

of \$5,000 or more per unit must be specifically identified; and

(f) Identification of all sources of leveraged or matching funds and an explanation of the derivation of the value of matching/in-kind services. If resources/matching funds and/or the value of in-kind contributions are made available please show in section B of the Budget Information Sheet.

(g) Complete the Survey on Ensuring Equal Opportunity for Applicants (Appendix F).

3. Submission Dates and Times (Acceptable Methods of Submission)

The grant application package must be received at the designated place by the date and time specified or it will not be considered. Any application received at the Office of Procurement Services after 4:45 p.m. e.s.t., January 21, 2004, will not be considered unless it is received before the award is made and:

A. It was sent by registered or certified mail not later than the fifth calendar day before January 21, 2004; or

B. It was sent by U.S. Postal Service Express Mail Next Day Service-Post Office to Addressee, not later than 5 p.m. at the place of mailing two (2) working days, excluding weekends and Federal holidays, prior to January 21, 2004; and

C. 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 indicated.

4. Intergovernmental Review

N/A.

5. Funding Restrictions

A. Funding Levels

The total funding available for this solicitation is up to \$1,000,000. It is anticipated that up to four (4) awards will be made under this solicitation. Awards are expected to range from \$200,000 to a maximum of \$250,000. The Department of Labor reserves the right to negotiate the amounts to be awarded under this competition. Please be advised that requests exceeding the \$250,000 will be considered non-responsive. Further, there will not be reimbursement of pre-award costs.

B. Period of Performance

The period of performance will be for twelve (12) months from date of award unless modified. It is expected that successful applicants will begin program operations under this solicitation on February 24, 2004. Program funds must be obligated by February 23, 2005; however, a limited

amount of funds should be reserved for follow-up activities and closeout.

C. Optional Year Funding

Should there be action by Congress to appropriate additional funds for this purpose, optional year funding may be considered. The government does *not*, however, guarantee optional year funding for any Grantee. Should VETS decide that an optional year funding be exercised, the Grantees' performance during the previous period of operations will be taken into consideration as follows:

(1) The Grantee must meet at minimum 85% of planned goals for Federal expenditures, enrollments, and placements in each quarter; and

(2) The Grantee must be in compliance with all terms identified in the Solicitation for Grant Application (SGA) general and special provisions.

(3) All program and fiscal reports must have been submitted by the established due date and must be verifiable for accuracy.

(4) All instructions for modifications and announcement of fund availability will be issued at a later date.

D. Limitation on Indirect Costs

(1) Indirect costs claimed by the applicant must be based on a federally approved rate. A copy of the negotiated approved, and signed indirect cost negotiation agreement must be submitted with the application.

(2) If the applicant does not presently have an approved indirect cost rate, a proposed rate with justification may be submitted. Successful applicants will be required to negotiate an acceptable and allowable rate with the appropriate DOL Regional Office of Cost Determination within 90 days of grant award.

(3) Indirect cost rates traceable and trackable through the State Workforce Agency's Cost Accounting System represent an acceptable means of allocating costs to DOL and, therefore, can be approved for use in grants to State Workforce Agencies.

6. Other Submission Requirements

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

b. The only acceptable evidence to establish the date of mailing of a late application sent by U.S. Postal Service Express 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 should request that the postal clerk place a legible hand cancellation "bull's-eye" postmark on both the receipt and the envelope or wrapper.

c. The only acceptable evidence to establish the time of receipt at the U.S. Department of Labor is the date/time stamp of the Procurement Services Center on the application wrapper or other documentary evidence or receipt maintained by that office. Applications sent by other delivery services, such as Federal Express, UPS, etc., will also be accepted.

d. All applicants are advised that U.S. mail delivery in the Washington, DC area has been erratic due to the concerns involving anthrax contamination. All applicants must take this into consideration when preparing to meet the application deadline, as 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 proper consideration, even if it was timely mailed, the Department is not required to consider the application.

V. Application Review Information

1. Criteria

A. Applications will be reviewed by a DOL panel using the point scoring system specified below. Applications will be ranked based on the score assigned by the panel after careful evaluation by each panel member. The ranking will be the primary basis to identify applicants as potential Grantees. Although the government reserves the right to award on the basis of the initial proposal submissions, the government may establish a competitive range and/or a minimum qualifying score, based upon the proposal evaluation, for the purpose of selecting qualified applicants. The panel's conclusions are advisory in nature and