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Joel M. Gross,

*Chief, Environmental Enforcement Section,
Environment and Natural Resources Division.*

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DEPARTMENT OF LABOR

Employment and Training Administration

Job Training Partnership Act, One- Stop Workforce Development System- Building Demonstration Grants

AGENCY: Employment and Training Administration, Labor.

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

SUMMARY: All information required to submit a proposal is contained in this announcement. The U.S. Department of Labor, Employment and Training Administration (DOL/ETA), announces the availability of \$1.9 million to award competitive grants for workforce development system-building demonstration projects. These grants are intended to test new and complementary approaches to the delivery of services in a One-Stop setting.

DATES: Application for grant awards will be accepted commencing April 11, 1996. The closing date for receipt of proposals at the Department of Labor shall be May 10, 1996, at 2:00 P.M., Eastern time. Any proposal not received at the designated place, date and time of delivery specified will not be considered.

ADDRESSES: Proposals shall be mailed to: Division of Acquisition and Assistance, Attention: Ms. Reda Harrison, Reference: SGA/DAA 96-005, U.S. Department of Labor, Employment and Training Administration, 200 Constitution Avenue, NW., Room S-4203, Washington, DC 20210.

FOR FURTHER INFORMATION CONTACT: Reda Harrison, Division of Acquisition and Assistance. Telephone (202) 219-7300 (This is not a toll-free telephone number).

SUPPLEMENTARY INFORMATION: This announcement consists of three parts: Part I Background/Description, Part II Application Process, and Part III Evaluation Criteria for Award.

Part I—Background

A common frustration among job-seekers and employers today is the

difficulty of finding quality information on available employment and training programs, and having to go from one place to another to actually receive information and services. The One-Stop Career Center System is the organizing vehicle for transforming this fragmented array of employment and training programs into an integrated service delivery system for job-seekers and employers. The U.S. Department of Labor, in partnership with the states and local jurisdictions, is working to transfer this vision of an integrated, high-quality delivery system into reality.

The Department began in late 1994 with the award of One-Stop Career Center grants to 25 states. Six states—Connecticut, Iowa, Maryland, Massachusetts, Texas and Wisconsin—received the first year grant of a three-year, multi-million dollar award to fully implement One-Stop systems, while nineteen others received one-year awards to support the planning and development of such systems.

In 1995, the Department added an additional 10 implementation states (Arizona, Illinois, Indiana, Kentucky, Louisiana, Minnesota, Missouri, New Jersey, North Carolina, and Ohio) bringing the total to 16. In January 1996, the Department awarded an additional 23 planning grants to states and local jurisdictions. A total of 38 states are now receiving these planning resources. All States have now received either planning or implementation funding.

While the Department is supporting statewide system-building, it also recognizes that many local communities have made significant progress in consolidating service delivery in a One-Stop environment. In June 1995, The Department awarded grants to local entities to serve as "learning laboratories" for other jurisdictions across the country. While each state's One-Stop system will be designed in conjunction with local communities to best meet their particular needs, four principles are key to all One-Stop Career Center Systems—universality, customer choice, program and governance integration, and accountability for performance and outcomes.

This solicitation is intended to supplement the work underway through the One-Stop grants by filling in the gaps in a number of areas not yet addressed. The work accomplished under these grants should be transportable and replicable in any One-Stop or block-grant consolidated workforce delivery system. To achieve these objectives, the Department expects that all grantees under this solicitation would participate in system-building meetings, forums, and technical

assistance exchanges with other departmental grantees involved in service delivery and continuous improvement.

Part II—Application Process

A. Eligible Applicants

This competition is open to all government entities, including our current One-Stop Grantees and local jurisdictions. It is also open to system-building partnerships and coalitions formed with governmental units and any of the following: unions, community-based organizations and/or private sector non-profit and for-profit entities. For the purposes of this solicitation, a "system-building entity" is any public agency or consortium of agencies (governmental, union, community-based organization, other private sector non-profit or for-profit entity).

For example, an application might describe a combined governmental-commercial effort to introduce emerging technological products and processes into the One-Stop service delivery setting. The resources under this solicitation are not intended to replace resources or support activities currently funded under existing One-Stop system-building grants. The application should contain letters of support and endorsement which reflect concurrence from other governmental partners, if applicable.

Entities described in section 501(c)(4) of the Internal Revenue Code who engage in lobbying activities are not eligible to receive funds under this SGA. The new Lobbying Disclosure Act of 1995, Public Law No. 104-65, 109 Stat. 691, which became effective January 1, 1996, prohibits the award of federal funds to these entities if they engage in lobbying activities.

B. Grant Awards

The Department has allocated approximately \$1.9 million for grants awarded under this SGA and expects to award approximately 8 to 13 grants in a range of \$100,000 to \$250,000. This period of performance is 15 months from the date of award. The Department may elect to offer up to two "option years" if warranted and pending availability of funds.

C. Limitation on Use of Funds

These funds are not intended to replace resources or support activities currently funded under existing One-Stop system-building grants. Nor may these funds be used for new construction.

D. Closing Date

The closing date for receipt of proposals at the Department of Labor will be 2:00 p.m., Eastern time, May 10, 1996. Any proposal not received at the designated place, date, and time of delivery specified herein will not be considered.

E. Application Procedures

1. Submission of Proposal

An original and three (3) copies of the application shall be submitted. The application shall consist of two (2) separate parts:

Part I shall contain the Standard Form (SF) 424, "Application for Federal Assistance," and "Budget Information Sheet." All copies of the SF 424 shall have original signatures. In addition, the budget shall include—on a separate page(s)—a detailed cost break-out of each line item on Budget Information Sheet Standard Assurances and Certifications for Non-Construction will become a part of the award document. Finally, this section should include any private sector letters of support.

Part II shall contain technical data that demonstrates the local applicant's plan and capabilities in accordance with the contents of the application detailed below. (Part II, Section F, Statement of Work.)

2. Hand Delivered Proposals

Proposals should be mailed at least five (5) days prior to the closing date. However, if proposals are hand-delivered, they shall be received at the designated place by 2:00 p.m., Eastern Time by May 10, 1996. 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 and/or faxed proposals will not be honored.

Note: Failure to adhere to the above instructions will be a basis for a determination of nonresponsiveness.

3. Late Proposals

Any 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 award is made and was either:

(1) 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 application (e.g., an offer submitted in response to a solicitation requiring receipt of applications by the 20th of the month must have been mailed by the 15th).

(2) Or 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 proposals. The term "working days" excludes weekends and U.S. Federal holidays.

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 employees of the U.S. Postal Service on the date of mailing.

Therefore, applicants should request the postal clerk to place a legible hand cancellation "bull's eye" postmark on both the receipt and the envelope or wrapper.

4. Period of Performance

The period of performance is 15 months from the date the grant is executed. Awards are expected to be made in June 1996. The Department may elect to offer up to two "option years" if warranted and pending availability of funds.

F. Statement of Work/Grant Application

The applicant should describe proposed activities that will be conducted under this grant award, and the process by which success of the demonstration will be evaluated. The Department may also commission an independent evaluation of the demonstration under a separate solicitation.

While the Department will consider applications which contain activities originally included (but not subsequently funded) in a State's One-Stop grant, priority will be given to applications which emphasize innovations and approaches not yet thoroughly tested in a One-Stop setting. These demonstrations should have value to system-building activities, under current statutory authority, as well as under new workforce development legislation now being considered by the Congress.

Any demonstration topic which enhances the One-Stop system building effort will be considered. Potential ways for structuring the demonstration include but are not limited to:

- ♦ Internet or technology-based delivery of One-Stop unassisted services;
 - ♦ Service delivery in rural areas;
 - ♦ Universal Services to specific customer segments (e.g., out-of-school youth, disadvantaged) and/or specific industries;
 - ♦ Fee-for-service (for services beyond the "core" services) for employers or job seekers in any of the following settings: public sector; for-profit; non-profit; consortium arrangement; for outreach and service provision to incumbent workers where the employer is confronted with emerging or changing skill needs; for specialized services for employers (e.g., task analysis of emerging jobs and the preparation and training requirements for current and future employees, or other services to industries facing global competition);
 - ♦ Accelerated introduction of America's Labor Market Information System products and services;
 - ♦ One-Stop connectivity to School-to-Work and/or Skill Standards pilot projects funded by the U.S. Departments of Labor and Education;
 - ♦ Application of quality methodologies (e.g., continuous improvement, customer satisfaction) to facilitate integration of services, report cards or vendor services;
 - ♦ Documentation of results from initial One-Stop efforts—e.g., common intake, self-service resource centers—what measurable outcomes have these efforts produced?
 - ♦ Application and documentation of model designs for implementation of workforce development boards.
- Areas of demonstration that advance learning of One-Stop features or hold promise of facilitating a smooth transition process to a new workforce development system, will also be given high priority. Where appropriate, public sector-private sector and/or union collaboration and leveraging of other than public resources is strongly encouraged.
- In these 8 to 13 grants, the Department is seeking applicants who will support the broadest possible undertaking of system-building demonstrations, but application quality will be a principal determinant of award number and level of support. Evidence of matching support from State or local appropriations or private sources is another important criterion. (The complete evaluation criteria for award is found in Part III.) The proposal must identify the designated Program Entity and/or Fiscal Entity responsible for this grant.

Part III—Evaluation Criteria for Award

Prior to the formal review, applications will be screened to insure that *all* the information requested in this grant application is provided and complete. *Note.* Applications are not to exceed 10 pages in length (excluding attachments), and should be typed with a font size no smaller than 10cpi or 12pt print size, with 1 inch default margins (i.e., for top, bottom, left, and right margins).

Completed applications will be reviewed by a rating panel against the criteria listed below. The panels' recommendations are advisory in nature to the Grant Officer. Final selection will be based on overall proposal quality, significance of the topic to the Department, portability/replicability of results to other One-Stop or consolidation workforce development systems, and the best interests of the government.

A. Criteria for Evaluating Grant Applications

1. The technical merit, feasibility and soundness of the applicant's plan for

carrying out the demonstration. (30 Points)

In evaluating this criterion, factors under consideration include:

- ◆ The quality of the demonstration design.

- ◆ The soundness of the plan for evaluating the demonstration.

- ◆ Professional qualifications of the staff.

2. The extent to which the demonstration would add value to the development of the national One-Stop Career Center system or consolidation workforce development system. (40 Points)

In evaluating this criterion, factors under consideration include:

- ◆ The degree of innovation—the demonstration topic fills a gap in current One-Stop/workforce development system knowledge base.

- ◆ Potential value for replication of specific topic/approach proposed for testing.

- ◆ The importance of the topic as an element of the One-Stop/workforce development system.

3. Involvement of union, community-based organizations and/or other private sector non-profit and for-profit entities as partners in developing One-Stop workforce development system design and operations. (30 Points)

In evaluating this criterion, consideration will be given to such factors as:

- ◆ Collaboration by identified partners in design and operation of the demonstration.

- ◆ Leveraging of State or local appropriated, union, or private resources in support of the demonstration.

- ◆ Matching resources.

Signed at Washington, DC, this 3rd day of April, 1996.

Janice E. Perry,
ETA Grant Officer.

Appendices

A. SF-424, Application for Federal Assistance

B. Budget Information Sheet

BILLING CODE 4510-30-M

APPLICATION FOR FEDERAL ASSISTANCE

APPENDIX A

1. TYPE OF SUBMISSION: <u>Application</u> <u>Pre-Application</u> <input type="checkbox"/> Construction <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction <input type="checkbox"/> Non-Construction		2. DATE SUBMITTED: 3. Date Received By State 4. Date Received By Federal Agency	Applicant Identifier: State Application Identifier 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) <input type="checkbox"/> <table border="0"> <tr> <td>A. State</td> <td>H. Independent School Dist.</td> </tr> <tr> <td>B. County</td> <td>I. State Controlled Institution of Higher Learning</td> </tr> <tr> <td>C. Municipal</td> <td>J. Private University</td> </tr> <tr> <td>D. Township</td> <td>K. Indian Tribe</td> </tr> <tr> <td>E. Interstate</td> <td>L. Individual</td> </tr> <tr> <td>F. Intermunicipal</td> <td>M. Profit Organization</td> </tr> <tr> <td>G. Special District</td> <td>N. Other (Specify)</td> </tr> </table>		A. State	H. Independent School Dist.	B. County	I. State Controlled Institution of Higher Learning	C. Municipal	J. Private University	D. Township	K. Indian Tribe	E. Interstate	L. Individual	F. Intermunicipal	M. Profit Organization	G. Special District	N. Other (Specify)							
A. State	H. Independent School Dist.																							
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E. Interstate	L. Individual																							
F. Intermunicipal	M. Profit Organization																							
G. Special District	N. Other (Specify)																							
8. TYPE OF APPLICATION: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter (s) in box(es) <input type="checkbox"/> <input type="checkbox"/> <table border="0"> <tr> <td>A. Increase Award</td> <td>B. Decrease Award</td> </tr> <tr> <td>C. Increase Duration</td> <td>D. Decrease Duration</td> </tr> </table> Other: (specify)		A. Increase Award	B. Decrease Award	C. Increase Duration	D. Decrease Duration	9. Name of Federal Agency:																		
A. Increase Award	B. Decrease Award																							
C. Increase Duration	D. Decrease Duration																							
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE: NUMBER: 17.207 TITLE: One-Stop Workforce Dev. System-Bldg. Demo. Grs. 12. AREAS AFFECTED BY PROJECT (cities, counties, state, etc.)		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:																						
13. PROPOSED PROJECT: START DATE: ENDING DATE:		14. CONGRESSIONAL DISTRICTS OF: A. APPLICANT B. PROJECT																						
15. ESTIMATED FUNDING: <table border="0"> <tr> <td>a. Federal</td> <td>\$</td> <td>.00</td> </tr> <tr> <td>b. Applicant</td> <td>\$</td> <td>.00</td> </tr> <tr> <td>c. State</td> <td>\$</td> <td>.00</td> </tr> <tr> <td>d. Local</td> <td>\$</td> <td>.00</td> </tr> <tr> <td>e. Other</td> <td>\$</td> <td>.00</td> </tr> <tr> <td>f. Program Income</td> <td>\$</td> <td>.00</td> </tr> <tr> <td>g. TOTAL</td> <td>\$</td> <td>.00</td> </tr> </table>		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. <input type="checkbox"/> Program is not covered by EO 12372 NO. <input type="checkbox"/> Or program has not been selected by State for review 17. Is the applicant delinquent on any Federal Debt? <input type="checkbox"/> Yes, If "YES" attach an explanation <input type="checkbox"/> NO	
a. Federal	\$.00																						
b. Applicant	\$.00																						
c. State	\$.00																						
d. Local	\$.00																						
e. Other	\$.00																						
f. Program Income	\$.00																						
g. TOTAL	\$.00																						
18. To the best of my knowledge and belief, all data in this application/preapplication are true and correct. The document has been only 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. Phone #																					
d. Signature of Authorized Representative		e. Date Signed																						

INSTRUCTIONS FOR THE SF 424

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

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

- "New" means a new assistance award.
- "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date.
- "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. | | |
| 9. | Name of Federal agency from which assistance is being requested with this application. | | |
| 10. | Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is required. | | |
| 11. | Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of the project. | | |

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 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.