U.S.C. 1158(b)(2)(A); 8 U.S.C. 1254a(c)(2)(B).

Is Late Initial Registration Possible?

In addition to timely re-registration, late initial registration is possible for some persons from Montserrat under 8 CFR 244.2(f)(2). Late initial registration applicants must meet the following requirements:

- Be a national of Montserrat (or an alien having no nationality who last habitually resided in Montserrat);
- Have been continuously physically present in the United States since August 28, 1997;
- Have continuously resided in the United States since August 22, 1997; and
- Be admissible as an immigrant, except as provided under section 244(c)(2)(A) of the Act, and not ineligible under section 244(c)(2)(B) of the Act.

Additionally, the applicant must be able to demonstrate that, during the initial registration period from August 28, 1997, through August 27, 1998, he or she:

- Was in valid nonimmigrant status, or had been granted voluntary departure status or any relief from removal;
- Had an application for change of status, adjustment of status, asylum, voluntary departure, or any relief from removal pending or subject to further review or appeal; or
- Was a parolee or has a pending request for reparole; or was the spouse or child of an alien currently eligible to be a TPS registrant.

8 CFR 244.2(f)(2).

An applicant for late initial registration must register no later than sixty (60) days from the expiration or termination of the qualifying status listed above. 8 CFR 244.2(g).

Does This Extension Allow Nationals of Montserrat (or Aliens Having No Nationality Who Last Habitually Resided in Montserrat) Who Entered the United States After August 28, 1997, To File for TPS?

No, this is a notice of an extension of the existing TPS designation for Montserrat, not a notice of redesignation of Montserrat under the TPS program. An extension of TPS does not change the required dates of continuous physical presence and residence in the United States, and it does not expand the TPS program to include nationals of Montserrat (or aliens having no nationality who last habitually resided in Montserrat) who arrived in the United States after the date of the initial designation (in this case, August 28, 1997) or the date designated for continuous residence (in this case, August 22, 1997).

Notice of Extension of Designation of Montserrat Under the TPS Program

By the authority vested in me as Attorney General under sections 244(b)(3)(A) and (C), and (b)(1) of the Act, I have consulted with the appropriate agencies of the government concerning whether the conditions under which Montserrat was initially designated for TPS continue to exist. As a result, I determine that the conditions for the initial designation of TPS for Montserrat continue to be met. 8 U.S.C. 1254a(b)(3)(A), (C), and (b)(1). Accordingly, I order as follows:

(1) The designation of Montserrat under section 244(b) of the Act is extended for an additional 12-month period from August 28, 2000, until August 27, 2001. 8 U.S.C. 1254a(b)(3)(C).

(2) I estimate that there are approximately 300 nationals of Montserrat (or aliens having no nationality who last habitually resided in Montserrat) who have been granted TPS and who are eligible for re-registration.

(3) In order to be eligible for TPS during the period from August 28, 2000, through August 27, 2001, a national of Montserrat (for alien having no nationality who last habitually resided in Montserrat) who received a grant of TPS (or has an application pending) during the initial period of designation from August 28, 1997, until August 27, 1998, must re-register for TPS by filing a new Application for Temporary Protected Status, Form I–821, along with an Application for Employment Authorization, Form I–765, within the 30-day period beginning October 2, 2000 and ending on November 1, 2000. Late re-registration will be allowed only for good cause pursuant to 8 CFR 244.17(c).

(4) Pursuant to section 244(b)(3)(A) of the Act, the Attorney General will review, at least 60 days before August 27, 2001, the designation of Montserrat under the TPS program to determine whether the conditions for designation continue to be met. 8 U.S.C. 1254a(b)(3)(A). Notice of that determination, including the reasons underlying it, will be published in the **Federal Register**.

(5) Information concerning the TPS program for nationals of Montserrat (or aliens having no nationality who last habitually resided in Montserrat) will be available at local INS offices upon publication of this notice and on the INS website at http://www.ins.usdoj.gov.

Dated: September 25, 2000.

Janet Reno,

Attorney General.

[FR Doc. 00–25250 Filed 9–29–00; 8:45 am]

BILLING CODE 4410–10–M

DEPARTMENT OF LABOR

Employment and Training Administration

Solicitation for Technical Assistance and Training Grants Employment and Training Administration, U.S. Department of Labor

ACTION: Notice of Solicitation for Grant Applications (SGA) for training and capacity building of case management system staff of grantees for the National Farmworkers Jobs Program (NFJP); Capacity Building of Service Delivery Staff.

SUMMARY: The U.S. Department of Labor (DOL), Employment and Training Administration (ETA) announces a Solicitation for Grant Applications (SGA) to create staff development opportunities for National Farmworkers Jobs Program grantees.

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

DATES: The closing date for receipt of applications for grant awards shall be October 31, 2000 by 4 p.m. eastern standard time. No exceptions to the mailing and hand-delivery conditions will be granted. Applications that do not meet the conditions set forth in this notice will not be considered. Tele facsimile (FAX) applications will not be honored.

ADDRESSES: Applications shall be mailed or hand-delivered to: U.S. Department of Labor, Employment and Training Administration, Division of Federal Assistance, Attention: Lorraine Saunders, 200 Constitution Avenue, NW, Room S–4203; Washington, DC 20210. Reference: SGA/DFA–00–112.

FOR FURTHER INFORMATION CONTACT: Fax questions to Lorraine Saunders, Division of Federal Assistance at (202) 219–8698, ext. 145. This is not a toll-free number. All inquiries sent via fax should include the SGA number (DFA–00–112) and a contact name, fax and phone number. This solicitation will also be published on the Internet on the Employment and Training Administration's Home Page at http://doleta.gov. Award notifications will also be published on this Homepage.

Part I. Introduction

The purpose of these funds is for training and staff development activities, of the service delivery system staff, that would not otherwise be performed by the NFJP grantee. Emphasis should be placed on the training needs of staff who work directly with WIA § 167 migrant and seasonal farm workers (MSFW), such as case management, outreach, intake, and other staff who interact directly with WIA § 167 clients. This SGA encourages strategies to utilize grantee focused staff training approaches and discourages large conference type approaches. To the extent possible, training options are local focused and will use local resources.

The proposal must consist of four (4) Sections covering the applicants understanding of the requirement: Proposed Training Module(s) and Strategy (Section 1), Expected outcomes (Section 2), Consortium Arrangement (Section 3), and Proposed Budget (Section 4). Any pertinent Attachments may be included in (Section 5), which is optional.

For rating purposes, each of the first four sections is assigned a number of possible points, and the sum of the maximum possible points for the four sections total 100. The most heavily weighted criteria is Section 2, which covers the expected outcome.

Authority

Section 167 (§ 669.110) of WIA authorizes the Department to provide funds for capacity enhancement as part of technical assistance activities provided to grantees. The MSFW program has an established record of support for grantee staff development and training funded from the discretionary budget allocated to the MSFW program.

Eligible Applicants

DSFP has long supported a peer-to-peer approach in the delivery of training within the NFJP community. This SGA thus seeks to use grantee supported consortiums to ensure a grantee focused training strategy. The following organizations are eligible to apply:

(1) Non-profit (501C–3) associations/organizations of NFJP grantees;

(2) Consortiums of cooperating NFJP grantees serving a specific regional geographic area.

Funding

The Department has reserved up to $500,000 nationally for this purpose. The final awards will attempt to include every NFJP service delivery area and it will promote capacity building of case management system through staff development.

Grant Duration and Period of Performance

The Department anticipates that grants will be funded for one year with an option to extend for one additional year, as necessary. The period of performance is expected to commence during December, 2000.

Part II. Application Process and Guidelines

Submission of the Grant Application Package

In accordance with the requirements above, applicants must also submit an original and three (3) copies of their proposal, with original signatures.

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 October 31, 2000, the closing date for receipt of applications. All overnight mail will be considered to be hand-delivered and must be received at the designated place by the specified time and closing date. Telegraphed and/or faxed proposals will not be honored. Applications that fail to 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 ''bulls 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—Post Office to Addressee label and the postmarks on both the envelope and the 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 ''bulls 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 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) The proposal shall contain the Standard Form (SF) 424, ''Application for Federal Assistance'' (Appendix A). All copies of the (SF) 424 must have original signatures of the legal entity applying for grant funding. Applicants shall indicate on the (SF) 424 the organization's IRS status, if applicable. According to the Lobbying Disclosure Act of 1995, Section 18, an organization described in section 501(c)(4) of the Internal Revenue Code of 1986 which engages in lobbying activities is not eligible for the receipt of federal funds constituting an award, grant, or loan.

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

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

(b) for a public agency, a certification by its Chief Financial Officer;

(3) A statement indicating 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;

(4) The applicant's employer identification number (EIN) issued by the Internal Revenue Service;

(5) Applications from a Consortium of organizations must include a copy of the Consortium agreement and must identify the consortium which will act as the administrative entity for the project. The agreement must include stated arrangements for administrative and financial responsibility that are acceptable to the Grant Officer.

(6) Budget Information Sheet with a narrative description of each line item. (Attached)

(7) Copy of most current Indirect Cost Rate Agreement issued by the cognizant federal agency, if applicable.

(8) the entity's application for grant funding as described below:

Format of the Grant Application Package

The grant proposal text is limited to 30 double-spaced, single-side, numbered 8½″ × 11″ pages, in 12-point type and having margins measuring at least one inch (Page numbers may be placed within the margin space.) This includes attachments.

To ensure full consideration, the application must follow the numerical sequence of the Sections 1 through 4 as listed below, and must include a table of contents. All attachments are to be included in Section 5. Credit may not be afforded in instances where items are not addressed in the proper section.

Contents of the Grant Application

All grant proposals accepted for consideration must be prepared in accordance with the requirements set forth below.

Section 1. Proposed Training Module(s) and Strategy

The applicant must describe the proposed area of service and the training strategy/approach in response to the staff training needs within the identified area. The design proposed must be one that will bring a local focus on training NFJP case management system staff.

Address identified needs: The proposal must identify specific challenges and staff training needs to be addressed.

Incorporate a Design Characteristics: Training strategies/approaches must respond to the identified needs and should be designed to incorporate at least one of the following characteristics for purposes of regional application.

- Ease of portability.
- Ease of replicability.
- Flexibility (use of optional learning styles).
- Credentialing development through an accredited institution.

Rating basis for Part II, Section 1: 25 points. Scoring will be based on the strength of the design and strategies proposed to:

- Respond to the identified training needs;
- Incorporate at least one design characteristic
- Meet the training needs of the identified geographic area; and,

sbull The capacity of its delivery approach/design to successfully implement the training.

Section 2. Expected Outcomes

This section should describe the expected outcomes and benefits to be gained by the participating program staff and how the proposal is designed to deliver those outcomes. The proposed training strategy and design must include at least two knowledge and skills area. Training may include, but is not limited to, any of the following and other areas as identified by the proposer and relevant to the delivery of the NFJP.

- Developing staff knowledge and skills for managing of clients' Individual Service Strategies (e.g. developing interviewing skills, building trust, making objective assessments through evaluation and testing, etc.);
- The case management process and needed associated skills. (e.g. developing and monitoring appropriate training activities, determining appropriate referrals and other intervention point);
- WIA One-Stop System Partnerships (including cross training, client advocacy skills, building community support for the NFJP program and farmworkers);
- Building resources for NFJP grantee case management systems.
- Other identified training needs such as credentialed training (relevant to NFJP), use of technology.

Rating basis for Part II, Section 2: 60 points. This section will be scored based on how capacity of participating staff would be enhanced via the proposed training and training method, and capacity of the training modules to be a replicable, potable, comprehensive and consistent approach to capacity enhancement of skills for staff in the identified service area.

Section 3. Consortium Arrangement

For purposes of this proposal, an acceptable consortium arrangement shall consist of three or more signatory eligible applicants, supported by a Consortium Working Agreement between all the cooperating parties under the proposed design. The agreement must designate one of the consortium's members as the responsible administrative entity under the grant. Please:

- Identify each state service area and the respective NFJP grantee included in the composition of the regional area proposed to be served under this proposal (a state area may be included in only one proposed regional service area/consortium agreement);
- Identify by number and job title (*e.g.:* 3 case managers), the estimated staff which will participate in the proposed training (cumulative for the regional area included in this proposal);

Rating basis for Part II, Section 3: 10 points. The scoring will be based on the demonstrated capacity of the agreements to sustain the training strategy.

Section 4. Budget

Please submit a proposed budget for costs associated with the proposed training strategy. Administrative costs for purposes of the project are limited to 10% of total costs. Include a narrative explanation for how proposed costs are determined.

Rating basis for Part II, Section 4: 5 points. The scoring will be based on the demonstrated reasonableness of the budget request relative to the proposed training and area to be served.

Section 5: 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 technical review panel will rate each proposal using the specified criteria cited above. Panel results are advisory in nature and are not binding on the Grant Officer.

The Grant Officer may, at his or 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 action 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.

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

Part IV. Reporting Requirements

Activity Reporting

Grantees must provide a quarterly narrative statement describing the staff training and technical assistance activities obtained under the grant. Copies of all training modules and actual training curriculum delivered are to accompany each quarterly report.

Financial Reporting

Standard Form 269 or financial report is due to be reported 45 days following close of the grant activity.

Cost Flexibility and Limitations

(a) These grant funds are discretionary WIA § 167 funds earmarked for staff training and technical assistance and serving as a supplement to the grantee's on-going staff training activities. The administrative cost limitation applicable to the WIA § 167 employment and training grants also apply to these grants.

(b) Grant funds may be used for per diem and lodging costs as otherwise appropriate. Transportation will not be covered under these grants.

Signed at Washington, DC, on this 25th day of September 2000.

Lorraine H. Saunders,

Grant/Contracting Officer/DOL/ETA.

BILLING CODE 4510–30–P

APPLICATION FOR FEDERAL ASSISTANCE

OMB Approval No. 0348-0043

	2. DATE SUBMITTED	Applicant Identifier
1. TYPE OF SUBMISSION: Application ☐ Construction ☐ Non-Construction; Preapplication ☐ Construction ☐ 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): ☐☐-☐☐☐☐☐☐☐

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

A. State
B. County
C. Municipal
D. Township
E. Interstate
F. Intermunicipal
G. Special District
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): ____________

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

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

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

____

9. NAME OF FEDERAL AGENCY:

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: ☐☐-☐☐☐

TITLE:

11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:

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

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

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

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

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

DATE ____________

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

☐ OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?

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

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

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

Previous Editions Not Usable

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

Authorized for Local Reproduction

INSTRUCTIONS FOR THE SF 424

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

Item:	Entry:
1.	Self-explanatory.
2.	Date application submitted to Federal agency (or State if applicable) & applicant's control number (if applicable).
3.	State use only (if applicable)
4.	If this application is to continue or revise an existing award, enter present Federal identifier number. If for a new project, leave blank.
5.	Legal name of applicant, name of primary organizational unit which will undertake this assistance activity, complete address of the applicant, and name and telephone number of the person to contact on matters related to this application.
6.	Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.
7.	Enter the appropriate letter in the space provided.
8.	Check appropriate box and enter appropriate letter(s) in the space(s) provided. - "New" means a new assistance award. - "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date. - "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation.
9.	Name of Federal agency from which assistance is being requested with this application.
10.	Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is required.
11.	Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of the project.

Item:	Entry:
12.	List only the largest political entities affected (e.g., State, counties, cities.
13.	Self-explanatory.
14.	List the applicant's Congressional District and any District(s) affected by the program or project.
15.	Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate <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.
16.	Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.
17.	This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.
18.	To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)

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.		$	$	$	$	$
2.						
3.						
4.						
5. Totals		$	$	$	$	$

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total
	(1)	(2)	(3)	(4)	(5)
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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Previous Edition Usable

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.	$	$	$	$
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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Standard Form 424A (Rev. 7-97) Page 2

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

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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.

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