

comment until July 31, 1998. This process is conducted in accordance with 5 CFR 1320.10.

Written comments and/or suggestions regarding the item(s) contained in this notice, especially regarding the estimated public burden and associated response time, should be directed to the Office of Management and Budget, Office of Regulatory Affairs, Attention: Department of Justice Desk Office, Washington, DC 20530. Additionally, comments may be submitted to OMB via facsimile to (202) 395-7285. Comments may also be submitted to the Department of Justice (DOJ), Justice Management Division, Information Management and Security Staff, Attention: Department of Clearance Officer, Suite 850, 1001 G Street, NW., Washington, DC 20530. Additionally, comments may be submitted to DOJ via facsimile to (202) 514-1590.

Written comments and suggestions from the public and affected agencies concerning the proposed collection of information should address one or more of the following four points:

1. Evaluate whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information will have practical utility.
2. Evaluate the accuracy of the agencies estimate of the burden of the proposed collection of information, including the validity of the methodology and assumptions used;
3. Enhance the quality, utility, and clarity of the information to be collected; and
4. Minimize the burden of the collection of information on those who are to respond, including through the use of appropriate automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses.

Overview of the information collection:

1. *Type of Information Collection:* Extension of currently approved collection.
2. *Title of the Form/Collection:* Application for Individual Manufacturing Quota for a Basic Class of Controlled Substance.
3. *Agency form number:* DEA Form 189, if any, and the applicable component of the Department of Justice sponsoring the collection: Office of Diversion Control, Drug Enforcement Administration, Department of Justice.
4. *Affected public who will be asked or required to respond, as well as a brief*

abstract: Primary: Business or other for-profit.

Title 21, Section 1303.22 of the Code of Federal Regulations requires that any person who is registered to manufacture any basic class of controlled substance listed in Schedule I or II and who desires to manufacture a quantity of such class shall apply on DEA Form 189 for a manufacturing quota for such quantity of such class.

5. *An estimate of the total estimated number of respondents and the amount of time estimated for an average respondent to respond:* 27 respondents at approximately 10 responses per year at .5 hour per response.

6. *An estimate of the total public burden (in hours) associated with the collection:* 135 annual burden hours.

If additional information is required contact: Mr. Robert B. Briggs, Clearance Officer, United States Department of Justice, Information Management and Security Staff, Justice Management Division, Suite 850, Washington Center, 1001 G Street NW., Washington, DC 20530.

Dated: June 24, 1998.

Robert B. Briggs,

Department Clearance Officer, United States Department of Justice.

[FR Doc. 98-17397 Filed 6-30-98; 8:45 am]

BILLING CODE 4410-09-M

DEPARTMENT OF LABOR

Office of the Secretary

Job Training Partnership Act (JTPA), Title IV-D, Demonstration Program: Women in Apprenticeship and Nontraditional Occupations

AGENCY: Women's Bureau, Department of Labor.

ACTION: Notice of Availability of Funds and Solicitation for Grant Applications (SGA 98-04).

SUMMARY: All information required to submit a proposal is contained in this announcement. Applicants for grant funds should read this notice in its entirety and respond as directed. Grant proposals that are not completed as directed will be judged nonresponsive and will not be evaluated.

The Women's Bureau (WB), U.S. Department of Labor (DOL) announces the fifth (5) year of the Solicitation for Grant Applications (SGAs) first authorized by the Women in Apprenticeship and Nontraditional Occupations (WANTO) Act under its grant provision to Community-Based Organizations (CBOs) to deliver Technical Assistance (TA) to private

sector Employers and Labor Unions (E/LUs) to prepare them to increase the recruiting, training, promotion, and retention of women in apprenticeship and nontraditional occupations (A/NTOs) in their workplaces. WANTO is a competitive grant program funded through the Job Training Partnership Act (JTPA) Title IV-D. While the Women's Bureau has responsibility for implementing the competitive grant process, the WANTO Act is jointly administered by the Department of Labor's Bureau of Apprenticeship and Training (BAT)/Employment and Training Administration (ETA) and the Women's Bureau (WB).

The Department expects to make up to eight (8) WANTO awards to experienced, private nonprofit CBOs from the funds allocated for FY 1998. With the fifth year of WANTO grants, the Department will give priority consideration to proposals for technical assistance that leverage WANTO funds in Federally designated Empowerment Zones (EZ) and Enterprise Communities (EC) in both rural and urban areas. (See Appendix A for a listing of Urban EZ/EC cities and Appendix B for a listing of Rural EZ/EC areas and contacts.) The Department expects WANTO funded CBOs to assist employers and labor unions to make commitments to increase the participation of EZ/EC area women who are returning to work after welfare and related long-term work disruptions. The DOL is particularly concerned with obtaining the commitment of employers and labor unions who have jobs/careers in information technology, manufacturing, and *apprenticeship* in skilled construction building trades. Employers and labor unions will be encouraged to assist returning women to enter and remain in apprenticeship training and other nontraditional employment in these industries by (1) providing them with information on the realities of work and the company's promotion and employee development practices, (2) creating a firm-specific individual development plan, (3) providing for firm-specific skill/job development to promote job advancement, and (4) providing for support services utilizing both firm and community resource networks. CBOs should note well that WANTO training is for employer or labor union firm/company-specific (demand) and is not to increase the general store (supply) of trained workers in apprenticeship and nontraditional occupations. Finally, each proposal MUST include a specific defined internal program evaluation design.

In this time of economic prosperity and skill shortage, it is clear that CBOs'

technical assistance can convince employers and labor unions of the advantage of training and support services to develop their own skilled, stable, and competitive work force. It is equally clear that advances in high technology has moved the U.S. economy from the smokestack industrial age to the information age. Advances in high-tech and microelectronics have spurred the restructuring manufacturing industry and given rise to a variety of computer-based jobs/careers in service sector industries—e.g., public utilities, transportation, finance, real estate, business, professional and personal services, as well as the rise of the information technology industry. Such industries can provide the stable year-round jobs women returning to work need to begin building a self-sufficient future with good wages and benefits. Nonetheless, *apprenticeship* in the skilled building trades and highway construction can provide important career opportunities for women, particularly given the shortage of skilled workers. Therefore, the Department will give priority consideration to applications with an occupational/industrial focus that link, in the first instance, to the delivery of technical assistance to employers and unions in information technology, high-tech skilled manufacturing (including tool and die, technicians and machinists to customize, repair, and service products) and other nonconstruction industries, including utilities, telecommunications, transportation, computer-based business, professional and personal services, and in *apprenticeship* in the skilled building trades in construction. In the second instance, priority consideration will be given to the delivery of technical assistance to employers and labor unions linked to jobs with private contractors on State/Federal Department of Transportation highway and road projects, including construction. In all, the aim of the technical assistance is to promote the placement and training of EZ/EC area women returning to work after welfare and other long-term disruptions in project-committed employer and union workplaces.

Proposals including ALL four (4) of the Department's priority interests (noted and summarized below) for CBO technical assistance to employers and labor unions will receive thirty (30) bonus points. To receive any bonus points, the proposal MUST focus on Empowerment Zones and Enterprise Communities where the CBO has a commitment to leverage WANTO activities in the EZ/EC areas, as noted in

Appendices A and B. (1) Empowerment Zones and Enterprise Communities (EZ/EC), (2) Nonconstruction industrial and *apprenticeship* in the skilled building trades in construction and highway industries focuses, (3) employer and labor union commitment to placement and skill development to increase the participation of women returning to work after welfare and other long-term work disruptions, and (4) employer and labor union commitment for support services—particularly, child care, transportation, and transitional costs—for women returning to work from welfare and other long-term work disruptions.

1. Empowerment Zones and Enterprise Communities (EZs/ECs) have been identified in both rural and urban areas and can be characterized as having high incidences of poverty. Further, these are areas where other public resources are now being leveraged to revitalize their economies, including incentives for job creation in private enterprise. The Department also wants to leverage WANTO funding in these areas of concentrated economic resources to support both employers and labor unions who want to help themselves by increasing the participation of women in apprenticeship and nontraditional occupations, particularly EZ/EC area women who are returning to work from welfare and other long-term work disruptions. (See Appendices A and B for lists of EZ/EC areas and contact agencies.)

2. Industry-Occupation focus should reflect non-construction industries, particularly in manufacturing and information technology. The Department's priority is to emphasize the wide diversity of apprenticeship and nontraditional occupations beyond the building trades. While the most often-cited high-pay nontraditional occupations are those of the skilled building trades, e.g., carpenters, plumbers, electricians, sheet metal workers or welders, etc.; in the construction industry, there is also a variety of high-pay nontraditional occupations arising from the advances of high technology in nonconstruction industries. Jobs in some industries have significant labor shortages and can support the entry and skill development needs of women returning to work from welfare and other long-term work disruptions. High-tech has restructured manufacturing, both improving and/or developing new manufacturing processes in fiber optics, chemicals, and petroleum. Such career opportunities have increased the need for technicians' skills in electronics and related

computer-based skills and machinists skilled to customize, service, build, and repair precision machinery in manufacturing. Still other fast growing computer-based jobs are found in service sector industries, e.g., business/professional services (including record keeping, financial, and personal services), other high-tech and information technologies driven by the growth in telecommunications, utilities, transportation, and health care industries. Statistical projections continue to anticipate employment growth and labor shortages in nonconstruction occupations, particularly those requiring technical skills. Thus, the window of opportunity is open for women returning to work for employers and labor unions in these industries who want to build a stable, skilled, and competitive work force.

3. Skill Development and Related Training is a necessary component to advancement to self-sufficiency for women returning to work from welfare and other long-term work disruptions. Not only must they work, but returning women also need a range of employment related skills, including readiness and job-specific skills to enter and remain in self-sufficient jobs and to move up the career ladder. Such training includes not only informal buddy or on-the-job mentoring by experienced workers, but also more structured work readiness and pre-apprenticeship programs linked to sponsored apprenticeship training programs. Therefore, it is important that proposed responses to this SGA show constructive strategies that promote both placement and training for women returning to work in the CBO's delivery of technical assistance to employer and labor union preparation to recruit, train, promote, and retain women in apprenticeship and other nontraditional occupations. Training is an area where community-wide resources and EZ/EC area leverages might provide advantages to WANTO technical assistance. Moreover, emphasis should be on both work and skills training during the workday, since many of the target women are single mothers with small children, that does not allow them much free time to obtain skills training after working hours.

4. Support Services are a necessary service for most work families. Many women seeking to enter or sustain themselves in apprenticeship and other nontraditional employment are unable to enter and/or complete training programs or employment because of the lack of child care, transportation, and transitional costs. This is another area where the community-wide human

resources and social services of EZ/EC areas can supplement and/or support WANTO technical assistance to employers and labor unions in their efforts with the CBO to women returning to work after welfare and other long-term work disruptions to become economically viable again. Therefore, grant proposals also should discuss workplace strategies for technical assistance to employers and labor unions that also bring to the attention of employers and labor unions the need and how to develop cooperative strategies with community resources to provide for transitional costs (including fees/dues, tools, uniforms, and living costs), child care, and transportation.

This notice describes the background, the application process, statement of work, evaluation criteria, and reporting requirements for this Solicitation for Grant Applications (SGA 98-04). WB anticipates that a total amount of \$1,000,000 will be available for the support of all Fiscal Year 1998. (See Part II.C. for funding limitations per grant.)

DATES: One (1) ink-signed original, complete grant application plus five (5) copies of the Technical Proposal and three (3) copies of the Cost Proposal shall be submitted to the U.S.

Department of Labor, Office of Procurement Services, Room N-5416, Reference SGA 98-04, 200 Constitution Avenue, NW., Washington, DC 20210, not later than 4:45 p.m. ET, August 17, 1998. Hand-delivered applications must be received by the Office of Procurement Services by that time.

ADDRESSES: Applicants who intend to submit a proposal must register immediately with the Grant Officer in order to receive any amendment to this solicitation that is issued. Please send registration to U.S. Department of Labor, Office of Procurement Services, Attention: Grant Officer, Reference SGA 98-04, Room N-5416, 200 Constitution Avenue, NW., Washington, DC 20210. Grant applications must be mailed to U.S. Department of Labor, Office of Procurement Services, Attention: Grant Officer, Reference SGA 98-04, Room N-5416, 200 Constitution Avenue, NW., Washington, DC 20210. Applicants are encouraged to verify delivery to this office directly through their delivery service and as soon as possible.

FOR FURTHER INFORMATION CONTACT: Applications will not be mailed. The **Federal Register** may be obtained from your nearest government office or library. Questions concerning this solicitation may be sent to Lisa Harvey at the following Internet address: lharvey@dol.gov.

Part I. Background

The Women in Apprenticeship and Nontraditional Occupations (WANTO) Act

Pub. L. 102-530, signed October 27, 1992—

The Act has three major activities that affect this SGA:

1. Outreach to Employers and Labor Unions. DOL will promote the Act's program to employers and labor unions by informing them of the availability of technical assistance and keeping a data base of employers and community-based organizations with active grants.

2. Technical Assistance. DOL will provide grants to community-based organizations to deliver technical assistance to employers and labor unions to prepare them to recruit, train, and employ women in apprenticeable and nontraditional occupations.

3. Liaison Role of Department of Labor. DOL will serve as follows: (1) To act as a liaison between employers, labor, and the community-based organizations providing technical assistance, and (2) coordinating, conducting regular assessment, and seeking input of employers and labor unions.

Women's Bureau

Improving women's employment opportunities and related equity issues have been the driving force of the Bureau's activities and policies since its inception in 1920. Within the Department of Labor, the Director serves as the policy advisor to the Secretary on issues related to working women.

The Bureau has a history of encouraging women to consider the wide array of apprenticeable and other occupations nontraditional to women as one way to obtain economic self-sufficiency for themselves and their families. Nontraditional occupations (NTOs) are occupations where women account for 25 percent or less of all persons employed in an occupational group. NTOs include the often-cited skilled trades in construction, as well as the emerging "good" or high-pay jobs in nonconstruction as the result of advances in high-tech and the pervasiveness of microelectronics. Nonetheless, the lack of a critical mass of women in good, high-pay jobs in both construction and nonconstruction results in continued occupational segregation and artificial employment barriers to women's success in apprenticeship and NTOs, particularly in the old established workplaces and occupations, particularly in construction trades. Studies point out that once hired, women in construction

face problems (sexism, racism, homophobia, inadequate toilet facilities, health and safety, isolation from other women, etc.) that erode their retention in jobs. These problems are beyond the usual problems faced by all women and some men—sexual harassment, pay equity, balancing work and family responsibilities. (See, Laurie Wessman LeBreton, Sara Segal Loevy, and Lauren Sugeran, *Building Equal Opportunity, and Breaking New Ground: Worksite 2000.*)

The Bureau of Apprenticeship and Training

The Women's Bureau co-administers WANTO with the Bureau of Apprenticeship and Training (BAT). BAT was established in 1937 as the national administrative agency in the Department of Labor to carry out the objectives of the National Apprenticeship Act (also known as the Fitzgerald Act), guided by the recommendations of the Federal Committee on Apprenticeship. BAT has the objective to stimulate and assist industry in the development, expansion, and improvement of apprenticeship and training programs designed to provide the skilled workers required by the American economy.

Under the National Apprenticeship Act, the Bureau is responsible for providing service to existing apprenticeship programs and technical assistance to organizations who would like to establish an apprenticeship program. The Bureau works very closely with State Apprenticeship Councils (SAC) and the educational system to deliver support services at the national, State and local level. When apprentices finish their training, they receive certificates of completion of apprenticeship. These are issued by the State apprenticeship agencies, or in those States not having such an agency, by the Bureau of Apprenticeship and Training in accordance with its recommended standards.

BAT is committed to improving the access of women to apprenticeship training to increase their employment in jobs that have historically put men on the career ladder to successful working careers. As apprenticeship has been the building block for a skilled and stable work force, it is also a career path that can provide an economically stable family life in mainstream America.

Definitions

Nontraditional Occupations (NTOs) are those where women account for less than 25 percent of all persons employed in a single occupational group.

Pre-Apprenticeship programs for women prepare them to keep pace with occupational skills training or entry-level employment in nontraditional occupations. The curriculum includes pre-vocational instruction in identification and use of tools, blueprint reading, basic shop skills, and safety procedures, as well as math skills, and physical conditioning.

Apprenticeship is a formal paid training-work agreement where labor and management work together to promote learning on the job. (Some BAT-registered apprenticeship programs are operated by employers independent of labor unions.) To support the "hands on" learning, there must be related theoretical instruction (often classroom). After successfully completing the BAT-registered program standards—usually three to five years—the apprentice is awarded a certificate of completion by either the Bureau of Apprenticeship and Training (BAT) or the State Apprenticeship Council.

Community-Based Organizations (CBOs) are as defined in Section 4(5) of the Job Training Partnership Act (29 U.S.C 1501(5)): Private nonprofit organizations which are representative of communities or significant segments of communities and which provide job training services. For this solicitation, communities or significant segments of communities are the private nonprofit organizations that have demonstrated at least three years experience in (1) the operation and delivery of employment and training related services to women, and (2) the development of policies, programs and technical assistance for employers and labor unions for the recruitment, selection, training, placing, retaining, and otherwise preparation of WOMEN to enter and remain in APPRENTICESHIP and other NONTRADITIONAL OCCUPATIONS (NTOs).

Please Note That Eligible Applicants Must Not Be Classified Under The IRS Tax Code as A 501(c)(4) Entity.

A. Authorities

The technical assistance grants were first authorized under the Women in Apprenticeship and Nontraditional Occupations (WANTO) Act, Pub. L. 102-530, approved October 27, 1992.

B. Purpose of the Demonstration

The purpose of the WANTO demonstration program is to provide technical assistance to employers and labor unions to encourage and prepare them to increase the participation of women in apprenticeship and nontraditional occupations in their workplaces. Such activity will increase

the total level of employment of women in good jobs that pay living wages.

Part II. Application Process

A. Eligible Applicants

1. Private, Nonprofit, Community-Based Organizations (CBOs) are the only entities eligible for grant awards. Public bodies such as JTPA administrative entities, schools, and hospitals are not eligible for WANTO grants.

Please Note That Eligible Applicants Must Not Be Classified Under The IRS Tax Code as A 501(c)(4) Entity.

(a.) Community-Based Organizations (CBOs) are the eligible applicants to receive WANTO grants to provide technical assistance to private sector employers and labor unions that request assistance to prepare them/their workplaces to recruit, select, train, place, retain women in apprenticeship or other nontraditional occupations, including linking their apprenticeship program to pre-apprenticeship programs with specific employment. The Department is interested in leveraging WANTO technical assistance to private sector employers and labor unions in Empowerment Zones and Enterprise Communities (EZ/EC) as noted in Appendices A and B. The final goal would be to increase the participation of EZ/EC women returning to work after welfare or other long-term work disruptions in apprenticeship and nontraditional jobs/career paths. CBOs should note well: CBOs should demonstrate their interaction with the community beyond direct services for a fee, e.g., CBO activities for social and economic change in their community to support women.

(b.) Specific Technical Assistance provided by CBOs may include:

- (1) Developing outreach and orientation sessions to recruit women into the employers' apprenticeable occupations and nontraditional occupations;
- (2) Developing pre-apprenticeable occupations or nontraditional skills training to prepare women for apprenticeable occupations or nontraditional occupations;
- (3) Providing ongoing orientations for employers, unions, and workers on creating a successful environment for women in apprenticeable occupations or nontraditional occupations;
- (4) Setting up support groups and facilitating networks for women in nontraditional occupations 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 employers and tradeswomen and labor unions 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.

(8) Developing cooperative projects that leverage WANTO technical assistance with EZ/EC area social and human services resources to support employers' and labor unions' integration of women returning to work after welfare or other long-term work disruptions.

(c.) Employers and Labor Unions are eligible to request and receive technical assistance provided by community-based organizations with a WANTO grant. Such technical assistance includes all items listed under A.(b.)(1)-(8) above and including linking pre-apprenticeship with a commitment for employment and/or sponsored apprenticeship training, and any other technical assistance an employer or labor union may need to increase the participation of women returning to work to enter and remain in apprenticeship and other nontraditional occupations, particularly in the manufacturing and information technology industries.

To be selected to receive technical assistance either through direct application with a CBO, or independent of a specific CBO, employers and labor unions must submit a request (as described below) and send it directly to the U.S. Department of Labor, Office of Procurement Services, Room N-5416, Attention: Lisa Harvey, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

(d.) All Employers and Labor Unions must provide a written commitment for technical assistance by answering the following:

- (1) A description of the need for 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 employment available in the apprenticeable occupations or in the nontraditional occupations being targeted; and
- (4) Commitments that all reasonable efforts should be made to place women in apprenticeable occupations or nontraditional occupations as they develop skills.

B. Contents

To be considered responsive to this SGA, each application must consist of, and follow the order of, the sections listed in Part III of this solicitation. The application must also include information which the applicant believes will address the selection criteria identified in Part IV. Technical proposals shall not exceed 20 single sided, double spaced, 10 to 12 pitch typed pages (not including attachments). *Any Proposal That Does Not Conform to These Standards Shall be Deemed Nonresponsive to This SGA and Will Not be Evaluated.*

1. Technical Proposal

Each proposal shall include: (1) A two-page abstract summarizing the proposal, and (2) a complete description of the CBO's program for technical assistance, including information required in *Part III and IV*. No cost data or reference to price shall be included in the technical proposal.

2. Cost Proposal

The cost proposal is a physically separate document and shall not be included in the twenty (20) page limit. The cost (business) proposal must be separate from the technical proposal. (If applicants do not have the current version of the standard grant forms listed below, they must download the forms from the following OMB website address: www.whitehouse.gov/wh/eop/omb/grants/). The transmittal letter and the grant assurances and certifications forms shall be attached to the business proposal, which shall consist of the following:

a. Standard Form 424 "Application for Federal Assistance," signed by an official from the applicant's organization who is authorized to enter the organization into a grant agreement with the Department of Labor. The *Catalog of Federal Domestic Assistance Number (CFDA) is 17.700*;

b. Standard Budget Form 424A "Budget Information Form,"; and

c. Budget Narrative; provide a narrative explanation of the budget which describes all proposed costs and indicates how they are related to the operation of the project. Provide this information separately for the amount of requested Federal funding and the amount of proposed Non-Federal contribution. In an application which proposes to fund staff positions, the budget narrative must provide information which describes the number of proposed positions by title and by the amount of staff time and salary charged to Federal and Non-

Federal funding resources. The Budget Narrative provides the detailed description of the costs reflected on the SF 424A.

C. Funding Levels

The Department expects to have \$1,000,000 to be disbursed through WANTO grants. The Department expects to make up to eight (8) awards to Community-Based Organizations (CBOs). The Women's Bureau expects awards to range from approximately \$75,000 to \$150,000, depending upon the scope of the proposal's demonstration and technical assistance activities to be delivered.

D. Length of Grant and Grant Awards

The initial performance period for the grants awarded under this SGA shall be for fifteen (15) months with one (1) option to extend for up to three months as a no-cost extension to complete final reports. Each applicant shall reflect in their application the intention to begin operation no later than *September 1998*.

E. Submission

One (1) ink-signed original, complete grant application (plus five (5) copies of the Technical Proposal and three (3) copies of the Cost Proposal must be submitted to the U.S. Department of Labor, Office of Procurement Services, Room N-5416, 200 Constitution Avenue, N.W., Washington, D.C. 20210, not later than 4:45 p.m. ET, August 17, 1998. Hand delivered applications must be received by the Office of Procurement Services by that time. Any application received at the Office of Procurement Services after 4:45 p.m. ET will not be considered unless it is received before an award is made and:

1. It was sent by registered or certified mail not later than the fifth calendar day before August 17, 1998 (i.e., not later than August 12, 1998);

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 above address; or

3. It was sent by U.S. Postal Service Express Mail Next Day Service-Post Office to Addressee, not later than 5 p.m. ET at the place of mailing two working days, excluding weekends and Federal holidays, prior to August 17, 1998 (i.e., not later than 5 p.m. ET August 13, 1998).

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 E-mail, telegram, or facsimile (Fax) will *not* be accepted.

Part III. The Statement of Work—Key Features

A. Introduction and Priority

All respondents to this SGA (98-04) are encouraged to carefully read and review the material discussed in the summary section above on this SGA. Applications that do not meet the minimum terms and conditions of this solicitation may be disqualified. The Department has priority interest in providing technical assistance to employers and labor unions in nonconstruction industries, particularly manufacturing and information technology, and in registered *apprenticeships* in the skilled building trades in construction, including highway construction, who are interested in supporting the placement and skill development of women returning to work after welfare or other long-term work disruptions residing in rural and urban EZ/EC communities noted in Appendices A and

B. Grants will be awarded competitively to private, nonprofit Community-Based Organizations (CBOs)

with at least three (3) years of experience in providing employment and training programs and support services to increase the participation of women in apprenticeship and nontraditional occupations, particularly for women with employment barriers, including women returning to work after welfare and other work disruptions.

Note well: Each Proposal Must Have a Specifically Defined Internal Evaluation Design.] (See Part II.A. Eligible Applicants, above.)

Such experienced CBOs will deliver technical assistance to employers and labor unions to prepare them to recruit, train, promote, and retain women returning to work from welfare to enter and remain in apprenticeship and nontraditional occupations. The Department has priority interest in further focusing on developing cooperative projects in Federally designated Empowerment Zones and Enterprise Communities (EZs/ECs) where a number of public programs are being leveraged to revitalize their economies. Further, the Department has a priority interest in focusing WANTO technical assistance to employers and labor unions in nonconstruction industries, particularly in areas with potential for good, high-pay occupations with benefits for stable year-round work in nonconstruction industries, e.g., public utilities, telecommunications, high-tech manufacturing (including tool and die occupations), computer-based information technologies (including business and professional services), high-tech health industries, and private employers and contractors in State or Federal Department of Transportation highway and road projects and *apprenticeship* in the skilled building trades.

Bonus Points: Thirty (30) bonus points will be added to the technical score of proposals that **MUST** focus on EZ/EC areas, as well as include the priorities discussed above in the Summary section of this SGA and noted below.

1. Provide technical assistance in Empowerment Zones and Enterprise Communities;
2. Provide technical assistance to employers and labor unions in nonconstruction industries, particularly in high-tech and skilled manufacturing and information technology;
3. Provide commitment from employers and labor unions for matches with EZ/EC area women who are returning to work after welfare and other dependencies;

4. Provide employers and labor unions with community-wide resources to assist employers and labor unions in providing support services—child care, transportation, and transitional costs—so that women returning to work can enter and complete apprenticeship and other nontraditional training and employment;

5. Provide employers and labor unions with strategies to allow labor force entry women to work and participate in developmental skill and related training, both informal on-the-job/buddy systems and more formal skill attainment.

Other projects will receive consideration and be evaluated.

B. Key Features

1. Wanto Project Proposal Submissions should provide for technical assistance between a Community-Based Organization (CBO) and requesting employers and labor unions, particularly nonconstruction industries. Such an entity can also provide for the linking of pre-apprenticeship programs to apprenticeship programs sponsored by employers and labor unions. All technical assistance grant activity has the goal to increase the employment of women in apprenticeship and other nontraditional occupations.

Grant proposals must include a specific internal program evaluation design and process and must specify expected outcomes based on the CBO's past experience and expenditures for the following:

- The proposed number of employers and labor unions to be provided on-site technical assistance, those to receive, and methodology for reaching proposed goals;
- The proposed number of women to be trained, placed, promoted, and/or retained in apprenticeship and other nontraditional employment and methodology for reaching proposed goals;
- Any other activities for which grant funds will be expended.

2. CBOs that apply for funding to provide technical assistance must provide information on their experience and accomplishments in apprenticeship and nontraditional activities in the areas of: (1) Policy, (2) program development, (3) program operation, and (4) the provision of technical assistance to business, labor organizations, and other activities in the employment and training community related to increasing the participation of women in apprenticeship and nontraditional employment.

- a. List name, trade, and organizational position of tradeswomen and other women in nontraditional occupations on staff or on your organization's Board of Directors. Include the dates when tradeswomen served in active paid or unpaid positions in your organization.

- b. In addition, all applications must also include a management and staff loading plan. The management plan is to include a project organizational chart and accompanying narrative which differentiate between elements of the applicant's staff and subcontractors or consultants who will be retained. The staff loading plan must identify all key tasks and the hours required to complete each task. Labor estimates for each task must be broken down by individuals assigned to the task, including subcontractors and consultants. All key tasks must be charted to show time required to perform them by months or weeks.

- c. Proposed projects should include a discussion of support services to participants that include (1) transitional costs (which may include living expenses as well as fees, union dues, uniforms, etc.), (2) child care, and (3) transportation.

- d. Proposed projects should include outreach activities to improve apprenticeship and NTO opportunities for women in their own workplaces as well as women seeking to enter NTO career ladder employment and training.

- e. Proposed projects should clearly identify expected outcomes in terms of: (1) An employer or labor union workplace—number of welfare to work placements and type of training or technical assistance agreement, (2) number of apprenticeship training commitments and other work commitments by employer/labor organizations, (3) number of participants moving into higher level NTO employment, (4) number of women participants moving from pre-apprenticeship into a sponsored apprenticeship program, and (5) number of pre-apprenticeship women moving into permanent employment without participating in an apprenticeship program.

- f. Proposed project submissions should include a listing of all items for which grant funds will be expended. (Do not include any cost information for this item in the technical proposal, but expenditure items **MUST** be listed.)

- g. Proposed project submissions should include any leverage or co-funding anticipated by this submission, particularly leverage with other specific EZ/EC programs (e.g., HUD or USDA) and interaction with overall EZ/EC program contacts listed with EZ/EC

cities and areas listed in Appendices A and B.

h. Proposed project submissions should include copies of the CBO's budget and major funding sources for the past three (3) years, including foundation and government grants and other types of funding.

In addition to the grant's final report, proposed project submissions should include plans for a "how-to-do-it" project replication manual, including awareness/outreach material, technical assistance and curriculum manual(s) and all other materials developed as a result of the grant activities. All grant materials should be submitted with "hard copy" and electronic (computer-based) copy.

j. The proposed project submission should include any activities to encourage and promote the continuation or expansion of grant activities beyond the grant's period of program performance.

Part IV. Evaluation Criteria and Selection

Applicants are advised that selection for a grant award is to be made after careful evaluation of technical applications by a panel. Each panelist will evaluate applications against the various criteria on the basis of 100 points. The scores will then serve as the primary basis to select applications for a potential award. Clarification may be requested of grant applicants if the situation so warrants it. Please see Part III, Sections A and B for additional information on the elements against which proposals will be reviewed. After proposals are fully evaluated for responsiveness to Technical Evaluation Criteria 1.a.-1.c., the distribution of bonus points will be determined. Only those proposals whose technical score falls within the technically acceptable range will be eligible to receive bonus points.

1. Technical Evaluation Criteria—Points

a. Capabilities and Qualifications of CBO and Staff (NTO experience, education, and work with the community for social and/or economic change to support women): 50 points.

b. Established Linkages and Relationship with Employers, Labor Unions, EZ/EC Communities and Welfare to Work Social Agencies: 25 points.

c. Quality and Scope of WANTO Project: 25 points. (Must include a specific internal program evaluation design. Such as, proposed number of employers, labor unions for on-site technical assistance, number of women affected and served by the WANTO

project and placed in apprenticeship or nontraditional employment; proposed career ladder and technical assistance strategies to promote the increase in women in apprenticeship and nontraditional occupations for employers and labor unions; proposed job placement outcomes.)

2. Bonus Points

a. Priority Focus: 30 points. (See Part III.A. Statement of Work—Key Features, Bonus Points.)

3. Cost Criteria

Proposals will be scored, based on their costs in relation to other proposals submitted in response to this SGA.

4. Total Score

Technical quality of proposals will be weighted three (3) times the estimated price in ranking proposals, for purposes of selections for awards. Proposals received will be evaluated by a review panel based on the criteria immediately above, in Technical Evaluation Criteria 1 and 2. The panel's recommendations will be advisory, and final awards will be made based on the best interests of the Government, including but not limited to such factors as technical quality, geographic balance, occupational/industrial impact, and diversity in service providers.

The Department wishes to make it clear that it is not simply the best written proposals that will be chosen, but rather those which demonstrate the greatest experience and commitment to assisting employers and labor organizations to successfully develop successful strategies to increase the participation of women in higher-paying apprenticeship and nontraditional occupations and to expand the employment and self-sufficiency options of women returning to work after welfare and other work and family disruptions. In addition, the Department considers geographic and race-ethnic diversity in the array of award-winning proposals important considerations in making the final awards.

The submission of the same proposal from any prior year WANTO competition does not guarantee an award under this solicitation. Although the Government reserves the right to award on the basis of the initial proposal submission, the Government may establish a competitive range or technically acceptable range based upon proposal evaluation, for the purpose of selecting qualified applicants. The panel's conclusions are advisory in nature and not binding on the Grant Officer. The Government reserves the right to ask for clarification or hold

discussions, but is not obligated to do so. The Grant Officer's determination for award under this SGA 98-04 is the final agency action.

Part V

A. Deliverables

(This section is provided only so that grantees 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.)

1. No later than four (4) weeks after an award, the grantees and partners shall meet with the Women's Bureau and the Bureau of Apprenticeship and Training at the Post-Award Conference to discuss the demonstration project and related components and technical assistance activities, time lines, technical assistance outcomes, assessment for comment, and final approval. The grantees and partners and the Department will discuss and make decisions on the following program activities:

a. The proposed technical assistance commitments for employment, apprenticeship and related nontraditional occupation activities and responsibilities; the number of partnerships with EZ/EC communities, employers and labor unions to be served.

b. The methodology the proposed partnership will use to support/change management and employee attitudes to promote female workers in nontraditional occupations.

c. The types of systemic change strategies anticipated to be incorporated into ongoing employer recruitment, hiring, training, and promotion of women in apprenticeship and apprenticeable nontraditional occupations.

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

e. The supportive services to be provided to employers and women after successful placement into employment, apprenticeship, or other supporting nontraditional occupations.

f. The plan for the development and maintenance of a relationship with the State level of the Federal Bureau of Apprenticeship and Training and the State Apprenticeship Council.

The Women's Bureau and the Bureau of Apprenticeship and Training will provide further input orally and in writing, if necessary, within ten (10) working days after the Post-Award Conference.

1. No later than ten (10) weeks after an award, the grantee(s) and the

Women's Bureau will confirm the "plan of action" or detailed time line for program implementation.

2. No later than twelve (12) weeks after an award, the grantee(s) shall have begun the provision of technical assistance to employers and labor unions to recruit, select, train, place, retain, and other areas of preparation to promote the increase of women in apprenticeable occupations and other nontraditional training for women, characterized by employment growth and above average earnings.

3. No later than sixteen (16) weeks after an award, the first quarterly progress report of work done under this grant will be due. Thereafter, quarterly reports will be due twenty (20) working days after the end of each of the remaining quarters.

Quarterly progress reports must include:

a. A description of overall progress on work performed during the reporting period—(a) the number of employers and labor unions provided on-site, off-site (conferences, workshops, seminars, training, etc.), (b) number of women trained (on and off the workplace), placed in apprenticeship or other nontraditional employment. Describe: (1) Any linkages of pre-apprenticeship (on and off a workplace) with sponsored apprenticeship: Number of women effected or participating in programs; include name and address of workplace/company and person responsible for the operation, (2) number of employers and labor unions receiving technical assistance—name, address, size of the workplace, including proportion of women, include brief profiles of employers and labor organizations, (3) describe any systemic workplace and policy changes—actual or in process, including the hiring and promotion of women already in the workplace, career ladders or other training activities, (4) public presentations, (5) media articles or appearances, (6) publications disseminated, and (7) publications developed.

b. An indication of any current problems which may impede the

performance of the grant and the proposed corrective action.

c. A discussion of work to be performed during the next reporting period.

Between scheduled reporting dates the grantee(s) also shall immediately inform the Grant Officer's Technical Representative (GOTR) of significant developments affecting the grantee's ability to accomplish the work.

5. No later than sixty-four (64) weeks after an award, the grantee(s) shall submit three (3) copies of the draft Final Report, an integrated draft analysis of the process and results of the technical assistance activities during the year. The Women's Bureau and the Bureau of Apprenticeship and Training will provide written comments on the draft Report within twenty (20) working days if substantive problems are identified. The grantee's response to these comments shall be incorporated into the Final Report.

6. The Final Report shall cover findings, final performance data, outcome results and assessment, and employer or labor organization plans for follow-up of participants. The Final Report shall provide all information to replicate the project including copies of curriculums, technical assistance materials developed for the project and technical assistance—videos, posters, notices, etc., as well as any plans for replication and dissemination of information. An Executive Summary of the findings and recommendations shall be included in the Final Report, completely separate or separately combined with the Final Report.

No later than sixty-four (64) weeks after an award, the grantee(s) shall (1) submit one (1) diskette (IBM compatible, WordPerfect 6.1), one (1) camera-ready copy of the Final Report, and five (5) copies of the camera-ready Final Report, bound in a professional manner, and not a collection of loose leaf sheets, and (2) computer-based, electronic files for each of the other products—e.g., manual(s), curriculums, "how-to-do-it" handbooks, videos, etc.—paid for with grant funds, along

with five (5) copies of the final camera-ready products.

B. Administrative Provisions

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

- 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.

C. Certifications and Assurances

If the applicant is awarded a grant, they are required to operate the program in accordance with the following Certifications and Assurances. An original signed and dated signature page providing the following Certifications and Assurances must accompany the Cost Proposal. Each can be downloaded from the OMB website address www.whitehouse.gov/wh/eop/omb/grants/.

D. Allowable Costs

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

- a. State and Local Governments—OMB Circular A-87.
- b. Educational Institutions—OMB Circular A-21.
- c. Nonprofit Organizations—OMB Circular S-122.
- d. Profit-making Commercial Firms—48 CFR Part 31.

Signed at Washington, DC., on June 24, 1998.

Lawrence J. Kuss,
Grant Officer.

BILLING CODE 4510-30-P

APPENDIX A: Urban**EZ/EC MAIN CONTACT LIST
As of March 20, 1998**

Name & City	Phone & Fax Numbers
EMPOWERMENT ZONES	
GA, Atlanta Mr. Elbert Jenkins Act. Exec. Director Atlanta EZ Corporation 675 Ponce De Leon Avenue Second Floor - Suite 2100 Atlanta, GA 30308	404-853-7610 (phone) 404-853-7315 (fax)
IL, Chicago Mr. Avery Goodrich City of Chicago 20 North Clark Street, 28th Floor Chicago, IL 60602	312-744-9623 (phone) 312-744-9696 (fax)
MD, Baltimore Ms. Diane Bell Empower Baltimore Management Corporation 111 S. Calvert Street, Suite 1550 Baltimore, MD 21202	410-783-4400 (phone) 410-783-0526 (fax)
MI, Detroit Joseph Vassallo City of Detroit Planning and Development 2300 Cadillac Tower Building Detroit, MI 48226	313-224-6389 (phone) 313-224-1629 (fax)
Denise Gray Executive Director Detroit Empowerment Zone Corporation 1 Ford Place, Suite 2D Detroit, MI 48202	313-872-8050 (Phone) 313-872-8002 (fax)
New York, NY (Main Contact) Ms. Kimberly D. Hardy, Esq. Special Counsel and Corporate Secretary New York Empowerment Zone Corporation 633 3rd Avenue New York, NY 10017	212-803-3240 (phone) 212-803-3294 (fax)

NY, New York (Bronx)

Mr. Jose Ithier
Bronx Overall Economic Development Corporation
198 East 161st Street
Second Floor
Bronx, NY 10451

718-590-3549 (phone)
718-590-3499 (fax)

NY, New York (Upper Manhattan)

Ms. Deborah Wright, Director
Upper Manhattan Empowerment Zone
Development Corporation
Powell Office Building
163 West 125th Street, Suite 1204
New York, NY 10027

212-932-1902 (phone)
212-932-1907 (fax)

PA, Philadelphia

Mr. Carlos Acosta
City of Philadelphia
1600 Arch Street, Gallery Level
Philadelphia, PA 19103

215-686-0484 (phone)
215-686-0412 (fax)

NJ, Camden

Mr. Richard Cummings
Chairperson
Camden Empowerment Zone Corporation
412 North Second Street
Camden, NJ 08104

609-541-2836 (phone)
609-541-8457 (fax)

Brian Finnie

City of Camden Empowerment Zone
Corp.
800 Hudson Square
Suite 300
Camden, NJ 08102

609-968-4866 (phone)
609-968-4855 (fax)

CA, Los Angeles

Mr. Parker C. Anderson
City of Los Angeles
Community Development Department
215 West 6th Street, Third Floor
Los Angeles, CA 90014

213-485-1617 (phone)
213-237-0551 (fax)

David Eder

City of Los Angeles
Community Development Department
215 West 6th Street, Third Floor
Los Angeles, CA 90014

213-485-2956 (Phone)
213-485-0890 (Fax)

OH, Cleveland

Ms. Yvette Mosby Director
Cleveland Empowerment Zone
601 Lakeside Avenue
City Hall, Room 335
Cleveland, OH 44114

216-664-3083 (phone)
216-420-8522 (fax)

ENHANCED ENTERPRISE COMMUNITIES**CA, Oakland**

Mr. William Claggett
Community & Economic Devel. Agency
City of Oakland
1330 Broadway, Room 310
Oakland, CA 94612

510-238-2910 (phone)
510-238-6538 (fax)

Mr. Lonnie Carter

Community & Economic Devel. Agency
City of Oakland
1313 Broadway, Room 310
Oakland, CA 94612

510-238-2910(Phone)
510-238-6538(Fax)

MA, Boston

Mr. Reginald Nunnally
Boston Empowerment Center
20 Hampden Street
Boston, MA 02119

617-445-3413 (phone)
617-445-5675 (fax)

KS, Kansas City and MO, Kansas City

Mr. Cal Bender
MARC
600 Broadway
300 Rivergate Center
Kansas City, MO 64105-1554

816-474-4240 (phone)
816-421-7758 (fax)

TX, Houston

Ms. Judith Butler
900 Bagby Street
City Hall Annex
Mayor's Office, Second Floor
Houston, TX 77002

713-247-2666 (phone)
713-247-3985 (fax)

ENTERPRISE COMMUNITIES**AL, Birmingham**

Mr. John H. Gemmill
City of Birmingham
710 N. 20th Street
City Hall, Room 224
Birmingham, AL 35203

205-254-2870 (phone)
205-254-2541 (fax)

AR, Pulaski County

Mr. Henry McHenry
Enterprise Community Committee Board
300 South Spring, Suite 800
Little Rock, AR 72201-2424

501-340-5675 (phone)
501-340-5680 (fax)

AZ, Phoenix

Mr. Ed Zuercher
City of Phoenix
200 West Washington Street, 12th Floor
Phoenix, AZ 85003-1611

602-261-8532 (phone)
602-261-8327 (fax)

CA, San Diego

Ms. Bonnie Contreras
City of San Diego
202 C Street MS 3A
San Diego, CA 92101

619-236-6846 (phone)
619-236-6512 (fax)

CA, San Francisco

Mr. Larry Saxxon
City of San Francisco
San Francisco Enterprise Community Program
25 Van Ness Avenue, Suite 700
San Francisco, CA 94102

415-252-3167 (phone)
415-252-3110 (fax)

CO, Denver

Mr. Ernest Hughes
City of Denver
200 W. 14th Avenue, Room 203
Denver, CO 80204

303-640-5734 (phone)
303-640-4636 (fax)

CT, Bridgeport

Ms. Janice Willis
City of Bridgeport Office of Grant Administration
City Hall
Bridgeport, CT 06604

203-332-5662 (phone)
203-332-5657 (fax)

CT, New Haven

Ms. Serena Neal-Williams
City of New Haven
200 Orange Street, 5th Floor
New Haven, CT 06510

203-946-7727(phone)
203-946-8049 (fax)

District of Columbia

Mr. James Kerr
Administrator for Preservation
and Economic Development
51 N Street, NE
Washington, DC 20002

202-535-1939 (phone)
202-535-1955 (fax)

District of Columbia

Ms. Fran Goldstein
Director of Development
Office of Grants & Management
717 14th Street, NW
12th Floor
Washington, DC 20005

202-727-6537 (phone)
202-727-1617

DE, Wilmington

Mr. James Walker
Wilmington Enterprise Community
Louis L. Redding City/County Building
800 French Street, 9th Floor
Wilmington, DE 19801

302-571-4189 (phone)
302-571-4102 (fax)

FL, Miami/ Dade County/ Homestead

Mr. Tony E. Crapp, Sr.
Office of Economic Development
140 West Flagler, Suite 1000
Miami, FL 33130-1561

305-375-3431 (phone)
305-375-3428 (fax)

FL, Tampa

Mr. Benjamin Stevenson
City of Tampa
2105 N. Nebraska Avenue
Tampa, FL 33605

813-248-4339 (phone)
813-274-7927 (fax)

GA, Albany

Mr. John Hawthorne
Department of Community
& Economic Development
230 South Jackson Street
Suite 315
Albany, GA 31701

912-430-7867 (phone)
912-430-3989 (fax)

IA, Des Moines

Ms. Kathy Kafela
City of Des Moines
602 East First Street
Des Moines, IA 50309

515-283-4151 (phone)
515-237-1713 (fax)

IL, East St. Louis

Mr. Percy Harris
City of East St. Louis
301 River Park Dr.
East St. Louis, IL 62201

618-482-6655 (phone)
618-482-6648 (fax)

IL, Springfield

Ms. Jacqueline Richie
Office of Economic Development
231 South Sixth St.
Springfield, IL 62701

217-789-2377 (phone)
217-789-2380 (fax)

IN, Indianapolis

Ms. Jennifer Fults
Grants Manager
Ms. Amy Arnold
Grants Analyst
Div. of Comm. Development
& Financial Services
1860 City County Building
Indianapolis, IN 46204

317-327-5899 (Phone)

317-327-7876
317-327-5908 (Fax)

KY, Louisville

Ms. Carolyn Gatz
Empowerment Zone Community
601 West Jefferson St.
Louisville, KY 40202

502-574-4210 (phone)
502-574-4201 (fax)

LA, New Orleans

Ms. Thelma H. French
Office of Federal and State Programs
1300 Perdido Street, Room 2E10
New Orleans, LA 70112

504-565-6414 (phone)
504-565-6423 (fax)

LA, Ouachita Parish

Mr. Eric Loewe
Ouachita Community Enhancement Zone, Inc.
P.O. Box 4268
Monroe, LA 71211

318-329-4031 (phone)
318-329-4034 (fax)

MA, Lowell

Ms. Sue Beaton
Department of Planning and Development
City Hall- JFK Civic Center
50 Arcand Drive
Lowell, MA 01852

978-970-4165 (phone)
978-970-4262 (fax)

MA, Springfield

Mr. Miguel Rivas
Community Development Department
36 Court Street
Springfield, MA 01103

413-787-7666 (phone)
413-787-6027 (fax)

MI, Flint

Mr. Larry Foster
Township of Mount Morris
G-5447 Bicentennial Parkway
Mount Morris Township, MI 48458

810-785-9138 (phone)
810-785-7730 (fax)

Ms. Nancy Jurkiewicz
City of Flint
1101 South Saginaw Street
Flint, MI 48502

810-766-7436 (phone)
810-766-7351 (fax)

MI, Muskegon

Ms. Cathy Brubaker-Clarke
City of Muskegon
Economic Development Department
933 Terrace Street
Muskegon, MI 49443

616-724-6977 (phone)
616-724-6790 (fax)

Ms. Fleeta Mitchell
Department of Planning and Community Development
2724 Peck Street
Muskegon Heights, MI 49444

616-733-1355 (phone)
616-733-7382 (fax)

MN, Minneapolis

Mr. Ken Brunsvold
Office of Grants & Special Project
350 South Fifth Street
City Hall, Room 200
Minneapolis, MN 55415

612-673-2348 (phone)
612-673-2728 (fax)

MN, St. Paul

Mr. Jim Zdon
City of St. Paul
Planning and Economic Development
25 West Fourth Street
St. Paul, Minnesota 55102

612-266-6559 (phone)
612-228-3314 (fax)

MO, St. Louis

Mr. Chad Cooper
St. Louis Development Corporation
105 Locust Street, Ste. 1200
St. Louis, MO 63101

314-622-3400 (phone)
314-231-2341 (fax)

MS, Jackson

Mr. Willie Cole
Office of City Planning/Minority Business
218 South President Street
Jackson, MS 39205

601-960-1055 (phone)
601-960-2403 (fax)

NC, Charlotte

Ms. Charlene Abbott
Neighborhood Development Department
600 East Trade Street
Charlotte, NC 28202

704-336-5577 (phone)
704-336-2527 (fax)

NE, Omaha

Mr. Scott Knudsen
City of Omaha
1819 Farnum Street
Suite 1100
Omaha, NE 68183

402-444-5381 (phone)
402-444-6140 (fax)

NH, Manchester

Ms. Amanda Parenteau
City of Manchester
889 Elm Street, 5th Floor
Manchester, NH 03101

603-624-2111 (phone)
603-624-6308 (fax)

NJ, Newark

Ms. Angela Corbo
Department of Administration
City Hall, Room B-16
920 Broad Street
Newark, NJ 07102

973-733-4331 (phone)
973-733-5351 (fax)

NM, Albuquerque

Ms. Sylvia Fettes
Family & Community Services Department
400 Marquette, NW, Ste. 504
Albuquerque, NM 87103

505-768-2860 (phone)
505-768-3204 (fax)

NV, Las Vegas

Ms. Yvonne Gates
Clark County Commissioners Office
500 South Grand Central Parkway
P.O. Box 551601
Las Vegas, NV 89155-1601

702-455-3239 (phone)
702-383-6041 (fax)

Ms. Jennifer Padre
Southern Nevada Enterprise Community
500 South Grand Central Parkway
P.O. Box 551212
Las Vegas, NV 89155-1212

702-455-5025 (phone)
702-455-5038 (fax)

NY, Albany/Troy/Schenectady

Mr. Kevin O Connor
Center for Economic Growth
One Key Corp Plaza
Suite 600
Albany, NY 12207

518-465-8975 (phone)
518-465-6681 (fax)

NY, Buffalo

Ms. Paula Rosner
Buffalo Enterprise Development Corporation
620 Main Street
Buffalo, NY 14202

716-842-6923 (phone)
716-842-6942 (fax)

NY, Newburgh/Kingston

Ms. Allison Lee
The Kingston-Newburgh Enterprise Corp.
62 Grand Street
Newburgh, NY 12550

914-569-1680 (phone)
914-569-1630 (fax)

NY, Rochester

Ms. Valerie Wheatley
Staff assistant to the Deputy Mayor
City of Rochester
Room 205A, City Hall
30 Church Street
Rochester, NY 14614

716-428-7207 (phone)
716-428-7069 (fax)

OH, Akron

Mr. Jerry Egan
Department of Planning & Urban Development
166 South High Street
Akron, OH 44308-1628

330-375-2090 (phone)
330-375-2387 (fax)

OH, Columbus

Mr. Patrick Grady
Economic Development Administrator
99 North Front Street
Columbus, OH 43215

614-645-7574 (phone)
614-645-7855 (fax)

OH, Columbus

Mr. John Beard
Columbus Compact Corporation
815 East Mound Street
Suite 108
Columbus, OH 43205

614-251-0926 (phone)
614-251-2243 (fax)

OK, Oklahoma City

Mr. Carl Friend
Oklahoma City Planning Department
420 West Main Street, Suite 920
Oklahoma City, OK 73102

405-297-2574 (phone)
405-297-3796 (fax)

OR, Portland

Ms. Regena S. Warren
Multnomah County
421 SW Sixth Avenue, Suite 700
Portland, OR 97204

503-248-3691 (phone)
ext. 28134
503-248-3379 (fax) 3691

PA, Pittsburgh

Ms. Bev Gillot
City of Pittsburgh
4433 Laurel Oak Drive
Allison Park, PA 15101

412-487-6808 (phone)
412-487-8062 (fax)

PA, Harrisburg

Ms. JoAnn Partridge
City of Harrisburg
Department of Building and Housing Development
MLK City Government Center
10 North Second Street, Ste. 206
Harrisburg, PA 17101-1681

717-255-6424x6443 (phone)
717-255-6421 (fax)

RI, Providence

Mr. Patrick McGuigan
Providence Plan
56 Pine Street, Suite 3B
Providence, RI 02903

401-455-8880 (phone)
401-331-6840 (fax)

SC, Charleston

Ms. Patricia W. Crawford
Housing/Community Development
75 Calhoun Street
Division 616
Charleston, SC 29401-3506

803-724-7347 (phone)
803-724-7354 (fax)

TN, Nashville

Mr. Phil Ryan
Metropolitan Development and Housing Agency
701 South Sixth Street
Nashville, TN 37206

615-252-8505 (phone)
615-252-8559 (fax)

TN, Memphis

Ms. Vernua Hanrahan
Center for Neighborhoods
619 North Seventh Street
Memphis, TN 38107

901-526-6627 (phone)
901-523-9388 (fax)

TX, El Paso

Ms. Deborah G. Hamlyn
City of El Paso
#2 Civic Center Plaza, 9th Floor
El Paso, TX 79901-1196

915-541-4643 (phone)
915-541-4370 (fax)

TX, Waco

Mr. Charles Daniels
City of Waco
P.O. Box 2570
Waco, TX 76702-2570

254-750-5640 (phone)
254-750-5880 (fax)

TX, Dallas

Mr. Mark Obeso
Empowerment Zone Manager
1500 Marilla, 2B South
Dallas, TX 75201

214-670-4897 (phone)
214-670-0158 (fax)

TX, San Antonio

Mr. Curley Spears
City of San Antonio
419 South Main, Suite 200
San Antonio, TX 78204

210-207-6600 (phone)
210-886-0006 (fax)

UT, Ogden

Ms. Karen Thurber
Ogden City Neighborhood Development
2484 Washington Boulevard
Suite 211
Ogden, UT 84401

801-629-8943 (phone)
801-629-8902 (fax)

VA, Norfolk

Ms. Eleanor R. Bradshaw
Norfolk Works
201 Granby Street, Ste. 100A
Norfolk, VA 23510

757-624-8650 (phone)
757-622-4623 (fax)

VT, Burlington

Mr. Brian Pine
Office of Community Development
City Hall, Room 32
Burlington, VT 05401

802-865-7232 (phone)
802-865-7024 (fax)

WA, Seattle

Mr. Charles Depew
City of Seattle
Seattle Municipal Building
Second Floor
Seattle, WA 98104-1826

206-684-0208 (phone)
206-684-0379 (fax)

WA, Tacoma

Dr. Shirl E. Gilbert II
Tacoma Empowerment Consortium
1101 Pacific Avenue
Tacoma, WA 98402

253-274-1288 (phone)
253-274-1289 (fax)

WI, Milwaukee

Mr. Glen Mattison
City of Milwaukee
Community Block Grant Administration
City Hall, Room 606
200 East Wells Street
Milwaukee, WI 53202

414-286-3760 (phone)
414-286-5003 (fax)

WV, Huntington

Ms. Cathy Burns
Community Development and Planning
800 Fifth Avenue, Suite 14
P.O. Box 1659
Huntington, WV 25717

304-696-4486 (phone)
304-696-4465 (fax)



USDA's Rural Empowerment Zones and Enterprise Communities

Alabama

- **Chambers County EC** - Chambers County
David Shaw
East Alabama Regional Planning and Development Commission
P.O. Box 2186
Anniston, AL 36202
Phone (205) 237-6741 Fax (205) 237-6763
E-Mail- coming soon

- **Greene and Sumter Counties Rural EC** - Greene, Sumter Counties
John Zippert
Federation of Southern Cooperatives/Land Assistance Fund
County Rd. 21
Epes, AL 35460
Phone (205) 652-9676 Fax (205) 652-9678
E- Mail- jzippert@aol.com

Arkansas

- **Mississippi County EC** - Mississippi County
Sam Scruggs
Greene, Sumter Counties, Arkansas EOC, Inc.
205 S. 2nd St. Former Eaker Airforce Base
Blytheville, AR 72316
Phone (501) 532-2348 Fax (501) 532-2625
E- Mail - areco@www.ezec.gov

- **East Central Arkansas EC** - Cross, Lee, Monroe, St. Francis
Willette Romius
East Central Arkansas Economic Development Corp
125 N. Grant St.
Forrest City, AR 72335
Phone (501) 633-7686 Fax (501) 633-8752
E-Mail - ecentar@www.ezec.gov

Arizona

Designated Contact List

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- ***Arizona Border Region EC*** - Cochise, Santa Cruz, Yuma Counties
Joel Viers
AZ Border Region EC
118 Arizona St.
Bisbee, AZ 85603
Phone (520) 432-5301 Fax (520) 432-5858
E-Mail - azec@www.ezec.gov

California

- ***Imperial County EC*** - Imperial County
Maria Matthews
Imperial County Community Economic Development
836 Main St.
El Centro, CA 92243
Phone (619) 337-7814 Fax (619) 337 8907
E-Mail - coming soon
- ***City of Watsonville/ County of Santa Cruz EC*** - Santa Cruz County
Carlos Palacios
City of Watsonville 215 Union St. 2nd FL Watsonville, CA 95076
Phone (408) 728-6011 Fax (408) 761-0736
E-Mail -coming soon

Florida

- ***Jackson County, Florida EC*** - Jackson County
William Rimes
P.O. Box 130 4288 Lafayette St.
Marianna, FL 32447
Phone (904) 526-4005 Fax (904) 482-8002
E-Mail - jcdc@digitalexp.com

Georgia

- ***Crisp Dooly EC*** - Crisp, Dooly, Counties
Elton Shauf (Executive Director)
Crisp/Dooly Partnership, Inc
118 B. 12 ave E.
Cordele, GA 31015
Phone (912) 273-9111 Fax (912) 273-957
E-Mail - coming soon
- ***Central Savannah River Area EC*** - Burke, Hancock, Jefferson, McDuffie, Taliaferro, Warren, Counties

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Grady Sampson
CSRA Regional Development Center
P.O. 40 4729 Quaker RD. Suite C.
Keysville, GA 30816
Phone (706) 554-0342 Fax (706) 554-6626
E-Mail - csra@www.ezec.gov

Kentucky

- ***Kentucky Highlands EZ*** - Clinton, Jackson, Wayne Counties
Jerry Rickett
Kentucky Highlands Investment Corporation
362 Old Whitley Rd
London, KY 40741
Phone (606) 864-5175 Fax (606) 864-5194
E-Mail - Kentucky@www.ezec.gov

Louisiana

- ***Northeast Louisiana Delta EC*** - Madison County
Moses Junior Williams
Northeast Louisiana Delta EC
400 E. Craig St. Suite B
Tallulah, LA 71282
Phone (318) 574-0995 Fax (318) 574-0995
E-Mail - tallulah@www.ezec.gov

Macon Ridge - Catahoula, Concordia, Franklim, Morehouse, Tensas Counties
Buddy Spillers and Chip Rogers
Macon Ridge Economic Development Region, Inc
903 Louisiana Avenue
P.O. Drawer 746
Ferriday, LA 71334
Phone (318) 757-3033 Fax (318) 757-4212
E-Mail - maconridge@www.ezec.gov

Michigan

- ***Lake County*** - Lake County
Mary L. Trucks
FiveCap Inc
302 N. Main St.
Scottville, MI 49454
Phone (616) 757-3785 Fax (616) 757-9669

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E-Mail - coming soon

Missouri

- **City of East Prairie, Mississippi County, MO EC** - Mississippi County
Martha Ellen Black
Epworth Bootheel Family Learning Center
207 N. Washington St.
East Prairie, MO 63845
Phone (314) 649-3734 Fax (314) 649-5028
E-Mail - coming soon

Mississippi

- **Mid - Delta EZ** - Bolivar, Holmes, Humphreys, Leflore, Sunflower, Washington, Counties
Harry Bowie, Mark Manning, and Alan Gumbel
Mid-Delta Empowerment Zone Alliance (MDEZA)
819 Main St.
Greenville, MS 38701
Phone (601) 335-5291 Fax (601) 335-5295
E-Mail - coming soon
- **North - Delta EC** - Panola, Quitman, Tallahatchie, Counties
Queen Booker
North Delta Enterprise Community Development Corporation
P.O. Drawer 419
Lambert, MS 38643-0419
Phone (601) 497-1968 Fax (601) 487-3595
E-Mail - agpolsci@aol.com

North Carolina

- **Halifax, Edgecombe, Wilson EC** - Halifax, Edgecombe, Wilson Counties
Barry Richardson
Halifax/Edgecombe/Wilson Empowerment Alliance
P.O. Box 99
Hollister, NC 27844
Phone (919) 586-4017 Fax (919) 586-3918
E-Mail - coming soon
- **Robeson County EC** - Robeson County
Cammie Fluery
Lumber River Council of Governments
4721 Fayetteville Rd.
Lumberton, NC 28358

Designated Contact List

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Phone (910) 618-5533 Fax (910) 618-5576
E-Mail - jbp@lrcog.maidst.nc.us

New Mexico

- ***La Jicarita Enterprise Community*** - Mora, Rio Arriba, Taos Counties
Ron Martinez
La Jicarita Enterprise Community
P.O. Box 546
Penasco, NM 87553
Phone (505) 587-0074 Fax (505) 587-1687
E-Mail - ljec@laplaza.org

Ohio

- ***Greater Portsmouth EC*** - Scioto County
Alex Maksimovic
City of Portsmouth Community Development Department
740 2nd St.
Portsmouth, OH 45662
Phone (614) 354-5673 Fax (614) 353-4583
E-Mail - coming soon

Oklahoma

- ***Southeast Oklahoma EC*** - Choctaw, McCurtain County
Bob Yandell
Little Dixie Community Action Agency, Inc.
502 West Duke St.
Hugo, OK 74743
Phone (405) 326-6441 Fax (405) 326-6655
E-Mail - coming soon

Oregon

- ***Josephine County EC*** - Josephine County
Teal Kinamun
Josephine County Community Service-Comm. Action Agency
317 Northwest "B" Street
Grants Pass, OR 7526
Phone (503) 474-5448 Fax (503) 474-5454
E-Mail - coming soon
-

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Pennsylvania

- **City of Lock Haven Federal EC** - Clinton County
Maria Boileau
City of Lock Haven
20 E. Church St.
Lock Haven, PA 17745
Phone (717) 893-5903 Fax (717) 893-5905
E-Mail - lockhaven@www.ezec.gov

South Carolina

- **Williamsburg- Lake City EC** - Williamsburg, Florence County
Faith Rivers
Williamsburg Enterprise Community
147 W. Main St.
Kingstree, SC 29556
Phone (803) 354-9070 Fax (803) 354-2106
E-Mail - coming soon

South Dakota

- **Beadle/ Spink Dakota EC** - Beadle, Spink Counties
Robert Hull
Northeast South Dakota Community Action Program
414 Third Avenue
Sisseton, SD 57262
Phone (605) 698-7654 Fax (605) 698-3038
E-Mail - nesdcap@tnics.com

Tennessee

- **The Fayette County/ Haywood County Enterprise Community** - Fayette, Haywood, Counties
John Sicola
The Fayette Haywood Enterprise Community Steering Committee
157 Poplar Rd. Rm B150
Memphis, TN 38103
Phone (901) 576-4610 Fax (901) 576-3519
E-Mail - coming soon
- **Scott/ McCreary Area Enterprise Community** - Scott(TN), McCreary (KY) Counties
Leslie Winningham
Scott McCreary Area Revitalization Team (SMART)
407 Industrial Lane, Suite 2
Oneida, TN 37841
Phone (423) 569-6380 Fax (423) 569-5710

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E-Mail- lwinningham@highland.net

Texas

- ***Rio Grande Valley Empowerment Zone*** - Cameron, Hidalgo, Starr, Willacy Counties
Bonnie Gonzalez
Rio Grande Valley Empowerment Zone 301 S Texas
Mercedes, TX 78570
Phone (210) 514-4000 Fax (210) 514-4007
E-Mail - coming soon

Virginia

- ***Accomack- Northampton Virginia EC*** - Northampton, Accomack Counties
Monte Penney
The Economic Empowerment & Housing Corporation
P.O. Box 814
Nassawadox, VA 23413
Phone (804) 442-4509 Fax (804) 442-7530
E-Mail - veseehc@esva.net

Washington

- ***Lower Yakima County Rural EC*** - Yakima County
Dave Fontara
Yakima County
128 North Second Street
Yakima, WA 98901
Phone (509) 574-1500 Fax (509) 574-1501
E-Mail - coming soon

West Virginia

- ***Central Appalachia EC*** - Braxton, Clay, Fayette, Nicholas, Roane
Terrell Ellis
Central Appalachia Empowerment Zone
174 Main St., P.O. Box 176
Clay, WV 251215
Phone (304) 587-2034 Fax (304) 587-2027
E-Mail - coming soon
- ***McDowell County EC*** - McDowell County
Cliff Moore
McDowell County Action Network
Route 103

Designated Contact List

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Wilcoe, WV 24895
Phone (304) 448-2118 Fax (304) 448-3287
E-Mail - coming soon

<http://www.ezec.gov/Communit/ruralist.html>

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