

U.S. DEPARTMENT OF LABOR

Employment and Training Administration

**Notice of Availability of Funds and Solicitation for Grant Applications
for Women in Apprenticeship and Nontraditional Occupations
(WANTO) Technical Assistance (TA) Grant**

Announcement Type: Initial

Funding Opportunity Number: SGA/DFA PY-13-08

Catalog of Federal Domestic Assistance (CFDA) Number: 17.201

Key Dates: The closing date for receipt of applications under this announcement is *[insert date 30 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 13-08, 200 Constitution Avenue, NW, Room N4716, Washington, DC 20210.

For complete application and submission information, including online application instructions, please refer to Section IV.

Executive Summary:

The U.S. Department of Labor's (DOL, or the Department) Women's Bureau (WB) and Employment and Training Administration (ETA) Office of Apprenticeship (OA), announce the availability of approximately \$1.8 million in grant funds authorized by the Women in Apprenticeship and Nontraditional

Occupations (WANTO) Act of 1992, Pub. L. 102-530, 29 U.S.C. 2501 et seq.

Awards made under this announcement are subject to the availability of Federal funds. The Department plans to disburse Program Year (PY) 2013 and PY 14 WANTO grant funds to up to four (4) community-based organization (CBO) grantees within the range of \$400,000 to \$650,000 for a 2-year grant period to develop and operate innovative TA projects to improve outreach, recruitment, hiring, training, employment, and retention of women, women of color and women with disabilities in apprenticeships and nontraditional occupations, as defined in Section VIII.A., of this solicitation.

I Funding Opportunity Description

A. Program Purpose

The WANTO TA Grants program was funded and implemented beginning in Fiscal Year 1994. The WB and OA co-administer the WANTO TA Grants program, and have the joint responsibility for overseeing this grant process; they may award grants up to the annually-appropriated funding levels. These competitive TA grants to CBOs will be awarded to assist Registered Apprenticeship Programs (RAPs) in the recruitment, training, placement, and retention of women in apprenticeship and nontraditional occupations.

This announcement solicits applications for the WANTO TA Grants program. The purpose of these grants is to provide funding to CBOs to deliver TA to RAPs to assist them in placing women (including women of color and women with disabilities) into apprenticeable and nontraditional occupations (A/NTO).

Apprenticeable occupations are described in Section VIII.A. These grants will be awarded competitively to CBOs to set up and administer a Regional/Multi-State TA Resource Center that will focus on conducting innovative projects to improve the recruitment, selection, training, employment, and retention of women, women of color and women with disabilities in apprenticeable occupations. Through this competition, DOL is interested in establishing a national network of TA Resource Centers, to assist in the recruitment and retention of women (including women of color and women with disabilities) in A/NTO.

CBOs should design activities to enhance recruitment efforts that include: 1) providing guidance and TA to RAPs targeting outreach to women for opportunities in A/NTO including developing partnerships with the public workforce system particularly related to support services and the recruitment of eligible participants and into RAPs, and 2) TA to increase retention rates of women in apprenticeship in nontraditional occupations in their workplaces. This TA should result in an increase in the number of women employed in jobs that pay a self-sufficient wage for women. ETA's goal is that at least 50 RAPs are provided TA with the total funding provided under this announcement.

DOL has found that placement and retention of women into A/NTO poses significant challenges. The [American Behavioral Scientist](#) article, "Occupational Barriers for Women," by Thomas Ruble, Renae Cohen, and

Diane Ruble (Vol. 27, No. 3, 339-356 (1984)), and a 2009 study by Australia's National Center for Vocational Education Research¹ document that the barriers to entry of women into nontraditional occupations (NTO), including a lack of specialized support services, such as dependent care resources (children and dependent adults); on-the-job mentoring; and, support from teachers and instructors. Additionally, through the experience gained by recent WANTO grantees, the Department has found that women who are 40 years of age or older (including women of color and women with disabilities) may face particularly challenging barriers to employment in NTOs. RAPs that need assistance in recruiting, training, and retaining women (including women of color and women with disabilities) in apprenticeable occupations and other NTOs also lack the resources to provide supportive services. Further, the June 2006 report, Construction Equity: Promising Practices for Recruiting and Retaining Students in Career and Technical Education Programs that are Nontraditional for Their Gender² documents that the active participation of tradeswomen or women in NTOs serving as active members of CBOs, as either employed staff or as board members, has positive impacts on WANTO participants. The Department encourages potential applicants to review the findings from these research studies and the promising best

¹ Shewring, Fiona. 2009. The female 'tradie': Challenging employment perceptions in non-traditional trades for women. National Center for Vocational Education Research (NCVER): Adelaide, Australia. <http://www.ncver.edu.au/publications/2100.html>

² Programs and Practices That Work: Preparing Student for Nontraditional Careers Project. 2006. Washington, DC: Joint project sponsored by the Association of Career and Technical Education, the National Alliance for Partnerships in Equity, the National Association of State Directors of Career Technical Education Consortium, and the National Women's Law Center. <http://www.napequity.org/pdf/Constructing%20Equity.pdf>

practices identified through previous WANTO grants when considering whether or how to develop applications for this funding opportunity. For additional information about prior WANTO grants please visit the following sites:

1. <http://www.doleta.gov/grants/awards/DOL-SGA-DFA-PY-07-08.pdf>;
2. http://www.doleta.gov/grants/pdf/SGA-DFA-PY-09-03_WANTO.pdf;
3. <http://www.dol.gov/opa/media/press/eta/ETA20121310.htm>; and
4. <http://www.dol.gov/wb/programs/family2.htm>.

Grants awarded with WANTO funds must focus on providing TA to improve RAPs placement and retention of women (including women of color and women with disabilities) into nontraditional occupations (NTOs). In addition grantees should collaborate with local workforce investment boards and other entities that will provide supportive services needed to assist women to successfully enter and complete RAPs. Strategies commonly used by former WANTO grantees include pre-apprenticeship, apprenticeship preparation, or other bridge type programs that aim to prepare potential participants for the apprenticeship programs to meet the entry requirements for Registered Apprenticeship.

All applicants should make themselves aware of recently issued guidance (found at: http://wdr.doleta.gov/directives/attach/TEN/TEN_13-12_Acc.pdf) and future guidance on pre-apprenticeship, developed in partnership with a

range of stakeholders, that establishes a definition and quality framework for these programs. TA provided in this area should reinforce the guidance provided by DOL.

TA provided to RAPs is not limited to apprenticeable and nontraditional occupations (A/NTO) in the construction industry. TA may also be used to further recruitment, training, placement, and retention for A/NTO in the following industries: advanced manufacturing, transportation, information technology (IT), and energy. Wages in these NTO industries tend to be higher than average. For the purposes of this SGA, all apprenticeable occupations in the industries above meet the definition of NTO, which are defined in the WANTO Act as those in which women make up 25 percent or less of the total number of workers in that occupation. The focus on advanced manufacturing, transportation, IT, energy, and construction supports the Department's strategic emphasis on assuring workers have the skills and knowledge to succeed in the knowledge-based economy, including high-growth jobs.

As part of the Department's emphasis on funding projects that reflect a broad strategy that incorporates the use of all available resources, applicants are strongly encouraged, but are not required, to include leveraged resources in their program design.

B. Program Authority

This program is authorized by WANTO Act of 1992, Pub. L. 102-530, 29 U.S.C. 2501 et seq. and the National Apprenticeship Act, 29 U.S.C. 50 et seq.

II. Award Information

A. Award Type and Amount

Funding will be provided in the form of a grant. Approximately \$1.8 million is expected to be available to fund approximately four grants. Applicants may apply for a ceiling amount of up to \$650,000. Awards made under this announcement are subject to the availability of Federal funds. In the event that additional funds become available, ETA reserves the right to use such funds to select additional grantees from applications submitted in response to this solicitation.

B. Period of Performance

The period of performance is 24 months with an anticipated start date of July 1, 2014. Grants will be funded in two increments. This performance period includes all necessary implementation and start-up activities.

III. Eligibility Information

A. Eligible Applicants

1. Eligible applicants for these TA grants must be CBOs as defined in Section VIII.A., with the capacity to establish a Regional/Multi-State TA Resource Center to deliver TA training to RAPs in the geographic area identified to assist women to enter, remain, and

succeed in A/NTO. This capacity must be a major component of the activities proposed to be eligible to receive a grant. Applicants must be able to serve a minimum of 13 RAPs at least one of which is a National Registered Apprenticeship Program Sponsor or an organization that has certified National Guidelines for Apprenticeship Standards, as defined in Section VIII. A.

A consortium of CBOs may also apply for a grant, provided they include a copy of the consortium agreement and identify the entity that will administer the grant.

DOL is interested in establishing a national network of TA centers, and as such, is interested in funding CBOs (or consortia of CBOs) that can serve the following geographic areas, one per region (please click on the following link for a list of regional breakout of the States

<http://www.doleta.gov/OA/regdirlist.cfm>):

- Northeast/Atlantic Region: Generally serving the States in ETA's Regions I and II.
- Southern Region: Generally serving the States in ETA's Regions III and the Southern States in Region IV.
- Mid-West Region: Generally serving the States in ETA's Region V and bordering States in Region IV.
- Western Region: Generally serving the States in ETA's Region VI and bordering States in Regions IV.

B. Cost Sharing or Matching

Cost sharing or matching funds are not required for this program. Applicants are strongly encouraged, but are not required, to include leveraged resources. More information on leveraged resources may be found in Section IV.B.2. Applications that include any form of cost sharing or match will not receive additional consideration under the review. Cost sharing or match is not one of the application screening criteria.

C. Other Information

1. Application Screening Criteria

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

- Failure to satisfy the deadline requirements referenced in Section IV.C;
- Applications that exceed the ceiling amount of \$650,000 referenced in Section II.A.;
- 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, all referenced in Section IV.B.;
- Failure to register with the System for Award Management (SAM) and maintain an active account referenced in Section IV.B.;

- For CBO consortium applicants, failure to include a copy of the consortium agreement that identifies the entity that will administer the grant (see Section III.A); and
- Failure to include required information as an attachment referenced in Section IV.B.:
 - Abstract of proposed project.
 - A memorandum of understanding/agreement or letter of commitment to provide TA during the grant period with a minimum of 13 RAPs, at least one of which is a national apprenticeship program.

2. Number of Applications to Be Submitted

Multiple applications from an organization are not allowed. If multiple applications are received, the most recent application submitted will be accepted. If the most recent application is disqualified for any reason, we will not replace it with an earlier application.

3. Eligible Entities for Technical Assistance

Eligible Entities to Receive TA

Eligible entities to receive TA under these grants are RAP Sponsors (RAPS), which may be any person, association, committee, business, or organization operating an apprenticeship program and in whose name the program is (or is to be) registered or approved.

Veterans Priority for Participants

This program, funded by the U.S. Department of Labor, is subject to the priority of service requirements of 38 USC 4215 and 20 CFR Part 1010.

Section 4215 of Title 38 requires that priority of service be provided to veterans and spouses of certain service members and veterans for the receipt of employment, training, and placement services. Agreement by a program operator to implement priority of service is a condition of receipt of DOL funds. The Planning Guidance (either the Stand-Alone Planning Guidance at 73 FR 72853 (December 1, 2008)) or the Unified Planning Guidance at 73 FR 73780 (December 3, 2008) requires states to describe the policies and strategies in place to ensure that priority of service is provided to veterans (and certain spouses) who otherwise meet the eligibility requirements for all employment and training programs funded in whole or in part the U.S. Department of Labor. In addition, the states are required to provide assurances that they will comply with the Veterans' Priority of Service Provisions in 38 USC 4215 and Training and Employment Guidance Letter (TEGL) No. 10-09 (issued November 10, 2009. TEGL No. 10-09 is available at:

http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2816.

IV. Application and Submission Information

A. How to Obtain an Application Package

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

B. Content and Form of Application Submission

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://www.grants.gov/web/grants/forms/sf-424-family.html>).

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://www.grants.gov/web/grants/forms/sf-424-family.html>). The SF-424B is not required to be submitted with the application.

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 sub-awards 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; and
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 SAM

Applicants must register with the 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 update its information in the SAM database to ensure it is current, accurate and complete. For purposes of this paragraph, the applicant is the entity that meets the eligibility criteria and has the legal authority to apply and to receive the award.

2. Project Budget

Applicants must complete the SF-424A Budget Information Form (available at: <http://www.grants.gov/web/grants/forms/sf-424-family.html>)

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 (both current and proposed). Give the annual salary of each position, the percentage of each position’s time devoted to the project, the amount of each position’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. In general, we do not permit the purchase of equipment during the last funded year of the grant.

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 and 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.

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

The 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 the Project Narrative. The Project Narrative will be evaluated using the criteria identified in Section V.A. Applicants must use the same section headers identified below for each section of their Project Narrative:

a. Technical Assistance Plan

The applicant must provide TA, which may include a broad range of activities to prepare RAPs to provide opportunities for women (including women of color and women with disabilities) and increase and retain the participation of women in A/NTO. Therefore, the applicant must describe its proposed TA Plan and address the following:

1. Describe the geographic area where the TA will be provided to the RAPs, and the need for the TA in the geographic area;
2. Identify and describe the types of apprenticeable occupations or NTOs in which the RAPs would like to train or employ women (including women of color and women with disabilities) ;
3. Describe how you will ensure that there will be suitable and appropriate positions available in the apprenticeable occupations program or in the NTOs being targeted;
4. Describe the efforts that will be made to place qualified women in apprenticeable occupations or NTOs;

5. Identify and describe in detail the types of TA that will be provided to the RAPs. Examples of such TA include, but are not limited to:
- Providing outreach strategies, to include development of an outreach and recruitment plan to recruit women (including women of color and women with disabilities) into the RAP's occupations and specific openings in RAPs;
 - Developing linkages and connections with pre-apprenticeship programs, as defined in Section VIII.A., of this SGA, to prepare women for apprenticeship, including Adult Basic Education, English as a Second Language instruction, and financial literacy;
 - Providing orientations for the RAPs and workers on creating a successful environment for women (including women of color and women with disabilities) in apprenticeship;
 - Providing TA on supportive services to improve retention, such as child care, transportation, support groups, and facilitation of networks for women in apprenticeship on or off the job site;
 - Providing liaison services between tradeswomen and the RAPs to facilitate retention of the women (including women of color and women with disabilities) placed into registered apprenticeships as a result of the proposed project, as well as retention in registered apprenticeship of other women who may already be enrolled as registered apprentices with the RAPs;

- Conducting exit interviews with tradeswomen who complete their apprenticeship or leave their apprenticeship before completion, including women placed in the apprenticeship as a result of the proposed project or other women who may already be enrolled as registered apprentices. These interviews can inform the development, assessment, and improvement of TA strategies provided either through this project or other similar efforts designed to prepare and support tradeswomen for on-the-job experiences in an A/NTO; and
 - Development of mentorships for women and creating (formal/informal) support groups for women in RAPs.
6. Describe how you will provide Web-based and/or other electronic tools, with resources and information (e.g., what to expect in various industries' apprenticeship programs, workers' rights, success stories of women in apprenticeships) to women apprentices;
 7. Identify and describe the types of systemic change anticipated by the TA strategies that will be incorporated into ongoing employer recruitment, hiring, training, retention, and promotion of women in A/NTO;
 8. Describe how you will collaborate with the appropriate or applicable Registration Agency, or Agencies, as defined in Section

VIII.A., and ensure that TA provided is in accordance with Federal and State policy, guidance, and regulations; and

9. Demonstrate an arrangement (through either a memorandum of understanding/agreement or letter of commitment) to provide TA during the grant period to a minimum of 13 RAPs, at least one of which is a National Registered Apprenticeship Program Sponsor or an organization that has certified National Guidelines for Apprenticeship Standards, as defined in Section VIII. A.

b. Expected Outcomes, Outputs and Deliverables

The applicant must describe the outcomes, outputs and deliverables they will achieve as a result of WANTO funding. Outcomes, outputs and deliverables must include:

1. Frequency of TA. Report on the expected number of RAPs that the applicant plans to provide TA by the end of the grant period. In the quarterly and annual reports, grantees will be required to report on progress towards this target;
2. Intensity of TA. Report the expected level of intensity of the TA (e.g. daily conference calls, weekly webinars, etc.) planned throughout the grant period. In the quarterly and annual reports, grantees will be required to report on progress towards this target;
3. Total number of women effected through TA. Report on the expected increase in the percentage of women enrolling in RAP by the end of the grant. In addition to the number expected to apply,

report also on the number of women (including women of color and women with disabilities) expected to be accepted into the program, the number of women receiving services, and the number of women completing the program. In the quarterly and annual reports, grantees will be required to report on progress towards these targets;

4. Deliverables

- a. Development and dissemination of an online toolkit to include best practices to assist RAPs to improve outreach, recruitment, and retention of women (including women of color and women with disabilities) in A/NTO;
- b. Development of Web-based education and outreach materials for the recruitment and retention of women (including women of color and women with disabilities) in A/NTO;
- c. Development of a curriculum and delivery of training to RAPs to assist them with improving the outreach, recruitment, and retention of women (including women of color and women with disabilities) in A/NTO in a RAP.

c. Performance Reporting

The applicant must clearly describe a strategy to describe how the TA interventions proposed in the grant proposal were implemented, lessons learned, outcomes, and results of the TA that was provided to the RAPs. Specifically, the applicant must:

1. Describe a data collection plan that includes, at a minimum of the following:
 - a. Identify the specific data on participants and other data that the grantee plans to use, and how the data will be collected for analysis;
 - b. Describe how the grantee will document the lessons learned, both positive and negative; and
 - c. Identify the most effective TA models and how they were implemented and could potentially be replicated.
2. Describe how the TA resources and products developed under this grant will be sustained after the grant period.

d. Organizational, Administrative, and Fiscal Capacity

Describe how the management structure and staffing of the proposed project will enable the organization to meet the grant requirements, vision, and goals as specified in Section I.A., and how the management structure and staffing are designed to ensure responsible general management and implementation of the project. Specifically, the applicant must:

1. Describe the organization's experience and leadership with respect to the following:
 - a. Providing TA to RAPs for the purpose of recruiting, training, placing, and retaining women;
 - b. Preparing women to gain employment in apprenticeable occupations or other NTOs; and

- c. Working with the business community to prepare them to place women in apprenticeable occupations or other NTOs.
2. Highlight the qualifications of the key staff and the organizational structure that would ensure the success of the project (include job descriptions, which identify the key tasks);
3. Demonstrate how tradeswomen or women in NTOs are incorporated into the organization's operations, as employed staff, board members, consultants, or volunteers;
4. Describe the overall financial stability of the organization as demonstrated by strong accounting systems, fiscal and administrative controls in place to properly manage Federal funds, previous grants management experience, and audited financial statements;
5. Describe the procurement processes and procedures and explain how the organization is equipped to meet Federal, State (if applicable), and other relevant procurement requirements;
6. Describe the organization's capability to sustain some or all project activities after Federal financial assistance has ended; and
7. Describe the organization's capacity to use remote technology, electronic tools, or other Web-based platforms to provide TA services to RAPs in a Regional/Multi-State Area.

e. Budget and Budget Justification

Please see Section IV.B.2, for information on requirements related to the budget and budget justification.

4. Attachments to the Project Narrative

In addition to the Project Narrative, the applicant must submit attachments. All attachments must be clearly labeled as Attachments. Only those attachments listed below will be excluded from the page limit. Additional materials such as resumés or general letters of support must not be included. Applicants must submit their application in one package because documents received separately will be tracked separately and will not be attached to the application for review. 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

- 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, and the funding level requested. The Abstract is limited to two-page double-spaced single sided 8.5x11 inch pages with

12 point text font and 1 inch margins. If using grants.gov for submission, this document must be attached under the Mandatory Other Attachment section and labeled “Abstract.” Please note that applicants will be held to outcomes provided and failure to meet those outcomes may have a significant impact on future grants with ETA.

- b. **Project/Performance Site Location(s) Form:** All applicants must submit a Project/Performance Site Location(s) Form (available at: <http://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1>). If using grants.gov for submission, this form must be attached under the required forms section. Please note that this is a standard form used for many programs and has a check box for applying as an individual. Disregard this box on the form as individuals are not eligible to apply for this solicitation.

- c. **Indirect Cost Rate Agreement:** If the applicant is requesting indirect charges, attach the most recent Indirect Cost Rate Agreement approved by the applicant’s Cognizant Federal agency. (For more information, see Section IV.B.2. and Section IV.E.1.)

- d. For CBO consortium applicants, a copy of the consortium agreement that identifies the entity that will administer the grant (See Section III. A).

- e. A memorandum of understanding/agreement or letter of commitment to provide TA during the grant period with a minimum of 13 RAPs, at least one of which is a National Registered Apprenticeship program.

C. Submission Date, Times, Process and Addresses

The closing date for receipt of applications under this announcement is [*insert date XX 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 proposal by DOL. Applicants submitting proposals in hard copy are also required to include in the hard copy submission an identical

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

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

No exceptions to the mailing and delivery requirements set forth in this notice will be granted. Further, documents submitted separately from the application, before or after the deadline, will not be accepted as part of the application.

Mailed applications must be addressed to the U.S. Department of Labor, Employment and Training Administration, Office of Grants Management, Attention: Latifa Jeter Grant Officer, Reference SGA/DFA PY 13-08, 200 Constitution Avenue, NW, Room N4716, Washington, DC 20210. Applicants are advised that mail delivery in the Washington DC area may be delayed due to mail decontamination procedures. Hand-delivered proposals will be received at the above address. All overnight delivery submissions will be

considered to be hand-delivered and must be received at the designated place by the specified closing date and time.

Applications that are submitted through Grants.gov must be successfully submitted at: <http://www.grants.gov> no later than 4:00:00 p.m. Eastern Time on the closing date and then subsequently validated by Grants.gov. The submission and validation process is described in more detail below. The process can be complicated and time-consuming. Applicants are strongly advised to initiate the process as soon as possible and to plan for time to resolve technical problems if necessary. Note that validation does not mean that your application has been accepted as complete or has been accepted for review. 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 proposal, they should immediately initiate and complete the “Get Registered” registration steps at:

<http://www.grants.gov/web/grants/applicants/organization-registration.html>.

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/documents/19/18243/OrganizationRegChecklist.pdf/fc7e7c18-2497-4b08-8d9b-bfac399947a3> 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/web/grants/applicants/organization-registration/step-3-username-password.html>.

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/web/grants/applicants/organization-registration/step-4-aor-authorization.html>, or to track AOR status visit:

<http://www.grants.gov/web/grants/applicants/organization-registration/step-5-track-aor-status.html>.

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 enough 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/web/grants/applicants/applicant-resources.html>.

ETA encourages new prospective applicants to view the online tutorial, “Grant Applications 101: A Plain English Guide to ETA Competitive Grants,” available through Workforce3One at:

http://www.workforce3one.org/page/grants_toolkit.

To receive updated information about critical issues, new tips for users and other time sensitive updates as information is available, applicants may subscribe to “Grants.gov Updates” at:

<http://www.grants.gov/web/grants/manage-subscriptions.html>.

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 click on the following link:

<http://www.grants.gov/documents/19/18249/CustomerServiceProcess.pdf/35f168e0-49ea-426f-be2b-5b772178326d>.

The Contact Center is open 24 hours a day, seven days a week. It is closed on Federal holidays.

Late Applications: For applications submitted on Grants.gov, only applications that have been successfully submitted no later than 4:00.00 p.m. Eastern Time on the closing date and then successfully validated will be considered. Applicants take a significant risk by waiting to the last day to submit through Grants.gov.

Any hard copy application received after the exact date and time specified for receipt at the office designated in this notice will not be considered, unless it is received before awards are made, it was properly addressed, and it was: (a) sent by U.S. Postal Service mail, postmarked not later than the fifth calendar day before the date specified for receipt of applications (e.g., an application required to be received by the 20th of the month must be postmarked by the 15th of that month); or (b) sent by professional overnight delivery service to the addressee not later than one working day before the date specified for receipt of applications. “Postmarked” means a printed, stamped or otherwise placed impression (exclusive of a postage meter machine impression) that is readily identifiable, without further action, as having been supplied or affixed on the date of mailing by an employee of the U.S. Postal Service. Therefore, applicants should request the postal clerk to place a legible hand cancellation “bull’s eye” postmark on both the receipt and the package. Failure to adhere to these instructions will be a basis for a determination that the application was not filed timely and will not be considered. Evidence of timely submission by a professional overnight delivery service must be demonstrated by equally reliable evidence created by the delivery service provider

indicating the time and place of receipt.

D. Intergovernmental Review

This funding opportunity is not subject to Executive Order 12372, “Intergovernmental Review of Federal Programs.”

E. Funding Restrictions

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

Disallowed costs are those charges to a grant that the grantor agency or its representative determines not to be allowed in accordance with the applicable Federal cost principles or other conditions contained in the grant. Applicants, whether successful or not, will not be entitled to reimbursement of pre-award costs.

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 Cognizant Federal 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 Cognizant Federal 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 Cognizant Federal 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). When States are recipients of such funds, States may establish a lower limit for salaries and bonuses of those receiving salaries and bonuses from subrecipients of such funds, taking into account factors including the relative cost-of-living in the State, the compensation levels for comparable State or local government employees, and the size of the organizations that administer Federal programs involved including Employment and Training Administration Programs. See Public Law 113-73 (Division H, Title I, section 105), and Training and Employment Guidance Letter number 5-06 for further clarification: http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2262.

4. Intellectual Property Rights

The Federal Government reserves a paid-up, nonexclusive and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use for Federal purposes: i) the copyright in all products developed under the grant, including a subgrant or contract under the grant or subgrant; and ii) any rights of copyright to which the grantee, subgrantee or a contractor purchases ownership under an award (including, but not limited to, curricula, training models TA 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

Organizations that receive grants through this SGA may not use grant funds to pay for the wages of participants in a RAP or in an NTO. Further, the provision of stipends to training or pre-apprenticeship enrollees for the purposes of wage replacement is not an allowable cost under this SGA.

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:

Criterion	Points
1. Technical Assistance Plan (See Section IV.B.3.a. Technical Assistance	40

Plan)	
2. Expected Outcomes , Outputs and Deliverables (See Section IV.B.3.b. Expected Outcomes, Outputs and Deliverables)	20
3. Performance Reporting (See Section IV.B.3.c. Performance Reporting)	15
4. Organizational, Administrative, and Fiscal Capacity (See Section IV.B.3.d. Organizational, Administrative, and Fiscal Capacity)	20
5. Budget and Budget Justification (See Section IV.B.2. and 3.e. Project Budget and Budget and Budget Justification, respectively)	5
TOTAL	100

a. Technical Assistance Plan (Up to 40 points)

1. The extent to which the applicant clearly describes the geographic area where the TA will be provided to the RAPs, and the strength with which the application demonstrates that there is a need for the TA in that area. **(Up to 5 points)**
2. The clarity with which the applicant identifies and describes the types of apprenticeable occupations or NTOs in which the RAPs

would like to train or employ women (including women of color and women with disabilities). **(Up to 5 points)**

3. The strength with which the applicant demonstrates how it will ensure that there will be suitable and appropriate positions available in the apprenticeable occupations program or in the NTOs being targeted. **(Up to 5 points)**
4. The strength with which the applicant demonstrates the efforts that will be made to place qualified women (including women of color and women with disabilities) in apprenticeable occupations or NTOs. **(Up to 5 points)**
5. The clarity with which the applicant identifies and describes in detail the types of TA that will be provided to the RAPs. **(Up to 5 points)**
6. The strength with which the applicant demonstrates how it will provide Web-based and/or other electronic tools, with resources and information (e.g., what to expect in various industries' apprenticeship programs, workers' rights, success stories of women in apprenticeships) to women (including women of color and women with disabilities) apprentices. **(Up to 3 points)**
7. The clarity with which the applicant identifies and describes the types of systemic change anticipated by the TA strategies that will be incorporated into ongoing employer recruitment, hiring,

training, retention, and promotion of women (including women of color and women with disabilities) in A/NTO. **(Up to 5 points)**

8. The strength with which the applicant demonstrates that it will collaborate with the appropriate or applicable Registration Agency, or Agencies and workforce agencies, and ensures that TA will be provided in accordance with Federal and State policy, guidance, and regulations. **(Up to 2 points)**

9. The strength with which the applicant demonstrates an arrangement (through either a memorandum of understanding/agreement or letter of commitment) to provide TA during the grant period to a minimum of 13 RAPs (at least one of which is a National Registered Apprenticeship Program Sponsor or an organization that has certified National Guidelines for Apprenticeship Standards). **(Up to 5 points)**

b. Expected Outcomes, Outputs and Deliverables (Up to 20 points)

1. Frequency of TA. Report on the expected number of RAPs that the applicant plans to provide with TA by the end of the grant period. In the quarterly and annual reports, grantees will be required to report on progress towards this target. **(Up to 5 points)**

2. Intensity of TA. Report the expected level of intensity of the TA (e.g. daily conference calls, weekly webinars, etc.) planned throughout the grant period. In the quarterly and annual reports,

grantees will be required to report on progress towards this target.

(Up to 5 points)

3. Total number of women effected through TA. Report on the expected increase in the percentage of women (including women of color and women with disabilities) enrolling in RAP by the end of the grant. In addition to the number expected to apply, report also on the number of women (including women of color and women with disabilities) expected to be accepted into the program, the number of women(including women of color and women with disabilities) receiving services, and the number of women completing the program. In the quarterly and annual reports, grantees will be required to report on progress towards these targets. **(Up to 5 points)**

4. **Deliverables (Up to 5 points)**

- a. The extent to which the applicant describes the material that will be included in an online toolkit to include best practices to assist RAPs to improve outreach, recruitment, and retention of women (including women of color and women with disabilities) in A/NTO;
- b. The extent to which the applicant describes the types of Web-based education and outreach materials for the recruitment and retention of women (including women of color and women with disabilities) in A/NTO;

- c. The comprehensiveness of the proposed curriculum and delivery of training to RAPs to assist them with improving the outreach, recruitment, and retention of women (including women of color and women with disabilities) in A/NTO in a RAP;

c. Performance Reporting (Up to 15 points)

- 1. The extent to which the applicant describes a data collection plan that includes, at a minimum, the following: **(Up to 10 points):**
 - a. Identification of specific data on participants and other data that the grantee plans to use, and how the data will be collected for analysis;
 - b. Plans for how the grantee will document the lessons learned, both positive and negative; and
 - c. Plans to identify the most effective TA models and how they were implemented and could potentially be replicated.
 - 2. The extent to which the proposed TA, resources and products developed will be sustained after the grant period. **(Up to 5 points)**
- d. Organizational, Administrative, and Fiscal Capacity (Up to 20 points)**

1. The extent to which the organization has experience and leadership with respect to the following: **(Up to 5 points)**
 - a. Providing TA to RAPs for the purpose of recruiting, training, placing, and retaining women;
 - b. Preparing women to gain employment in apprenticeable occupations or other NTOs; and
 - c. Working with the business community to prepare them to place women in apprenticeable occupations or other NTOs.
2. The strength with which the applicant demonstrates the qualifications of the key staff as they relate to their assigned roles and responsibility proposed in the grant application, and the organizational structure that will ensure the success of the project. **(Up to 3 points)**
3. The strength with which the applicant demonstrates how tradeswomen or women in NTOs are incorporated into the organization's operations, as employed staff, board members, consultants or volunteers. **(Up to 2 points)**
4. The degree of overall financial stability of the organization as demonstrated by strong accounting systems, fiscal and administrative controls in place to properly manage Federal funds, previous grants management experience, and audited financial statements. **(Up to 3 points)**

5. The strength of the applicant's procurement processes and procedures, and the degree to which the organization is equipped to meet Federal, State (if applicable), and other relevant procurement requirements. **(Up to 2 points)**
6. The extent to which the organization is capable of sustaining some or all project activities after Federal financial assistance has ended. **(Up to 3 points)**
7. The organization's capacity to use remote technology, electronic tools, or other Web-based platforms to provide TA services to RAPs in a Regional/Multi-State Area. **(Up to 2 points)**

e. Budget and Budget Justification (Up to 5 points)

The extent to which the budget is justified and reasonable given the scope of work of the project.

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; the availability of funds; and which proposals are most advantageous to the government. The panel results are advisory in nature and not binding on the Grant Officer. The Grant Officer may consider any information that comes to his/her attention. The Grant Officer reserves the right to negotiate with potential grantees to serve more than 13 RAPs, so that ETA can reach its goal of serving a total of at least 50 RAPs. 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 at: (<http://www.doleta.gov>). Applicants selected for award will be contacted directly before the grant's execution. Non-selected applicants will be notified by mail or email and may request a written debriefing on the significant weaknesses of their proposal.

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

funding levels, and administrative systems in place to support grant implementation. If the negotiations do not result in a mutually acceptable submission, the Grant Officer reserves the right to terminate the negotiations and decline to fund the application. DOL reserves the right to not fund any application related to this SGA.

B. Administrative and National Policy Requirements

1. Administrative Program Requirements

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

- a. Non-Profit Organizations – 29 CFR Part 95 (Administrative Requirements) and OMB Circular A-122 (Cost Principles) (See http://www.whitehouse.gov/omb/grants_circulars).
- b. Educational Institutions – 29 CFR Part 95 (Administrative Requirements) and OMB Circular A-21 (Cost Principles) (See http://www.whitehouse.gov/omb/grants_circulars).
- c. State, Local and Indian Tribal Governments – 29 CFR Part 97 (Administrative Requirements) and OMB Circular A-87 (Cost Principles) (See http://www.whitehouse.gov/omb/grants_circulars).
- d. Profit Making Commercial Firms – Federal Acquisition Regulation (FAR) – 48 CFR part 31 (Cost Principles), and 29 CFR Part 95 (Administrative

- Requirements).
- e. All entities must comply with 29 CFR Part 93 (New Restrictions on Lobbying), 29 CFR Part 94 (Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)), 29 CFR 95.13 and Part 98 (Governmentwide Debarment and Suspension, and drug-free workplace requirements), and, where applicable, 29 CFR Part 96 (Audit Requirements for Grants, Contracts, and Other Agreements) and 29 CFR Part 99 (Audits of States, Local Governments and Non-Profit Organizations).
 - f. 29 CFR Part 2, subpart D—Equal Treatment in Department of Labor Programs for Religious Organizations, Protection of Religious Liberty of Department of Labor Social Service Providers and Beneficiaries.
 - g. 29 CFR Part 31-Nondiscrimination in Federally Assisted Programs of the Department of Labor-Effectuation of Title VI of the Civil Rights Act of 1964.
 - h. 29 CFR Part 32-Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance.
 - i. 29 CFR Part 35-Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance from the Department of Labor.
 - j. 29 CFR Part 36-Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance.
 - k. 29 CFR Parts 29 and 30-Labor Standards for the Registration of

Apprenticeship Programs, and Equal Employment Opportunity in Apprenticeship and Training, as applicable.

2. Other Legal Requirements:

a. Religious Activities

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

b. Lobbying or Fundraising the U.S. Government with Federal Funds

In accordance with Section 18 of the Lobbying Disclosure Act of 1995 (Public Law 104-65) (2 U.S.C. 1611), non-profit entities incorporated under Internal Revenue Service Code Section 501(c) (4) that engage in lobbying activities are not eligible to receive Federal funds and grants. No activity, including awareness-raising and advocacy activities, may include fundraising for, or lobbying of, U.S. Federal, State or Local Governments (see OMB Circular A-

122).

c. Transparency Act Requirements

Applicants must ensure that they have the necessary processes and systems in place to comply with the reporting requirements of the Federal Funding Accountability and Transparency Act of 2006 (Pub. Law 109-282, as amended by section 6202 of Pub. Law 110-252) (Transparency Act), as follows:

- All applicants, except for those excepted from the Transparency Act under sub-paragraphs 1, 2, and 3 below, must ensure that they have the necessary processes and systems in place to comply with the subaward and executive total compensation reporting requirements of the Transparency Act, should they receive funding.
- Upon award, applicants will receive detailed information on the reporting requirements of the Transparency Act, as described in 2 CFR Part 170, Appendix A, which can be found at the following website:
<http://edocket.access.gpo.gov/2010/pdf/2010-22705.pdf>

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

- (1) Federal awards to individuals who apply for or receive Federal awards as natural persons (i.e., unrelated to any business or non-profit organization he or she may own or operate in his or her name);

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

d. Safeguarding Data Including Personally Identifiable Information (PII)

Applicants submitting proposals in response to this SGA must recognize that confidentiality of PII and other sensitive data is of paramount importance to the Department of Labor and must be observed except where disclosure is allowed by the prior written approval of the Grant Officer or by court order. By submitting a proposal, Grantees are assuring that all data exchanges conducted through or during the course of performance of this grant will be conducted in a manner consistent with applicable Federal law and TEGL NO. 39-11 (issued June 28, 2012). All such activity conducted by ETA and/or Grantee/s will be performed in a manner consistent with applicable State and Federal laws.

By submitting a grant proposal, the applicant agrees to take all necessary steps to protect such confidentiality by complying with the following provisions that are applicable in governing their handling of confidential information:

1. Applicants must ensure that PII and sensitive data developed, obtained, or otherwise associated with DOL/ETA funded grants is securely transmitted.

2. To ensure that such PII is not transmitted to unauthorized users, all PII and other sensitive data transmitted via e-mail or stored on CDs, DVDs, thumb drives, etc., must be encrypted using a Federal Information Processing Standards (FIPS) 140-2 compliant and National Institute of Standards and Technology (NIST) validated **cryptographic module**. Grantees must not e-mail unencrypted sensitive PII to any entity, including ETA or contractors.
3. Grantees must take the steps necessary to ensure the privacy of all PII obtained from participants and/or other individuals and to protect such information from unauthorized disclosure. Grantees must maintain such PII in accordance with the ETA standards for information security described in TEGL No. 39-11 and any updates to such standards provided to the grantee by ETA. Grantees who wish to obtain more information on data security should contact their Federal Project Officer.
4. Grantees 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.
5. 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.

6. Grantee employees and other personnel who will have access to sensitive/confidential/proprietary/private data must be advised of the confidential nature of the information, the safeguards required to protect the information, and that there are civil and criminal sanctions for noncompliance with such safeguards that are contained in Federal and State laws.
7. Grantees must have 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.
8. Grantees must not extract information from data supplied by ETA for any purpose not stated in the grant agreement.
9. Access to any PII 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.

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

e. Record Retention

Applicants must be prepared to follow Federal guidelines on record retention, which require grantees to maintain all records pertaining to grant activities for a period of not less than three years from the time of final grant close-out.

3. Other Administrative Standards and Provisions

Except as specifically provided in this SGA, DOL/ETA's acceptance of a proposal and an award of Federal funds to sponsor any programs(s) does not provide a waiver of any grant requirements and/or procedures. For example, the OMB Circulars require that an entity's procurement procedures must ensure that all procurement transactions are conducted, as much as practical, to provide open and free competition. If a proposal identifies a specific entity to provide services, the DOL's award does not provide the justification or basis to sole source the procurement, i.e., avoid competition.

4. Special Program Requirements

a. Evaluation

If selected as a grantee and by accepting DOL funding, DOL grants must participate in an evaluation if it is conducted by the DOL. The evaluation would be conducted by a third-party independent contractor and may include a focus on WANTO and/or apprenticeship-related grants or may be a broader focus concerning several types of DOL grants.

b. Performance Goals

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

C. Reporting

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

1. Quarterly Financial Reports

A Quarterly Financial Status Report (ETA 9130) is required until such time as all funds have been expended or the grant period has expired. Quarterly reports are due 45 days after the end of each calendar year quarter. Grantees must use DOL's Online Electronic Reporting System and information and instructions will be provided to grantees.

2. Quarterly Performance Reports

The grantee must submit a quarterly progress report within 45 days after the end of each calendar year quarter. The report must include quarterly information regarding grant activities, performance goals, and milestones. The last quarterly progress report that grantees submit will serve as the grant's Final Performance Report. This report must provide both quarterly and cumulative information on the grant activities. It must summarize project activities, employment outcomes and other deliverables, and related results of the project, and must thoroughly document the training or labor market information approaches used by the grantee. DOL will provide grantees with formal guidance about the data and other information that is required to be collected and reported on either a regular basis or special request basis.

VII. Agency Contacts

For further information about this SGA, please contact Mamie Williams, Grants Management Specialist, Office of Grants Management, at (202) 693-3341. Applicants should e-mail all technical questions to: williams.mamie@dol.gov and must specifically reference SGA/DFA PY 13-08, 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. Acronyms and Definitions

For the purposes of this SGA, the following terms are defined for the convenience of prospective applicants:

1. A/NTO refers to apprenticeship and nontraditional occupations.
2. Apprentice means a worker at least 16 years of age, except where a higher minimum age standard is otherwise fixed by law, who is employed to learn an apprenticeable occupation as provided in 29 CFR 29.4 under standards of apprenticeship fulfilling the requirements of 29 CFR 29.5.
3. Apprenticeship Committee, as defined in 29 CFR 29.2, means those persons designated by the sponsor to administer the program. A committee may be either joint or non-joint, as follows:
 - a) A joint committee is composed of an equal number of representatives of the employer(s) and of the employees represented by a *bona fide* collective bargaining agent(s).
 - b) A non-joint committee, which may also be known as a unilateral or group non-joint (which may include employees) committee, has employer representatives but does not have a *bona fide* collective bargaining agent as a participant.
4. Apprenticeable occupations, as defined in 29 CFR 29.4, are specified by industry and are occupations which must:
 - a) Involve skills that are customarily learned in a practical way through a structured, systematic program of on-the-job supervised learning;

- b) Be clearly identified and commonly recognized throughout an industry;
 - c) Involve the progressive attainment of manual, mechanical or technical skills and knowledge which, in accordance with the industry standard for the occupation, would require the completion of at least 2,000 hours of on-the-job learning to attain; and
 - d) Require related instruction to supplement the on-the-job learning.
5. Apprenticeship Program means a plan containing all terms and conditions for the qualification, recruitment, selection, employment and training of apprentices, as required under 29 CFR parts 29 and 30, including such matters as the requirement for a written apprenticeship agreement.
6. CBO is a private nonprofit organization (i.e., incorporated under Internal Revenue Service (IRS) § § 501(c)(3) or 501(c)(4)) (except for § 501(c)(4) organizations that engage in lobbying as described in section VI.B. of this SGA), or is actively pursuing IRS nonprofit tax exempt status which may be faith-based, that is representative of a community or a significant segment of a community, and which may provide job training services and has demonstrated experience administrating programs that train women for A/NTO.
7. DOL refers to Department of Labor.
8. National Guidelines for Apprenticeship Standards (National Guideline Standards) are developed by national committees or organizations, joint or unilateral, and are “Certified” by the U.S. Department of Labor’s Office of

- Apprenticeship. The OA Administrator, based on consultation with the OA, Division of Standards and National Industry Promotion (DSNIP), signs the documentation necessary to “certify:” the National Guideline Standards as substantially conforming to the requirements of Title 29, Code of Federal Regulations (CFR) parts 29 and 30. The purpose of National Guideline Standards is to provide policy and guidance to local affiliates of national organizations in developing local standards for approval and registration. When local affiliates develop local standards for registration, even though the local standards may be based upon the organizations’ National Guideline Standards, they must meet all the requirements of and be approved by the Registration Agency in that State.
9. National Program Standards are developed and “Registered” for multi-state programs. Such registration is for Federal purposes and is approved for each State covered by the National Program Standards. Apprentices are registered into these National Program Standards. The National OA is the Registration Agency for National Programs.
 10. NTO (Nontraditional Occupations) are those occupations where women account for less than 25 percent of all persons employed in a single occupational group. For the most recent listing of nontraditional occupations, see the WB Web site at:
http://www.dol.gov/wb/stats/NontraJobs_2010.htm.
 11. OA refers to the Office of Apprenticeship, U.S. Department of Labor, Employment and Training Administration.

12. Pre-Apprenticeship Programs are programs are designed to prepare individuals to enter and succeed in a Registered Apprenticeship program and have a documented partnership that has been designed in conjunction with at least one, if not more, Registered Apprenticeship program(s). Furthermore, a quality pre-apprenticeship program is one that incorporates the following elements:

- a) Focuses on increasing Registered Apprenticeship opportunities for under-represented,³ disadvantaged or low-skilled individuals, through recruitment, preparation, training and/or support services, so that individuals upon completion will meet the entry requirements, gain consideration and be prepared for success in one or more RAPs;
- b) Provides educational services as needed that prepare individuals to meet the entry requisites of one or more Registered Apprenticeship programs (e.g., specific career and industry awareness workshops, job readiness courses, English for Speakers of Other Languages, Adult Basic Education, financial literacy seminars, math tutoring);

³ **Under-represented**

In the context of this definition, the term under-represented is intentionally broad. Generally, the term “under-represented” means a population that does not represent the majority, or a proportional share, as indicated by appropriate data, of current participants in Registered Apprenticeship. For example, veterans may be an under-represented population in Registered Apprenticeship.

Broadly, the intent of this term is to encourage pre-apprenticeship programs to be inclusive of all populations that may benefit from Registered Apprenticeship, but who do not proportionally participate in Registered Apprenticeship, regardless of the reason.

- c) Uses training and curriculum based on industry standards⁴ and approved by the documented Registered Apprenticeship partner(s), that will prepare individuals with the skills and competencies needed to enter one or more RAPs;
- d) Facilitates, on an as needed basis, access to support services⁵ during the pre-apprenticeship program and a significant portion of the Registered Apprenticeship program (e.g., child care, transportation assistance, needs-based/non-wage stipends, health, legal and financial services, initial tools, clothing and safety equipment or other assistance to ameliorate barriers);

⁴ Industry Standards

Industry Standards in this context refers to the generally accepted practices of an industry, in terms of the knowledge, skills and aptitudes that are demonstrated by members of the industry. Generally accepted practices are represented by the performance of, or instruction in, specific occupational tasks relevant to that industry by employers, journeyworker(s), educators and other Subject Matter Experts.

By using the term Industry Standards in this manner, the intent of the definition is to ensure that trainings and/or curricula used by the pre-apprenticeship program align with the needs of the Registered Apprenticeship partner(s), while still allowing flexibility in pre-apprenticeship program design.

⁵ Support Services

Support services may refer to any service that assists participants to qualify for and maintain participation in a pre-apprenticeship and/or Registered Apprenticeship program. Broadly, support services are those intended to assist individual participants with an assessed or expressed need in order to ensure participants' success in completing the pre-apprenticeship program, gaining employment, acquiring necessary skills or addressing any other identified barriers.

Pre-apprenticeship organizations may directly provide support services or facilitate the provision of support services through referrals – the intent of this term is to ensure support services are available and emphasize the importance of such services being integrated into pre-apprenticeship programs.

- e) Promotes the use of Registered Apprenticeship collaboratively with RAPS, both as a preferred means for employers to develop a skilled workforce and to create career opportunities for individuals;
- f) Does not provide actual on-the-job training, but when possible, provides hands-on training to individuals in a simulated lab experience or through volunteer opportunities, neither of which supplant a paid employee. This hands-on training accurately simulates the industry and occupational conditions of the partnering Registered Apprenticeship employer sponsor(s) while observing proper supervision and safety protocols;
- g) When possible, has formalized agreements⁶ with RAPS that enable individuals who have successfully completed the pre-apprenticeship program to directly enter into a registered apprenticeship program, and/or articulation agreements for earning advanced credit/placement for skills and competencies already acquired. More information about the pre-apprenticeship framework available at:

http://wdr.doleta.gov/directives/attach/TEN/TEN_13-12_Acc.pdf.

13. Registered Apprenticeship is a formal employment relationship designed to promote skill training and learning on the job. “Hands on” learning takes place in conjunction with related theoretical instruction (often in a

⁶ **Formalized Agreements**

In the context of this definition, a “formalized agreement” between the Registered Apprenticeship sponsor(s) and the pre-apprenticeship organization can be any form of documentation that clearly defines the obligations and expectations of each of the parties to the agreement.

classroom setting). An apprentice who successfully completes a registered apprenticeship program (completion averages three to five years) is awarded a certificate of completion of apprenticeship. A registered program is one in which any person, association, committee, business, or organization operating an apprenticeship program and in whose name the program is (or is to be) registered or approved (known as program sponsors) design, organize, manage, and finance apprenticeship programs under the standards developed and registered with OA or a DOL-recognized State Apprenticeship Agency. Program sponsors also select apprentices, who are trained to meet certain predetermined occupational standards. For more information, see the OA Web site at:

<http://www.doleta.gov/oa/>.

14. RAP refers to Registered Apprenticeship Program which consists of any person, association, committee, business, or organization operating an apprenticeship program and in whose name the program is (or is to be) registered or approved (known as program sponsors) design, organize, manage, and finance apprenticeship programs under the standards developed and registered with OA or a DOL-recognized State Apprenticeship Agency.
15. Registered Apprenticeship Program Sponsor (RAPS) refers to any person, association, committee, business, or organization operating an apprenticeship program in whose name the program is (or is to be) registered or approved.

16. TA refers to technical assistance, which includes, but is not limited to the following:

- (1) developing outreach and orientation sessions to recruit women into the RAPs apprenticeable occupations and NTOs;
- (2) developing pre-apprenticeship programs to prepare women for apprenticeable occupations;
- (3) providing ongoing orientation for RAPs;
- (4) setting up support groups and facilitating networks for women in non-traditional occupations on or off the job site to improve retention.
- (5) setting up a local computerized data base referral system to maintain a current list of tradeswomen who are available for work;
- (6) serving as a liaison between tradeswomen and employers and tradeswomen and labor unions to address workplace issues related to gender; and
- (7) conducting exit interviews with tradeswomen to evaluate their on-the-job experience to assess effectiveness of the program.

17. Registration Agency means the Office of Apprenticeship or a recognized State Apprenticeship Agency that has responsibility for registering apprenticeship programs and apprentices; providing TA; conducting reviews for compliance with 29 CFR parts 29 and 30 and quality assurance assessments.

18. State Apprenticeship Agency means an agency of a State government that has responsibility and accountability for apprenticeship within the State. Only a State Apprenticeship Agency may seek recognition by the Office of Apprenticeship as an agency which has been properly constituted under an acceptable law or Executive Order, and authorized by the Office of Apprenticeship to register and oversee apprenticeship programs and agreements for Federal purposes.
19. WANTO refers to Women in Apprenticeship and Nontraditional Occupations.
20. WB refers to the Women’s Bureau, U.S. Department of Labor.

B. 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.⁷

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

⁷ 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>.

publishing all PII contained within the Abstract. In the event the Abstract contains proprietary or confidential business information or PII, the applicant is presumed to have obtained all necessary authorizations to provide this information and may be liable for any improper release of this information.

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

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

C. 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>) provides national and State career information on occupations; the Occupational Information Network (O*NET) Online (<http://online.onetcenter.org>) provides occupational competency profiles; and America's Service Locator (<http://www.servicelocator.org>), provides a directory of our nation's American Job Centers. Information about Registered Apprenticeship can be found at: www.doleta.gov/oa.

D. Workforce3One Resources

1. ETA encourages applicants to view the information gathered through the conference calls with Federal agency partners, industry stakeholders, educators, and local practitioners. The information on

resources identified can be found on Workforce3One.org at:

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

More information about Registered Apprenticeship is available at the Community of Practice Web site:

<https://21stcenturyapprenticeship.workforce3one.org/>

2. ETA encourages applicants to view the online tutorial, “Grant Applications 101: A Plain English Guide to ETA Competitive Grants,” available through Workforce3One at:
http://www.workforce3one.org/page/grants_toolkit.
3. ETA 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. We encourage you to review these resources by visiting: <http://strategies.workforce3one.org/>.
4. ETA 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 _____, in Washington, D.C. by: _____

Grant Officer, Employment and Training Administration