EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	**CLASSIFICATION** SCSEP
	CORRESPONDENCE SYMBOL OWI
	DATE May 12, 2006

TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 30-05

TO: ALL SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM GRANTEES

FROM: EMILY STOVER DeROCCO
Assistant Secretary

Emily Stover DeRocco

SUBJECT: Program Year 2006 Planning Instructions and Allotments for State Applicants

1. **Purpose.** To provide State Senior Community Service Employment Program (SCSEP) applicants with grant application instructions and procedures for Program Year (PY) 2006 beginning July 1, 2006.

2. **References.** Older Americans Act (OAA) Amendments, Pub. L. 106-501; 20 CFR Part 641

3. **Background.** The Fiscal Year 2006 appropriation for title V of the OAA is $432,811,200. This funding will be used to support over 60,500 authorized SCSEP community service positions and will result in approximately 97,000 people being served during PY 2006, beginning July 1, 2006.

4. **PY 2006 Program Allotments.** Please see the attachments for the state funding levels and authorized positions. The PY 2006 allotments are slightly lower than the 2005 allotments and grantees must make adjustments in their position distribution.

RESCISSIONS	EXPIRATION DATE Continuing

5. **Grant Application Procedures.** All SCSEP grant applicants must submit a grant application package in order to be funded. No grant application that fails to provide any of the required information outlined in this guidance will be recommended for funding.

A complete grant application package must contain an original and two copies of the following:

- Project Narrative or Technical Proposal;
- An SF-424 Form, Application for Federal Assistance (one signed original and two copies);
- An SF-424A Form, Budget Information Form, with a detailed budget breakout;
- Assurances and Certifications; and
- Special Conditions/Clauses.

Other required supporting documents may include:

- If changes have been made or are required in the applicant's operating manuals and procedures (including orientation materials provided to participants on policies) since the PY 2005 submission, send one copy of the updated materials;
- If modifications have been made to the applicant's PY 2005 State Plan, send a copy of these modifications;
- Grantees must list the most recent available audit report and the most recent available monitoring reports. Applicants should be able to provide the documents if requested by the Federal Project Officer; and
- Grantees are encouraged to provide a copy of their participant training policy. If On-The-Job-Experience (OJE) is planned, a description of the plan must be included with a sample contract.

A Corrective Action Plan based on PY 2005 performance is not required with the PY 2006 grant application. However, any applicant whose PY 2005 baseline performance indicates that it has failed to achieve 80% of its PY 2005 goal for any SCSEP performance measure must describe in the technical narrative the steps it is taking to address the deficiency in performance and specifically how it will meet its goal for that measure in PY 2006.

6. **Grant Application Intergovernmental Reviews.** In accordance with section 502(d) of the OAA Amendments, applicants must share applications on an intra-state basis and provide their Area Agencies on Aging (AAAs) with copies of the SF-424, Application for Federal Assistance, including a summary of the project locations and an explanation of the services that will be provided. In addition, procedures established by Executive Order 12372, which implements the Single Point of Contact (SPOC) system, should be followed, unless the state SPOC has waived this requirement. Any comments received should be sent to the Older Worker and Disability Unit.

7. **Methods of Submission.** The Department requests that applicants apply on-line at http://www.grants.gov, which requires that applicants initiate and complete the steps to register with grants.gov at http://www.grants.gov/GetStarted. Please note that these steps could take several days to complete, which should factor into an applicant's submission timing to avoid the rejection of an application due to potential delays. Documents should be saved as .doc or .pdf prior to electronic submission through grants.gov.

   Grant applications may also be submitted by U.S. Postal Service or overnight delivery.

8. **Eligibility Review/Responsibility Review/Grant Application Review.** The Department will conduct a pre-award eligibility review, responsibility review and grant application review as provided at sections 514(c) and (d) of the OAA Amendments and 20 CFR 641.430-440. Applicants will not be designated as grantees for PY 2006 if they:

   a. Fail to meet the eligibility test of section 514(c) of the OAA Amendments and criteria as provided at 20 CFR 641.430;

   b. Fail to meet the responsibility tests of section 514(d) of the OAA Amendments as provided at 20 CFR 641.440; or

   c. Fail to meet the general requirements of the OAA Amendments and 20 CFR Part 641.

   When appropriate, applicants will be advised of the Department's concerns by letter which may include, if appropriate, corrective action(s) specified as a funding condition, and a time frame for the completion of the corrective action(s).

9. **<u>Performance Goals for 2006</u>.** During the last complete program year, PY 2004, SCSEP operated with two mandated measures: placement rate and service level. Approximately 93,000 participants were served and over 15,000 were placed. The Department has established PY 2005 nationwide and individual grantee goals for placement rate, service level and the other measures mandated by 20 CFR 641.700 of the Final Rule and Older Worker Bulletin 04-06 based on data collected during PY 2005. The nationwide goals are:

   a. Placement Rate: 30%
   b. Service Level: 160%
   c. Service to Most-in-Need: 67%
   d. Employment Retention: 55%
   e. American Customer Satisfaction Index scores for employers (87 ACSI), participants (85 ACSI), and host agencies (84 ACSI)

   As set forth in the regulations and the Bulletin, the Department will negotiate performance goals with each grantee for each of the above performance measures for PY 2006 based on performance through second quarter of PY 2005. These goals will be effective July 1, 2006, and will be incorporated into your PY 2006 grants. Your final goals will reflect national goals, your own performance, any adjustment to your goals based on the statutory factors, and the principles of continuous improvement.

   Also in PY 2006, the Department plans to collect baseline data for two other measures that are under development: average earnings (a common measure) and community service.

10. **<u>Administrative Costs</u>.** As provided at 20 CFR 641.867, administrative costs are generally limited to no more than 13.5 percent of the SCSEP funds received for a Program Year. However, the Department may increase the amount available for administrative costs to not more than 15 percent. As provided at 20 CFR 641.870, the Department may honor the request if it determines that it is necessary to carry out the project, and the applicant demonstrates that:

    a. Major administrative cost increases are being incurred in necessary program components;
    b. The number of employment positions in the project or the number of minority eligible individuals participating in the project will decline if the amount available for paying the cost of administration is not increased; or
    c. The size of the project is so small that the amount of administrative expenses incurred to carry out the project necessarily exceeds 13.5 percent of the amount for such project.

General statements that costs have increased do not constitute adequate justifications. The applicant must identify which costs have increased, why they have increased, and how these costs relate to program operations.

11. **Schedule.** Applicants must comply with the following timetable:

   a. The SF-424 and SF-424A Grant Application forms and narrative should be provided to the State Office on Aging and the Area Agencies on Aging no later than submission to the Older Worker and Disability Unit; and
   b. The PY 2006 Grant Application is due in the Older Worker and Disability Unit by June 1, 2006. However, applicants are encouraged to submit their applications as soon as possible.

Please mail or deliver completed application packages to:

Mr. Gale B. Gibson
Older Worker and Disability Unit
U.S. Department of Labor/ETA
200 Constitution Ave., N.W.
Room S-4206
Washington, D.C. 20210

12. **Inquiries.** Questions may be directed to the appropriate Federal Project Officer.

13. **Attachments.**

   I. Technical Proposal Instructions
   II. Budget Information Instructions
   III. Standard Forms SF-424 and SF 424A
   IV. Assurances and Certifications Notice
   V. General Special Clauses
   VI. Authorized Positions and Funding

ATTACHMENT I

TECHNICAL PROPOSAL INSTRUCTIONS

This Attachment contains detailed instructions for the completion of a project narrative. PLEASE READ EACH SECTION OF THE NARRATIVE INSTRUCTIONS CAREFULLY. NO GRANT WILL BE RECOMMENDED FOR FUNDING THAT FAILS TO SATISFACTORILY PROVIDE ANY OF THE INFORMATION REQUIRED BY THIS GUIDANCE.

FORMAT

The format delineated herein must be followed or the grant application package will not be accepted.

The text of the project narrative must be double-spaced with one-inch margins at the top, bottom, right and left sides. Pages must be numbered. The use of graphs, maps, and tables is permitted, but these must be properly labeled. In addition to using the required section headings, applicants are encouraged to use brief topic headings for paragraphs in the text.

The title, "PART I – PROJECT NARRATIVE" should be centered and the section headings and subheadings should be entered at the left-hand margin.

CONTENT

Content guidelines for the project narrative are discussed in the following five sections. The content must be concise and relevant. Avoid direct reiteration of statutory or regulatory requirements. The grant application must provide an explanation of the proposed project.

SECTION 1 – STATE SENIOR EMPLOYMENT SERVICES COORDINATION PLAN

Applicants must describe briefly how this grant application supports the State Senior Employment Services Coordination Plan. Alternatively, applicants may briefly describe what plans they have to update the State Plan when PY 2006 national grantees are identified.

SECTION 2 – TECHNICAL APPROACH

This section requires information about the operations of the proposed project and the methods and procedures that the applicant will use to implement them. This section must consist of three subsections; each is discussed separately below.

A. <u>Plan of Action</u>. Provide a description of each project function or activity. Applicants must provide adequate descriptions for the reviewer to ascertain how the applicant will implement the project. The following activities must be discussed separately:

(1) **<u>20 CFR 641.500 and 641.520, Recruitment and Selection of Participants</u>.** The revised income definitions and income inclusions and exclusions for determining SCSEP eligibility, as described in TEGL 13-04, must be used to determine and document participant eligibility. Indicate how eligibility will be determined and documented. Indicate the methods and resources that will be used to recruit project participants. Grant applicants must identify new strategies to recruit applicants who can meet the income eligibility guidelines.

(2) **<u>20 CFR 641.505, Continued Eligibility for Enrollment in the SCSEP</u>.** All applicants are required to recertify the income of each participant at least once each program year. Indicate the schedule for certifying participants and the actions to be taken for those found to be ineligible, including notification of their right to appeal this finding. Indicate where eligibility records will be maintained. Self-attestation of income eligibility, without appropriate documentation, is not permitted.

(3) **<u>20 CFR 641.565(b)(ii)(A) and (B), Physical Examinations</u>.** Describe the process for offering physicals to participants. Describe the process for maintaining documentation of those participants who elect to take physicals, and those who waive them.

(4) **<u>20 CFR 641.535(a)(1), Orientation</u>.** Describe participant and host agency orientation procedures. The description should include mention of participant and agency responsibilities, permissible political activities, grievance procedures, etc. If changes have been made in your operating manuals and procedures (including orientation materials provided to participant on policies) since the PY 2005 submission, provide one copy of the updated materials.

(5) **<u>20 CFR 641.535(a)(2), Assessment</u>.** Describe procedures for assessing the job aptitudes, readiness, and preferences of participants, as well as their potential for transition into unsubsidized employment. Training and supportive service needs of participants must also be addressed as part of this assessment. Assessments are to be conducted at least twice each year.

(6) **<u>20 CFR 641.535(a)(3), Individual Employment Plan (IEP)</u>.** Describe how the assessment will be used to develop a participant's IEP, how often the IEP will be updated, and how the participant will participate in this process.

(7) **<u>20 CFR 641.535(a)(4), Assignment to Community Service Work-Based Training Assignments.</u>** Describe how participants will be assigned to community service work-based training assignments. Include such factors as:

(a) Types of community service work-based training activities that will be emphasized in assigning participants and how they were chosen

(b) Methods used to match participants with community service work-based training assignments

(c) Extent to which participants will be placed in community service work-based assignments involving the administration of the project itself. If the applicant intends to provide different wages, benefits or other conditions to those participants assigned to project administration than are provided to other participants, an explanation of the differences must be provided here.

(d) Types of host agencies to be used and the procedures and criteria for selecting the community service work-based training assignments

(e) Average number of hours per week for participants in community service work-based training assignments

(f) Average hourly wage paid to participants during community service work-based training assignments

(g) Participant fringe benefits (if offered) and how they will be administered

(h) Procedures for assuring participants are given adequate supervision during their community service work-based training assignment

(i) Any policies that limit the amount of time a participant may spend in community service work-based training assignments

(8) **20 CFR 641.535(a)(5), Other Training.** Describe the training that will be provided to participants under OWB 04-04. Training involving OJE/WE or OJT in the private sector must be approved by the Department.

(9) **20 CFR 641.535, Supportive Services.** Describe the supportive services that will be offered to help participants obtain and retain an unsubsidized job. Identify the source(s) of these services.

(10) **Participant Transportation**. Executive Order (E.O.) 13330, issued by the President on February 24, 2004, mandates that a number of Federal agencies including the Department, collaborate to improve mobility, employment opportunities, and access to community services for persons who are transportation disadvantaged. The E.O. focuses on the provision of transportation access to persons with disabilities, older adults and persons with low incomes. In view of this mandate, grantees are now required to provide information on their

efforts to identify solutions for transportation-related issues for SCSEP participants in their State, especially in rural areas.

Describe the arrangements that will be made to provide transportation assistance to participants in their State, especially in rural areas.

(11) **20 CFR 641.545, Placement into Unsubsidized Employment.** Describe the steps that will be taken to move or place participants into unsubsidized employment. Include the cooperative measures that will be taken with the Workforce Investment Act and One-Stop Delivery System in support of this effort, and who will be responsible for this implementation. These strategies should support the President's and ETA's focus on high-growth industries, i.e., health care, information technology, biotechnology, geospatial technology, automotive, retail, advanced manufacturing, construction, transportation, hospitality, financial services and energy.

Applicants must also describe how they will work with the local economic development offices in rural areas to increase job opportunities in such locations.

If applicable to their labor market areas, applicants must also describe how they will work with regional grantees selected to participate in the Workforce Innovation in Regional Development (WIRED) initiative. The list of regional WIRED grantees can be found on www.doleta.gov.

(12) **20 CFR 641.570, Maximum Duration of Enrollment.** Maximum duration of enrollment is an optional provision of the regulations. A grantee may establish a maximum duration of enrollment in the grant agreement, when authorized by the Department. If such time limits have previously been established and approved, they must be identified in this section. If there is such a time limit on enrollment established in the grant agreement or if the grantee is proposing a durational limit for the PY 2006 grant, the grantee must describe its system to transition participants to unsubsidized employment or other assistance before the maximum enrollment duration has expired.

(13) **20 CFR 641.580, Terminations.** Applicants must describe their termination policies for: a) provision of false information; b) income eligibility determined at recertification; c) incorrect initial eligibility determination; and d) cause, including refusal to accept a reasonable number of job offers or referrals to unsubsidized employment consistent with the SCSEP IEP.

(14) **20 CFR 641.910, Applicant, Employee and Participant Complaint Resolution.** Describe fully the system of due process that will be used in cases where an adverse action is contemplated against a participant, an employee of the grantee or subgrantee, or in cases where an applicant for enrollment wishes to dispute an unfavorable determination of eligibility. Attach an example of the written explanation of the due process system that is given to each participant.

(15) **<u>Over-Enrollment</u>.** Describe how participant over-enrollment would be handled. Describe how participants will be notified of any durational limits that are imposed, and how participants will be required to sign an acknowledgement of such limits. Applicants must describe how they will work with other grantees to balance Equitable Distribution requirements with over-enrollment to achieve equitable distribution.

(16) **<u>20 CFR 641.844, Maintenance of Effort</u>.** Describe steps that will be taken to ensure compliance with the Maintenance of Effort provision.

(17) **<u>Procedures for Payroll and Payment of Workers' Compensation Costs</u>.** Describe how payroll and workers' compensation premiums are paid to participants. Include in this description an estimate of how much is paid in a grant year for workers' compensation premiums and separately for workers' compensation claims. GRANTEES MAY NOT DELEGATE THESE PROCEDURES TO HOST AGENCIES.

NOTE: Workers' compensation coverage is required at all times during a participant's training, even when co-enrolled in a 502(e) project.

(18) **<u>Collaboration</u>.** Each applicant must describe how it will collaborate with other entities serving the same area—e.g., the One-Stop Delivery System or other grantees—to maximize opportunities for SCSEP participants to obtain intensive and training services, and to move into unsubsidized employment. Describe how MOUs will be established in areas where they do not exist, and the timeline for having agreements with all areas.

(19) **<u>20 CFR 641.500(b), Cross-Border Agreements</u>.** State applicants may enter into agreements to permit cross-border enrollment of eligible participants. Such agreements must cover both State and national grantee slots and must be submitted as an attachment to this section.

B. <u>Performance Standards and Reporting Requirements</u>. Describe plans for implementing the performance standards and reporting requirements in PY 2006, including the provision of computers and broadband Internet access for all local persons who have data entry responsibilities. Describe how existing staff resources will be augmented to meet the data collection and reporting needs.

NOTE: All DCS users should transition to the Internet in PY 2006. This migration will require a high-speed internet connection for all DCS users. Non-DCS users will be required to capture all the data required by the DCS and upload their data to SPARQ in the required format on a schedule to be developed. **Timely reporting of the required data by all grantees is not optional. Failure to provide complete and accurate data by the established time limits each quarter is a violation of the terms of the grant and may result in**

administrative action, including the withholding of funds. Any applicant that lacks the necessary hardware, Internet connections, or personnel to meet obligations must take corrective action prior to the start of PY 2006. The performance narrative must address how applicants will accomplish both the mechanics of data collection and reporting and the achievement of the performance goals described in Section 9 of the TEGL.

(1) **Data Collection and Reporting.** In this section, each applicant must describe how it will ensure complete, accurate, and timely data collection and reporting by all sub-grantees. Specifically, each applicant must indicate:

(a) How it will ensure that personnel capturing and recording data are familiar with the latest instructions for data collection, including DOL guidances, TEGLs, the Data Collection Handbook, and Internet postings

(b) How it will ensure that data are submitted on a timely basis

(c) That sub-grantees will be legally obligated to enter all required data relating to all participants served during the period covered by its sub-grants

(d) That sub-grantees will be legally obligated to turn over complete hard copy files, as well as data files in the specified electronic format, to the grantee at the time that the sub-grantee ceases to administer the SCSEP program

(e) That any new sub-grantees will be legally obligated to enter into SPARQ complete data related to any participants whom they acquire upon becoming sub-grantees

(f) How non-DCS users will ensure that data are uploaded to SPARQ in accordance with Department guidance.

NOTE: Any applicant that fails to submit accurate data in PY 2006 or has insufficient data (i.e., a number of projects have not submitted files or have had files rejected) will be subject to sanctions, including a potential loss of funding.

(2) **Performance Measures.** As described in Section 9 of the TEGL, successful applicants will be accountable for meeting their negotiated performance goals for PY 2006. All applicants must describe the steps they will take to meet their PY 2006 goals for each performance measure. Any applicant whose PY 2005 baseline performance indicates that it has failed to achieve 80% of its PY 2005 goal for any SCSEP performance measure must describe in this section the steps it is taking to address the deficiency in performance and specifically how it will meet its goal for that measure in PY 2006.

C. Equitable Distribution. Describe the current slot imbalances and the steps your state is proposing to correct such inequities in conjunction with national SCSEP grantees in the state. Applicants must ensure that this information is consistent with the Equitable Distribution report and the State Plan.

SECTION 3 – GEOGRAPHIC AREAS TO BE SERVED

List the cities and counties where the project and its subprojects will be conducted. Include the number of SCSEP authorized positions to be established in each jurisdiction. For those applicants that operate a project located in a city that also serve surrounding counties (or other jurisdictions), the authorized positions for the surrounding counties/jurisdictions must be listed as well. Please indicate where authorized positions have been changed from the prior year. Also include a listing of how many slots are filled and the number that are vacant. We suggest using a chart format. Losses in positions because of the reduced allotment should be taken from over-served counties.

SECTION 4 – PROGRAM ADMINISTRATION

A. Organizational Structure. Describe the organizational structure of the project, including an explanation of the mission and function of each unit connected with the project.

B. 20 CFR 641.861, Subproject Management. In completing this section, applicants need not provide specific information on their subgrantees or contractors. The Department is interested only in general procedures and practices utilized by the applicant to manage and select their subproject operators. Applicants must describe how they will assure that subgrantees, affiliates, contractors, or other entities receive adequate resources to effectively operate local projects.

C. Training of Subproject (Local) Staff. Describe the training that will be provided to increase the skills, knowledge, and abilities of local staff. Include how you will keep sub-grantees informed of all significant policy, program, data collection, and performance developments and directives for which grantee is accountable. Where applicable, include a description of the proposed staff training with dates, content, and potential participants.

D. Project Monitoring. Explain the methods and procedures that will be used to monitor and evaluate project activities, subgrantees, and contractors to determine whether the project is being administered in accordance with Federal guidelines and regulations and whether project goals and timetables are being met. Respond to the following particulars:

(1) Frequency of monitoring/evaluation visits to local projects

(2) Person(s) responsible for monitoring and evaluation

(3) Criteria used to monitor and evaluate project activities

(4) Methods for prescribing remedial action when necessary

(5) Follow-up procedures to ensure that any identified problem has been remedied

(6) Validation of sub-project reports

E. Financial Monitoring. Describe how the financial management system of local subprojects will be monitored. The following particulars should be addressed:

(1) Person(s) responsible for monitoring subgrantee expenditures

(2) Frequency of monitoring of expenditures

(3) Follow-up procedures to be used

(4) Validation of financial reports

F. File Maintenance. Describe how files are maintained for privacy. Also describe how your files are set up, including whether they are electronic or hard copy files. Include a description of how you will ensure that participant files are maintained for three (3) program years after the program year in which all follow-up activity for a participant has been completed.

Applicants should describe how personnel records will be protected to avoid identity theft and other violations of personal information. Specific steps should be outlined to assure that participant records are securely stored and access is limited to appropriate staff. If applicable, describe measures that are taken to protect the electronic storage and retrieval of personnel information.

Grantees interested in using electronic media for record keeping must describe the safeguards that will be used to preclude tampering with the information and assurances that electronic signatures, pin numbers, etc., belong to the individual who is certifying the information. If document authenticity can be assured and safe guarded, utilization of electronic media is an acceptable means of record keeping.

G. Audits. Describe audit coverage including plans to audit local projects as well as plans to audit the headquarters activities. To the extent feasible, provide dates, possible audit firms and selection procedures for future audits. Provide specific references to the most recent audit. Include the name of the audit firm and the date, and attach one copy of the most recent audit for your grant and for your subgrantees.

SECTION 5. CONTINGENCY PLAN FOR PARTICIPANTS:

Applicants must describe how current, on-board participants will be transferred to new grantees if a grantee loses all or some of its positions. Such losses may occur if there are position reductions resulting from swaps, new Census data, or reductions in funding.

The Department will expect states to assist with the transition of national grantees to ensure a smooth transition for participants. Applicants should specifically identify plans to:

A. **Meeting**. Describe how and when a meeting and/or conference call(s) will be held with incumbent and new national grantee(s) to discuss the transition process and timelines.

B. **Communications**. Describe how it will ensure that positive communications are presented to participants regarding the transition.

C. **Complaints**. Describe the procedures for alerting the responsible national grantee organization when a complain is made to state office regarding the transition.

D. **Participants**. Describe the procedures for reassuring participants who are concerned about the transition process.

E. **Records**. Describe how it will assist with the turnover of records to the new national grantee(s) if necessary.

F. **Issues**. Describe procedures for reporting issues that cannot be resolved to the Department.

By accepting this grant, the applicant agrees to carry out the transition plan, should that be necessary.

ATTACHMENT II

BUDGET INFORMATION INSTRUCTIONS

Part 2 of the proposal should be titled “PART II-PROPOSED PROJECT BUDGET.” The applicant must prepare the proposed budget using Standard Form (SF) 424A (available in Adobe Acrobat format at www.doleta.gov/seniors/others_docsSF424apdf or a comparable format).

Sections A, B, C, and D of the Budget Information Form should include budget estimate for the entire grant Period. Sections A and B require information on the four basic grant functional areas: (1) Administration; (2) Local Administration; (3) Participant Wages and Fringe Benefits; and (4) Other Participant Costs. Costs attributable to these function areas are described in the regulations. (See also 20 CFR 641.847 – 641.873). Applicants must ensure that the proportional distribution of the Federal funds among these functional areas meets the program requirements.

The following instructions are intended to clarify the process of completing the SF-424 grant application and the SF-424A budget form. The current regulations should be reviewed as well as OW Bulletin No. 00-20, Allocation of Indirect Costs, and OAA Amendments sections 502(b)(3)-(b)(4). Local Administration includes estimated sums associated with the administration of state and Local SCSEP project activities including subgrantees, subcontractors, or other affiliates. (OAA Amendments section 502(b)(1)(R)). Sufficient funding for administrative costs must go to the local levels of program operation.

<u>CLARIFYING INSTRUCTIONS FOR STANDARD FORM 424</u>

If additional space is needed to complete an item, insert an asterisk and use an extra sheet of paper. For the most part, this form is self-explanatory. <u>Complete all applicable items.</u>

<u>Item 12</u>. List the counties with the number of authorized positions to be placed in each one. <u>If the space on the form is not sufficient, please continue on a separate page.</u> This list must be consistent with the appropriate current individual State Equitable Distribution plans.

<u>Item 15</u>. The Federal funding for Program Year 2006 for all State applicants is listed in Attachment V or may be obtained by calling your primary contact.

<u>CLARIFYING INSTRUCTIONS FOR STANDARD FORM 424-A</u>

<u>Section A - Budget Summary</u>

<u>Lines 1 - 4, Columns (a) and (b)</u>.

Under Column (a), enter the following:

Line 1 – “Administration”
Line 2 – “Local Administration”
Line 3 – “Participant Wages and Fringe Benefits (PW/FB)”
Line 4 – “Other Participant Costs (OPC)”

Under Column (b) on Line 1, enter “17.235”.

Lines 1 - 4, Column (c) through (g). Leave Columns (c) and (d) blank. For each line entry under Column (a), enter in Columns (e) (Federal), (f), (Non-Federal) and (g) the appropriate amounts of funds needed to support the project for the grant period.

Line 5. Show totals for all columns of the non-Federal funds. The non-Federal share must be no less than 10 percent of the total cost of the project. The legislative requirement is found in section 502(c)(1) of the OAA Amendments. Rules regarding States and non-Federal funds are found in the administrative regulations, 29 CFR Part 97. Please indicate as a remark (on Line 23) the specific source(s) and amounts (if known) of any non-Federal funds and include this information in the detailed cost breakout.

Section B – Budget Categories

In the column headings at Line 6 titled “Object Class Categories” (1) through (4), enter the titles of the grant functional areas (Administration, Local Administration, PW/FB, and OEC) shown on Lines 1 - 4, Column (a), Section A. For each functional area fill in the total funds needed (Federal plus non-Federal) by object class categories. The object class categories are those listed in lines 6(a) through 6(k) including totals.

Lines 6a through 6h. Show the estimated amount (include the combined Federal and non-Federal share) for each direct object class category under each column used. All costs to be incurred under contracts or subgrants should be reflected in line 6f (Contractual). The costs to be incurred under individual contracts or sub-grants must be properly attributed among the three basic functional areas (i.e., Administration, Local Administration, PW/FB, and OPC). Under the PW/FB column (Participant Wages and Fringe Benefits), entries may be made in three object class categories: "Personnel" (Participant Wages), "Fringe Benefits" (Participant Fringe Benefits), or "Contractual" (when funds for participant wages and fringe benefits are to be included in contracts or subgrants).

Line 6i. Show the total of entries made for lines 6a through 6h in each column.

Line 6j. Show the amount of indirect costs. A copy of the *current* indirect cost rate agreement must be sent with the application. If it is not available please provide an explanation and an estimate as to when it will be available.

Line 6k. Enter the totals of the amounts indicated on lines 6i and 6j. For all applications, the total amount in Column (5), Line 6k, should be the same as the total amount shown in Section A, Column (g), Line 5.

Line 7. Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount. Under the project narrative statement describe the nature and source of such income. **Note**: Income generated by SCSEP projects must be used for SCSEP activities.

Section C – Source of Non-Federal Resources

Line 8. Enter amounts of non-Federal resources that will be used in the grant.

> Column (a). On Line (8) Column (a) only, enter "SCSEP" (Senior Community Service Employment Program). A breakdown by functional areas is not necessary. Use Line (8) for entries under all columns.
>
> Column (b). Enter the amount of applicant cash and/or in-kind contributions to be made.
>
> Column (c). Enter the State(s) contribution. This requirement does not apply to State grantees.
>
> Column (d). Enter the amount of cash and/or in-kind contributions to be made from all other sources.
>
> Column (e). Enter totals of Columns (b), (c), and (d). The amount under Column (e) should be equal to the amount on Line 5, Column (f), Section A.

Line 12. Under each column enter the same figure entered in Line (8).

Section D - Forecasted Cash Needs

Make no entries.

Section E - Budget Estimates of Federal Funds Needed for Balance of Project

Make no entries.

Section F - Other Budget Information

Line 21 - Direct Charges. In the space provided type “A Detailed Cost Breakout is Attached.”

A Detailed Cost Breakout is required with the Grant Application Package. All applicants should prepare this and have available for inspection the basis for their estimated costs by line item (including the detail for the "Other" line item). The cost breakout should reflect the SF-424A so that totals match for both the form and the detailed breakout. Information should be presented by line item and category. Applicants are encouraged to describe any extraordinary item such as planned conferences, travel, and unusual expenses.

It is important that the cost breakout demonstrate how costs are distributed vertically as well as horizontally, showing costs that occur at the local levels. The detailed cost breakout should also indicate the specific kind of non-Federal resources; for instance, the provision of office space or the salaries of project staff.

The applicant may consult with the Federal Project Officer regarding the needed level of detail. In categorizing costs and their applicability, all sponsors must follow OAA 2000 Section 502(c) and the Regulations at 20 CFR Part 641 Subpart D, sections 641.847 - 641.876. Please also see the discussion of administrative costs in the One-Stop Comprehensive Financial Management Guide at http://wdsc.doleta.gov/sga/pdf/FinalTAG_August_02.pdf, pages II-5-3 to II-5-6.

Other considerations: Successful applicants may be expected to attend Department-sponsored training and should prepare their budgets accordingly. It will also be useful to budget amounts for training, software and new computers (including Internet access) related to new reporting requirements. NOTE: Applicants must have current computer technology and ensure that their organizations have the capability to link to the Internet. Reporting will be done via the Internet.

When applicants divide costs between the "Administration" and "Other Participant Costs" Categories for the same cost item (such as a local project director), they should describe the basis for that division and include mention of any surveys used to determine the allocations. The Department of Labor reserves the right to require additional information on any budget line item or cost category.

Line 22 - Indirect Charges. Enter the type of indirect rate (provisional, predetermined, final, or fixed) that will be in effect during the grant period, and the nature and the amount of the base to which the rate is applied, and the total indirect charges. Include a copy of your agency's approved indirect cost rate agreement. It should cover the entire grant period. If not, state that a new one will be provided when available.

Applicants that have not previously used an indirect cost rate but wish to do so must contact the Grant Officer, who will advise the grant applicant of the documents and materials that must accompany the grant application in support of the request. Where indirect charges are approved, the terms and conditions relating to the payment of indirect costs, which are subject to negotiation by the Department, will be specified in the grant document.

Line 23 – Remarks. Provide any other explanations or comments deemed necessary, such as specific sources of non-Federal funds. It is also suggested that the words "See Attached Detailed Cost Breakout" be entered in this section.

OMB Approval No. 0348-0043

APPLICATION FOR FEDERAL ASSISTANCE

2. Date Submitted (mm/dd/yyyy)

Applicant Identifier

1. Type of Submission

Application	*Pre-application*
☐ Construction	☐ Construction
☐ Non-Construction	☐ Non-Construction

3. Date Received by State (mm/dd/yyyy)

State Applicant Identifier

4. Date Received by Federal Agency (mm/dd/yyyy)

Federal Identifier

5. APPLICANT INFORMATION

Legal Name:

Organizational Unit:

Address *(give city, county, state, and zip code)*:

Name and telephone number of the person to be contacted on matters involving this application (give area code)

6. EMPLOYER IDENTIFICATION NUMBER (EIN):

☐☐ – ☐☐☐☐☐☐☐

7. TYPE OF APPLICANT: ☐
(enter appropriate letter in box)

A. State	I. State Controlled Institution of Higher Learning
B. County	J. Private University
C. Municipal	K. Indian Tribe
D. Township	L. Individual
E. Interstate	M. Profit Organization
F. Intermunicipal	N. Nonprofit
G. Special District	O. Public Housing Agency
H. Independent School Dist.	P. Other (Specify)

8. TYPE OF APPLICATION:

☐ New ☐ Continuation ☐ Revision

If Revision, enter appropriate letter(s) in box(es): ☐ ☐

A. Increase Award B. Decrease Award C. Increase Duration

D. Decrease Duration Other *(specify)*:

____

9. NAME OF FEDERAL AGENCY:

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: (xx-yyy) ☐☐ • ☐☐☐

TITLE:

11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:

12. AREAS AFFECTED BY PROJECT *(cities, counties, states, etc.)*:

13. PROPOSED PROJECT:

Start Date (mm/dd/yyyy)	Ending Date (mm/dd/yyyy)

14. CONGRESSIONAL DISTRICTS OF:

a. Applicant	b. Project

15. ESTIMATED FUNDING:

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:

DATE (mm/dd/yyyy) ______________________

b. NO. ☐ PROGRAM IS NOT COVERED BY E.O. 12372

OR ☐ PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?

☐ Yes If "Yes," attach an explanation. ☐ No

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

a. Typed Name of Authorized Representative	b. Title	c. Telephone number (Include Area Code)
d. Signature of Authorized Representative		e. Date Signed (mm/dd/yyyy)

INSTRUCTIONS FOR THE SF-424

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

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

This is a standard form used by applicants as a required face sheet for pre-applications 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.	Select Type of Submission.	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.
2.	Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable).	12.	List only the largest political entities affected (e.g., State, counties, cities).
3.	State use only (if applicable).	13.	Enter the proposed start date and end date of the project.
4.	Enter Date Received by Federal Agency Federal identifier number: If this application is a continuation or revision to an existing award, enter the present Federal Identifier number. If for a new project, leave blank.	14.	List the applicant's Congressional District and any District(s) affected by the program or project.
5.	Enter legal name of applicant, name of primary organizational unit (including division, if applicable), which will undertake the assistance activity, enter the organization's DUNS number (received from Dun and Bradstreet), enter the complete address of the applicant including country), and name, telephone number, email and fax of the person to contact on matters related to this application.	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 only 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.
6.	Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.	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.
7.	Select the appropriate letter in the space provided. A. State B. County C. Municipal D. Township E. Interstate F. Inter-municipal G. Special District H. Independent School District I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify) O. Not for Profit Organization	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.
8.	Select the type from the following list: • "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. If a revision enter the appropriate letter: A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration	18.	To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)
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.		

BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY

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

SECTION B - BUDGET CATEGORIES

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

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

Previous Edition Usable

SECTION C - NON-FEDERAL RESOURCES				
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.	$	$	$	$ 0.00
9.				0.00
10.				0.00
11.				0.00
12. TOTAL *(sum of lines 8-11)*	$ 0.00	$ 0.00	$ 0.00	$ 0.00

SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	**1st Quarter**	**2nd Quarter**	**3rd Quarter**	**4th Quarter**
13. Federal	$ 0.00	$	$	$	$
14. Non-Federal	0.00				
15. TOTAL *(sum of lines 13 and 14)*	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT				
(a) Grant Program	FUTURE FUNDING PERIODS (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.	$	$	$	$
17.				
18.				
19.				
20. TOTAL *(sum of lines 16-19)*	$ 0.00	$ 0.00	$ 0.00	$ 0.00

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges:	22. Indirect Charges:
23. Remarks:	

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INSTRUCTIONS FOR THE SF-424A

General Instructions

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

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

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

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

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

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

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

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

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

Line 5 - Show the totals for all columns used.

Section B Budget Categories

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

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

Line 6j - Show the amount of indirect cost.

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

Line 7 - Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount, Show under the program narrative statement the nature and source of income. The estimated amount of program income may be considered by the Federal grantor agency in determining the total amount of the grant.

Section C. Non-Federal Resources

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

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

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

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

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

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

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

Section D. Forecasted Cash Needs

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

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

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

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

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

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

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

Section F. Other Budget Information

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

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

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

ATTACHMENT IV

ASSURANCES AND CERTIFICATIONS NOTICE

THE GRANT CONDITIONS AND CLAUSES WILL BE PROVIDED TO GRANTEES BY THE DIVISION OF FEDERAL ASSISTANCE (GRANT OFFICER) ALONG WITH A GRANT SIGNATURE SHEET AND PACKAGE FOR THE GRANTEE'S SIGNATORY OFFICIAL PRIOR TO JULY 1, 2006. SHOULD THERE BE ANY INCONSISTENCY BETWEEN THE CONDITIONS AND THE GRANTEE'S PROPOSAL, THE CONDITIONS SHALL GOVERN. FURTHER, IF THERE SHOULD BE SUCH INCONSISTENCY BETWEEN THE CONDITIONS AND THE SPECIAL CLAUSES, THE SPECIAL CLAUSES SHALL GOVERN.

ATTACHMENT V

GENERAL SPECIAL CLAUSES

(1) Website contact information must be updated on a regular basis, as necessary.
(2) SCSEP reports must be submitted accurately and on a timely basis.
(3) Attendance is required at any significant training to be held during the program year.
(4) Any grantee that did not meet the 20 percent performance goal for unsubsidized placements in PY 2004 must attach a corrective action plan unless that applicant has already achieved these goals in PY 2005.
(5) Workers Compensation coverage is required at all times during a participant's training, even when co-enrolled in the 502(e) private employment projects. (OAA Amendments § 507)
(6) Any grantees that have not arranged for Internet access for all local persons who have data entry responsibilities in 2005 must do so 2006. This migration will require a high-speed Internet connection for all DCS users.
(7) Any grantee that fails to submit data or submits insufficient data will be held to the national baseline for such measures.

USDOL/ETA

Older Americans Program

PY 2006 vs PY 2005 Allotments, for State Agencies

State	PY 2006 Allotments Pos	Dollars
Total	13,306	$95,174,569
Alabama	224	1,599,628
Alaska	258	1,846,267
Arizona	161	1,148,632
Arkansas	220	1,571,441
California	1,035	7,406,208
Colorado	122	873,806
Connecticut	132	944,274
Delaware	258	1,846,267
District of Columbia	70	500,324
Florida	712	5,094,851
Georgia	268	1,916,735
Hawaii	258	1,846,267
Idaho	64	459,661
Illinois	470	3,361,333
Indiana	316	2,262,029
Iowa	155	1,106,350
Kansas	123	880,852
Kentucky	230	1,641,909
Louisiana	204	1,458,692
Maine	75	535,558
Maryland	166	1,190,913
Massachusetts	263	1,881,501
Michigan	403	2,882,149
Minnesota	287	2,050,624
Mississippi	150	1,071,117
Missouri	299	2,135,186
Montana	76	542,605
Nebraska	93	662,401
Nevada	64	459,661
New Hampshire	64	459,661
New Jersey	341	2,438,199
New Mexico	68	486,230
New York	798	5,707,924
North Carolina	316	2,262,029
North Dakota	73	521,465
Ohio	527	3,770,049
Oklahoma	194	1,388,224
Oregon	177	1,268,428
Pennsylvania	646	4,622,713
Puerto Rico	166	1,183,866
Rhode Island	65	465,091
South Carolina	165	1,176,819
South Dakota	84	598,979
Tennessee	246	1,761,705
Texas	670	4,791,837
Utah	81	577,839
Vermont	67	479,183
Virginia	262	1,874,454
Washington	178	1,275,475
West Virginia	136	972,461
Wisconsin	309	2,212,702
Wyoming	64	459,661
State Total	12,853	91,932,235
American Samoa	136	972,700
Guam	136	972,700
Northern Marianas	45	324,234
Virgin Islands	136	972,700
Terr Total	453	3,242,334