

Enclosure 3a

INSTRUCTIONS FOR THE SF 424

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) & 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. VETS NOTE: The Jobs for Veterans State Grants are subject to E.O. 12372. However, the State may not select to review the application or participate in the SPOC program.) |
| 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 offices. (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:

--- New means a new assistance award.

--- Continuation means an extension for an additional funding/budget period for a project with a projected completion date.

--- 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. | | |

APPLICATION FOR FEDERAL ASSISTANCE		4. DATE SUBMITTED June 30, 2004	Applicant Identifier																		
1. TYPE OF SUBMISSION: <i>Application</i>		5. Date Received by State	State Application Identifier																		
<input type="checkbox"/> Construction	<input type="checkbox"/> Construction	4. DATE RECEIVED BY FEDERAL AGENCY																			
<input checked="" type="checkbox"/> Non-Construction	<input type="checkbox"/> Non-Construction	Federal Identifier																			
5. APPLICANT INFORMATION																					
Legal Name: State of Mind Office of Workforce Development		Organizational Unit: Applicant Services Division																			
Address (give city, county, state and zip code): 123 Main Street Capital City, MM 12345-0001		Name and telephone number of the person to be contacted on matters involving application (give area code): Audie Murphy (999) 555-5555																			
6. EMPLOYER IDENTIFICATION NUMBER (EIN) 1 2 - 3 4 5 6 7 8 9		7. TYPE OF APPLICANT (enter appropriate letter in box) A																			
8. TYPE OF APPLICATION <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision , enter appropriate letter(s) in box(es): A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration Other (Specify):		A. State B. County C. Municipal D. Township E. Interstate F. Inter-municipal G. Special District H. Independent School Dist. I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify)																			
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: <table style="display: inline-table; border-collapse: collapse;"><tr><td style="border: 1px solid black; padding: 2px;">1</td><td style="border: 1px solid black; padding: 2px;">7</td><td style="border: 1px solid black; padding: 2px;">.</td><td style="border: 1px solid black; padding: 2px;">8</td><td style="border: 1px solid black; padding: 2px;">0</td><td style="border: 1px solid black; padding: 2px;">1</td></tr><tr><td style="border: 1px solid black; padding: 2px;">1</td><td style="border: 1px solid black; padding: 2px;">7</td><td style="border: 1px solid black; padding: 2px;">.</td><td style="border: 1px solid black; padding: 2px;">8</td><td style="border: 1px solid black; padding: 2px;">0</td><td style="border: 1px solid black; padding: 2px;">4</td></tr><tr><td style="border: 1px solid black; padding: 2px;">1</td><td style="border: 1px solid black; padding: 2px;">7</td><td style="border: 1px solid black; padding: 2px;">.</td><td style="border: 1px solid black; padding: 2px;">8</td><td style="border: 1px solid black; padding: 2px;">0</td><td style="border: 1px solid black; padding: 2px;">7</td></tr></table> (DVOP) (LVER) (TAP)		1	7	.	8	0	1	1	7	.	8	0	4	1	7	.	8	0	7	9. NAME OF FEDERAL AGENCY U. S. Department of Labor	
1	7	.	8	0	1																
1	7	.	8	0	4																
1	7	.	8	0	7																
12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc) Statewide		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Jobs for Veterans State Grants: Disabled Veterans' Outreach Program(DVOP); Local Veterans' Employment Representative (LVER); and Transition Assistance Program (TAP) workshops																			
13. PROPOSED PROJECT: Start Date: 10/1/2004 Ending Date: 9/30/2005		14. CONGRESSIONAL DISTRICTS OF: a. Applicant State District 01 b. Project Statewide																			
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?																			
a. Federal	\$ 1,111,000.00	a. YES. THIS APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE June 30, 2004																			
b. Applicant	\$	b. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372.																			
c. State	\$	<input type="checkbox"/> PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW																			
d. Local	\$	17. IS APPLICANT DELINQUENT ON ANY FEDERAL DEBT?																			
e. Other (TAP and/or Special Initiatives)	\$ 222,000.00	<input type="checkbox"/> Yes If "Yes" attach an explanation <input checked="" type="checkbox"/> No																			
f. Program Income	\$																				
g. TOTAL	\$ 1,333,000.00																				
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT & THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES, IF AWARDED.																					
a. Typed Name of Authorized Representative I. M. Theone		b. Title Commissioner	c. Telephone Number (999) 555-0000																		
d. Signature of Authorized Representative I. M. Theone		e. Date Signed June 30, 2004																			