

DEPARTMENT OF LABOR**Office of the Assistant Secretary for Veteran's Employment and Training****Solicitation for Grant Application; Program Year 1996**

AGENCY: Office of the Assistant Secretary for Veterans' Employment and Training.

ACTION: Solicitation For Grant Application: Job Training Partnership Act, Title IV, Part C, Program Year 1996.

SUMMARY: This notice sets forth the procedures for obtaining a solicitation package for funds for the operation of employment and training programs under the Title IV, Part C, of the Job Training Partnership Act (JTPA IV-C). The solicitation is published herein as attached to this notice. The provisions which are set forth are in draft form and may change prior to final grant award.

DATES: An application package and instructions for completion will be made available on April 15, 1996. The closing date for receipt of a completed application in response to this SGA will be no later than May 15, 1996.

ADDRESSES: A copy of the application package and instructions will be mailed to all State Governors to be forwarded to the designated State entity as determined by the Governor. For further information contact Lisa Harvey U.S. Department of Labor, Office of Procurement Services, Rm. N5416, 200 Constitution Avenue NW., Washington, DC 20210, Telephone (202) 219-6445.

SUPPLEMENTARY INFORMATION: The State as defined by Section 4 of JTPA is the eligible applicant for grants to be funded under this SGA. An application for funds under this Solicitation will be accepted only if signed by the Governor of each State or his or her designee. A Governor's designee refers to the administrative head of the agency designated by the Governor to carry out the JTPA IV-C program in the State. Only one application will be accepted from each State. A transmittal letter signed by the Governor of the State or his or her designee must accompany the application. The letter must contain a statement that the designee is authorized to act on behalf of the Governor and administer the JTPA IV-C program.

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

Lawrence J. Kuss,

Grant Officer, Office of Procurement Services, Business Operations Center.

April 3, 1996.

Ladies and Gentlemen: The U.S. Department of Labor, Veterans' Employment

and Training Service (VETS) is requesting grant applications for programs that train and place veterans in unsubsidized employment in accordance with Title IV-C of the Job Training Partnership Act (JTPA). Attached is a Solicitation for Grant Application (SGA 96-01) package which consists of general program information, as well as specific application requirements and forms.

Awards made under the requirements of this SGA are subject to a competitive grants process.

Applications must include a Standard Form 424 with an original signature by the Governor of each State or his or her designee. A Governor's designee refers to the administrative head of the agency designated by the Governor to carry out the JTPA IV-C program in the State. Only one application will be accepted from each State's Governor. A transmittal letter signed by the Governor of the State or his or her designee must accompany the application. The letter must contain a statement that the applicant is authorized to act on behalf of the Governor and administer the JTPA IV-C program.

Applications are due no later than May 15, 1996, 4:45 p.m., Washington, D.C. time, at the U.S. Department of Labor, Office of Procurement Services, Division of Contract Administration and Grants, Room N-5416, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

It is anticipated that ten to sixteen awards will be made, each for a period of twelve months. During PY 1996, \$6.0 million will be made available for this competition. Subject to the availability of sufficient funds for PY 1997, funding beyond one year may be available and may be requested through a Grant Modification Request, provided the applicant meets appropriate fiscal and performance goals of the program, as defined in the SGA.

This SGA does not commit the Government to pay any costs incurred in the preparation and submission of a grant application, nor to enter into a grant agreement. The Grant Officer is the only individual who can legally commit the Government to the obligation of public funds in connection with this solicitation.

Requests for information concerning this Solicitation are to be referred to Lisa Harvey, who may be reached at 202-219-6445.

Sincerely,

Lawrence J. Kuss,

Chief, Division of Contract Administration and Grants Management, Office of Procurement Services, National Capital Service Center.

Solicitation for Grant Applications
Veterans' Employment and Training
Service

Part I

General Program Information and
Requirements for Application of Funds

I. Purpose of the Solicitation for Grant Applications (SGA)

The U.S. Department of Labor (DOL), Office of the Assistant Secretary for Veterans' Employment and Training

(OASVET), is soliciting grant applications for the provision of employment and training programs to begin July 1, 1996 (PY 1996) through June 30, 1997 in accordance with Title IV, Part C, of the Job Training Partnership Act (JTPA IV-C).

II. Background

JTPA IV-C directs the Secretary of Labor to conduct programs directly or through grants or contracts to meet the employment and training needs of service-connected disabled veterans, veterans of the Vietnam-era, and veterans who are recently separated from military service. The statute directs that programs supported under this Part be administered by the Office of the Assistant Secretary for Veterans' Employment and Training (OASVET) which is responsible for the distribution of funds, fiscal accountability, and program performance under JTPA IV-C.

The intent of JTPA IV-C is to provide funding to the States to enhance employment and training services to eligible veterans with barriers to employment. The employment and training services offered to each participant are to be individually designed to overcome the identified barriers and lead to an unsubsidized job placement that meets the participant's minimum economic needs.

The OASVET recognizes that the philosophy, program design, and general effectiveness of the JTPA IV-C programs vary widely among the grantees throughout the country. Grantee programs use varying approaches with respect to outreach and recruitment, intake and assessment, employment development plans (EDPs), training, placement, and follow-up. Outreach and recruitment efforts have included setting specific veteran targets, developing and using promotional materials, or establishing extensive community networks to complement outreach and recruitment efforts. Intake and assessment activities are essential to determining a veteran's ability to meet program eligibility requirements and his or her "job readiness." Many different types of techniques and testing instruments have been used by grantees to assess the attitudinal, vocational and remedial skill needs of a participant. Based on intake and assessment approaches used to identify participant "job readiness," employment barriers, skills, education, personal interests, and career goals, JTPA IV-C program staff develop employment development plans. Among the various items contained in the EDP's are: participants' needs, short- and long-range goals, education, employment history, training

history, skills summary, employment barriers, and personal interests. One state's plan includes a schedule of tasks and timelines for elimination of identified barriers and achievement of employment goals. The EDP ensures that competencies are mastered and appropriate training services are provided.

As with other aspects of the delivery of services, training interventions also vary across JTPA IV-C programs. In most cases, either On-the-Job Training (OJT), classroom training, or both, are available to veterans. Job search skills training is also included. Placement assistance involves various combinations of job development assistance by either the grantee program staff, Disabled Veterans' Outreach Program staff (DVOP) or Local Veterans' Employment Representatives (LVER) staff, educational institutions, and self-help methods; use of the Public Employment Service job listings is also included by some grantees to identify employment opportunities. Finally, some grantees use periodic follow-up after placement to track what happens to participants after they leave the program, and other grantees choose to provide ancillary services which can include career development, job search and post-placement counseling.

National Trends Affecting the JTPA IV-C Program

The JTPA IV-C program is the smallest of all JTPA programs. Through a complex funding formula, funding for IV-C programs amounts to slightly less than one half of one percent of the combined funding available for Title IIA and Title IV programs. In recent years, IV-C funding has been reduced due to shrinking JTPA allocations and Federal budget cuts. Fifty-two percent of all States had grants funded at less than \$100,000 in Program Year (PY) 1992, and of that group, 74% were funded at the minimum level of \$55,000. This resulted in fewer states electing to participate in the IV-C program.

III. Changes to JTPA IV-C

Beginning with the Solicitation for Grant Applications (SGA) issued in May 1994, the OASVET changed the grants process for JTPA IV-C programs from a formula-based process to a competitive process. The goal was to provide larger grants that maximized services to Veterans with programs that have a richer mix of training options and support services. In the aggregate, such a funding approach demonstrated greater performance and increased customer satisfaction. Forty-four applicants responded to the PY 94 SGA

and a total of fourteen applicants received grant awards.

The OASVET has also eliminated the requirement that applicants pledge an amount of matching funds or in-kind services that is equal to or greater than the amount being requested. In the past, this requirement became increasingly difficult for applicants to meet and was a reason for some states electing not to submit an application for IV-C funding.

JTPA IV-C grants in PY 96 (July 1, 1996) will be funded on a two-year, competitive basis, and all awards will be made at the same time. Second-year funding will be contingent on satisfactory performance in the first year and on the availability of funds. This approach will enable the OASVET to select those grantees who are most responsive to the requirements in the legislation and the SGA; provide a greater monetary incentive for States by awarding larger grants than before; reduce the level of effort required by States to prepare applications and by the OASVET to award and administer the JTPA IV-C grants; standardize the funding cycle to provide more timely and comparable data for improved monitoring and evaluation, and allow the OASVET the option of not funding second-year operations by grantees that do not perform as required.

Notice of Proposed Rulemaking

A Notice of Proposed Rulemaking was published on March 8, 1994 in the Federal Register at 59 FR 10769, notifying the public of the intent to remove current regulations which provide for a non-competitive, formula driven process and in its place establish a new competitive grants process. Comments from the public were invited over a 30 day period. Grant awards under the provisions of the former SGA were made after the final announcement in the Federal Register and the JTPA-IV-C regulations were removed.

IV. Grant Awards

Highest consideration will be given to those applications which demonstrate the greatest commitment to serve eligible Veterans and are proposing a program(s) in a geographic area(s) in which there are few or no interventions available to Veterans with significant barriers to employment.

Applicants are encouraged to present the best possible narrative about their program. It is also extremely important that the narrative portion of the application make it clear what the problem is, the proposed solution, and how eligible Veterans will benefit from the proposal.

V. Review/Award Process

Proposals received will be evaluated by a Review Panel utilizing the criteria described in this Solicitation. The Panel's recommendations will be advisory. Final awards will be made based on the best interests of the Government as determined by the Grant Officer. Technical and/or budgetary negotiations with applicants may be conducted by the Grant Officer before final grant award. Although the Government reserves the right to award on the basis of the initial application submission, it is anticipated that negotiations will be conducted leading to submissions of a final negotiated application. Under this Solicitation, the number of awards will be anywhere from ten to sixteen (10-16) and are anticipated to be in the range of \$400,000 to \$850,000. THE DEADLINE FOR SUBMISSION OF APPLICATIONS WILL BE MAY 15, 1996. Awards are anticipated to be made in June 1996.

VI. Period of Performance

A. First-Year Funding

The anticipated period of performance will be for one year beginning July 1, 1996 through June 30, 1997. (All budget forms should reflect this period to cover four (4) fiscal quarters). No applicant shall begin program operations before the grant award. Due to the competitiveness of the IV-C Grant, the Grantee will be held to the performance and funding goals in the Grant Award and no modifications will be allowed during the first year of the grant.

B. Second-Year Funding

Subject to the availability of sufficient funds for PY 1997, funding beyond one Year may be available and may be requested through a Grant Modification Request, provided the applicant:

1. By the end of the third quarter, achieves at least 60% of the first year total goals for Federal expenditures, enrollments and core training (all training added together), or
2. 85% of total goals for the year if planned activity is *NOT* evenly distributed in each quarter.

All instructions for modifications and announcement of funding availability will be issued at a later date.

VII. Eligible Applicants

Eligible Applicants

The State as defined by Section 4 of JTPA is the eligible applicant for grants to be funded under this SGA. An application for funds under this Solicitation will be accepted only if signed by the Governor of each State or

his or her designee. A Governor's designee refers to the administrative head of the agency designated by the Governor to carry out the JTPA IV-C program in the State. Only one application will be accepted from each State. A transmittal letter signed by the Governor of the State or his or her designee must accompany the application. The letter must contain a statement that the designee is authorized to act on behalf of the Governor and administer the JTPA IV-C program.

The designated applicant may propose to operate programs through sub-applicants, such as JTPA entities, State Employment Service Agencies (SESAs), community based organizations, educational institutions, non-profit organizations, or other service providers. States should allow sufficient time for the procurement procedures required for selecting and consolidating State subapplications into a single proposal that is responsive to this SGA by the prescribed deadline.

VIII. Participant Eligibility

A. Legislative Criteria

For the purpose of this Solicitation, the term Veteran as defined in 29 U.S.C. 1503(27)(A)(JTPA Section 4(27)(A)), shall refer to an individual who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable.

Participant eligibility criteria for Title IV-C participation is stated as follows:

1. "Service-connected disabled veteran" refers to (1) a veteran who is entitled to compensation under laws administered by the Department of Veterans' Affairs (DVA), or (2) an individual who was discharged or released from active duty because of a service-connected disability. See 29 U.S.C., Sec. 1503(27)(B).

2. "Veteran of the Vietnam-era" refers to an eligible veteran any part of whose active military service was during the Vietnam-era (i.e., any part occurred between August 5, 1964 and May 7, 1975). See 29 U.S.C., Sec. 1503(27)(D).

3. "Veterans who are recently separated from military service" refers to any veteran who applies for participation in a program funded under any title of JTPA within 48 months after separation from military service, as defined in 29 U.S.C., Sec. 1503 (27)(C).

Only those veterans who meet these statutory eligibility criteria may be served by JTPA IV-C funds.

B. PY 96-97 Special Consideration

In PY 96 and PY97, the OASVET encourages grant applications to provide

services to Veterans most in need to include services to women and other Veteran minorities who meet JTPA IV-C eligibility requirements.

IX. Separation of Technical and Cost Proposals

To facilitate proposal evaluation, the applicants shall submit separate sections entitled Technical Proposal and Cost Proposal. These sections must be physically separate (i.e., the Cost Proposal must start on a new page and be separately stapled). In addition to Technical and Cost Proposals, the grant application shall contain a transmittal letter signed by the Governor of the State, or his or her designee, an Abstract, and a Table of Contents. These elements of the application are further described on the next page.

X. Required Contents of an Application

All applications found to be responsive will be retained by the Grant Officer for complete evaluation of the entire application. To be considered responsive, the grant application package must include the elements and number of copies indicated below. For each of these sections, applicants are encouraged to be concise yet thorough in documentation and narratives. Finally, applicants should refer to the Glossary contained in this SGA to ensure that terms used in their applications are in agreement with those in the SGA.

Elements required in the application	Recommended page length (one-sided, double spaced)
Transmittal Letter	1.
Table Contents	1.
Abstract	1-2
Technical Proposal: Submit original and three copies.	16 pages total including the required goal chart.
<ul style="list-style-type: none"> • Statement of Needs • Program Design and Goals • Qualifications of the Applicant • Community Linkages/In-Kind Contributions, Optional Outside Funds and/or Letters of Financial Commitments • Additional Attachments; i.e., charts, graphs, tables. 	Not to exceed 10 pages.
Cost Proposal: Submit original and two copies: <ul style="list-style-type: none"> • Standard Form 424 • Standard Form 424-A. 	

Elements required in the application	Recommended page length (one-sided, double spaced)
<ul style="list-style-type: none"> • Budget Narrative for applicant and subapplicant (including the Direct Cost Description form for Applicants and Subapplicants). • Grant Assurances, and Certifications Signature Page. 	4. As Attached.

A. Transmittal Letter

A transmittal letter signed by the Governor of the State or his or her designee must accompany the application. The letter must contain a statement that the applicant is authorized to act on behalf of the Governor and administer the JTPA IV-C program.

B. Table Contents

A Table of Contents *must* be included in the grant application package. The Table of Contents should identify, by title and page number, each significant Section of the Technical Proposal. Sequential numbering of each page in the Grant application package is required in order to facilitate and expedite the review, negotiation, and award process.

C. Abstract

Each application shall include an Abstract which shall include the following elements:

1. Total amount of Federal funds requested,
2. Name(s) of Grantee and Sub-Grantee(s),
3. The Region in which the applicant is located, and where the project(s) will be located and,
4. Brief summary of mandatory services provided to IV-C eligible Veterans.

The purpose of the Abstract is to allow for a preliminary review of applications by the Grant Officer to identify those which are responsive to application preparation instructions and which contain the mandatory program elements as described in this SGA. **THE ABSTRACT SHOULD BE ATTACHED TO THE TRANSMITTAL LETTER.**

Applications which are substantially incomplete or deficient with respect to the specified required forms and content may be deemed unacceptable and receive no further consideration.

D. Technical Proposal

The Technical Proposal shall consist of the Statement of Needs, Program Design and Goals, Qualifications of the Applicant and/or Sub-Applicant(s), Community Linkages/InKind Contributions, and Optional Outside Funds and/or Letters of financial commitment from community organizations. Additional Attachments; i.e., charts, graphs, tables. The Technical Proposal shall address only the programmatic aspects of the proposed program and shall not include any statement regarding the amount of funds being requested.

1. Statement of Need

The Statement of Needs should succinctly describe the problem(s) to be addressed by the proposed program. The Statement of Needs should identify employment and training problems commonly experienced among eligible veterans who reside in a specific geographical area. The following provides direction regarding topics which should be addressed in the narrative of the applicant's Statement of Needs.

(a) Geographical Area

The geographic area(s) to be served should be identified and this description must agree with the entries in Boxes 12, 14a and 14b of the SF 424.

(b) Eligible Veterans Targeted

Information regarding JTPA IV-C eligible veterans who reside or will reside in the area(s) to be served shall include information on numbers of service connected Veterans, Vietnam-era Veterans, and recently separated Veterans. Data on other subgroups of eligible veterans may also be provided as part of the Statement of Needs, e.g. women and minorities.

(c) Identification of Special Problems and Needs of the Population

If there are aspects of the areas to be served which overall pose a general barrier(s) to employment, these shall be identified, e.g., economic isolation found in remote areas, high unemployment rate, significant industrial closings or slow downs, military base closures, economic downturns, lack of shelter, etc. The applicant shall include the source of this data. Also identify unique or severe handicaps and barriers to employment which may be common to the eligible population of veterans or other subgroups of veterans to be served by the proposed program. Such barriers could include post traumatic stress disorder (PTSD) syndrome, or

circumstances which especially affect particular categories of disabled veterans, recently separated veterans who lack marketable work skills, etc. The barriers identified in this section shall be specifically linked to the enrollment goals and interventions proposed in the Program Design.

2. Program Design

a. The Program Design shall describe the approach applicants will use to address targeted veterans' barriers to employment. The Program Design shall describe all aspects of an applicant's program and delineate which services are to be funded using JTPA IV-C funds and optional outside funds. The Program Design shall provide information on how services are expected to be delivered, i.e. through the applicant or through other eligible subapplicants, and provide the names of any and all subapplicants.

b. Programs for which funds are sought under this SGA may include new initiatives, further development of existing programs, or a combination. If applications are for continuing activities, the demonstrated effectiveness of existing programs shall be described and applicants shall address the extent to which previous enrollment and performance goals were met. In cases where the programmatic approach calls for a combination of new and existing programs, a description shall be included of how the new activities and existing programs will complement each other and enhance other programs.

c. In order to comply with this SGA, applicants shall agree to place participants in unsubsidized employment, paying an average wage that is at least equivalent to the average JTPA Title IIA rates reported in their respective States for PY 94. If applicants are proposing wages less than the Title IIA wage rates, they shall provide a rationale. While meeting this requirement will provide no additional rating points, failure to provide a rationale for proposing a lesser average wage rate will result in the loss of 5 points for the rating of this criteria.

State	Average wage at placement
Alabama	\$6.12
Alaska	10.08
Arizona	6.46
Arkansas	6.94
California	7.37
Colorado	7.27
Connecticut	17.66
Delaware	7.03

State	Average wage at placement
D.C.	7.39
Florida	6.87
Georgia	6.46
Hawaii	7.72
Idaho	6.86
Illinois	7.48
Indiana	7.42
Iowa	7.29
Kansas	7.69
Kentucky	6.08
Louisiana	6.22
Maine	7.08
Maryland	6.74
Massachusetts	8.44
Michigan	6.88
Minnesota	7.93
Mississippi	5.93
Missouri	6.51
Montana	7.21
Nebraska	6.59
Nevada	7.64
New Hampshire	7.26
New Jersey	8.45
New Mexico	6.78
New York	7.72
North Carolina	6.56
North Dakota	6.26
Ohio	7.45
Oklahoma	7.33
Oregon	7.07
Pennsylvania	7.10
Puerto Rico	4.74
Rhode Island	7.07
South Carolina	6.48
South Dakota	5.98
Tennessee	1 5.90
Texas	6.99
Utah	7.27
Vermont	6.95
Virginia	6.18
Washington	7.50
West Virginia	5.80
Wisconsin	7.06
Wyoming	6.83

¹ Data not available for PY 1994—previous PY data cited.

d. There are three program activities that all applications shall contain to be found technically acceptable under this SGA. These activities are: Employment Development Plans, Core Training, and Job Placement Services. In addition to these mandatory activities, proposed programs should include some combination of optional activities such as pre-enrollment assessments, ancillary services and follow-up to assure that participations will be placed in unsubsidized employment that meets their "minimum economic need". Both categories of program activities are more fully described below.

(1) Mandatory Program Activities

(a) The Employment Development Plan (EDP)

A definition of Employment Development Plan (EDP) can be found

in the Glossary of Terms. The implementation of an FDP is required for all veterans enrolled in programs supported by JTPA resources. A copy of an EDP is maintained in each participant's file. The EDP shall document a summary of the assessments conducted to ascertain the abilities, barriers and needs of the participant. At a minimum, the EDP should substantiate the participant's minimum income needs, identify barriers and skill deficiencies, and describe the services needed and the competencies to be achieved by the participant as a result of program participation. The applicant shall also include a description of their proposed EDP process.

(b) *Core Training Activities*

A definition of Core Training Activities can be found in the Glossary of Terms. It refers to any training program that leads to the development of job skills for the client. Each client who is to be enrolled in a JTPA IV-C program must receive some form of core training. The Program Design narrative must identify the core training components to be employed in the applicant's program, and these components must agree in scope with the definitions found in the Glossary of Terms. Core training components proposed by the applicant that do not fit the glossary terms or definitions must be adequately described and justified in the Program Design narrative. Core training activities described in this section may include but are not limited to the following:

- I. Classroom training;
- ii. On-the-job training;
- iii. Remedial education;
- iv. Literacy and bilingual training;
- v. Institutional skills training;
- vi. Occupational skills training;
- vii. On-site industry-specific training;
- viii. Customized training;
- ix. Apprenticeship training; and
- x. Upgrading and retraining.

Definitions of these core training activities are found in the Glossary of Terms.

(c) *Job Placement Services*

A definition of Job Placement Services can be found in the Glossary of Terms. The ultimate objective of JTPA IV-C services is to place each client in a meaningful, permanent job that allows the client to become economically self-sufficient. The applicants shall describe in the Program Design how job placements will occur after core training activities and/or after job development or referral efforts are initiated.

(2) *Optional Program Activities*

(a) *Pre-Enrollment Assessments*

A definition of Pre-enrollment Assessment can be found in the Glossary of Terms. This SGA allows costs for pre-enrollment assessments that enable grantees to determine the employability needs of applicants by conducting meaningful evaluations of applicant skills and barriers. Grantees are then able to refer those applicants who may not be appropriate for the services of the proposed program to other service providers. The assessment of applicants prior to enrollment is an allowable cost to JTPA IV-C provided it has been determined that the applicants to be assessed meet the legislative criteria for the JTPA IV-C eligibility. In the Program Design, the grant applicant shall identify the means of pre-enrollment assessments it intends to use and the purpose for the information to be derived from those assessments.

(b) *Ancillary Services*

A definition of Ancillary Services can be found in the Glossary of Terms. Although not a required component of a JTPA IV-C program, the applicant may choose to supplement its core training activities by providing some form of ancillary services. The applicant shall describe in the Program Design if ancillary services are to be provided to clients, and if so, the nature of those services. Ancillary services may include but are not limited to the following activities to accommodate the individual needs of the participants. Any other services being proposed other than those listed below must be fully described.

- I. Vocational explorational training
- ii. Case Management
- iii. Counseling
- iv. Job club activities
- v. Job search assistance

Definitions of these ancillary services are found in the Glossary of Terms.

(c) *Follow-Up*

A definition of Follow-Up can be found in the Glossary of Terms. Applicants may choose to include follow-up services in their proposed program to track what happens to applicants after initial placement. Applicants must describe in the Program Design if follow-up services are to be provided to clients, and if so, the nature of those services.

(3) *Performance and Enrollment Goals*

A chart is provided to identify the performance and enrollment goals of the proposed program. The chart entitled Performance and Enrollment Goals in

Part II must be included with the Program Design.

(a) The performance goals are arrayed in four fiscal quarters. The number of quarters for which performance is planned should be the same as the number of quarters indicated in Section D of SF 424A for which expenditures are provided. Data on the Performance and Enrollment Goals chart is to be entered on a cumulative basis only.

(b) When establishing performance goals, estimate the number of assessments to be performed, the number of enrollments, the number of terminations, and the number of placements on a quarterly basis. Also estimate enrollment goals for core and ancillary training activities for each quarter in order to develop the budget for the program.

(c) An enrolled veteran is one who has been determined eligible for services at intake and who is scheduled to receive training. Enrollment goals are to be described in the Program Design, accompanied with the Performance and Enrollment Goals chart. Proposed enrollment goals for each quarter by eligible target group must be provided with a discussion that links the number of eligible veterans described under the Statement of Needs to the enrollment goals. Other eligible subgroups of veterans that the applicant intends to serve, such as women or minorities, must also be reported on the enrollment chart, discussed in the Program Design, and identified in the Statement of Needs.

3. *Qualifications of the Applicant and Subapplicant*

a. *Required Elements*

This section shall discuss the experience and qualifications of the applicant for successful completion of the program. The discussion shall include the experience of the organization in delivering successful programs related to that being proposed. The applicant shall include with the narrative a list of the type of grants received by the applicant and subapplicant(s) over the last three years and the amount of those grants. For each grant listed, provide the grantor's name and phone number, specific outcomes achieved, to include average wages at placement and entered employment rates.

4. *Community Linkages/In-Kind Contributions, Optional Outside Funds and/or Letters of Financial Commitment*

a. Community Linkages/In-Kind Contributions

This section must provide information on the quality and extent of the linkages the program will have with outside organizations (including state, municipal, non-profit organizations and community organizations). If these linkages include in-kind services or other coordinated efforts at no additional cost to this grant these should be identified.

b. Optional Outside Funds

The inclusion of outside funds in an applicant's program is not a requirement to receive JTPA IV-C funds. However, if outside funds are to be included, the applicant shall identify in the Technical Proposal the source of such pledges of financial support and describe the programmatic utilization of these funds and how such funds will promote achievement of the program objectives.

c. Letters of Financial Commitment

The dollar amount of this support shall be identified in the Technical Proposal. Pledges of financial support shall be accompanied by an official signed letter of commitment from each organization and included as Attachments to the Technical Proposal.

5. *Cost Proposal*

Applicants shall submit an original and two copies of the Cost Proposal. Required elements of which consist of the following:

a. Standard Form (SF) 424—Application for Federal Assistance

The amount of Federal funds requested shall be indicated on this form and must agree with the amounts reflected on the SF 424A which is also submitted in the Cost Proposal. Additionally, the SF 424 must be signed by an official who is authorized to represent the applicant in a grant agreement with the U.S. Department of Labor.

b. Standard Form (SF) 424 A—Budget Information—Non-Construction Program

This form is used to project anticipated costs in various object class categories among the applicant and subapplicant(s) over the fiscal quarters of PY 1996. Instructions for the completion of this form are found in Part II of this Solicitation.

c. Direct Cost Descriptions for Applicants and Subapplicants

A form and appropriate instructions are provided in Part II of this Solicitation for the purpose of identifying direct and administrative charges associated with various object class categories. This form shall be completed and included in the Cost Proposal.

d. Budget narrative

The applicant shall provide a narrative explanation of the purpose of each proposed program cost and how it was derived, and indicate how it is related to the operation of the program. Program costs which must include a narrative are the following:

(1) The object class categories from the SF 424A, Section B, such as personnel, fringe benefits, travel, equipment, supplies, other, and indirect charges for both the applicant and any subapplicants.

(2) Training costs, which are included under line h Column (5) "Other" for applicants, or if subapplicants are to provide training services, they are to be included under line h for columns (1-4). Training costs may be determined by applying 50% of wages for OJT hours, paying for tuition/books at a community college, or by applying the cost of training staff.

(3) "Other" costs as found on line h of the SF424A for applicants and subapplicants, which may include rent, utilities, training, or support services, such as child care or bus fare.

(4) The nature and identity of any sub-grantees should be discussed *briefly*.

(5) The average cost-per-participant and the average cost-per-placement shall be identified. The cost-per-participant is derived by dividing the amount of Federal funds being requested by the number of participants to be supported in the proposed program. The cost-per-placement is calculated by dividing the amount of Federal funds requested by the number of participants anticipated to be placed in employment.

(6) The applicant must explain indirect cost charges and justify fringe benefit costs that exceed thirty-five percent (35%) of the aggregate personnel charges.

(7) Certifications and Assurances, Include the signature page of the Certifications and Assurances and any pertinent attachments along with the Cost Proposal.

XI. Rating Criteria for Technical & Cost Proposals

A. *Technical Proposal—80 Points*

Applicants are advised that selection for grant award is to be made after careful evaluation of the grant application by the Review Panel. Each panelist will evaluate applications against the various criteria on the basis of 80 points. The scores will then serve as the primary basis for considering the technical merits of applications for potential award. Clarification may be requested of grant applicants if the situation so warrants.

Point Distribution

Statement of Needs.....	20 points
Program Design and Goals	30 points
Qualifications of the Applicant	15 points
Community Linkages/In-Kind Contributions, Outside Funds & Letters of Financial Commitments	15 points

In order to receive the maximum of 80 points in the rating of the Technical Proposal, applications must be exceptional in meeting all the criteria of the elements described below.

B. *Evaluation Criteria*

1. *Statement of Need: 20 Points*

Applicants will be rated on their ability to demonstrate an understanding of the barriers to employment exhibited by the veteran population to be served. The Statement of Needs must be accompanied with statistical data or other documentation to support statements made.

2. *Program Design and Goals: 30 Points*

Applicants will be rated based on the following criteria:

(a) the thoroughness of the proposed EDP plan and process in documenting the abilities, barriers, and needs of each participant and in ensuring that appropriate services are provided;

(b) the degree to which the proposed core training interventions will address the multiple barriers to employment of the target population by developing marketable job skills;

(c) the degree to which proposed job placement services will place clients in meaningful, permanent jobs that will allow clients to become economically self-sufficient;

(d) the appropriateness of optional program activities to the needs and interests of the target groups to be served;

(e) average wage rates at placement, or the existence of a rationale for utilizing rates lower than the PY 94 Title IIA rates;

(f) the degree to which the quantitative performance and

enrollment goals and timeframes are realistic and indicate that a substantial effort will be made to provide meaningful services to veterans consistent with the Statement of Needs.

3. *Qualifications of the Applicants and Subapplicant(s): 15 Points*

The applicant and the proposed sub-applicant(s) will be rated on their level of knowledge, experience and expertise in conducting programs that provide job training and job placement services.

4. *Community Linkages/In-Kind Contributions, Optional Outside Funds and/or Letters of Financial Commitments: 15 Points*

Utilization of outside agencies such as state, municipal and community agencies by applicants can enhance IV-C services to participants, ensure that duplication of effort is minimized, and ensure that activities to serve targeted veterans are coordinated.

Applications will receive up to 10 points for demonstrating the degree to which proposed programs create or maintain cooperative linkages with other State, municipal, and community agencies. An additional 5 points shall be awarded to applications that demonstrate a commitment of outside funds to the program. This use of the term funds is not inclusive of the value of in-kind services. All commitments of outside funds must be substantiated by one or more signed letters of support that identify the amount and source of financial resources being committed (ensure that this information is included *only* in the Technical Proposal).

5. *Cost Proposal: 20 Points*

Each Cost Proposal will be evaluated on its efficiency in relation to other Cost Proposals submitted in response to this SGA. The average cost per average (ACPA) which is the average of the proposed average cost-per-participant and average cost-per-placement will be the sole aspect of cost efficiency considered in this regard. The average cost-per-participant is derived by dividing the total amount of Federal funds requested by the Total number of planned participants. The average cost-per-placement is calculated by dividing the total amount of funding requested by the goal for placements. The ACPA shall be derived by dividing the sum of the two averages by two (2).

The proposal having the lowest average of these two will receive 20 points, based on the following formula: (lowest ACPA/ACPA x 20)

All other proposals will receive points using the above formula. For example, if the lowest ACPA is \$2,000, it would

receive a cost score of 20. If another proposal had an ACPA of \$4,000, it would receive a score of 10 (i.e., [$\$2,000/\$4,000$] x 20). Lower scores from this evaluation of cost efficiency due to higher cost services may be compensated by receiving additional points in the Statement of Needs of the Technical Proposal for serving participants having significant barriers which may be costly to serve (see Section XI (B) above). Total scores are derived by adding the points given to Technical Proposals to those given to Cost Proposals. Optimally, Technical Proposals are weighted four times greater than the highest rated Cost Proposal (80 points versus 20 points).

XII. Non-Responsive Applications

All information provided in the application package must be concise and accurate. Applications will be given a preliminary review to identify if one or more of the following requirements is not met by an applicant. Such a finding will render the application nonresponsive and it will not be considered by the Review Panel. Non-responsive applications include the following characteristics:

- those that are submitted after the deadline;
- those in which the Governor of the State has not designated the applicant as his or her designee to carry out the program;
- those that do not include the mandatory activities of core training, employment development plans, and job placement services;
- those that exceed the maximum funding amount of \$850,000;
- those that exceed the twelve month period of performance; and
- those that exceed four fiscal quarters of activity.

All applications found to be responsive will be retained by the Grant Officer for complete evaluation of the entire application.

XIII. General Application Requirements for Funds

A. One *blue* ink-signed original, complete grant application, marked original, plus 3 copies shall be submitted to the U.S. Department of Labor, Office of Procurement Services, Room N-5416, 200 Constitution Avenue, N.W., Washington, DC 20210, not later than 4:45 pm EDT, May 15, 1996. Hand-delivered applications must be received by the Office of Procurement Services by that time.

B. Any application received at the Office of Procurement Services after 4:45 pm EDT will not be considered

unless it is received before award is made and:

1. It was sent by registered or certified mail not later than the fifth calendar day before May 15, 1996; or

2. It was sent by U.S. Postal Service Express Mail Next Day Service—Post Office to Addressee, not later than 5:00 pm at the place of mailing two working days, excluding weekends and Federal holidays, prior to May 15, 1996.

The only acceptable evidence to establish the date of mailing of a late application sent by registered or certified mail is the U.S. Postal Service postmark on the envelope or wrapper and on the original receipt from the U.S. Postal Service. If the postmark is not legible, an application received after the above closing time and date shall be processed as if mailed late. "Postmark" means a printed, stamped or otherwise placed impression (*not* a postage meter machine impression) that is readily identifiable without further action as having been applied and affixed by an employee of the U.S. Postal Service on the date of mailing. Therefore, applicants shall request that the postal clerk place a legible hand cancellation bull's-eye postmark on both the receipt and the wrapper or envelope.

The only acceptable evidence to establish the date of mailing of a late application sent by U.S. Postal Service Mail Next Day Service-Post Office to Addressee is the date entered by the post office receiving clerk on the "Express Mail Next Day Service-Post Office to Addressee" label and the postmark on the envelope or wrapper and on the original receipt from the U.S. Postal Service. "Postmark" has the same meaning as defined above.

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

The only acceptable evidence to establish the time of receipt at the U.S. Department of Labor is the date/time stamp of the Office of Procurement Services on the application wrapper or other documentary evidence of receipt maintained by that office.

Applications sent by telegram or facsimile (FAX) will *not* be accepted.

XIV. Administrative Provisions

A. All grants awarded under this SGA shall be subject to the administrative standards and provisions of DOL which include the following:

1. 29 CFR Part 96 (Federal Standards for Audit of Federally Funded Grants, Contracts and Agreements). This rule implements, for State and local governments and Indian tribes that receive Federal Assistance from the

DOL, Office of Management and Budget (OMB) Circular A-128 "Audits of State and Local Governments" which was issued pursuant to the Single Audit Act of 1984, 31 U.S.C., Sec. 7501-7507. It also consolidates the audit requirements currently contained throughout the DOL regulations.

2. Section 165 of the JTPA—Reports, Recordkeeping and Investigations. Please note that Sections 4, 141-184 and 441 also apply.

3. 29 CFR Part 97—Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

4. 29 CFR, Parts 30, 31, 32, 33 and 34—Equal Employment Opportunity in Apprenticeship and Training; Nondiscrimination in Federally Assisted Programs of the Department of Labor, Effectuation of Title VI of the Civil Rights Act of 1964; and Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance (Incorporated by Reference). These rules implement, for recipients of federal assistance, non-discrimination provisions on the basis of race, color, national origin, and handicapping condition, respectively.

5. 29 CFR Part 95—Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Etc.

6. Applicable provisions of JTPA, Pub. L. 97-300, including all applicable provisions of sections 161-171, Federal and Fiscal Administration.

7. Appeals from nondesignation will be handled under 20 CFR Part 636.

XV. Special/General Grant Provisions and Certifications/Assurances¹

If the applicant is awarded a grant, it will be required to operate the program in accordance with the following Certifications and Assurances and with the following Special and General Grant provisions.

¹ Certifications, assurances and the special and general provisions can be found in Part III.

A. Special Provisions

1. The Special Provisions which are incorporated in the approved grant will contain elements to reflect program requirements specific to the awarded grant. It is the responsibility of the grantee to ensure that these provisions are adhered to and that the program is operated in compliance with these requirements. The grantee must review these provisions as they are unique to each grant upon award.

B. General Provisions

1. The General Provisions are standard for each award during each Program Year. As with the Special Provisions, it is the responsibility of the grantee to ensure that the program is operated in compliance with these provisions.

C. Certifications/Assurances

1. As original signed and dated signature page providing the following certification and assurances must accompany the Cost Proposal:

- a. Certification regarding lobbying;
- b. Certification regarding debarment and suspension;
- c. Certification regarding a drug-free work place;
- d. Certification of Release of (Grantee) Information;
- e. Certification regarding nondiscriminatory and equal opportunity; and
- f. Grant Assurances for Non-construction programs.

XVI. Executive Order 12372: Intergovernmental Review of Federal Programs

The DOL has identified JTPA IV-C, as being eligible for State review under Executive Order 12372, "Intergovernmental Review of Federal Programs." Therefore, each applicant is required to follow the procedures established by its State relative to the Executive Order and may be required to simultaneously submit a copy of the application to the State Single Point of Contact (SPOC), if the State has one.

Indication of the applicant's action with respect to the SPOC submittal must be noted on item 16 of the SF 424.

XVII. Allowable Costs

Determinations of allowable costs shall be made in accordance with the following applicable Federal cost principles:

- a. State and local government—OMB Circular A-87
- b. Educational institutions—OMB Circular A-21
- c. Nonprofit organizations—OMB Circular A-122
- d. Profit-making commercial firms—48 CFR Part 31

XVIII. Limitation on Administrative and Indirect Costs

Costs for administration may not exceed 20 percent of the total IV-C grant funds. Indirect costs claimed by the applicant shall be based on a federally approved rate. The approving entity (the Federal Cognizant Agency) should be identified by the applicant in box 22 of the SF424A.

Part II—Required Forms & Instructions Required Forms and Suggested Formats

Two forms and two suggested formats for information required in the JTPA IV-C application are provided below along with instructions for proper completion.

A. Standard Form 424 (SF 424): Application for Federal Assistance

The SF 424, which collects summary information about the applicant and the program being proposed, must be submitted with the grant application. To preclude unnecessary delays in the processing of a grant application package, accurate and thorough completion of this form is critical. The general instructions found on the back of the SF 424 are provided to assist applicants. A copy of the SF 424 follows. The SF 424 must be signed by the Governor or the administrative head of the designated agency.

BILLING CODE 4510-79-P

B. Standard Form 424A**(1) Section A—Budget Summary**

This section of the form is to be used to identify the amount of JTPA IV-C funds being requested and, if proposed, the amount of Optional Outside Funds being pledged to the program.

Column (e), line 5.—Federal: Enter the amount of JTPA IV-C funds requested (this amount must be equal to the amount shown in box 15a on the SF 424—“Application For Federal Assistance.”)

Column (f), line 5.—Non-Federal: No entry required. Any optional outside funds proposed are to be reported in Section C.

Column (g), line 1.—Total: Enter the sum of the figures in columns (e) and (f).

(2) Section B—Budget Categories (for reporting JTPA IV-C funds only)**Object Class Categories By Row**

This section has two parts. Column (5) reflects applicant costs only, and columns (1-4) reflect subapplicant costs that must add up to applicant contractual costs shown on line f, column (5). Columns (1-4) are shaded to indicate they are *not* to be totalled across to column (5). Costs in these columns are to be added on line k only. The total of line k, columns (1-4) should match the total entered in line f, column (5).

The rows in this section require information that reflect charges proposed according to object class categories. These categories, which reflect significant functions and processes of most program activities, are used to forecast costs which will be incurred during the life of the proposed program.

Data Requirements By Column

There are five columns in this section which require the entry of all cost data pertinent to object class categories which will be charged to JTPA IV-C funds.

- Column (5) is used to enter estimates of costs to be charged by the applicant;
- Columns (1-4) are used to enter estimated costs to be charged by the subapplicants.
- Should more than four subapplicants be proposed, submit extra copies of this page of the SF 424A to reflect the charges proposed for the additional subapplicants. In this circumstance, use column (5) of the first page to sum all charges being proposed on the first page as well as those on the additional page(s). Arithmetic accuracy is important here, and both the

horizontal and the vertical entries should be checked to ensure that they are correct.

Object Class Categories

Costs proposed in rows “a” through “e” are to be inclusive of both administrative and program charges. Criteria for costs in the object class categories of the SF 424A follow:

Personnel

Costs charged to this category on line a, column (5) reflect personnel wages and/or salaries of the applicant. Corresponding costs of subapplicants must be entered on line a, columns (1) through (4).

Note: All personnel charges for training and administrative functions must be broken out for both the applicant and subapplicants and included on the Direct Cost Description Form for Applicants and Subapplicants in Part II, Section II (D) as provided.

Fringe Benefits

Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to, the costs of employee insurance, pensions and unemployment insurance. Fringe benefits being charged to JTPA IV-C funds which exceed 35 percent of the aggregate personnel charges reflected in this section must be justified in the Cost Proposal. Fringe benefits of the applicant must be entered on line b, column (5). Corresponding costs of subapplicants must be entered on line b, columns (1-4).

Travel

Charges in this category shall reflect only those incurred by project personnel. Do not include travel costs to be incurred by participants—these are to be identified as support services under “Other” and reflected in row “h”. (See Section V of the Special Provisions for allowable travel costs). Travel costs of the applicant must be entered on line c, column (5). Corresponding costs of subapplicants must be entered on line c, columns (1-4).

Equipment

“Equipment” is identified in 29 CFR §97.3 as any tangible, non-expendable, personal property with an acquisition cost of \$5,000 or more per unit and having a useful life of more than one year. A grantee may use its own definition of equipment provided that such definition would at least include all equipment defined above. Material having a lesser cost must not be

reflected in this object category and does not require explanation. Equipment costs of the applicant must be entered on line d, column (5). Corresponding costs for subapplicants must be entered on line d, columns (1-4).

Supplies

Supply costs of the applicant shown in column (5) means all tangible personal property other than equipment as defined, i.e., having a value of less than \$5,000. Corresponding costs of subapplicants must be entered on line e, columns (1-4).

Contractual

This category for the applicant (line f, column (5)) represents the sum of all costs associated with subgrants. Applicant subgrant costs are broken out into the object class categories for subapplicants, in columns (1-4). Total subapplicant costs as reflected on line k, columns (1-4) must equal applicant contractual costs entered on line f, column (5). If subapplicants intend to subgrant (e.g., a private industry council as sub-grantee may entertain a subgrant with a community college to provide classroom training), these costs must be reflected on line k for the appropriate subapplicant. In addition, the nature and identity of these sub-sub-grantees should be *briefly* discussed in the Cost Proposal.

Construction

Construction activities are not provided for under the JTPA IV-C SGA and, therefore, this category is left blank.

“Other”

This category is reserved for applicant and subapplicant Direct Cost items which are not covered in the object class categories indicated on this form, but are anticipated by the grant applicant. These costs must be described in the Cost Proposal. Examples of charges being made in this category might be rent, utilities, training, and support services for participants, such as child care or bus fare. Applicant “other” charges are to be entered on line h, column (5). Subapplicant “other” charges are to be entered on line h, columns (1-4).

Direct & Indirect Costs

Rows 6a through 6h are to be used to show direct costs which will be charged to individual categories and row 6i is to be used to total these estimates of direct charges, i.e., the sum of lines 6a through h. Line 6j, on the other hand, is to be used to reflect indirect costs charged to

the grant, i.e., those costs which benefit more than one cost objective and/or which are not readily assignable to any single cost category. Finally, line 6k is to be used to provide the total of all indirect and direct charges to the program. Again, show applicant Direct and Indirect costs in column (5) and subapplicant costs in columns (1-4).

Note: For both applicants and subapplicants, total administrative cost (as shown on the Direct Cost Description Form for Applicants and Subapplicants) may not exceed 20% of the total JTPA IV-C funds requested.

Indirect Charges are those incurred for a common or joint purpose which benefit more than one cost objective but are not easily assignable to the cost objectives specifically benefitted. An example of such costs might include personnel expenses such as payroll or supplies and communication costs. The indirect cost rate to be charged should be based on one that has been previously negotiated and approved with a Federal cognizant agency or a proposed rate based on a cost allocation plan. The approving agency and the rate must be identified in box 22 in Section F of the SF 424A.

Note: In some instances subapplicants listed in columns (1-4) have requested indirect cost rate determination, but the cognizant agency has stated they are not able to provide this determination. In such instances, the applicant should submit a letter to this effect from the cognizant agency or identify the agency in Section F, box 22, of SF 424A. Grantees are responsible for ensuring that indirect costs charged to them by subrecipients are appropriate.

ITEM 7. "Program Income"

The last row in this section is reserved for applicants and subapplicants who propose to earn income during the period of performance of this grant, as a result of the work undertaken through this grant. Because most JTPA IV-C programs are seldom concerned with earning income, this part of Section B is almost always left blank. However, if an applicant proposes program income, the provisions of 29 CFR 97.25(g) must be adhered to.

(3) Section C—Non-Federal Resources

If proposed, enter the total amount of optional outside funds pledged.

(4) Section D—Quarterly Forecast of Cash Needs

This section displays the projected expenditures, by quarter, for JTPA IV-C funds. Enter the data on a cumulative basis.

Note: The program's actual expenditures as reported in the quarterly technical performance reports will be measured against those provided in this section of the SF 424A.

Column Entitled "Total for 1st Year", Lines 13 Through 15

In line 13, enter the total amount of JTPA IV-C funds requested. This entry *must* agree with Box 15a of the SF424, and be the sum of the quarterly projections reflected in Sections D and E of this form even if the grant period of performance is more than four quarters.

In line 14, no entry is required.

In line 15, enter the total on line 13 and leave line 14 blank. This total *must* agree with Box 15g of the SF 424, and be the sum of the quarterly projections reflected in Sections D and E of this form.

Columns Entitled "1st Quarter Through 4th Quarter"

Use these columns to display the projected amount of funds to be expended, by quarter. This is a non-cumulative break out.

(5) Section E—Budget Estimates of Federal Funds Needed for Balance of the Project

Make no entry in this section.

(6) Section F—Other Budget Information Indirect and Administrative Cost Information

This section is used to capture information regarding the applicant and subapplicant indirect and administrative costs.

In box 21, enter the total amount of applicant and subapplicant administrative charges as found on the Direct Costs Description Form for Applicants and Subapplicants (Part II, Section C).

In box 22, enter the name of Federal cognizant agency approving the indirect cost rate and the indirect cost rate to be used. In box 23, take the number entered in Box 21 above, divided by the amount entered in Section B, line K, column (5).

Note: Form 424A, two pages in length, is available from the office of the Governor of each State. It is required to be submitted in your application.

C. Direct Cost Descriptions Form for Applicants and Subapplicants

The applicant is required to identify direct charges which are applied to the administrative and program functions of the grant. Object class categories subject to this distinction are personnel, fringe benefits, travel, equipment, and

supplies. It is suggested that the format following these instructions be used as the most efficient and time saving method for providing the information.

Applicants are to submit either one rolled-up version of this form for both applicant and subapplicant direct costs or separate forms for applicants and subapplicants. In the latter case, applicants may submit extra copies of this page if needed which will *not* count against page limitations. The administrative and program charges to be made among these categories must be clearly identified for applicants or subapplicants. Instructions for entering data appropriate to each object class category follow.

(1) All Personnel By Position

In this section, five columns of information are required to identify the charges related to the personnel object class category. In column (1) "Positions Titles," identify the position title for each employee whose salary or wages are to be supported in whole or part, by the grant. In column (2) "Annual Salary/Wage Rate," identify the anticipated annual earnings for total each position. In column (3) "Percentage of Time Charged to Grant" indicate the percentage of the individual's full-time equivalent hours that will be charged to the grant. Use column (4) to identify the amount of salary or wages in each position that will be charged to the grant for administrative purposes and in column (5), identify the corresponding amount that will be charged to the grant for program purposes. The sum of administrative and program personnel costs identified in this section must equal the amount identified in row "a" in Section B of the submitted SF 424A.

(2) Fringe Benefits For All Positions

In this section, identify the total fringe benefit costs for all positions that will be charged to the grant for administrative (column 4) and program (column 5) purposes. The sum of administrative and program fringe benefit costs identified in this section must equal the amount identified in row "b" in Section B of the submitted SF 424A.

(3) Travel; (4) Equipment; and (5) Supplies

Identify all applicant and subapplicant charges for each of these categories to be charged to the administrative and program functions of the grants. Finally, on the line labeled "Total Direct Charges," sum all of the categorical costs to be charged to administrative (in column 4) and

Activities	Quarters			
	1	2	3	4
Ancillary training:				
Total
Enrollment goals by eligibility groups:				
Vietnam Era
Disabled
Recently Separated
BenchMarks:				
Average-Wage-At-Placement: \$
Placement Rate: %

Part III

Certifications and Assurances; Special Provisions; General Provisions; Glossary

A. Assurances for Non-Construction Programs

Assurances—Non-Construction Programs

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.

2. Will give the awarding agency, the Comptroller General of the United States, and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance or personal or organizational conflict of interest, or personal gain.

4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

5. Will comply with all applicable Federal statutes. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352), 42 U.S.C. § 2000d-2000d-6, which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972 (20 U.S.C. §§ 1681-1688), which prohibits discrimination on the basis of sex and blindness; (c) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), which prohibits discrimination on the basis of disability; (d) the Age

Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107, which prohibits discrimination on the basis of age; and (e) the requirements of any other nondiscrimination statute(s) which may apply to the application.

6. Will comply, if applicable, with insurance purchase requirements of 42 U.S.C. § 4012a which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance.

7. Will comply with environmental standards which may be prescribed pursuant to the following: (a) Institution of environmental quality control measures under the National Environmental Policy Act of 1969, 42 U.S.C. §§ 4321-4347; (b) Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); and (c) the Clear Air Act of 1955 (42 U.S.C. §§ 7401 et seq.).

8. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470f), and the Service Award Act of 1974 (16 U.S.C. §§ 469a-1.).

9. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984, 31 U.S.C. §§ 7501-7507.

10. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

B. Certification Regarding Debarment, Suspension and Other Responsibility Matters—Primary Covered Transactions

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.

2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's

determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

3. The certification in this clause in a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause of default.

4. The prospective primary participant shall provide immediate written notice to the department or agency to whom this proposal is submitted if at any time the prospective participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

5. The terms *covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded*, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.

6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

7. The prospective primary participant further agrees by submitting this proposal that it will include the

clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List (Tel. #).

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

Certification Regarding Debarment, Suspension, and Other Responsibility Matters—Primary Covered Transactions

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery,

falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of the certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List (Tel. #).

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

C. Certification Regarding Drug-Free Workplace Requirements

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.

2. The certification set out below is material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.

3. For grantees other than individuals, Alternate I applies.

4. For grantees who are individuals, Alternate II applies.

5. Workplaces, under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplace at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.

6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g. all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).

7. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identifies the workplaces in question (see paragraph five).

8. Definitions in terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

Controlled substance means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

Conviction means a finding of guilt including a plea of nolo contendere or

imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

Criminal drug statute means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use or possession of any controlled substance;

Employee means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All direct charge employees; (ii) All *indirect charge* employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) Temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

Certification Regarding Drug-Free Workplace Requirements

Alternate I. (Grantees Other Than Individuals)

A. The grantee certifies that it will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about—

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted—

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

D. Certification of Release of Information

This certification should be submitted with the grant application package.

CERTIFICATION FOR RELEASE OF INFORMATION

Section 516 of the 1989 Department of Labor Appropriation Act has enacted a provision that grantees must utilize when describing the receipt of a grant from the Department of Labor. Each grantee must indicate the Federal Share

of the grant and the percentage of the grant financed by the Federal share. In this regard, the Certificate for Release of Information is cited below for this purpose. The submission of a signed application containing a copy of this "Certification for Release of Information," shall constitute the necessary certification.

CERTIFICATION

"The grantee agrees that when issuing statements, press releases, requests for proposals, bid solicitations or other documents describing the grant project or program, the grantee shall clearly state (2) the percentage of the total cost of the program or project which will be or is being financed with Federal money, and (2) the dollar amount of Federal funds for the project or program; except when, the project or program is competitive.

THE GRANTEE MAY INSERT IN THE SPACE PROVIDED BELOW THE SITE(S) FOR THE PERFORMANCE OF WORK DONE IN CONNECTION WITH THE SPECIFIC GRANT:

PLACE OF PERFORMANCE (STREET ADDRESS, CITY, COUNTY, STATE, ZIP CODE)

CHECK IF THERE ARE WORKPLACES ON FILE THAT ARE NOT IDENTIFIED HERE.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the assurance and certifications in Part III of the SGA.

E. Nondiscrimination and Equal Opportunity Requirements of JTPA, 29 CFR Part 34

Assurance

1. As a condition to the award of financial assistance under JTPA from the Department of Labor, the grant applicant assures, with respect to operation of the JTPA-funded program or activity and all agreements or arrangements to carry out the JTPA-funded program or activity, that it will comply fully with the nondiscrimination and equal opportunity provisions of the Job Training Partnership Act of 1982, as amended (JTPA), including the Nontraditional Employment for Women Act of 1991 (where applicable); Title VI of the Civil Rights Act of 1964, as amended; section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as

amended; Title IX of the Education Amendments of 1972, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR Part 34. The United States has the right to seek judicial enforcement of this assurance.

2. The grant applicant is attaching information pursuant to 29 CFR 34.24(a)(3)(ii) where applicable, including the name of any Federal agency other than the Department of Labor's Directorate of Civil Rights that conducted a civil rights compliance review or complaint investigation during the two preceding years in which the grant applicant was found to be in noncompliance; and shall identify the parties to, the forum of and case numbers pertaining to, any administrative enforcement actions or lawsuits filed against it during the two years prior to its application which allege discrimination on the ground of race, color, religion, sex, national origin, age, disability, political affiliation or belief, citizenship or participation in JTPA.

Note:

- No findings of noncompliance in the last two years.
 See attached information.

Assurances and Certifications Signature Page

The Department of Labor will not award a grant or agreement where the grantee/recipient has failed to accept the *ASSURANCES AND CERTIFICATIONS* contained in this section. By signing and returning this signature page, the grantee/recipient is providing the certifications set forth below:

A. Assurances—Non-Construction Programs

B. Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Transaction

C. Certifications Regarding Lobbying; Debarment, Suspension, Drug-Free Workplace

D. Certification of Release of Information

E. Nondiscrimination and Equal Opportunity Requirements of JTPA

Applicant Name _____
 Date _____

If there is any reason why one of the assurances or certifications listed cannot be signed, please explain. Applicant need only submit and return this signature page with the grant application. All other instructions shall be kept on file by the applicant.

Signature of Authorized Certifying Official _____
 Title _____

Applicant Organization _____

Date Submitted _____

Please Note:

This signature page and any pertinent attachments which may be required by these assurances and certifications shall be attached to the applicant's Cost Proposal.

Special Provisions

I. Scope

A. General

The grantee will conduct the veterans' employment and training program described in its Application for Federal Assistance in accordance with all terms and conditions of this grant agreement.

B. Special Program Training Requirements

Training will meet the requirements of Section 141 of the JTPA, as amended (1992). All individuals designated as participants must receive core training activities. Wages paid to the OJT participants will be based on the local prevailing wages for the occupation in which the participants are being trained.

C. Program Activity Requirements

The grantee will provide services as indicated on the attached Performance Goal charts submitted in their project application and incorporated, in full, by reference as attached.

II. Payments Under the Grant

Advances/reimbursements will be drawn by the grantee through the U.S. Department of Health and Human Services Payment Management System (HHS-PMS) via personal computer through SMARTLINK capability. When approved, grantees will receive a HHS/PMS access package to complete and return prior to requesting funds. A direct deposit form must be submitted for new grantees and whenever there are changes in financial institutions and/or approved signatures. Funds will be transferred electronically to the grantee's financial institution as arranged with HHS.

A. Advance payments are authorized only as provided in 29 CFR § 97.21(b) and (c) for state, local and Indian tribal governments and 29 CFR § 95 for all others, as specified in the provisions of this grant.

B. The amount of advances requested will be based on actual and immediate cash needs in order to minimize federal cash on hand in accordance with policies established by the Treasury Department in regulation at 31 CFR Part 205.

C. The timing and amount of advances will be as close as

administratively feasible to actual disbursements by the grantee for all allowable direct and indirect program costs.

D. The Grant Officer may, after providing due notice to the grantee, discontinue the advance payment method and allow payments only by reimbursement when a grantee receiving advance payments demonstrates unwillingness or inability to establish procedures to minimize the time elapsing between the receipt of the cash advance and its disbursement.

E. In addition to the preceding limitations, advances shall not be requested for amounts in excess of the amount determined by dividing the approved funding level for the grant by the number of months approved for operation, unless specific amounts have been approved in advance and are incorporated into the grant award within these provisions.

III. Reporting Requirements

A. Financial Reporting Requirements

1. The grantee will use Standard Form (SF) 269, *Financial Status Report* to report outlays, program income, and the use of optional outside funds. SF 269 will be submitted no later than 30 calendar days after the ending date of each Federal fiscal year quarter during the P.2 grant period as a part of the required quarterly report. In addition, a final SF 269 will be submitted no later than 90 calendar days after the end of the grant period which will represent the final report.

2. A grant close out package will be sent to the grantee following the expiration of the period of performance. This package will be completed and submitted by the grantee within 30 days of receipt and will include any repayment of unexpended grant funds.

3. See D. below for the address and frequency of submitting reports.

B. Reporting of Program Performance

1. The grantee will submit to the Director of Veterans' Employment and Training (DVET) on a quarterly basis a technical performance report that shows the cumulative planned goals identified on the Performance and Enrollment goals chart compared to actual accomplishments in terms of total number of participants, total number of terminations, and total number of placements. An explanation must accompany the quarterly report detailing variances from the plan of 15%.

a. The grantee is required to report on the use of additional resources and services and the associated related expenditures (or equivalent value).

b. The characteristics of the total number of participants enrolled by the three eligible veterans' target groups to be served, and any identified additional subsets in the approved application.

c. A description of program monitoring done by the grantee during the report period.

d. Other pertinent information including analyses of particularly successful or problematic components of the program design.

2. The quarterly technical performance report will be submitted concurrently with the SF 269, *Financial Status Report*.

3. A final technical performance report will be submitted no later than 90 calendar days after the end of the funded grant period and will summarize accomplishments, activities, and conclusions.

4. Between scheduled reporting dates the grantee will also immediately inform the Grant Officer's Technical Representative (GOTR) of significant developments affecting the grantee's ability to accomplish the work either in terms of programmatic or fiscal activities.

C. Corrective Action

1. When necessary, the grantee will initiate a Corrective Action Plan (CAP). A CAP will be required if, on a quarterly basis, actual grant accomplishments vary by a margin of 15% or more from the planned grant goals. All deviations from the plan by this extent must be fully explained in the grantee's quarterly technical report. When such slippage constitutes a significant weakness that may continue into the following quarter, a CAP must be initiated and developed in concert with the GOTR.

2. The CAP must identify the activity or expenditure source which has the variance, describe the reason(s) for the variance, provide specific proposed corrective action(s) and a timetable for accomplishment of the corrective action. The plan may include an intent to modify the grant when appropriate (e.g., as set forth in 29 CFR Part 97.30 and 29 CFR Part 95).

3. The CAP will be submitted as an addendum to the Quarterly Technical Performance Report.

D. All reports must cite the assigned grant number and be submitted as follows:

The original of all *Financial Status Reports*, SF 269 and all performance reports to: U.S. Department of Labor, Office of Procurement Services, Room N-5416, 200 Constitution Avenue NW., Washington, D.C. 20210.

One copy of the Financial Status Report, SF 269, a copy of the HHS/PMS financial draw down report, and all performance reports should be mailed to the Director for Veterans' Employment and Training for the grantee's State.

E. Limitations on Administrative/ Indirect Costs

All costs charged for administration plus any indirect costs proposed may not exceed 20% of the total Federal JTPA IV-C grant funds. Administrative costs include all direct and indirect costs proposed associated with the management of the program. These costs must include the administrative costs, both direct and indirect, of recipients and all sub-recipients.

F. Second Year Funding

All instructions for modifications and announcement of funding availability will be issued at a later date. With the Grant Modification request, grantees are to provide a copy of the most recent technical performance report and any other information that may be required by subsequent instructions.

IV. Grant Administration

A. *The Director for Veterans' Employment and Training* serves as the Grant Officer's Technical Representative (GOTR) and will monitor performance by the grantee. The GOTR is authorized to approve:

1. Technical matters not involving a change in the scope, cost, or conditions of this effort.

2. Progress reports.

B. The GOTR must approve all Corrective Action Plans (not including requests for a grant modification).

C. Requests for actions requiring Grant Officer approval, such as requests for budget revisions, modifications, and purchases of nonexpendable personal property must be submitted by the grantee to the GOTR who will include recommendations with the request and forward them both to the Grant Officer.

D. The GOTR is not authorized to direct any action that results in a change in scope, cost terms or conditions of this grant.

V. Allowable Travel Costs

A. The grantee is permitted to charge for actual transportation costs and travel allowances (per diem) of personnel who are authorized to undertake out-of-town, overnight travel under this grant. Such transportation costs shall not be allowed in an amount greater than the cost of first class rail or of economy air travel, unless economy air travel and economy air travel space are not available and the grantee certifies to these facts in the

voucher or in other documents submitted for reimbursement. Travel allowances (per diem) will be allowed in accordance with the grantee's established policy, but in no event will such allowances exceed the maximum parameters established by the current Federal Travel Regulations.

B. The grantee will be allowed the cost of travel performed by its personnel in their privately owned automobiles, at a rate no greater than \$.30 cents per mile, not to exceed the cost by the most direct economy air route between the points so traveled. If more than one person travels in such automobiles, no additional charge will be made by the grantee for such travel.

C. It is understood and agreed that no travel costs whatsoever for grantee personal travel from place of residence to and from normally assigned worksite will be allowed by the Government directly.

VI. Subgrants

Subgrants and contracts if awarded, will be awarded in accordance with 29 CFR 97.36 and 37 and 29 CFR Part 95.

VII. Salary Payments

Staff whose salaries are in whole or in part paid for with JTPA IVC funds may only be charged for actual time worked that is chargeable to the grant, and that is work that is over and above any preexisting duties related to veterans and/or employment related services. Under no circumstances may an organization be allowed to charge through this grant, or any other grant or contract, more than one-hundred percent of one FTE for each position.

VIII. Copyrighted Material

A. The grantee/recipient agrees to, and does hereby grant to the Government, and to its officers, agents, servants and employees acting within the scope of their duties:

1. A royalty-free, nonexclusive, irrevocable license to reproduce, translate, publish, use and dispose all copyrightable material first produced or composed in the performance of this grant/agreement by the grantee/recipient, its employees or any individual or concern specifically employed or assigned to originate and prepare such material; and

2. A license as aforesaid under any and all copyrighted or copyrightable works not first produced or composed by the grantee/recipient in the performance of this grant/agreement but which are incorporated in the material furnished under the grant/agreement, provided that such license shall be only to the extent the grantee/recipient now

has, or prior to completion or final settlement of the grant/agreement may acquire, the right to grant such license without becoming liable to pay compensation to others solely because of such grant.

B. The grantee/recipient agrees that it will not knowingly include any material copyrighted by others in any written or copyrightable material furnished or delivered under this grant/agreement without a license as provided for in subparagraph A.2. hereof, or without the consent of the copyright owner, unless it obtained specific written approval of the Grant Officer for the inclusion of such copyrighted materials.

IX. Printing and Duplicating

The grantee/recipient shall comply with all duplicating and printing regulations issued by the Joint Committee on Printing under the authority of Section 103, 501, and 502, Title 44, United States Code. The term "duplicating" as used herein means material produced on single unit duplicating equipment not larger than 11 by 17 inches and which have a maximum image of 10³/₄ x 14¹/₄ inches using direct image plates not requiring the use of negatives. The term "printing" as used herein shall be construed to include and apply to the processes of composition, platemaking, presswork, binding, and microform.

The grantee that receives prior approval from the Grant Officer to use DOL funds to support printing activities may not display for promotional purposes, the U.S. Department of Labor logo or seal on the item or items produced. However, an acknowledgement of such funding may be conveyed through language such as: "Preparation of this item was funded by the Department of Labor." Any reference to the Department used to promote the Federal agency is unallowable.

Under this grant/cooperative agreement, the grantee/recipient may duplicate up to a maximum of 5,000 copies of one page or 25,000 copies in the aggregate of multiple pages.

The grantee/recipient shall not use funds under this grant/cooperative agreement to provide duplicating in excess of the quantities stated above nor provide printing without the written authorization of the Joint Committee on Printing. Such authorization shall be obtained from the Grant Officer through the Departmental Printing Officer. Nothing in this clause shall preclude the procurement of writing, editing, preparation of manuscript copy, preparation of related illustrative material.

General Provisions

Grants and Cooperative Agreements

I. Administrative Provisions

This grant is subject to the following administrative standards and provisions.

A. 29 CFR Part 96 (Federal Standards for Audit of Federal Funded Grants, Contracts and Agreements). This rule implements, for State and local governments and Indian tribes that receive Federal Assistance from the DOL, Office of Management and Budget (OMB) Circular A-128 "Audits of State and Local Governments" which was issued pursuant to the Single Audit Act of 1984, 31 U.S.C. §§ 7501-7507. It also consolidates the audit requirements currently contained throughout the DOL regulations.

B. Section 165 of the JTPA—Reports, Recordkeeping and Investigations. Please note that Sections 4, 141-184, and 441 also apply.

C. 29 CFR Part 97—Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

D. 29 CFR Part 95—Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Etc.

E. 29 CFR, Parts 31, 32, and 33—Nondiscrimination in Federally Assisted Programs of the Department of Labor, Effectuation of Title VI of the Civil Rights Act of 1964, and; Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance (Incorporated by Reference). These rules implement, for recipients of federal assistance, non-discrimination provisions on the basis of race, color, national origin, and handicapping condition, respectively.

F. Applicable provisions of JTPA, Pub. L. 97-300, as amended, including all applicable provisions of sections 161-171, Federal and Fiscal Administration.

G. Appeals from nondesignation will be handled under 20 CFR Part 636.

II. Modifications to the Grant

A. Unilateral Modifications by Grant Officer

This grant may be unilaterally modified in writing by the Grant Officer whenever there has been a change in any Federal statute, regulation, Executive Order, or other Federal law, which, as determined by the U.S. Department of Labor, is relevant to the financial assistance provided under the grant.

B. Grant Changes Requiring Grant Officer Approval

29 CFR Part 95 and 29 CFR 97.30, as applicable, set forth requirements for obtaining Grant Officer approval for deviations from the grant objectives, scope or budget. Expenditures requiring prior written approval are found in the applicable Federal Cost Principles listed in paragraph III of these General Provisions.

Whenever a modification to the approved grant is requested, the request is to be submitted to the Director for Veterans' Employment and Training (DVET) by the grantee and shall include an application for proposed funding at the new total funding level (Standard Form 424, latest revision); and a short narrative describing the modification requested, the need for the request, and the expected results, if approved. The DVET will forward this request with his/her recommendations through the Regional Administrator for Veterans' Employment and Training through the Assistant Secretary for Veterans' Employment and Training to the Grant Officer.

III. Allowable Costs

Payment up to the amount specified in the grant shall be made only for allowable, allocable, and reasonable costs actually incurred in conducting the work under the grant. The determination of allowable costs shall be made in accordance with the following applicable Federal Cost Principles:

State and Local Governments—OMB Circular A-87

Educational Institutions and Hospitals—OMB Circular A-21

Non-profit Organizations—OMB Circular A-122

IV. Interest Earned and Program Income

Requirements for the use and disposal of interest earned and program income are set forth in 29 CFR Part 95 and 29 CFR 97.21. When required to do so by this provision, the grantee shall remit promptly, but at least quarterly, interest earned on advances to the Grant Officer. The grantee may keep interest amounts up to \$100 per year for administrative expenses.

If not otherwise addressed in this grant, program income earned during the period of the grant shall be added to funds committed to the project and used to further eligible program objectives.

V. Grant Closeout Procedures

Definitions

1. *Grant closeout.* The closeout of a grant is the process by which a Federal grantor agency determines that all applicable administrative actions and all required work of the grant have been completed by the grantee and the grantor.

2. *Date of completion.* The date when all work under a grant is completed.

3. *Disallowed costs.* Disallowed costs are those charges to a grant which the grantor agency or its representative determines to be unallowable in accordance with the applicable Federal Cost Principles or other conditions contained in the grant.

B. Grants shall be closed out in accordance with the following procedures:

1. Upon request, the grantor shall make prompt payments to a grantee for allowable reimbursable costs under the grant being closed out.

2. The grantee shall immediately refund to the grantor any balance of unobligated (unencumbered) cash advanced to the grantee that is not authorized to be retained by the grantee for use on other grants.

3. Within 90 days after completion of the grant, the grantee shall submit all financial, performance and other reports required by the Grant Officer to close out the grant. The Grant Officer may authorize extensions when requested by the grantee.

4. The Grant Officer shall make a settlement for any upward or downward adjustments to the Federal share of costs within one year after these reports are received.

5. In the case of grants which include outside/in-kind contributions, the grantee has a legal requirement to provide the total amount of outside/in-kind contributions indicated on the face sheet of the agreement, as amended.

6. The grantee shall account for any property acquired with grant funds, or received from the Government in accordance with the provisions of 29 CFR Part 95, or 29 CFR 92.50(b), whichever is applicable.

7. In the event a final audit has not been performed prior to the closeout of the grant, the grantor shall retain the right to recover an appropriate amount after fully considering the recommendations on disallowed costs resulting from the final audit.

VI. Suspension and Termination Procedures

A. Definitions

1. *Termination.* Termination means the permanent withdrawal of the authority to obligate previously awarded grant funds before that authority would otherwise expire. It also means the voluntary relinquishment of that authority by the grantee or subgrantee.

2. *Suspension.* Depending on the context, suspension means either, (a) An action by the Grant Officer which temporarily suspends Federal assistance under the grant pending corrective action by the grantee or pending a decision to terminate the grant by the Grant Officer; or (b) An action taken by a suspension official implementing Executive Order 12549 to immediately exclude a person from participating in grant transactions for a period, pending completion of an investigation and such legal or debarment proceedings as may ensue.

B. When a grantee has failed to comply with the terms, conditions or standards of the grant, the Grant Officer may, on reasonable notice to the grantee, suspend the grant, and withhold further payments, or prohibit the grantee from incurring additional obligations of grant funds, pending corrective action by the grantee or a decision to terminate in accordance with paragraph C below. The Grant Officer shall allow all necessary and proper costs which the grantee could not reasonably avoid during the period of suspension provided that they meet the provisions of the applicable Federal Costs Principles.

C. This grant may be terminated for cause or convenience.

1. *Termination for cause.* The Grant Officer may terminate this grant in whole, or in part, at any time before the date of completion, whenever it is determined that the grantee has failed to comply with any term of the award, whether stated in a federal statute or regulation, an assurance, an application, a notice of award, or elsewhere. The Grant Officer shall promptly notify the grantee in writing of the determination and the reasons for the termination, together with the effective date. Payments made to the grantee or recoveries by the grantor under grants terminated for cause shall be in accord with the legal rights and liabilities of the parties.

2. *Termination for convenience.* This may only be accomplished pursuant to 29 CFR 97.44 or 29 CFR Part 95.

VII. Encumbrance of Grant Funds

Grant funds may not be encumbered/obligated by the grantee prior to or after the grant period of Performance. Encumbrances/obligations outstanding as of the end of the grant period may be liquidated (paid out) after the end of the grant period. Such encumbrances/obligations shall involve only specified commitments for which a need existed during the grant period and which are supported by approved contracts, purchase orders, requisitions, invoices, bills, or other evidence of liability consistent with the Grantee's purchasing procedures and incurred within the grant period. All encumbrances/obligations incurred during the grant period shall be liquidated within 90 days after the end of the grant period, if practicable.

VIII. Site Visits

The grantor, through its authorized representatives, has the right, at all reasonable times, to make site visits to review project accomplishments and management control systems and to provide such technical assistance as may be required. If any site visit is made by the grantor on the premises of the grantee or a subgrantee/contractor under this grant, the grantee shall provide and shall require its subgrantees/contractors to provide all reasonable facilities and assistance for the safety and convenience of the Government representatives in the performance of their duties. All site visits and evaluations shall be performed in such a manner as will not unduly delay the work.

IX. Order of Precedence

In the event of any inconsistency between any provisions of this grant, the following order of precedence shall apply:

- A. Special Provisions
- B. General Provisions
- C. Grantee's Application for Federal Assistance

H. Glossary of Terms

Adequate Employment—See Unsubsidized Employment.

Administrative Costs—All costs associated with grant administration including direct costs for administration plus any indirect costs claimed against JTPA IV-C funds.

Adult Basic Education—Education for adults whose inability to speak, read or write the English language or to effectively reason mathematically, constitutes a substantial impairment of their ability to get or retain employment commensurate with their real ability,

which is designed to help eliminate such inability and raise the level of education of such individuals with a view to making them less likely to become dependent on others, to improve their ability to benefit from occupational training and otherwise increase their opportunities for more productive and profitable employment, and to make them better able to meet their adult responsibilities.

Ancillary Services—Employment and training related activities other than core training which may enhance a participant's employability.

Apprenticeship Training—A formal occupational training program which combines on-the-job-training and related instruction and in which workers learn the practical and conceptual skills required for a skilled occupation, craft, or trade. It may be registered or unregistered.

Assurances and Certifications—The act of certifying compliance with applicable federal and state laws and regulations regarding the receipt and expenditures of grant monies.

ASVET—Assistant Secretary for Veterans' Employment and Training (DOL)

Average Wage at Placement—This is an average of the wages earned by participants upon entering employment. In the JTPA IV-C program this average should be less than that of the Statewide average for EDWAA Title III achieved during PY93.

Average Weekly Earnings at Follow-up: This figure is taken from the total weekly earnings for all participants employed during the 13th full calendar week after termination divided by the total number of participants employed at the time of follow-up.

Barriers to Employment—Characteristics that may hinder an individual's hiring, promotion or participation in the labor force. Some examples of individuals who may face barriers to employment include: single parents, women, displaced homemakers, youth, public assistance recipients, older workers, substance abusers, teenage parents, veterans, racial minorities, and those with limited English speaking ability or a criminal record or with a lack of education, work experience, credentials, child care arrangements, transportation or alternative working patterns.

Case Management—A client centered approach in the delivery of services, designed to prepare and coordinate comprehensive employment plans for participants, to assure access to the necessary training and supportive services, and to provide support during program participation and after job

placement. In accordance with this definition, the case manager acts as a facilitator in assisting the participant toward a successful completion of training.

Classroom Training—Any training of the type normally conducted in an institutional setting, including vocational education, which is designed to provide individuals with the technical skills and information required to perform a specific job or group of jobs. It may also include training designed to enhance the employability of individuals by upgrading basic skills, throughout the provision of courses such as remedial education, training in the primary language of persons with limited English language proficiency, or English-as-language training.

Cognizant Federal Agency—The federal agency that is assigned audit or indirect cost rate approval responsibility for a particular recipient organization by the Office of Management and Budget. (OMB Circulars A-87, A-102)

Core Training—Core training activities are employment focused interventions which address basic vocational skill deficiencies that prevent the participant from accessing appropriate jobs and/or occupations.

Counseling—Counseling in the FY94 JTPA IV-C SGA is a term listed as an Ancillary Training service. Counseling in this sense can be any form of assistance which (1) provides guidance in the development of a participant's vocational goals and the means to achieve those goals; and/or (2) assist a participant with the solution to a variety of individual problems which may pose a barrier(s) to the participant in achieving vocational goals, e.g., PTS counseling, substance abuse counseling, job counseling, etc.

Customized Training—A training program designed to meet the special requirements of an employer who has entered into an agreement with a Service Delivery Area to hire individuals who are trained to the employer's specifications. The training may occur at the employer's site or may be provided by a training vendor able to meet the employer's requirements. Such training usually requires a commitment from the employer to hire a specified number of trainees who satisfactorily complete the training.

Disabled Veteran—A veteran who is entitled to compensation under laws administered by the Veterans Administration; or an individual who was discharged or released from active duty because of service-connected disability. (JTPA Section 4)

DOL—United States Department of Labor

DVA—United States Department of Veterans' Affairs (Formerly the Veterans Administration).

DVET—Director for Veterans' Employment and Training

DVOP—Disabled Veterans' Outreach Program

Employment Development Plan (EDP)—An individualized written plan or intervention strategy for serving an individual which, as a result of an assessment of the veteran's economic needs, vocational interests, aptitudes, work history, etc., defines a reasonable vocational or employment goal and the developmental services or steps required to reach the goal and which documents the accomplishments made by the individual.

ETA—The Employment and Training Administration

Enrolled Veteran—Shall be synonymous with the term participant. A veteran who has been determined eligible for services at intake and who is receiving or scheduled to receive core training.

Follow-up—The tracking of what happens to participants when they leave the program for a period of 26 weeks after initial placement. Follow-up information (such as employment status, average hourly wage, and job retention) can be used to assess long-term program performance and service strategies for clients with diverse characteristics.

FTE—Full-time Equivalent, a personnel charge to the grant equal to 2,080 hours per annum.

FY—Fiscal Year. For federal government purposes, any twelve month period beginning on October 1 and ending on September 30.

GED—General Equivalency Diploma. A high school equivalency diploma which is obtained by passing the General Education Diploma Equivalency Test which measures the application of skills and knowledge generally associated with four years of traditional high school instruction.

In-kind services—Property or services which benefit a federally assisted project or program and which are contributed without charge to the grantee, or cost-type contractors under the grant agreements.

Indirect Cost—A cost that is incurred for a common or joint purpose benefiting more than one cost objective and that is not readily assignable to the cost objectives specifically benefitted.

Institutional Skills Training—Skill training conducted in an institutional setting and designed to ensure that individuals acquire the skills,

knowledge and abilities necessary to perform a job or group of jobs in an occupation for which there is a demand.

Intake—A process for screening individual applicants for eligibility; making an initial determination whether the program can benefit the applicants; providing information about the program, its services and the availability of those services; and selecting individual applicants for participation in the program.

Job Club Activities—A form of job search assistance provided in a group setting. Usually job clubs provide instruction and assistance in completing job applications and developing resumes and focus on maximizing employment opportunities in the labor market and developing job leads. Many job clubs use telephone banks and provide group support to participants before and after they interview for openings.

Job Development—The process of marketing a JTPA participant to employers, including informing employers about what the participant can do and soliciting a job interview for that individual with the employer.

Job Placement Services—Job placement services are geared towards placing participants in jobs and may involve activities such as job search assistance, training, or job development. These services are initiated to enhance and expedite participants' transition from training to employment.

Job Search Assistance (JSA)—An activity which focuses on building practical skills and knowledge to identify and initiate employer contacts and conduct successful interviews with employers. Various approaches may be used to include participation in a job club, receive instruction in identifying personal strengths and goals, resume and application preparation, learn interview techniques, and receive labor market information. Job search assistance is often a self-service activity in which individuals can obtain information about specific job openings or general job or occupational information.

JTPA IV-C Program—Reference made to the "JTPA Program" means all activity funded by JTPA IV-C and outside resources.

JTPA IV-C Resources—This term is synonymous with IV-C funds/funding.

JTPA—Job Training Partnership Act. The purpose of this Act is to establish programs to prepare youth and unskilled adults for entry into the labor force and to afford job training to those economically disadvantaged individuals and other individuals, including veterans, who face serious barriers to

employment and who are in need of such training to obtain prospective employment. The Act requires the ASVET to consult with the Secretary of the DVA to ensure that programs funded under Part C of Title IV of this Act meet the employment and training needs of service-disabled veterans, veterans of the Vietnam era and recently separated veterans and are coordinated, to the maximum extent feasible, with related programs and activities.

Labor Exchange—Refers to the services provided to job seekers and employers by the State Employment Service Agencies, JTPA Service Delivery Areas, or other entities. Services to job seekers may include assessment, testing, counseling, provision of labor market information and referral to prospective employers. Employer service may include accepting job orders, screening applicants, referring qualified applicants and providing follow-up.

Labor Force—The sum of all civilians classified as employed and unemployed and members of the Armed Forces stationed in the United States. (Bureau of Labor Statistics Bulletin 2175)

Literacy and Bilingual Training—See Adult Basic Education.

LOC—Letter of Credit. An instrument certified by an authorized official of a grantor agency which authorizes a grantee to draw funds needed for immediate disbursement in accordance with the provisions of Treasury Circular No. 1075. (OMB Circular No. A-102)

LVER—Local Veterans' Employment Representative

Minimum Economic Need—The level of wages paid to a JTPA IV-C participant that will enable that participant to become economically self-sufficient.

Minority Veterans—For the purposes of this SGA, veterans who are IV-C eligible and are members of the following ethnic categories: Black, Hispanic, American Indian or Alaskan Native, Asian or Pacific Islander.

Needs-Based Payment—Amounts paid to individuals who could not afford to participate in a training program without such assistance. Payments based on need may be provided to a participant in accordance with a locally developed formula or procedure if such payments are necessary to enable the individual to participate in a training program funded under JTPA. (20 CFR 629.21)

Occupational Skills Training—Includes both (1) vocational education which is designed to provide individuals with the technical skills and information required to perform a specific job or group of jobs, and (2) on-the-job training.

Offender—Any adult or juvenile who has been subject to any stage of the criminal justice process for whom services under this Act may be beneficial or who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction. (JTPA Section 4)

OASVET—Office of the Assistant Secretary for Veterans' Employment and Training (USDOL)

On-site Industry-specific Training—This is training which is specifically tailored to the needs of a particular employer and/or industry. Participants may be trained according to specifications developed by an employer for an occupation or group of occupations at a job site. Such training is usually presented to a group of participants in an environment or job site representative of the actual job/occupation, and there is often an obligation on the part of the employer to hire a certain number of participants who successfully complete the training.

Outreach—An active effort by program staff to encourage individuals in the designated service delivery area to avail themselves of program services.

Outside Funds—Resources pledged to the JTPA IV-C program which have a quantified dollar value. Such resources may include training funds from programs such as JTPA Title IIA or Title III that are put aside for the exclusive use by participants enrolled in a JTPA IV-C program. Outside funds do not include in-kind services.

Participant, or Enrolled Participant—Means a veteran who: (1) has been determined eligible for participation upon intake; and (2) started or is scheduled to receive training or auxiliary services. An individual who receives only outreach and/or intake and assessment services does not meet this definition.

Placement Rate—This is a method used to determine the percentage of participants who become employed. The figure is calculated by dividing the number of total participants who terminate from the JTPA IV-C program by the number of participants who received unsubsidized employment through the program.

Placement—The act of securing unsubsidized employment for or by a participant.

Pre-apprenticeship Training—Any training designed to increase or upgrade specific academic, or cognitive, or physical skills required as a prerequisite for entry into a specific trade or occupation.

Pre-enrollment Assessments—The process of determining the employability and training needs of

individuals before enrolling them in a JTPA IV-C program. Individual factors usually addressed during pre-enrollment assessment include: an evaluation and/or measurement of vocational interests and aptitudes, present abilities, previous education and work experience, income requirements, and personal circumstances.

Program Resources—Includes the total of both JTPA IV-C and outside funds.

PY—Program Year. The 12-month period beginning July 1, and ending on June 30, in the fiscal year for which the appropriation is made.

Recently Separated Veteran—refers to any veteran who applies for participation in a IV-C-funded activity within 48 months after separation from military service. (29 U.S.C. 1503(27)(C))

Remedial Education—Educational instruction, particularly in basic skills, to raise an individual's general competency level in order to succeed in vocational education or skill training programs, or employment.

Service Connected Disabled—refers to (1) A veteran who is entitled to compensation under laws administered by the Department of Veterans' Affairs (DVA), or (2) an individual who was discharged or released from active duty because of a service-connected disability. (29 U.S.C. 1503(27)(B))

SESA—State Employment Security Agency, the state level organization affiliated with DOL's United States Employment Service.

SGA—Solicitation for Grant Application.

Subgrant—An award of financial assistance in the form of money, or property in lieu of money, made under a grant by a grantee to an eligible subgrantee.

Subgrantee—The government or other legal entity to which a subgrant is awarded and which is accountable to the grantee for the use of the funds provided.

Suitable Employment—See "Unsubsidized Employment."

Substance Abuser—An individual dependent on drugs, especially narcotics, whose dependency constitutes or results in a substantial barrier to employment.

Supportive Services—Services which are provided in connection with training and placement activities, to enable individual to enroll in, remain in, and benefit from programs. This includes counseling, child care, transportation assistance, and other payments based on individual needs.

Termination—The separation of a participant from a JTPA IV-C program after the follow-up phase.

Note: Individuals may continue to be considered as participants for a period of 90 days after last receipt of employment or training funded under JTPA IV-C.

Unsubsidized Employment—Employment not financed from funds provided under JTPA. In the JTPA IV-C Program the term "adequate" or "suitable" employment is also used to mean placement in unsubsidized employment which pays an income adequate to accommodate the participant's *minimum* economic needs.

Upgrading and Retraining—Training given to an individual who needs such training to advance above an entry-level or dead-end position. This training shall include assisting Veterans in acquiring needed state certification to be employed in the same field as they were trained in the military (i.e., Commercial Truck Driving License (CDL), Emergency Medical Technician (EMT), Airframe & Powerplant (A&P), Teaching Certificate, etc.).

Veteran—shall refer to an individual who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable. (29 U.S.C. 1503(27)(A))

Vietnam Theater Veterans—Those who served in Vietnam, Laos, Thailand, or Cambodia, or the surrounding airspace and waters from August 5, 1964 through May 7, 1975.

Vietnam-era Veteran—refers to an eligible veteran for which any part of his or her active military service was during the Vietnam-era (i.e., August 5, 1964 through May 7, 1975). See 29 U.S.C. 1503(27)(D)

Vocational Exploration Training—Through assessments such as interest inventories and/or counseling, a process of identifying occupations or occupational areas in which a person may find satisfaction and potential, and for which his or her aptitudes and other qualifications may be appropriate.

Work Experience—A temporary activity (six months or less) which provides an individual with the opportunity to acquire the skills and knowledge necessary to perform a job, including appropriate work habits and behaviors, and which may be combined with classroom or other training. When wages are paid to a participant on work experience and when such wages are wholly paid for under JTPA, the participant *may not* receive this training under a private, for profit employer.

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