

**U.S. DEPARTMENT OF LABOR**

**Office of Disability Employment Policy**

**Notice of Availability of Funds and Solicitation for Grant Applications for the ODEP Accessible Technology Action Center (ATAC)**

**Announcement Type:** Solicitation for Grant Applications (SGA) for Cooperative Agreement

**Funding Opportunity Number:** SGA XX-XX

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

**Key Dates:** The closing date for receipt of applications under this announcement is 30 days after the publication date in the *Federal Register*. Applications must be received no later than 5:00 p.m., Eastern Time.

**Addresses:** Mailed applications must be addressed to the U.S. Department of Labor, Office of Assistant Secretary for Administration and Management, Attention: Cassandra Mitchell, Grant Officer, Reference SGA XX-XX, 200 Constitution Avenue, NW, Room N2458, Washington, D.C. 20210. For complete application and submission information, including online application instructions, please refer to Section IV.

**Summary:** The U.S. Department of Labor (DOL), Office of Disability Employment Policy (ODEP), announces the availability of approximately \$950,000 to fund a cooperative agreement to develop and operate the Accessible Technology Action Center (ATAC), a new national resource to facilitate and promote the use of accessible technology in the hiring, employment, retention, and career advancement of individuals with disabilities.

DOL is using this funding to strategically (1) develop, coordinate and publicize resources on accessible technology in the workplace; (2) promote effective employer practices and strategies on accessible technology issues in the workplace related to leadership, self-assessment, policies

and practices, infrastructure, and continuous improvement; (3) facilitate policy advancement on specific issues facing employers, developers, and the technology industry related to ensuring accessible, usable and interoperable technology in all types of work settings; and (4) translate that policy knowledge into adoption and implementation.

The tasks to be carried out by the Accessible Technology Action Center include, but are not limited to the following:

- Developing and maintaining a comprehensive web portal with resources related to accessible technology in the workplace, including resources that meet the varied needs of individuals with disabilities, private and public sector employers, and information technology professionals and developers.
- Conducting trainings/webinars on issues related to accessible technology in the workplace, including use of emerging technologies to facilitate employment and creating accessible human resource management systems (e.g., accessible online job application portals).
- Collecting, analyzing and publicizing exemplary practices related to accessible technology in the workplace through collaboration with public and private sector employers.
- Conducting outreach and establishing and maintaining strategic partnerships and effective working collaborations with outside entities with the goal of sharing knowledge and promoting the adoption and implementation of policies and effective practices related to accessible technology in the workplace.

Funding of \$950,000 will be awarded through a competitive process for a 12-month period of performance, with the possibility of up to four (4) 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 grantee.

## **I. FUNDING OPPORTUNITY DESCRIPTION**

### **A. Background**

**1. ODEP Mission, Goals and Priorities.** ODEP provides national leadership by developing and influencing disability-related employment policies and practices that can be used by people with disabilities, employers, the public workforce system, government agencies, and service delivery organizations to improve employment opportunities.

ODEP is guided by DOL's FY 2011-2016 Strategic Plan and its annual operating plans which identify the Agency's outputs, outcomes and key milestones. ODEP has established the following three priority areas to frame its efforts and reflect Secretary Hilda L. Solis' vision of *Good Jobs for Everyone*: (1) Countering employers' low expectations and negative perceptions of people with disabilities; (2) Increasing exposure to role models and access to training, employment and transition services particularly for youth and certain ethnic, cultural and socio-economically disadvantaged groups; and (3) Expanding access to employment supports and accommodations. The Accessible Technology Action Center will support Priority Area Three,

focusing on the role of accessible technology as an employment support and the elimination of systemic technology-related barriers to competitive employment opportunities.

**2. ODEP's Accessible Technology in the Workplace Initiative.** In today's knowledge-based economy, technology advancements in the workplace are, in many ways, the great equalizer for job seekers and employees with disabilities who are pursuing successful employment and career advancement. Disability-related civil rights laws that affect employment, including the Americans with Disabilities Act and the Rehabilitation Act, as amended, also have implications for accessible technology and have led to an increased awareness of, and focus on, accessibility issues related to technology in the workplace.

The importance of accessible technology and the implementation of universal design concepts in the workplace for people with disabilities cannot be overemphasized. Technology and universal design "level the playing field" in all aspects of employment, including productivity and career advancement, allowing for an emphasis on skill sets rather than functional abilities. For many people with disabilities, accessible technology means access to necessary workplace tools, tasks, activities and environments.

Since 2006, ODEP has focused on promoting universal design in information and communication technology (ICT) and on increasing the availability of accessible technology in the workplace. Both aspects of technology are critical, but often require very different approaches to policy development. This work has included the following activities:

- Development of a framework to assist employers in benchmarking and measuring progress toward adoption of accessible workplace electronic, information and communication technologies.
- Research and analysis on how ODEP can proactively impact the accessibility of cutting-edge global workplace technologies – including, for example, Web 2.0 and 3.0, social networking sites, universal broadband, and cloud computing.
- Information-gathering discussions with national public and private sector technology leaders about promising areas of engagement.
- Review of existing policies, practices, and programs that public and private sector organizations have adopted and implemented to measure and improve accessibility of their workplace technologies.
- Development of case studies that analyze major issues in the area of workplace technology.

Through this work, ODEP has learned the following:

- To develop accessible workplace technology policy, it is essential to develop public-private partnerships because it requires meaningful, ongoing input from a variety of partners representing key constituency groups, including individuals with disabilities and related advocacy organizations, federal agencies, developers, businesses and industry groups, and employment-related organizations.
- The federal government, as the largest employer in the United States, presents unique challenges and opportunities for developing strategies to address accessible technology issues in the workplace.

- There is an appreciable amount of interest within the developer community in accessing useful information, sharing protocols and promising practices, engaging with users to create better, more accessible products and services.
- In addition to ensuring the accessibility, interoperability, and usability of existing information and communication technology in the workplace, there is a benefit in federal agencies working together to ensure the accessibility of *emerging* technologies.

In addition, ODEP is aware of a number of initiatives currently being addressed by a host of federal agencies and national provider and advocacy organizations related to the development of accessible technology. None of these initiatives, however, focus specifically on workplace technology and the important role it has to play in advancing employment opportunities for people with disability. The ATAC is being created to fill this void, and to ensure that workplace technology is addressed in these existing initiatives.

ODEP's activities thus far have built a knowledge platform upon which the agency – together with its existing public and private partners and additional key representatives inside and outside the federal government – can execute specific steps to implement a comprehensive strategy concerning accessible technology in the workplace and its role in advancing employment outcomes for people with disabilities. To do so, ODEP is establishing ATAC as a dynamic action center that (1) is inclusive of relevant partners, both public and private; (2) substantively engages critical interest groups (developers, federal agencies, employers/businesses, users and their advocates) in addressing accessibility issues; (3) focuses on sharing best practices and ideas for the development of new and emerging accessibility strategies; (4) assists in the development

of a national policy agenda on accessible workplace technologies; (5) assists in raising awareness of the critical importance accessible workplace technologies has on competitive employment opportunity, and in translating that knowledge into action and practice systemically. It is anticipated that the establishment of this action center will create the infrastructure from which ODEP and its partners can adequately address these critical issue areas.

## **B. Description and Purpose**

**1. Purpose of Solicitation for Grant Applications.** In the current solicitation, ODEP is seeking an individual entity or a consortium of entities to develop and operate the Accessible Technology Action Center (ATAC), a new national resource that will facilitate and promote the proactive development, adoption, and implementation of accessibility technology to increase the hiring, employment, retention and career advancement of people with disabilities.

ATAC will work to expand accessible information and communication technology (ICT) in the workplace for people with disabilities by providing and/or promoting the knowledge, technical skills, tools, leadership strategies, and vision that employers need to make their ICT infrastructure and content accessible to employees and customers with disabilities. To do so, ATAC will adopt and implement multiple strategies, including (1) developing and managing a website that provides access to communication and collaboration tools, and will serve as a portal to resources related to accessible workplace technology, where stakeholders at all skill levels and in all relevant positions can obtain the information they need; and (2) carrying out specific activities in one or more of the five areas that comprise ODEP's framework for designing and implementing accessible information and communication technology strategic plans: Leadership, Self-Assessment, Policies and Practices, Infrastructure, and Continuous

Improvement. See <http://www.dol.gov/odep/pdf/20120224FDIA-ICT-StrategicPlans.pdf> for more information. ATAC will develop technical assistance targeted to employers and developers, foster active online communities, lead policy discussions, develop training materials and self-assessment tools, and collect and publicize exemplary practices related to technology in the workplace.

## 2. Required Project Components

**a. Website/Portal.** So that credible information on accessible technology in the workplace can be provided quickly and efficiently, the grantee will develop, host, manage, maintain and continually update, improve and expand a comprehensive web portal.

- i. Website Content and Features – The website will include the following:
  - Resources related to ensuring and promoting accessible technology in the workplace;
  - Links to other resources, such as the Job Accommodation Network ([www.askJAN.org](http://www.askJAN.org)) and the Employer Resource and Assistance Network ([www.askEARN.org](http://www.askEARN.org)) and other exemplary ICT resources;
  - A WebMaster account on the website through which people can submit questions and receive answers via email;
  - Accessibility resources, including training materials, for developers and development teams; and
  - Resources on developer tools designed to test for accessibility.
- ii. Website Management



- The website will serve as a model for accessibility and usability, conforming to Section 508 of the Rehabilitation Act of 1973, as amended, and the Web Content Accessibility Guidelines (WCAG) 2.0 standards.
- The website will host information, resources and links from both the public and private sector on accessible workplace technology that will assist employers and individuals with disabilities in adopting and implementing accessible ICT infrastructure in different types of workplaces.
- The grantee must organize the website content and information to assure it is easily searchable and usable.

iii. Social Media

- The grantee will maintain and actively utilize ATAC's capability to produce accessible webcasts and podcasts and ATAC's presence on social media platforms.

**b. Strategic Resources.** The grantee will provide resources, services, strategies and solutions to employers, developers and users of technology that are focused on eliminating systemic barriers to accessible workplace ICT. Such information may be provided by linking to existing resources, or when necessary, developing new resources based on experience and relationships with the employment-related developer community that the grantee will foster in order to address workplace accessibility ICT issues and challenges.

**c. Training.** The grantee will develop and deliver expert-level training programs on a variety of issues related to accessible technology in the workplace. These training programs will be provided in a variety of venues including but not limited to conferences, workshops, seminars, speaking engagements and web-based trainings. These trainings will also target a number of audiences, including but not limited to public and private sector employers, developers, professional and non-profit organizations and associations, service providers and others. In developing the training programs, the grantee must stay current with new and innovative training methods and utilize those that reflect adult training/learning principles and effective techniques.

**d. Outreach and Communications.** The grantee will utilize a variety of communication vehicles and tools to expand stakeholder awareness of ATAC and develop a broad reach into industries, organizations and geographic areas that could benefit from use of ATAC resources. The grantee will develop documents and materials that support training, education and outreach related to systemic issues in the fields of accessibility, interoperability, assistive and emerging technologies in the workplace.

**e. Collaboration and Coordination.** In order to focus its resources on promoting systemic solutions and eliminating systemic barriers to accessible ICT, ATAC will carry out cross-referrals and coordination, where appropriate, with ODEP's Job Accommodation Network (JAN) (<http://askjan.org>) and the National Employer Technical Assistance Center (NETAC) (<http://www.askearn.org>). In addition, the grantee will develop and maintain effective working relationships and collaborations with entities that

relate to and support ODEP's technology in the workplace initiative, including, but not limited to:

- Individuals with disabilities who use a wide range of information, communication, and assistive technologies;
- Nonprofit, public and private sector employers;
- Technology experts, developers, organizations and associations focused on assistive and/or accessible technology;
- The workforce development system;
- Federal and state government agencies;
- Research and training centers;
- Researchers and academia; and
- Disability service provider and advocacy organizations.

**f. Strategic Policy Actions.** In addition to the above project components, the grantee will also work with ODEP to develop a work plan for addressing specific, identified issues related to accessible technology in the workplace. For example, examples of issues in this area we would like to address are the lack of technical competencies for IT professionals who are interested in accessibility, and inaccessible online job applications and other human resource management systems (e.g., timekeeping systems and benefits management). ODEP will work with the successful applicant to finalize the work plan around this strand of work in the first quarter of the grant.

#### **4. Other Requirements**

**a. e-WorkSpace.** The grantee will actively participate in ODEP's existing e-workspace, including acting as facilitator and organizer of much of the online discussion that supports the goals of ATAC.

**b. Evaluation.** The grantee will participate in data collection, analysis and reporting related to ODEP's Operating Plan, Government Performance and Results Act (GPRA) measurements, and other similar requirements and respond to specific data collection and analysis requests as they arise in order to support ODEP priorities and initiatives. Since ODEP assesses its performance by measuring the numbers of outputs shown to lead to its desired outcome goals of adoption and implementation of policies and practices, the grantee will, as requested, report on the numbers of the following:

- Policy Outputs;
- Effective Practices;
- Formal Agreements;
- Entities Receiving Technical Assistance;
- Technical Assistance Events;
- Outreach Events;
- Outreach Event Attendees;
- Outreach Hours; and
- Collaborative Relationships

In addition, on a monthly basis it will collect, analyze and report data on the types, number, and percentages where appropriate of the following:

- Contacts by type of communication received and by type of entity making the contact;
- Website activity (webpage requests and unique visitors);
- Social media activity;
- Publications and products created;
- Publications and products distributed and to whom;
- Outreach events and trainings provided by the ATAC staff (for both the current month and projected for the next several months); and
- Collaborative relationships established and/or maintained by ATAC.

In addition, information or results from any ongoing evaluation activities and/or customer satisfaction surveys conducted should also be reported and the grantee must cooperate with any independent evaluation that may be conducted by ODEP.

**c. Accessible deliverables.** All deliverables produced by the grantee must be accessible. (See definition of accessible deliverables in Section I.C of the SGA and the Submission Requirements in SGA Section IV.F.2. Universal Access and Design.)

**d. Staffing.** The grantee must demonstrate exemplary knowledge in the area of accessible ICT including, but not limited to, the following: Section 508 of the Rehabilitation Act of 1973, as amended; the Web Content Accessibility Guidelines 2.0 (WCAG 2.0) Level AA; and other emerging national and international ICT accessibility Standards. In addition, the grantee must demonstrate the expertise and experience in identifying and resolving issues related to advancing greater universal design features, the

accessibility of ICT, the interoperability of assistive technology with ICT, the usability of ICT, the Web Content Accessibility Guidelines 2.0 (WCAG 2.0), Section 508, and other national and international emerging standards, policy, and compliance including but not limited to design specification, testing and verification, and remediation. The grantee's proposed staff must also have demonstrated expertise in:

- Designing, installing, testing, and maintaining software systems;
- Developing, maintaining and managing content for an accessible website;
- Answering systemic ICT infrastructures and accessibility questions and providing technical assistance related to a broad range of workplace technology systemic and infrastructure ICT issues;
- Developing training and education and outreach materials;
- Conducting strategic outreach and communications including advancing the accessibility and the use of social media tools for education and outreach;
- Developing and maintaining collaborative relationships;
- Collecting and analyzing data, and
- Conducting program evaluations and assessments.

### **C. Definitions**

The following definitions apply for purposes of this solicitation:

**1. Accessible deliverables** means that all deliverables produced by the grantee including, but not limited to: websites, mobile applications, webcasts, podcasts, documents, PDFs, reports, forms, training, training materials, presentations, and all other materials must be accessible and

meet the criteria outlined in Section 508 of the Rehabilitation Act of 1973, as amended, and Web Content Accessibility Guidelines 2.0 (WCAG 2.0).

**2. Accessible technology:** Technology that incorporates the principles of universal design and can be used by people with a wide range of abilities and disabilities. Accessible technology is either directly accessible – i.e., it is usable without assistive technology – or it is compatible with standard assistive technology.

**3. Assistive technology:** Any item, piece of equipment or system, whether acquired commercially, modified or customized, that is used to increase, maintain or improve functional capacities of individuals with disabilities. Examples include voice recognition, used instead of a mouse or keyboard; alternative input devices that enable control of computers through means other than a standard keyboard or mouse, e.g., head-operated pointing devices and “sip and puff” systems controlled by breathing; and screen readers which allow users who are blind to hear what is happening on their computer by converting the screen display to digitized speech.

**4. Collaborative relationships:** Documented partnerships that support the identification, dissemination, adoption and/or implementation of ODEP approved policy strategies and effective practices but are not formalized through an agreement signed by both parties such as a Memorandum of Understanding (MOU); approved inter/intra-agency agreement; public/private partnership agreement; alliance agreement, or contract to establish study/test sites.

**5. Developers** - Refers to all participants/engineers within the development process that explicitly work with the creation of software or hardware – (e.g., Product Designers, Product/Program Managers, Product Developers, Programmers, Engineers, QA, Testers, etc.)

**6. Extended Development Team** - Refers to all participants within the development process that can influence the creation of software or hardware but are not directly involved with

the writing of code – (e.g., Managers, Business Decision Makers, Procurement Officers, Usability Engineers, Users, etc.)

**7. Information and communication technology (ICT):** Any equipment or interconnected system or subsystem of equipment, that is used in the (1) creation, conversion or duplication of data or information and (2) the automatic acquisition, storage, analysis, evaluation, manipulation, management, movement, control, display, switching, interchange, transmission, reception or broadcast of data or information. The term includes, but is not limited to, computers and ancillary equipment, including external hard drives; software, including operating systems and applications; electronic content, including e-mail, electronic documents and Internet and Intranet websites; telecommunications products, including video communication terminals; information kiosks and transaction machines; videos; IT services; and multifunction office machines that copy, scan, and fax documents.

**8. Interoperability:** The ability of assistive technology and standard ICT from multiple vendors to exchange and use information meaningfully and without adverse system consequences, or when possible, the need for special configuration or adaptation effort on the part of the user.

**9. Personally Identifiable Information (PII):** As defined by the Office of Management and Budget (OMB) in Memorandum M-07-16 (May 22, 2007), PII is “information which can be used to distinguish or trace an individual’s identity, such as their name, social security number, biometric records, etc. alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother’s maiden name...”



- 10. Platform Accessibility Services:** Services provided by a platform enabling interoperability with assistive technology, including but not limited to accessibility Application Programming Interfaces (API) or Document Object Model (DOM).
  
- 11. Section 501** of the Rehabilitation Act of 1973, as amended: Federal law prohibiting discrimination on the basis of disability by federal agencies and requiring such agencies to take affirmative action to hire and promote qualified individuals with disabilities.
  
- 12. Section 503** of the Rehabilitation Act of 1973, as amended: Federal law prohibiting discrimination on the basis of disability by government contractors and requiring such contractors to take affirmative action to hire and promote qualified individuals with disabilities.
  
- 13. Section 504** of the Rehabilitation Act of 1973, as amended: Federal law prohibiting discrimination on the basis of disability by recipients of federal financial assistance.
  
- 14. Section 508** of the Rehabilitation Act of 1973, as amended: Federal law requiring that when federal agencies develop, procure, maintain or use electronic and information technology (also referred to as information and communications technology), federal employees with disabilities have access to and use of information and data that is comparable to the access and use by federal employees who are not individuals with disabilities, unless an undue burden would be imposed on the agency. Section 508 also requires that individuals with disabilities who are members of the public seeking information or services from a federal agency, have access to and use of information that is comparable to that provided to the public who are not individuals with disabilities, unless an undue burden would be imposed on the agency.
  
- 15. Stakeholders:** Individuals and entities benefiting from ATAC’s work on accessible technology in the workplace, including but not limited to (a) job seekers and employees with disabilities; (b) public and private sector employers; (c) developers; (d) organizations and

associations focused on employers, developers, assistive and/or accessible technology, accommodations, rehabilitation, and other relevant issues; (e) the workforce development system; (f) federal and state government agencies; and (g) research and training centers focused on technology, employment and/or disability.

**16. Universal design:** The concept or philosophy for designing and delivering products and services that is usable by people with the widest possible range of functional capabilities. This includes products and services that are directly usable (without requiring assistive technologies) and those that are made compatible with assistive technologies.

**17. WCAG:** The Web Content Accessibility Guidelines, which detail how to make Web content and Web applications accessible to individuals with disabilities. These are recognized voluntary international guidelines for Web accessibility developed by the Web Accessibility Initiative of the World Wide Web Consortium (W3C).

## **II. AWARD INFORMATION**

### **A. Award Amount**

Funding is expected to be provided for one grant of approximately \$950,000. Applicants are required to submit budgets within this financial range. The U.S. Department of Labor reserves the right to negotiate the amounts to be awarded under this competition. Any grant application with a proposed value greater than \$950,000 will be deemed non-responsive and will not be considered. Additionally, there will be no reimbursement of pre-award costs.

### **B. Type of Grant**

To achieve the goals of this effort, the Department intends to award a cooperative agreement to the successful applicant. Because of the federal requirements in a cooperative agreement, close

cooperation and coordination between ODEP and the grantee is required. Monthly conference calls with ODEP will be a required component of the grant. DOL will have substantial involvement in the administration of the agreement, including the following:

- Approval of any sub-contract related to the cooperative agreement awarded by the grantee after the cooperative agreement award;
- Approval of any changes to key personnel;
- Participation in site visits to project areas;
- Providing advice and consultation to the grantee on specific project criteria;
- Providing the grantee with technical and programmatic support, including training in DOL monitoring and evaluation systems, and standard procedures regarding DOL management of cooperative agreements;
- Reviewing, at reasonable times, all documents related to the grant pertaining to the project, including status and technical progress reports, and financial reports. ODEP will provide the format for the reports;
- Oversight and approval of all materials, including but not limited to fact sheets, training materials, press releases and publicity-related materials regarding the project;
- Oversight and approval of all content and graphics for online resources developed through project activities;
- Oversight and approval of all requests for training sessions (including in-person, web-based and teleconference events), presentations and exhibits at conferences, and other similar events;
- Oversight and approval of all requests from outside sources for interviews, written articles, and similar requests; and
- Participating with ODEP's independent evaluator.

- In addition, ODEP’s input and approval will be obtained prior to (1) Making the web portal “live” and making changes to design and graphics of the website and published materials; (2) Publishing the content of materials on the website, in publications, in training materials including webcasts, and in other media; (3) Creating and utilizing communications vehicles and tools for outreach; (4) Participating in training or other presentation events; and (5) Participating in interviews and other media contacts.

### **C. Period of Performance**

The period of grant performance will be 12 months. This performance period includes all necessary implementation and start-up activities. Applicants should plan to fully expend grant funds during the period of performance while ensuring full transparency and accountability for all expenditures. While this award will be funded for a period of performance of 12 months from the date of execution of award documents, ODEP in its discretion may make available up to four (4) additional years of funding, after giving consideration to such factors as the availability of funding, the demonstrated satisfactory performance of grant activities and other relevant factors.

## **III. ELIGIBILITY INFORMATION AND OTHER COOPERATIVE AGREEMENT SPECIFICATIONS**

### **A. Eligible Applicants**

The applicant must have demonstrated capacity to successfully operate federal or other grants of this size and scope. Eligible applicants must be either individual nonprofits having a 501(c) (3) status with the IRS; public or private institutions of higher education; or for-profit entities including small businesses, or alternatively a consortium comprised of any combination of the above.

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.

Selection of an organization as a grantee does not constitute approval of the cooperative agreement application as submitted. Before the actual cooperative agreement is awarded, DOL may enter into negotiations about such items as project components, staffing and funding levels and administrative systems in place to support cooperative agreement 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.

**B. Cost Sharing or Matching**

Cost sharing, matching funds, and cost participation are not required under this SGA.

**C. Other Eligibility Criteria**

None.

**D. Other Grant Specifications**

**1. Transparency Requirement.** DOL is committed to conducting a transparent grant award process and publicizing information about program outcomes. Posting grant applications on public websites is a means of promoting and sharing innovative ideas. For this grant competition, we will publish on the Department's public website, or similar publicly accessible

location, the Abstracts required by Section IV.B.3 and SF-424 for all applications received. Additionally, we will publish a version of the Project Narrative required by Section IV.B. Part III, for all those applications that are awarded grants, on the Department's website or a similar location. Except for the Abstract, none of the attachments to the Project Narrative described in Section IV.B. Part III will be published. The Project Narratives and abstracts will not be published until after the grants are awarded. In addition, information about grant progress and results may also be made publicly available.

DOL recognizes that grant applications sometimes contain information that an applicant may consider proprietary or business confidential information, or may contain personally identifiable information. Proprietary or business confidential information is information that is not usually disclosed outside your organization and disclosing this information is likely to cause you substantial competitive harm.

Personally identifiable information is any information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records; and any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information.<sup>1</sup>

Abstracts will be published in the form originally submitted, without any redactions. Applicants should not include any proprietary or confidential business information or personally identifiable information in this summary. In the event that an applicant submits proprietary or confidential business information or personally identifiable information, DOL is not liable for the posting of

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<sup>1</sup> OMB Memorandum 07-16 and 06-19. GAO Report 08-536, *Privacy: Alternatives Exist for Enhancing Protection of Personally Identifiable Information*, May 2008, <http://www.gao.gov/new.items/d08536.pdf>.

this information contained in the abstract. The submission of the grant application constitutes a waiver of the applicant's objection to the posting of any proprietary or confidential business information contained in the abstract. Additionally, the applicant is responsible for obtaining all authorizations from relevant parties for publishing all personally identifiable information contained within the abstract. In the event the abstract contains proprietary or confidential business or personally identifiable information, the applicant is presumed to have obtained all necessary authorizations to provide this information and may be liable for any improper release of this information.

By submission of this grant application, the applicant agrees to indemnify and hold harmless the United States, the U.S. Department of Labor, its officers, employees, and agents against any liability or for any loss or damages arising from this application. By such submission of this grant application, the applicant further acknowledges having the authority to execute this release of liability.

In order to ensure that proprietary or confidential business information or personally identifiable information is properly protected from disclosure when DOL posts the winning Project Narratives, applicants whose Project Narratives will be posted will be asked to submit a second redacted version of their Project Narrative, with any proprietary or confidential business information and personally identifiable information redacted. All non-public information about the applicant's and consortium members' staff (if applicable) should be removed as well.

The Department will contact the applicants whose Project Narratives will be published by letter or email, and provide further directions about how and when to submit the redacted version of the Project Narrative.

Submission of a redacted version of the Project Narrative will constitute permission by the applicant for DOL to make the redacted version publicly available. We will also assume that by submitting the redacted version of the Project Narrative, the applicant has obtained the agreement from project participants (i.e. sub-awardees, partners, etc.) about what material to redact of all persons and entities whose proprietary, confidential business information or personally identifiable information is contained in the Project Narrative. If an applicant fails to provide a redacted version of the Project Narrative within two weeks from the date of receipt of directions regarding submission of a redacted version of the Project Narrative, DOL will publish the original Project Narrative in full, after redacting only personally identifiable information. (Note that the original, unredacted version of the Project Narrative will remain part of the complete application package, including an applicant's proprietary and confidential business information and any personally identifiable information.)

Applicants are encouraged to maximize the grant application information that will be publicly disclosed, and to exercise restraint and redact only information that clearly is proprietary, confidential commercial/business information, or capable of identifying a person. The redaction of entire pages or sections of the Project Narrative is not appropriate, and will not be allowed, unless the entire portion merits such protection. Should a dispute arise about whether redactions are appropriate, DOL will follow the procedures outlined in the Department's Freedom of Information Act (FOIA) regulations (29 CFR Part 70).



Redacted information in grant applications will be protected by DOL from public disclosure in accordance with federal law, including the Trade Secrets Act (18 U.S.C. § 1905), FOIA, and the Privacy Act (5 U.S.C. § 552a). If DOL receives a FOIA request for your application, the procedures in DOL’s FOIA regulations for responding to requests for commercial/business information submitted to the government will be followed, as well as all FOIA exemptions and procedures. 29 CFR § 70.26. Consequently, it is possible that application of FOIA rules may result in release of information in response to a FOIA request that an applicant redacted in its “redacted copy.”

**2. Universal Access and Design.** The grantee must demonstrate a solid knowledge of Section 508 of the Rehabilitation Act of 1973, as amended, and the Web Content Accessibility Guidelines 2.0 (WCAG 2.0) Level AA. The grantee is responsible for ensuring that all information computer technologies (ICT) deliverables meet or exceed accessibility and universal design requirements under Section 508 and WCAG 2.0 Level AA. The grantee must have the ability and experience in determining 508 compliance of ICT including design specification, testing and verification, and remediation as required.

The grantee will be responsible for acquiring the necessary tools to perform 508 and accessibility testing in multiple computing environments with a comprehensive selection of assistive technologies and must be able to present these findings to ODEP. The grantee shall be prepared to present a Government Product Availability Template (GPAT) for each ICT deliverable upon request to support the accessibility level of the various ICT deliverables. These findings must be presented in an accessible electronic format.

All ICT deliverables produced by the grantee must be accessible and meet the criteria outlined in Section 508 of the Rehabilitation Act of 1973, as amended, and the Web Content Accessibility Guidelines 2.0 (WCAG 2.0) Level AA. ICT deliverables include but are not limited to: websites, mobile applications, webcasts, webinars, multimedia, social media, collaborative workspaces, documents, PDFs, forms, online tools, any training and related training materials, PowerPoint and other presentation materials, Print materials must be made available in an alternate accessible format when requested.

**3. Security.** The grantee shall implement the necessary security controls and configuration management for data collection of Personally Identifiable Information (PII). This support shall be in accordance with Department-wide guidelines, policies, procedures and templates that will be in compliance with National Institute for Standards and Technology (NIST) guidance and will satisfy the requirements of the E-Government Act of 2002 including Title III, Federal Information Security Management Act (FISMA), the Clinger-Cohen Act, Office of Management Budget (OMB) guidance, Homeland Security Presidential Directives (HSPD) 7, 8, and 12, and the DOL Cyber Security Program Plan (CSPP). The grantee will respond to security data calls requested by ODEP's Information Security Officer (ISO).

#### **IV. APPLICATION AND SUBMISSION INFORMATION**

##### **A. How to Apply**

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 website address at [www.dol.gov/odep](http://www.dol.gov/odep), and the federal grant opportunities website address at <http://www.grants.gov>.

Regardless of the method of application submission, all applicants must register with the Federal Central Contractor Registry (CCR) before submitting an application. Step-by-step instructions for registering with CCR can be found at [http://www.grants.gov/applicants/org\\_step2.jsp](http://www.grants.gov/applicants/org_step2.jsp). An awardee must maintain an active CCR registration with current information at all times during which it has an active federal award or an application under consideration. To remain registered in the CCR database after the initial registration, the applicant is required to review and update on an annual basis from the date of initial registration or subsequent updates its information in the CCR database to ensure it is current, accurate and complete. For purposes of this paragraph, the applicant is the entity that meets the eligibility criteria and has the legal authority to apply and to receive the award. Failure to register with the CCR before application submission will result in your application being found non-responsive and not being reviewed.

## **B. Content and Form of Application Submission**

Proposals submitted in response to this SGA must consist of three separate and distinct parts: (1) a cost proposal; (2) a project narrative; and (3) attachments to the project narrative. Applications that do not contain all of the three parts or that fail to adhere to the instructions in this section will be deemed non-responsive and will not be reviewed. It is the applicant's responsibility to ensure that the funding amount requested is consistent across all parts and sub-parts of the application.

**1. Part I – Cost Proposal.** The Cost Proposal must include the following items:

- a. A completed **SF-424, Application for Federal Assistance**, available online at <http://apply07.grants.gov/apply/FormLinks?family=15>. The SF-424 must clearly identify the applicant and must 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 authorized representative of the applicant. The signature of the authorized representative on the SF-424 certifies that the organization is in compliance with the Assurances and Certifications form SF-424B (available at <http://apply07.grants.gov/apply/FormLinks?family=15>). All applicants for federal grant and funding opportunities are required to have a Data Universal Numbering System (D-U-N-S®) number, and must supply their D-U-N-S® Number on the SF-424. The D-U-N-S® Number is a nine-digit identification number that uniquely identifies business entities. If you do not have a D-U-N-S® Number, you can get one at no cost through the D&B website: <http://fedgov.dnb.com/webform/displayHomePage.do>.
- b. A completed **SF-424A, Budget Information Form**, available online at <http://apply07.grants.gov/apply/FormLinks?family=15>. In preparing the Budget Information Form, the applicant must provide a concise narrative explanation to support the budget request, explained in detail below.
- c. **Budget Narrative.** The budget narrative must provide a description of costs associated with each line item on the SF-424A. It should also include a description of leveraged resources provided, as applicable, to support grant activities.

The entire federal grant amount requested must be included on the SF-424 and SF-424A and budget narrative. No leveraged resources should be shown on the SF-424 and SF-424A. The amount listed on the SF-424, SF-424A and in the budget narrative must be the same. Please note, the funding amount included on the SF-424 will be considered the official funding amount requested if any inconsistencies are found. *Applications that fail to provide an SF-424 (including the D-U-N-S® Number), an SF-424A, and a budget narrative will be considered non-responsive and not reviewed.*

**2. Part II – Project Narrative.** The Project Narrative documents the applicant’s capability to successfully manage a project in accordance with the provisions of this solicitation. The successful applicant will describe their comprehensive plan for providing the services and accomplishing the goals discussed in sections I.A. (Background) and I.B. (Description and Purpose) of the SGA. The Project Narrative is limited to 25 double-spaced single-sided with a 12-point font and one-inch margins. Any pages submitted in excess of this 25-page limit will not be reviewed.<sup>2</sup> The Project Narrative must address the required project components and other requirements; project management and evaluation plans; and staffing as described below.

- a. **Required Project Components.** The application must describe in detail how the activities described in Sections I.A and I.B will be conducted. In addition, it must describe the applicant’s experience and capacity to do the following:

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<sup>2</sup> Any attachments or 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 1/2" 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 three 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).

- i. Develop, host and manage, maintain and continually update and improve a complex, robust and accessible website/resource portal, including its content and features.
- ii. Create expert-level technical assistance, training and outreach documents and materials regarding accessible technology in the workplace in accessible and usable formats. Samples of these materials should be included in the attachments.
- iii. Deliver expert-level, accessible training on issues related to accessible technology in the workplace in various settings, including in- person, telephonic and web-based trainings.

In addition, the applicant must describe:

- iv. The communication and outreach plan it will use to promote ATAC and its services.
- v. The strategies that will be used to establish, maintain and leverage collaborative relationships with appropriate stakeholders including public and private sector employers; organizations and associations focused on disabilities, assistive and/or accessible technology, employment, and other pertinent issues; the workforce development system; federal and state government agencies; research and training centers; service organizations and others, with the goal of knowledge sharing and promoting the adoption and implementation of accessible workplace technology.
- vi. The procedures and approaches that will be used to document the outcomes of its activities to contribute to ODEP's annual performance measures and the development of its policies.

b. **Project Management and Evaluation Plans.** Each Project Narrative must also include the following:

- i. A detailed 12 month management plan for project goals, objectives, activities and expected outcomes.
- ii. A Logic Model to illustrate the connection between grant activities, outputs and outcomes and the outputs and outcomes of ODEP's logic model – A logic model is a diagram that presents the conceptual framework for a proposed project and explains the links among program elements. A sample logic model with outputs and outcomes from ODEP's logic model is included in the SGA as an attachment. For the purposes of this announcement, the logic model should summarize the connections between the following:
  - **Goals** of the project;
  - **Assumptions** (e.g., beliefs about how the program will work and its supporting resources, based on research, best practices, and experience);
  - **Inputs** (e.g., organizational profile, collaborative partners, key staff, budget);
  - **Activities** (e.g., approach);
  - **Outputs** (i.e., the direct products or deliverables of program activities); and
  - **Outcomes** (i.e., the results of a program, typically describing a change in systems).
- iii. A detailed 12 month timeline for project activities, including producing and submitting a final report.

- iv. A detailed outline for an evaluation of the program that references the connection between grant activities and ODEP's outputs and outcomes and the applicant's commitment to working with ODEP on all evaluation activities.
  - v. 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 cooperative agreement-related activities.
- c. **Staffing.** 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 project. In instances where the project is part of the work of a larger organization, please include a diagram that indicates where the proposed project will fit within the larger organization. The organizational chart can be an attachment and does not count toward the 25-page limit for the Project Narrative.
- i. In addition, the evaluation criteria listed in Section V includes consideration of the qualifications such as relevant education, training and experience of key project personnel and project consultants or subcontractors. Resumes of key personnel must be included in the attachments. Key personnel include all individuals 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.
  - ii. 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 for the 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; Project Year Time Commitment: 30 percent;) can be provided as an attachment to the application.

- iii. 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 (i.e., 100 percent). 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.

**3. Part III – Attachments to the Project Narrative.** In addition to the project narrative, the applicant must submit the following:

- a. An abstract, of no more than three single-spaced, single-sided pages on 8 1/2” x 11” paper with standard margins throughout that identifies the following:

- The entity that is applying for the grant, or in the case of a consortium the organization that will serve as the lead entity and the partner organizations making up the consortium; and
  - An overview of how the applicant will carry out the tasks, strategies, and policies described in this solicitation.
- b. Samples of technical assistance and training materials in accessible formats.
  - c. Logic model illustrating the connection between grant goals, inputs, activities, outputs and outcomes and ODEP's outputs and outcomes.
  - d. Organizational chart for staff that will operate proposed project.
  - e. Resumes of key personnel, including consultants and subcontractors, who will play a substantial role in the project.
  - f. Documentation of staff's other commitments.

### **C. Submission Date, Times, and Addresses**

The closing date for receipt of applications under this announcement is 30 days after the date of publication in the *Federal Register*. Applications may be submitted electronically on <http://www.grants.gov> or in hard copy by mail or hand delivery (including overnight delivery). Hard copy applications must be received at the address below no later than 5:00 p.m. Eastern Time. Applications submitted on grants.gov must also be successfully submitted (as described below) no later than 5:00 p.m. Eastern Time. Applications sent by email, telegram, or facsimile (fax) will not be accepted.

Applicants submitting proposals in hard copy must submit an original signed application (including the SF-424) and two (2) "copy-ready" version free of bindings, staples or protruding

tabs to ease in the reproduction of the proposal by DOL. Applicants submitting proposals in hard copy are also required to provide an identical electronic copy of the proposal on compact disc (CD). If discrepancies between the hard copy submission and CD copy are identified, the application on the CD will be considered the official applicant submission for evaluation purposes. Failure to provide identical applications in hardcopy and CD format may have an impact on the overall evaluation.

If an application is physically submitted by both hard copy and through <http://www.grants.gov>, a letter must accompany the hard-copy application stating which application to review. If no letter accompanies the hard copy, we will review the copy submitted through <http://www.grants.gov>.

Applications that do not meet the conditions set forth in this section will be considered non-responsive. No exceptions to the mailing and delivery requirements set forth in this notice will be granted. Further, documents submitted separately from the application, before or after the deadline, will not be accepted as part of the application.

Mailed applications must be addressed to the U.S. Department of Labor, Office of Procurement Services, Attention: Cassandra Mitchell, Grant Officer, Reference SGA **XX-XX**, 200 Constitution Avenue, NW, Room N2458, Washington, DC 20210. Applicants are advised that mail delivery in the Washington DC area may be delayed due to mail decontamination procedures. Hand-delivered proposals will be received at the above address. All overnight mail will be considered to be hand-delivered and must be received at the designated place by the specified closing date and time.

Applications that are submitted through Grants.gov must be successfully submitted at <http://www.grants.gov> no later than 5:00 p.m. Eastern Time on the closing 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.

The Department strongly recommends that before the applicant begins to write the proposal, applicants should immediately initiate and complete the “Get Registered” registration steps at [http://www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp). Applicants should read through the registration process carefully before registering. These steps may take as much as four 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. The site also contains registration checklists to help you walk through the process. The Department strongly recommends that applicants download the “Organization Registration Checklist” at [http://www.grants.gov/assets/Organization\\_Steps\\_Complete\\_Registration.pdf](http://www.grants.gov/assets/Organization_Steps_Complete_Registration.pdf) and prepare the information requested before beginning the registration process. Reviewing and assembling required information before beginning the registration process will alleviate last minute searches for required information and save time.

As described above, applicants must have a D-U-N-S® Number and must register with the Federal Central Contractor Registry (CCR).

An application submitted through Grants.gov constitutes a submission as an electronically signed application. The registration and account creation with Grants.gov, with E-Biz POC approval, establishes an Authorized Organizational (AOR). When you submit the application through Grants.gov, the name of your AOR on file will be inserted into the signature line of the application. Applicants must register the individual who is able to make legally binding commitments for the applicant organization as the AOR; this step is often missed and it is crucial for valid submissions.

When a registered applicant submits an application with Grants.gov, an electronic time stamp is generated within the system when the application is successfully received by Grants.gov. Within two business days of application submission, Grants.gov will send the applicant two email messages to provide the status of the application's progress through the system. The first email, sent almost immediately, will contain a tracking number and will confirm receipt of the application by Grants.gov. The second email will indicate the application has either been successfully validated or has been rejected due to errors. Only applications that have been successfully submitted by the deadline and subsequently successfully validated will be considered. It is the sole responsibility of the applicant to ensure a timely submission. While it is not required that an application be successfully validated before the deadline for submission, it is prudent to reserve time before the deadline in case it is necessary to resubmit an application that has not been successfully validated. Therefore, sufficient time should be allotted for submission (two business days) and, if applicable, additional time 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 in an accessible (508 compliant) format as either .doc, .xls or .pdf files. Documents received in a format other than .doc, .xls or .pdf will not be read. If an application is submitted in any other format or are inaccessible (not 508 compliant), applicants assume the risk that compatibility or other issues will prevent our ability to consider the application, ODEP will attempt to open the document, but will not take any additional measures in the event of problems with opening. In such cases, the non-conforming application will not be considered for funding.

We strongly advise applicants to use the various tools and documents, including FAQs, available on the “Applicant Resources” page at <http://www.grants.gov/applicants/resources.jsp>.

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](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 email “[support@grants.gov](mailto:support@grants.gov)”. The Contact Center is open 24 hours a day, seven days a week. It is closed on federal holidays.

**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 then successfully validated will be considered. Applicants take a significant risk by waiting to the last day to submit by Grants.gov.

Any hard copy 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, it was properly addressed, and it was: (a) sent by U.S. Postal Service mail, postmarked

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) sent by professional overnight delivery service to the addressee not later than one working day before 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 these instructions will be a basis for a determination that the application was not filed timely and will not be considered. 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. Intergovernmental Review**

This funding opportunity is not subject to Executive Order (EO) 12372, *Intergovernmental Review of Federal Programs*.

#### **E. 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 cooperative agreement 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 cooperative agreement. Applicants will not be entitled to reimbursement of pre-award costs.

**1. 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 cooperative agreement 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 cooperative agreement award. The Federal Cognizant Agency is generally determined based on the preponderance of federal dollars received by the recipient.

**2. Administrative Costs.** Under this SGA, 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 could be direct or indirect costs, and 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. However, they must be 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.

**3. Intellectual Property Rights.** The 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 rights of 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. The grantee may not use federal funds to pay any royalty or license fee for use of a copyrighted work, or the cost of acquiring by purchase a copyright in a work, where the Department has a license or rights of free use in such work. 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.

If applicable, the following needs to be on all products developed in whole or in part with grant funds:

“This product was funded by a grant awarded by the U.S. Department of Labor’s Office of Disability Employment Policy. This product does not necessarily reflect the views or policies of the Office of Disability Employment Policy, U.S. Department of Labor, nor does the mention of trade names, commercial products, or organizations imply endorsement by the U.S. Government. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it. Internal use by an organization and/or personal use by an individual for non-commercial purposes is permissible. All other uses require the prior authorization of the copyright owner.”

**4. Travel.** Any travel undertaken in performance of this cooperative agreement shall be subject to and in strict accordance with federal travel regulations.

**5. Acknowledgement of DOL Funding.** 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 Cooperative Agreement No. **XX-XX.**”

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.”

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:

- a. The percentage of the total costs of the program or project, which will be financed with federal money.
- b. The dollar amount of federal financial assistance for the project or program; and
- c. The percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

**F. 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.

#### **G. Other Submission Requirements**

**Withdrawal of Applications:** Applications may be withdrawn by written notice to the Grant Officer at any time before an award is made.

### **V. APPLICATION REVIEW INFORMATION**

#### **A. Evaluation Criteria**

A technical panel will review cooperative agreement 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 project, the Department will consider the following factors:

- a.** The extent to which the proposed project appears likely to enhance the capacity of ODEP to provide technical assistance, and to develop products and policy promoting accessible technology in the workplace as described in this SGA;

- b.** The extent to which the proposed project will leverage collaborative relationships to develop, and promote the adoption and implementation of ODEP's policy strategies and effective practices, particularly as they relate to accessible technology in the workplace; and
- c.** The extent to which the project will collect and analyze data to document effective practices related to accessible technology in the workplace, as well as contribute to ODEP's annual performance measures and the development of its policies.

## **2. Project Design (45 points)**

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

- a.** The extent to which the project design demonstrates the ability to deliver the project components described in Section I;
- 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; and
- d.** The extent to which performance feedback and continuous improvement are integral to the design of the proposed project.

## **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 ability to successfully operate federal or other grants of this size and scope;
- b. Demonstrated organizational capacity to support an accessible website;
- c. Qualifications and experience of the applicant's key personnel;
- d. Experience and commitment of any proposed subcontractors; and
- e. Appropriateness of the organization's or consortia's structure to carry out the project (i.e., how the structure and staffing of the organization/consortia 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, ODEP 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 and Evaluation Plan (15 points)**

In evaluating the quality of the management plan for the proposed project, ODEP 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, project deliverables and information on adequacy of other resources necessary for project implementation;
- b. The adequacy of mechanisms for ensuring high-quality products and services relating to the scope of work for the proposed project;
- c. The extent to which the time commitments of the Project Director and other key project personnel are appropriate and adequate to meet the objectives of the proposed project;
- d. 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; and
- e. The extent to which the methods of evaluation provide measures that will inform ODEP's annual performance goals and measures and the development of its policies.

**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 a panel that could be comprised of representatives from DOL, other peers and members of the public. 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 cooperative agreement 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 **XXXX**.

## **VI. AWARD ADMINISTRATION INFORMATION**

### **A. Award Notices**

Award notification will be posted on the ODEP homepage at <http://www.dol.gov/odep/>. The applicant selected for award will be contacted directly before the cooperative agreement'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.

Selection of an organization as a grantee does not constitute approval of the grant application as submitted. Before the actual grant is awarded, ODEP 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 negotiations and decline to fund the application. DOL reserves the right to not fund any application related to this SGA.

**B. Administrative and National Policy Requirements**

**1. Administrative Program Requirements.** All grantees will be subject to all applicable federal laws, regulations, and the applicable OMB Circulars. The grant(s) awarded under this SGA will be subject to the following administrative standards and provisions:

- a. Non-Profit Organizations – OMB Circular A–122 (Cost Principles), relocated to 2 CFR Part 230, and 29 CFR Part 95 (Administrative Requirements)
- b. Educational Institutions – OMB Circular A–21 (Cost Principles), relocated to 2 CFR Part 220, and 29 CFR Part 95 (Administrative Requirements).
- c. State, Local and Indian Tribal Governments – OMB Circular A–87 (Cost Principles), relocated to 2 CFR Part 225, and 29 CFR Part 97 (Administrative Requirements).
- d. Profit Making Commercial Firms – Federal Acquisition Regulation (FAR) – 48 CFR part 31 (Cost Principles), and 29 CFR Part 95 (Administrative Requirements).
- e. All entities must comply with 29 CFR Part 93 (New Restrictions on Lobbying), 29 CFR Part 94 (Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)), 29 CFR 95.13 and Part 98 (Governmentwide Debarment and Suspension, and drug-free workplace requirements), and, where applicable, 29 CFR Part 96 (Audit Requirements for Grants, Contracts, and Other Agreements) and 29 CFR Part 99 (Audits of States, Local Governments and Non-Profit Organizations).
- f. 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.
- g. 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.



- h. 29 CFR Part 32 – Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance.
- i. 29 CFR part 33 – Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities Conducted by the Department of Labor.
- j. 29 CFR Part 35 – Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance from the Department of Labor.
- k. 29 CFR Part 36 – Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance.
- l. 29 CFR Parts 29 and 30 – Labor Standards for the Registration of Apprenticeship Programs, and Equal Employment Opportunity in Apprenticeship and Training, as applicable.

## **2. Other Legal Requirements**

- a. Religious Activities – The Department notes that the Religious Freedom Restoration Act (RFRA), 42 U.S.C. Section 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.
- b. Lobbying or Fundraising the U.S. Government with Federal Funds – 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. No activity, including awareness-raising and advocacy activities, may include fundraising for, or lobbying of, U.S. Federal, State or Local Governments (see OMB Circular A-122).

- c. Transparency Act Requirements – Applicants must ensure that it has the necessary processes and systems in place to comply with the reporting requirements of the Federal Funding Accountability and Transparency Act of 2006 (Pub. Law 109-282, as amended by section 6202 of Pub. Law 110-252) (Transparency Act), as follows:
  - i. All applicants, except for those excepted from the Transparency Act under sub-paragraphs 1, 2, and 3 below, must ensure that they have the necessary processes and systems in place to comply with the sub award and executive total compensation reporting requirements of the Transparency Act, should they receive funding.
  - ii. Upon award, applicants will receive detailed information on the reporting requirements of the Transparency Act, as described in 2 CFR Part 170, Appendix A, which can be found at the following website:  
<http://edocket.access.gpo.gov/2010/pdf/2010-22705.pdf>

The following types of awards are not subject to the Federal Funding Accountability and Transparency Act:

- i. Federal awards to individuals who apply for or receive federal awards as natural persons (i.e., unrelated to any business or non-profit organization he or she may own or operate in his or her name);
- ii. Federal awards to entities that had a gross income, from all sources, of less than \$300,000 in the entities' previous tax year; and

iii. Federal awards, if the required reporting would disclose classified information.

**3. Other Administrative Standards and Provisions.** Except as specifically provided in this SGA, DOL/ODEP's acceptance of a proposal and an award of federal funds to sponsor any programs(s) does not provide a waiver of any grant requirements and/or procedures. For example, the OMB Circulars require that an entity's procurement procedures must ensure that all procurement transactions are conducted, as much as practical, to provide open and free competition. If a proposal identifies a specific entity to provide services, the DOL's 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.

**4. Special Program Requirements for Evaluation.** DOL may require that the program or project participate in an evaluation of overall performance of ODEP grants and require the cooperation of the grantee as a condition of the award. All grantees must agree to cooperate with an independent evaluation to be conducted by ODEP. ODEP will arrange for and conduct this independent evaluation of the outcomes, impacts, and accomplishments of each funded project. Grantees must agree to make available records on all parts of project activity, including participant employment and wage data, available data on specific models being evaluated, and to provide access to personnel, as specified by the evaluator(s), under the direction of ODEP. This evaluation is separate from the process evaluation required of the grantee for project implementation.

**5. Reporting.** Grantees must agree to meet DOL reporting requirements. Quarterly financial reports and quarterly progress reports, in addition to a final project report must be

submitted by the grantee electronically. The grantee is required to provide the reports and documents listed below:

- a. Quarterly Financial Reports** – A Standard Form 425; Federal Financial Form (FFR) is required until such time as all funds have been expended or the grant period has expired. Quarterly reports are due 30 days after the end of each calendar year quarter. Grantees must use DOL’s Online Electronic Reporting System, and information and instructions will be provided to grantees.
- b. Quarterly Performance Reports** – The grantee must submit a quarterly progress report within 30 days after the end of each calendar year quarter. The report must include quarterly information regarding grant activities.
- c. Final Project Report** – The final report will include an assessment of project performance and outcomes achieved. This report will be submitted in hard copy and on electronically using a format and following instructions, which will be provided by ODEP. Grantees must agree to meet DOL reporting requirements.
- d. Record Retention** – Applicants must be prepared to follow federal guidelines on record retention, which require grantees to maintain all records pertaining to grant activities for a period of not less than three years from the time of final grant close-out.

## **VII. AGENCY CONTACTS**

For further information about this SGA, please contact Cassandra Mitchell, Grants Officer, at (202) 693-4570. Applicants should e-mail all technical questions to [mitchell.cassandra@dol.gov](mailto:mitchell.cassandra@dol.gov) and must specifically reference SGA XX-XX, and along with question(s), include a contact

name, fax and phone number. This announcement is being made available on the ODEP web site at <http://www.dol.gov/odep> and at <http://www.grants.gov>.

### **VIII. OTHER INFORMATION**

Note: OMB Information Collection No 1225-0086 expires on November 30, 2012.

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 about the burden estimated or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, to the attention of the Departmental Clearance Officer, 200 Constitution Avenue NW, Room N1301, Washington, DC 20210. Comments may also be emailed to [DOL\\_PRA\\_PUBLIC@dol.gov](mailto:DOL_PRA_PUBLIC@dol.gov). PLEASE DO NOT RETURN THE COMPLETED APPLICATION TO THIS ADDRESS. 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 “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.

Signed in Washington, D.C., this \_\_\_\_\_ of \_\_\_\_\_ 2012.

Cassandra R. Mitchell, Grant Officer

**Billing Code: 4510-FT-P**