

**U.S. DEPARTMENT OF LABOR**

**Employment and Training Administration**

**Notice of Availability of Funds and Solicitation for Grant Applications  
for YouthBuild**

**Announcement Type:** Initial

**Funding Opportunity Number:** SGA/DFA PY-13-04

**Catalog of Federal Domestic Assistance (CFDA) Number:** 17.274

**Key Dates:** The closing date for receipt of applications under this announcement is *[insert date 60 days after date of publication of the one page 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 13-04, 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), U.S. Department of Labor (DOL or Department), announces the availability of approximately \$73 million in grant funds authorized by the YouthBuild provisions of the Workforce Investment Act (29 USC 2918a). The final amount available

depends on the amount of funds appropriated for YouthBuild in Fiscal Year (FY) 2014.

YouthBuild grants will be awarded through a competitive process. Under this Solicitation for Grant Applications (SGA), DOL will award grants to organizations to oversee the provision of education, occupational skills training, and employment services to disadvantaged youth in their communities while performing meaningful work and service to their communities. Based on our estimate of FY 2014 funding, DOL hopes to serve approximately 4,950 participants during the grant period of performance, with approximately 75 projects awarded across the country.

## **I. Funding Opportunity Description**

### **A. Program Purpose**

YouthBuild is a community-based alternative education program for youth between the ages of 16 and 24 who are high school dropouts, adjudicated youth, youth aging out of foster care, youth with disabilities, and other disadvantaged youth populations. The YouthBuild program simultaneously addresses several core issues facing low-income communities: affordable housing, education, employment, and leadership development. The YouthBuild model balances project-based learning and occupational skills training that prepare disadvantaged youth for career placement. The academic component is an alternative education program that assists youth who are often significantly behind in basic skills to obtain a high school diploma or

state high school equivalency credential. The occupational skills training component prepares at-risk youth to gain placement into career pathways and/or further education or training, and also supports the goal of increasing affordable housing within communities by teaching youth construction skills learned by building or significantly renovating homes for low-income or homeless families or individuals. Occupational skills training also may include other demand industries in addition to construction skills training for grantees that have been previously funded by the Department. This expansion into additional demand industries is the “Construction Plus” component.

In order to preserve one of the core aspects of the YouthBuild program as a construction skills training program, all YouthBuild grant programs must offer construction skills training. New applicants for DOL funding must demonstrate success with core construction skills training and are not eligible to offer other vocational training as first-time YouthBuild grantees.

Construction skills training is central to the overall philosophy of the YouthBuild program and can provide a visible transformational experience for young people who have rarely had opportunities to see tangible and positive results from their efforts.

Because one of the goals of the YouthBuild program is to provide affordable housing, all prospective applicants must demonstrate their commitment to the goal of increasing the supply of permanent housing for homeless and/or low-

income individuals and families. YouthBuild grantees must accomplish this goal by having a sufficient number of youth enrolled in and completing the construction skills training component to enable the program to build or substantially renovate at least one unit of housing within the grant period of performance. Each program must also have access to a worksite to use for on-site construction training. All newly built or renovated units of housing must be utilized by homeless and/or low-income individuals and families. To build or substantially renovate at least one unit of housing requires the new construction or substantial renovation of single family homes or apartment/condominium/townhouse complexes, or the construction or substantial renovation of a single dwelling within a complex. Substantial renovation includes those activities that will provide YouthBuild participants with significant construction experience and knowledge that will prepare them for entry-level employment in the construction industry and are tied to the construction curriculum used by the program. Painting or cleaning apartments and simple weatherization tasks do not constitute substantial renovation or a sufficiently comprehensive level of construction training to satisfy the requirement that each program build or substantially renovate a unit of housing, and thus, do not qualify as worksites.

The YouthBuild program tracks several long-term performance outcomes as key indicators of program success by establishing performance goals. These performance goals are: Placement in Education or Employment,

Certificate/Degree Attainment, Literacy/Numeracy Gains, Post-Program Retention in Education and Employment, and the Recidivism Rate.

The YouthBuild Final Rule regulation (20 CFR part 672) was published on February 15, 2012. This regulation clarifies the requirements of the YouthBuild Transfer Act for program providers and participants. The regulation sets the standards under which YouthBuild program providers can carry out the goals of the program. The YouthBuild regulation can be found at:

<https://www.federalregister.gov/articles/2012/02/15/2012-2373/youthbuild-program>. For more information on the YouthBuild program, please go to: [www.doleta.gov/youth\\_services/YouthBuild.cfm](http://www.doleta.gov/youth_services/YouthBuild.cfm).

## B. Program Authority

This program is authorized by Section 173A of the Workforce Investment Act (29 USC 2918a).

## II. Award Information

### A. Award Type and Amount

Funding will be provided in the form of a grant. Under this competition, ETA intends to fund approximately 73 grants with a ceiling amount of \$1.1 million each from the FY 2014 appropriation. 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 SGA.

The Department intends to use up to 30 percent of the total available funding for this competition for the award of grants to eligible applicants that have not previously received a DOL YouthBuild grant or have not substantially completed performance on their initial DOL-funded grant award (those that have been operating DOL-funded YouthBuild grants for less than two years as of the date of this SGA's publication, further described in III.A.1 below). The remainder of funds will be used to award grants to eligible applicants that have been previously funded by the DOL YouthBuild program and have demonstrated success in the program.

The Department's intended mix of grant awards to new and previously-funded applicants will ensure that organizations that have not previously been funded by DOL for a YouthBuild grant have an opportunity to implement a new DOL YouthBuild program, while allowing for continued support to the existing, previously-funded YouthBuild grants that have demonstrated success. Due to the complicated nature of the YouthBuild program model and the interest in expanding YouthBuild beyond construction skills training, this SGA is focused on ensuring that an adequate number of established YouthBuild programs are funded while newly-funded YouthBuild programs establish

effective operation and delivery of services outlined in each of the required program components.

#### B. Period of Performance

The period of performance for these grant awards will be three (3) years and four (4) months from the effective date of the grant. This includes:

- an up to four-month planning period;
- two years of core program operations (education, occupational skills training, and youth leadership development activities) for one or more cohorts of youth; and
- an additional nine-to-twelve months of follow-up support services and tracking of participant outcomes for each cohort of youth.

This grant period of performance includes time for all necessary implementation and start-up activities. Applicants are required to describe what activities they expect to be undertaking during the planning and implementation period in order to ensure that they are able to begin active program services on schedule. Grantees must fully expend grant funds during the period of performance. Therefore, applicants must carefully consider their ability to spend the level of funding requested during the allotted time while ensuring full transparency and accountability for all expenditures.

To ensure grantees are prepared to begin program operations, applicants must submit a timeline of critical activities to be completed during the planning and implementation period, as part of the required Program Calendar described in Section IV.B.4. Attachments to the Project Narrative. The following milestones must be achieved during the planning period:

- Hiring of or committing of additional core program staff (including the Project Director, Construction Trainer(s), Classroom Teacher(s), and Case Manager(s) positions);
- Solidifying relationships with all necessary collaborators for the successful delivery of services;
- Initiating recruitment and outreach efforts for enrollment of participants; and
- Reconfirming worksite financing and access.

Completion of these milestones within the grant's planning and implementation period will be reviewed by the Federal Project Officer.

Grantees who have not met milestones may be subject to corrective action.

### **III. Eligibility Information**

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

Eligible applicants for these grants are public or private non-profit agencies or organizations including rural, urban, or Native American agencies that have



previously served disadvantaged youth in a YouthBuild or other similar program. These agencies include, but are not limited to:

- Faith-based and community organizations;
- An entity carrying out activities under the Workforce Investment Act (WIA), such as a local workforce investment board or American Job Center (formerly known as One-Stop Career Center);
- An educational institution, including a local school board, public school district, or community college;
- A community action agency;
- A state or local housing development agency;
- An Indian tribe or other agency primarily serving American Indians;
- A community development corporation;
- A state or local youth service conservation corps; or
- Any other public or private non-profit entity that is eligible to provide education or employment training under a Federal program.

Grantees who received funding from the Fiscal Year (FY) 2013 YouthBuild competition [SGA/DFA PY 12-02] are funded through November 2016 and these grantees (based on their unique Employer Identification Numbers) are not eligible to participate in this competition.

## **1. Applicant Types**

This SGA distinguishes between new applicants for DOL YouthBuild funding (those that have never received a DOL YouthBuild award) and previously-funded applicants (those applicants that have previously received a YouthBuild grant from DOL). For the purposes of the project narrative and evaluation criteria, only those previously-funded applicants who have completed at least two years of a YouthBuild grant award cycle, as of the date of publication of this SGA, will be considered previously-funded. Only applicants who were funded in FY 2007, 2008, 2009 (including American Recovery and Reinvestment Act of 2009 (ARRA)-funded grants), FY 2010, and FY 2011 should respond to the previously-funded applicant project narrative requirements and evaluation criteria. All other applicants, including those whose first grant award occurred in FY 2012 (SGA/DFA PY 11-06), should respond to the new applicant project narrative requirements and evaluation criteria. (As noted above, grantees funded in FY 2013 [SGA/DFA PY 12-02] are not eligible to participate in this competition.)

Grantees that were funded for the first time in FY 2012 are included with new applicants because DOL will not have sufficient information to fairly evaluate their application against previously-funded applicants. During this competition, these grantees will not have completed their grant's active service cycle (as defined by the two-year period during which they are enrolling and serving active participants). The performance outcomes for

YouthBuild are long-term in nature, and there will not be sufficient information on the performance of FY 2012 grantees to evaluate them based on their past performance. Additionally, many grantees struggle to provide worksites for their participants and the two-year period of active services is a time during which many grantees are experiencing worksite turnover and difficulties with construction site management. It is important that grantees be able to demonstrate fully the ability to manage the potential uncertainty of available worksites, manage the required construction training program, and ensure that they are fulfilling the requirements of the YouthBuild program to increase the supply of affordable and livable low-income housing. Ensuring that grantees are through the active services period during which they are working on low-income housing and providing active services to the participants before they are evaluated on past performance allows a comprehensive analysis of the program's success in meeting the complicated requirements of this SGA.

This SGA refers to previously-funded applicants (from FY 2007, 2008, 2009, 2010, and 2011) as "Category A" applicants and new applicants (from FY 2012 and those who have never received a DOL YouthBuild grant) as "Category B" applicants. Those in **Category A** are eligible for at least seventy percent of the available grant funds and those in **Category B** are eligible for up to the thirty percent set-aside for new applicants.

<b>Applicant Type:</b>	<b>Category A</b>	<b>Category B</b>
<b>Grant Classes Included:</b>	2007, 2009, 2009 ARRA, 2010, and 2011	2012 First-Time Grantees and Those Never Funded by DOL YouthBuild program
<b>Percent of Grant Funds Available:</b>	At least 70 percent	Up to 30 percent
<b>Construction Plus Eligible:</b>	YES	NO

#### B. Cost Sharing or Matching

Cost sharing is required as a condition for application. Applicants must provide new cash (funds committed specifically to support this grant project, not prior investments) or in-kind resources equivalent to exactly 25 percent of the grant award amount as “matching” funds. Additional cost sharing above 25 percent may be committed towards the grant as “leveraged” funds. **Please note that neither prior investments nor Federal resources may be counted towards the matching funds threshold, including funds that were originally provided through Federal funding.** Construction materials that are acquired without grant funds and are used for approved projects as part of the training for YouthBuild participants may be used in fulfilling the 25 percent match requirement.

To be allowable as part of match, an expenditure must be an allowable charge for Federal grant funds. Determinations of allowable costs will be made in accordance with the applicable Federal cost principles as indicated in Section

IV.E. If the cost would not be allowable as a grant-funded charge, then it cannot be counted toward the applicant's matching funds.

Applicants are encouraged to leverage additional resources beyond the required match to supplement grant activities. Leveraged resources can be used to cover costs or materials that might otherwise be an unallowable charge to grant funds. Any cash or in-kind resources committed beyond 25 percent of the grant award amount required as matching funds must be counted and documented as leveraged funds. Applicants must clearly make the distinction between what will be considered matching funds and what will be considered "additional" leveraged resources, and explain the amount and source(s) of leveraged resources in the budget narrative separately from the explanation of the amount and source(s) of matching funds.

Both matching funds and leveraged resources can come from a variety of sources, including but not limited to: the public sector (e.g., state or local governments); the non-profit sector (e.g., community organizations, faith-based organizations, or education and training institutions); the private sector (e.g., businesses or industry associations); the investor community (e.g., angel networks or economic development entities); and the philanthropic community (e.g., foundations).

## 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 (see Attachment A for further information). The deficiencies are:

- Failure to satisfy the deadline requirements referenced in Section IV.C.;
- Exceeding the ceiling amount of \$1.1 million referenced in Section II.A;
- Failure to specify matching funds of exactly 25 percent of the grant award amount, as specified in Section III.B.;
- Failure to include: signed SF-424 including D-U-N-S® (DUNS) Number, a project budget including a SF-424A and budget narrative, and a project narrative referenced in Section IV.B.;
- Failure to register with SAM and maintain an active account referenced in Section IV.B.;
- Failure to provide documentation of the worksite location by providing an address or lot/parcel number and the proof of site access on the required ETA-9143 referenced in Section IV.B.4.;

- Failure to include required information per the instructions specified and as an attachment referenced in Section IV.B.4.:
  - *Abstract*
  - *Completed Worksite Description Form ETA-9143*
  - *Program Calendar*
  - *Signed Letters of Commitment from Collaborators*
  - *Construction Plus Field Proposal (only for Category A applicants seeking to expand beyond construction training)*
  - *Chart documenting past grant performance (for Category B applicants only)*
  - *Most recent audited financial statements and management letter (for Category B applicants only)*
  - *Construction Training Plan (for Category B applicants only)*

## 2. Number of Applications To Be Submitted

Multiple applications from an organization are not allowed. An organization (as identified by a unique Employer Identification Number) may only be awarded one grant as a result of this competition. This requirement applies to both new applicants and previously-funded applicants that have received a DOL YouthBuild grant in a previous competition. If an applicant submits more than one application, the last application received will be the only one considered. If the last application is disqualified for any reason, we will not review any previous applications.

## 3. Eligible Participants

## 1. Participants Eligible to Receive Training

An individual may participate in a YouthBuild program if the individual:

- a. Is between the ages of 16 and 24 on the date of enrollment; **and**
- b. Is a member of a low-income family, a youth in foster care (including youth aging out of foster care), a youth or adult offender, a youth who is an individual with a disability, a child of an incarcerated parent, a migrant youth (please see the YouthBuild Final Rule, 20 CFR Part 672 for definitions of eligible youth); **and**
- c. Is a school dropout or an individual who has dropped out of high school and re-enrolled in an alternative school, if that re-enrollment is part of a sequential service strategy (see TEGl 11-09, Change 2 for further information on sequential service strategy: [http://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=6237](http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=6237)).

Up to, but not more than, 25 percent of the participants in the program may be youth who do not meet criteria 1.b. or 1.c. above, but they **must**:

- Be basic skills deficient, despite attainment of a secondary school diploma, GED credential, or other state-recognized high school equivalency degree; or
- Have been referred by a local secondary school for participation in a YouthBuild program leading to the attainment of a secondary school diploma. Individuals referred from secondary schools to YouthBuild programs that provide only a GED or state high school equivalency certificate are not eligible participants for this grant.



NOTE: Male participants aged 18 or older are required to register for selective service before services can be provided. If they turn 18 while participating, they must be registered at that time.

(1) Veterans Priority for Participants

The Jobs for Veterans Act (Public Law 107-288) requires grantees to provide priority of service for veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job training program directly funded, in whole or in part, by DOL. The regulations implementing this priority of service can be found at 20 CFR Part 1010. In circumstances where a grant recipient must choose between two qualified candidates for a service, one of whom is a veteran or eligible spouse, the veterans priority of service provisions require that the grant recipient give the veteran or eligible spouse priority of service by first providing him or her that service. To obtain priority of service, a veteran or spouse must meet the program's eligibility requirements. Grantees must comply with DOL guidance on veterans' priority. ETA's Training and Employment Guidance Letter (TEGL) No. 10-09 (issued November 10, 2009) provides guidance on implementing priority of service for veterans and eligible spouses in all qualified job training programs funded in whole or in part by DOL. TEGL No. 10-09 is available at [http://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=2816](http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2816).

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

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

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

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

Applications 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.

#### Requirement for DUNS Number

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 nine-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.

Requirement for Registration with the System for Award Management (SAM)

Applicants must register with 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>). The SF-424A is required even though the form states “Non-Construction Programs.” Please refer to Section IV. B(3) for requirements for submitting the budget and budget narrative.

### 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 Times New Roman 12 point text font and 1 inch margins.

Any materials beyond the specified page limit will not be read or considered in the application review process. Applicants must number the Project Narrative beginning with page number 1.

The following instructions provide all of the information needed to complete the Project Narrative. Applicants should carefully read and consider each section, and include all required information in their Project Narrative. The Project Narrative will be evaluated using the evaluation criteria identified in Section V.A. Applicants should use the same section headers identified below for each section of their Project Narrative:

#### **a. Category A and B Applicants**

##### **(1) Statement of Need**

The application must identify the city or town where each community to be served is located and the number of youth, ages 16 to 24, expected to be served. For the city or town to be served, applicants must provide the information identified below. For specific instructions on how to locate the information requested in Section IV.B.3.a.(1)(a), (b), and (c) below, please see Section VIII. Other Information.

**(a) Unemployment Rate:**

Provide the average unemployment rate (rounded to one decimal place) of the combined cities or towns identified as part of the target community(ies) compared to the national unemployment rate as of the latest available comparable data. This data is broken into two youth subsets: 16 – 19 and 20 – 24. Applicants will have to average the unemployment rate for these two age groups by adding the rates together and then dividing by 2.

If applicants are serving a community that spans more than one city or town, they should add each age group’s unemployment rates for each city or town together and divide the total by the total number of cities or towns to find the unemployment rate for the combined cities or towns.

EXAMPLE:

	<b>TOWN A</b>	<b>TOWN B</b>	<b>COMBINED AVERAGE UNEMPLOYMENT RATE</b>
<b>16-19 year-old Unemployment Rate</b>	13.1%	17.2%	N/A
<b>20-24 year-old</b>	19.7%	23.5%	N/A

<b>Unemployment Rate</b>			
<b>TOTAL Unemployment Rate</b>	13.1% + 19.7% = 32% 32.8% / 2 age groups = 16.4%	17.2% + 23.5% = 40% 40.7% / 2 age groups = 20.4%	<b>16.4% + 20.4% = 36.8%</b> <b>36% / 2 towns = AVERAGE: 18.4%</b>

Applicants must use Bureau of Labor Statistics data for the national unemployment rate and for the local areas to be served. This data can be found through the U.S. Census' Web site at: <http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml>. The national unemployment rate for youth ages 16 – 24 against which applicants will be evaluated is: 17.9 percent (using 3-year American Community Survey estimates as of 2009). For specific instructions on how to locate the information requested here, please see Section VIII. Additional Resources of Interest to Applicants.

**(b) Poverty Rate:**

The application must provide, averaged across all cities or towns to be served, the poverty rate that is listed in the Poverty Data available for download at <http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml>. For specific instructions on how to locate this information, please see Section VIII. Additional Resources of Interest to Applicants.

**(c) Graduation Rate:**



Using data found at <http://www.edweek.org/apps/gmap/>, the applicant must compare the average graduation rate across all of the cities or towns to be served with the national graduation rate of 74.7 percent (based on Ed Week's latest data from the class of 2010). For specific instructions on how to locate this information, please see Section VIII. Additional Resources of Interest to Applicants.

**(d) Construction Skills and Other Occupational Skills Training Focus:**

As stated throughout the SGA, all applicants must provide construction skills training. Organizations that have not previously received DOL funding for YouthBuild **may only** provide construction skills training. All applicants must guarantee that a sufficient number of students will be enrolled in and complete construction skills training during the grant period of performance to enable the grantee to build or renovate at least one unit of affordable or transitional housing for low-income or homeless individuals or families. It is up to the applicant to determine the threshold number of participants that will be needed during the program cycle to complete at least one unit of housing. There is no scoring differential for prospective applicants who offer only construction skills training or offer construction skills training and other occupational skills training in an additional industry(ies).

- Category A Requirements:

Category A applicants planning to offer occupational skills training in demand industries in addition to construction skills training (known as Construction Plus fields) must provide information on the industry(ies) focus of the occupational skills training that will be offered. The applicant must include local labor market data that supports the decision to provide occupational skills training in the additional targeted field(s). The applicant must describe all training curricula that will be used, for both construction skills training and other occupational skills training, and the industry-recognized credential(s) that will result from the training. The applicant must describe how the additional occupational skills selected will benefit the target community(ies) and why the skills training and proposed credentials will be a good fit for YouthBuild participants. The construction of affordable housing benefits the community where the affordable housing is built or renovated, but it also provides youth with an opportunity to give back to their communities and provides an opportunity to work and learn in a team environment. The applicant must describe how industry partners have or will be engaged in the design of the program. Category A applicants that are pursuing Construction Plus industries must submit a Construction Plus Field Proposal (see Attachment C of this SGA for an example). A separate Construction Plus Field Proposal must be submitted for each additional field proposed beyond construction. At a minimum, each proposal must address: 1) what occupational skills training is being proposed; 2) what industry-recognized

certification(s) will result; 3) how many youth are anticipated to be trained in the new industry; and 4) how community service, youth leadership development, and work experience opportunities will be incorporated into the occupational skills training. This attachment will not count against the 25-page limit.

- Category B Requirements:

Category B applicants are only permitted to provide construction skills training using DOL YouthBuild funds. These applicants must provide a narrative describing the condition and availability of affordable housing in the community, including a description of existing housing, such as the number and percentage of substandard and/or overcrowded units, rent burden (defined as average housing cost divided by average income), and/or the incidence of homelessness. They must also provide a description of the industry-recognized certification curriculum(a) to be used by the program.

For applicants that may not have past experience operating a construction training program, it is important to have detailed information on the specific training activities that will be implemented to successfully meet the performance outcomes in the SGA. Therefore, Category B applicants must also provide a construction training plan as an attachment to the Project Narrative. The construction training plan is intended to ensure the

delivery of a comprehensive training program for YouthBuild participants as construction skills training is one of the most complicated aspects of the YouthBuild model and grantees must take into consideration and plan for contingencies that may prevent the proposed training from taking place. The training plan must address: 1) a summary of the project, 2) the overall scope of the construction skills training including objectives and goals; 3) the training strategy including the type of training, the skills training curricula that will be used, the use of project-based learning, and the training schedule, including the division between classroom-based and worksite-based skills training; 4) the roles and responsibilities for all of the staff involved in preparing and conducting the training, including ensuring that construction trainers are certified; 5) a contingency plan to ensure that alternate training can be quickly implemented should barriers arise, such as inclement weather, loss of worksites, or the loss of certified construction trainers or program partners; 6) information about the training materials to be used, including the standards and guidelines that ensure the use of quality curricula; and 7) how the construction training component will ensure that all worksites have the required restrictive covenant clause in place, which is described in more detail in Section IV.B.4.c. Worksite Description.

- Category A & B Requirements:

Both Category A and Category B applicants must describe how they will ensure that there are viable worksites available for training and to support the YouthBuild priority toward expanding low-income housing in local communities. All applicants must describe how they will ensure a continuum of worksites is available for the hands-on training component of the construction skills training. Applicants should describe how they will address this need in a timely manner should housing partnerships dissolve or other practical issues prevent the use of a previously-approved worksite.

## **(2) Methodology and Workplan**

The applicant must identify and describe the various components of the proposed program, how these components are integrated with each other, and how youth will progress through the program. Given the connection between education and earnings, the academic component must be rigorous and challenging, and must provide participants with opportunities to transition to post-secondary education or advanced occupational skills training.

Applicants must describe the design and integration of the required program components, including education, occupational skills training, youth leadership development, career exploration and planning, post-program support, and community service learning opportunities.

The applicant must also describe the degree to which career and college exploration and planning activities will be incorporated into the overall culture of the program.

The program must be structured so that participants in the program are offered education and related services designed to meet educational needs for at least 50 percent of the time during which they participate in the program.

YouthBuild program participants must be offered work and skill development activities in occupational skills training for at least 40 percent of the time during which they participate in the program. The 50-40 time allocation applies at the program level and not to the actual time that an individual spends in a component. The remaining 10 percent of the time can be used for a distinct youth leadership development or community service learning component or added to either the education or occupational skills training components. Community service and youth leadership are core aspects of the YouthBuild model and should be included as part of a cohesive program whether it is done through education and occupational skills training or as a separate component.

The applicant must indicate how the program activities will support achievement of the performance goals established for the YouthBuild program.

The applicant must describe the partners that will assist with the implementation and operation of the YouthBuild program.

**(a) Education and Occupational Skills Training:**

The applicant must describe the academic and occupational skills training that will be offered to YouthBuild participants. This includes a description of the type of academic instruction that will be offered and evidence that this instruction will result in a high school diploma or other state-recognized high school equivalency degree.

Applicants must also describe the qualifications and experience of teaching staff, use of partner organizations, where appropriate, for education and occupational skills training components, and how student mastery of skills will be determined.

The applicant must also describe where and how occupational skills training will be conducted, the curriculum(a) used, and the industry-recognized credentials that will result (this differs from the training plan for new applicants described above in Statement of Need which requires specific details of the construction training component only for Category B applicants).

The applicant must describe how they will ensure a steady supply of worksites, ensure that participants have access to work experience opportunities, and community service will be linked to the industries in which training occurs.

The applicant must also describe the involvement of industry and apprenticeship partners in the design of the education and occupational skills training, to ensure that skills learned match the needs of employers.

The applicant must also describe the use of worksite safety training as outlined by the Occupational Safety and Health Administration (OSHA) to ensure youth safety and responsibility on the worksite.

**(b) Post-Program Placement and Follow-Up Services:**

Applicants must describe the post-program transition services that they will offer to prepare youth for employment placements and/or educational placements, including the use of assessments of college and career readiness, and the need for ongoing supportive and post-program services.

Applicants must also describe work readiness and career exploration opportunities offered to youth, including how employer partners will be engaged to provide such opportunities. Applicants must also describe the integrated approach to post-program placement planning and follow-up



strategies to support ongoing communication and retention for youth during the follow-up period.

Applicants must also describe how they will link participants to opportunities with local community and four-year colleges and trade schools, particularly for youth who may receive a high school state equivalency diploma, rather than a traditional high school diploma.

Applicants must describe partnerships with registered apprenticeships in demand industries and how participants will be trained for and connected to these opportunities.

**(c) Community Service Learning and Leadership Development:**

Applicants must describe the community service learning and leadership development opportunities that will be provided for youth in the program. These activities must be integrated into all occupational skills training opportunities, including construction and other skills training programs, as relevant.

Applicants must describe how youth participants' input will be used to determine leadership and community service opportunities and how they will be encouraged in decision making related to community service and

leadership, such as through youth policy councils or other leadership initiatives.

Applicants must explain how these projects and leadership opportunities are integrated with the educational and occupational skills training components of the program. They must also describe how staff will be trained in the leadership curriculum(a) used and the underlying principles of youth leadership development, and encouraging youth participants' input in program activities.

**(d) Collaborators:**

Applicants must identify and describe the key collaborators who will be involved in the implementation and operation of the proposed YouthBuild project, specify clear roles for each collaborator, and describe the activities that each collaborator will undertake.

The applicant must describe the strategy for ongoing communication between and with the collaborators and how collaborators will be trained in the program model. The roles for key collaborators must be verified through a signed letter of commitment submitted by each collaborator including resources committed, if appropriate. Letters of commitment will not count against the 25-page limit of the Project Narrative.

The applicant must also describe where any core components of the program models will be contracted to other providers and, if so, how the sub-contract will be managed.

**(e) Outreach, Recruitment, and Selection:**

Applicants must describe how eligible youth will be recruited and selected as participants for the YouthBuild program, including methods for outreach, referral, and selection that appeal to a diverse population of youth to ensure full enrollment.

The applicant must also describe the targeted approach for recruiting young women, including past successful efforts to recruit women into non-traditional career pathway programs. They must also describe efforts to engage men into non-traditional career pathways for men (e.g. nursing).

**(f) Program Calendar:**

Applicants must include as an attachment to the Project Narrative a comprehensive program calendar that specifically includes:

- a timeline for completing critical activities within the four-month planning period (as described in Sec. II.B. Period of Performance);
- the activities and services provided to youth over the course of one representative month of active participation in the program; and

- the activities over the entire cycle of one cohort of youth, including recruitment, enrollment, active participation, and the 9-12 month follow-up period.

**(g) Organizational Chart and Staffing Plan:**

Applicants must provide a staffing plan that reflects how the YouthBuild program will be staffed during the full period of performance. This includes a staffing strategy during start-up phase, active program services, and the follow-up phase and how they will retain staff.

During the start-up phase, applicants should highlight key positions that are currently staffed and a strategy for hiring open positions. The plan should also highlight the staffing structure during the follow-up stage and how this strategy may differ.

Applicants must also explain how the program will accommodate staff turnover quickly if the need arises. In instances where the YouthBuild program is part of a larger organization (e.g., a Housing Authority), applicants must include a diagram that indicates how the YouthBuild program fits within the larger organization; this staffing chart should be submitted as an attachment and will not count against the 25-page limit.

**(3) Budget and Budget Justification**

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 a description of leveraged resources provided (as applicable) to support grant activities.

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. If applicable, identify any sub-recipient agreements, including purpose and estimated costs.

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, SF-424A and budget narrative. Cost sharing or match must also be shown on the SF-424, SF-424A and budget narrative. No leveraged resources should be shown on the SF-424 and SF-424A. Leveraged resources should be described in the budget narrative. The requested Federal grant amount listed on the SF-424, SF-424A and budget narrative must be the same. The funding amount included on the SF-424 will be considered the official funding amount requested if any inconsistencies are found.

**b. Category A Applicants Only**

**(1) Past Performance**

**(a) Performance Goals**

Organizations that have previously received and completed a YouthBuild award from the Department will receive points based on past performance demonstrated by the Quarterly Performance Report (ETA-9136) and Quarterly Financial Report (ETA-9130). Applicants DO NOT need to submit these two reports as attachments; the Department will use data previously submitted through the YouthBuild Management Information System (MIS)

and the DOL financial reporting system. The four performance measures that are evaluated under this criterion are: placement in education or employment, certificate/degree attainment, literacy/numeracy gains, and retention in education or employment. **Category B applicants should skip this section and proceed to Section IV.B.3.c. Category B Applicants Only.**

YouthBuild Grantees (for the Period of Performance):	Quarterly Performance Report (ETA-9136) and Quarterly Financial Report (ETA-9130) Will Be Reviewed for Period Ending:
October 15, 2007 – October 14, 2010	December 31, 2010 (Q2 of PY10)
July 21, 2008 – July 20, 2011	September 30, 2011 (Q1 of PY11)
July 1, 2009 – June 30, 2012	June 30, 2012 (Q4 of PY11)
March 15, 2011 – May 31, 2014	December 31, 2013 (Q2 of PY13)
June 1, 2011 – May 31, 2014	December 31, 2013 (Q2 of PY13)

If the applicant’s organization has received multiple YouthBuild awards, the Department will base scoring in this section on performance shown by the ETA-9136 and ETA-9130 for the most recent completed grant.

**(b) Spending Rate Analysis:**

Spending grant funds within the original period of performance indicates that the applicant organization has the ability to adequately deploy the resources provided by the Department and manage a budget effectively. The



Department will complete this analysis; applicants DO NOT need to provide any supporting documentation.

The spending rate analysis will take into account the expected grant startup period of approximately four months, during which grantee spending is typically lower. This analysis will be based on the applicant’s most recent completed grant. For example, if the applicant’s organization received an award in 2007 and in 2009, information regarding the spending rate will be based on the 2009 award.

**(c) Timeliness of Report Submissions**

An applicant will receive points for the timely submission of quarterly performance and financial reports for the four reporting quarters shown in the chart below, for the most recent grant award received:

YouthBuild Grantees (for the Period of Performance):	1 <sup>st</sup> Reporting Quarter	2 <sup>nd</sup> Reporting Quarter	3 <sup>rd</sup> Reporting Quarter	4 <sup>th</sup> Reporting Quarter
October 15, 2007 – October 14, 2010	Q3 of PY09	Q4 of PY09	Q1 of PY10	Q2 of PY10
July 21, 2008 – July 20, 2011	Q2 of PY10	Q3 of PY10	Q4 of PY10	Q1 of PY11
July 1, 2009 – June 30, 2012	Q1 of PY11	Q2 of PY11	Q3 of PY11	Q4 of PY11
March 15, 2011 – May 31, 2014	Q3 of PY12	Q4 of PY12	Q1 of PY13	Q2 of PY13
June 1, 2011 – May 31, 2014	Q3 of PY12	Q4 of PY12	Q1 of PY13	Q2 of PY13

The Department will use data from the YouthBuild MIS and the DOL financial reporting system to determine scoring under this section. If an initial report was submitted on time but revised reports were submitted at later dates, the earliest date will be considered the date of submission.

**c. Category B Applicants Only**

**(1) Organizational Profile**

**(a) Program Management and Organizational Capacity:**

Each category B applicant must describe its organization and a statement of its qualifications for operating a YouthBuild program, including years of operation, current annual budget, continuity of leadership, and the experience of staff and their roles, as well as those of any consultants and collaborative organizations that may be part of operating the YouthBuild program.

They must describe the proposed project management structure including, where appropriate, the identification of or a job description for a proposed project manager, discussion of the proposed staffing pattern, and the qualifications and experience of key staff members or, for those positions not yet filled, short job descriptions and their time commitment to the project.

The applicant must also describe the professional training and development curriculum(s) provided to program staff to support program integration.

Applicants must describe their success in operating grants from either Federal or non-Federal sources, and describe what funding streams have been managed for the past three years, including Federal grants, private grants, and other sources of funding. They must also describe the overall financial stability of the organization.

They must also describe the fiscal controls in place for auditing and accountability procedures, including how financial expenditures are tracked.

The applicant must also describe experience in tracking performance data and reporting program outcomes to allow consistent, timely and accurate reporting. The applicant must also describe the ability to accomplish the program goals and performance outcomes as described in this SGA.

Applicants must include the most recent audited financial statements and, if applicable, the accompanying management letter (see Section IV.B.4. for more information).

**(b) Evidence of Past Performance in a Non-DOL-Funded YouthBuild or Other Relevant Program:**

**(i) Past Performance Narrative**

The applicant must describe and document past accomplishments it has achieved operating a non-DOL-funded YouthBuild program or another youth

workforce development and training program that is comparable to YouthBuild in its complexity and duration in the provision of education and skills training for disadvantaged youth.

Applicants that have not operated a construction training program must explain how their experience in operating a youth workforce development program has prepared them to undertake the complexities of operating a construction program.

The applicant must describe the program and how long the program has been in operation.

Applicants must describe how both the academic and skills training curricula were developed and how long they have been used.

Applicants must also describe the state-approved educational curriculum(a) they used and the industry-recognized certification training curriculum(a) used.

**(ii.) Placement and Degree/Certification Rates**

Applicants that have operated a YouthBuild program with non-DOL funding or another youth workforce development program must provide in a chart, which may be single-spaced, the following information that describes the

previous youth workforce development program and its performance outcomes:

- Program duration (e.g. months participants are enrolled in the program);
- Number of youth recruited;
- Number of youth enrolled;
- Number of youth who successfully completed the program;
- Number of youth who have entered registered apprenticeship programs;
- Number and percent of youth placed into employment or post-secondary education;
- Number and percent of youth receiving a high school diploma, high school equivalency degree, or industry-recognized certification; and
- Cost per participant.

#### 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 résumés 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. Save all files with descriptive file names of 50

characters or less and be sure to only use standard characters in file names: A-Z, a-z, 0-9, and underscore (\_). File names may not include special characters (e.g. &, -, \*, %, /, #), periods (.), blank spaces or accent marks, and must be unique (i.e., no other attachment may have the same file name). An underscore (example: my\_Attached\_File.pdf) may be used to separate a file name.

**Required Attachments for Category A & B Applicants:**

- a. **Abstract:** All applicants must submit an up to two-page abstract summarizing the proposed project, including, but not limited to, the scope of the project and proposed outcomes. The proposed project must include the applicant's name, project title, a description of the area to be served, projected enrollment for each year, the industries to be targeted by the project for Category A applicants choosing Construction Plus, collaborators, the matching amount and source, and the funding level requested. The Abstract is limited to two-page double-spaced single sided 8.5x11 inch pages with Times New Roman 12 point text font and 1 inch margins. The abstract must note whether the application is being submitted as an urban, rural, or Native American application. It should also indicate if the applicant is a Category A or Category B Applicant. If using grants.gov for submission, this document must be attached under the Mandatory Other Attachment section and labeled "Abstract."
- b. **Proof of 501(c)(3) Status:** Entities applying as a non-profit organization must provide verification of 501(c)(3) status.

- c. **Worksite Description:** A signed Worksite Description Form (ETA-9143) including all required attachments, which describes the planned worksite that will be used for on-site housing rehabilitation and construction training for youth participants must be submitted. This form can be found at [http://www.doleta.gov/youth\\_services/pdf/Work\\_site\\_with\\_Housing\\_Census.xls](http://www.doleta.gov/youth_services/pdf/Work_site_with_Housing_Census.xls).

Updated information on property for use in year two of the grant may be required. These forms do not count against the page limitation for the Project Narrative. This is a separate part of the application. Please note that before finalization of the grant award document, and before grant funds are released, prospective award winners must be able to re-verify information about the worksite(s) and the applicant's access to the property(ies). This same re-verification process may also be required of grantees after their first year of performance in order to ensure that necessary worksites are still available during the grant cycle.

Section 10 of ETA-9143 requests information about the property owner or property management company(ies) allowing access to the housing site(s) for on-site construction training. Evidence of site access is:

- If the applicant has a contract or option to purchase the property, the application must include a copy of the contract or option; or

- If the applicant owns the property, a copy of the deed or other documentation showing proof of ownership; or
- If a third party owns the property or has a contract or option to purchase, that third party must provide a letter stating the nature of the ownership and specifically provide access to the property for the purposes of the program and the time frame in which the property will be available. In the case of a contract or option, the application must include a copy of the document.

These should be included as attachments to the Project Narrative and do not count against page limitations.

Please note that there is a second section of the Worksite Description Form, called the “Housing Census Form.” This section does not need to be filled out at the time of application or award. This census will be required of awarded applicants at the end of each full year of their program cycle as a means of tracking the total units of housing completed by YouthBuild programs.

All properties rehabilitated or constructed using DOL YouthBuild grant funds require a restrictive covenant clause that ensures that for a period of at least ten years, all residential housing constructed or rehabilitated with DOL YouthBuild funds are rented or sold to low-income or homeless individuals



or families. For further information on the restrictive covenant requirements, see 20 CFR 672.615.

- d. **Organizational Chart:** As described in IV.B.3.a.(2)(g), which reflects how the YouthBuild program will be staffed.
- e. **Program Calendar:** As described in Section IV.B.3. a.(2)(f) to include: 1) a timeline for completing critical activities within the four month planning period (as described in Section II.B. Period of Performance); 2) the planned activities and services provided to youth over the course of one month of active participation in the program; and 3) the planned activities over the entire cycle of one cohort of youth;
- f. **Signed Letters of Commitment:** Signed letters from collaborators supporting the response to Section IV.B.3. a.(2)(d).
- g. **Project/Performance Site Location(s) Form:** All applicants should 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.
- h. **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.)

**Additional Required Attachments for Category A Applicants Only:**

The following attachments must be submitted by Category A applicants choosing to include additional Construction Plus fields beyond construction training:

- a) Construction Plus Field Proposal that describes the additional demand industries into which the youth may be trained and placed. A Construction Plus Field Proposal template can be found in Attachment C. A new proposal should be used for EACH additional proposed skills training industry beyond construction skills training.

**Additional Required Attachments for Category B Applicants Only:**

The following attachments must be submitted by Category B Applicants:

- a) Chart of past performance as described in Section IV. B.3.c.(1)(b) Evidence of Past Performance in a Non-DOL-funded YouthBuild or Other Relevant Program;
- b) Most recent audited financial statements and management letter as described in Section IV.B.3.c.(1)(a.) Program Management and Organizational Capacity;
- c) Construction Training Plan that lays out the capacity of the grantee to deliver the required construction skills training through detailed descriptions of the timing of training and roles and responsibilities of staff and partners. This

training plan is limited to no more than three double-spaced pages. A construction training plan template can be found in Attachment B.

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

The closing date for receipt of applications under this announcement is [*insert date 60 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 applications 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 application by DOL. Applicants submitting applications in hard copy are also required to include in the hard copy submission an identical electronic copy of the application 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 13-04, 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 applications 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. Note that validation does not mean that your application has been accepted as complete. Rather, grants.gov only verifies that certain parts of an application have been submitted.

The Department strongly recommends that before applicants begin to write the application, they should immediately initiate and complete the “Get Registered” registration steps at [http://www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp). Applicants should read through the registration process carefully before registering. These steps may take as much as four weeks to complete, and this time should be factored into plans for timely electronic submission in order to avoid unexpected delays that could result in the rejection of an application. The site also contains registration checklists to help applicants walk through the process. The Department strongly recommends that applicants download the “Organization Registration Checklist” at

[http://www.grants.gov/assets/Organization\\_Steps\\_Complete\\_Registration.pdf](http://www.grants.gov/assets/Organization_Steps_Complete_Registration.pdf)

and prepare the information requested before beginning the registration process. Reviewing and assembling required information before beginning the registration process will alleviate last minute searches for required information and save time.

As described earlier in Section IV.B.1., applicants must have a 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](http://www.grants.gov/applicants/org_step3.jsp).

After creating a profile on Grants.gov, the E-Biz point of Contact (E-Biz POC) - a representative from your organization who is the contact listed for SAM – will receive an email to grant the AOR permission to submit applications on behalf of their organization. The E-Biz POC will then log in to Grants.gov and approve an individual as the AOR, thereby giving him or her permission to submit applications. To learn more about AOR

Authorization visit: [http://www.grants.gov/applicants/org\\_step5.jsp](http://www.grants.gov/applicants/org_step5.jsp), or to track AOR status visit: [http://www.grants.gov/applicants/org\\_step6.jsp](http://www.grants.gov/applicants/org_step6.jsp).

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

When a registered applicant submits an application with Grants.gov, an electronic time stamp is generated within the system when the application is successfully received by Grants.gov. Within two business days of application submission, Grants.gov will send the applicant two email messages to provide the status of the application's progress through the system. The first email, sent almost immediately, will contain a tracking number and will confirm receipt of the application by Grants.gov. The second email will indicate the application has either been successfully validated or has been rejected due to errors. Grants.gov will reject applications if the applicant's registration in SAM is expired. Only applications that have been successfully submitted by the deadline and subsequently successfully validated will be considered. It is

the sole responsibility of the applicant to ensure a timely submission. While it is not required that an application be successfully validated before the deadline for submission, it is prudent to reserve time before the deadline in case it is necessary to resubmit an application that has not been successfully validated. Therefore, sufficient time should be allotted for submission (two business days) and, if applicable, additional time to address errors and receive validation upon resubmission (an additional two business days for each ensuing submission). It is important to note that if sufficient time is not allotted and a rejection notice is received after the due date and time, the application will not be considered.

To ensure consideration, the components of the application must be saved as .doc, .docx, .xls, .xlsx, .rtf or .pdf files. If submitted in any other format, the applicant bears the risk that compatibility or other issues will prevent DOL from considering the application. DOL will attempt to open the document but will not take any additional measures in the event of problems with opening. In such cases, the non-conforming application will not be considered for funding.

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



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

To receive updated information about critical issues, new tips for users and other time sensitive updates as information is available, applicants may subscribe to “Grants.gov Updates” at  
[http://www.grants.gov/applicants/email\\_subscription\\_signup.jsp](http://www.grants.gov/applicants/email_subscription_signup.jsp).

If applicants encounter a problem with Grants.gov and do not find an answer in any of the other resources, call 1-800-518-4726 or 606-545-5035 to speak to a Customer Support Representative or email “[support@grants.gov](mailto:support@grants.gov).” The Contact Center is open 24 hours a day, seven days a week. It is closed on Federal holidays.

**Late Applications:** For applications submitted on Grants.gov, only applications that have been successfully submitted no later than 4:00 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 112-74 (Division F, Title I, section 105), 112-10 (Division B, Title I) and 111-117

(Division D, Title I, section 107), and Training and Employment Guidance Letter number 5-06 for further clarification:

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

#### 4. Intellectual Property Rights

The Federal Government reserves a paid-up, nonexclusive and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use for Federal purposes: i) the copyright in all products developed under the grant, including a subgrant or contract under the grant or subgrant; and ii) any rights of copyright to which the grantee, subgrantee or a contractor purchases ownership under an award (including, but not limited to, curricula, training models, technical assistance products, and any related materials). Such uses include, but are not limited to, the right to modify and distribute such products worldwide by any means, electronically or otherwise. The grantee may not use Federal funds to pay any royalty or license fee for use of a copyrighted work, or the cost of acquiring by purchase a copyright in a work, where the Department has a license or rights of free use in such work. If revenues are generated through selling products developed with grant funds, including intellectual property, these revenues are program income. Program income is added to the grant and must be expended for allowable grant activities.

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

“This workforce product was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it. Internal use by an organization and/or personal use by an individual for non-commercial purposes is permissible. All other uses require the prior authorization of the copyright owner.”

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

Under Sec. 173A (c)(2) of WIA (29 USC 2918a(c)(2)), which was added by Section 2 of the YouthBuild Transfer Act of 2006 (Pub. L. 109-281), grantees may provide stipends for work experiences. Similar to WIA youth programs, stipends and incentives provided under YouthBuild grants must be in accordance with the policies and procedures of the grantee organization. Payments to youth may take the form of wages or stipends. Grantees must maintain documentation on how the amount for the stipend was set and the circumstances under which stipends will be provided. Grantees providing wages, stipends or incentive payments to youth should be aware of the

implications under IRS provisions. Please consult <http://www.irs.gov> for more information.

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 IV.B. The evaluation criteria are described below:

<b>PART V. POINT DISTRIBUTIONS</b>		
	Category A Applicants	Category B Applicants
<b>a. Category A and Category B Applicants</b>		
1. Statement of Need (See Section IV.B.3.a.(1))	23 Points Total	23 Points Total
a. Unemployment Rate	5	5
b. Poverty Rate	5	5
c. Graduation Rate	5	5
d. Construction Skills and Other Occupational Skills Training Focus	8	8
2. Methodology and Workplan (See	37 Points Total	37 Points Total

Section IV.B.3.a.(2))		
a. Education and Occupational Skills Training	8	8
b. Post-Program Placement and Follow-Up Services	6	6
c. Community Service Learning and Leadership Development	5 6	5 6
d. Collaborators	5	5
e. Outreach, Recruitment, and Selection	4 3	4 3
f. Program Calendar		
g. Organizational Chart and Staffing Plan		
3. Budget and Budget Justification (See Section IV.B.2.)	5 Points Total	5 Points Total
b. Category A Applicants Only	35 Points Total	
1. Past Performance (See Section IV.B.3.b.(1))		
a) Performance Goals:		
1) Placement in Education or Employment	7	
2) Certificate/Degree Attainment	7	
3) Literacy/Numeracy Gains	7	
4) Retention in Education or Employment	7	
b) Spending Rate Analysis	3	
c) Timeliness of Report Submissions	4	
c. Category B Applicants Only		35 Points Total
1. Organizational Profile (See Section IV.B.3.c.(1))		
a) Program Management and Organizational Capacity		20
b) Evidence of Past Performance in a Non-DOL-Funded YouthBuild or Other Relevant Program		
1) Past Performance Narrative		5
2) Placement and Degree/Certification Rates		10
<b>Total Available Points</b>	<b>100</b>	<b>100</b>



## **A. ALL APPLICANTS SECTION**

### **1. Statement of Need (Up to 23 points)**

#### **a. Unemployment Rate (Maximum 5 points):**

Applicants serving multiple cities or towns will be scored based on the average unemployment rate across the proposed cities and/or towns to be served.

- If the unemployment rate for the combined cities or towns to be served is greater than the national unemployment rate of 17.9%. 5 Points
- If the unemployment rate is equal to the national unemployment rate of 17.9%. 3 Points
- If the unemployment rate is less than the national unemployment rate of 17.9%. 0 Points

#### **b. Poverty Rate (Maximum 5 points):**

Applicants serving multiple cities or towns will be scored based on the average poverty rate across the proposed cities and/or towns to be served.

- If the Poverty Data spreadsheet lists an average poverty rate of 15 percent or more across all cities or towns to be served. 5 Points
- If the Poverty Data spreadsheet lists an average poverty rate of 10 percent to 14.99 percent across all cities or towns to be served. 3 Points

- If the Poverty Data spreadsheet lists an average poverty rate of 5 percent to 9.99 percent across all cities or towns to be served. 1 Point
- If the Poverty Data spreadsheet does not list an average poverty rate of at least 5 percent across all cities or towns to be served. 0 points.

**c. Graduation Rate (Maximum 5 points):**

Applicants serving multiple cities or towns will be scored based on the average graduation rate across the proposed cities and/or towns to be served.

- If the average graduation rate for the schools located in the cities or towns to be served is 54.70 percent or below. 5 Points
- If the average graduation rate for the schools located in the cities or towns to be served is 54.71 percent to 64.70 percent. 3 Points
- If the average graduation rate for the schools located in the cities or towns to be served is 64.71 percent to 74.70 percent. 1 Point
- If the average graduation rate for the schools located in the cities or towns to be served is 74.71 percent or above. 0 Points

**d. Construction Only and Other Industry(ies) Focus (Maximum 8 points):**

**Category A Criteria:**

- The following criteria apply to Category A applicants who plan to offer construction only training and training in additional occupational

fields. There is no scoring differential for applicants that offer only offer construction skills training.

- The extent to which the credential(s) resulting from the occupational skills training is industry-recognized
- The extent of the benefit that the community(ies) will derive from the participation of youth in occupational skills training within the selected industry(ies).
- The extent to which the local labor market data demonstrates a clear and compelling case for the selection of training in demand industries with career pathways in the community(ies) to be served. This applies to construction only and construction plus industries.
- The extent to which applicants have measures in place to ensure sufficient youth will participate in the construction skills training to build or renovate at least one unit of housing over the grant period of performance.
- The extent to which the Construction Plus Field Proposal(s) (where applicable) is responsive to the criteria as described in section IV.B.3.a.(1)(d).

**Category B Criteria:**

- The strength of the need for affordable housing in the community(ies) to be served.
- The extent of the benefit to the community of the increase in affordable housing.

- The extent to which the Construction Training Plan is responsive to the criteria as described in Section IV.B.3.a.(1)(d).

**Category A & B Criteria:**

- The strength of the plan to ensure a continuum of worksites is available for the construction training and to expand low-income housing in the community(ies) to be served.
- The strength and feasibility of the plan to address the loss of a planned worksite in a timely manner.

**2. Methodology and Workplan (Up to 37 points)**

**a. Education and Occupational Skills Training (Maximum 8 points):**

- The strength of the evidence demonstrating that the educational component will result in degrees including high school diplomas and state-recognized high school equivalency degrees.
- The adequacy of the applicant's description of the academic program.
- The applicant has fully described the qualifications and experience of teaching staff and the use of partner organizations, where appropriate, for education and occupational skills training components, and how student mastery of skills will be determined.
- The strength and feasibility of the applicant's plan describing where and how occupational skills training will be conducted, such as ensuring a steady supply of worksites, providing access to work

experience opportunities, and linking community service to the industries in which training occurs.

- The extent to which the applicant has demonstrated the involvement of industry and apprenticeship partners in the design of education and occupational skills training curricula.

The applicant clearly describes the use of worksite safety training as outlined by OSHA.

**b. Post-Program Placement and Follow-Up Services (Maximum 6 points):**

- The extent to which the post-program transition process for participants is detailed and thorough.
- The degree of integration of post-program planning with follow-up services for participants.
- The strength of the post-program connections to local community and four-year colleges and trade schools for post-program placements of participants, particularly those who may receive a state-recognized high school equivalency degree, rather than a traditional high school diploma. The strength of the description of opportunities that will be provided for work experience and career exploration, including the use of employer partnerships to provide such opportunities.
- The extent to which the applicant has fully described registered apprenticeship opportunities for participants, including the detailed

description of apprenticeable fields, collaborating agencies, and the industry-recognized certifications expected to result.

**c. Community Service Learning and Leadership Development**

**(Maximum 5 points):**

- The degree to which the strategy for community service learning includes input from youth participants and is effectively integrated into the education and occupational skills training components of the program.
- The effectiveness of youth leadership development opportunities including how youth will be engaged in the decision-making process through youth policy councils or other leadership initiatives.
- The strength and effectiveness of staff training on the leadership curriculum used and/or principles underlying youth leadership development and encouragement of youth participants' input in program activities.

**d. Collaborators (Maximum 6 points):** This section is scored based on the quality of collaborations, not the quantity. Accordingly, applicants must demonstrate that all collaborators understand their areas of responsibility in the program, as well as how they will contribute to strong performance outcomes:

- The extent to which the applicant provides a list of collaborators participating in this effort. The extent to which collaborators will support implementation and operation of the program in meeting performance goals.
- The strength of the comprehensive strategy for communication among collaborators that includes how they will be trained in their roles.
- The extent to which a letter of commitment is included from each collaborator that clearly specifies their role, as well as resources contributed to the project (if applicable).
- The strength of the applicant's explanation of how sub-contracts will be managed for performance and compliance if any core components of the program model will be contracted to other providers.

**e. Outreach, Recruitment, and Selection (Maximum 5 points):**

- The strength and effectiveness of the recruitment strategy described, including methods for outreach, referral, and selection in a manner that will ensure diverse and full enrollment.
- The adequacy of the applicant's targeted approach for recruiting young women as well as the success of past efforts to recruit eligible young women (including young women with dependent children) into the YouthBuild program or another comparable youth workforce development program.

**f. Program Calendar (Maximum 4 points):**

- The extent to which there is an adequate and sufficient allotment of time for educational programming and occupational skills training and follow-up activities for participants. This is demonstrated through the use of a timeline describing the deadlines to complete critical activities within the four-month planning period (as described in Sec. II.B. Period of Performance);
- the strength of the program activities and services to be provided to youth over the course of one representative month of active participation in the program; and
- the strength of the program activities over the entire cycle of one cohort of youth, including recruitment, enrollment, active participation, and the 9-12 month follow-up period.

**g. Organizational Staffing Plan (Maximum 3 points):**

- The strength and sufficiency of the personnel proposed for each phase of the project, such that the full period of performance is adequately staffed, including the staffing strategy for the start-up phase, active program services, and the follow-up phase.
- The extent to which key positions during start-up are described, and demonstrate an effective level of support for participant needs.



- Staff retention strategies are adequately defined and strategies for quickly addressing staff turnover, including hiring and training, are detailed and comprehensive.

### **3. Budget and Budget Justification (Up to 5 Points)**

- The extent to which the budget is reasonable based on the activities outlined in the project narrative.
- The extent to which key personnel have adequate time devoted to the project to achieve project objectives.

## **B. CATEGORY A APPLICANT SECTION ONLY.**

### **1. Past Performance (Up to 35 points)**

#### **a) Performance Goals:**

#### **1. Placement in Education or Employment (Maximum 7 points):**

- Applicants with placement rates of 70.00 percent or higher will receive 7 points for this subsection.
- Applicants with placement rates of 60.00 percent - 69.99 percent will receive 6 points for this subsection.
- Applicants with placement rates of 50.00 percent - 59.99 percent will receive 5 points for this subsection.
- Applicants with placement rates of 40.00 percent - 49.99 percent will receive 4 points for this subsection.

- Applicants with placement rates of 30.00 percent - 39.99 percent will receive 3 points for this subsection.
- Applicants with placement rates of 25.00 percent – 29.99 percent will receive 2 points for this subsection.
- Applicants with placement rates of 24.99 percent or below will receive 0 points for this subsection.

**2. Certificate/Degree Attainment (Maximum 7 points):**

- Applicants with certificate/degree attainment rates of 70.00 percent or higher will receive 7 points for this subsection.
- Applicants with certificate/degree attainment rates of 60.00 percent – 69.99 percent will receive 6 points for this subsection.
- Applicants with certificate/degree attainment rates of 50.00 percent - 59.99 percent will receive 5 points for this subsection.
- Applicants with certificate/degree attainment rates of 40.00 percent - 49.99 percent will receive 4 points for this subsection.
- Applicants with certificate/degree attainment rates of 30.00 percent - 39.99 percent will receive 3 points for this subsection.
- Applicants with certificate/degree attainment rates of 25.00 percent – 29.99 percent will receive 2 points for this subsection.
- Applicants with certificate/degree attainment rates of 24.99 percent or below will receive 0 points for this subsection.

**3. Literacy/Numeracy Gains (Maximum 7 points):**

- Applicants with literacy/numeracy gains of 60.00 percent or higher will receive 7 points for this subsection.
- Applicants with literacy/numeracy gains of 50.00 percent – 59.99 percent will receive 6 points for this subsection.
- Applicants with literacy/numeracy gains of 40.00 percent - 49.99 percent will receive 5 points for this subsection.
- Applicants with literacy/numeracy gains of 35.00 percent - 39.99 percent will receive 4 points for this subsection.
- Applicants with literacy/numeracy gains of 30.00 percent - 34.99 percent will receive 3 points for this subsection.
- Applicants with literacy/numeracy gains of 25.00 percent – 29.99 percent will receive 2 points for this subsection.
- Applicants with literacy/numeracy gains of 24.99 percent or below will receive 0 points for this subsection.

**4. Retention in Education or Employment (Maximum 7 points):**

- Applicants with retention rates of 75.00 percent or higher will receive 7 points for this subsection.
- Applicants with retention rates of 65.00 percent – 74.99 percent will receive 6 points for this subsection.
- Applicants with retention rates of 55.00 percent - 64.99 percent will receive 5 points for this subsection.
- Applicants with retention rates of 45.00 percent - 54.99 percent will receive 4 points for this subsection.

- Applicants with retention rates of 35.00 percent - 44.99 percent will receive 3 points for this subsection.
- Applicants with retention rates of 30.00 percent – 34.99 percent will receive 2 points for this subsection.
- Applicants with retention rates of 29.99 percent or below will receive 0 points for this subsection.

**b) Spending Rate Analysis (Maximum 4 points):**

- For organizations that received a YouthBuild award in 2007, 2008, 2009 (including ARRA-funded YouthBuild awards), points will be awarded as follows:
  - Applicants that expended 100 percent of grant funds and met 100 percent of their match requirement (25 percent of the grant award) within their original 36-month period of performance will receive 4 points.
  - Applicants that expended at least 90 percent of grant funds and met 100 percent of their match requirement (25 percent of the grant award) within their original 36-month period of performance will receive 3 points.
  - Applicants that expended 89.99 percent or less of grant funds or did not meet 100 percent of their match requirement (25 percent of the grant award) within their original 36-month period of performance will receive 0 points.

- For programs that received a YouthBuild award in 2011, including both FY 2010 grantees (period of performance which started March 15, 2011) and FY 2011 grantees (period of performance which started June 1, 2011):
  - o Applicants that have expended at least 75 percent of grant funds by December 31, 2013 and have reported at least 50 percent of the match requirement will receive 4 points.
  - o Applicants that have expended at least 50 percent of grant funds by December 31, 2013 and have reported at least 25 percent of the match requirement will receive 3 points.
  - o Applicants that have expended less than 50 percent of grant funds by December 31, 2013 and have not reported at least 25 percent of the match requirement will receive 0 points.Applicants that expend less than 25 percent of the grant funds or report more than 25 percent of the match requirement will also receive 0 points.

**c) Timeliness of Report Submissions (Maximum 3 points):**

- Applicants that have submitted all four quarterly performance and financial reports on or before the due date will receive 3 points.
- Applicants that have submitted a complete set of quarterly reports (quarterly performance and financial reports) for three of the four quarters on or before the due date will receive 2 points.

- Applicants that have submitted a complete set of quarterly reports (quarterly performance and financial reports) for fewer than three quarters on or before the due date will receive 0 points.

### **C. CATEGORY B APPLICANT SECTION ONLY.**

#### **1. Organizational Profile (Up to 35 points)**

##### **a) Program Management and Organizational Capacity (Maximum 20 points)**

- The adequacy of the description of the overall financial stability of the organization.
- The adequacy of the description of the applicant's experience in operating grants from either Federal or non-Federal sources.
- The strength and effectiveness of the fiscal controls in place in the organization for auditing and accountability procedures.
- The comprehensiveness of the proposed project management structure and identified job duties for key staff, including qualifications, experience, and time commitment to the project.
- The adequacy of the organization's capacity to track and report outcomes and its ability to collect and manage data in a way that allows consistent, accurate, and expedient reporting.
- The capacity of the applicant organization to accomplish the goals and outcomes as described in this SGA.

- The strength of the professional training and development curriculum(a) provided to program staff in order to support program integration.

**b) Evidence of Past Performance in a Non-DOL-Funded YouthBuild or Other Relevant Program (Maximum 15 points)**

1) Past Performance Narrative Description (Up to 5 points):

- The strength of the accomplishments of the program model as described and the description of how long the program has been in operation.
- The strength of the description of how the applicant's past experience in running a youth development program will support the complexity of operating a construction program.
- The strength of the description of the academic and skills training curricula development and the length of their use.
- The extent to which the applicant used state-approved curricula for either the high school diploma or degree certificate and provided industry-recognized training curricula.

2) Past Performance Chart Factors (Up to 10 points):

- Placement measure (Up to 5 points):
  - o 70 percent or higher will receive 5 points
  - o 60 – 69 percent will receive 4 points
  - o 50 – 59 percent will receive 3 points

- o 40 – 49 percent will receive 2 points
- o 30 – 39 percent will receive 1 point
- o 29 percent or less will receive 0 points
- Diploma and certification measure (Up to 5 points):
  - o 70 percent or higher will receive 5 points
  - o 60 – 69 percent will receive 4 points
  - o 50 – 59 percent will receive 3 points
  - o 40 – 49 percent will receive 2 points
  - o 30 – 39 percent will receive 1 point
  - o 29 percent or less will receive 0 points

## 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 applicant, 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. During the selection process, the Grant Officer may make contact with applicants to perform additional verification



related to the worksite proposed in the application. This verification is above and beyond what is required in the SGA. If for any reason the applicant can't confirm to the satisfaction of the Grant Officer that the worksite is available, the Grant Officer may decline to fund the application based solely on this lack of verification. 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 application.

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 applications 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 an application, Grantees are assuring that all data exchanges conducted through or during the course of performance of this grant will be conducted in a manner consistent with applicable Federal law and TEGL NO. 39-11 (issued June 28, 2012). 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 application, 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 application 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 an application 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 program or project participate in an evaluation of overall performance of ETA grants and require the cooperation of the grantee as a condition of award.

#### b. Performance Goals

Please note that applicants will be held to outcomes provided to grantees by DOL after the grant agreement is executed via the YouthBuild Performance Goals memo 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. Grantees must track and report both

matching funds and other non-Federal leveraged resources quarterly on Form ETA-9130, as well as through their internal accounting methods. Instructions and the form may be found at

[http://www.doleta.gov/grants/financial\\_reporting.cfm](http://www.doleta.gov/grants/financial_reporting.cfm).

## 2. Quarterly Narrative Progress Reports

The grantee must submit a quarterly narrative progress report within 45 days after the end of each calendar year quarter. The report must include quarterly information regarding grant activities. This report must provide a detailed account of activities undertaken during that quarter. The quarterly progress report should be in narrative form and should include:

- i. In-depth information on accomplishments, including project success stories, upcoming grant activities, and promising approaches and processes.
- ii. Progress toward performance outcomes, including updates on product, curricula, and training development.

## 3. 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. This report will be generated and submitted electronically through a government-procured, Web-based Case Management and Performance Reporting system that will be provided at no charge to all grantees. Grantees will be required to have industry-standard computer hardware and high-speed Internet access in order to use this system. Grant funds may be used with the prior approval of the Grant Officer to upgrade computer hardware and Internet access to enable projects to use the system for case management and performance reporting.

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.

## **VII. Agency Contacts**

For further information about this SGA, please contact Denise Roach, Grants Management Specialist, Office of Grants Management, at (202) 693-3820.

Applicants should e-mail all technical questions to [roach.denise@dol.gov](mailto:roach.denise@dol.gov) and must specifically reference SGA/DFA PY 13-04, 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. Instructions for Finding Unemployment Data Using the American Fact Finder:

1. Go to

<http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml>.

For best results, use Mozilla Firefox or Internet Explorer.

Mozilla Firefox can be downloaded for free at

<http://www.mozilla.org/en-US/firefox/all-older.html>.

2. Scroll down the page until you see “What We Provide” under “Using American FactFinder.” This feature is halfway down the left side of the Main page. Under the “What We Provide” section, select the “get data” link next to American Community Survey.
3. In the box next to “Refine your search results,” type **S2301 EMPLOYMENT STATUS** in the **topic and table name box** and the city and state in which the community(ies) you plan to serve are located in the **state, county or place box**. Click “Go.”

4. In the list of results, select the **most recent** year's ACS 1-year, 3-year or 5-year estimates. If the 1-year estimates are not available, use the most recent 3-year or 5-year estimates.
  
5. Use the **Unemployment rate** estimate for the population ages 16 to 19 years and ages 20 to 24 years to provide an average of the two rates in the targeted area(s).

B. Instructions for Finding Poverty Data Using the American Fact Finder:

1. Go to  
<http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml>.  
For best results, use Mozilla Firefox or Internet Explorer.  
Mozilla Firefox can be downloaded for free at  
<http://www.mozilla.org/en-US/firefox/all-older.html>.
  
2. Scroll down the page until you see "What We Provide" under "Using American FactFinder." This feature is halfway down the left side of the Main page. Under the "What We Provide" section, select the "get data" link next to American Community Survey.

3. In the box next to “Refine your search results,” type **S1701 POVERTY STATUS IN THE PAST 12 MONTHS** in the **topic and table name box** and the city and state in which the community you serve is located in the **state, county or place box**. Click “Go.”
  
4. In the list of results, select Table **S1701 POVERTY STATUS IN THE PAST 12 MONTHS** for the **most recent** ACS 1-year, 3-year or 5-year dataset. If the 1-year estimates are not available, use the most recent 3-year or 5-year estimates.
  
5. Use the **Percent below poverty level estimate** for the total population to provide the poverty rate(s) for each target area(s).

C. Instructions for Finding Graduation Rate Data Using Education Week:

Using data found at <http://www.edweek.org/apps/gmap/>, determine the graduation rate for the target communities to be served by following the instructions provided below.

1. The site allows you to search by county, zip code, or the name of the school district. We suggest typing in the name of the city in which you propose to serve in the **District** fill-in box.



2. Then click on the Search button, the name of the district(s) that match your search criteria will appear to the left of the map, or you will see a push pin marker pop up on the map with an underscored link to the report. If you do not see the push pin marker, click on the name of your district in the frame to the left of the map.
3. Click on the underscored link to the report that appears on the map.
4. The graduation rate for all students in the school district will appear in the middle of the report under the heading “Graduation Analysis.”

For large municipalities such as, for example Los Angeles, California:

1. Type the name of the city in the county fill-in box.
2. Then click on the tab Districts on the Map and a list of school districts in the city should appear.
3. Next click on the specific school district.
4. Finally follow steps 3 and 4 of the instructions above.

## E. 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.<sup>1</sup>

Abstracts will be published in the form originally submitted, without any redactions. Applicants should not include any proprietary or confidential business information or 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,

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

employees, and agents against any liability or for any loss or damages arising from this application. By such submission of this grant application, the applicant further acknowledges having the authority to execute this release of liability.

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

#### F. 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.

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

ETA supports an Industry Competency Model Initiative to promote an understanding of the skill sets and competencies that are essential to an educated and skilled workforce. A competency model is a collection of competencies that, taken together, define successful performance in a particular work setting. Competency models serve as a starting point for the design and implementation of workforce and talent development programs. To learn about the industry-validated models visit the Competency Model Clearinghouse (CMC) at <http://www.careeronestop.org/CompetencyModel>. The CMC site also provides tools to build or customize industry models, as

well as tools to build career ladders and career lattices for specific regional economies.

Career Clusters and Industry Competency Models both identify foundational and technical competencies, but their efforts are not duplicative. The Career Clusters link to specific career pathways in sixteen career cluster areas and place greater emphasis on elements needed for curriculum performance objectives; measurement criteria; scope and sequence of courses in a program of study; and development of assessments. Information about the sixteen career cluster areas can be found by accessing: [www.careerclusters.org](http://www.careerclusters.org).

#### H. 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/view/2001008333909172195/info>.

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](http://www.workforce3one.org/page/grants_toolkit).

3. ETA has created Workforce System Strategies to make it easier for the public workforce system and its partners to identify effective strategies and support improved customer outcomes. The collection highlights strategies

informed by a wide range of evidence such as experimental studies and implementation evaluations, as well as supporting resources such as toolkits. ETA encourages applicants to review these resources by visiting <http://strategies.workforce3one.org/>.

4. ETA has created a technical assistance portal at <https://etareporting.workforce3one.org/page/financial> that contains online training and resources for fiscal and administrative issues. Online trainings available include but are not limited to Introduction to Grant Applications and Forms, indirect Costs, Federal Cost Principles, and accrual accounting.

## **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 **XXXXXX**, in Washington, D.C. by:

Latifa Jeter

Grant Officer, Employment and Training Administration

**Attachment A: Checklist for Section IV.B.4. Attachments to the Project**

**Narrative**

<b>Required Attachments</b>	<b>Category A Applicants</b>	<b>Category B Applicants</b>	<b>Non-Responsive Factor</b>
<b>a. Two-Page Abstract</b>	✓	✓	✓
<b>b. Proof of 501(c)(3) Status</b>	✓	✓	
<b>c. Worksite Form (ETA-9143)</b>	✓	✓	✓
▪ <b>Signed</b>	✓	✓	✓
▪ <b>Includes Address or Parcel Number</b>	✓	✓	✓
▪ <b>Includes Site Access</b>	✓	✓	✓
<b>d. Organizational Chart</b>	✓	✓	
<b>e. Program Calendar</b>	✓	✓	✓
<b>f. Commitment Letters from Collaborators</b>	✓	✓	✓
<b>g. Project/Performance Site Location Form</b>	✓	✓	
<b>h. Indirect Cost Rate Agreement</b>	✓	✓	
<b>i. Construction Plus Field Proposal</b>	✓ (if choosing Construction Plus fields)		✓
<b>j. Past Performance Chart</b>		✓	✓
<b>k. Most Recent Financial Audit/Management Letter</b>		✓	✓
<b>l. Construction Training Plan</b>		✓	✓

**Attachment B: Construction Training Plan Sample Template**

<b>Sections of Training Plan</b>	<b>What To Include</b>
<b>Introduction</b>	This is a brief summary of the training project and how it will be used for project implementation.
<b>Training Scope Including Objectives, Goals and Assumptions</b>	This section includes the major objectives for the training project along with the goals and any assumptions made related to implementation.
<b>Training Strategy</b>	This section should describe the applicant’s training strategy including the use of project-based learning in the classroom, the curriculum(a) to be used, and the division between classroom and worksite-based training.
<b>Roles and Responsibilities</b>	This section includes a discussion of those who are supporting the implementation of the construction training, including the specific tasks that are needed to successfully launch, deliver, and sustain the training. This is a subset of the training task from the project plan and should provide the very detailed tasks needed to complete the training including the start and end dates for each.
<b>Contingency Plan</b>	This section outlines how training will be implemented and sustained despite barriers and problems that emerge. The training for this grant must begin expeditiously and this contingency plan allows for alternate training to be implemented, if necessary. Specifically, the applicant should describe how additional worksites will be quickly secured should the housing partner fall through or approved sites become no longer available or viable for the on-site construction component.
<b>Training Materials, Design, and Standards</b>	This section describes the materials that will be used during the training courses, how and who will design the

	materials, and a quality control process for ensuring materials are up-to-date, accurate, and effective.
<b>Restrictive Covenant Clause</b>	This section describes how awarded applicants will ensure that all properties rehabilitated or built with DOL YouthBuild funds will use the restrictive covenant clause and enforce it.

**“CONSTRUCTION PLUS” FIELD PROPOSAL**

(Applicant must complete one form for each proposed additional occupational field beyond construction.)

**YouthBuild (YB) 2014 Solicitaion for Grant Applications**

<b>APPLICANT IDENTIFYING INFORMATION (Complete All Sections)</b>	
Applicant Name:	
Program/Project Name & Address:	
Type of Applicant (select one): <input type="checkbox"/> Previously Funded <input type="checkbox"/> New Applicant	
Area Served:	
Project Type (select one): <input type="checkbox"/> Rural <input type="checkbox"/> Urban <input type="checkbox"/> Tribal	
Number of Youth to be Trained in this Industry:	
<b>CONSTRUCTION PLUS PROGRAM DESCRIPTION (Complete All Sections)</b>	
Industry Focus:	
Evidence of Industry Need (Local Labor Market Data):	
Previously Offered this Construction Plus Field (select one): <input type="checkbox"/> Yes <input type="checkbox"/> No	
Intended Industry-Recognized Credential:	
Planned Curriculum:	
Length of Training:	
Number of Planned Participants:	
Linked Occupations:	
Apprenticeable Field (select one): <input type="checkbox"/> Yes <input type="checkbox"/> No	
Apprenticeship Opportunities:	
Work Experience/Internship Providers:	
Community Service Opportunities:	
Additional Collaborators:	
<b>APPLICANT VERIFICATION</b>	
Printed Name: _____	Signature: _____
Title: _____	Date: _____
Organization: _____	