

U.S. DEPARTMENT OF LABOR

Employment and Training Administration

**Notice of Availability of Funds and Solicitation for Grant Applications
for Training to Work - Adult Reentry**

Announcement Type: Initial

Funding Opportunity Number: SGA/DFA PY-12 - 06

Catalog of Federal Domestic Assistance (CFDA) Number: 17.270

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 12-06, 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 Employment and Training Administration (ETA) has invested in five generations of Adult Reintegration of Ex-Offenders (RExO) programs, which historically have been employment-centered with a “Work First” component. However, lessons learned from these demonstration projects and input from our stakeholders (employers and state and local government agencies participating in the Secretary of Labor’s Employment Reentry Summit held in July 2012) indicate that ex-offenders have a better chance of attaining employment and achieving a higher degree of career growth if they acquire industry-recognized credentials. Additionally, we have learned that reentry is more successful when supportive services are begun prior to release. Work release programs allow an offender to work at paid employment or participate in a training program in the community on a voluntary basis while continuing as an inmate of the institution or facility to which he/she is committed. The purpose of these grants is to foster pre-release services and the attainment of industry-recognized credentials to improve the long-term workforce outcomes for previously incarcerated individuals.

Based on lessons learned, the Training to Work-Adult Reentry program will provide training and employment services for inmates age 18 and older enrolled in state and/or local work-release programs. This includes persons enrolled in work release programs supervised by local jails. Some work release programs allow considerable freedom; allowing offenders who follow a work week schedule to attend work and live at their homes on those days, and serve their sentences two days at a time on weekends. Additionally, depending on the terms of the program, the offender may serve his or her sentence in a halfway house or home confinement while not working. Other work release programs can be offered to offenders who are nearing the end of

their terms and looking for reintegration into community life, with a possible offer of full-time employment once the offender is released. The possibility of obtaining an industry-recognized credential, particularly if it can be attained prior to release, may add value to a work release program. The focus of this grant program is to help participants attain industry-recognized credentials for jobs in demand industries in their area prior to release or within 90 days after release from a state or local work release program.

I. Funding Opportunity Description

A. Program Purpose

The purpose of these grants is to improve the long-term labor market prospects for these offenders. Grantees must implement an integrated strategy that includes case management, education and training that leads to industry-recognized credentials in their state or local area, and follow-up services. Grantees must provide: 1) job training that leads to industry-recognized credentials for in demand industries; 2) employment preparation that helps participants get a job including mentoring; and 3) assistance connecting to supportive services. In addition, grantees must collaborate with state and/or local work-release programs, American Job Centers (AJC, formerly One-Stop Career Centers) or local workforce investment boards (WIBs), housing programs, mental health treatment centers, and substance abuse treatment services.

Grant funds cannot be used to provide housing, substance abuse treatment services, or mental health services. Therefore, grantees are required to form collaborations with the entities that will provide the supportive services needed to assist ex-offenders to successfully enter the workforce. Additional collaborations may be with: employers, social services organizations, vocational rehabilitation service providers needed to assist persons with disabilities to participate in training and employment programs, alternative education providers, post-secondary education institutions, and legal aid services. Grantees must assist each participant in developing an Individual Career Plan (ICP) that includes strategies for upward mobility in the workplace. The development of the ICPs must begin within 30 days of enrollment and include steps to improve the participants' employability that extend through the follow-up period.

Allowable Uses of Grant Funds

Allowable uses of grant funds for projects funded under these grants include, but are not limited to, the following services provided by the grantee:

- Individual and group mentoring;
- Assistance with the development of ICPs for participants;

- Development of cognitive and soft skills that participants will need to succeed in future jobs and that support one or more workplace competencies;
- Job placement;
- Vocational skills training and wages in an On-the-Job Training (OJT) framework.
- Paid and unpaid work experiences including community service activities that offer the offender the opportunity to reunite with and be embraced by his or her community;
- Payment of stipends to participants based on their performance in the program to recognize achievements/milestones;
- Payment of employment and retention bonuses to participants based on their achievements/milestones reached in the employment, education, and/or training components of the grant program;
- Basic skills instruction and remedial education;
- Tutoring and/or preparation for state high school equivalency test;
- Alternative secondary school services and career awareness classes that develop lifelong career pathways;
- Assistance with applying for post-secondary education and financial aid to implement participants' individual career development plans;
- Language instruction programs and services, and information in appropriate languages for participants with limited English proficiency;
- Assistance in addressing work-related problems that arise, such as anger management;
- Assistance in securing higher paying employment ;;
- Assistance with career development and further education as identified in participants' ICP;
- Continued coordination with employers, local workforce agencies and educational institutions where participants have been placed; Tracking of progress made by participants in employment after training; and
- Referrals to the following services:
 - Housing programs that provide temporary or permanent housing;
 - Mental health counseling;
 - Vocational rehabilitation services needed to assist persons with disabilities;
 - Parenting classes and services to assist with successful family reunification;
 - Substance abuse treatment services;
 - Child Support; and
 - Legal aid services related to the purpose of this grant, which include: securing a driver's license, expunging criminal records, creating and/or modifying child support orders, helping parents in obtaining and retaining custody of their

children, and helping victims of domestic violence by obtaining protective and restraining orders.

B. Program Authority

Grant funding for this program is authorized by Section 171, Pilot and Demonstration Projects, of the Workforce Investment Act (WIA) (as amended), Public Law 105-220, and Section 212 of the Second Chance Act of 2007, Public Law 110-199.

II. Award Information

A. Award Type and Amount

Funding will be provided in the form of a grant. Approximately \$20,000,000 is expected to be available to fund 15 grants for up to \$1,400,000 each to serve adult offenders enrolled in state and/or local work-release programs as authorized by WIA and the Second Chance Act of 2007. Applicants may submit only one application in response to this solicitation.

DOL expects that the cost-per-participant over the duration of the grant will range between \$4,000 and \$8,000 (inclusive of administration and planning costs). The average cost-per-participant must **not** exceed \$8,000.

B. Period of Performance

DOL will fund these grants for a 39-month period of performance. The currently anticipated start date is 07/01/2013. This performance period includes all necessary implementation and start-up activities. Awards made under this announcement are subject to the availability of Federal funds. In the event that additional funds become available, ETA reserves the right to use such funds to select additional grantees from applications submitted in response to this solicitation.

The period of performance must include the following:

- A planning period of up to six months;
- A program operation period of 24 months; and
- At least 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:

- Hire core program staff, including the Project Director and other key positions;

- Solidify all necessary collaborations for the successful delivery of services; and
- Initiate recruitment and outreach efforts for enrollment of participants.

The Federal Project Officer (FPO) will evaluate the completion of these milestones within the grant's planning phase. DOL may subject grantees who do not meet these milestones to corrective action.

III. Eligibility Information

A. Eligible Applicants

Any non-profit organizations with 501(c)(3) status may apply for these grants to provide services to eligible participants (as defined in Section III.C.3) in areas with high-poverty and high-crime rates. For the purpose of this SGA, high-poverty rates are defined as communities with poverty rates of at least 30 percent (applicants must use American Community Survey data to show the average poverty rate of the various Census Tracts included in their target community. For more information, see Section IV.B.3 and VIII.E); and high-crime rates are those communities where the felony crime rate is higher than the felony crime rate of the overall city (applicants should prove their case by using the felony crime rate of the closest police precinct that overlaps the target community to compare to the city felony crime rate).

Recipients of these grants must be located in or have existing staff presence, such as satellite offices or shared office space, in the high-poverty, high-crime area to be served. This grant focuses on high-poverty, high-crime areas that are heavily impacted by a large proportion of ex-offenders returning each year and that experience high rates of recidivism. A single application may be submitted to serve multiple sites. However, applicants must demonstrate that they have an already existing organizational presence in each of the identified geographic areas to be served.

B. Cost Sharing or Matching

Cost sharing or matching funds are not required as a condition for application. However, applicants must provide in the Budget Narrative 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. Applications that include any form of cost sharing or match will not receive additional consideration under the review. Cost sharing or matching funds are not application screening criteria.

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:

- Applications that fail to meet the deadline requirements referenced in Section IV.C.;
- Applications that exceed the ceiling amount of \$1,400,000 referenced in Section II.A.;
- The average cost-per-participant exceeds the \$8,000 limit referenced in Section II.A.
- Failure to include: SF-424 including D-U-N-S® (DUNS) Number, a project budget including a SF-424A and budget narrative, a project narrative, and attachments to the project narrative referenced in Section IV.B.;
- Failure to register with SAM and maintain an active account referenced in Section IV.B.;
- Failure to include required information as an attachment referenced in Section IV.B:
 - *abstract*
 - *project/performance site location forms*
 - *documentation of non-profit 501(c)(3) status*
 - *chart documenting past grant performance*
 - *chart documenting timeliness of reports*
 - *documentation to support **REQUIRED** program collaborations and the specific roles of each.*

2. An organization may only submit one application.

3. Eligible Participants

a) An individual may participate in a project funded under these grants if he/she:

- is 18 years old or older on the date of enrollment;

- has been convicted as an adult and imprisoned under Federal or state law but never been convicted of a sexual offense other than prostitution;
- is enrolled in a state and/or local work-release program with a release date scheduled for within six months of enrollment in the program; and
- currently resides in the geographic area to be served, as identified by the grantee, or resided in the geographic area before current confinement in a correctional facility, and will be returning to the geographic area to be served.

Note: Grantees have the discretion to enroll individuals convicted of either violent or non-violent offenses. However, the grantee must have a clear and consistent enrollment policy that addresses how enrollment of program applicants with either type of conviction will be treated. Grantees may choose to have a more rigorous risk assessment for violent offenders and should note this where it will factor into enrollment eligibility.

b) Veteran’s 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.

IV. Application and Submission Information

A. How to Obtain an Application Package

This SGA, found at www.Grants.gov and 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 SF-424 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 bases 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 (DUNS) number, and must supply their DUNS Number on the SF-424. The DUNS Number is a 9-digit identification number that uniquely identifies business entities. If you do not have a DUNS 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 DUNS Numbers:

1. Grantees must notify potential sub-grantees that no entity may receive a sub-award from you unless the entity has provided its DUNS number to you.
2. Grantees may not make a sub-award to an entity unless the entity has provided its DUNS number to you.

Applicants must register with the System for Award Management (SAM) before submitting an application. Instructions for registering with SAM can be found at <https://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 is required to review and update the registration at least every 12 months from the date of initial registration or subsequently updates 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 should also include in a separate section a description of leveraged resources provided (as applicable) to support grant activities.

Note: Applicants must provide separate budgets for planning and operations. Regardless of the length of the planning period, applicants must budget for 24 months of operation and a minimum of nine months of follow-up for each participant, which must be completed by the end of the period of performance of the grants. This means that the grantee must cease providing operation services, and the last participant must begin receiving follow-up services, no later than nine months before the end of the grant.

Grantees must only use their planning funds during the planning period. These funds must be used specifically for planning and pre-implementation activities associated with this grant.

Grantees must 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 should 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.

Construction – Construction costs are not allowed and this line must be left as zero. Minor alterations to adjust an existing space for grant activities (such as a classroom alteration) may be allowable. DOL does not consider this as construction and the costs must be shown on other appropriate lines such as Contractual.

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

Indirect Charges – If indirect charges are included in the budget, 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.B.4. and 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.

Use the following section headers for the Project Narrative (this reflects the criteria in Section V.A.):

1. NEED AND JUSTIFICATION FOR NUMBER OF PARTICIPANTS TO BE SERVED

The Applicant must identify the geographic area in which the project will be located and the name and location of each DOJ state or local work release center in that area. Specifically, the Applicant must discuss:

- The geographic area to be served is an urbanized area or urban cluster, as determined by the U.S. Census Bureau in the most recently available census.
- The poverty rate of the target community to be at least 30 percent. The U.S. Census Bureau now has American Community Survey (ACS) data available at the Census Tract level which can be found at <http://www.census.gov>. Applicants must provide an ACS data table that shows the poverty rate for the various Census Tracts included in their target community in accordance with the instructions Section VIII.E. Individual Census Tracts within the proposed target community may have poverty rates of less than 30 percent. If you plan to serve multiple geographic communities, each community must have an average poverty rate of over 30 percent.
- The rate of recidivism for the area to be served as it compares to the county or state recidivism rates. For local data on rates of recidivism, if available, applicants may contact their local crime reporting service, such as the police bureau's crime statistics division or Uniform Crime Reporting service. If the local data is not available, provide an

estimate of the recidivism rate and explain the basis on which the estimate was made;

- The felony crime rate of the target community being higher than the overall urbanized area or urban cluster's felony crime rate. Applicants should prove its case by utilizing the felony crime rate of the closest police precinct that overlaps the target community to compare to the city felony crime rate. Where possible, use data at the neighborhood level rather than the county level in addressing the need for your project.
- The number of adult offenders returning to the target area each year to show the need for services in the target area. Using local law enforcement data, if available, applicants must demonstrate a greater number of prisoners returning to the target area each year than the number of prisoners returning to an adjoining city or county. If the local law enforcement data is not available, provide an estimate number of returning offenders and explain the basis on which the estimate was made;
- The number of participants the applicant plans to serve and documentation that there are sufficient eligible offenders in state and/or local work release programs to justify the number of participants based upon the number of offenders enrolled in state and/or local work release programs for the previous year. The number of participants to be served must be greater than or equal to the number of adults enrolled in state and/or local work-release programs in the target area in the previous year. See Section III. C.3 for definition of eligible participants. The applicant must document the source of its data on the number of adults enrolled in state and/or local work release programs.

2. PROJECT DESIGN

Each project funded under these grants must include each of the project components described below. Participants enrolled in these projects do not necessarily have to participate in every one of these project components, but each project component must be offered.

A. Case Management

Case management services must begin at the time of enrollment and be provided throughout the participant's enrollment in the program, including the follow-up period. Specifically, applicants must:

- Describe the ratio of case managers to participants and how the case managers will act as advocates for program participants.
- Describe how case managers will assist work release staff in serving participants and in linking them to supportive services, such as: transportation assistance, housing assistance, mental health services,

substance abuse treatment services, legal aid services, child support, and organizations that assist with family reunification.

- Describe how case managers will coordinate with other agencies and organizations to ensure that participants receive counseling in financial literacy; counseling about their civil rights, including civil rights issues related to criminal records and employment; and assistance applying for jobs and Federal benefits such as Pell Grants, Food Stamps, Supplemental Nutrition Assistance Program, childcare, Medicaid; and, if the person has a disability, the right to free and appropriate educations and reasonable work accommodations.
- Describe how case management services will bridge active program participation and the follow-up period to ensure adequate tracking of post-program outcomes and retention success for participants within the period of performance of the grant.

B. Mentoring to Support Reintegration

Grantees must provide mentoring in coordination with the corrections, parole, and probation structure as it is essential to reintegrating ex-offenders. Participants should be matched with appropriate mentors who will be primarily responsible for offering support and guidance to the offender in the community and the workplace. For the purposes of this grant, mentoring is defined as a relationship over a prolonged period of time between two or more people where caring volunteer mentors assist participants in successfully and permanently reentering their communities by providing consistent support as needed, guidance, and encouragement that helps participants in developing positive social relationships and achieving program outcomes such as job retention, family reunification and reduced recidivism.

The Department requires that grantees design their programs using evidence-based models of mentoring. As with all mentoring programs it is recommended that programs provide rigorous screening, training, and match support for mentors and frequent contact 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
- Customized training for mentors, and others who have a role in the matching mentors with participants
- 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 mentor recruitment. If appropriate, describe how other organizations may be involved in recruiting mentors for this project;
- Describe the method used for matching mentors to participants;
- Describe how the mentor will engage with the participant including frequency of interactions, type of contact, and method of interaction;
- Discuss the quality and comprehensiveness of the training to be provided to mentors and the strategy for support and supervision of mentors; and
- Discuss the applicants' level of experience of the program 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/>

C. Education

Applicants must describe the educational components to be offered, including the types of educational interventions and/or support.

- All of the following educational components must be provided and described:
 - reading and math remediation;
 - credit retrieval/compilation of credits from high schools and correctional facilities;
 - tutoring;
 - high school diploma or other State-recognized educational credential attainment; and
 - language instruction for those with limited English proficiency;
- Describe how these educational interventions will be integrated into the training and workforce development components of the program.

D. Training Leading to Industry-Recognized Credentials for in Demand Industries and Occupations in the State or Local Area

Applicants should use Bureau of Labor Statistics (BLS) data to develop training programs that lead to industry-recognized credentials in demand industries located in their state or local area. Training must begin while the participant is enrolled in a state or local work release program and may continue after release from the work release program. Implementing this

component will require collaborations with apprenticeship programs, job training programs, vocational training programs and/or community and four-year colleges. All industry-recognized credentials must be attained within the performance period of the grant. Specifically, applicants must:

- Identify the type(s) and duration of the training programs offered that lead to credentials in demand industries.
- Identify the types of credentials that will be attained by participants as a result of completing the training.
- Describe how training will be integrated into existing career development efforts, such as career counseling and other services offered through local American Job Centers.
- Describe the process and resources used to identify the selected training program(s) and the justification for the selection of the training programs.
- Describe how the training program will be implemented including the type of instruction, when classes will be conducted and any additional detail about the curriculum and training materials.

E. Integrated Workforce Activities to Reduce Recidivism

Workforce development programs must assist participants in developing their career goals and understanding career pathway options as one component of their larger participation in the grant project. Integrated Workforce Activities could include case management, mentoring, education, and training as well as other services to illustrate some common workforce development services. Specifically, applicants must:

- Describe how you will assist participants in developing career goals, understanding career pathway options, and developing an Individual Career Plan (ICP). An ICP must be developed within 30 days of enrollment for each participant and must reflect the individual needs and career goals of the participant. This will include goals related to personal issues, such as counseling, substance abuse treatment, housing, and child custody/support issues that can affect workplace success, as well as goals related directly to workforce development, such as continuing education, vocational training, and employment placements. The ICP is a living document and should be reviewed and updated regularly throughout the follow-up period for each participant;
- Describe how the mentoring and training received by the participant fit into the ICP and ensure that participant is focused on achieving their goals;
- Describe how the applicant will deliver the workforce development component, including: paid and/or unpaid full or part-time work experience; on-the-job training (OJT); internships which allow participants to interact with professionals in their fields of interest; vocational and occupational training opportunities; career exploration;

placement into apprenticeships; and unsubsidized full or part-time employment. OJT is distinguished from other types of workplace training, including customized training, by several factors: 1) participants are hired (or employed) and earn wages from employers during training; 2) it is based on an individualized training plan that reflects the results of an individual skills assessment and an analysis of job requirements; 3) training is conducted in the work setting under the direction of one or more of the employer's supervisory personnel; and 4) the employer is paid a reimbursement to cover the extraordinary costs of the training.

- Describe how the applicant will connect participants with employers to ensure that the training and other services result in employment for participants.

F. Follow-Up Services

Follow-up services must be provided for a minimum of 9 months for each participant and must be completed by the end of the performance period of the grant. Specifically, applicants must:

- Describe the efforts that will be made to ensure follow-up services are provided to participants for a minimum of 9 months during the grant performance period.
- Describe the follow-up services that will be provided. Follow-up services may 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; further education; referrals to peer support groups; mentoring; and tracking progress made by participants in employment and/or education after training.
- Describe the frequency and intervals of contact with participants during the follow-up component of the program.

3. PROGRAM COLLABORATION AND ROLES

Letters of Commitment and/or Memoranda of Understanding must be included as documentation of program collaboration efforts with the following required organizations/entities and any additional organizations/entities. The documentation must clearly specify the roles and responsibilities of each organization/entity, in helping participants attain industry-recognized credentials, including:

A. Required Program Collaboration:

In the Project Narrative, applicants must describe the following required program collaborations and provide the identity of and arrangement with the organization that fulfills the required collaboration in each category.

- **State and/or local work-release programs.** The agreement must include the methods of recruiting participants and coordinating service delivery.
- **American Job Centers (AJC), formerly One-Stop Career Centers or Local workforce investment boards.** The agreement must include the coordination of services to support paid and/or unpaid work experience, OJT, internships, apprenticeships, and unsubsidized full and part-time employment.
- **Housing assistance programs.** The agreement must include referral by the applicant to organizations that provide assistance with securing temporary or permanent housing for program participants.
- **Mental health treatment centers.** The agreement must include referral by the applicant to organizations that provide assessments and mental health treatment for program participants.
- **Substance abuse treatment centers.** The agreement must include referral by the applicant to counseling and treatment for eligible program participants.
- **Local Child Support Agencies.** The agreement must include referral by the applicant to local Child Support agencies for program participants with child support arrearages.

B. Additional Program Collaboration and Roles: __

Applicants are encouraged to work with additional organizations. Below is a list of organizations that could play a role in improving program operations. Collaboration with these additional collaborators is not required, and grantees are not limited to those additional organizations/entities listed. If an applicant plans to partner with additional program collaborators, the applicant must provide documentation, such as Letters of Commitment and/or Memoranda of Understanding, to verify the identity of and relationship with the organization.

- **Employers** may provide opportunities for paid and/or unpaid work experience, OJT, internships, apprenticeships and unsubsidized full and part-time employment.
- **Social Services** may provide assistance to participants in securing food, transportation, clothing, child and family services, and medical assistance.
- **Vocational Rehabilitation Services** may be used to refer participants with disabilities for services that assist them with participating in training and employment programs
- **Alternative Education Providers** may provide services and instruction that help adult participants attain a high school diploma or state equivalent.
- **Post-Secondary Education Institutions** may provide participants additional education that leads to career advancement.
- **Legal Aid Services** may be paid to provide services with grant funds on behalf of a participant for services related to the purposes of this grant.

4. ORGANIZATIONAL ADMINISTRATION AND FISCAL CAPACITY

Applicants must:

- Discuss the length of time and the specific experience the applicant has in operating programs for offenders.
- Past Performance Chart: In chart format, as an attachment to the Project Narrative, applicants must provide information on past grant performance as required by the grantor, using one of the categories below that is applicable for your organization.
 - If the applicant completed an ETA adult Reintegration of Ex-Offenders (RExO) grant, formerly known as the Prisoner Reentry Initiative grant, on or after January 1, 2009, the applicant must, with respect to the most recently completed RExO adult grant only, provide past grant performance goals established by DOL and the actual grant outcomes obtained for 1) enrollment and 2) the entered employment rate.
 - Applicants with no previous ETA adult RExO grant awards must provide information on the most recently completed grant that was completed on or after January 1, 2009 in which the applicant served adult ex-offenders. 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, the applicant must identify two goals required by the grantor(s)/funder(s) and the actual outcomes obtained with regard to those goals.

All applicants may reference only one project that was completed on or after January 1, 2009 as described above. In the attachment, applicants must also provide the project grant number along with the name, title, 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.

ETA reserves the right to confirm this information for all applicants.

- Performance Narrative: Applicants must explain the circumstances for the project referenced above that enabled the applicant to meet the project goals or that prevented the applicant from meeting them. Applicant should discuss the systems in place that allowed it to meet the goals or, if the applicant did not meet the goals, explain how those challenges were overcome to make the project as successful as possible.

- **Past Reporting Timeliness Chart:** In chart format as an attachment to the Project Narrative, the applicant must provide the two most recent grant report due dates and the actual dates on which the reports were submitted for the grant project identified above. These reports can be programmatic, financial or other reports required by the grant.

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, you must submit the name, title, email address and telephone number for this additional individual. Include this information in this attachment.

ETA reserves the right to confirm this information for all applicants.

4. Attachments to the Project Narrative

In addition to the Project Narrative, the applicant must submit attachments. 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 must not be included. 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. Applicants are now limited to using the following characters in all attachment file names. Valid file names may only include the following UTF-8 characters:

A-Z, a-z, 0-9, underscore(_), hyphen (-), space, period.

Attachments

- Abstract:** All applicants must submit an up to two-page abstract summarizing the proposed project that will be shared publicly, including: 1) the applicant’s name, 2) the project title, 3) a description of the area to be served, 4) a short description of the project including: the number of proposed participants and the proposed outcomes, 5) the funding level requested including the cost per participant, and 6) public contact information where the grantee wants public inquiries to be addressed (may be an email, website, or phone number). The Abstract is limited to two-page double-spaced single sided 8.5x11 inch pages with 12 point text font and 1 inch margins. If using grants.gov for submission, this document must be attached under the Mandatory Other Attachment section and labeled “Abstract.” Please note that applicants will be held to outcomes provided and failure to meet those outcomes may have a significant impact on future grants with ETA.
- Project/Performance Site Location(s) Form:** 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.

- c) **Indirect Cost Rate Agreement:** If the applicant is requesting indirect charges, attach the most recent Indirect Cost Rate Agreement approved by the applicant's cognizant Federal agency. (For more information, see Section IV.B.2. and Section IV.E.1.)
- d) **Documentation from the Internal Revenue Service (IRS) that verifies the applicant's non-profit 501(c)(3) status.** All applicants must submit documentation that is 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.
- e) **Chart documenting past performance:** All applicants must provide information on the most recently completed grant that was completed on or after January 1, 2009, in which ex-offenders were served as described in Section V.A.4. Organizational Administration and Fiscal Capacity.)
- f) **Past reporting timeliness chart:** All applicants must 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) as described in Section V.A.4. Organizational Administration and Fiscal Capacity).
- g) **All applicants must submit Letters and/or Memoranda of Understanding to support the required program collaborations** and the specific roles of each. (For more information, see Section IV.B.3 Program Collaboration and Roles).
- h) If the applicant listed additional partners, **Letters and/or Memoranda of Understanding to support the additional program collaborations** and the specific roles of each. (For more information, see Section IV.B.3 Program Collaboration and Roles).
- i) An American Community Survey data table showing the poverty rate for each Census Tract in the targeted community in accordance with Section IV.B.3 and VIII.E.

C. Submission Date, Times, Process and Addresses

The closing date for receipt of applications under this announcement is [insert date 45 days after date of publication of the one page 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. Applicants are cautioned that applications should be submitted before the deadline to ensure that the risk of 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 by mail or overnight delivery must submit an original signed application (including the SF-424) and one (1) “copy-ready” version free of bindings, staples or protruding tabs to ease in the reproduction of the proposal by DOL. Applicants submitting proposals in hard copy are also required to 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.

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

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, Office of Grants Management, Attention: Latifa Jeter, Grant Officer, Reference SGA/DFA PY 12-06, 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. 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. 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 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 DUNS 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 DUNS 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.

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, or to track AOR status visit: 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.

To receive updated information about critical issues, new tips for users and other time sensitive updates as information is available, applicants may subscribe to "Grants.gov Updates" at http://www.grants.gov/applicants/email_subscription_signup.jsp.

If applicants encounter a problem with Grants.gov and do not find an answer in any of the other resources, call 1-800-518-4726 or 606-545-5035 to speak

to a Customer Support Representative or email "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 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.

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 111-117 (Division D, Title I, section 107) and 112-10 (Division B, Title I), and Training and Employment Guidance Letter number 5-06 for further clarification: 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, Stipends, Incentives, and Needs-Related Payments

Grant funds 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 Career Plan indicate that work experiences are appropriate. Payments may take the form of wages or stipends. Stipends are generally provided to participants for participating in classes and training. Wages are compensation for services performed for an employer. Grantees must comply with WIA section 181 and 20 CFR 667.272 of the WIA regulations, which detail the applicable wage and labor standards. If paying participants a stipend, grantees must maintain documentation on how the amount for the stipend was set and the parameters governing its distribution. Grantees providing wages or stipends to participants should be aware of the implications under IRS provisions. Please consult www.irs.gov for more information.

In addition, grantees are authorized to provide incentive payments to youth. WIA Sec. 129(a)(5) authorizes incentive payments to youth for recognition and achievement tied to training activities and work experiences. Incentive payments to adults are typically unallowable costs under WIA; however, activities under this SGA are authorized under Section 171(b) of WIA, which allows for demonstration and pilot projects for the purpose of developing and implementing techniques and approaches, and demonstrating the effectiveness of specialized methods, in addressing employment and training needs.

Incentive payments must be tied to the goals of the grant. The organization 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. In addition, incentive payments are generally considered miscellaneous compensation and are taxable. Please consult 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 participants 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. Grantees must have a consistent policy 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. 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. The evaluation criteria are based on the information required in the application as described in Section I. and Section IV.B. The evaluation criteria are described below:

Criterion	Points
1. Need and Justification for Number of Participants To Be Served (See Section IV.B.3)	15
2. Project Design (See Section IV.B.3)	50
3. Program Collaboration and Roles (See Section IV.B.3)	20
4. Organizational Administration and Fiscal Capacity (See Section IV.B.3)	15
TOTAL	100

1. Need and Justification for Number of Participants to be Served (up to 15 points)

Points will be awarded under this criterion based on the case the applicant makes in its proposal for the local need for the project and justification for the number of participants the applicant proposes to serve. Applicants that target a community that is not urbanized or an urban cluster as determined by the most recent Census data will receive 0 points for Criterion 1, Need and Justification for Number of Participants to be Served. The strength of the case is based on:

- A. The poverty rate of the target community (must be at least 30 percent). (up to 3 points)
 - Applicants that fail to provide the poverty rate or propose to serve a community with an average poverty rate of less than 30 percent will receive 0 points for all of Criterion 1. This is based on the applicant's submission of an American Community Survey data table showing the poverty rate.
 - Applicants that document a poverty rate in the target community of 30 or above will receive 3 points for this sub-criterion.
- B. The rate of recidivism for the area to be served is higher than the county or state recidivism rates. (up to 2 points)
 - Applicants that meet the rate of recidivism for the county or state will receive 1 point for this sub-criterion; 2 points if the applicant has a higher rate of recidivism.
- C. The felony crime rate of the target community being higher than the overall city's felony crime rate. (up to 2 points)
 - o Applicants that meet the felony crime rate of the target community will receive 1 point for this sub-criterion; 2 points if the applicant exceeds the rate.
- D. The number of adult offenders returning to the target area each year compared to the number of adult offenders returning to an adjoining city or county. (up to 2 points)
 - Applicants that meet the number of adult offenders returning to an adjoining city or county will receive 1 point for this sub-criterion; 2 points if the applicant exceeds the number.
- E. The number of participants the applicant plans to serve and documentation that there are sufficient eligible offenders in state and/or local work release programs to justify the number of participants. (up to 6 points)
 - o Applicants proposing to serve more participants than were enrolled in adult state and/or local work-release programs in their target service area in the previous year will receive 0 points for Criterion 1.

2. Project Design (up to 50 points)

The applicant must describe how it will address each of the project design components listed below. This criterion will be evaluated on the likely

effectiveness of the project design as determined by the specific information, research, and analysis presented in support of the following:

A. Case Management (up to 10 points)

- 1) The ratio of case managers to participants and how the case managers will act as advocates for program participants; (up to 2 points)
- 2) How case managers will assist work release staff in serving participants and in linking them to supportive services; (up to 3 points)
- 3) How case managers will coordinate with other agencies and organizations to ensure that participants receive counseling in financial literacy; counseling about their civil rights, including civil rights issues related to criminal records and employment; and assistance applying for jobs and Federal benefits such as Pell Grants, Food Stamps, Supplemental Nutrition Assistance Program, Medicaid, and if the person has a disability, the right to free and appropriate educations and reasonable work accommodations;(up to 3 points) and
- 4) How case management services will bridge active program participation and the follow-up period. (up to 2 points)

B. Mentoring To Support Reintegration (up to 5 points)

- 1) The strategy for mentor recruitment; (up to 1 point)
- 2) The method for matching mentors to participants; (up to 1 point)
- 3) How the mentor will engage with the participant including frequency of interactions, type of contact, and method of interaction; (up to 1 point)
- 4) The quality and comprehensiveness of the training to be provided to mentors and the strategy for support and supervision of mentors; (up to 1 point); and
- 5) The applicant's experience in operating mentoring programs. (up to 1 points)

C. Education (up to 10 points)

If all educational components are not offered the applicant will receive 0 points for this sub criterion

- 1) The educational components to be offered (up to 5 points)
- 2) How educational interventions will be integrated into the other program components. (up to 5 points)

D. Training Leading to Industry-Recognized Credentials in Demand Industries and Occupations in the State or Local Area (up to 10 points)

- 1) The type(s) and duration of the training programs offered that lead to credentials in demand industries. (up to 2 points)
- 2) The specific credentials that will be attained by participants as a result of completing the training. (up to 3 points)
- 3) How training will be integrated into existing career development efforts. (up to 3 points)

- 4) The process and resources used to identify the selected training program(s) and the justification for the selected programs and how the training program will be implemented. (up to 2 points)

E. Integrated Workforce Activities to Reduce Recidivism (up to 10 points)

- 1) The method for assisting participants in developing career goals, understanding career pathway options, and developing an Individual Career Plan. (up to 2 points)
- 2) The delivery of the workforce development component. (up to 4 points)
- 3) The method of connecting participants with employers. (up to 4 points)

F. Follow-Up Services (up to 5 points)

- 1) The efforts to ensure sufficient follow-up services for the minimum of 9 months. (up to 2 points)
- 2) The follow-up services that will be provided. (up to 2 points)
- 3) The frequency and intervals of contact with participants during the follow-up period. (up to 1 point)

3. Program Collaboration and Roles (up to 20 points)

Points for collaborations will be based on the comprehensiveness and completeness of the responses and the descriptions and documentation provided to support the following:

A. Required Program Collaborations and Roles (up to 15 points)

Describe the extent to which the applicant has received commitments from the required organizations listed in Section IV.B.3. (Required Collaboration and Roles). A letter of commitment or memorandum of understanding must be included as an attachment to the Project Narrative to document each required collaboration. Applicants that fail to provide these commitments as attachments to the application will not be reviewed.

B. Additional Program Collaboration and Roles (up to 5 points)

Describe the progress made and extent to which the applicant has received commitments from additional organizations/entities listed in Section IV.B.3 (Additional Program Collaboration and Roles). To receive points for this sub-criterion, letters of commitment and/or memorandum of understanding must be included as attachments to the Project Narrative as documentation.

4. Organizational Administration and Fiscal Capacity (up to 15 points)

Points will be determined based on the responses to the following:

- A. The length of time and specific experience the organization has in operating programs for offenders. (up to 5 points)
- B. The past performance chart described in Section IV.B.3. (up to 4 points)

- Applicants who exceeded both of their reported project goals will receive the full 4 points for this sub-criterion.
 - Applicants who met both of their reported project goals will receive 3 points for this sub-criterion.
 - Applicants who met one project goal, but exceeded that goal, will receive 2 points for this sub-criterion.
 - Applicants who met one goal and did not exceed that goal will receive 1 point for this sub-criterion.
 - Applicants who did not meet either goal will receive 0 points for this sub-criterion.
 - If the goals, outcomes obtained, or grantor contact information is not provided in the attachment for the selected project, the applicant will receive 0 points for this sub-criterion.
- C. The Performance Narrative (up to 4 points)
- Points will be determined based on the level of success indicated by the evidence provided. (up to 4 points)
- D. The past reporting timeliness chart described in Section IV.B.3. (up to 2 points)
- If these dates are not provided in the attachment, applicants will receive 0 points for this sub-criterion.
 - Applicants that met both due dates will receive 2 points for this sub-criterion.
 - Applicants that met only one due date will receive 1 point for this sub-criterion.
 - Applicants that did not meet any of the due dates will receive 0 points for this sub-criterion.

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 (which may include the mathematical normalization of review panels) will serve as the primary basis for selection of applications for funding, in conjunction with other factors such as geographic balance; 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. The grant(s) awarded under this SGA will be subject to the following administrative standards and provisions:

- a. Non-Profit Organizations – OMB Circular A-122 (Cost Principles), relocated to 2 CFR Part 230, and 29 CFR Part 95 (Administrative Requirements)
- b. Educational Institutions – OMB Circular A-21 (Cost Principles), relocated to 2 CFR Part 220, and 29 CFR Part 95 (Administrative Requirements).
- c. State, Local and Indian Tribal Governments – OMB Circular A-87 (Cost Principles), relocated to 2 CFR Part 225, and 29 CFR Part 97 (Administrative Requirements).
- d. Profit Making Commercial Firms – Federal Acquisition Regulation (FAR) – 48 CFR part 31 (Cost Principles), and 29 CFR Part 95 (Administrative Requirements).
- e. All 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. All such activity conducted by ETA and/or Grantee/s will 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. 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.

2. 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 this TEGl 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.
3. Grantees shall 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.
4. Grantees further acknowledge that all PII data obtained through their ETA grant shall 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 ETA.
5. 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.
6. Grantees must have their 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.
7. Grantees must not extract information from data supplied by ETA for any purpose not stated in the grant agreement.
8. Access to any PII created by 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.
9. 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. Data may be downloaded to, or maintained on, mobile or portable devices only if the data are encrypted using NIST validated software products based on FIPS 140-

2 encryption. In addition, wage data may only be accessed from secure locations.

10. 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.
11. 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 records applicable to this Agreement available to authorized persons for the purpose of inspection, review, and/or audit.
12. 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 the grantee participate in an evaluation of overall performance of the ETA grant 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, the grantee agrees to fully cooperate in any DOL sponsored evaluation, collect data, and make individual records regarding participants (including personally identifying information (PII) 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 this evaluation may make use of program Management Information System (MIS) data, local administrative data on crime and recidivism, and program progress reports. DOL recognizes 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

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

- the entered employment rate in the first quarter after program completion;
- the retention of participants in employment in the 2nd and 3rd quarters after program completion;
- Average earnings at the 2nd and 3rd quarter after program completion;
- attainment of industry recognized credential; and
- the recidivism rate of adult offenders served.

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 regarding future grants with ETA.

c. Reporting

Grantees must agree to meet DOL reporting requirements. Quarterly financial reports, quarterly progress reports, and MIS data must be submitted by the grantee electronically. The grantee is required to 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

The grantee must submit a quarterly progress report within 45 days after the end of each calendar year quarter. The report must include quarterly information regarding grant activities, performance goals, and milestones. 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.

3. Quarterly Narrative Reports

Grantees will be required to 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.

4. Management Information System (MIS) Reports. Organizations will be required to submit updated MIS data within 45 days after the end of each quarter based on a DOL template that will require quarterly, year-to-date, and program-to-date information on participant demographics at time of enrollment, participants services provided, and interim and long-term participant outcomes. This reporting will require post-placement follow-up and tracking of participants.

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 and must specifically reference SGA/DFA PY 12-06, 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. Other Information

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, we 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, we will publish a version of the Project Narrative required by Section IV.B.3. for all those applications that are awarded grants, on the Department's website or a similar location. No other attachments to the application will be published. The Project Narratives and Abstracts will not be published until after the grants are announced. In addition, information about grant progress and results may also be made publicly available.

DOL recognizes that grant applications sometimes contain information that an applicant may consider proprietary or business confidential information, or may contain personally identifiable information (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.¹

Abstracts will be published in the form originally submitted, without any redactions. Applicants should 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 is presumed to have obtained all necessary authorizations to provide this information and may be liable for any improper release of this information.

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

In order to ensure that proprietary or confidential business information or PII is properly protected from disclosure when DOL posts the winning Project

¹ 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>.

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) should be removed as well.

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

Submission of a redacted version of the Project Narrative will constitute permission by the applicant for DOL to make the redacted version publicly available. We will also assume that by submitting the redacted version of the Project Narrative, the applicant has obtained the agreement 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 your application, the procedures in DOL's FOIA regulations for responding to requests for commercial/business information submitted to the government will be followed, as well as all FOIA exemptions and procedures. 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 16 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. Information about the 16 career cluster areas can be found by accessing: www.careerclusters.org.

D. Workforce3One Resources

1. ETA encourages applicants to view the information gathered through the conference calls with Federal agency partners, industry stakeholders, educators, and local practitioners. The information on resources identified can be found on Workforce3One.org at: <http://www.workforce3one.org>.
2. ETA encourages 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.

E. Directions for using the American Community Survey Data to Identify Target Areas for High-Crime/High-Poverty Communities:

1. Begin at the Census Bureau web site at <http://www.census.gov>.
2. Click on <**DATA**> at the bar at the top of the web site and then select <**American Community Survey**>, the 5th choice.
3. On the right side of the American Community Survey home page, look under <**Data by Topics**> and choose <**Poverty**>, the 13th choice.

4. On the left side of page click on <**Geographies**>. Within the **Select Geographies** drop-down box you will see four tabs; **List, Name, Address and Map**.
5. Click on <**Map**>. A map of the United States will come up.
6. On the map of the United States, click on the desired state. A map of the state will appear.
7. To the left of the map, click on <**Boundaries and Features**> and then select the 5th choice, <**2011 Census Tracts**>. Make sure to click both boxes, then click on <**Update**> at the bottom of the drop-down box. If 2011 Census Tract is not available, select the most current data available for the target community/ies.
8. Next click on the <**Find a Location**> tab to the left of the map and enter the name of the city you want to serve in the box. Then click on <**Go**>.
9. A list appears with the city you wanted included in the list. Click on your selected city.
10. A map of your city with all the appropriate census tracts will be displayed. You will probably need to enlarge the map by clicking on the “+” at the top of the scroll bar on the left of the map to make the census tract numbers legible. Use the “+” on the scroll bar and **not** the “+” in the blue border above the map.
11. To pan around the map, use the arrow keys above the scroll bar.
12. Under the <**Select Geographies**> tab to the left of the map, click on the down arrow and select the 6th option, <**Census Tracts**>.
13. Next, locate the blue rectangle box and click on the “.”, the first choice. Your cursor now becomes a pointer.
14. Move your pointer over the map and click on each desired census tract(s) to be included in your targeted service delivery area.
15. The selected census tracts are now listed to the left of the map. To remove a census tract from the list, click on the blue **X**.
16. When you are satisfied with your selections, click on <**Add to Your Selections**>.
17. Next, click on <**Topics**> located to the left of the map. There will be a Dialogue Box pop up. Just click on the <**X**> to close the Dialogue Box.
18. At the top of the table, look for the tab <**Refine Your Search Results**> and under the heading **Topic or Table Name**, type <**5-Year**> in the box. Then click on the 4th option in the drop-down box <**2011 ACS 5-Year Estimates**> or the 5-year estimate applicable to the target community/ies, and click <**Go**>.
19. Click on the first data entry listed, **Poverty Status in the Last 12 Months** 2011 ACS 5-Year Estimates, ID # S1701, or the data applicable to the target community/ies.
20. A table will display the poverty data for the Census Tracts that you selected. Use only the first row of data showing overall poverty numbers for each Census Tract. Use the first column, the total

population of the Census Tract and the third column, the number below poverty. Use the directional arrows on the table to move from Census Tract to Census Tract. Do not look at the poverty rate of each Census Tract. Rather, divide the total number in poverty in all of the Census Tracts by the total population of all of the Census Tracts to compute the poverty rate of the entire target community.

IX. OMB Information Collection

OMB Information Collection No 1225-0086, Expires January 31, 2016.

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. 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 applicants 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 a grant.

Signed _____, in Washington, D.C. by:

Latifa Jeter
Grant Officer, Employment and Training Administration.