

DEPARTMENT OF LABOR

Office of Disability Employment Policy

[SGA 09-04]

National Technical Assistance, Policy, and Research Center for Employers on
Employment of People with Disabilities.

Announcement Type: New Notice of Availability of Funds and Solicitation for Grant
Applications (SGA) for Cooperative Agreement.

Funding Opportunity Number: SGA 09-04.

Catalog of Federal Domestic Assistance (CFDA) Number: 17.720.

Dates: Applications must be received by [insert date thirty days after publication in
Federal Register].

Executive Summary: The U.S. Department of Labor (Department or DOL) Office of
Disability Employment Policy (ODEP) announces the availability of up to \$1.6 million to
fund a cooperative agreement to establish a comprehensive National Technical
Assistance, Policy, and Research Center for Employers on the Employment of People

with Disabilities (Center). The Center will conduct research, assist ODEP in developing and promoting employer-focused policy, disseminate information, and provide technical assistance to a wide range of employers and employer organizations on the recruitment, hiring, retention, and advancement of people with disabilities. Funding of up to \$1.6 million will be awarded through a competitive process for a 12-month period of performance with the possibility of up to four additional option years of funding depending on the availability of funds and satisfactory performance.

This solicitation provides background information, describes the application submission requirements, outlines the process that eligible entities must use to apply for funds covered by this solicitation, and outlines the evaluation criteria used as a basis for selecting the grantees. Application and submission information is explained in detail in Part IV of this SGA.

Supplementary information: This solicitation consists of eight parts:

- Part I provides a background and a description of this funding opportunity.
- Part II describes the size and nature of the anticipated award.
- Part III describes eligibility information.
- Part IV provides information on the application and submission process.
- Part V describes the criteria against which applications will be reviewed and explains the proposal review process.
- Part VI provides award administration information.
- Part VII contains DOL agency contact information.

- Part VIII lists additional resources of interest to applicants and other information.

Part I. Funding Opportunity Description

A. Background

ODEP's annual goal is to build knowledge and advance disability employment policy that affects and promotes systems change. The agency's long- and short-term goals focus efforts on initiatives that bring about this level of change. Traditionally, research, policy development, and technical assistance activities related to the employment of people with disabilities have largely targeted the supply-side of the labor market by providing assistance to the service entities responsible for employment-related training and support, or to the individuals with disabilities themselves. ODEP is unique in its policy emphasis in that it focuses on both the demand- and supply-sides of the labor market, by recognizing that employers are primary stakeholders and critical partners in reaching the goal of a workplace fully-inclusive of people with disabilities. ODEP seeks to shape disability employment policies that meet the needs of employers by monitoring and analyzing Federal and State disability employment laws; developing initiatives that advance the Federal Government as a model employer; documenting and disseminating effective employer practices, including making the business case for hiring people with disabilities; and articulating the perspectives of businesses regarding the employment of people with disabilities. The concerns of business leaders, executives, and front-line supervisors who make decisions on the hiring, retention, and

promotion of people with disabilities is, therefore, a central part of ODEP's demand focused work. The nature of these concerns, however, differs, depending on the size and type of business and, ultimately, on whether business leaders view the employment of people with disabilities as likely to meet their organizations' goals.

Extensive research provides strong evidence that employers' attitudes and organizational practices, defined as its corporate culture, significantly affect the employment of people with disabilities (Schur, Kruse, & Blanck, 2007; Bruyère, 2000; Bruyère, Erickson & Horne, 2002). Corporate culture includes the explicit and implicit attitudes, norms, policies, and practices in an organization (Schur, Kruse, & Blanck, 2007). Numerous aspects of corporate culture can have a positive or negative impact on the employment, advancement, and day-to-day experiences of persons with disabilities in the workplace. How teams work together, how management works with front-line workers, and how diversity is incorporated and valued all reflect corporate culture (Schur, et al., 2007). For example, a lack of understanding among human resource managers and supervisors about people with disabilities may result in a reluctance to recruit, hire, retain, and promote people with disabilities. Misconceptions that people with disabilities are less productive than workers without disabilities may also influence hiring decisions (Schur et al., 2007). Conversely, researchers also found that the following employer practices enhance the employment experience of people with disabilities (Bruyère, Erickson, & Horne, 2002):

- Providing flexibility and accommodations in the recruitment process.
- Making existing facilities accessible to employees with disabilities.

- Practicing the flexible application of human resource policies.
- Modifying work environments.
- Acquiring or modifying equipment or devices.
- Restructuring jobs or modifying work hours.
- Providing accessible parking or transportation.
- Providing qualified readers, interpreters, and personal assistants.
- Providing written job instructions.
- Reassigning people with disabilities to vacant positions.
- Changing supervisory methods.
- Acquiring or modifying training materials.
- Providing job coaches.

In addition, a 2006 national survey of companies that hire people with disabilities showed that 92 percent of consumers felt favorable toward such businesses (Siperstein, Romano, Mohler, & Parker, 2006). Furthermore, 87 percent of these consumers indicated that they would prefer to give their business to companies that hire individuals with disabilities (Siperstein, et al., 2006).

The ability to tap into the resources, networks, and knowledge of industry associations; businesses; disability service organizations; and other Federal agencies is another key element to ODEP achieving its mission. ODEP builds partnerships with employers, organizations, and Federal, State, and local agencies to demonstrate the business case for the employment of people with disabilities and to promote effective practices.

Public-private partnerships with these entities provide ODEP with expertise, effective practices, channels for disseminating information, and resources for leveraging change. Employers have provided ODEP with a wealth of information on their perspectives and best practices on recruiting, hiring, and advancing people with disabilities in the workplace.

As ODEP engages in an ongoing national dialogue with the business community, employers affirm that a workplace inclusive of workers with disabilities is a growing business imperative. For example, a recent cost-benefit survey conducted by researchers at DePaul University revealed that employees with disabilities have much to contribute to the labor force (Hernandez & McDonald, 2007). This cost-benefit survey was based on an analysis of 314 employees (95 with and 219 without disabilities) from 13 companies across six work-related variables: tenure, absenteeism, job performance, supervision, workers' compensation claims, and accommodations. In all of these categories, businesses reported positive results, such as increased employee retention rates and improved employee performance for all their employees.

In 2008 ODEP conducted a Survey of Employer Perspectives on the Employment of People with Disabilities, which included looking at company practices based on company size and industry sector. This survey emphasized current attitudes and practices of employers in 12 industry sectors, including some high growth industries as projected by the Bureau of Labor Statistics (BLS). The strength of this survey was the

ability to examine patterns by company size and industry. Key findings and implications for practices included the following:

- Large companies were more likely to employ, hire and actively recruit people with disabilities. In addition, many large companies employed mentoring as a successful retention strategy. This suggests that policies and information geared toward educating small and mid-sized businesses could be particularly effective.
- Large companies ranked their inability to find qualified candidates with disabilities as the number one challenge to hiring people with disabilities.
- Small companies could better retain employees if they had more information on accommodations.
- Companies could be persuaded to hire people with disabilities if they knew that hiring these individuals resulted in satisfactory job performance, increased overall productivity, and improved bottom line profits.
- Businesses were concerned about hiring people with disabilities because they did not know how much accommodations cost. This suggests a need for further education, as the typical accommodation costs only \$500.
- Health care costs, workers' compensation costs and the fear of litigation were challenges for small and medium sized companies. Consequently, information geared toward allaying these fears would be helpful.
- For companies that employ people with disabilities, the lack of advancement opportunities was cited as a challenge more frequently than were attitudes of customers, co-workers, or supervisors.

- Many best practices were relevant to companies of all sizes. For example, a commitment by top management to hiring people with disabilities is important to small, medium, and large companies.

Moreover, research indicates that employers who have had positive experiences in employing people with disabilities, as well as those that have some familiarity with people with disabilities, expanded their employment decisions and practices to hire additional people with disabilities (Bruyère, 2000; Schur et al., 2007). The inclusion of disability components into corporate diversity practices, training, and performance expectations, significantly enhanced the employment of people with disabilities (Schur et al., 2007).

ODEP is addressing critical demand-side factors affecting the employment of people with disabilities. The agency has conducted substantial research in this area to better understand and document employers' attitudes, organizational culture, the role of the Federal Government as a model employer, and employers' need for information, technical assistance, and support to increase employment opportunities for people with disabilities. ODEP is also examining numerous aspects of the at-work environment, from how and where work is performed to how an organization's values, policies, and practices impact its employees. The national technical assistance, policy, and research center will build upon this work and further address these critical demand-side factors.

In addition, ODEP sponsored the addition of new disability questions to BLS Current Population Survey (CPS) starting in June 2008. The questions were added to the CPS to generate data to gauge the employment status of people with disabilities. On February 6, 2009, DOL released the first official data on the employment status of persons with disabilities. In January 2009, the unemployment rate for people with disabilities was 13.2 percent, while the overall unemployment rate was 7.6 percent. These data provide, for the first time, an official monthly measure of the labor force situation for people with disabilities. The addition of these questions to the CPS will allow the analysis of the labor force situation of persons with disabilities based on the same concepts already used for other groups. In addition to using the data to formulate policy recommendations, ODEP will use them to develop and provide technical assistance and to design and conduct research.

B. Detailed Description

ODEP will award a cooperative agreement to establish a national technical assistance, policy and research center. The Center will assist ODEP with designing and conducting employer-focused research, developing and promoting policy recommendations, disseminating information, providing technical assistance, and conducting outreach to employers and employer organizations on a variety of topics related to recruiting, hiring, retaining, and advancing the careers of workers with disabilities.

With regard to the recruitment, hiring, and retention of people with disabilities, the Center will:

- Examine a wide variety of policy issues concerning the barriers that prevent employers from recruiting, hiring, retaining, accommodating, and advancing employees with disabilities, and develop strategies to address these issues and barriers.
- Monitor and analyze Federal and State employment laws and policies to determine the extent to which they serve as barriers or facilitators to employers' willingness to fully include people with disabilities within their workforces.
- Support public and private employers in the use of the Workforce Recruitment Program (WRP), ODEP's recruitment and referral program for college students and recent graduates with disabilities.
- Document the extent to which industry use of credentialing policies and practices may inhibit the ability of employers to recruit, hire, retain, and advance employees with disabilities, and develop recommendations, materials, and tools to address credentialing-related issues.
- Provide technical assistance to employers by developing materials and resources that address employer needs and concerns, including: identifying and using tax credits and incentives; connecting to organizations serving wounded or injured military service members or veterans; connecting to employer organizations representing the green job sector; and recruiting individuals with disabilities who qualify for Federal hiring under the Excepted Schedule A Hiring Authority with a focus on individuals with significant disabilities.

- Develop a toolkit for employers and members of the workforce development system, which includes materials such as a marketing DVD; a PowerPoint presentation; and a brochure featuring interviews with employers and employees, and day-in-the-life scenarios that will serve as models for job development inclusive of people with disabilities.
- Develop, maintain, and provide technical assistance to private and public sector employers to increase the accessibility and usability of online recruitment, retention and advancement systems (e.g., the Accessible Systems Rating Tool, a tool to raise awareness of the accessibility of a company's online systems).
- Assist employers and industry organizations in developing partnerships that will lead to inclusive mentoring and internship programs by providing information and resources.

With regard to workplace health and productivity, the Center will:

- Identify, develop, and promote strategies employers can use to integrate accommodations and return-to-work strategies in the administration of health and productivity programs, such as Employee Assistance Programs (EAP), short- and long-term disability plans, workers' compensation, and the Family and Medical Leave Act (FMLA).
- Identify and share health care best practices so that employers have the information they need to offer a full range of options to people with disabilities regarding their health insurance.

- Promote inclusive strategies and provide technical assistance related to employer-based health and wellness programs to establish similar availability of these programs for people with and without disabilities.

With regard to organizational practices, the Center will:

- Identify, document, and disseminate effective business employment policies and practices that enhance inclusive workplaces, such as the use of workplace flexibilities (e.g., telework, job-sharing, and part-time or customized work), and provide employers with technical assistance on their implementation and/or replication of these practices.
- Develop technical assistance resources and materials, such as online training resources, for Federal managers and human resource (HR) personnel, and develop and maintain a Federal online “community of practice” to promote the Federal Government as a model employer of people with disabilities.
- Identify and disseminate effective private sector models and strategies for accommodating employees including the use of centralized accommodation funds.
- Collaborate with business schools and human resource management programs to integrate disability employment issues into the education and professional development of future business leaders and HR managers.
- Facilitate a dialogue on best practices within the private sector and between the private sector and ODEP, by conducting approximately four Webinars, four conference calls, and participating in up to 12 conferences per year.

- Conduct an information exchange on best practices for employing people with disabilities by providing technical expertise and developing content for at least two meetings per year of the *Circle of Champions*, a distinguished group of businesses previously recognized by the Department for their innovative and proactive efforts to recruit, hire, and promote people with disabilities.

With regard to employer-focused research and data on disability employment, the Center will:

- Revise and reformat current ODEP disability employment research products into easy-to-read literature in employer-friendly formats, and will develop and implement an effective dissemination plan.
- Identify emerging policy issues impacting the employment of people with disabilities and develop recommendations for addressing them.
- Broadly disseminate ODEP's prior research (e.g. corporate culture, employer survey results) and other employer-focused information to employers and employer organizations, including industry sector organizations representing green jobs.
- Conduct periodic disability employment trend analyses using data from the CPS and provide reports to ODEP.
- Replicate the previous survey of employer perspectives on the employment of people with disabilities, which can be found at:

www.dol.gov/odep/categories/research/index.htm.

- Maintain an up-to-date comprehensive database of employer-focused recruitment resources, which includes but is not limited to relevant Federal, State, and local government agencies and programs (e.g. vocational rehabilitation, WRP, One-Stop Career Centers); national non-government and community-based organizations; Web-based career and employment search engines; and secondary and post-secondary training and educational institutions.

With regard to online information, technical assistance, and outreach the Center will:

- Migrate the Web site, www.earnworks.com, within 30 days of the award, and thereafter manage maintenance and implement innovative state-of-art enhancements. The Web site must be user-friendly, Section 508 compliant, and provide information, resources, and links on how to fully include individuals with disabilities in the workforce. Online resources should include policy and best practice examples in the areas of recruitment, hiring, retention, and career advancement. The site should also contain success stories and testimonials from employers. The materials posted must be concise, accurate, written in business-friendly language, and include linkages to employer-focused resources such as human resource and industry publications. All links should be tested bi-monthly to assure that they are active.
- Conduct outreach and provide technical assistance, training, and information to employers and employer organizations to educate them about strategies for employing people with disabilities and inform them about the Center's resources.

- Migrate and operate the toll-free number, 1-866-327-6669, to provide consultations to employers on recruiting, hiring, retaining, and advancing the careers of individuals with disabilities. The toll-free line is to be established and in full operation 30 days after the grant is awarded. The toll-free line must operate, at a minimum, Mondays through Fridays from 9:00 a.m. to 5:00 p.m. Eastern Time (ET), excluding Federal holidays and closures. The toll-free line must be set up to allow callers to easily reach a staff person during hours of operation. The toll-free line shall also be set up to accept messages during non-business hours. All messages shall be returned within 3 business days.
- Collect, on a monthly basis, data on the number of calls and e-mails the Center receives. In this regard, the Center should provide information on the materials, resources, and/or technical assistance requested and/or disseminated. This Center should note the type of industry and size of business seeking such assistance. The Center should also note the geographic location of the entity requesting help, record a contact person, and track the source that led the employer to contact the Center. Finally, the Center should analyze this data and report to ODEP on a monthly basis on any trends the data reveals.
- Continuously develop and enhance the Web-based business case for hiring individuals with disabilities, currently housed at www.earnworks.com. The business case should include models and effective practices for both the private and public sector. The business case should also include a variety of materials such as video, narrative text, sample case studies, a business case directed at small business, and resources for corporate executive leadership, human

resource management, and line managers for any size company. A plan for expanding and updating the business case must be submitted to ODEP within 60 days after the cooperative agreement is awarded.

C. Definitions

Definitions for purposes of this solicitation include:

- *Consultative Services* refers to the provision of expert advice by documenting and disseminating effective employer practices, sharing the business case for hiring people with disabilities, and articulating the unique perspectives of businesses regarding the employment of people with disabilities.
- *Community-Based Organization (CBO)* is a private nonprofit organization, which may be faith-based, that provides job training services and is representative of a community or a significant segment of a community. Included within this definition are “union-related organizations” and “employer-related nonprofit organizations.”
- *Consortium* refers to a group formed to undertake a project. The consortium required for this solicitation must consist of representation from all three of the following entities:
 - (1) A public/private non-profit or for-profit organization. This may include: community-based organizations, both secular and faith-based, serving people with disabilities and the workforce system or with demonstrated experience working with national organizations

serving people with disabilities, national organizations serving human resource professionals, and national business organizations.

(2) An educational institution.

(3) A national organization serving a network of employers or employer organizations with demonstrated experience in facilitating a business to business dialogue with employers on the business case for employing people with disabilities.

- *Education Institution* is an institution dedicated to education, i.e., a school, seminary, college, community college or university.
- *Significant Disability* is defined as a disability that qualifies an individual to receive Social Security or Supplemental Security Income disability benefits.

Part II. Award Information

A. Award Amount

Funding of up to \$1.6 million is available for one cooperative agreement. Applicants are required to submit budgets within this financial range documenting how funds will be spent to accomplish the requirements of this solicitation.

Note: Selection of an organization as a grantee does not constitute approval of the grant application as submitted. Before the actual grant is awarded, DOL may enter into negotiations about such items as program components, staffing and funding levels, and

administrative systems in place to support grant implementation. If the negotiations do not result in a mutually acceptable submission, the Grant Officer reserves the right to terminate the negotiation and decline to fund the application.

Inasmuch as the award will be made in the form of a cooperative agreement, DOL will have substantial involvement in the administration of the agreement. Such DOL involvement will consist of:

- (1) Approval of any sub-contract awarded by the grantee after the grant award;
- (2) Participation in site visits;
- (3) Providing advice and consultation to the grantee on specific program criteria;
- (4) Providing the grantee with technical and programmatic support, including training in DOL monitoring and evaluation systems and in standard procedures regarding DOL management of cooperative agreements;
- (5) Reviewing, at reasonable times, all documents pertaining to the Center including status and technical progress reports, and financial reports. ODEP will provide the format for the reports;
- (6) Discussing administrative and technical issues pertaining to the Center;
- (7) Approving all key personnel decisions, and sub-contractors or sub-awardees;
- (8) Approving all deliverables, including, but not limited to, fact sheets, training materials, press releases, and publicity-related materials regarding the Center;
- (9) Approving all content for online resources developed through project activities, including clearing concepts for material production and final document production; and

(10) Drafting terms of reference for, and participating in, evaluations.

B. Period of Performance

The cooperative agreement will be awarded for a 12-month period of performance. The grantee may receive up to four additional option years of funding at the discretion of the Department depending on the availability of funds and satisfactory performance.

Part III. Eligibility Information and Other Grant Specifications

A. Eligible Applicants

Under this announcement only consortia may apply for and receive the cooperative agreement. Each consortia must consist of: (1) A public/private non-profit or for-profit organization. This includes: community-based organizations, both secular and faith-based, serving people with disabilities and the workforce system or with demonstrated experience working with national organizations serving people with disabilities, national organizations serving human resource professionals, and national business organizations; (2) an educational institution, and (3) a national organization serving a network of employers or employer organizations with demonstrated experience in facilitating a business-to-business dialogue with employers on the business case for employing people with disabilities. This requirement does not in any way prevent the participation of other entities, which may be integral to the implementation of the project.

The applicant should demonstrate knowledge and expertise in conducting employment related research and analysis, engaging in policy development, and providing technical assistance, including consultative and employment related support services, to employers nationally to improve employment opportunities for people with disabilities. In addition, the applicant must demonstrate knowledge and experience working on a national level with employers, employer organizations, and universities with business programs.

Applications must clearly identify the lead grant recipient and fiscal agent, as well as all other members of the consortium applying for the cooperative agreement. In addition, the application must identify the relationship between all of the members of the consortium and their respective roles in carrying out the project.

According to Section 18 of the Lobbying Disclosure Act of 1995, an organization, as described in Section 501(c)(4) of the Internal Revenue Code of 1986, that engages in lobbying activities will not be eligible for the receipt of Federal funds constituting an award, grant, or loan. See 2 U.S.C. 1611; 26 U.S.C. 501(c)(4). Funding restrictions apply. See Part IV (F).

B. Cost Sharing or Matching

Cost sharing, matching funds, and cost participation are not required under this SGA. However, leveraging of public and private resources to foster inclusive service delivery and achieve project sustainability is highly encouraged and included under the evaluation criteria. See Part V(A)(1)(a).

Leveraged resources can come from a variety of sources, including but not limited to: the public sector (e.g., Federal, State, or local governments); the non-profit sector (e.g., community organizations, both secular and faith-based, or education and training institutions); the private sector (e.g., businesses or industry associations); the investor community (e.g., angel networks); the philanthropic community; and the economic development community. Applicants must describe in detail how such leveraged funds will be used and demonstrate how these funds will contribute to the goals of the project.

C. Legal Rules Pertaining to Inherently Religious Activities by Organizations that Receive Federal Financial Assistance.

Direct Federal grants, sub-award funds, or contracts under this program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Neutral, secular criteria that neither favor nor disfavor religion must be employed in the selection of grant and sub-grant recipients. In addition, under the Workforce Investment Act of 1998 (WIA) and DOL regulations implementing the Act, a recipient may not use

direct Federal assistance to train a participant in religious activities, or employ participants to construct, operate, or maintain any part of a facility that is used or to be used for religious instruction or worship. See 29 CFR 37.6(f). Under WIA, “no individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any such program or activity because of race, color, religion, sex (except as otherwise permitted under Title IX of the Education Amendments of 1972 and the Religious Freedom Restoration Act of 1993), national origin, age, disability, or political affiliation or belief.” Regulations pertaining to Equal Treatment in Department of Labor Programs for Religious Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at 29 CFR Part 2, Subpart D. Provisions relating to the use of indirect support (such as vouchers) are at 29 CFR 2.33(c) and 20 CFR 667.266.

A faith-based organization receiving Federal funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with Federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over its internal governance, and it may retain religious terms in its organization’s name, select its board members on a religious basis, and include religious references in its organization’s mission statements and other governing

documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of DOL funded activities.

The Department notes that the Religious Freedom Restoration Act (RFRA), 42 U.S.C. sec. 2000bb, applies to all Federal law and its implementation. If your organization is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled to receive Federal financial assistance under Title I of the Workforce Investment Act and maintain that hiring practice even though Section 188 of the Workforce Investment Act contains a general ban on religious discrimination in employment. If you are awarded a grant, you will be provided with information on how to request such an exemption.

D. Veterans Priority

The Jobs for Veterans Act (Pub. L.107–288) provides priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job training program directly funded, in whole, or in part, by the U.S. Department of Labor. In circumstances where a grant recipient must choose between two equally qualified candidates for training, one of whom is a veteran, the Jobs for Veterans Act requires that grant recipients give the veteran priority of service by admitting him or her into the program. Please note that, to obtain priority of service, a veteran must meet the program's eligibility requirement. ETA Training and Employment Guidance Letter (TEGL) No. 5–03 (September 16, 2003) provides guidance on the

scope of the Jobs for Veterans Act and its effect on current employment and training programs. TEGL No. 5–03, along with additional guidance, is available at the “Jobs for Veterans Priority of Service” Web site (<http://www.doleta.gov/programs/vets>). The Department published a Notice of Proposed Rulemaking to implement Veterans Priority in August 2008 (73 FR 48086 (Aug. 15, 2008)).<http://www.doleta.gov/programs/vets>.

Part IV. Application and Submission Information

A. Address to Request Application Package

This announcement contains all of the information and links to forms needed to apply for this funding opportunity. Additional application packages and amendments to this SGA may be obtained from the ODEP Web site address at <http://www.dol.gov/odep>, or the Federal Grant Opportunities Web site address at <http://grants.gov>.

B. Content and Form of Application Submission

The application must include the name, address, telephone number, fax number, and e-mail address (if applicable) of a key contact person (program and fiscal) at the applicant’s organization in case questions should arise.

The three required sections of the application are titled below and described thereafter:

Section I: The Cost Proposal/Budget (no page limit).

Section 2: Executive Summary--Project Synopsis (not to exceed two pages).

Section 3: Project Narrative (not to exceed 25 pages excluding timeline and organizational chart).

Applications that fail to adhere to the instructions in this section will be considered non-responsive and will not be given further consideration.

Section 1 is the Cost Proposal/Budget and must include the following three items:

- The Standard Form (SF) 424, "Application for Federal Assistance" (available at http://www07.grants.gov/agencies/approved_standard_forms.jsp). The SF-424 must clearly identify the applicant and be signed by an individual with authority to enter into a grant agreement. Upon confirmation of an award, the individual signing the SF-424 on behalf of the applicant shall be considered the representative of the applicant.
- A Dun and Bradstreet (DUNS) number. All applicants for Federal grant and funding opportunities are required to have a DUNS number. See OMB Notice of Final Policy Issuance, 68 FR 38402 (June 27, 2003). Applicants must supply their DUNS number on the SF-424. The DUNS number is a nine-digit identification number that uniquely identifies business entities. Obtaining a DUNS number is easy and there is no charge. To obtain a DUNS number, access this Web site: <http://www.dnb.com/us/> or call 1-866-705-5711. If no DUNS number is provided the grant application will be considered non-

responsive and will not be evaluated. Requests for exemption from the DUNS number requirement must be made to the Office of Management and Budget.

- The SF-424–A Budget Information Form (available at: http://www07.grants.gov/agencies/approved_standard_forms.jsp). In preparing the Budget Information Form, the applicant must provide a concise narrative explanation to support the request. The budget narrative should break down the budget and leveraged resources by the activities specified in the technical proposal. The narrative should also discuss precisely how the administrative costs support the project goals.

Applicants that fail to provide a SF-424, SF-424–A and/or a budget narrative will be removed from consideration prior to the technical review process. Leveraged resources should not be listed on the SF-424 or SF-424–A Budget Information Form, but must be described in the project narrative of the proposal. The amount of Federal funding requested for the entire period of performance must be shown on the SF-424 and SF-424–A Budget Information Form. Applicants are also required to submit OMB control number 1890–0014 Survey on Ensuring Equal Opportunity for Applicants, which can be found at: http://www.doleta.gov/grants/find_grants.cfm. A completed Assurance and Certification signature page must be submitted and a completed Indirect Charges or Certificate of Direct Costs form must be provided.

Section II is the Executive Summary, which must contain the following information:

- A Project Synopsis of no more than two single-spaced, single-sided pages on 8 ½” x 11” paper with standard margins throughout that identifies the following:
 - (1) The lead entity;
 - (2) The list of consortium members; and
 - (3) An overview of how the applicant will carry out the activities described in this solicitation.

Section III is the Project Narrative which must satisfy the requirements outlined below:

- The Project Narrative is limited to 25 double-spaced, single-sided pages with 12 point text font and one-inch margins. Any pages submitted in excess of this 25 page limit or failing to adhere to format requirements will not be reviewed.

- The Project Narrative will demonstrate the applicant’s ability to implement the Employment Center in accordance with the provisions of this solicitation.

Following the outline provided in Part V (Significance of the Proposed Project, Project Design, Organizational Capacity and Quality of Key Personnel, Budget and Resource Capacity, Quality of the Management Plan, and Quality of the Project Evaluation), successful applicants will describe in the Project Narrative their innovative and comprehensive plan for accomplishing the research activities described in Part 1 (B). The Project Narrative must:

1. Identify members of the consortium (including the lead entity- a minimum of three consortium members is required) and provide documentation (such as letters of intent and memorandum of

agreement, which will be included in an appendix) of a formal agreement to participate.

2. Demonstrate each of the consortium members' relevant experience and expertise with employers, national employer organizations, and national and local organizations serving people with disabilities.
3. Describe in detail the implementation plan including the education and outreach plan which includes, but is not limited to Webinars, conferences and exhibits.
4. Identify sub-grantees (if applicable) and provide a memorandum of understanding or letter from collaborative entities.
5. Describe the experience of the sponsoring agency/organizations in conducting research, policy analysis, and providing technical assistance.
6. Describe how collaborations with national employer organizations will be developed and utilized.
7. Describe the strategies that will be employed to engage employer based health and wellness programs.
8. Describe in detail the plan for collaboration and engagement with business schools, particularly Human Resource Management programs.

9. Describe efforts that will be undertaken to encourage the involvement of employers and organizations serving people with all types of disabilities, and disability related experts in the Center's education, research and outreach.
10. Describe how the Employer Center will work with workforce boards and other business-led organizations (e.g., Chambers of Commerce, Business Leadership Networks (BLNs)).
11. Describe the procedures and approaches that will be used to work with multiple Federal, State and local public agencies, and business, disability, and other private entities to sustain, replicate, and expand the implementation of effective policies and practices.
12. Describe the procedures and approaches that will be used to evaluate the project and contribute to ODEP's annual performance measures.

- The Project Narrative must also include:
 1. A detailed 12 month management plan for project goals, objectives, and activities.
 2. A detailed 12 month timeline for project activities including, producing and submitting a final report.
 3. A detailed 30 day start-up plan for the implementation of the Center.

4. A description of procedures and approaches that will be used to provide ongoing communication, collaboration with, and input from ODEP's Project Officer on all grant-related activities.
 5. A detailed description of how the grantee will work with multiple Federal, State and local public and private community based organizations and the employer community in carrying out project activities.
- The Project Narrative must describe the proposed staffing for the project and must identify and summarize the qualifications of the personnel who will carry it out. In addition, the applicant must provide an organizational chart for staff that will operate the proposed service. (The organizational chart does not count toward the 25 page limit for the Project Narrative.)
 - In addition, the evaluation criteria listed in Part V(A) include consideration of the qualifications, including relevant education, training and experience of key project personnel, as well as the qualifications, including relevant training and experience, of project consultants or subcontractors. Resumes must be included in the appendices. Key personnel include: Project Director, Business Outreach Specialist, Project Manager, Research Analyst, key project consultants, and any other individual playing a substantial role in the project. In addition, the applicant must specify in the application, the percentages of time to be dedicated by each key person on the project.

- For each staff person named in the application, please provide documentation of all internal and external time commitments. In instances where a staff person is committed on a Federally supported project, please provide the project name, Federal office, program title, the project Federal Award Number, and the amount of committed time by each project year. This information (e.g., Staff: Jane Doe; Project Name: Succeeding in the General Curriculum; Federal Office: Office of Special Education Programs; Program Title: Field Initiated Research; Award Number: H324C980624; Time Commitments: Year One- 30 percent; Year Two- 25 percent, and Year Three- 40 percent) can be provided as an appendix to the application. In general, ODEP will not reduce time commitments on currently funded grants from the time proposed in the original application. Therefore, we will not consider for funding any application where key staff are bid above a time commitment level that staff have available to bid. Further, the time commitments stated in newly submitted applications will not be negotiated down to permit the applicant to receive a new grant award.
- The Project Narrative should also describe how the applicant plans to comply with the employment discrimination and equal employment opportunity requirements of the various laws listed in the assurances section.

Note: Any appendices, including letters of cooperation and resumes are not included in the 25 page limit. The timeline and organizational chart are also not included in this page limit. A page is 8 ½" x 11" (on one side only) with one-inch

margins (top, bottom, and sides). All text in the application narrative, including titles, headings, footnotes, quotations, and captions must be double-spaced (no more than 3 lines per vertical inch); and, if using a proportional computer font, use no smaller than a 12-point font, and an average character density no greater than 18 characters per inch (if using a non-proportional font or a typewriter, do not use more than 12 characters per inch).

C. Submission Date, Times, and Addresses

The closing date for receipt of applications under this announcement is [insert date thirty days after publication in Federal Register]. Applications must be received at the address below no later than 5:00 p.m. (Eastern Time). Applications submitted electronically through Grants.gov, must be successfully submitted through <http://www.grants.gov> no later than 5:00 p.m. (Eastern Time) on that same date, and then subsequently validated by Grants.gov. The submission and validation process is described in more detail below. The process can be complicated and time-consuming. Applicants are strongly advised to initiate the process as soon as possible and to plan for time to resolve technical problems, if necessary. Applications sent by e-mail, telegram, or facsimile (fax) will not be accepted.

If an application is submitted by both hard-copy and through www.grants.gov, a letter must accompany the hard-copy application stating why two applications were submitted and the differences between the two submissions. If no letter accompanies the hard-

copy, we will review the copy submitted through www.grants.gov. For multiple applications submitted through www.grants.gov, we will review the latest submittal.

Applications that do not meet the conditions set forth in this notice will not be honored. No exceptions to the mailing and delivery requirements set forth in this notice will be granted.

Mail/overnight mail/hand delivery—

To apply by mail, please submit one blue-ink signed, typewritten original of the application and two signed photocopies in one package to the U.S. Department of Labor, Procurement Services Center, Attention: Cassandra Mitchell, Reference SGA (09-04), 200 Constitution Avenue, N.W., Room S-4307, Washington, D.C. 20210.

Applicants are advised that mail delivery in the Washington area may be delayed due to mail decontamination procedures. Hand delivered proposals will be received at the above address.

Electronic submission—

Applicants may also apply online through Grants.gov (<http://www.grants.gov>). It is strongly recommended that applicants immediately initiate and complete the “Get Registered” registration steps at http://www.grants.gov/applicants/get_registered.jsp before beginning to write the proposal. These steps may take multiple days or weeks to

complete, and this time should be factored into plans for electronic submission in order to avoid unexpected delays that could result in the rejection of an application. It is highly recommended that applicants use the “Organization Registration Checklist” at http://www.grants.gov/assets/Organization_Steps_Complete_Registration.pdf to ensure the registration process is complete.

Within two business days of application submission, Grants.gov will send the applicant two e-mail messages to provide a status of the application’s progress through the system. The first e-mail, which will be sent almost immediately, will confirm receipt of the application by Grants.gov. The second e-mail will indicate whether the application has either been successfully validated or has been rejected due to errors. Only applications that have been successfully submitted and validated will be considered. It is the sole responsibility of the applicant to ensure a timely submission. Therefore, sufficient time should be allotted for submission (two business days) and, if applicable, to address errors and receive validation upon resubmission (an additional two business days for each ensuing submission). It is important to note that if sufficient time is not allotted and a rejection notice is received after the due date and time, the application will not be considered.

The components of the application must be saved as either .doc, .xls or .pdf files. Documents received in a format other than .doc, .xls or .pdf will not be read.

The Grants.gov help desk is available from 7:00 a.m. until 9:00 p.m. (Eastern Time). Applicants should factor the unavailability of the Grants.gov Help desk after 9:00 p.m. (Eastern Time) into plans for submitting an application. Applicants are strongly advised to utilize the plethora of tools and documents, including FAQs, that are available on the “Applicant Resources” page at http://www.grants.gov/applicants/app_help_reso.jsp#faqs. To receive updated information about critical issues, new tips for users, and other time sensitive updates as information is available, applicants may subscribe to “Grants.gov Updates” at http://www.grants.gov/applicants/email_subscription_signup.jsp. If applicants encounter a problem with Grants.gov and do not find an answer in any of the other resources, call 1-800-518-4726 to speak to a Customer Support Representative or e-mail support@grants.gov.

Late Applications: For applications submitted on Grants.gov, only applications that have been successfully submitted no later than 5:00 p.m. (Eastern Time) on the closing date and successfully validated will be considered. For applicants not submitting on Grants.gov, any application received after the exact date and time specified for receipt at the office designated in this notice will not be considered, unless it is received before awards are made, was properly addressed, and: (a) was sent by U.S. Postal Service registered or certified mail not later than the fifth calendar day before the date specified for receipt of applications (e.g., an application required to be received by the 20th of the month must be postmarked by the 15th of that month) or (b) was sent by professional

overnight delivery service to the addressee not later than one working day prior to the date specified for receipt of applications.

“Postmarked” means a printed, stamped or otherwise placed impression (exclusive of a postage meter machine impression) that is readily identifiable, without further action, as having been supplied or affixed on the date of mailing by an employee of the U.S. Postal Service. Therefore, applicants should request the postal clerk to place a legible hand cancellation “bull’s eye” postmark on both the receipt and the package. Failure to adhere to the above instructions will be a basis for a determination of non-responsiveness. Evidence of timely submission by a professional overnight delivery service must be demonstrated by equally reliable evidence created by the delivery service provider indicating the time and place of receipt.

D. Withdrawal of Applications:

Applications may be withdrawn by written notice or telegram (including mailgram) received at any time before an award is made. Applications may be withdrawn in person by the applicant or by an authorized representative thereof, if the representative’s identity is made known and the representative signs a receipt for the proposal.

E. Intergovernmental Review

This funding opportunity is not subject to Executive Order (EO) 12372,

“Intergovernmental Review of Federal Programs.”

F. Funding Restrictions

All proposed costs must be necessary and reasonable in accordance with Federal guidelines. Determinations of allowable costs will be made in accordance with the applicable Federal cost principles, e.g., Non-Profit Organizations—OMB Circular A-122. Disallowed costs are those charges to a grant that the grantor agency or its representative determines not to be allowed in accordance with the applicable Federal cost principles or other conditions contained in the grant. Applicants will not be entitled to reimbursement of pre-award costs.

G. Indirect Costs

As specified in OMB Circulars on Cost Principles, indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular cost objective. In order to utilize grant funds for indirect costs incurred, the applicant must obtain an Indirect Cost Rate Agreement with its Federal Cognizant Agency either before or shortly after the grant award. The Federal Cognizant Agency is generally determined based on the preponderance of Federal dollars received by the recipient.

H. Administrative Costs

An entity that receives a grant to carry out a project or program may not use more than 15 percent of the amount of the grant to pay administrative costs associated with the program or project. Administrative costs, which may be both direct and indirect costs, are defined at 20 CFR 667.220. Administrative costs do not need to be identified separately from program costs on the SF-424A Budget Information Form. They should be discussed in the budget narrative and tracked through the grantee's accounting system. To claim any administrative costs that are also indirect costs, the applicant must obtain an Indirect Cost Rate Agreement from its Federal Cognizant Agency as specified above.

Part V. Application Review Information

A. Evaluation Criteria

A technical panel will review grant applications against the criteria listed below, on the basis of the maximum points indicated.

(1) Significance of the Proposed Project (10 points)

In determining the significance of the proposed research, the Department will consider the following factors:

- (a) The potential contribution of the proposed project to increase knowledge or understanding of problems, issues, or effective strategies for employers in employing people with disabilities;

- (b) The likelihood that the proposed project will result in systems change or improvement;
- (c) The extent to which the proposed project is likely to build capacity to provide, improve, or expand services that address the needs of the target population as they relate to employment;
- (d) The likely replication and dissemination of effective policies and practices, and the potential for replication by a variety of employers;
- (e) The importance or magnitude of the results or outcomes likely to be attained by the proposed project; and
- (f) The extent to which the proposed project builds upon prior work completed by ODEP and its partners around model employers, including the Employer Survey, the *Circle of Champions*, and related policies and practices.

(2) Project Design (25 points)

In evaluating the quality of the proposed project design, the Department will consider the following factors:

- (a) The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable;
- (b) The extent to which the design of the proposed project includes a high-quality plan for project implementation, and the use of appropriate methodological tools to ensure successful achievement and measurement of project objectives;

- (c) The extent to which the proposed project will effectively contribute to increased knowledge and understanding by building upon current theory, research, and effective practices;
- (d) The extent to which the proposed project encourages business involvement, relevant experts, organizations, and groups;
- (e) The extent to which performance feedback and continuous improvement are integral to the design of the proposed project;
- (f) The extent to which the services to be provided by the proposed project are appropriate to the needs of employers;
- (g) The adequacy of the documentation submitted in support of the proposed project to demonstrate the commitment of each entity or individual included in project implementation; and
- (h) The extent to which the design of the proposed project capitalizes on cutting edge strategies to promote inclusive corporate culture.

(3) Organizational Capacity and Quality of Key Personnel (20 points)

Applications will be evaluated based on the extent to which the applicant demonstrates organizational capacity and quality of key personnel to implement the proposed project, including:

- (a) Demonstrated experience with similar projects that plan, develop, implement, and evaluate new strategies and produce replicable models for employers;
- (b) Qualifications and experience of the applicant's key personnel and consultants;
- (c) Commitment to developing and sustaining work across key stakeholders;

- (d) Experience and commitment of any proposed consultants or subcontractors; and
- (e) Appropriateness of the organization's structure to carry out the project (i.e., how the structure and staffing of the organization align with the project's requirements, vision, and goals and are designed to assure responsible general management of the project).

(4) Budget and Resource Capacity (10 points)

In evaluating the capacity of the applicant to carry out the proposed project, the Department will consider the following factors:

- (a) The extent to which the budget is adequate to support the proposed project; and
- (b) The extent to which the anticipated costs are reasonable in relation to the objectives, design, and potential significance of the proposed project.

(5) Quality of the Management Plan (15 points)

In evaluating the quality of the management plan for the proposed project, the Department will consider the following factors:

- (a) The extent to which the management plan for project implementation appears likely to achieve the objectives of the proposed project on time and within budget, and includes clearly defined staff responsibilities, time allocation to project activities, time lines, milestones for accomplishing project tasks, project deliverables and information on adequacy of other resources necessary for project implementation;

- (b) The extent to which the management plan appears likely to result in sustainable activities beyond the period of direct Federal investment;
- (c) The adequacy of mechanisms for ensuring high-quality products and services relating to the scope of work for the proposed project; and
- (d) The extent to which the time commitments of the Project Director and/or Principal Investigator and other key project personnel are appropriate and adequate to meet the objectives of the proposed project.

(6) Quality of the Project Evaluation (20 points)

In evaluating the quality of the project's evaluation design, the Department will consider the following factors:

- (a) The extent to which the methods of evaluation are thorough, feasible, and appropriate to the goals, objectives, context, and outcomes of the proposed project;
- (b) The extent to which the design of the evaluation includes the use of objective performance measures and methods that will clearly document the project's intended outputs and outcomes and will produce measurable quantitative and qualitative data;
- (c) The extent to which the evaluation will provide Federal, State and local government entities with useful information about transition and systems change models suitable for replication or testing in other settings; and

- (d) The extent to which the methods of evaluation provide measures that will inform ODEP's annual performance goals and measures and ODEP's long-term strategic goals.

B. Review and Selection Process

Proposals that are timely and responsive to the requirements of this SGA will be rated against the criteria listed above by an independent panel. The ranked scores will serve as the primary basis for selection of applications for funding, in conjunction with other factors such as the availability of funds and which proposals are most advantageous to the Government. The panel results are advisory in nature and not binding on the Grant Officer, and the Grant Officer may consider any information that comes to his/her attention. The Department may elect to award the grant(s) with or without discussions with the applicants.

Should a grant be awarded without discussions, the award will be based on the applicant's signature on the SF- 424, which constitutes a binding offer by the applicant (including electronic signature via E-Authentication on <http://www.grants.gov>).

C. Anticipated Announcement and Award Dates

The anticipated date of announcement and award is September 29, 2009.

Part VI. Award Administration Information

A. Award Notices

All award notifications will be posted on the ODEP homepage at <http://www.dol.gov/odep/> . Applicants selected for award will be contacted directly before the grant's execution. The notice of award signed by the Grants Officer will serve as the authorizing document. Applicants not selected for award will be notified by mail.

B. Administrative and National Policy Requirements – Administrative Program Requirements

All grantees, including faith-based organizations, will be subject to all applicable Federal laws (including provisions of appropriation laws), regulations, and the applicable OMB Circulars. The grant(s) awarded under this SGA must comply with all provisions of this solicitation and will be subject to the following statutory and administrative standards and provisions, as applicable to the particular grantee:

- 20 Code of Federal Regulations (CFR) 667.220, administrative costs.
- Non-Profit Organizations—OMB Circular A-122 (cost principles) and 29 CFR part 95 (administrative requirements).
- Educational Institutions—OMB Circular A-21 (cost principles) and 29 CFR part 95 (administrative requirements).

- State, local and Indian Tribal—OMB Circular A–87 (cost principles) and 29 CFR part 97 (administrative requirements).
- All entities must comply with 29 CFR parts 93 and 98 and, where applicable, 29 CFR parts 96 and 99.
- In accordance with Section 18 of the Lobbying Disclosure Act of 1995, Public Law 104–65 (2 U.S.C. 1611), non-profit entities incorporated under Internal Revenue Service Code section 501(c)(4) that engage in lobbying activities are not eligible to receive Federal funds and grants.
- 29 CFR part 2, subpart D—Equal Treatment in Department of Labor Programs for Religious Organizations; Protection of Religious Liberty of Department of Labor Social Service Providers and Beneficiaries.
- 29 CFR part 30—Equal Employment Opportunity in Registered Apprenticeship and Training.
- 29 CFR part 31—Nondiscrimination in Federally Assisted Programs of the Department of Labor—Effectuation of Title VI of the Civil Rights Act of 1964.
- 29 CFR part 32—Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance.
- 29 CFR part 33—Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities Conducted by Department of Labor.
- 29 CFR part 35—Nondiscrimination on the Basis of Age in Program or Activities Receiving Federal Financial Assistance from the Department of Labor.
- 29 CFR part 36—Nondiscrimination on the Basis of Sex in Education Program or Activities Receiving Federal Financial Assistance.

- 29 CFR part 37—Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Investment Act of 1998 (WIA).
- 29 CFR part 1926, Safety and Health Regulations for Construction of the Occupational Safety and Health Act (OSHA).
- 29 CFR part 570, Child Labor Regulations, Orders and Statements of Interpretation of the Employment Standard Administration's Child Labor Provisions.

Note: Except as specifically provided in this Notice, DOL/ODEP's acceptance of proposal and award of Federal funds to sponsor any program(s) do not provide a waiver of any grant requirements and/or procedures. For example, OMB Circulars require that an entity's procurement procedures ensure that all procurement transactions are conducted, to the extent that is practical, in a manner that permits open and free competition. If a proposal identifies a specific entity to provide services, the DOL/ODEP award does not provide the justification or basis to sole source the procurement, (i.e., avoid competition), unless the activity is regarded as the primary work of an official partner to the application.

C. Travel

Any travel undertaken in performance of this cooperative agreement shall be subject to and in strict accordance with Federal travel regulations.

D. Acknowledgement of DOL Funding

Printed Materials: In all circumstances, the following shall be displayed on printed materials prepared by the grantee under the cooperative agreement: "Preparation of this item was funded by the United States Department of Labor under Grant No. [insert the appropriate grant number]."

All printed materials must also include the following notice: "This document does not necessarily reflect the views or policies of the U.S. Department of Labor, nor does mention of trade names, commercial products, or organizations imply endorsement by the U.S. Government."

Public reference to grant: When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with Federal money, all grantees receiving Federal funds must clearly state:

- (1) The percentage of the total costs of the program or project, which will be financed with Federal money;
- (2) The dollar amount of Federal financial assistance for the project or program; and
- (3) The percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

Use of DOL and ODEP Logo: In consultation with DOL/ODEP, the grantee must acknowledge DOL's role as described. The DOL and/or ODEP logo may be applied to DOL-funded material prepared for world-wide distribution, including posters, videos, pamphlets, research documents, national survey results, impact evaluations, best practice reports, and other publications of global interest. The grantee must consult with DOL on whether the logo may be used on any such items prior to final draft or final preparation for distribution. In no event shall the DOL and/or ODEP logo be placed on any item until DOL has given the grantee written permission to use the logo on the item.

E. Intellectual Property

Federal Government reserves a paid-up, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use for Federal purposes: (i) The copyright in all products developed under the grant, including a subgrant or contract under the grant or subgrant; and (ii) any right to copyright to which the grantee, subgrantee or a contractor purchases ownership under an award (including, but not limited to, curricula, training models, technical assistance products and any related materials). Such uses include, but are not limited to, the right to modify and distribute such products worldwide by any means, electronically or otherwise. Federal funds may not be used to pay any royalty or licensing fee associated with such copyrighted material, although they may be used to pay costs for obtaining a copy which is limited to the developer/seller costs of copying and shipping.

If revenues are generated through selling products developed with grant funds, including intellectual property, these revenues are program income. Program income is added to the grant and must be expended for allowable grant activities.

F. Approval of Key Personnel and Subcontractors

The recipient shall notify the Grant Officer at least 14 calendar days in advance if any key personnel are to be removed or diverted from the cooperative agreement, shall supply written justification as part of this notice as to why these persons are to be removed or diverted, shall provide the names(s) of the proposed substitute or replacement, and shall include information on each new individual's qualifications such as education and work experience .

G. Reporting and Accountability

The grant will be subject to performance measures based upon the project focus. ODEP is responsible for ensuring effective implementation of this cooperative agreement, in accordance with the provisions of this announcement and the terms of the cooperative agreement award document.

Applicants should assume that ODEP staff will conduct on-site project reviews periodically. Reviews will focus on timely project implementation, performance in meeting the cooperative agreement's objectives, tasks and responsibilities,

expenditures of cooperative agreement funds on allowable activities, and administration of project activities. Projects may be subject to other additional reviews, at the discretion of the ODEP.

The selected applicant must submit on a quarterly basis, beginning 90 days from the award of the grant, financial and activity reports under this program as prescribed by OMB Circular A-110, codified at 2 CFR part 215 and 29 CFR part 95. Specifically, the following reports will be required:

1. Quarterly report: The quarterly report is estimated to take five hours to complete. The form for the quarterly report will be provided by ODEP. The Department will work with the grantee to help refine the requirements of the report, which, among other things, will include measures of ongoing analysis for continuous improvement. This report will be filed using an online reporting system. The form will be submitted within 30 days of the close of the quarter.
2. Standard Form 269, Financial Status Report Form: This form is to be completed and submitted on a quarterly basis using the online E-Grants electronic reporting system unless ODEP provides different instructions.
3. Final Project Report: The Final Project Report is to include an assessment of project performance and outcomes achieved. It is estimated that this report will take 20 hours to complete. This report will be submitted in hard copy and on electronic disk using a format and following instructions, to be provided by ODEP. A draft of the final report is due to ODEP 60 days before the end of the period of performance of the cooperative agreement. The final report is due to ODEP and

the DOL Grants Office ten days before the end of the period of performance of the cooperative agreement.

The Department will arrange for an evaluation of the outcomes, impacts, accomplishments, and benefits of each funded project. The grantee must agree to cooperate with this evaluation and must make available records on all parts of project activity, including available data on service delivery models being studied, and provide access to personnel, as specified by the evaluator(s), under the direction of ODEP. This evaluation is separate from the ongoing evaluation for continuous improvement required of the grantee for project implementation.

Part VII. Agency Contacts

Any questions regarding this SGA should be directed to Cassandra Mitchell, e-mail address: mitchell.cassandra@dol.gov, tel: 202-693-4570 (note that this is not a toll-free number). To obtain further information about ODEP, visit the Office's Web site at <http://www.dol.gov/odep>.

Part VIII. Additional Resources and Other Information

A. Resources for the Applicant

The Web based resources below may be of assistance to applicants:

- For general information on ODEP see www.dol.gov/odep
- For a basic understanding of the grants process and basic responsibilities of receiving Federal grant support, please see “Guidance for Faith-Based and Community Organizations on Partnering with the Federal Government” (<http://www.whitehouse.gov/government/fbci/guidance/index.html>).

B. Other Information

OMB Information Collection No.: 1225-0086. Expires: September 30, 2009.

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 estimated or any other aspect of this collection of information, including suggestions for reducing this burden, to the OMB Desk Officer for DOL, Office of Management and Budget, Room 10235, Washington, D.C. 20503. Please do not return your completed application to the OMB. Send it to the sponsoring agency as specified in this solicitation. This information is being collected for the purpose of awarding a grant. The information collected through this SGA will be used by the DOL 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.

Appendices: (Located on U.S. Department of Labor, Office of Disability Employment Policy Web page <http://www.dol.gov/odep> follow link for the applicable SGA.)

Appendix A: Application for Federal Assistance SF-424

Appendix B: Budget Information Sheet SF-424A

Appendix C: Assurances and Certifications Signature Page

Appendix D: Survey on Ensuring Equal Opportunity for Applicants

Appendix E: Indirect Charges or Certificate of Direct Costs

Signed at Washington, D.C., this X day of X 2009.

Name,

Grant Officer

BILLING CODE 4510-FT-P
