grant Officer, Division of Federal Assistance, on (202) 693–3109. (This is not a toll-free number.) This announcement is also being made available on the USDOL–ETA Web site at *http://www.doleta.gov/sga/sga.cfm* and *http://www.grants.gov.*

VIII. Other Information

The Department of Labor maintains a number of Web-based resources that may be of assistance to applicants. The Web page for the Department's Center for Faith-Based & Community Initiatives (*http://www.dol.gov/cfbci*) is a valuable source of background on this initiative. Training and Employment Notice (T.E.N.) 15–03 (*wdr.doleta.gov/directives/attach/TEN15–03.html*) includes information about promising practices for engaging faith-based and community organizations in the workforce system based on successful grantees from PY 2002. America's Service Locator (*http://www.servicelocator.org*) provides a directory of our nation's One-Stop Career Centers. The DOL Employment and Training Administration has a Web page (*http://www.doleta.gov/regions*), which contains contact information for the State and local Workforce Investment boards. Applicants are encouraged to review ''Understanding the Department of Labor Solicitation for Grant Applications and How to Write an Effective Proposal'' (*www/dol.gov/cfbci/sgabrochure.htm*). For a basic understanding of the grants process and basic responsibilities of receiving Federal grant support, please see ''Guidance for Faith-Based and Community Organizations on Partnering with the Federal Government'' (*http://www.fbci.gov*).

Signed at Washington, DC, this 22nd day of March, 2005.

Eric D. Luetkenhaus,

Grant Officer, Employment and Training Administration.

Appendix A: SF–424 Application for Federal Assistance

Appendix B: SF–424A Budget Information Form

Appendix C: OMB Survey N. 1890–0014: Survey on Ensuring Equal Opportunity for Applicants

APPLICATION FOR FEDERAL ASSISTANCE

Version 7/03

1. TYPE OF SUBMISSION: Application: ☐ **Construction** ☐ **Non-Construction**; Pre-application: ☐ **Construction** ☐ **Non-Construction**		**2. DATE SUBMITTED**	Applicant Identifier
		3. DATE RECEIVED BY STATE	State Application Identifier
		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier

5. APPLICANT INFORMATION

Legal Name:		**Organizational Unit:**	
		Department:	
Organizational DUNS:		Division:	
Address:		**Name and telephone number of person to be contacted on matters involving this application (give area code)**	
Street:		Prefix:	First Name:
City:		Middle Name	
County:		Last Name	
State:	Zip Code	Suffix:	
Country:		Email:	
6. EMPLOYER IDENTIFICATION NUMBER *(EIN)*: ☐☐-☐☐☐☐☐☐☐		Phone Number (give area code)	Fax Number (give area code)

8. TYPE OF APPLICATION: ☐ **New** ☐ **Continuation** ☐ **Revision** If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) ☐ ☐ Other (specify)	**7. TYPE OF APPLICANT:** (See back of form for Application Types) Other (specify) **9. NAME OF FEDERAL AGENCY:**
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: ☐☐-☐☐☐ TITLE (Name of Program):	**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	
c. State	$ .00	
d. Local	$ .00	b. No. ☐ PROGRAM IS NOT COVERED BY E. O. 12372
e. Other	$ .00	☐ OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW
f. Program Income	$ .00	**17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?**
g. TOTAL	$ .00	☐ 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. Authorized Representative		
Prefix	First Name	Middle Name
Last Name		Suffix
b. Title		c. Telephone Number (give area code)
d. Signature of Authorized Representative		e. Date Signed

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Standard Form 424 (Rev.9-2003)
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 face sheet for pre-applications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

Item:	Entry:	Item:	Entry:
1.	Select Type of Submission.	11.	Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.
2.	Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable).	12.	List only the largest political entities affected (e.g., State, counties, cities).
3.	State use only (if applicable).	13	Enter the proposed start date and end date of the project.
4.	Enter Date Received by Federal Agency Federal identifier number: If this application is a continuation or revision to an existing award, enter the present Federal Identifier number. If for a new project, leave blank.	14.	List the applicant's Congressional District and any District(s) affected by the program or project
5.	Enter legal name of applicant, name of primary organizational unit (including division, if applicable), which will undertake the assistance activity, enter the organization's DUNS number (received from Dun and Bradstreet), enter the complete address of the applicant (including country), and name, telephone number, e-mail and fax of the person to contact on matters related to this application.	15	Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15.
6.	Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.	16.	Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.
7.	Select the appropriate letter in the space provided. A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District H. Independent School District I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify) O. Not for Profit Organization	17.	This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.
8.	Select the type from the following list: • "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. If a revision enter the appropriate letter: A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration	18	To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)
9.	Name of Federal agency from which assistance is being requested with this application.		
10.	Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.		

BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.		$	$	$	$	$ 0.00
2.						0.00
3.						0.00
4.						0.00
5. Totals		$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total
	(1)	(2)	(3)	(4)	(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

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	$ 0.00	$ 0.00	$ 0.00

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	$ 0.00	$	$	$	$
14. Non-Federal	0.00				
15. TOTAL *(sum of lines 13 and 14)*	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 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	$ 0.00	$ 0.00	$ 0.00

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.

SURVEY ON ENSURING EQUAL OPPORTUNITY FOR APPLICANTS

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

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

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

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

Applicant's (Organization) Name: _____

Applicant's DUNS Number: _____

Grant Name: _____ **CFDA Number:** _____

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

   ☐ Yes ☐ No

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

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

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

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

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

   ☐ Yes ☐ No

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

   ☐ Yes ☐ No

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

   ☐ Yes ☐ No

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

   ☐ Yes ☐ No

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

   ☐ Yes ☐ No

Survey Instructions on Ensuring Equal Opportunity for Applicants

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

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

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

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

4. Self-identify.

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

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

7. Self-explanatory.

8. Self-explanatory.

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1890-0014. The time required to complete this information collection is estimated to average five (5) minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, Washington, D.C. 2202-4651.

If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Joyce I. Mays, Application Control Center, U.S. Department of Education, 7th and D Streets, SW, ROB-3, Room 3671, Washington, D.C. 20202-4725

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

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