

have the same recordkeeping provisions.

*Agency:* Employee Benefits Security Administration (EBSA).

*Type of Review:* Extension of a currently approved collection.

*Title:* Bank Collective Investment Funds; Prohibited Transaction Class Exemption 91–38.

*OMB Number:* 1210–0082.

*Affected Public:* Business or other for-profit; individuals or households; and not-for-profit institutions.

*Frequency:* On occasion.

*Type of Response:* Recordkeeping.

*Number of Respondents:* 1,036.

*Number of Annual Responses:* 1,036.

*Estimated Time Per Responses:* 5 minutes.

*Total Burden Hours:* 86.

*Total Annualized Capital/Startup Costs:* \$0.

*Total Annual Costs (operating/maintaining systems or purchasing services):* \$0.

*Description:* Prohibited Transaction Class Exemption 91–38 provides an exemption from the prohibited transaction provisions of ERISA for certain transactions between a bank collective investment fund and persons who are parties in interest with respect to a plan provided that the plan's participation in the collective investment fund does not exceed a specific percentage of the total assets in the collective investment fund. To insure that the exemption is not abused, that the rights of the participants and beneficiaries are protected, and that a bank is complying with the conditions of the exemption, the Department requires records pertaining to the exempted transaction to be maintained by the bank for six years. The recordkeeping requirement is the subject of this proposed extension of an ICR.

*Agency:* Employee Benefits Security Administration (EBSA).

*Type of Review:* Extension of a currently approved collection.

*Title:* Prohibited Transaction Class Exemptions 90–1; Pooled Separate Accounts.

*OMB Number:* 1210–0083.

*Affected Public:* Business or other-for-profit; individuals or households; and not-for-profit institutions.

*Frequency:* On occasion.

*Type of Response:* Recordkeeping.

*Number of Respondents:* 128.

*Number of Annual Responses:* 128.

*Estimated Time Per Responses:* 5 minutes.

*Total Burden Hours:* 11.

*Total Annualized Capital/Startup Costs:* \$0.

*Total Annual Costs (operating/maintaining systems or purchasing services):* \$0.

*Description:* Prohibited Transaction Class Exemption 90–1 provides an exemption from certain provisions of the Employee Retirement Income Security Act of 1974 (ERISA) for certain transactions involving insurance company pooled separate accounts in which employee benefit plans participate and which are otherwise prohibited by ERISA. Specifically, the exemption allows persons who are parties in interest to a plan that invests in a pooled separate account, such as a service provider, to engage in transactions with the separate account if the plan's participation in the separate account does not exceed specified limits. This ICR covers the recordkeeping requirements for insurance companies.

*Agency:* Employee Benefits Security Administration (EBSA).

*Type of Review:* Extension of a currently approved collection.

*Title:* Foreign Exchange Transactions; Prohibited Transaction Class Exemption 94–20.

*OMB Number:* 1210–0085.

*Affected Public:* Business or other-for-profit; individuals or households; and not-for-profit institutions.

*Frequency:* On occasion.

*Type of Response:* Recordkeeping.

*Number of Respondents:* 130.

*Number of Annual Responses:* 650.

*Estimated Time Per Responses:* 5 minutes.

*Total Burden Hours:* 54.

*Total Annualized Capital/Startup Costs:* \$0.

*Total Annual Costs (operating/maintaining systems or purchasing services):* \$0.

*Description:* Prohibited Transaction Class Exemption 94–20 permits the purchase and sale of foreign currencies between an employee benefit plan and a bank or a broker-dealer or an affiliate thereof that is a party in interest with respect to such plan. In the absence of this exemption, certain aspects of these transactions could be prohibited by section 406(a) and 406(b) of the Employee Retirement Income Security Act of 1974. This ICR covers the disclosure and recordkeeping requirements for a bank, broker-dealer, or affiliate thereof.

**Ira L. Mills,**

*Departmental Clearance Officer.*

[FR Doc. 03–15343 Filed 6–17–03; 8:45 am]

**BILLING CODE 4510–29–M**

## DEPARTMENT OF LABOR

### Office of the Secretary

#### Women's Bureau; Women in Apprenticeship and Nontraditional Occupations (WANTO) Act of 1992 FY–2003 Budget, Training and Employment Services (TES) 1630174

**AGENCY:** Women's Bureau, Department of Labor.

**ACTION:** Notice of Availability of Funds and Solicitation For Grant Applications (SGA 03–12).

This notice contains all of the information needed to apply for grant funding. Grant proposals that are not completed as directed will be judged non-responsive and will not be evaluated.

**SUMMARY:** The Women's Bureau, U.S. Department of Labor (DOL), announces the 2003 Solicitation for Grant Applications (SGA) authorized under the *Women in Apprenticeship and Nontraditional Occupations (WANTO) Act of 1992*. The purpose of this program is to assist employers and labor unions in the placement and retention of women in apprenticeship and nontraditional occupations. To that end, WANTO grant funds are disbursed to eligible community-based organizations, which may be faith-based, which, in turn, provide employers and labor unions with technical assistance geared towards the successful placement and retention of women in apprenticeship and nontraditional occupations.

**DATES:** One signed original, complete grant application plus two copies of the Technical Proposal and two copies of the Cost Proposal must be submitted. The original and copies must be submitted by 4:45 p.m. e.s.t., August 11, 2003. Hand-delivered applications must be received by that time. An application received after August 11, 2003, will not be considered unless it is received before awards are made and:

1. It was sent by registered or certified mail not later than August 6, 2003.

2. It is determined by the government that the late receipt was due solely to mishandling by the government after receipt at the U.S. Department of Labor at the address listed under **ADDRESSES**; or

3. It was sent by U.S. Postal Service Express Mail Next Day Service—Post Office to Addressee, not later than 4:45 p.m. e.s.t. on August 9, 2003.

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 specified time and date will 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 in the preceding paragraph. 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 other delivery services, such as Federal Express, UPS, etc., will also be accepted; however, the applicant bears the responsibility of timely submission.

**ADDRESSES:** Applications must be directed to the U.S. Department of Labor, Procurement Services Center, Attention: Cassandra Willis, Reference SGA 03-12, Room N-5416, 200 Constitution Avenue, NW., Washington, DC 20210.

**FOR FURTHER INFORMATION CONTACT:** All applicants are advised that U.S. mail delivery in the Washington, DC area has been erratic due to concerns involving anthrax contamination. All applicants must take this into consideration when preparing to meet the application deadline. You assume the risk for ensuring a timely submission; that is, if, because of these mail problems, the Department does not receive an application or receives it too late to give it proper consideration, even if it was timely mailed, the Department is not required to consider the application. Therefore, it is recommended that you confirm receipt of your application by

contacting Cassandra Willis, U.S. Department of Labor, Procurement Services Center; (202) 693-4570 (this is not a toll-free number), prior to the closing deadline.

Application announcements or forms will not be mailed. The **Federal Register** may be obtained from your nearest government office or library. In addition, a copy of this notice and the application requirements may be downloaded from the Women's Bureau's Web site at <http://www.dol.gov/wb/nontra.htm>.

All questions about this SGA should be directed to Cassandra Willis, U.S. Department of Labor, Procurement Services Center, Room N-5416, 200 Constitution Avenue, NW., Washington, DC 20210; 202-693-4570.

#### **SUPPLEMENTARY INFORMATION:**

##### **Part I. Background**

**A. Authority and Funding.** The Women in Apprenticeship and Nontraditional Occupations (WANTO) Act of 1992 (29 U.S.C. 2501 *et seq.*) authorizes the Department of Labor (DOL) to disburse technical assistance grants. The WANTO grants for Fiscal Year (FY) 2003 are funded by DOL FY 2003 Budget: Training and Employment Services (TES) 1630174. The Women's Bureau (WB) co-administers the WANTO program with the DOL Office of Apprenticeship Training, Employer and Labor Services (ATELS). WB has responsibility for implementing the grant process.

**B. Purpose.** The WANTO Act's purpose is to provide technical assistance to employers and labor unions (E/LU) to encourage employment of women in apprenticeships and nontraditional occupations (A/NTO). WANTO grants are awarded to community-based organizations (CBOs), which may be faith-based, to deliver technical assistance to E/LU to prepare them to successfully recruit, train, employ and retain women in A/NTO. DOL has found that placement and retention of women in A/NTO pose significant challenges.

**C. Grant Awards.** The WB is soliciting proposals on a competitive basis for the WANTO program. The WB anticipates awarding grants of \$50,000 to \$100,000 to approximately 10 grantees to conduct innovative projects that comply with the goals set forth in the WANTO Act and this SGA. The period of performance begins September 30, 2003, and ends on September 29, 2004. The initial performance period may be extended once, for up to three months, at no additional cost to DOL, so that a grantee can finish its final report. Each application shall clearly state the

applicant's intention to begin performance no later than October 1, 2003.

**D. Acronyms and Definitions.** The following terms are defined for the convenience of prospective applicants: **WANTO** refers to Women in Apprenticeship and Nontraditional Occupations.

**A/NTO** refers to apprenticeship and nontraditional occupations.

**E/LU** refers to employers and labor unions.

**ATELS** refers to the Apprenticeship Training, Employer and Labor Services office of the Employment and Training Administration, U.S. Department of Labor.

**WB** refers to the Women's Bureau, U.S. Department of Labor.

**TA** refers to technical assistance.

**NTO** (Nontraditional Occupations) are those where women account for less than 25 percent of all persons employed in a single occupational group. For the most recent listing of nontraditional jobs, see the WB Web site at [www.dol.gov/wb/stats/main.htm](http://www.dol.gov/wb/stats/main.htm).

**Pre-Apprenticeship Programs** are those programs that prepare individuals for apprenticeship or entry-level employment in NTO. Depending on the apprenticeable or other nontraditional occupation for which the program is preparing students, the curriculum would vary. For example, a curriculum for the construction trades may include pre-vocational identification and use of tools, blueprint reading, basic shop skills, safety procedures, math skills, and physical conditioning. English as a Second Language and team-building skills such as effective listening and feedback might be included in curricula preparing students for some entry-level nontraditional jobs.

**Apprenticeship** is a formal employment relationship designed to promote skill training and learning on the job. "Hands on" learning takes place in conjunction with related theoretical instruction (often in a classroom setting). An apprentice who successfully completes an ATELS registered program, which usually requires 3 to 5 years, is awarded a certificate of completion. An ATELS-registered program is one in which employers, or groups of employers, and unions design, organize, manage, and finance apprenticeship programs under the standards developed and registered with ATELS or ATELS-recognized State Apprenticeship Agencies. Employers, or groups of employers, and unions also select apprentices who are trained to meet certain predetermined occupational standards. For more

information, see the ATELS Web site at [http://www.doleta.gov/atels\\_bat/](http://www.doleta.gov/atels_bat/).

*High-technology occupations* are those in which cutting-edge, state-of-the-art technologies are used. The technologies shape the design, development, and introduction of new products and innovative production processes. These scientific, technical and engineering occupations require in-depth knowledge of the theories and principles of science, engineering, and mathematics, acquired through post-secondary specialized education. For the purposes of this solicitation, this definition also includes other occupations which have many high-tech aspects, for example, repairing the products used in high-tech industries.

*CBO (Community-Based Organization)* is a private nonprofit organization, which may be faith-based, that is representative of a community or a significant segment of a community, and that has demonstrated experience administering programs that train women for A/NTO.

## Part II. Eligible Applicants

An applicant must be a community-based organization. That is, it must:

- Be a private, nonprofit organization. *A public body such as a governmental body, public school, college, or hospital is not a CBO.*
- Represent a community or a significant segment of a community.
- Have demonstrated experience administering programs that train women for A/NTO.

*In addition, a CBO must not be classified under the IRS Tax Code as a 501(c)(4) entity.*

All proposals must document that these eligibility requirements have been, and will continue to be, satisfied.

A faith-based organization is an eligible applicant provided it meets the eligibility requirements stated above.

A consortium of CBOs may apply for a grant provided they include a copy of the consortium agreement and identify the entity/entities that will administer the grant.

Applications that fail to establish eligibility according to these criteria will not be evaluated.

## Part III. Application Contents

### A. Technical Proposal

The technical proposal text is limited to twenty (20) 8½ by 11 inch pages (not including the Table of Contents and any attachments), numbered, double-spaced, single-sided, in 8 to 12 pitch (font size).

The following information is required:

1. A Table of Contents, listing the application sections.

2. Documentation of applicant eligibility, as described in part II of this notice.

3. A 2-page abstract, summarizing the proposed project.

4. Documentation of its experience, capability, and qualifications for providing TA to E/LU for the purpose of recruiting, training, hiring and retaining women in A/NTO, as described in part IV, section A1 "Organizational Overview" of this notice.

5. Documentation of commitments from a minimum of six (6) up to a maximum of eight (8) E/LU to receive TA, and a description of the E/LU's previous experience in recruiting, training, placing and retaining women in A/NTO, as described in part iv, section A2 "Established Employer and Labor Union Linkages" of this notice.

6. A Statement of Work as described in part IV section A3 "Scope of WANTO Project and Projected Outcomes" of this notice.

7. A list of all items for which grant funds will be expended. Do not include any cost information, only expenditure items.

8. The CBO's budget and major funding sources for the past three (3) years, including foundation and government funds, as well as other types of funding.

### B. Cost Proposal

The Cost Proposal is a physically separate document and must not be included within the twenty-page limit of the technical proposal. The Cost Proposal must include the following:

1. A Standard Form (SF) 424, "Application for Federal Assistance." All copies of the SF 424 must have original signatures of the legal entity applying for grant funding. Applicants must indicate on the SF 424 the organizations IRS status. The Catalogue of Federal Domestic Assistance (CFDA) number for this program is 17.700, which should be entered on the SF 424, block 10.

2. A certification prepared within the last six (6) months, attesting to the adequacy of the entity's fiscal management and accounting systems to account for and safeguard Federal funds properly. The certification should be obtained as follows:

- a. For incorporated organizations, a certification from a Certified Public Accountant or

- b. For other applicants, their employers' identification number (EIN) issued by the IRS;

3. Budget Information Form 424A, with a narrative of description of each line item.

4. A copy of the most current Indirect Cost Rate Agreement issued by the cognizant federal agency, if applicable.

5. Applications from a consortium of organizations also must include a copy of the consortium agreement and must identify the consortium that will act as the administrative entity for the project. No member of a consortium shall make a separate application under his grant program. In addition, the agreement must specify the consortium's arrangements for handling the administrative and financial responsibilities for the program.

6. The applicants must include the Assurances and Certifications Signature Page.

Potential applicants who do not have the current version of the standard grant forms 424 and 424A listed above can download them from the following OMB Web site address: [http://www.whitehouse.gov/omb/grants/grants\\_forms.html](http://www.whitehouse.gov/omb/grants/grants_forms.html). The Assurances and Certifications Signature Page will be available on the WB WANTO Web site at <http://www.dol.gov/wb/nontra.htm>.

## Part IV. Evaluation Criteria and Selection Process

Technical proposals will be carefully reviewed by an evaluation panel using the following criteria under section A of this part. Up to 115 points may be awarded to an application. This total is based on up to 100 points for the required information described in A. 1, 2, and 3 below, and up to 15 bonus points for special program emphasis described in A. 4 below. The ranked scores of the proposals will serve as the primary basis for selection of applicants for a potential award in accordance with the process in section B of this part.

### A. Technical Evaluation Criteria/Points

#### 1. Organizational Overview (Up to 20 Points Awarded)

The applicant must demonstrate its experience, capability and qualifications for administering a grant project to provide technical assistance to E/LU. The applicant must:

- (a) Describe the organization's experience and leadership in providing *technical assistance to E/LU* for the purpose of recruiting, training, placing and retaining women in A/NTO.

- (b) Highlight the qualifications of the key staff and the organizational structure that would ensure the success of the project. Include the CBO's organizational chart and the names and full resumes of all primary staff managing the grant project.

- (c) Include job descriptions which identify all key tasks, the hours required

for the completion of such tasks, and the persons responsible for completing each task.

(d) Indicate if tradeswomen or women in nontraditional occupations serve as active members of the organization, as either employed staff or as board members.

(e) Where applicable, differentiate between the CBO and any proposed consultants or subcontractors, providing information on each of the above.

## 2. Established Employer and Labor Union Linkages (Up to 20 Points Awarded)

The applicant must demonstrate commitments from a minimum of six (6) E/LU up to a maximum of eight (8) E/LU to receive technical assistance during the grant award period. The applicant must also demonstrate a level of understanding of the E/LU's previous experiences with recruitment, training, placement, and retention of women in A/NTO sufficient to enable the applicant to provide targeted technical assistance. The applicant must:

(a) Document commitments (in the form of written agreements or letters) from a minimum of six (6) E/LU up to a maximum of eight (8) E/LU to receive technical assistance for the purpose of training or employing women in A/NTO. As stated in the WANTO Act, at a minimum such agreements or letters should include: (1) A description of the need for technical assistance; (2) a description of the types of apprenticeable occupations or nontraditional occupations in which the employer or labor union would like to train or employ women; (3) assurances that there are or will be suitable and appropriate positions available in the apprenticeable occupations program or in the nontraditional occupations being targeted; and (4) commitments that reasonable efforts shall be made to place qualified women in apprenticeable occupations or nontraditional occupations.

(b) Document the previous programs and experiences, and success or lack thereof, of the E/LU in recruiting, training, placing, and retaining women in A/NTO. Such documentation may include descriptions of previous outreach and orientation provided to women, mentoring programs, support groups, networks, workplace consultations, employee and supervisory workshops, and other workplace-specific strategic planning to increase the participation of women in apprenticeship and nontraditional occupations.

## 3. Scope of WANTO Project and Projected Outcomes (Up to 60 Points Awarded)

The applicant must demonstrate comprehensive, targeted, and effective technical assistance to be provided to E/LU with WANTO funding. The applicant must also project the types and amounts of successful outcomes that can reasonably be expected as a result of the TA provided with WANTO funding. The WB considers the successful placement of women in *apprenticeships* and *nontraditional occupations* the primary successful outcome a grantee can achieve with WANTO funding.

The applicant must include a Statement of Work which:

(a) Details all forms of technical assistance to be provided to the E/LU identified in the previous section, "Established Employer and Labor Union Linkages." (According to the WANTO Act, technical assistance provided with WANTO grant funds may include: (1) Developing outreach and orientation sessions to recruit women into the employers' apprenticeable occupations and nontraditional occupations; (2) developing preapprenticeable occupations or nontraditional skills training to prepare women for A/NTO; (3) providing ongoing orientations for E/LU and workers on creating a successful environment for women in A/NTO; (4) setting up support groups and facilitating networks for women in A/NTO on or off the job site to improve their retention; (5) setting up a local computerized data base referral system to maintain a current list of tradeswomen who are available for work; (6) serving as a liaison between tradeswomen and E/LU to address workplace issues related to gender; and (7) conducting exit interviews with tradeswomen to evaluate their on-the-job experience and to assess the effectiveness of the program.)

(b) Documents any leveraging or co-funding anticipated for the accomplishment of the proposed project. This must include a description of the value-added of the WANTO grant, *i.e.*, what technical assistance will be provided to E/LU *as a result of WANTO grant funding?*

(c) Describes the outcomes the applicant projects *as a result of WANTO funding*. This must include the number of women to be placed in (1) pre-apprenticeships; (2) apprenticeships; and (3) nontraditional occupations.

## 4. Bonus Points (Up to 15 Points Awarded)

Bonus points will be awarded for projects that demonstrate their

experience or indicate their plans to provide one or more of the following:

a. Opportunities for women to be placed and retained in A/NTO in high technology occupations. (Up to 5 points awarded.)

b. Services for disabled women to be placed in A/NTO. (Up to 5 points awarded.)

c. Mentoring services to at least one other CBO that is providing technical assistance to E/LU. (Up to 5 points awarded.)

## B. Total Score

The review panel's recommendations are advisory in nature and not binding on the Grant Officer. Final awards will be made based on the best interest of the government, including, but not limited to, such factors as technical quality, geographic balance, occupational and/or industrial impact, and past grant performance. The submission of a successful previous application for a WANTO grant from any prior year does not guarantee an award under this solicitation. A previous grantee's failure to complete a WANTO grant project within the grant award period, or failure to provide required reports in a timely manner are aspects of past grant performance that may result in denial of a 2003 grant.

Although the government reserves the right to award on the basis of the applicant's initial submissions, the government may establish a competitive range or technically acceptable range based upon proposal evaluation for the purpose of selecting qualified applicants. The government reserves the right to ask for clarification or hold discussion, but may elect to award a grant without such discussion. The Grant Officer's determination of award under this SGA is the final agency action.

## Part V. Deliverables

This section is provided so that applicants may more accurately estimate the staffing budgetary requirements when preparing their proposal. Applicants are to exclude from their cost proposal the cost of any requested travel to Washington, DC.

### A. Post Grant Award Conference.

No later than *eight (8)* weeks after an award, the grantees shall meet with the WB and ATELS at the Post-Award Conference to discuss the project, related components and TA; timelines; technical assistance outcomes; assessment for comment; and final approval. The grantees and the WB will discuss and make decisions on the following program activities:

1. The proposed TA commitments for employment, registered apprenticeship, and related skilled nontraditional occupation activities and responsibilities; the number of targeted partnerships with E/LU; and the number of women who will be served.

2. The methodology the proposed partnership will use to support/change management and employee attitudes to promote female workers in A/NTO.

3. The types of systemic change anticipated by the TA strategies that will be incorporated into ongoing employer recruitment, hiring, training, and promotion of women in A/NTO.

4. The occupational, industrial, and geographical impact anticipated.

5. The supportive services to be provided to employers and women after successful placement into A/NTO.

The WB and ATELS will provide further input orally or in writing, if necessary, within *ten (10)* working days after the Post-Award Conference.

#### B. Grant Plan of Action.

If revisions have been necessary, no later than *ten (10)* weeks after an award, the grantees and the WB will confirm the "plan of action" and detailed timeline for program implementation.

#### C. Grant Implementation.

No later than *twelve (12)* weeks after an award, the grantee(s) shall have begun providing E/LU with TA to recruit, select, train, place, retain, and otherwise prepare women for A/NTO, with progress to be measured in terms of employment growth and rising earnings.

#### D. Quarterly Reports

1. No more than *thirty (30)* calendar days after the end of each quarter, the grantee shall submit a progress report of work done under this grant.

2. Quarterly reports shall generally contain brief information on each of the following:

(a) A comparison of actual accomplishments with the goals and objectives established for the period. This must include discussion of placements in pre-apprenticeship programs, apprenticeships and nontraditional jobs, giving the name and address of each workplace/company involved; and TA provided to E/LU, giving the E/LU name and address as well as the nature of the TA provided.

(b) Reasons why established goals were not met, if appropriate.

(c) Any problems that may impede the performance of the grant and the proposed corrective action.

(d) Any changes in the proposed work to be performed during the next reporting period.

3. In addition, between scheduled reporting dates, the grantee(s) shall immediately inform the Women's Bureau National Office Grant Officer's Technical Representative of significant developments affecting the ability to accomplish the work.

#### E. Final Report

1. The Final Report shall cover findings, final performance data, outcome results, an assessment of the grant project, and any employer or labor organization plans for follow-up of participants. It shall include an Executive Summary of no more than three (3) pages.

2. No later than *ninety (90)* days after the expiration of the grant award, the grantee(s) shall submit two (2) copies of the camera-ready final report, each bound in a professional manner in a loose-leaf notebook. These materials must be paid for with grant funds.

3. Upon request of either the Women's Bureau or the grantee, the grantee shall submit a draft final report no more than *sixty (60)* days after the expiration of the grant award. The Women's Bureau will then review the draft report, consult with ATELS as necessary, and provide written comments to the grantee within *fifteen (15)* days of receipt.

### Part VII. Grant Requirements

#### A. Administrative Standards and Provisions

Except as specifically provided, DOL acceptance of a proposal and an award of Federal funds to sponsor any program(s) does not provide a waiver of any grant requirements and/or procedures. For example, the OMB Grants Management circulars (available on the OMB Web site at [http://www.whitehouse.gov/omb/grants/grants\\_circulars.html](http://www.whitehouse.gov/omb/grants/grants_circulars.html)) require, and an entity's procurement procedures must require, that all procurement transactions will be conducted, as practical, to provide open and free competition. If a proposal identifies a specific entity to provide the services, the DOL award does not provide the justification or basis to sole-source the procurement, *i.e.*, avoid competition.

The grants awarded under this SGA shall be subject to the following administrative standards and provisions as applicable:

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

29 CFR part 96—Federal Standards for Audit of Federally Funded Grants, Contracts, and Agreements.

29 CFR part 95—Uniform Administrative Requirements for Grants and Cooperative Agreements with Institutions of Higher Education, etc.

#### B. Allowable Costs

The WB shall determine what constitutes allowable costs in accordance with the following applicable Federal cost principles: (1) State and Local Government—OMB Circular A-87; (2) Educational Institutions—OMB Circular A-21; (3) Nonprofit Organizations—OMB Circular A-122; and (4) Profit-making Commercial Firms—48 CFR Part 31.

#### C. Grant Nondiscrimination Assurances

As a condition of the awards, applicants must certify that they will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

29 CFR part 31—Nondiscrimination in Federally-assisted programs of the Department of Labor, effectuation of title VI of the Civil Rights Act of 1964.

29 CFR part 32—Nondiscrimination on the Basis of Disability in Programs and Activities Receiving or Benefiting from Federal Assistance.

(Implementing section 504 of the Rehabilitation Act, 29 U.S.C. 794)

29 CFR part 36—Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance. (Implementing title IX of the Education Amendments of 1972, 20 U.S.C. 1681 *et seq.*)

The applicant must include assurances and certifications that it will comply with these laws in its grant application. The assurances and certifications are attached as Appendix C.

In addition, this program is subject to the provisions of the "Jobs for Veterans Act," Public Law 107-288, which provides priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job training program directly funded, in whole or in part, by the Department of Labor. Please note that, to obtain priority of service, a veteran must meet those programs' eligibility requirements. Comprehensive policy guidance is being developed and will be issued in the near future.

### Part VIII. Paperwork Reduction Act Notice (Public Law 104-13)

This collection of information is approved under the Office of Management and Budget (OMB) control number 1225-0080, which expires 12/

31/05. Persons are not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated to average six (6) to twelve (12) hours to complete the grant application; two (2) to five (5) hours for quarterly reports; and four (4) to ten (10) hours for the final report. These estimates include the time for reviewing instructions, researching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the Women's Bureau, U.S. Department of Labor, Room S3311, 200 Constitution Ave., NW., Washington, DC 20210, to the attention of Diane Faulkner. Please reference OMB control number 1225-0080.

Signed in Washington, DC, this 12th day of June, 2003.

**Lawrence J. Kuss,**  
*Grant Officer.*

#### **Appendix**

- A. Standard Form 424: Application for Federal Assistance
- B. Standard Form 424A: Budget Information—Non-Construction Programs
- C. Assurances and Certifications Signature Page
- D. Survey on Ensuring Equal Opportunity for Applicants, OMB No. 1225-0083

**BILLING CODE 4510-23-P**

**APPLICATION FOR  
FEDERAL ASSISTANCE**

<b>1. TYPE OF SUBMISSION:</b> Application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction Preapplication <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		<b>2. DATE SUBMITTED</b> June 5, 2003	Applicant Identifier
		<b>3. DATE RECEIVED BY STATE</b>	State Application Identifier
		<b>4. DATE RECEIVED BY FEDERAL AGENCY</b>	Federal Identifier
<b>5. APPLICANT INFORMATION</b>			
Legal Name:		Organizational Unit:	
Address (give city, county, State, and zip code):		Name and telephone number of person to be contacted on matters involving this application (give area code)	
<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN):</b> □□ - □□□□□□□□		<b>7. TYPE OF APPLICANT: (enter appropriate letter in box)</b> A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District H. Independent School Dist. <input type="checkbox"/> I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify) _____	
<b>8. TYPE OF APPLICATION:</b> <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) <input type="checkbox"/> <input type="checkbox"/> A. Increase Award    B. Decrease Award    C. Increase Duration D. Decrease Duration    Other(specify): _____		<b>9. NAME OF FEDERAL AGENCY:</b>	
<b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:</b> □□ - □□□□ TITLE:		<b>11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:</b>	
<b>12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):</b>			
<b>13. PROPOSED PROJECT</b>		<b>14. CONGRESSIONAL DISTRICTS OF:</b>	
Start Date	Ending Date	a. Applicant	b. Project
<b>15. ESTIMATED FUNDING:</b>		<b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b>	
a. Federal	\$ .00	a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:	
b. Applicant	\$ .00	DATE _____	
c. State	\$ .00	b. No. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372	
d. Local	\$ .00	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
e. Other	\$ .00		
f. Program Income	\$ .00	<b>17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?</b> <input type="checkbox"/> Yes If "Yes," attach an explanation. <input type="checkbox"/> No	
g. TOTAL	\$ 0.00		
<b>18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.</b>			
a. Type Name of Authorized Representative		b. Title	c. Telephone Number
d. Signature of Authorized Representative		e. Date Signed	

## INSTRUCTIONS FOR THE SF-424

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

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

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

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



OMB Approval No. 0348-0044

**BUDGET INFORMATION - Non-Construction Programs**

**SECTION A - BUDGET SUMMARY**

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

**SECTION B - BUDGET CATEGORIES**

Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	\$	\$	\$	\$	0.00
b. Fringe Benefits					0.00
c. Travel					0.00
d. Equipment					0.00
e. Supplies					0.00
f. Contractual					0.00
g. Construction					0.00
h. Other					0.00
i. Total Direct Charges (sum of 6a-6h)	0.00	0.00	0.00	0.00	0.00
j. Indirect Charges					0.00
k. TOTALS (sum of 6i and 6j)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00
7. Program Income	\$	\$	\$	\$	0.00

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Standard Form 424A (Rev. 7-97)  
Prescribed by OMB Circular A-102

Previous Edition Usable

SECTION C - NON-FEDERAL RESOURCES														
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS										
8.	\$	\$	\$	0.00	0.00	0.00	0.00	0.00	0.00					
9.									0.00					
10.									0.00					
11.									0.00					
12. TOTAL (sum of lines 8-11)	\$	0.00 \$	0.00 \$	0.00 \$	0.00 \$	0.00 \$	0.00 \$	0.00 \$	0.00					
SECTION D - FORECASTED CASH NEEDS														
	Total for 1st Year	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			
13. Federal	\$	0.00 \$		\$			\$					\$		
14. Non-Federal		0.00												
15. TOTAL (sum of lines 13 and 14)	\$	0.00 \$		0.00 \$			0.00 \$					0.00 \$		0.00
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT														
(a) Grant Program	FUTURE FUNDING PERIODS (Years)													
	(b) First	(c) Second	(d) Third	(e) Fourth										
16.	\$	\$	\$	\$										
17.														
18.														
19.														
20. TOTAL (sum of lines 16-19)	\$	0.00 \$	0.00 \$	0.00 \$	0.00 \$	0.00 \$	0.00 \$	0.00 \$	0.00 \$	0.00 \$	0.00 \$	0.00 \$	0.00 \$	0.00
SECTION F - OTHER BUDGET INFORMATION														
21. Direct Charges:										22. Indirect Charges:				
23. Remarks:														

## INSTRUCTIONS FOR THE SF-424A

Public reporting burden for this collection of information is estimated to average 180 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0044), Washington, DC 20503.

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

**General Instructions**

This form is designed so that application can be made for funds from one or more grant programs. In preparing the budget, adhere to any existing Federal grantor agency guidelines which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. For some programs, grantor agencies may require budgets to be separately shown by function or activity. For other programs, grantor agencies may require a breakdown by function or activity. Sections A, B, C, and D should include budget estimates for the whole project except when applying for assistance which requires Federal authorization in annual or other funding period increments. In the latter case, Sections A, B, C, and D should provide the budget for the first budget period (usually a year) and Section E should present the need for Federal assistance in the subsequent budget periods. All applications should contain a breakdown by the object class categories shown in Lines a-k of Section B.

**Section A. Budget Summary Lines 1-4 Columns (a) and (b)**

For applications pertaining to a *single* Federal grant program (Federal Domestic Assistance Catalog number) and *not requiring* a functional or activity breakdown, enter on Line 1 under Column (a) the Catalog program title and the Catalog number in Column (b).

For applications pertaining to a *single* program *requiring* budget amounts by multiple functions or activities, enter the name of each activity or function on each line in Column (a), and enter the Catalog number in Column (b). For applications pertaining to multiple programs where none of the programs require a breakdown by function or activity, enter the Catalog program title on each line in *Column* (a) and the respective Catalog number on each line in Column (b).

For applications pertaining to *multiple* programs where one or more programs *require* a breakdown by function or activity, prepare a separate sheet for each program requiring the breakdown. Additional sheets should be used when one form does not provide adequate space for all breakdown of data required. However, when more than one sheet is used, the first page should provide the summary totals by programs.

**Lines 1-4, Columns (c) through (g)**

*For new applications*, leave Column (c) and (d) blank. For each line entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year).

*For continuing grant program applications*, submit these forms before the end of each funding period as required by the grantor agency. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period only if the Federal grantor agency instructions provide for this. Otherwise, leave these columns blank. Enter in columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of amounts in Columns (e) and (f).

*For supplemental grants and changes* to existing grants, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or decrease of Federal funds and enter in Column (f) the amount of the increase or decrease of non-Federal funds. In Column (g) enter the new total budgeted amount (Federal and non-Federal) which includes the total previous authorized budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should not equal the sum of amounts in Columns (e) and (f).

**Line 5** - Show the totals for all columns used.

**Section B Budget Categories**

In the column headings (1) through (4), enter the titles of the same programs, functions, and activities shown on Lines 1-4, Column (a), Section A. When additional sheets are prepared for Section A, provide similar column headings on each sheet. For each program, function or activity, fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

**Line 6a-i** - Show the totals of Lines 6a to 6h in each column.

**Line 6j** - Show the amount of indirect cost.

**Line 6k** - Enter the total of amounts on Lines 6i and 6j. For all applications for new grants and continuation grants the total amount in column (5), Line 6k, should be the same as the total amount shown in Section A, Column (g), Line 5. For supplemental grants and changes to grants, the total amount of the increase or decrease as shown in Columns (1)-(4), Line 6k should be the same as the sum of the amounts in Section A, Columns (e) and (f) on Line 5.

**Line 7** - Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount, Show under the program

**INSTRUCTIONS FOR THE SF-424A (continued)**

narrative statement the nature and source of income. The estimated amount of program income may be considered by the Federal grantor agency in determining the total amount of the grant.

**Section C. Non-Federal Resources**

**Lines 8-11** Enter amounts of non-Federal resources that will be used on the grant. If in-kind contributions are included, provide a brief explanation on a separate sheet.

**Column (a)** - Enter the program titles identical to Column (a), Section A. A breakdown by function or activity is not necessary.

**Column (b)** - Enter the contribution to be made by the applicant.

**Column (c)** - Enter the amount of the State's cash and in-kind contribution if the applicant is not a State or State agency. Applicants which are a State or State agencies should leave this column blank.

**Column (d)** - Enter the amount of cash and in-kind contributions to be made from all other sources.

**Column (e)** - Enter totals of Columns (b), (c), and (d).

**Line 12** - Enter the total for each of Columns (b)-(e). The amount in Column (e) should be equal to the amount on Line 5, Column (f), Section A.

**Section D. Forecasted Cash Needs**

**Line 13** - Enter the amount of cash needed by quarter from the grantor agency during the first year.

**Line 14** - Enter the amount of cash from all other sources needed by quarter during the first year.

**Line 15** - Enter the totals of amounts on Lines 13 and 14.

**Section E. Budget Estimates of Federal Funds Needed for Balance of the Project**

**Lines 16-19** - Enter in Column (a) the same grant program titles shown in Column (a), Section A. A breakdown by function or activity is not necessary. For new applications and continuation grant applications, enter in the proper columns amounts of Federal funds which will be needed to complete the program or project over the succeeding funding periods (usually in years). This section need not be completed for revisions (amendments, changes, or supplements) to funds for the current year of existing grants.

If more than four lines are needed to list the program titles, submit additional schedules as necessary.

**Line 20** - Enter the total for each of the Columns (b)-(e). When additional schedules are prepared for this Section, annotate accordingly and show the overall totals on this line.

**Section F. Other Budget Information**

**Line 21** - Use this space to explain amounts for individual direct object class cost categories that may appear to be out of the ordinary or to explain the details as required by the Federal grantor agency.

**Line 22** - Enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

**Line 23** - Provide any other explanations or comments deemed necessary.

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**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:

1. Assurances - Non-Construction Programs
2. Certifications Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions and Certifications Regarding Drug-Free/Tobacco-Free Workplace Requirements.
3. Certification of Release of Information
4. Applicant is not a 501 (c) (4) organization

APPLICANT NAME and LEGAL ADDRESS:

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.



# SURVEY ON ENSURING EQUAL OPPORTUNITY FOR APPLICANTS

*Federal Agency Use Only*

OMB No. 1225-0083 Exp. 02/28/2006

**NOTE:** Please place survey form directly behind the Standard Application for Federal Assistance (SF 424) fact sheet.

**Purpose:** This form is for applicants that are private nonprofit organizations (not including private universities). Please complete it to assist the federal government in ensuring that all qualified applicants, small or large, non-religious or faith-based, have an equal opportunity to compete for federal funding. Information provided on this form will not be considered in any way in making funding decisions and will not be included in the federal grants database.

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

Yes       No

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

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

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

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

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

Yes       No

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

Yes       No

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

Yes       No

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

Yes       No

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

Yes       No

## Survey Instructions on Ensuring Equal Opportunity for Applicants

1. 501(c)(3) status is a legal designation provided on application to the Internal Revenue Service by eligible organizations. Some grant programs may require nonprofit applicants to have 501(c)(3) status. Other grant programs do not.
2. For example, two part-time employees who each work half-time equal one full-time equivalent employee. If the applicant is a local affiliate of a national organization, the responses to survey questions 2 and 3 should reflect the staff and budget size of the local affiliate.
3. Annual budget means the amount of money your organization spends each year on all of its activities.
4. Self-identify.
5. An organization is considered a community-based organization if its headquarters/service location shares the same zip code as the clients you serve.
6. An "intermediary" is an organization that enables a group of small organizations to receive and manage government funds by administering the grant on their behalf.
7. Self-explanatory.
8. Self-explanatory

### **Paperwork Burden Statement**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is **1225-0083**. The time required to complete this information collection is estimated to average five (5) minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** Departmental Clearance Officer, U.S. Department of Labor, 200 Constitution Avenue NW, Room N-1301, Washington, D.C. 20210. **If you have comments or concerns regarding the status of your individual submission of this form, write directly to:** Joyce I. Mays, Application Control Center, U.S. Department of Labor, 200 Constitution Avenue, NW, Washington, DC 20210.

[FR Doc. 03-15344 Filed 6-17-03; 8:45 am]

BILLING CODE 4510-23-C

## NUCLEAR REGULATORY COMMISSION

### Agency Information Collection Activities: Submission for the Office of Management and Budget (OMB) Review; Comment Request

**AGENCY:** Nuclear Regulatory Commission (NRC).

**ACTION:** Notice of the OMB review of information collection and solicitation of public comment.

**SUMMARY:** The NRC has recently submitted to OMB for review the following proposal for the collection of information under the provisions of the Paperwork Reduction Act of 1995 (44 U.S.C. Chapter 35). The NRC hereby informs potential respondents that an agency may not conduct or sponsor, and that a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

1. *Type of submission, new, revision, or extension:* Revision.
2. *The title of the information collection:* 10 CFR part 150, "Exemptions and Continued Regulatory Authority in Agreement States and in Offshore Waters under Section 274".
3. *The form number if applicable:* Not applicable.
4. *How often the collection is required:* 10 CFR 150.16(b), 150.17(c), and 150.19(c) require the submission of reports following specified events, such as the theft or unlawful diversion of licensed radioactive material. The source material inventory reports required under 10 CFR 150.17(b) must be submitted annually by certain licensees.
5. *Who will be required or asked to report:* Agreement State licensees authorized to possess source or special nuclear material at certain types of facilities, or at any one time and location in greater than specified amounts.
6. *An estimate of the number of annual responses:* 12.
7. *The estimated number of annual respondents:* 9 Agreement State licensees.
8. *An estimate of the total number of hours needed annually to complete the requirement or request:* 35 hours.
9. *An indication of whether Section 3507(d), Pub. L. 104-13 applies:* Not applicable.
10. *Abstract:* 10 CFR part 150 provides certain exemptions from NRC

regulations for persons in Agreement States. Part 150 also defines activities in Agreement States and in offshore waters over which NRC regulatory authority continues, including certain information collection requirements. The information is needed to permit NRC to make reports to other governments and the International Atomic Energy Agency in accordance with international agreements. The information is also used to carry out NRC's safeguards and inspection programs.

A copy of the final supporting statement may be viewed free of charge at the NRC Public Document Room, One White Flint North, 11555 Rockville Pike, Room O-1 F21, Rockville, MD 20852. OMB clearance requests are available at the NRC worldwide Web site: <http://www.nrc.gov/public-involve/doc-comment/omb/index.html>. The document will be available on the NRC home page site for 60 days after the signature date of this notice.

Comments and questions should be directed to the OMB reviewer listed below by July 18, 2003. Comments received after this date will be considered if it is practical to do so, but assurance of consideration cannot be given to comments received after this date. Bryon Allen, Office of Information and Regulatory Affairs (3150-0032), NEOB-10202, Office of Management and Budget, Washington, DC 20503.

Comments can also be submitted by telephone at (202) 395-3087.

The NRC Clearance Officer is Brenda Jo. Shelton, 301-415-7233.

Dated at Rockville, Maryland, this 11th day of June, 2003.

For the Nuclear Regulatory Commission.

**Brenda Jo. Shelton,**

*NRC Clearance Officer, Office of the Chief Information Officer.*

[FR Doc. 03-15349 Filed 6-17-03; 8:45 am]

BILLING CODE 7590-01-P

## NUCLEAR REGULATORY COMMISSION

[Docket No. 030-08963]

### Notice of Finding of No Significant Impact and Availability of Environmental Assessment for License Amendment of Materials License No. 29-15354-01, Aventis Pharmaceuticals, Inc, East Millstone, NJ

#### I. Introduction

The U.S. Nuclear Regulatory Commission (NRC) is considering the issuance of a license amendment to Aventis Pharmaceuticals, Inc. for Materials License No. 29-15354-01, to

authorize release of its facility in East Millstone, New Jersey for unrestricted use and has prepared an Environmental Assessment (EA) in support of this action in accordance with the requirements of 10 CFR Part 51. Based on the EA, the NRC has concluded that a Finding of No Significant Impact (FONSI) is appropriate.

#### II. EA Summary

The purpose of the proposed action is to allow for the release of the licensee's East Millstone, New Jersey facility for unrestricted use. Aventis Pharmaceuticals, Inc. has been authorized by NRC since August 10, 2000, to use radioactive materials for research and development including animal studies at the site. On January 20, 2003, Aventis Pharmaceuticals, Inc. requested that NRC release the facility for unrestricted use. Aventis Pharmaceuticals, Inc. has conducted surveys of the facility and determined that the facility meets the license termination criteria in Subpart E of 10 CFR Part 20.

#### III. Finding of No Significant Impact

The NRC staff has evaluated Aventis Pharmaceuticals, Inc.'s request and the results of the surveys and has concluded that the completed action complies with the criteria in Subpart E of 10 CFR part 20. The staff has prepared the EA (summarized above) in support of the proposed license amendment to terminate the license and release the facility for unrestricted use. On the basis of the EA, NRC has concluded that the environmental impacts from the proposed action are expected to be insignificant and has determined not to prepare an environmental impact statement for the proposed action.

#### IV. Further Information

The EA and the documents related to this proposed action, including the application for the license amendment and supporting documentation, are available for inspection at NRC's Public Electronic Reading Room at <http://www.nrc.gov/reading-rm/adams.html> (ADAMS Accession Nos. ML031620018, ML030280251, ML030870319, and ML031611141). These documents are also available for inspection and copying for a fee at the Region I Office, 475 Allendale Road, King of Prussia, PA 19406. Any questions with respect to this action should be referred to Judy Joustra, Nuclear Materials Safety Branch 2, Division of Nuclear Materials Safety, Region I, 475 Allendale Road, King of Prussia, Pennsylvania, 19406, telephone (610) 337-5355, fax (610) 337-5269.