

**U.S. DEPARTMENT OF LABOR**

**Employment and Training Administration**

**Notice of Availability of Funds and Solicitation for Grant Applications  
for *Intermediary Organizations Serving Juvenile Offenders in High-  
Poverty, High-Crime Communities***

**Announcement Type:** Initial

**Funding Opportunity Number:** SGA/DFA PY-12-03

**Catalog of Federal Domestic Assistance (CFDA) Number:** 17.203

**Key Dates:** The closing date for receipt of applications under this announcement is **[insert date 45 days after date of publication of the notice in the Federal Register]**. Applications must be received no later than 4:00:00 p.m. Eastern Time.

**Addresses:** Mailed applications must be addressed to the U.S. Department of Labor, Employment and Training Administration, Office of Grants Management, Attention: Latifa Jeter, Grant Officer, Reference SGA/DFA PY 12-03, 200 Constitution Avenue, NW, Room N4716, Washington, DC 20210. For complete application and submission information, including online application instructions, please refer to Section IV.

**Executive Summary:**

The U.S. Department of Labor (we, the Department or DOL), Employment and Training Administration (ETA), announces the availability of \$20,000,000 in Program Year 2012 grant funds authorized by the Workforce Investment Act for intermediary grants to operate multi-site projects to

serve juvenile offenders and in-school youth at-risk of offending, ages 14 and above, in high-poverty, high-crime communities. The definition of high-poverty, high-crime communities can be found in Section I.B.

We expect to award four grants of \$5,000,000 each to cover a 39-month period of performance. We expect that the cost-per-participant over the duration of the grant will range between \$4,000 to \$5,000 (inclusive of administration and planning costs). The cost per participant **cannot** exceed \$5,000.

## **I. Funding Opportunity Description**

### **A. Program Purpose**

The purpose of these grants is to improve the long-term labor market prospects of these youth. We will award these grants through a competitive process open to organizations with the capacity to implement multi-site, multi-state projects. These grants will include a combination of workforce development, education and training, case management, mentoring, restorative justice, community-wide violence reduction components, and post-program support and follow-up.

### **B. Program Description**

#### Selection of Sub-Grantees

Grantees must competitively select local sub-grantees to operate the program in a minimum of three high-poverty, high-crime communities in at least two states. Applicants must not hold competitions, or select local sub-grantees or sites before submitting their proposals. We will not award any additional

points to applicants that identify local sub-grantees and sites in their proposals.

When selecting sub-grantees, grantees must follow their own requirements in conducting this competition and meet the Federal standards at 29 Code of Federal Regulations (CFR) Parts 95 and 97. These Federal standards require that grantees provide open and free competition to the maximum extent possible. The manner of selection of sub-grantees for this project will depend on whether or not the grantee has local offices or affiliates. For the purpose of this solicitation, affiliate is defined as an organization that is associated, or attached to a parent organization. An affiliate organization has a membership under the parent organization and may pay dues, fees, receive contract or subgrants or be directly governed by the parent organization.

Grantees with less than 20 local offices or affiliates must conduct an open and free competition to select sub-grantees and sites from among interested applicants that are not affiliated with the Grantee.

However, grantees with 20 or more local offices or affiliates have the option of limiting the competition among only their affiliates. Based on outcomes of previous grants, we find that the greater familiarity between the grantee and its affiliates will likely outweigh whatever inefficiencies come with not requiring an entirely free and open competition; at least for those grantees with at least 20 local offices or affiliates.

Within 30 days of award, grantees must provide a plan for DOL approval for conducting this competition. The plan must include a description on how the grantee's composition of their local offices or affiliates was determined. The plan must receive DOL approval prior to implementation.

#### High-Poverty, High-Crime Communities

Grants funded under this SGA must focus on serving juvenile offenders. However, these grants may serve up to 10% of in-school youth at-risk of offending, who currently reside in high-poverty, high-crime communities as defined in Section III.C.3.

In the solicitation to select sub-grantees, grantees must require that sub-grantee applicants identify a community to be served that has a poverty rate of at least 30 percent for urban areas and 25 percent for rural areas. For the purpose of this SGA, we define a rural area as a non-metropolitan area. The U.S. Bureau of Census has American Community Survey data available at the Census Tract level. Grantees must require sub-grantee applicants to use American Community Survey data to show in their proposals the average poverty rate of the various Census Tracts (for urban areas) or counties or county sub-divisions (for rural areas) included in their target community. Individual Census Tracts within proposed urban target communities may have poverty rates of less than 30 percent, but the average poverty rate for the target community must be at least 30 percent. Similarly,

individual counties or county sub-divisions within proposed rural target communities may have poverty rates of less than 25 percent, but the average poverty rate for the target community must be at least 25 percent. Census Tracts, counties, and county sub-divisions that make up the target community must be contiguous, and grantees must require in their solicitations that sub-grantee applicants provide an accurate map showing a contiguous target community.

In the solicitation to select sub-grantees, grantees also must require that sub-grantee applicants demonstrate that their community is a high-crime area by showing that the felony crime rate in the police precinct that most closely overlaps with the target community is higher than the overall felony crime rate of the city (for urban areas) or of non-metropolitan counties in the state (for rural areas). Additionally, as part of their solicitation and in order to demonstrate local need and determine if the target population is large enough to make such awards within the stated locality, grantees must require sub-grantee applicants to provide data from the local juvenile justice agency on the number of youth from the community who in the past year returned from juvenile correctional facilities, were placed on probation, were placed in alternative sentences, as well as the number of youth who are expected to return to the target community over the next two years. Grantees must ensure that participants currently reside in (or resided in before confinement) the target community identified by the sub-grantee.

After the grantee selects the sub-grantees, the grantee must provide the following information on the subgrantees to the Federal Project Officer: 1) the names of the sub-grantees, 2) target communities for service, 3) evidence that these communities meet the poverty rate and crime rate requirements of the SGA, 4) the number of participants the sub-grantees propose to serve, 5) how each sub-grantee will provide each of the key project components and 6) any changes to the plan set out in the application. The Grant Officer reserves the right, post award, to amend the grant to accommodate changes, reject all or some of the proposed changes from the grantee, terminate the grant or require the grantee to renegotiate its subgrants or to find new subgrantees which will operate the program as specified in the grantee's application.

#### Required Project Components

Each local subgrantee funded under these grants must include each of the project components described below. In the solicitation to select sub-grantees, grantees must require that sub-grantees include all of these components in their projects. Each individual enrolled in these projects does not necessarily have to participate in every one of these project components. We expect that services under many of these components will start for youth in out-of-home placements while these youth are still in confinement, and the rating criteria for these project components reflect, in part, the extent to which applicants will require that services start while youth are still in confinement.

## **1. Workforce Development**

It is important for workforce development programs to support the development of career goals and an understanding of career pathway options.

Career pathways are an integrated collection of programs and services intended to develop participants' core academic, technical and employability skills, including teamwork, professionalism, communication, enthusiasm, networking, and problem solving; provide them with continuous education and training; and place them in in-demand occupations as described by the Bureau of Labor Statistics (BLS) at [www.bls.gov](http://www.bls.gov).

The workforce development component must expose participants to career pathway options and establish career goals; feature year-round and summer internships, summer jobs for participants ages 17 and under, and work experience and placement into apprenticeships and employment for participants ages 18 and above. The internships must provide participants a chance to work, either individually or in groups, on projects in which they interact with professionals and learn about new career fields. The workforce development component must also include providing paid or unpaid work experience or on-the-job training that eventually leads to employment for participants ages 18 and above.

Youth in confinement must be exposed to career pathway options and establish career goals. Workforce development must take place before release

from confinement where possible, but no more than 90 days before the release date.

## **2. Education and Training**

The education and training component must place high priority on helping both younger and older youth obtain their high school diplomas or state equivalent, focusing on interventions to help youth ages 17 and under succeed in high school or alternative schools that provide preparation for State-recognized high school diploma test and to help out-of-school youth ages 18 and above enroll and succeed in alternative schools that prepare participants to obtain State-recognized high school diploma equivalency certification, or evening continuation schools. Programs funded under these grants must provide a comprehensive set of interventions to address the varying academic levels of participants. Examples of activities for the educational component include: integrating education interventions with career and occupational development and basic skills instruction or remedial education, assessing for disabilities including learning disabilities and mental health needs,, providing accommodations and assistive technology for youth with disabilities, if needed, providing language instruction for individuals with limited English proficiency, tutoring, providing study skills training, conducting credit retrieval, counseling participants on acquiring financial aid to attend college, taking them on visits to local community and four-year colleges, and helping them fill out necessary application forms for college.



Applicants must design the education and training component so that they lead participants to attainment of a secondary school diploma or State-recognized equivalent (including recognized alternative standards for individuals with disabilities) or credentials in demand industries in their local area. Applicants should use BLS data and information obtained from their local economic development organization and Workforce Investment Board (WIB) to develop a selection of training that is relevant to the employment needs and growth in their local communities. These interventions must include linking academics to career pathways and career goals.

### **3. Case Management**

This component requires a team of full-time case managers. These case managers must assist DOJ state and/or local community supervision officers in serving returning young offenders and in linking these offenders to supportive services, transportation, housing, financial and benefits planning and management, mental health services, family reunification and other social services; and coordinate post-release transitional services for program participants at the correctional facility where possible. In addition, case managers must coordinate with child care agencies to ensure that juvenile offenders with children have access to child care. Case managers also must ensure that participants receive training in financial literacy; counseling regarding criminal records, civil rights, applying for jobs

and assistance in applying for Federal benefits such as Pell Grants and Supplemental Nutrition Assistance Programs (SNAP) for Food Stamps. We also require case managers to provide follow-up services to participants within the period of performance of the grant. Youth in confinement must receive case management services before release, but no more than 90 days before release.

#### **4. Mentoring**

This component will provide adult mentors for program participants. Many types of organizations can provide mentors, such as faith- and community-based organizations, business firms and college fraternities. This component may include one-on-one mentoring, group mentoring, and/or service-based mentoring. We encourage the use of one-on-one mentoring and mentoring in small groups. Mentoring must start before release for youth in correctional facilities, where possible, to allow these youth to become familiar with their mentors. Mentors will assist youth with transitioning into the community and may address issues such as family support and unification, self-advocacy and conflict resolution, and assistance with understanding how to secure supportive services.

The Department requires that grantees must require sub-grantees to use evidence-based models of mentoring to design their programs. As with all mentoring programs it is recommended that programs provide rigorous

screening, training, and match support for mentors, and frequent contact with youth and parents as the match progresses.

The following list summarizes the commonly-recognized best practices for running an effective mentoring program.

- Targeted recruitment and thorough screening of appropriate mentors and youth
- Customized training for mentors, youth, and, if appropriate, parents and others who have a role in the match
- Sound matching, monitoring, supervision, and retention procedures
- Closure procedures that leave all participants satisfied
- Process and outcome evaluation
- Skilled and committed staff
- Stable funding

Specifically, applicants must:

- Discuss the strategy for ensuring that subgrantees develop evidence-based mentoring programs, including: the grantees requirements of the sub-grantee in the areas of: mentor recruiting and matching with participants; frequency of interactions, type of contact, and method of interaction with participants; quality and comprehensiveness of the training to be provided mentors and the strategy for support and

supervision of mentors; and discuss the level of experience that the Grantee will require of subgrantees in operating mentoring programs.

There are many organizations which offer evidence based models, such as:

**OJJDP Model Programs Guide**

<http://www.ojjdp.gov/mpg/progTypesMentoring.aspx>

**National Criminal Justice Reference Service**

<https://www.ncjrs.gov/mentoringresources/>

## **5. Restorative Justice Projects**

Grantees must require that sub-grantees implement community service projects that allow returning offenders to give something positive back to their neighborhood to make up for their criminal offenses, and provide those at-risk participants the opportunity to connect with their community. Examples of possible collaborating agencies for these restorative justice projects include local conservation and service corps programs, AmeriCorps programs, volunteer organizations, local businesses, local government agencies, and state and local parks. Note that we prohibit using these funds to pay for construction.

## **6. Community-Wide Efforts to Reduce Crime and Violence**

Grantees must require sub-grantees to involve organizations such as faith-based and community organizations, state and local government agencies, and social service organizations in a community-wide effort to prevent crime and violence. Such efforts require multiple organizations and agencies to join

together to convince youth gangs to reduce violence, to negotiate truces between rival gangs, and to offer other guidance and assistance to youth.

## **7. Post-Program Support and Follow-Up**

Programs funded under these grants must have strong post-program support and follow-up. Post-program support and follow-up include: regular contact with participants to ensure retention in employment and/or school; assistance in addressing work-related or school-related problems; assistance in securing better paying jobs or career development; furthering education; referrals to peer support groups; mentoring; and tracking progress made by participants in employment and/or education after training. Post-program support and follow-up helps to ensure that participants retain jobs and remain in school and in other career development opportunities in which they are placed. Sub-grantees must provide at least nine months of post-program support and follow-up services to each participant. Some participants may receive follow-up services while others are still receiving direct services. However, sub-grantees must provide all post-program support and follow-up services within the performance period of the grant.

### Program Collaboration

In the solicitation to select sub-grantees, grantees must require sub-grantees to work, at a minimum, with the following organizations and provide documentation of commitments for these activities:

- State and/or local juvenile correctional facilities to receive pre-release referrals of eligible youth who plan to return to the community being served; and to provide workforce development, educational interventions, case management, mentoring services, coordination of post-release transitional services for program participants at the correctional facility where possible. State and/or local juvenile justice system to receive referrals of eligible youth on probation, in alternative sentence programs, diverted before adjudication as an alternative to juvenile prosecution, or involved in the juvenile justice system within the past 12 months; to coordinate services for program participants with juvenile community supervision officers; and to provide workforce development, educational intervention, case management, and mentoring services.
- The local American Job Centers (formerly One-Stop Centers) and/or workforce investment board to coordinate the provision of employment services.
- Employers to provide work experience opportunities, internships, summer employment, and unsubsidized employment.
- The public school system to take steps to improve the transition of youth returning to school after release from juvenile correctional facilities and to improve services to youth placed on probation by the juvenile justice system. In addition, this must include referrals for youth at risk of offending.

- State and/or local drug and alcohol abuse treatment centers to provide assistance to program participants in need of such services.
- State and/or local community-based organizations to provide supportive services to participants.

#### Allowable Uses of Grant Funds

Allowable uses of grant funds for projects funded under these grants may be directly provided by the grantee or contracted. These activities include, **but are not limited to**, the following activities:

1. Workforce and education activities, such as:
  - job placement services;
  - vocational skills training and wages in an on-the-job training framework;
  - paid and unpaid work experiences, internships, and, community service and restorative justice activities;
  - payment of stipends to participants based on their performance in the program;
  - payment of employment and retention bonuses;
  - basic skills instruction and remedial education;
  - language instruction educational programs for individuals with limited English proficiency;
  - reasonable accommodations for persons with disabilities;

- tutoring, credit retrieval programs, dropout prevention activities, GED instruction, and career awareness classes;
- counseling and assistance in compiling high school credits, applying for post-secondary education, and applying for financial aid; and
- alternative secondary school services.

2. Case management services, including referrals to housing assistance services, mental health counseling, substance abuse treatment, supportive services as defined in Section 101(46) of the Workforce Investment Act (WIA); and referral to and payment of legal services related to the purpose of this grant, such as: securing a driver's license, expunging criminal records, and creating and/or modifying child support orders.

3. Mentoring activities such as one-on-one mentoring, group mentoring, and/or service-based mentoring. We encourage the use of one-on-one mentoring and mentoring in small groups.

4. Participant personal development activities that seek to develop non-technical skills, abilities, and traits that participants need to function in a specific employment environment that supports one or more workplace competencies including problem-solving and other cognitive skills, oral communication skills, personal qualities, work ethic, and interpersonal and



teamwork skills. Examples include, but are not limited to, leadership training, financial literacy training, and job readiness training.

5. Restorative justice projects that allow offenders to give something positive back to their neighborhood to make up for their criminal offenses.

6. Post-program support and follow-up services within the period of performance of the grant that focus efforts on job retention for older youth and school retention for younger youth, that include but are not limited to, regular contact with participants' employers and schools; assistance in addressing work-related or school-related problems that arise; assistance in securing better paying jobs, career development, and further education; peer support groups; adult mentoring; and tracking progress made by participants in employment after training. Follow-up services for older youth must begin when they have a long-term placement. For younger youth, sub-grantees can determine the appropriate point to begin follow-up services.

### C. Program Authority

Grant funding for this program is authorized by the Workforce Investment Act Public Law 105-220 Section 171 Pilot and Demonstration Projects and Section 212 of the Second Chance Act of 2007.

## **II. Award Information**

### **A. Award Amount**

ETA has \$20,000,000 available under this competition and expects to fund four grants of approximately \$5,000,000 each. Applicants may apply for a ceiling amount of up to \$5,000,000 each. If additional funds become available, ETA reserves the right to use such funds to select additional grantees from applications submitted in response to this solicitation.

### **B. Period of Performance**

We will fund these grants for 39-month period of performance. The period of performance must include the following:

- up to six months of planning
- 24 months of program operation
- nine months of follow-up services provided to each participant

To ensure grantees are prepared to begin program operations, the following milestones must be achieved during the planning period:

- the hiring of core program staff, including the Project Director and other key positions;
- successful completion of the competition and selection of local sub-grantees to operate the program in a minimum of three high-poverty, high-crime communities in at least two states:

- sub-grantee execution of all necessary collaborations for the successful delivery of services; and
- initiation of recruitment and outreach efforts for enrollment of participants .

Grantees must complete these milestones within the grant's planning period.

We may require grantees which do not meet these milestones to take corrective action.

### **III. Eligibility Information**

#### **A. Eligible Applicants**

Any non-profit organization with IRS 501(c)(3) status with the capacity to implement multi-site, multi-state projects may apply for these grants. See Section IV.B.4. for guidance on submission of supporting documentation.

**Applicants awarded a grant are not allowed to provide program services to participants. Program services under this grant must be provided by subgrantees.**

Organizations that received a grant as a result of DOL competition SGA/DFA PY 09-05, SGA/DFA PY 10-09 and SGA/DFA PY 11-09 are **not eligible to apply for this solicitation.**

#### **B. Cost Sharing or Matching**

Cost sharing or matching funds are not required as a condition for application; however, grantees must provide a description of how Federal, state, local, or private funding will be leveraged and are currently leveraged (if applicable) to

provide support services that are not directly funded by the grant, such as mental health and substance abuse treatment services, and housing.

Applicants also must provide information about required and additional collaborations.

### C. Other Information

#### 1. Application Screening Criteria

Applications that contain any of the following deficiencies will be found non-responsive and will not be reviewed. The deficiencies are:

- Failure to satisfy the deadline requirements referenced in Section IV.C.;
- Applications that exceed the ceiling amount of \$5,000,000;
- Cost per participant that exceeds \$5,000;
- Failure to include: SF-424 including D-U-N-S® Number, a project budget including a SF-424A and budget narrative, a project narrative, and attachments to the project narrative;
- Failure to register with System for Award Management (SAM) and maintain an active account;
- Failure to include required information as an **attachment** (abstract, project/performance site location, verification of non-profit 501(c)(3)

status, chart documenting past grant performance, chart documenting timeliness of reports and previous grantor contact information).

## 2. Number of Applications To Be Submitted

Each applicant may submit only one proposal under this announcement.

## 3. Eligible Participants

### a. Participants Eligible to Receive Services

An individual is eligible to participate in a High Poverty, High Crime project funded through this SGA if s/he:

- is at least age 14 years of age on the date of enrollment;
- is currently involved or has been involved with the juvenile justice system within 12 months before enrollment, which includes those individuals:
  - under the supervision of the juvenile justice system, either in out-of-home placements or on probation or parole; or
  - under an alternative sentence by the juvenile justice system; or
  - under a diversion program as an alternative to juvenile prosecution by the juvenile justice system;
- has never been convicted as an adult under Federal or State law;  
and
- currently resides in (or resided in before confinement in a correctional facility) the community to be served as identified by the sub-grantee.

Exceptions: Up to 10 percent of participants may be in-school youth from grades eight through twelve, who are at-risk of involvement in the juvenile justice system. For the purpose of determining eligibility under these grants, indicators of high risk of involvement in the juvenile justice system must include one or more of the following:

- poor school attendance;
- low grade point average;
- low standardized test scores;
- retention in the 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, or 11<sup>th</sup> grades as appropriate;
- discipline problems or suspension from school;
- special education placement; and
- low reading and math skills.

b. Veterans Priority for Participants

The Jobs for Veterans Act (Public Law 107-288) requires grantees to provide priority of service for 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 DOL. The regulations implementing this priority of service can be found at 20 CFR Part 1010. In circumstances where a grant recipient must choose between two qualified candidates for a service, one of whom is a veteran or eligible spouse, the veterans priority of service provisions require that the grant recipient give the veteran or eligible spouse priority of service by first providing him or her that service. To obtain priority of service, a veteran or spouse must meet the program's eligibility requirements. Grantees

must comply with DOL guidance on veterans' priority. ETA's Training and Employment Guidance Letter (TEGL) No. 10-09 (issued November 10, 2009) provides guidance on implementing priority of service for veterans and eligible spouses in all qualified job training programs funded in whole or in part by DOL. TEGL No. 10-09 is available at [http://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=2816](http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2816).

#### **IV. Application and Submission Information**

##### **A. How to Obtain an Application Package**

This SGA, found at [www.Grants.gov](http://www.Grants.gov) and [http://www.doleta.gov/grants/find\\_grants.cfm](http://www.doleta.gov/grants/find_grants.cfm), contains all of the information and links to forms needed to apply for grant funding.

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

Proposals submitted in response to this SGA must consist of four separate and distinct parts: (1) the SF-424 "Application for Federal Assistance;" (2) Project Budget; (3) Project Narrative; and (4) attachments to the Project Narrative. 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. SF-424, "Application for Federal Assistance"**

Applicants must complete the SF-424, "Application for Federal Assistance" (available 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. As stated in block 21 of the SF424 form, 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>). The SF-424B is not required to be submitted with the application.

In addition, the applicant's signature in block 21 of the SF-424 form constitutes assurance by the applicant of the following in accordance with 29 CFR 37.20:

As a condition to the award of financial assistance from the Department of Labor under Title I of WIA, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the Workforce Investment Act of 1998 (WIA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I—financially assisted program or activity; Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin;



Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities; The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs. The grant applicant also assures that it will comply with 29 CFR part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIA Title I-financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

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 for free through the D&B website: <http://fedgov.dnb.com/webform/displayHomePage.do>. As authorized under 2 CFR 25, grant recipients authorized to make subawards must be aware of the following requirements related to D-U-N-S® Numbers:

1. Grantees must notify potential sub-grantees that they may not make a sub-award to any entity that has not provided its D-U-N-S® Number.
2. Grantees must not make a sub-award to an entity unless the entity has provided its D-U-N-S® number to the grantee.

Applicants must register with the System for Award Management (SAM) before submitting an application. Instructions for registering with SAM can be found at <https://www.sam.gov>. An awardee must maintain an active SAM 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 SAM database after the initial registration, the applicant must review and update the registration at least every 12 months from the date of initial registration and must subsequently update its information in the SAM 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.

## 2. Project Budget

Applicants must complete the SF-424A Budget Information Form (available 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.

Budget Narrative: The budget narrative must provide a description of costs associated with each line item on the SF-424A. It must also include a description of leveraged resources provided (as applicable) to support grant activities. The budget narrative must reflect the period of performance requirements (planning, operation, and follow-up) as required in Section II.B.

Use the following guidance for preparing the budget narrative:

Personnel – List all staff positions by title. Give the annual salary of each person, the percentage of each person’s time devoted to the project, the amount of each person’s salary funded by the grant and the total personnel cost for the period of performance.

Fringe Benefits – Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement, etc.

Travel – Specify the purpose, mileage, per diem, estimated number of in-state and out-of-state trips and other costs for each type of travel.

Equipment – Identify each item of equipment to be purchased which has an estimated acquisition cost of \$5,000 or more per unit and a useful lifetime of more than one year. List the quantity and unit cost per item. Items with a unit cost of less than \$5,000 are supplies.

Supplies – Supplies include all tangible personal property other than “equipment.” The detailed budget narrative must also identify categories of supplies (e.g. office supplies). List the quantity and unit cost per item.

Contractual – Identify each proposed contract and specify its purpose and estimated cost.

Other – List each item in enough detail for us to determine whether the costs are reasonable or allowable. List here any item, such as stipends or incentives, not covered elsewhere.

Indirect Charges – If the budget includes indirect charges, include the approved indirect cost rate with a copy of the Indirect Cost Rate Agreement, a description of the base used to calculate indirect costs and total cost of the base, and the total indirect charges requested. See Section IV.E.1. for more information.

Note that the entire Federal grant amount requested (not just one year) 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 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.

### 3. Project Narrative

The Project Narrative must demonstrate the applicant's capability to implement the grant project in accordance with the provisions of this Solicitation. It provides a comprehensive framework and description of all aspects of the proposed project. It must be succinct, self-explanatory, and well organized so that reviewers can understand the proposed project.

The Project Narrative is limited to 25 double-spaced single-sided 8.5 x 11 inch pages with 12 point text font and 1 inch margins. Any materials beyond the specified page limit will not be read or considered in the application review process. Applicants must number the Project Narrative beginning with page number 1.

The Narrative must be organized around the following section headers and must contain the following discussion:

#### **PROJECT DESIGN**

As stated in Section I, each local subgrantee funded under these grants must include each of the project components described below. Applicants must describe how you will ensure that all of your subgrantees will provide the following required project components.

## 1. Workforce Development

- Describe proposed workforce development interventions that you will require sub-grantees to provide to address the varying ages of participants, including the strategies that sub-grantees will be required to use to place participants ages 17 and under in internships and summer jobs, and participants ages 18 and above in apprenticeships and jobs;
- Describe the workforce development services that you will require sub-grantees to provide on-site, and the extent of workforce development services that you will require sub-grantees to provide within detention or correctional facilities, including the total number of youth on-site and within detention or correctional facilities that sub-grantees will serve each year;
- Describe the career development activities that you will require subgrantees to provide for youth still in correctional or detention facilities, including both the number that sub-grantees will serve and the level of interventions that they will provide;
- Describe how you will ensure that subgrantees provide year-round and summer internships and summer jobs for younger youth and the jobs and apprenticeships, work experiences and On-the-Job Training (OJT) for older youth, including how they will teach skills and increase the workforce attachment of participants.

## 2. Education and Training

- Describe educational interventions such as individualized learning plans that sub-grantees will be required to use that address the varying academic levels of participants by describing the education and training component that you will require sub-grantees to implement to help participants ages 17 and under improve their reading and math skills and obtain a high school diploma or other alternative diploma options; and to help older participants ages 18 and above obtain a State-recognized high school diploma equivalency certification; enter pre-apprenticeship and vocational training programs leading to industry-recognized credentials in demand industries in their local area, or enroll in community or four-year colleges;
- Describe the educational interventions that you will require sub-grantees to provide to youth offenders both on-site and still in correctional or detention facilities, including the number of young offenders sub-grantees will serve on-site and within detention and correctional facilities, and the level of interventions sub-grantees will provide;
- Describe how these interventions will lead to the attainment of a high school diploma or a State equivalent educational credential.

## 3. Case Management

- Identify the number of case managers that you will require sub-grantees to hire at each site and the qualifications that you will require for case managers, and describe how that number of case managers will be sufficient to result in quality case management provided to each participant,;
- Describe the case management services that you will require subgrantees to provide for youth in out-of-home placements, including detention centers, correctional facilities, and group homes, and describe how you will require sub-grantees to provide supportive services and links to mental health services and other social services; and
- Describe how you will require subgrantees to link supportive services to mental health and other social services, and how this will result in improved performance and attendance of younger participants in internships and schools, and improved performance of older participants in job placements and educational placements.

#### 4. Mentoring

- Identify the types of mentoring you will require sub-grantees to provide, such as one-on-one mentoring, group mentoring, service-centered mentoring, and/or work-based mentoring.
- Describe the mentoring component, including what and how requirements will be placed on sub-grantees for implementing the mentoring component; how sub-grantees will recruit, screen, and train



mentors; the expected length of time that you will require subgrantees to have mentors work with youth; and the number of mentors you will require subgrantees to have at each site;

- Describe how the proposed mentoring component will result in improved performance and attendance of younger participants in internships and schools, and improved performance of older participants in job placements and educational placements;
- Describe how and what types of mentoring services you will require subgrantees to provide for youth still in out-of-home placements, including identifying the number of participants in detention or correctional facilities at each.

#### 5. Restorative Justice Projects

- Describe how and what you will require of subgrantees to implement the restorative justice component, including, how you will require subgrantees to decide which enrollees will participate in community service projects and how subgrantees will supervise participants on these projects, and the percentage of participants you will require that subgrantees enroll in community service projects;
- Describe how you will ensure that subgrantees provide adequate supervision of participants in the restorative justice projects;
- Describe how you will ensure that community service projects performed by the subgrantees increase the skills and work ethic of

participants, and the types of organizations that you will require subgrantees to work with in developing and conducting these projects; and

- Describe how you will ensure that the community service projects performed by the subgrantees benefits the local community, state, or country.

#### 6. Community-Wide Efforts to Reduce Crime and Violence

- Describe how and what you will require of your subgrantees to bring together faith-and community-based organizations, state and local government agencies, and social service organizations in neighborhoods served by the grant in order to prevent crime and violence;
- Describe how you will require subgrantees to connect participants to their community; and
- Describe the potential for the component as designed to reduce violence in the communities to be served.

#### 7. Post-Program Support and Follow-up

- Describe how and what you will require of subgrantees to provide a strong post-program support and follow-up components to each participant; and

Describe how the components you are requiring of the subgrantees will ensure that participants retain jobs and remain in schools and in

other career development opportunities in which they are placed. Include the anticipated level of continued coordination and contact with employers, the local workforce development agency, local community colleges, and four-year colleges after participants have arrived post-program.

### **PROJECT WORKPLAN**

- Describe in detail how you will conduct the competition to select sub-grantees for the project, the number of sites in your plan for the project, and the factors you will evaluate of potential sub-grantees' proposals.
- Describe your plan for oversight, guidance, monitoring, and coordination of sub-grantees;
- Describe your plan for providing technical assistance to sub-grantees in the seven required project components, and discuss monitoring of the technical aspects of the project; and
- Describe your plan for assisting sub-grantees in developing collaborations with juvenile correctional facilities, the local juvenile justice system, the local public school system, local drug and alcohol treatment services, and local workforce investment boards.

### **ORGANIZATIONAL CAPACITY TO CONDUCT MULTI-SITE**

### **PROJECTS AND SERVE JUVENILE OFFENDERS**

- Describe your experience and the experience of your collaborative organizations or relevant staff in working with youth ex-offenders and employment programming;
- Describe performance outcomes from previous programs with similar program components. If you have previously received a DOL youth ex-offender grant; describe the performance outcomes that you achieved. If you have not received a DOL youth ex-offender grant before, describe the results that you achieved under similar programming;
- Describe any experience conducting multi-site projects, including the number of years of experience of the applicant, collaborations, or staff. Describe previous multi-site projects conducted, including the number of participants served, the number of sites, and performance outcomes;
- Describe your capacity to provide oversight, coordination, and technical assistance to sub-grantees in multi-site locations;

**ORGANIZATIONAL ADMINISTRATIVE AND FISCAL CAPACITY**

- Provide the past performance chart described in Section IV.B.4.
- Provide the past reporting timeliness chart described in Section IV.B.5.
- Describe your current administrative and fiscal controls and how they would be adapted to managing sub-grantees in several sites.
- Discuss the administrative and fiscal controls that were in place for overseeing sub-grantees in previous multi-site projects, and discuss whether there were any administrative problems relating to sub-grantees in the previous projects. If the applicant does not have prior experience

- operating a multi-site project involving sub-grantees, discuss the proposed administrative and fiscal controls and the experience of the staff to manage those controls to oversee sub-grantees. Describe how these factors will offer effective control and oversight of the project;
- Describe the strength of the fiscal controls you currently have in place;
  - Describe how you effectively resolved any negative audit findings of your organization. If applicable, discuss the positive and negative findings from your three most recent OMB Circular A-133 audits, and the resolution of negative findings. (Applicants must provide these audits if requested).

#### 4. Attachments to the Project Narrative

In addition to the Project Narrative, the applicant must submit attachments. There are no exceptions to the required attachments. The required attachments applies to all applicants and must be included in the application. All attachments must be clearly labeled as Attachments. Only those attachments listed below will be excluded from the page limit. Additional materials such as resumés or general letters of support or commitment will not be read or considered.

Applicants must submit their application in one package because documents received separately will be tracked separately and will not be attached to the application for review.

## Required Attachments

1. All applicants must submit an up to **two-page abstract** summarizing the proposed project, including, but not limited to, the title of the project, scope of the project, number of total participants to be served, cost per participant (maximum cost per participant must not exceed \$5,000 over the period of the grant), description of sub-grantee selection process and proposed outcomes including credential attainment. If using grants.gov for submission, this document must be attached under the Mandatory Other Attachment section and labeled “Abstract.”
2. All applicants must submit a **Project/Performance Site Location(s) form** (available at <http://apply07.grants.gov/apply/FormLinks?family=15> ). If using grants.gov for submission, this form must be attached under the required forms section. Please note that this is a standard form used for many programs and has a check box for applying as an individual. Disregard this box on the form as individuals are not eligible to apply for this solicitation.
3. **Documentation from the Internal Revenue Service (IRS) that verifies the applicants non-profit 501(c)(3) status.** The documentation must be signed by an authorized representative of the IRS. All non-profit 501(c)(3) applicants must submit this verification

even if the applicant is a current DOL grantee and documentation is assumed to be on file.

4. **Chart documenting past performance:** Provide information on the most recently completed grant that was completed on or after January 1, 2009, in which ex-offenders were served. This may include a program or project that was funded by a Federal agency other than DOL, state or local agencies, one or more foundations, or funded from individual donations and contributions. Specifically, select and provide two goals required by the grantor(s)/funder(s) and the actual outcomes obtained.

All applicants may reference only one project that was awarded within the last four years, as described above. In the attachment, applicants must also provide the project grant number along with the name, title, name of funding organization, email address and telephone number of an individual from the previous grantor entity or agency who has oversight for the program referenced above and can verify the information stated by the applicant. (For review criterion, see Section V.A.4. Organizational, Administrative and Fiscal Capacity.) **ETA reserves the right to confirm this information for all applicants.**

5. **Chart documenting past reporting timeliness:** Provide the due dates and the actual submission dates for the two most recent grant reports for the grant project identified in the past grant performance goals

chart (described in the previous paragraph). These reports can be programmatic, financial, or any other kind of reports required by the grant. (For review criterion, see Section V.A.4. Organizational, Administrative and Fiscal Capacity.) **ETA reserves the right to confirm this information for all applicants.**

- 6. Previous grantor contact information:** If the contact person from the grantor entity or agency who can verify timely submission of reports differs from the contact person verifying past grant performance goals and actual grant outcomes, then submit the name, title, email address and telephone number for this additional individual. Include this information in the attachment. **ETA reserves the right to confirm this information for all applicants.**

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

The closing date for receipt of applications under this announcement is [**45 days after date of publication of the notice in the Federal Register**].

Applications must be submitted either electronically on <http://www.grants.gov>, or in hard copy by mail, or in hard copy by hand delivery (**including overnight delivery**). Hard copy applications must be received at the address below no later than 4:00:00 p.m. Eastern Time on the closing date. Applications submitted on grants.gov must also be successfully submitted (as described below) no later than 4:00:00 p.m. Eastern Time on the



closing date. Multiple submissions of an application are not permitted.

Applicants are cautioned that applications should be submitted before the deadline to ensure that the risk of a late receipt of the application is minimized. Applications sent by e-mail, telegram, or facsimile (FAX) will not be accepted.

Applicants submitting proposals in hard copy must by mail or overnight delivery submit an original signed application (including the SF-424) and one (1) “copy-ready” version free of bindings, staples or protruding tabs to make reproduction of the proposal easier. Applicants submitting proposals in hard copy are also required to include in the hard copy submission 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.

Applications that do not meet the conditions set forth in this notice 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, Employment and Training Administration, Division of Federal Assistance, Attention: Latifa Jeter, Grant Officer, Reference SGA/DFA PY 12-03, 200 Constitution Avenue, NW, Room N4716, 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 delivery submissions 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 4:00:00 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 applicants begin to write the proposal, they 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 timely electronic submission in order to avoid unexpected delays that could result in the rejection of an application as untimely filed. The site also contains registration checklists to help applicants 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 earlier in Section IV.B.1, applicants must have a D-U-N-S® Number and must register with the System for Award Management (SAM).

The next step in the registration process is creating a username and password with Grants.gov to become an Authorized Organizational Representative (AOR). AORs will need to know the D-U-N-S® Number of the organization for which they will be submitting applications to complete this process. To read more detailed instructions for creating a profile on Grants.gov visit: [http://www.grants.gov/applicants/org\\_step3.jsp](http://www.grants.gov/applicants/org_step3.jsp).

After creating a profile on Grants.gov, the E-Biz point of Contact (E-Biz POC) – a representative from your organization who is the contact listed for SAM – will receive an email to grant the AOR permission to submit applications on behalf of their organization. The E-Biz POC will then log in to Grants.gov and approve an individual as the AOR, thereby giving him or her permission to submit applications. To learn more about AOR Authorization visit: [http://www.grants.gov/applicants/org\\_step5.jsp](http://www.grants.gov/applicants/org_step5.jsp), or to track AOR status visit: [http://www.grants.gov/applicants/org\\_step6.jsp](http://www.grants.gov/applicants/org_step6.jsp).

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 AOR. When an application is submitted through Grants.gov, the name of the 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. Grants.gov will reject applications if the applicant's registration in SAM is expired. 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.

To ensure consideration, the components of the application must be saved as .doc, .docx, .xls, .xlsx, .rtf or .pdf files. If submitted in any other format, the applicant bears the risk that compatibility or other issues will prevent DOL from considering the application. DOL 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, which are available on the “Applicant Resources” page at <http://www.grants.gov/applicants/resources.jsp>.

ETA encourages new prospective applicants to view the online tutorial, “Grant Applications 101: A Plain English Guide to ETA Competitive Grants,” available through Workforce3One at: [http://www.workforce3one.org/page/grants\\_toolkit](http://www.workforce3one.org/page/grants_toolkit).

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 or 606-545-5035 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 4:00:00 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 through 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 12372, “Intergovernmental Review of Federal Programs.”

#### E. Funding Restrictions

All proposed project costs must be necessary and reasonable and in accordance with Federal guidelines. Determinations of allowable costs will be made in accordance with the applicable Federal cost principles.

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, whether successful or not, will not be entitled to reimbursement of pre-award costs. As noted in Section I.B., Restorative Justice, grant funds may not be used to pay for construction.

##### 1. Indirect Costs

As specified in Office of Management and Budget (OMB) Circular Cost Principles, indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective. An indirect cost rate (ICR) is required when an organization operates under more than one grant or other activity, whether Federally-



assisted or not. Organizations must use the ICR supplied by the Federal Cognizant Agency. If an organization requires a new ICR or has a pending ICR, the Grant Officer will award a temporary billing rate for 90 days until a provisional rate can be issued. This rate is based on the fact that an organization has not established an ICR agreement. Within this 90 day period, the organization must submit an acceptable indirect cost proposal to their Federal Cognizant Agency to obtain a provisional ICR. (See Section IV.B.4. for more information on ICR Agreement submission requirements.)

## 2. Administrative Costs

Under this SGA, an entity that receives a grant to carry out a project or program may not use more than 10 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. Salary and Bonus Limitations

None of the grant funds may be used by a recipient or subrecipient of such funds to pay the salary and bonuses of an individual, either as direct costs or

indirect costs, at a rate in excess of Executive Level II. This limitation does not apply to vendors providing goods and services as defined in OMB Circular A-133 (codified at 29 CFR Parts 96 and 99). See Public Laws 112-74 (Division F, Title I, section 105), 112-10 (Division B, Title I), 111-117 (Division D, Title I, section 107) and Training and Employment Guidance Letter number 5-06 for further clarification:

[http://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=2262](http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2262).

#### 4. 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 workforce product was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. 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.”

##### 5. Use of Grant Funds for Participant Wages

20 CFR 664.470 states that funds under WIA may be used to pay wages and related benefits for work experiences in the public, private for-profit, or non-profit sectors where the objective assessment and individual service strategy indicate that work experiences are appropriate. Payments to youth may take

the form of wages or stipends. Grantees must pay stipends in accordance with the policies and procedures of the grantee organization, and maintain documentation on how the amount for the stipend was set and the parameters for its distribution. Grantees must also comply with the requirements of WIA section 181. Grantees providing wages or stipends to youth also should be aware of the income tax implications of the payments under IRS provisions. Please consult [www.irs.gov](http://www.irs.gov) for more information.

In addition, grantees are authorized to provide incentive payments. WIA Sec. 129(a)(5) authorizes incentive payments to youth for recognition and achievement tied to training activities and work experiences. Incentive payments must be tied to the goals of the grant. Grantees must have policies and procedures in place governing the award of incentives and the incentives provided under the grant must be in alignment with these organizational policies. Incentive payments are generally considered miscellaneous compensation and are taxable. Please consult [www.irs.gov](http://www.irs.gov) for more information. Under this solicitation, grantees can use no more than 1.5% of the award for incentive payments.

Needs-related payments are a form of supportive services which are paid directly to individuals or to other entities to cover specific items of cost incurred by the participant for allowable services that enable the individual to participate in the activity or program. See 20 CFR 663.815. Up to 1.5% of

DOL grant funds may be used to provide needs-related payments to assist participants with costs related to transportation, child care, food or other household items, such as paying a utility bill to prevent shut-off. Needs-related payment should be tied directly to the cost identified and must be documented to support both the participant’s need for the service as well as the actual transaction. Needs-related payments may be in the form of stipends; but the stipends must be based on specific items of cost, not to “defray” general expenses. Sub-grantees must ensure that they have policies and procedures in place on the provision of needs-related payments.

F. 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

Procedures for assessing the technical merit of applications have been instituted to provide for an objective review of applications and to assist the applicant in understanding the standards against which each application will be judged. This section identifies the criteria that will be used for each category to evaluate grant proposals. The evaluation criteria are described below:

Criterion	Points
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1.	Project Design (See Section IV.B.3)	40
2.	Project Workplan (See Section IV.B.3)	20
3.	Organizational Capacity to Conduct Multi-Site Projects and Serve Juvenile Offenders (See Section IV.B.3)	20
4.	Organizational, Administrative and Fiscal Capacity. (See Section IV.B.3. and Section IV.B.4)	20
TOTAL		100

In developing the application, applicants should review Sections I and IV.B.3.and B.4. of this SGA. We will rate the four criteria set forth below based on the following:

**1. PROJECT DESIGN (up to 40 points).**

- Reviewers will award points based on the comprehensiveness and likely effectiveness of your explanation of how you will ensure that your subgrantees provide the required elements of the program narrative as set forth in Section IV. Workforce Development (up to 8 points):
- Education and Training (up to 8 points):
- Case Management (up to 6 points):
- Mentoring (up to 6 points):
- Restorative Justice Projects (up to 4 points):

- Community-Wide Efforts to Reduce Crime and Violence (up to 4 points):
- Post-Program Support and Follow-up (up to 4 points)

## **2. PROJECT WORKPLAN (up to 20 Points)**

Reviewers will award points for the effectiveness of the plan to conduct the competition and for planned oversight, monitoring and technical assistance to sub-grantees based on the comprehensiveness of the responses provided to the following as described in Section IV:

- The plan for conducting the competition for sub-grantees (up to 7 points);
- The plan for providing oversight, guidance, monitoring, and coordination for sub-grantees (up to 3 points);
- The plan for providing technical assistance to sub-grantees in the seven required project components and discuss monitoring of the technical aspects of the project (up to 3 points); and
- The plan for assisting sub-grantees in developing collaborations with the entities described in sec. IV. B (up to 7 points).

## **3. ORGANIZATIONAL CAPACITY TO CONDUCT MULTI-SITE PROJECTS AND SERVE JUVENILE OFFENDERS (up to 20 Points)**

Reviewers will award up to 10 points for the capacity to serve juvenile offenders and up to 10 points for the capacity to conduct multi-site projects based on the comprehensiveness of the responses provided to the following as described in Section IV:

Capacity to Serve Juvenile Offenders (up to 10 points)

- The description of the experience of the applicant organization, collaborations, or relevant staff in working with youth ex-offenders and employment programming; (up to 5 points); and
- The description of the performance outcomes from previous programs with similar program components (up to 5 points).

Capacity to Conduct Multi-Site Projects (up to 10 points).

- The description of any experience conducting multi-site projects (up to 5 points); and
- The description of your capacity to provide oversight, coordination, and technical assistance to sub-grantees in multi-site locations (up to 5 points).

**4. ORGANIZATIONAL, ADMINISTRATIVE AND FISCAL CAPACITY (up to 20 Points)**

Reviewers will award points for an organization's past performance, administrative, and fiscal capacity based on the comprehensiveness and strength of the responses provided to the following as described in Section

IV :

- **Based on the past performance chart described in Section IV.B.4. 4. (up to 10 points);** Applicants which:
  - o Demonstrate that they exceeded both their project goals will receive 10 points;



- o Demonstrate that they exceeded one project goal and met the other project goal will receive 8 points;
  - o Demonstrate that they met both project goals will receive 6 points;
  - o Demonstrate that they met none or only one of the goals will receive 0 points.
  
- **Based on the past reporting timeliness chart described in Section IV.B 4. .5 (up to 6 points).** Applicants who:
  - o Demonstrate that they met both due dates will receive 6 points;
  - o Demonstrate that they met only one due date will receive 3 points;
  - o Demonstrate that they did not meet any of the due dates will receive 0 points.
  
- The description of the current administrative and fiscal controls and how they would be adapted to managing several sub-grantees in several sites (up to 1 point)
  
- The discussion of the administrative and fiscal controls that were in place for overseeing sub-grantees in previous multi-site projects, and whether there were any administrative problems relating to sub-grantees in these previous projects. For applicants that do not have prior experience operating a multi-site project involving sub-grantees, the discussion of the proposed administrative and fiscal controls and the experience of the staff to manage those controls to oversee sub-grantees and the description of

how these factors will offer effective control and oversight of the project  
(up to 1 point)

- The description of the strength of the fiscal controls currently in place (up to 1 point);
- The description of how any audit findings of the applicant organization were effectively resolved. If the applicant has not received any audit findings, the reviewers will automatically award the applicant one point.  
(up to 1 point).

#### B. Review and Selection Process

Applications for grants under this Solicitation will be accepted after the publication of this announcement and until the specified time on the closing date. A technical review panel will carefully evaluate applications against the selection criteria. These criteria are based on the policy goals, priorities, and emphases set forth in this SGA. Up to 100 points may be awarded to an application, depending on the quality of the responses to the required information described in Section V.A. 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. The Grant Officer may consider any information that comes to his/her attention. The government may elect to

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

## **VI. Award Administration Information**

### **A. Award Notices**

All award notifications will be posted on the ETA Homepage (<http://www.doleta.gov>). Applicants selected for award will be contacted directly before the grant's execution. Non-selected applicants will be notified by mail or email and may request a written debriefing on the significant weaknesses of their proposal.

Selection of an organization as a grantee does not constitute approval of the grant application as submitted. Before the actual grant is awarded, ETA 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, including but not limited 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 Grant Recipients must comply with the applicable provisions of The Workforce Investment Act of 1998, Public Law No. 105-220, 112 Stat. 936 (codified as amended at 29 U.S.C. 2801 et seq.) and the applicable provisions of the regulations at 20 CFR 660 et seq. Note that 20 CFR part 667 (General Fiscal and Administrative Rules) includes unsuccessful applicant appeal information.
- f. 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).

g. 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.

h. 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.

i. 29 CFR Part 32—Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance.

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 Part 37 – Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Investment Act of 1998.

m. 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 an applicant 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 a faith-based organization is awarded a grant, the organization 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 they have 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:

- 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 subaward and executive total compensation reporting requirements of the Transparency Act, should they receive funding.
- 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:

- (1) 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);

- (2) Federal awards to entities that had a gross income, from all sources, of less than \$300,000 in the entities' previous tax year; and
- (3) Federal awards, if the required reporting would disclose classified information.

d. Safeguarding Data Including Personally Identifiable Information (PII)

Applicants submitting proposals in response to this SGA must recognize that confidentiality of PII and other sensitive data is of paramount importance to the Department of Labor and must be observed except where disclosure is allowed by the prior written approval of the Grant Officer or by court order.

By submitting a proposal, Grantees are assuring that all data exchanges conducted through or during the course of performance of this grant will be conducted in a manner consistent with applicable Federal law and TEGL No.39-11 (issued June 28, 2012 and located at

[http://wdr.doleta.gov/directives/attach/TEGL/TEGL\\_39\\_11.pdf](http://wdr.doleta.gov/directives/attach/TEGL/TEGL_39_11.pdf) ). All such activity conducted by ETA and/or Grantee/s must be performed in a manner consistent with applicable state and Federal laws. By submitting a grant proposal, the applicant agrees to take all necessary steps to protect such confidentiality by complying with the following provisions that are applicable in governing their handling of confidential information:

1. Grantees must secure transmission of PII and sensitive data developed, obtained, or otherwise associated with DOL/ETA funded grants.



2. To ensure that such PII is not transmitted to unauthorized users, all PII and other sensitive data transmitted via e-mail or stored on CDs, DVDs, thumb drives, etc., must be encrypted using a Federal Information Processing Standards (FIPS) 140-2 compliant and National Institute of Standards and Technology (NIST) validated cryptographic module. Grantees must not e-mail unencrypted sensitive PII to any entity, including ETA or contractors.
3. Grantees must take the steps necessary to ensure the privacy of all PII obtained from participants and/or other individuals and to protect such information from unauthorized disclosure. Grantees must maintain such PII in accordance with the ETA standards for information security described in TEGL No. 39-11 and any updates to such standards provided to the grantee by ETA. Grantees who wish to obtain more information on data security should contact their Federal Project Officer.
4. Grantees must ensure that any PII used during the performance of their grant has been obtained in conformity with applicable Federal and state laws governing the confidentiality of information.
5. Grantees further acknowledge that all PII data obtained through their ETA grant must be stored in an area that is physically safe from access by unauthorized persons at all times and the data will be processed using grantee-issued equipment, managed information technology (IT) services, and designated locations approved by ETA. Accessing,

processing, and storing of ETA grant PII data on personally owned equipment, at off-site locations e.g., employee's home, and non-grantee managed IT services, e.g., Yahoo mail, is strictly prohibited unless approved by the Grant Officer.

6. Grantee employees and other personnel who will have access to sensitive/confidential/proprietary/private data must be advised of the confidential nature of the information, the safeguards required to protect the information, and that there are civil and criminal sanctions for noncompliance with such safeguards that are contained in Federal and state laws.
7. Grantees must have policies and procedures in place under which grantee employees and other personnel, before being granted access to PII, acknowledge their understanding of the confidential nature of the data and the safeguards with which they must comply in their handling of such data as well as the fact that they may be liable to civil and criminal sanctions for improper disclosure.
8. Grantees must not extract information from data supplied by ETA for any purpose not stated in the grant agreement.
9. Access to any PII received under the ETA grant must be restricted to only those employees of the grant recipient who need it in their official capacity to perform duties in connection with the scope of work in the grant agreement.

10. All PII data must be processed in a manner that will protect the confidentiality of the records/documents and is designed to prevent unauthorized persons from retrieving such records by computer, remote terminal or any other means. In addition, wage data may only be accessed from secure locations.
11. PII data obtained by the grantee through a request from ETA must not be disclosed to anyone but the individual requestor except as permitted by the Grant Officer or a court order.
12. Grantees must permit ETA to make onsite inspections during regular business hours for the purpose of conducting audits and/or conducting other investigations to assure that the grantee is complying with the confidentiality requirements described above. In accordance with this responsibility, grantees must make grant records applicable to this Agreement available to authorized persons for the purpose of inspection, review, and/or audit.
13. Grantees must retain data received from ETA only for the period of time required to use it for assessment and other purposes, or to satisfy applicable Federal records retention requirements, if any. Thereafter, the grantee agrees that all data will be destroyed, including the degaussing of magnetic tape files and deletion of electronic data.

e. 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.

### 3. Other Administrative Standards and Provisions

Except as specifically provided in this SGA, DOL/ETA'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.

### 4. Special Program Requirements

#### a. Evaluation

DOL may require that a program or project participate in a formal evaluation of overall grant performance of ETA grants and require the cooperation of the grantee as a condition of award. To measure the impact of the grant program, DOL may conduct an independent evaluation of the outcomes and benefits of the projects employing evaluation methodologies which may include comparison group methods such as random assignment of individuals into treatment (service) and control groups (non-service). By accepting the grant

funds, grantees of DOL/ETA sponsored programs agree to fully cooperate in any DOL sponsored evaluation and collect and make individual records on participants (including personally identifying information such as SSN), employers, and funding available to the evaluator(s) under the direction of DOL with appropriate measures to protect the confidentiality of participants. Please note that this evaluation may make use of program Management Information System (MIS) data, local administrative data on crime and recidivism, and program progress reports. We recognize that there will be limitations on this cooperation due to State confidentiality requirements on data on individual offenders. It is critical that the grantee keep this information up to date and accurate for both performance measurement and evaluation purposes.

b. Performance Goals

b. Performance Goals

Standardized national goals will be set for all grantees after grant award in the following areas:

- The placement rate of participants including placement in employment, post-secondary institutions, advanced training, or occupational skills training;
- The retention of participants in employment and education placements in the quarter after program completion;
- The recidivism rate of offenders served; and

- The rate at which participants receive high school diplomas and industry-recognized credentials.

Please note that applicants will be held to outcomes provided and failure to meet those outcomes may result in technical assistance or other intervention by ETA, and may also have a significant impact on decisions on the award of future grants with ETA.

### C. Reporting

By accepting grant funds, grantees must agree to meet DOL reporting requirements. Quarterly financial, performance, and narrative reports in addition to MIS data must be submitted by the grantee electronically.

Grantees must provide the reports and documents listed below:

#### 1. Quarterly Financial Reports

A Quarterly Financial Status Report (ETA 9130) is required until such time as all funds have been expended or the grant period has expired. Quarterly reports are due 45 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.

#### 2. Quarterly Performance Reports

Grantees must submit a quarterly progress report within 45 days after the end of each calendar year quarter. The report must include quarterly information

about grant activities, performance goals and milestones, and participant demographics at time of enrollment, participant services provided, and interim and long-term participant performance outcomes. This reporting also requires information on post-program follow-up and tracking of participants. The last quarterly progress report that grantees submit will serve as the grant's Final Performance Report. This report must provide both quarterly and cumulative information on the grant activities. It must summarize project activities, employment outcomes and other deliverables, and related results of the project, and must thoroughly document the training or labor market information approaches used by the grantee. DOL will provide grantees with formal guidance about the data and other information that is required to be collected and reported on either a regular basis or special request basis. Grantees must agree to meet DOL reporting requirements.

### 3. Quarterly Narrative Reports

Grantees must submit a Quarterly Narrative Report within 45 days after the end of each calendar year quarter. This report must summarize project activities, employment outcomes and other deliverables, and related results of the project, and should thoroughly document the training or labor market information approaches used by the grantee.

## **VII. Agency Contacts**

For further information about this SGA, please contact Brinda Ruggles, Grants Management Specialist, Division of Discretionary Federal Assistance,

at (202) 693-3437. Applicants should e-mail all technical questions to [ruggles.brinda@dol.gov](mailto:ruggles.brinda@dol.gov) and must specifically reference SGA/DFA PY 12-03, and along with question(s), include a contact name, fax and phone number.

This announcement is being made available on the ETA Web site at <http://www.doleta.gov/grants> and at <http://www.grants.gov>.

### **VIII. Additional Resources of Interest to Applicants**

#### **A. Transparency**

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 all applications in this grant competition, including those applicants that are not awarded grants, DOL will publish the Abstracts required by Section IV.B.4., and selected information from the SF-424 for all applications on the Department's public website or similar publicly accessible location.

Additionally, DOL will publish a version of the Project Narrative required by Section IV.B.3. for all those applicants that are awarded grants, on the Department's website or a similar location. No other attachments to the application will be published. The Project Narrative and Abstracts will not be published until after the grants are announced. In addition, other 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 (PII). 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. PII 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 must not include any proprietary or confidential business information or PII in this summary. In the event that an applicant submits proprietary or confidential business information or PII, DOL is not liable for the posting of 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 PII contained within the Abstract. In the event the Abstract contains proprietary or confidential business information or PII, the applicant

<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>.

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, the Employment and Training Administration, and their 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 PII 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, confidential commercial/business, and PII redacted. All non-public information about the applicant's and consortium members' staff (if applicable) will 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. DOL will also assume that by submitting the redacted version of the Project Narrative, the applicant has obtained the agreement to the applicant's decision about what material to redact of all persons and entities whose proprietary, confidential business information; or PII is contained in the Project Narrative. If an applicant fails to provide a redacted version of the Project Narrative within 45 days of DOL's request, DOL will publish the original Project Narrative in full, after redacting only PII. (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 PII.)

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 PII. 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 an 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. See 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."

#### B. Web-Based Resources

DOL maintains a number of web-based resources that may be of assistance to applicants. For example, the CareerOneStop portal (<http://www.careeronestop.org>), which provides national and state career information on occupations; the Occupational Information Network (O\*NET) Online (<http://online.onetcenter.org>) which provides occupational competency profiles; and America's Service Locator (<http://www.servicelocator.org>), which provides a directory of our nation's One-Stop Career Centers.

#### C. Industry Competency Models and Career Clusters

ETA supports an Industry Competency Model Initiative to promote an understanding of the skill sets and competencies that are essential to an educated and skilled workforce. A competency model is a collection of

competencies that, taken together, define successful performance in a particular work setting. Competency models serve as a starting point for the design and implementation of workforce and talent development programs. To learn about the industry-validated models visit the Competency Model Clearinghouse (CMC) at <http://www.careeronestop.org/CompetencyModel>. The CMC site also provides tools to build or customize industry models, as well as tools to build career ladders and career lattices for specific regional economies.

Career Clusters and Industry Competency Models both identify foundational and technical competencies, but their efforts are not duplicative. The Career Clusters link to specific career pathways in sixteen career cluster areas and place greater emphasis on elements needed for curriculum performance objectives; measurement criteria; scope and sequence of courses in a program of study; and development of assessments

#### D. Workforce3One Resources

1. We encourage applicants to view the information gathered through the conference calls with Federal agency collaborations, industry stakeholders, educators, and local practitioners. The information on resources identified can be found on Workforce3One.org at:

<http://www.workforce3one.org/view/2001008333909172195/info>.

2. We encourage applicants to view the online tutorial, “Grant Applications 101: A Plain English Guide to ETA Competitive Grants,” available through Workforce3One at: [http://www.workforce3one.org/page/grants\\_toolkit](http://www.workforce3one.org/page/grants_toolkit).

## **IX. Other Information**

OMB Information Collection No. 1225-0086

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 XXXXX, in Washington, D.C. by:

Latifa Jeter

Grant Officer, Employment and Training Administration