

i. A description of the functional relationship between elements of the project's management structure;

ii. The identity of the individual responsible for project management and the lines of authority between this individual and other elements of the project.

d. *Staff loading Plan*—The staff loading plan must identify all key tasks and the person-days required to complete each task. Labor estimated for each task must be broken down by individuals assigned to the task, including sub-contractors and consultants. All key tasks should be charted to show time required to perform them by months or weeks.

e. *Roles and Responsibilities*—The applicant must include a resume and description of the roles and responsibilities of all personnel proposed. Resumes must be attached in an appendix. At a minimum, each resume must include: the individual's current employment status and previous work experience, including position title, duties, dates in position, employing organizations, and educational background. Duties must be clearly defined in terms of role performed, e.g., manager, team leader, consultant, etc. Indicate whether the individual is currently employed by the applicant, and (if so) for how long.

4. Leverage of Grant Funding (5 points)

The Department will give up to five (5) additional rating points to applications that include non-Federal resources that significantly expand the dollar amount, size and scope of the application. These programs will not be financed by the project, but can complement and enhance project objectives. Applicants are also encouraged to leverage activities such as micro-credit or income generation projects for adults that are not directly allowable under the grant. To be eligible for the additional points, the applicant must list the source(s) of funds, the nature, and possible activities anticipated with these funds under this grant and any partnerships, linkages or coordination of activities, cooperative funding, etc.

Signed in Washington, DC, this 6th day of May, 2003.

Daniel P. Murphy,
Grant Officer.

Appendix A: Project Document Format

Executive Summary

1. Background and Justification

2. Target Groups

3. Program Approach and Strategy

3.1 Narrative of Approach and Strategy (and linked to Logical Framework matrix).

3.2 Project Implementation Timeline (Gantt Chart of Activities linked to Logical Framework).

3.3 Budget (with cost of Activities linked to Outputs for Budget Performance Integration).

4. Project Monitoring and Evaluation

4.1 Indicators and Means of Verification.*

4.2 Baseline Data Collection Plan.

5. Institutional and Management Framework

5.1 Institutional Arrangements for Implementation.

5.2 Collaborating and Implementing Institutions (Partners) and Responsibilities.

5.3 Other Donor or International Organization Activity and Coordination.

5.4 Project Management Organizational Chart.

6. Inputs

6.1 Inputs provided by the DOL.

6.2 Inputs provided by the Grantee.

6.3 National and/or Other Contributions.

7. Sustainability

Annex A: Full presentation of the Logical Framework matrix.

(A worked example of a Logical Framework matrix and other background documentation for this SGA are available from the ILAB Web site at <http://www.dol.gov/ILAB/grants/education/sga0305/bkgrdSGA0305.htm>.)

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DEPARTMENT OF LABOR

Employment and Training Administration

Workforce Investment Act of 1998 (WIA); Notice of Incentive Funding Availability for Program Year (PY) 2001 Performance

AGENCY: Employment and Training Administration (ETA), Labor.

ACTION: Notice.

SUMMARY: The Department of Labor, in collaboration with the Department of Education, announces that 16 states are

* Initial choice of and justification of indicators and means of verification can be refined and/or adapted after baseline collection and development of Monitoring and Evaluation Plan.

eligible to apply for Workforce Investment Act (WIA) (Pub. L. 105-220, 29 U.S.C. 2801 *et seq.*) incentive awards under the WIA Regulations.

DATES: The 16 eligible states must submit their applications for incentive funding to the Department of Labor by June 27, 2003.

ADDRESSES: Submit applications to the Employment and Training Administration, Performance and Results Office, 200 Constitution Avenue NW., Room N-5306, Washington, DC 20210, Attention: Karen Staha, 202-693-2917 (phone), 202-693-3991 (fax), e-mail: Staha.Karen@dol.gov. Please be advised that mail delivery in the Washington, D.C. area has been inconsistent because of concerns about anthrax contamination. States are encouraged to submit applications via e-mail.

FOR FURTHER INFORMATION CONTACT: The Performance and Results Office: Karen Staha (phone: 202-693-2917 or e-mail: Staha.Karen@dol.gov). (This is not a toll-free number.) Information may also be found at the Web site: <http://www.doleta.gov/usworkforce/>.

SUPPLEMENTARY INFORMATION: 16 states (see list below) have qualified to receive a share of the \$29.8 million available for incentive grant awards under WIA section 503. These funds are available to the states through June 30, 2005, to support innovative workforce development and education activities that are authorized under title I (Workforce Investment Systems) or title II (the Adult Education and Family Literacy Act (AEFLA)) of WIA, or under the Perkins Act (Pub. L. 105-332, 20 U.S.C. 2301 *et seq.*). In order to qualify for a grant award, a state must have exceeded performance levels, agreed to by the Secretaries, Governor, and State Education Officer, for outcomes in WIA title I, adult education (AEFLA), and vocational education (Perkins Act) programs. The goals included placement after training, retention in employment, and improvement in literacy levels, among other measures. After review of the performance data submitted by states to the Department of Labor and to the Department of Education, each Department determined which states would qualify for incentives for its program(s). (See below for a list of the states that qualified under all three Acts.) These lists of eligible states were compared, and states that qualified under all three programs are eligible to receive an incentive grant award. The amount that each state is eligible to receive was determined by the Department of Labor and the Department of Education and is based