

## United States Department of Labor Generic Solicitation for Grant Applications

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Instructions: This document serves as a vehicle to account for the paperwork burden resulting from Solicitations for Grant Applications (SGAs) issued by the Department of Labor (DOL), and does not represent an actual SGA. This generic SGA is designed to allow public comment concerning these data collections, both as to their perceived practical utility and the reporting burdens involved. It also allows DOL to demonstrate to the Office of Management and Budget (OMB) how DOL will comply with the requirements of the Paperwork Reduction Act (PRA) when issuing SGAs.

The following elements encompass the range of topics which applicants may be asked to address in their grant application. Actual SGAs will require respondents to address a selection of these topics very narrowly as they relate to the specific goals of the grant program. Notifications of all of the Department's competitive grant opportunities are available on the official Government grants information website at <http://www.Grants.gov>.

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### Applicant Organization

Describe the applicant organization (the grant-seeking group). Requested parameters may include skills, experience, biographies, history, knowledge, qualifications, capabilities, office locations, and/or organization chart.

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### Partners

Describe other entities participating or collaborating with the applicant organization. Requested parameters may include businesses, workforce investment boards, Governor's office, letters of support, copies of agreements, and/or "linkages."

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### Plan

Describe the plan for implementing or achieving the program goals. Requested elements may include strategy, process, method, schedule, timeline, innovations, communications, program design, management, focus, and/or statement of work.

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### Recipients

Describe the recipients or target audience of the plan. Requested elements may include descriptions and/or demographics of service region, occupations served, diversity, and civil rights information.

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### Measures of Success

Describe the measures of success for the plan. Requested elements may include outcomes, goals, number served, number hired, increase in wages, educational degrees, cost effectiveness, results-oriented model, feedback mechanism, performance accountability, evaluation and improvement, and/or the proposed system to monitor the implementation of program activities and achievement of stated project objectives.

Management Practices

Describe the management practices to be used for the plan. This element may include accounting practices.

Other funds

Describe funding sources. This element may include alternative sources, supplemental sources, material support, in kind support, matching funds, and/or other support.

Sustainability

Describe how this program can or will outlast the federal funding.

Budget

Describe the budget for the plan. This element may include a budget plan, and/or a distribution strategy.

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OMB 1225-0NEW  
Expires YY/MM/DD

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 20 hours 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 U.S.

Department of Labor, Office of the Assistant Secretary for Administration and Management, Paperwork Reduction Project (1225-0NEW), Washington, D.C. 20210.

PLEASE DO NOT RETURN YOUR COMPLETED APPLICATION TO THE OFFICE OF ADMINISTRATION AND MANAGEMENT. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

This information is being collected for the purpose of awarding a grant. The information collected through this "Solicitation for Grant Applications" will be used by the Department of Labor to ensure that grants are awarded to the applicant best suited to perform the functions of the grant. Submission of this information is required in order for the applicant to be considered for award of this grant. Unless otherwise specifically noted in this announcement, information submitted in the respondent's application is not considered to be confidential.