

www.ojp.usdoj.gov/bja/
methenvi.htm.

SUPPLEMENTARY INFORMATION:

Program Description

The Bureau of Justice Assistance (BJA), 42 U.S.C. 3741, as required by the Council on Environmental Quality's regulations, 40 CFR parts 1500 through 1508, has prepared an Environmental Assessment for methamphetamine law enforcement programs, and with specific application for the Methamphetamine/Drug Hot Spots Program. The Methamphetamine/Drug Hot Spots Program addresses a broad array of law enforcement initiatives pertaining to the investigation of methamphetamine trafficking in many heavily impacted areas of the country. For the purposes of this program, law enforcement may include training of law enforcement officers in methamphetamine-related issues; collection and maintenance of intelligence and information relative to methamphetamine trafficking and traffickers; investigation, arrest and prosecution of producers, traffickers and users of methamphetamine; interdiction and removal of laboratories, finished products, and precursor chemicals and other elements necessary to produce methamphetamine; and preventive efforts to reduce the spread and use of methamphetamine. Individual projects will reflect a concentration on program areas consistent with the Congressional appropriations language.

Among the many challenges faced by law enforcement agencies in the Methamphetamine/Drug Hot Spots Program, will be discovery, interdiction, and dismantling of clandestine drug laboratories. These lab sites, as well as other methamphetamine crime venues must be comprehensively dealt with in compliance with a variety of health, safety and environmental regulations. The Bureau of Justice Assistance anticipates that law enforcement efforts funded under this program, when encountering illegal drug laboratories, will use grant funds to effect the proper removal and disposal of hazardous materials located at those laboratories and directly associated sites. Where grant funds are not used to effect clean-up of hazardous waste sites, grantees must document in their applications how they will remediate clandestine drug laboratories that are seized as a result of grant-related activities.

Environmental Assessment

BJA will award 16 grants to State and local criminal justice agencies consistent with congressional earmarks

for the FY 2000 COPS Methamphetamine/Drug Hot Spots Program. The Environmental Assessment concludes that the funding of this program will not have a significant impact on the quality of the human environment. Therefore, an Environmental Impact Statement will not be prepared for the funding of this program.

Nancy E. Gist,

Director, Bureau of Justice Assistance.

[FR Doc. 00-27839 Filed 10-30-00; 8:45 am]

BILLING CODE 4410-18-P

DEPARTMENT OF LABOR

Office of the Secretary

Submission for OMB Review; Comment Request

October 20, 2000.

The Department of Labor (DOL) has submitted the following public information collection requests (ICRs) to the Office of Management and Budget (OMB) for review and approval in accordance with the Paperwork Reduction Act of 1995 (Pub. L. 104-13, 44 U.S.C. Chapter 35). A copy of each individual ICR, with applicable supporting documentation, may be obtained by calling the Department of Labor. To obtain documentation for BLS, ETA, PWBA, and OASAM contact Karin Kurz ((202) 693-4127 or by E-mail to Kurz-Karin@dol.gov). To obtain documentation for ESA, MSHA, OSHA, and VETS contact Darrin King ((202) 693-4129 or by E-Mail to King-Darrin@dol.gov).

Comments should be sent to Office of Information and Regulatory Affairs, Attn: OMB Desk Officer for BLS, DM, ESA, ETA, MSHA, OSHA, PWBA, or VETS, Office of Management and Budget, Room 10235, Washington, DC 20503 ((202) 395-7316), within 30 days from the date of this publication in the **Federal Register**.

The OMB is particularly interested in comments which:

- Evaluate whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information will have practical utility;
- Evaluate the accuracy of the agency's estimate of the burden of the proposed collection of information, including the validity of the methodology and assumptions used;
- Enhance the quality, utility, and clarity of the information to be collected; and

- Minimize the burden of the collection of information on those who are to respond, including through the use of appropriate automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses.

Type of Review: Extension of currently approved collection.

Agency: Employment Standards Administration (ESA).

Title: Regulations Governing the Administration of the Longshore and Harbor Workers' Compensation Act.

OMB Number: 1215-0160.

Description: The regulations and associated forms cover the submission of information necessary for the processing of claims for benefits under the Longshore Act.

Ira L. Mills,

Departmental Clearance Officer.

[FR Doc. 00-27937 Filed 10-30-00; 8:45 am]

BILLING CODE 4510-49-M

DEPARTMENT OF LABOR

Employment and Training Administration

Workforce Investment Act, Section 171(d), Demonstration Program: Incumbent/Dislocated Worker Skill Shortage II Demonstration Program

AGENCY: Employment and Training Administration, Labor.

ACTION: Notice of Availability of Funds and Solicitation for Grant Applications (SGA).

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

SUMMARY: The U.S. Department of Labor (DOL), Employment and Training Administration (ETA), announces a second demonstration program to test the ability of the workforce development system to create projects or industry-led consortia for the purpose of upgrading current workers, designing or adapting training curricula in skills shortage occupational areas, or in regionally important business/industry areas including manufacturing and machining, and specialized industrial areas such as plastics, telecommunications and the environment, and to recruit/retrain workers in these occupations.

DATES: The closing date for receipt of this application is January 16, 2001. Applications must be received by 4:00 p.m. Eastern Time. No exceptions to the mailing and hand-delivery conditions

set forth in this notice will be granted. Applications that do not meet the conditions set forth in this notice will not be considered. Telefacsimile (FAX) applications will not be honored.

ADDRESSES: Applications must be mailed or hand-delivered to: U.S. Department of Labor; Employment and Training Administration, Division of Federal Assistance, Attention: Marian G. Floyd, Reference: SGA/DAA 00-113, 200 Constitution Avenue, NW, Room S-4203, Washington, D.C. 20210.

Hand-Delivered Proposals. Proposals should be mailed at least five (5) days prior to the closing date. However, if proposals are hand delivered, they must be received at the designated address by 4:00 p.m., Eastern Time on Tuesday, January 16, 2001. All overnight mail will be considered to be hand-delivered and must be received at the designated place by the specified closing date and time. Telegraphed, e-mailed and/or faxed proposals will not be honored. Failure to adhere to the above instructions will be a basis for a determination of non responsiveness.

Late Proposals. A proposal received at the office designated in the solicitation after the exact time specified for receipt will not be considered unless it is received before the award is made and was either:

- Sent by U.S. Postal Service Express Mail Next Day Service Post Office to Addressee, not later than 5:00 p.m. at the place of mailing two working days prior to the date specified for receipt of the proposals. The term "working days" exclude weekends and U.S. Federal holidays.

- Sent by U.S. Postal Service registered or certified mail not later than the fifth (5th) calendar day before the date specified for receipt of applications (e.g., an offer submitted in response to a solicitation requiring receipt of applications by the 20th of the month must be mailed by the 15th). The only acceptable evidence to establish the date of mailing of a late proposal sent by either U.S. Postal Service registered or certified mail is the U.S. postmark both 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 shall be processed as if 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 supplied and affixed by an employee of the U.S. Postal Service on the date of the mailing. Therefore, offerors should request the postal clerk to place a legible

hand cancellation "bull's eye" postmark on both the receipt and the envelope or wrapper. Both postmarks must show a legible date, or the application shall be processed as though it had been mailed late.

Withdrawal of Applications.

Applications may be withdrawn by written notice or telegram (including a mail gram) received at any time before an award is made. Applications may be withdrawn in person by the applicant or by an authorized representative thereof, if the representative's identity is made known and the representative signs a receipt for the proposal.

FOR FURTHER INFORMATION CONTACT: Fax questions to Marian G. Floyd, Division of Federal Assistance at (202) 219-8739 (this is not a toll-free number). All inquiries sent via a fax should include the SGA/DAA 00-113 and contact name, fax and phone number. This solicitation will also be published on the Internet on the Employment and Training Administration's (ETA) Home Page at <http://www.doleta.gov>. Award notifications will also be published on the ETA Home Page.

SUPPLEMENTARY INFORMATION: ETA is soliciting proposals on a competitive basis for the incumbent/dislocated workers' skill shortage II demonstration program. It is envisioned that the program will encompass the upgrading of current workers, designing or adapting training curricula in skills shortage occupational areas, or in regionally important business/industry areas including manufacturing and machining, and specialized industrial areas.

This announcement consists of five (5) parts:

- Part I—Background.
- Part II—Eligible Applicants and the Application Process.
- Part III—Statement of Work.
- Part IV—Rating Criteria and Award Selection Process.
- Part V—Monitoring, Reporting and Evaluation.

Part I. Background

A. Authority

Section 171(d) of the Workforce Investment Act of 1998 (WIA) (29 U.S.C. 2916) authorizes the use of funds for demonstration projects from funds made available to the Secretary under Section 132(a)(2)(A) of WIA (29 U.S.C. 2862). In addition, the DOL FY 2000 Appropriations Act of November 17, 1999, authorizes dislocated worker demonstration projects that provide assistance to new entrants in the workforce and incumbent workers. Demonstration program grantees must

comply with all applicable federal and state laws and regulations in setting up and carrying out their program.

B. Purpose

The purpose of this demonstration program is to test the ability of the workforce development system to create projects or industry-led consortia for the purpose of upgrading current workers, designing or adapting training curricula in skills shortage occupational areas, or in regionally important business/industry areas including manufacturing and machining, and specialized industrial areas such as plastics, telecommunications and the environment, and to recruit/retrain workers in these occupations. The dislocated and/or incumbent workers who will be assisted by these efforts include specific groups such as agricultural workers, low skilled workers, and those needing assistance in overcoming barriers to employment. These barriers to employment may be caused by living in rural communities, having limited options for transportation to work, having inadequate or obsolete skills or having skills in declining occupations. The focus of these efforts will be on skills training in skills shortage occupations including welding and metals, new and growing occupations in technological fields such as information technology, telecommunications, and other fields in which technology skills are critical parts of the jobs emerging in their regional labor markets. Any consortia established as a result of this competition would also be expected to enhance the strategic planning efforts and policy efforts of local boards under the Workforce Investment Act in these areas.

This \$8.2 million dislocated and incumbent worker demonstration program will support the creation of projects to respond to employer-identified skill shortages in regional labor markets with a focus on assisting the types of workers and types of occupational-industrial areas noted above. Such projects could encompass the creation of industry-led consortia which can design or adapt training curricula in skill shortage occupational areas or in key regional businesses. This program will build on two Departmental demonstration programs announced in June 2000—the \$9.2 million comprehensive incumbent/dislocated worker retraining demonstration and the \$10.3 million demonstration program for training in high skill jobs to meet critical labor shortages.

Part II. Eligible Applicants and the Application Process

A. Eligible Applicants and Participants

Any organization capable of fulfilling the terms and conditions of this solicitation may apply. Applicants should note that, prior to any selection as a grantee, ETA will review its agency records to assess the applicant organization's overall record in administering federal funds as provided in 20 CFR 667.170. Applicants also should know that this is a risk free federal program; therefore, all for profit organizations that apply will not be able to receive a fee if awarded a grant.

All participants who receive services in projects funded under this demonstration program must be either:

(a) Eligible dislocated workers as defined at Section 101(9) of the Workforce Investment Act. This section of the law may be viewed at <http://usworkforce.org/asp/act.asp> Proposed projects may target subgroups of the eligible population based on factors such as, but not limited to occupation, industry, nature of dislocation, and reason for unemployment; or

(b) Incumbent workers. These are currently-employed workers whose employers have determined that the workers require training in order to help keep their firms competitive and the subject workers employed, avert layoffs, upgrade workers' skills, increase wages earned by employees and/or keep workers' skills competitive. Such training would support further job retention and career development for improved economic self-sufficiency for employed workers, especially those most vulnerable to job loss, and increase the capability of the employing firm(s) to access and retain skilled workers.

B. Allowable Activities

Funds provided through this demonstration may be used only to provide services of the types described at Sections 134 (d)(2)(A-D)(i)(ii)(K), (d)(3)(C), (d)(4)(D), (e)(2), and (e)(3) of WIA. These encompass basic cores, more intensive, and training activities along with supportive services. The latter may be provided when they are necessary to enable an individual who is eligible for training, but cannot afford to pay for such supportive services, to participate in the training program. Supportive services are defined in Section 101(46) of WIA. (Use ETA's web site referenced above to view.)

Grant funds may be used to reimburse employers for extraordinary costs associated with on-the-job training of program participants, in accordance with the provisions of 20 CFR 663.710.

In addition to those provisions, prospective applicants should be aware that grant funds may not be used for the following purposes:

(a) for training that an employer is in a position to provide and would have provided in the absence of the requested grant;

(b) to pay salaries for program participants; and

(c) for acquisition of production equipment.

Applicants may budget limited amounts of grant funds to work with technical experts or consultants to provide advice and develop more complete project plans after a grant award, however, the level of details in the project plan may affect the amount of funding provided.

Grant activities may include:

(a) development, testing and initial application of curricula focused on intensive, short-term training to get participants into productive, high demand employment as quickly as possible;

(b) working with employers to develop and apply worksite-based learning strategies that utilize cutting-edge technology and equipment;

(c) development of employer-based training programs that will take advantage of opportunities created by employers' needs for workers with new skills;

(d) development and initial application of contextual learning opportunities for participants to learn occupational theory in a classroom setting while applying that learning in an on-the-job setting;

(e) use of curriculum and skills training programs that are designed to impart learning to meet employer-specified or industry specific skill standards or certification requirements;

(f) convening of an Employer Advisory Board to identify skills gaps of job applicants and present workers which effect competitive production and to develop a strategy for retraining;

(g) innovative linkage and collaboration between employers and the local Workforce Investment Board (WIB) and/or One-Stop/Career Center system to ensure a steady supply of targeted workers.

The above are illustrative examples and are not intended to be an exhaustive listing of possible demonstration project designs or approaches which may achieve the purpose of this solicitation.

C. Coordination

In order to maximize the use of public resources and avoid duplication of effort, applicants will coordinate the delivery of services under this

demonstration with the delivery of services under other programs (public or private), available to all or part of the target group. Projects linking or collaborating with an existing WIA funded One-Stop/Career Center and/or local Workforce Investment Board located within a project area fulfill this requirement. The use of Pell Grants for eligible workers or the use of State training or education funds provided for dislocated workers or certain types of employers should also be addressed in the application. Where appropriate, partnerships should also include trade unions, manufacturing extension programs, economic development organizations, training institutions, and other local stakeholders. Any efforts proposed in isolation will not have the maximum impact on building capacity within that region or industry and are not likely to be funded.

D. Wages

Proposals must provide assurance that all participating firms which employ successful training completers have committed to pay wages to these completers at the wage level set by any collective bargaining agreement which covers positions to be filled by the project participants, or, if no such agreement exists, at a level at least equal to meeting the lower living standard income level as defined in Section 101(24) of WIA.

E. Grant Awards

It is anticipated that \$8.2 million will be available to fund these projects. DOL anticipates awarding 6 to 12 grants, with an estimated range of \$200,000 to \$3 million per grant, with no individual grant exceeding \$3 million.

F. Period of Performance

The period of performance shall be 24 months from the date of execution by the Government.

G. Option To Extend

DOL may elect to exercise its option to extend these grants for an additional one (1) or two (2) years of operation, based on the availability of demonstration funding under the Workforce Investment Act, successful program operation, and the determination that a grantee's initial program findings could further inform the workforce development system through refinement of the present demonstration.

H. Proposal Submission

Applicants must submit four (4) copies of their proposal with original signatures. The proposal must consist of

two (2) distinct parts, Part I and Part II. Part I of the proposal, the financial application, shall contain the Standard Form SF-424, "Application for Federal Assistance" (Appendix A) and the Budget Information Sheet (Appendix B). The Federal Domestic Assistance Catalog number is 17.246. Applicants shall indicate on the SF-424 the organization's IRS status, if applicable. According to the Lobbying Disclosure Act of 1995, section 18, an organization described in section 501(c)(4) of the Internal Revenue Code of 1986 which engages in lobbying activities shall not be eligible for the receipt of federal funds constituting an award, grant, or loan. The individual signing the SF-424 on behalf of the applicant must represent the responsible financial and administrative entity for a grant should that application result in an award.

The budget must include on separate pages detailed breakouts of each proposed budget line item found in the budget information sheet including detailed administrative costs. The Salaries line item shall be used to document the project staffing plan by providing a detailed listing of each staff position providing more than .05 FTE support to the project, by annual salary, number of months assigned to demonstration responsibilities, and FTE percentage to be charged to the grant. In addition, for the Contractual line item, each planned contract and the amount of the contract shall be listed. For each budget line item that includes funds or in-kind contributions from a source other than the requested grant funds, the source, the amount, and in-kind contributions, including any restrictions that may apply to these funds, shall be identified. Costs associated with the development of curriculum and other one-time costs should be noted separately in order for reviewers to identify costs associated with development and start-up as well as ongoing participant costs. In addition, the budget shall provide sufficient funds for four persons' trips to meetings in Washington, D.C. and other locations.

Part II, the technical proposal, shall demonstrate the offerors's capabilities in accordance with the Statement of Work in Part III of this solicitation. The technical proposal shall be limited to thirty (30) double-spaced, single-side, 8.5-inch x 11-inch pages with 1-inch margins. An Executive Summary not to exceed two pages must be included and will be counted within the 30 page limits. Attachments shall not exceed twenty (20) pages including the required Appendices A-D listed at the end of this SGA. Text type shall be 11 point or larger. No cost data or reference to price

shall be included in the technical proposal.

Part III. Statement of Work

Each technical proposal must follow the format outlined here. As noted in Part IV, each criterion on which proposals will be rated relates to specific sections of this Part against which the criterion will be applied. Failure to provide the information requested in the specific section prescribed in this Part will result in a reduced rating of the evaluation criterion(a) to which that section applies. For every section, A through F, the application should include: (1) Information that responds to the requirements in this Part; (2) information that indicates adherence to the provisions described in Parts I and II of this solicitation; and (3) other information the offerors believe will address the rating criteria identified in Part IV.

Information required under B and C below shall be provided separately for each labor market area where incumbent and dislocated workers will be served. To the extent that the project design differs for different geographic areas, information required under section D below shall be provided for each geographic area.

A. Project Purpose

Describe the specific purpose or purposes of the proposed project.

B. Skill/Occupational/Industrial Shortage Areas

Identify those skills/occupational/ industrial shortage areas to be addressed by the project. Such areas must be one or more of those identified in Part I.B above. The identity and geographic locations of those firms which currently have these shortages and which will be targeted for assistance under this project must be provided. Corroborating evidence (footnote sources) also should be presented, based on local or regional data and information, of the current existence of the identified shortages in the given geographic area with respect to both job demand and the lack of qualified job applicants.

Note: Information from the Bureau of Labor Statistics (BLS), available through a variety of web sites including BLS, O*NET and America's Labor Market Information System (ALMIS), should be considered as a key source of documentation. In addition, State Occupational Information Coordinating Committee (SOICC) and local WIB job training plans may also be considered. Other sources from the private sector such as Chamber of Commerce or local Technology Council surveys as well as university studies are also acceptable.

For each firm to be served, an authorizing letter should be included in the proposal's attachments indicating: (1) The skill area(s) of the firm's current shortage, (2) the duration of the shortage, (3) the magnitude of the shortage as reflected in the current and, if applicable, projected number of: (a) Unfilled job openings and/or (b) encumbered positions for which employees lack needed knowledge of the identified skill area, (4) plans for utilizing successful training completers, and (5) a commitment to adhere to the wage requirements for successful training completers as provided in Part II.D.

C. Targeted Workers

Identify the targeted workers who will receive the training and other services to be provided through this project. Indicate the number to be trained for each firm identified in section B above and whether they will be incumbent workers of the firm and/or recruited dislocated workers. For incumbent workers, discuss the types of positions these employees currently occupy, and, if training is voluntary, the availability of a sufficient number of workers. For dislocated workers, provide evidence that sufficient numbers of dislocated workers with appropriate backgrounds will be available for training and placement with participating firms. Describe the process to be used in documenting the incumbent or dislocated workers' status of the project participants consistent with the requirements in Part II.A.

D. Services

Describe the strategy and service components to be applied in addressing the skill/occupational/ industrial shortages identified in section B above. (Note: the services to be provided must be consistent with the provisions of Part II.B.) Insert a brief chart of the sequencing of the services to be provided. Include in this discussion detail regarding the service components identified below and any additional components proposed:

- Recruitment/outreach—depending on which type(s) of workers will be assisted by this project, indicate how incumbent workers will be recruited within the participating firms and/or how dislocated workers in the local/ regional area(s) served will be recruited. Briefly describe any recruitment materials to be developed.

- Training—its general content, duration, and methods of instruction. Indicate whether the curriculum to be used is ready for use, will need to be adapted from an existing version, or will

be developed. If applicable, briefly discuss the development process to be utilized. Discuss the appropriateness of the curriculum in addressing the identified shortages in section B above with particular reference to any pertinent skill or industrial standards. Discuss the suitability of the training in regard to the backgrounds and experience of the targeted workers described in section C above.

- Supportive services—describe each and the circumstances under which they would be provided.

- Placement—describe the process to be used once training is completed for placing dislocated workers into the skill shortage jobs identified in participating firms and how a firm's incumbent workers will be placed in either new jobs or their new skills will be utilized in their existing positions.

- Post-placement services—if applicable, describe such services and the circumstances under which they would be provided.

With reference to the service components to be utilized, describe the coordination of services to be undertaken. This description must include the requirements referenced in Part II.C. In addition, if applicable, describe any parallel efforts by participating firms to address their skill shortages in conjunction with the training being provided.

E. Performance Goals, Measures, and Outcomes

Describe the performance goals to be met by this project, the justification of the goals set, and the performance measures to be used in assessing the attainment of those goals in regard to the following outcomes:

- The reduction of identified shortages in participating firms as a result of the training/services provided
- The effect of reduced shortages on one or more dimensions of the participating firms' performance, e.g., productivity, sales, profitability, on time deliveries
- The effect on participating workers including skill gains, utilization of the new skills learned, wages, wage gains, and job satisfaction.

Note: in setting goals for wages, the wages for training completers must meet the requirements of Part II.D.

Projects may also include other performance goals and measures for other outcomes as applicable.

F. Staffing and Organization

Describe staffing for the project including the numbers and types of positions and associated full-time equivalents (FTE's), along with very

brief (2–3 sentences) descriptions of duties. Include all positions for the project whether funded by federal grant funds or by other sources. This staffing description must be directly related to the proposal budget submitted in the financial application. Provide a project organizational chart identifying the positions and their relationships to each other. Include an explanation of this staffing in relation to the project's purpose, services, and performance goals.

Include, if applicable, a description of any industry-led consortium/Employer Advisory Board (existing or specially formed for this project) that will provide guidance to this project. Describe the consortium's role in this effort and its membership.

Describe the connection between this project and the local Workforce Investment Board(s) in the local areas in which the firms to be served are located with particular reference to: (1) The coordination of services to be provided worker participants (see Part II.C.) and (2) if applicable, the relationship of the industry-led consortium/Employer Advisory Board with the local WIB(s) in regard to strategy planning and policy efforts (see Part I.B.). Include as an attachment a letter(s) from the local WIB(s) indicating its commitments to working with this project, if funded.

Part IV. Rating Criteria and Award Selection Process

A careful evaluation of applications will be made by a technical review panel who will evaluate the applications against the criteria listed in the SGA. The panel results will be advisory in nature and not binding on the Grant Officer. The Government may elect to award grants with or without discussions with the offerors. In situations without discussions, an award will be based on the offerors's signature on the Standard Form SF-424, which constitutes a binding offer. The Grant Officer will make final award decisions based upon what is most advantageous to the Federal Government in terms of technical quality, responsiveness to this solicitation (including goals of the Department to be accomplished by this solicitation), geographical balance, and other factors.

Panelists shall evaluate proposals for acceptability based upon overall responsiveness in accordance with the factors below.

A. Documented Shortages and Available Workers (25 points)

Documentation is presented from those firms targeted for assistance

attesting to their specific skill/occupational/industrial shortages in those shortage areas identified in the grant program purpose and the number of jobs affected. Sufficient corroborating information is provided demonstrating that the shortages identified by the firms also exist more generally in the local/regional areas where the target firms are located. Credible information is presented to demonstrate that there are incumbent and dislocated workers who are available to participate in training in sufficient numbers and with appropriate backgrounds to alleviate the shortages identified in participating firms.

(Relates to information requested in Part III, sections B and C.)

B. Service Provision (25 points)

The services planned are appropriate, suitable, and responsive to: (1) The need for reducing the shortages identified through the successful recruitment, training, support, and placement of incumbent and dislocated workers and (2) the backgrounds and experience of those workers who are to be served. A high degree of coordination with other public and private programs will occur in order to maximize the use of other public services and resources and to avoid duplicative efforts. (Relates to information requested in Part III, section D.)

C. Performance Goals and Measures (15 points)

The justifications cited for the performance goals proposed show a clear and logical relationship between the goals and the solicitation's identified outcomes and any other outcomes proposed. The proposed performance measures to determine the extent to which the performance goals will be met are also appropriate for the task. (Relates to information requested in Part III, section E.)

D. Project Management (15 points)

The proposed staffing with regard to the number, types of positions, duties, associated full-time equivalents (FTE's), and staff relationships are clearly presented. The explanation provided of the staffing in regard to the project's purpose, services, and performance goals shows a clear, logical, and reasonable relationship. There is an explicit commitment by the local WIB(s) to participate in this project. (Relates to information requested in Part III, section F.)

E. Cost-Effectiveness (20 points)

The cost effectiveness of the project is reasonable and optimal as indicated by the relationship of proposed costs to the

number of participants to be served, the range of services to be provided, and the planned performance goals. (Relates to information requested in Part II, section H (on the financial application) and Part III, sections C, D, and E.)

Part V. Monitoring, Reporting and Evaluation

A. Monitoring

The Department shall be responsible for ensuring effective implementation of each competitive grant project in accordance with the Act, the Regulations, the provisions of this announcement and the negotiated grant agreement. Applicants should assume that at least one on-site project review will be conducted by Department staff, or their designees. This review will focus on the project's performance in meeting the grant's programmatic goals and participant outcomes, complying with the targeting requirements regarding participants who are served, expenditure of grant funds on allowable activities, collaboration with other organizations as required, and methods for assessment of the responsiveness

and effectiveness of the services being provided. Grants may be subject to additional reviews at the discretion of the Department.

B. Reporting

DOL will arrange for or provide technical assistance to grantees in establishing appropriate reporting and data collection methods and processes taking into account the applicant's project management plan. An effort will be made to accommodate and provide assistance to grantees to be able to complete all reporting electronically. Applicants selected as grantees will be required to provide the following reports:

1. Monthly progress reports, during initial start-up and implementation of the project, and Quarterly Progress Reports thereafter.
2. Standard Form 269, Financial Status Report Form, on a quarterly basis.
3. Final Project Report including an assessment of project performance. This report will be submitted in hard copy and on electronic disk utilizing a format and instructions to be provided by the

Department. A draft of the final report is due to the Department 45 days prior to the termination of the grant.

C. Evaluation

DOL will arrange for or conduct an independent evaluation of the outcomes, impacts, and benefits of the demonstration projects. Grantees must agree to make available records on participants and employers as well as project financial and management data and to provide access to personnel, as specified by the evaluator(s) under the direction of the Department.

Signed at Washington, D.C., this 25th day of October 2000.

Laura A. Cesario,

Grant Officer, Division of Federal Assistance.

Appendices

Appendix A—Application for Federal Assistance (SF-424)

Appendix B—Budget Information

Appendix C—Checklist

Appendix D—Implementation Benchmarks and Time Line

BILLING CODE 4510-30-U

Appendix A

**APPLICATION FOR
FEDERAL ASSISTANCE**

OMB Approval No. 0348-0043

1. TYPE OF SUBMISSION: Application ☐ Construction ☐ Non-Construction Preapplication ☐ 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:	
Address (give city, county, State, and zip code):		Name and telephone number of person to be contacted on matters involving this application (give area code)	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 		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	
Start Date	Ending Date	14. CONGRESSIONAL DISTRICTS OF:	
a. Applicant		b. Project	
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal	\$	a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE _____	
b. Applicant	\$	b. No. ☐ PROGRAM IS NOT COVERED BY E. O. 12372 ☐ OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
c. State	\$	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? ☐ Yes If "Yes," attach an explanation. ☐ No	
d. Local	\$		
e. Other	\$		
f. Program Income	\$		
g. TOTAL	\$		
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.			
a. Type Name of Authorized Representative		b. Title	c. Telephone Number
d. Signature of Authorized Representative		e. Date Signed	

INSTRUCTIONS FOR THE SF-424

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

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

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

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

Appendix B

PART II - BUDGET INFORMATION*SECTION A - Budget Summary by Categories*

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

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

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

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

(INSTRUCTIONS ON BACK OF FORM)

INSTRUCTIONS FOR PART II - BUDGET INFORMATION

SECTION A - Budget Summary by Categories

1. **Personnel:** Show salaries to be paid for project personnel.
2. **Fringe Benefits:** Indicate the rate and amount of fringe benefits.
3. **Travel:** Indicate the amount requested for staff travel. Include funds to cover at least one trip to Washington, DC for project director or designee.
4. **Equipment:** Indicate the cost of non-expendable personal property that has a useful life of more than one year with a per unit cost of \$5,000 or more.
5. **Supplies:** Include the cost of consumable supplies and materials to be used during the project period.
6. **Contractual:** Show the amount to be used for (1) procurement contracts (except those which belong on other lines such as supplies and equipment); and (2) sub-contracts/grants.
7. **Other:** Indicate all direct costs not clearly covered by lines 1 through 6 above, including consultants.
8. **Total, Direct Costs:** Add lines 1 through 7.
9. **Indirect Costs:** Indicate the rate and amount of indirect costs. Please include a copy of your negotiated Indirect Cost Agreement.
10. **Training /Stipend Cost:** (If allowable)
11. **Total Federal funds Requested:** Show total of lines 8 through 10.

SECTION B - Cost Sharing/Matching Summary

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

NOTE:

PLEASE INCLUDE A DETAILED COST ANALYSIS OF EACH LINE ITEM.

Appendix C

Application Checklist

Please complete and submit this checklist with your application. It should be used as a quick reference of key provisions of the Solicitation and whether or not these provisions have been included, complied with or addressed. This document is not intended to be comprehensive or address every aspect of the solicitation.

Organization Applying_____.

Contact Person_____.

Phone Number_____.

Date submitted_____.

Application Process

Please check below:

- ___ Application is 30 pages or less.
- ___ Attachments limited to 20 pages or fewer.
- ___ An original and three copies submitted.
- ___ SF424 (Appendix A) included.
- ___ Budget Form Sheet (Appendix B) included.
- ___ Checklist (Attachment C) included.
- ___ Implementation schedule (Attachment D) included.
- ___ Executive Summary of two pages or less included.

Appendix D

**INCUMBENT/DISLOCATED WORKER
SKILL SHORTAGE II DEMONSTRATION GRANT
IMPLEMENTATION STRATEGY BENCHMARKS AND TIMETABLE FORM**

Below are examples of the types of tasks found in implementing a demonstration grant. The tasks, methodology and tangible results for any particular project may be different and probably include more tasks than those illustrated below. It is important, however, for any demonstration planning process to set forth all of the necessary tasks to be accomplished and to think through the sequencing of subtasks and timing requirements necessary to assure the project can be accomplished effectively and efficiently within the period of performance. The time frames should be realistic ones that project administrators and operators can fulfill.

SPECIFIC TASKS TO BE COMPLETED	ACCOUNTABLE PERSON (for use of grantee not to be included in application submittal) (specify agency/ organization if outside grantee organization)	METHODOLOGY/APPROACH TO BE USED	TANGIBLE RESULT	TIME FRAME (begin with Day 1 when notification of grant award is received)	
				FROM	TO
1. Hire staff		a. Write job description b. Announce opening c. Interview candidates d. Select individual e. Individual reports for work f. All staff positions filled	a. Completed job description b. Announcement papers published c. Personnel papers completed on candidate d. Project at full staff complement		

		Lease signed	a. Determine space needs b. Arrange for space c. Negotiate leases d. Obtain necessary furniture and other equipment e. Review maintenance and security needs		2. Ensure adequate facilities to operate project
			a. Review and identify participant data to be collected b. Form prepared to collect participant data or contract prepared for processing of data c. Staff trained in collection and coding of data d. Management report of data designed and tested		3. Establish participant reporting procedure's

4. Development of customer satisfaction measures		a. Identify the areas in which to determine customer satisfaction b. With consultant, design and test customer satisfaction survey c. Train staff in customer satisfaction philosophy d. Determine schedule for collection of customer satisfaction data e. Analyze and report on customer satisfaction findings f. Use findings to make appropriate program adjustments	a. Areas identified with regard to participant, employer and training provider satisfaction b & c. Surveys developed and pilot tests conducted d. Staff training completed on customer satisfaction e. Schedule for customer satisfaction data collection established f. Report analyzing customer satisfaction prepared and shared with appropriate staff g. Data used to initiate program adjustments	
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a. Review required data and report forms to ensure that financial reporting system will collect required information b. Develop internal report that will ensure that project personnel with operational responsibility will be able to keep informed of project expenditures c. Assign staff responsibility to review reports regularly d. (Other tasks as appropriate)	a. Establish responsibility for recruitment results b. Determine appropriate entities to participate in recruitment efforts c. Design recruitment materials d. (Other tasks as appropriate)
5. Develop procedures for collection and reporting of financial data	6. Develop and implement participant recruitment plan

7. Develop and implement agreements as necessary with other appropriate agencies and entities		a. Establish contact with b. Develop draft agreements as necessary c. Negotiate and obtain necessary signatures....			
8. Establish training needs, curriculum and select training provider(s)		a. Using information from employers, identify training required for placement with interested employers b. Ensure that curriculum to meet employers' needs is available or develop curriculum in collaboration with employers c. Determine method for selection of training providers	a. Areas most in need of trained workers per area's employers b. Curriculum reviewed with employers c. Training provider(s) selected d. Any necessary special arrangements with training provider(s) completed		
9. Establish a placement assistance plan for participants		a.			

10. Establish an industry-led consortium/ Employer Advisory Panel		a. Identify appropriate members b. Select desired members and issue invitation to participate c. Conduct training of panel regarding responsibilities to project d. Schedule meetings and tentative agendas			
11. Develop management benchmarks for program review and improvement		a. Identify data to be used to determine effectiveness of project activities (recruitment, assessment, training enrollments, training completions, jobs placements, a wage rate, follow-up placement rates) b. Determine how data will be collected, the frequency of review, possible use of data collected, etc. c. (Other tasks as appropriate)			