U.S. DEPARTMENT OF LABOR

Employment and Training Administration

Notice of Availability of Funds and Funding Opportunity Announcement

for *Face Forward 3-Intermediary and Community Grants*

Announcement Type: Initial

Funding Opportunity Number: FOA-ETA-15-04

Catalog of Federal Domestic Assistance (CFDA) Number: 17.270

Key Dates: 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 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: Melissa Abdullah, Grant Officer, Reference FOA-

DFA-PY-15-04, 200 Constitution Avenue, NW, Room N4716, Washington,

DC 20210. For complete application and submission information, including

online application instructions, please refer to Section IV.

Executive Summary:

The Face Forward 3-Intermediary and Community grants will offer

organizations the opportunity to develop and implement programs that will

focus on addressing the employment barriers of court-involved youth while

helping them attain in-demand occupational and employment skills needed to

obtain good jobs. These grants will help participants move forward into the future by combining the most promising workforce and juvenile justice strategies available. These grants are designed to systematically improve the workforce outcomes of court-involved youth by helping them to continue their education and obtain industry-recognized credentials that prepare them for jobs in demand industries using career pathways.

The core project components for these grants include: case management including family supports, mentoring, educational interventions, service-learning, occupational training in demand industries which lead to industry-recognized credentials, workforce activities that lead to employment, follow-up activities, family supports and expungement and diversion.   The expungement and diversion components will be provided through the juvenile justice system (JJS) and non-profit legal services organizations.

Community grantees or sub-grantees of intermediary organizations must collaborate with the local components of the JJS to ensure that court-involved youth receive referrals into programs as a means of diversion or diverting them from juvenile detention, and collaborate with non-profit legal services organizations to assist program participants with expungement or other state recognized methods, such as sealing juvenile records, as a means of mitigating those records.

The Employment and Training Administration (ETA) plans to award four

intermediary organization grants of $5 million each and approximately 10

community organization grants of up to $1,050,000 million each, totaling

approximately $30,500,000 million, to provide services to youth between the

ages of 14 to 24 that have been involved in the JJS and never convicted in the

adult criminal system. Applicants may only submit one application in

response to this solicitation. Applicants must choose between submitting an

intermediary or community grant application.

Intermediary grantees must competitively select after grant award local sub-

grantees to operate the program in a minimum of three communities in at least

two states, with a priority to serving target areas in high-poverty, high-crime

areas. Applicants submitting intermediary grants applications must have the

capacity to implement multi-site, multi-state projects.

I. Funding Opportunity Description

A. Program Purpose

All Federal workforce and training investments are designed to equip job

seekers with skills that increase their ability to find work and earn higher

wages, by meeting the skill requirements of actual jobs that employers either

are filling now or anticipate filling in the future. These Face Forward 3-

Intermediary and Community grants will build on existing promising practices

to assist youth participants, such as earning industry-recognized credentials in

demand occupations and sectors, participating in self-exploration activities, providing on-the-job training (OJT) and work-based learning opportunities, participating in career planning and management activities, and strengthening industry and employer connections to ensure that the training program directly aligns with the skills and credentials needed to secure employment. These grants are consistent with the job-driven workforce programs and align with the seven identified job-driven training elements. Successful grantees will use real-time labor market information to make the best choices about training in demand sectors and occupations. Grantees will share this labor market information along with individualized career guidance informed by youths' strengths and interests, so they understand what it takes to get hired and earn enough to thrive in their communities as productive citizens throughout their lifetimes. Grantees will provide youth with access to electronic portfolio platforms where they can store and continue to access this career guidance and labor market information after their involvement in the Face Forward 3 program.

We are requiring all grantees to provide the expungement and diversion component to participants, as appropriate, because there is some evidence that these two strategies are particularly effective in increasing the employability of youth who have had transgressions with the law. To deliver this particular component, intermediary grantees (through their sub-grantees) and community grantees must collaborate with non-profit legal services providers

to assist participants with expungement actions, and be designated by the JJS as a diversion program.

B. Program Authority

Grant funding for this program is authorized by the Section 171, Pilot and Demonstration Projects, of the Workforce Investment Act (WIA) (as amended), Public Law 105-220; 29 U.S.C. 2916.

II. Award Information

A. Award Type and Amount

Funding will be provided in the form of a grant. ETA plans to award 4 Intermediary grants of $5 million each and approximately 10 Community grants of up to $1,050,000 each, totaling approximately $30,500,000.

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 those funds to select additional grantees from applications submitted in response to this solicitation.

Applicants must not exceed an $8,000 cost-per-participant (CPP) for the duration of this grant, which includes administrative, planning, and follow-up costs. The CPP is calculated by dividing the total DOL grant award by the number of participants to be enrolled. Grantees must serve at least the number

of participants identified in their application. Applicants requesting the

maximum award amount must propose to serve at least the DOL minimum

number of participants listed below. The following examples demonstrate the

DOL minimum number of participants that must be served with these funds:

- Community organizations submitting applications requesting the

  maximum $1,050,000 must serve at least 132 participants.

- Intermediary organizations submitting applications requesting the

  maximum $5,000,000 must ensure that their sub-grantees cumulatively

  serve at least 625 participants.

B. Period of Performance

DOL will fund these grants for a 39-month period of performance. This

period includes all necessary implementation, start-up activities, and follow-

up services. Currently, the anticipated start date is 07/01/2015.

The period of performance must include the following:

- A planning period of up to six months (applicants that do not use the

  entire planning period must add the unused time to follow-up

  services);

- A program operation period of 24 months; and

- A minimum of nine months of follow-up services provided to each

  participant.

- A 24 to 36 month random assignment evaluation component.

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

- Hire core program staff, including the Project Director/Manager, Fiscal Director/Manager and other key positions;
- Develop and implement the selection of training programs that will lead to industry-recognized credentials in demand industries in their local area; and
- Initiate recruitment and outreach efforts for the enrollment of participants.
- Finalize MOUs and contracts for service delivery during the six month planning period. If any changes occur beyond the six month planning period, grantees must submit a modification request that reflects these changes to service delivery, subject to approval by a grant officer.

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

III. Eligibility Information

A. Eligible Applicants

<u>Community Grant Applicants</u>

Eligible applicants include any current or prior Face Forward grantees, any community or faith-based organization with 501(c)3 non-profit status (including women and minority-focused organizations), unit of state or local government, or any Indian and Native American entity eligible for grants under WIA Section 166.

Intermediary Grant Applicants

Eligible applicants include any current or prior Face Forward grantees, any community or faith-based organization with 501(c)3 non-profit status (including women's and minority organizations) or any Indian and Native American entity eligible for grants under WIA Section 166. Only organizations that have an affiliate network or offices in at least two states are eligible to be intermediary applicants.

Selection of Sub-Grantees

When selecting its sub-grantees, Intermediary grants funded under this FOA must give priority to serving juvenile offenders currently residing in, or who resided in before confinement, high-poverty, high-crime communities. In their solicitations after award to select sub-grantees, Intermediary grantees must require sub-grantee applicants to use the latest available American Community Survey 5-Year data to show in their proposals the cumulative poverty rate of the various Census Tracts or counties included in their target community, and to compare the violent crime rate of the police precinct that most closely overlaps with the target area to the violent crime rate of the

overall city (for urban areas) or of non-metropolitan counties in the state (for rural areas). Applicants for sub-grants with target areas of 30 percent or higher poverty and violent crime rates higher than the violent crime rate of the overall city for urban areas or of non-metropolitan counties in the state for rural areas must receive 10 bonus points on a 100 point evaluation scale. To receive these bonus points, individual Census Tracts within proposed urban target communities may have poverty rates of less than 30 percent, but the cumulative poverty rate for the community to be served must be at least 30 percent. Census Tracts that makeup the community to be served must be contiguous, and grantees must require in their solicitations that sub-grantee applicants provide a table that shows the overall population and poverty population of each census tract in the target area and all census tracts combined and a map that shows that the community is contiguous. If the target area is an entire county applicants only need to show the overall population and the poverty population of the county, and no map is required. Instructions for accessing American Community Survey data for Intermediary grantees to include in their solicitations to select sub-grantees are provided in Section F of Part VIII Other Information at the end of this solicitation.

Additionally, as part of their solicitation to select sub-grantees, Intermediary grantees must require sub-grantee applicants to provide data from the local juvenile justice agency on the number of youth from the community who in the past year returned from juvenile correctional facilities, were placed on

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probation, were placed in alternative sentences, and the number of youth who are expected to return to the target community over the next two years. The Department imposes no requirements on the size of the population of the community to be served.

Grantees must competitively select local sub-grantees to operate the program in a minimum of three communities in at least two states. Applicants must not hold competitions, or select local sub-grantees or sites before submitting their application. The Department will not award any additional points to applicants that identify local sub-grantees and sites in their application.

Grantees must conduct this competition by the same standards as those found in the Procurement Standards of 2 Code of Federal Regulations (CFR) Part 200. These Federal standards require that grantees conduct procurement transactions in a manner that provides open and free competition to the maximum extent possible. The manner of selection of sub-grantees for this project will depend, to some extent, on whether or not the grantee has local offices, affiliates or members. Grantees with no local offices, affiliates, or members or less than 20 local offices, affiliates or members must conduct an open and free competition to select sub-grantees and sites. Grantees with 20 or more local offices, affiliates, or member organizations have the option of limiting the competition to a free and open competition among all of their affiliates. DOL recognizes that inefficiencies caused by limiting the

competition to a grantee's affiliates will likely be outweighed by the

efficiencies that come with the greater familiarity the organization has with its

affiliates. Within 30 days of award, grantees must provide a plan to their

federal project officer for DOL approval for conducting this competition.

Within 30 days of award, grantees must provide a plan for DOL approval for

conducting this competition.

B. Cost Sharing or Matching

Cost sharing or matching funds are not required for this program and will not

affect the scoring of an application.   However, applicants must provide a

description in the Budget Narrative of how Federal, state, local, or private

funding will be leveraged and are currently leveraged (if applicable) to

provide supportive services that are not directly funded by the grant, such as

mental health and substance abuse treatment services, and housing.   More

information on leveraged resources can be found in Section IV.B.2.

Applications that include any form of cost sharing or match will not receive

additional consideration during the review process. Cost sharing or matching

funds are not application screening criteria.

C. Other Information

1. Application Screening Criteria

You should use the checklist below as a guide when preparing your

application package to ensure that the application has met all of the screening

criteria. Note that this checklist is only an aid for applicants and should <u>not</u> be

included in the application package. We urge you to use this checklist to

ensure that your application contains all required items. If your application

does not meet all of the screening criteria, it will not move forward through

the merit review process.

Application Requirement	Instructions	Yes/No
The deadline submission requirements are met	Section IV.C	
If submitted through Grants.gov, the components of the application are saved in any of the specified formats and are not corrupt. (We will attempt to open the document, but will not take any additional measures in the event of problems with opening.)	Section IV.C.	
Application does not exceed the ceiling amount of $1,050,000 if community applicant or $5,000,000 if Intermediary applicant	Section II.A	
Application does not exceed the CPP of $8,000	Section II.A	
Applicant has registered with SAM and maintains an active account	Section IV.B.1	
Signed SF-424, Application for Federal Assistance	Section IV.B.1	
Signed SF-424 includes a DUNS Number	Section IV.B.1	
SF-424A, Budget Information Form	Section IV.B.2	
Budget Narrative	Section IV.B.2	
Project Narrative	Section IV.B.3	
Abstract	Section IV.B.4	

2. Number of Applications To Be Submitted

An organization may only submit one application. 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. A single application may be submitted to serve multiple sites.

3. Eligible Participants

a) Individuals are eligible to participate in programs funded through this FOA

if she/he:

- is at least 14 years and not older than 24 years of age on the date of
  enrollment;
- is currently involved or has been involved with the JJS, which
  includes:
  - o   under the supervision of the JJS, either in out-of-home
    placements, on probation, or on parole; or
  - o   under an alternative sentence by the juvenile justice system; or
  - o   under a diversion program as an alternative to juvenile
    prosecution by the JJS;
- has never been convicted as an adult under Federal, state or
  local/municipal law; and
- currently resides in (or resided in before confinement in a
  correctional facility) the community to be served.

Exceptions: Up to 10% of the population served may be at-risk youth who

have no current or previous JJS involvement. Applicants must complete an

assessment to determine if a participant can be placed in the "at risk"

category. The assessment will look at whether the potential participant is a

youth in grades 8 through 12 between the ages of 14 and 24 who is at-risk of

dropping out of school. Participants must also exhibit one or more of the

following:

- poor school attendance;

- low grade point average;

- low standardized test scores as defined by local school district;

- retention in the 8th, 9th, 10th,or 11th grades as appropriate;

- discipline problems or suspension from school;

- special education placement

- 504 plan recipient; and

- low reading and math skills

NOTE: Male participants age 18 or older are required to register for selective

service before services can be provided. Grantees should determine eligibility

of male participants aged 18 or older by accessing the Selective Service

System at https://www.sss.gov/regist%20information.htm

 If they turn 18 while participating, they must be registered within 30 days of

their 18th birthday. For additional guidance, including how this requirement

applies to male participants who are incarcerated at the time of their 18th

birthday, please see Training and Employment Guidance Letter (TEGL) 11-

11, Change 2 clarifies the implementation of the Selective Service registration

requirements of the Workforce Investment Act (WIA) of 1998 § 189(h) for

grantees funded or authorized by Title I of WIA, located at

http://wdr.doleta.gov/directives/attach/TEGL/TEGL_11-11_change2.pdf.

> Grantees have the discretion to enroll individuals convicted of violent
> offenses. However, the grantee must have a clear and consistent
> written enrollment policy that addresses how enrollment of program
> applicants will be treated. Grantees may choose to have a more
> rigorous risk assessment for violent offenders and should note this
> where it will be factored into enrollment eligibility.

b) Veterans' Priority for Participants

Title 38 U.S.C. 4215 requires grantees to provide priority of service to
veterans and spouses of certain veterans for the receipt of employment,
training, and placement services in any job training program directly
funded, in whole or in part, by DOL. The regulations implementing this
priority of service can be found at 20 CFR Part 1010. In circumstances
where a grant recipient must choose between two qualified candidates for
a service, one of whom is a veteran or eligible spouse, the veterans'
priority of service provisions require that the grant recipient give the
veteran or eligible spouse priority of service by first providing him or her
that service. To obtain priority of service, a veteran or spouse must meet
the program's eligibility requirements. Grantees must comply with DOL
guidance on veterans' priority. ETA's Training and Employment

Guidance Letter (TEGL) No. 10-09 (issued November 10, 2009) provides

guidance on implementing priority of service for veterans and eligible

spouses in all qualified job training programs funded in whole or in part

by DOL. TEGL No. 10-09 is available at

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

IV. Application and Submission Information

A. How to Obtain an Application Package

This FOA, 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. Applicants should note

that hyperlinks to portions of the FOA are included in various parts of the

Announcement. Applicants are required to comply with all parts of the FOA,

including those parts found at the hyperlinks.

B. Content and Form of Application Submission

Applications submitted in response to this FOA 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 your 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"

You must complete the SF-424, "Application for Federal Assistance" (available at http://apply07.grants.gov/apply/FormLinks?family=15). The SF-424 must clearly identify the applicant and must be signed by an individual with authority to enter into a grant agreement. Upon confirmation of an award, the individual signing the SF-424 on behalf of the applicant is considered the Authorized Representative of the applicant. As stated in block 21 of the SF-424 form, signature of the Authorized Representative on the SF-424 certifies that the organization is in compliance with the Assurances and Certifications form SF-424B (available at http://apply07.grants.gov/apply/FormLinks?family=15). The SF-424B is not required to be submitted with the application.

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

As a condition to the award of financial assistance from the Department of Labor under Title I of the Workforce Investment Act of 1998 (WIA)[1], the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the WIA, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability,

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[1] 1 The Workforce Innovation and Opportunity Act ("WIOA", Public Law 113-128) was signed into law on July 22, 2014. Most provisions of WIOA become effective July 1, 2015. Grants awarded under this FOA are authorized by the Workforce Investment Act of 1998 (WIA), and the terms of the WIA will apply to these grants for the life of the grants. The performance measures for these grants are comparable to the WIA common measures.

political affiliation or belief, and against beneficiaries on the basis of either

citizenship/status as a lawfully admitted immigrant authorized to work in the

United States or participation in any WIA Title I—financially assisted

program or activity; Title VI of the Civil Rights Act of 1964, as amended,

which prohibits discrimination on the bases of race, color and national origin;

Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits

discrimination against qualified individuals with disabilities; The Age

Discrimination Act of 1975, as amended, which prohibits discrimination on

the basis of age; and Title IX of the Education Amendments of 1972, as

amended, which prohibits discrimination on the basis of sex in educational

programs. The grant applicant also assures that it will comply with 29 CFR

part 37 and all other regulations implementing the laws listed above. This

assurance applies to the grant applicant's operation of the WIA Title I-

financially assisted program or activity, and to all agreements the grant

applicant makes to carry out the WIA Title I-financially assisted program or

activity. The grant applicant understands that the United States has the right to

seek judicial enforcement of this assurance.

Requirement for DUNS Number

All applicants for Federal grant and funding opportunities are required to have

a DUNS number, and must supply their DUNS Number on the SF-424.   The

DUNS Number is a nine-digit identification number that uniquely identifies

business entities. If you do not have a DUNS Number, you can get one for

free through the D&B website:

http://fedgov.dnb.com/webform/displayHomePage.do. As authorized under 2

CFR 25, grant recipients authorized to make subawards must be aware of the

following requirements related to DUNS Numbers:

- Grant recipients must notify potential subawardees that no entity may

  receive a subaward from you unless the entity has provided its DUNS

  number to you.

- Grant recipients may not make a subaward to an entity unless the

  entity has provided its DUNS number to you.

Requirement for Registration with SAM

Applicants must register with the System for Award Management (SAM)

before submitting an application. Instructions for registering with SAM can

be found at https://www.sam.gov/portal/public/SAM/#1. A recipient 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

You must complete the SF-424A Budget Information Form (available at

http://apply07.grants.gov/apply/FormLinks?family=15). In preparing the

Budget Information Form, you 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. This category only pertains to travel related expenses for staff assigned to the grant program.

Equipment – Identify each item of equipment to be purchased which has an estimated acquisition cost of $5,000 or more per unit (or if your capitalization level is less than $5,000, use your capitalization level) and a useful lifetime of more than one year (see 2 CFR 200.33 for the definition of Equipment). 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" (see 2 CFR 200.94 for the definition of Supplies). 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. See Section VI.B.2.f. for more information on the distinction between contractor and .sub-recipient.

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. We do 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 us to determine whether the costs are reasonable or allowable. List any item, such as stipends or incentives, not covered elsewhere here.

Indirect Costs – If indirect costs are included in the budget, then include either, a) the approved indirect cost rate with a copy of the Negotiated Indirect Cost Rate Agreement (NICRA), a description of the base used to calculate indirect costs along with the amount of the base, and the total indirect costs requested, or b) if you meet the requirements to use the 10% de minimis rate as described in 2 CFR 200.414(f), then include a description of the modified total direct costs base (see 2 CFR 200.68 for definition) used in the calculation along with the amount of the base, and the total indirect costs requested based on the 10% de minimis rate. See Section IV.B.4. and Section IV.E.1. for more information. Additionally, the following link contains DOL-specific information: http://www.dol.gov/oasam/boc/dcd/index.htm.

Note that the entire Federal grant amount requested (not just one year) must be included on the SF-424, SF-424A, and budget narrative. No leveraged resources should be shown on the SF-424 and SF-424A. Leveraged resources should be described in the budget narrative. The requested Federal grant amount listed on the SF-424, SF-424A, and budget narrative must be the same. The funding amount included on the SF-424 will be considered the official funding amount requested if any inconsistencies are found.

3. Project Narrative

a. Preparing the Project Narrative

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

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

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

(1) Statement of Need

Community grant applicants must identify the geographic area in which the project will be located. The geographic area may be described as city or local area boundaries, zip codes, or other means of identifying the specific area where services will be provided. Intermediary grant applicants must identify the geographic coverage area of their organization. All applicants must identify the number of court-involved youth they propose to serve.

In addition, community grant applicants must respond to the items listed below. Intermediary grant application must require this information of the applicants in their sub-grantees competition and must submit a description of how they will ensure that these requirements are met in response to this solicitation.

- Describe the need for the selected training programs in your state(s) and /or local area(s) and identify the source of this information, such

as Workforce Investment Boards (WIBs) or Workforce Development Boards (WDBs) business /industry groups or labor market projections.

- Indicate the number of court-involved youth in the target area in the previous year.

NOTE: The number of participants expected to be served must be less than or equal to the number of court-involved youth in the target area in the previous year. Intermediary organizations must require this of their sub-grantees.

As a participant in the Promise Zone (PZ) Initiative, DOL is cooperating with the Department of Housing and Urban Development, Department of Agriculture, and 9 other federal agencies to support comprehensive revitalization efforts in 20 of the highest poverty urban, rural and tribal communities across the country. Community Grant applicants that submit a certification (HUD Form 50153) signed by an authorized representative of the lead organization of a HUD or USDA designated Promise Zone supporting the application will receive 2 points priority consideration. Currently, Promise Zones are located in: San Antonio, Los Angeles, Philadelphia, Southeastern Kentucky, and the Choctaw Nation of Oklahoma. To view the most recent list of designated Promise Zones and lead organizations please go to www.hud.gov/promisezones. Intermediary applicants are not eligible for this priority consideration and will not be penalized, since the selection of subgrantee sites will not have taken place.

(2) Expected Outcomes and Outputs

All applicants must identify the number of court-involved youth they plan to serve and provide measurable results, or outcomes, that will result from the project and meet DOL's outcome goals stated below. In addition, clearly identify the output(s) that will result from the project. Outputs are tangible products or services that result from the project. For example, an output of a youth job training grant might be the number of youth receiving one-on-one mentoring services, while an outcome would be the number of youth who obtain or retain employment.

Intermediary grant applicants must describe the extent to which they will provide assistance to sub-grantees to address external barriers in meeting their stated goals; and the strength of the strategies described to ensure that the stated goals are met.

The Department has identified the expected outputs and outcomes for these grants. The table below lists the outputs and outcomes measures that all grantees will be required to report to ETA quarterly throughout the period of performance, with the definition and performance goal for each measure.

Measure	Definition	Goal
Enrollment Rate	The enrollment rate is defined as the number of participants enrolled in the program divided by the enrollment goal. The	The goal for this

	enrollment goal is expected to be met by the end of the second full year of the grant period of performance (by September 16, 2017).	measure is 100%.
Placement Rate	The placement rate is defined as the unduplicated number of youth who were out-of-school at enrollment who are placed into long-term occupational skills training, post-secondary opportunities, the military or unsubsidized employment, divided by the unduplicated number of youth who were and out-of-school at enrollment. For those youth aged 17 and younger at enrollment, placement into high school or a high school equivalency training program will also count for this measure.	The goal for this measure is 60%.
Retention Rate	The retention rate is defined as the number of enrollees employed or attending school divided by all enrollees who are at the 3-month follow-up point.	The goal for this measure is 50%.
Recidivism Rate	The recidivism rate is defined as the number of previously adjudicated enrollees who have been convicted of a new criminal offense in either the juvenile or adult justice system within 12 months of their release from a correctional facility or placement on probation divided by the number of enrollees who have reached the 12-month point since their release from a correctional facility or placement on probation.	The goal for this measure is 20% or below.
Industry-Recognized Certificate/Degree Rate	The industry-recognized certificate/degree rate is defined as the percentage of participants who have received an industry-recognized certificate, high school diploma, or state high school equivalency credential or post-secondary	The goal for this measure is 60%.

	degree.	
High School Diploma or Equivalency Rate	The attainment rate is defined as the percentage of participants who at enrollment were age 17 years or younger and lacked a high school diplomas or state High School Equivalency credential who achieve a high school diploma or state High School Equivalency credential. (This rate will not include youth who are still active in high school or in state High School Equivalency program.)	The goal for this measure is 50% of those enrolled in degree and/or certificate awarding programs.
School Retention Rate	The school retention rate is defined as the number of participants who at enrollment were 17 years of age and younger and in school at enrollment who remained in school for at least one year after enrollment plus the number of youth who returned to school after enrollment who remained in school for at least one year divided by all participants 17 and younger at time of enrollment who reached the 12-month point since returning to school or since enrollment if they were in-school at enrollment.	The goal for this measure is 60%.
Mentoring Rate	The mentoring rate is defined as the percentage of participants who receive mentoring for six months.	The goal for this measure is 95%.
Diversion Rate	The number of participants with at least one case closed without adjudication, divided by the total participants enrolled as diversion candidates.	The goal for this measure is 60%.
Expungement Rate	The percentage of participants receiving expungement services who have at least one charge expunged.	The goal for this measure is 60%.

NOTE: Goals or calculation of goals or measures may be subject to change.

(3) Project Design

Propose methods that will be used to address the stated outcomes and outputs

and to provide the services discussed below. Outline a plan of action that

describes the scope and detail of how the proposed work will be accomplished

and includes timelines for completion of work. Account for all functions or

activities identified in the application. Cite factors that might accelerate or the

work and state the reason for taking the proposed approach rather than other

approaches. Identify any potential barriers and describe how the project will

be able to overcome those barriers. Intermediary applicants must require this

information of their sub-grantee applicants, in addition to addressing each

element for their parent organization.

Intermediary and community grant applicants must describe their strategies

for achieving their goals along with the overarching work plan to implement

this grant; describe their current program model and how services will meet

the goals of this project; describe how they will address external barriers to

meeting their stated goals and how the strength of the proposed strategies will

ensure that the stated goals are met.

Community grant applicants must also describe which services will be directly

provided by the grantee and which services will be contracted or provided by

program partners Applicants must also describe their integrated strategy for

providing these services.

Intermediary grant applicants must require sub-grantee applicants to provide information on how their participant services will be provided: direct, contracted or by collaborating organizations and describe how they will ensure an effective integrated strategy for providing these services.

Eight Core Program Components

Projects funded under these grants must include each of the eight core program components described below. The job-driven training elements should be incorporated into each component (for more information on job-driven training, see Training and Employment Guidance Letter 3-14 at: http://wdr.doleta.gov/directives/attach/TEGL/TEGL_3-14.pdf). Of these required core components, all participants must receive a minimum of the following mandatory components: case management, occupational training in demand industries which lead to industry-recognized credentials, workforce activities, either expungement or diversion services as appropriate, follow-up services, and mentoring.

Educational interventions and service-learning should be offered to participants as needed. All eight project components must be offered by all grantees and sub-grantees, but not every participant needs to participate in all eight project components. Intermediary grant applicants must describe how they will ensure that their sub-grantees provide all of the eight core

components and that each participant receives all   mandatory components.

Community grant applicants must respond directly to each of the following:

i. Case Management

Case management services must begin at the time of enrollment and be

provided throughout the participant's participation in the program, including

the follow-up period. Grantees will assist each participant in developing an

Individual Career Plan (ICP) that includes strategies for upward mobility on

career pathways and success in the workplace. The development of the ICPs

must begin within 30 days of enrollment and include steps to improve the

participants' employability that extend through the follow-up period. ICPs

should be developed as part of an electronic portfolio that youth can access

after their participation in the Face Forward 3 program; these portfolios

should be integrated with the state career information systems.

Specifically, community grant applicants must:

- Identify and provide justification for the ratio of case managers to
  participants and how the case managers will act as advocates for
  program participants, including the frequency of their interactions.
- Describe how case managers will work with JJS staff in serving
  participants and in linking them to supportive services, such as:
  transportation assistance, housing assistance, mental health services,
  vocational rehabilitation, substance abuse treatment services, health

care services, legal aid services, and organizations that assist with family reunification.

- Describe how case managers will partner with the JJS to record the progress of the participant and completion of the program to have their juvenile charges diverted (dismissed).

- Describe how case managers will validate that the participant's charge(s) have been successfully diverted or record the reason the charge(s) were not diverted.

- Describe how case managers will coordinate with other agencies and organizations to ensure that participants receive counseling in financial literacy, including benefits counseling for persons with disabilities; counseling about their civil rights, including civil rights issues related to criminal records and employment; assistance applying for jobs and Federal benefits such as Pell Grants, Supplemental Nutrition Assistance Program (SNAP), childcare, Medicaid, and, if the person has a disability, Supplemental Security Income/Social Security Disability Insurance, (SSI/SSDI) and the right to free and appropriate public education (if eligible under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act), and reasonable work accommodations under the Americans with Disabilities Amendments Act.

- Describe how case management services will bridge active program participation and the follow-up period to ensure adequate tracking of

post-program outcomes and retention success for participants within the period of performance of the grant.

- Describe how participants will be assisted in developing career goals, understanding career pathway options, and developing an ICP. Describe how the mentoring and training received by the participants fits into the ICPs and ensures that each participant is focused on achieving his or her goals. An ICP must be developed within 30 days of enrollment for each participant and must reflect the individual needs and career goals of the participant. This will include goals related to personal issues, such as counseling, substance abuse treatment, housing, disability disclosure, and child custody/support issues that can affect workplace success, as well as goals related directly to workforce development, such as continuing education, vocational training, and employment placement. The ICP is a living document and should be reviewed across all areas and updated regularly throughout the follow-up period for each participant.

ii.   Mentoring

Grantees may provide mentoring in coordination with the JJS staff and, as necessary, with other juvenile justice offices. Mentoring resources may be available in the target community through Second Chance Act mentoring grants from the Department of Justice. Many types of organizations can provide mentors, such as faith-and community-based organizations, business

firms, and college student groups. This component may include one-on-one

mentoring, group mentoring (including job clubs), peer mentoring, and/or

service-based mentoring; however, we encourage the use of one-on-one

mentoring and mentoring in small groups. One example of a group mentoring

model is the "Job Club" model. Job clubs are group-based job search

assistance, networking, and peer support groups. Job clubs are often run by

volunteers, including job seekers and program participants. DOL supports the

work of job clubs, which may go by other names such as career ministries,

networking groups, and more.   To learn more, visit our online Community of

Practice at www.dol.gov/jobclubs.

Participants must be matched with appropriate mentors who will be primarily

responsible for offering support and guidance to participants in the community

and the workplace. For the purpose of this grant, mentoring is defined as a

relationship over a prolonged period of time (at a minimum 6 months)

between two or more people where caring volunteer mentors assist

participants in successfully and permanently reentering their communities by

providing consistent support, guidance, and encouragement that helps

participants in developing positive social relationships and achieving program

outcomes such as job retention, family reunification, and reduced recidivism.

Mentors do not include paid grant staff members that are providing services

for the grant. The Department requires that grantees use evidence-based

models of mentoring to design their programs. As with all mentoring

programs, it is recommended that programs provide rigorous screening, training, and match support for mentors and frequent contact with participants as the match progresses. Applicants must describe their mentoring program. The following list summarizes some of the commonly-recognized best practices for operating an effective mentoring program: 1) targeted recruitment and thorough screening of appropriate mentors and mentees; 2) customized training for mentors and mentees; 3) sound matching, monitoring, supervision, and retention procedures; 4) closure procedures that leave all participants satisfied; 5) process and outcome evaluation; 6) skilled and committed staff; and 7) stable funding.

Specifically, community grant applicants must:

- Describe the strategy for mentor recruitment. If appropriate, describe how other organizations may be involved in recruiting mentors for this project;

- Describe the method or tool used for matching mentors to participants;

- Describe how the mentor will engage with the participant(s) including frequency of interactions, type of contact, and method of interaction;

- Discuss the quality and comprehensiveness of the training to be provided to mentors and the strategy for support and supervision of mentors;

- Discuss the applicants' level of experience in operating mentoring programs;

- Discuss the evidence behind their mentoring approach; and

- Discuss the supports that will be made available to the mentoring

  teams.

iii.   Educational Interventions

Applicants must describe the educational components to be offered, including

the types of educational interventions and/or support, as well as identify the

organizations that will provide these services.

Specifically, community grant applicants must:

- Describe how all of the following educational services will be

  provided, including how the applicant will address the varying

  academic levels of participants, which includes participants ages 14-

  17, to improve their reading and math skills and obtain a high school

  diploma or other alternative diploma options; and to help older

  participants ages 18-24 to obtain a state-recognized high school

  equivalency credential. Some examples include

  o   high school diploma or other state-recognized high school

      equivalency credential;

  o   credit retrieval/compilation of credits from high schools and

      correctional facilities;

  o   reading and math remediation;

  o   tutoring; and

o language instruction for those with Limited English Proficiency (LEP).

- Describe the strategy for engaging participants in setting educational goals and how it fits within the participant's ICP.

- Describe how the materials for the educational services will be made accessible and how universal design for learning will be an integral part of the services provided.

- Describe how youth with disabilities will receive accommodations to participate in these educational services.

- Describe the partnership between educational organization, applicant, and history of integrated service provision.

iv. **Service-Learning**

The service-learning component of these projects provides participants the opportunity to give something back to their communities through community service to make up for past transgressions. Service-learning actively engages participants in meaningful and personally relevant service activities Effective service- learning is an integral part of the learning process. Service-learning helps to develop work readiness skills (i.e. soft skills) and positive behaviors, such as leadership, time management, teamwork, and respect for authority and for fellow participants. These projects hold promise for reducing the recidivism rate of juvenile offenders by improving their vocational and

educational skills and long-term prospects in the labor market and by increasing their attachment to their community and their sense of community responsibility.

Specifically, community grant applicants must:

- Describe the length of time the applicant will request youth to commit to service-learning activities;

- Describe the service-learning activities that will engage youth in meaningful ways;

- Describe how vocational skills will be integrated into the service-learning project;

- Describe how the development of leadership and work readiness" soft skills" will be supported; and

- Describe how youth with disabilities will receive accommodations to fully participate in service-learning activities.

v.   Occupational Training in Demand Industries which Lead to Industry-Recognized Credentials

Applicants must develop training programs that lead to industry-recognized credentials for demand industries located in their state or local areas. Applicants should briefly state or provide local labor market information to support the industries for which they will train and provide credentials. Implementing this component will require partnerships with Registered

Apprenticeship programs, job training programs, vocational training programs, and/or community and four-year colleges. Grantees must include employers in the selection and development of the training programs. Employers are able to assist grantees in curriculum development, as well as, developing training programs that provide portable credentials across industries.   All industry-recognized credentials must be attained by the end of the grant period of performance. Specifically, community grant applicants must:

- Describe the process and resources used to identify the selected training program(s) and the justification for the selection of the training programs.
- Describe how employers will participate in the selection and development of the training programs from program development, implementation, and ultimately, hiring participants.
- Describe how the training program will be implemented, including the type of instruction, when classes will be conducted, and any additional details about the curriculum and training materials and identify the type(s) and duration of the training programs offered that lead to credentials for in-demand industries.
- Describe how the curriculum materials will be made accessible and how universal design will be an integral part of the occupational training.

- Identify the types of credentials that will be attained by participants as a result of completing the training since these are demonstration and pilot grants, grantees will have flexibility to identify and utilize industry-recognized credentials that are relevant to their identified career pathways. There may be some credentials offered that do not fit the rigorous standards of TEGL 15-10, located at http://wdr.doleta.gov/directives/attach/TEGL15-10.pdf. Those credentials that are relevant but deviate from TEGL 15-10 will be evaluated post award.

vi.   Workforce Activities that Lead to Employment

Workforce development programs must assist participants in developing their career goals and understanding career pathway options as one component of their larger participation in the grant project.

Specifically, community grant applicants must:
- Describe how the applicant will deliver the workforce development component, which includes: paid and/or unpaid full- or part-time work experience; summer job employment, OJT; internships which allow participants to interact with professionals in their fields of interest; vocational and occupational training opportunities; career exploration; placement into apprenticeships; and unsubsidized full- or part-time employment. OJT is distinguished from other types of workplace training, including customized training, by several factors: 1)

participants are hired (or employed) and earn wages from employers during training; 2) it is based on an individualized training plan that reflects the results of an individual skills assessment and an analysis of job requirements; 3) training is conducted in the work setting under the direction of one or more of the employer's supervisory personnel; and 4) the employer is paid a reimbursement to cover the extraordinary costs of the training. Grantees are responsible for complying with all applicable laws, including the Fair Labor Standards Act. For guidance on unpaid internships, please see: http://www.dol.gov/whd/.

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

vii. Follow-Up Services

Follow-up services must be provided for a minimum of nine months for each participant and must be completed by the end of the performance period of the grant. Applicants should use evidence-based practices to support participants in successfully interacting in their community.

Specifically, community grant applicants must:

- Describe the follow-up services that will be provided. Follow-up services may include: regular contact with participants to ensure retention in employment and/or school; assistance in addressing work-related or school-related problems; assistance in securing better paying

jobs or career development; further education; leadership development; referrals to peer support groups; mentoring; and tracking progress made by participants in employment and/or education after training.

- Describe the efforts that will be made to ensure follow-up services are provided to participants for a minimum of nine months during the grant performance period.

- Describe the frequency and intervals of contact with participants during the follow-up component of the program.

viii.   Expungement and Diversion Services

Expungement is defined as the elimination of information held by courts or law enforcement agencies connecting an individual with juvenile justice involvement. Given the number of youth with a juvenile record and the increasing availability of those records, expungement has increasingly been considered an important vehicle for mitigating the myriad of negative consequences that flow from a delinquency adjudication.

Community Grant applicants must describe how they will address the issues listed below; and Intermediary applicants must describe how they will ensure that their subgrantees address these issues.

- Their state or local laws and/or regulations for expungement;

- How the applicants program will address these legal and/or regulatory requirements;

- How the applicant will screen and identify participants that are appropriate for expungement; and

- How the applicant will track and assess the progress of the participant working with the legal service provider to submit the best possible request for expungement to the juvenile court authorities.

The opportunity for diversion occurs at the state or local pre-sentencing juvenile court division, which include: juvenile court judges, assistant district attorneys, and sometimes, pre-sentencing case workers. The concept of diversion is based on the theory that processing certain youth through the juvenile justice system may do more harm than good, because it inadvertently stigmatizes and ostracizes them for having committed relatively minor acts that may have been more appropriately handled outside the formal system (Lundman, 1993).

Community Grant applicants must describe how they will address the issues listed below; and Intermediary applicants must describe how they will ensure that their subgrantees address these issues:

- Their state or local area's requirements to be designated as a diversion program;

- How their program of services including supportive services supports their state or local area's requirement for a diversion program;

- How they will identify and engage with the JJS to ensure that the JJS refers diversion candidates to their programs; and

- How they will track and assess the progress of the participant to ensure they meet the criteria for diversion as prescribed by the referring juvenile court authority.

(4) Organizational, Administrative, and Fiscal Capacity

Provide information on the applicant organization's current mission, structure, staffing, and relevant experience. Describe how these factors contribute to the ability of the organization to conduct the program requirements and meet program expectations. Include information about any organization(s) under contract with the applicant that will have a significant role in implementing the project. Describe the fiscal and administrative controls in place to properly manage Federal funds. Include the organization's capability to sustain some or all project activities after Federal financial assistance has ended. Intermediary applicants must require this information of their sub-grantee applicants, in addition to addressing each element for their parent organization. All applicants must also:

- Describe the coordination and collaboration with the state and local juvenile justice court staff, which may include: pre-sentencing juvenile court division, juvenile court judges, assistant district attorneys, or pre-sentencing case workers, for the provision of diversion services.

- Describe the coordination and collaboration with the state or local juvenile justice courts and local non-profit legal services providers for the provision of expungement services.

Required Program Collaborations

Required Organizations:

o **<u>Juvenile Justice System (JJS).</u>** The agreement must include the methods of recruiting participants and coordinating service delivery with JJS, including for the purposes of diversion.

o **<u>Public Workforce System.</u>** The agreement must be with the American Job Center formerly called the One-Stop Career Centers, or the Local Workforce Investment Board (WIB) Workforce Development Board (WDB) and must include the coordination of workforce services, which may include the following services: assistance with resume writing, career exploration, referral to supportive services, support of paid and/or unpaid work experience, OJT, internships, summer jobs, apprenticeships, and unsubsidized full and part-time employment placement assistance.

o **<u>Non-profit Legal Services Centers.</u>** The agreement must provide participants with assistance in expunging juvenile records and other allowable services.

<u>Community grant applicants</u>

Community grant applicants must describe their past and projected collaboration with the three required organizations listed above. Applicants must provide signed and dated Letters of Commitment or Memoranda of Understanding (MOU) that identifies the relationship with each organization and demonstrates each organization's commitment to fulfill, at a minimum, the collaboration activities listed for each type of organization.

Intermediary grant applicants

Intermediary grant applicants must describe how they will ensure that their sub-grantees partner with the three required organizations listed above and must require in their sub-grantee competition that applicants provide signed and dated Letters of Commitment or Memoranda of Understanding that identify the applicant's relationship with each of these organizations and demonstrates each organization's commitment to fulfill, at a minimum, the collaboration activities indicated for each type of organization.

Additional Program Collaboration

Applicants are encouraged to work with additional organizations beyond the required collaborations above. Below is a list of organizations that could play a role in improving program operations. Collaboration with these additional organizations is not required, and grantees are not limited to those listed below. Additional Organizations:

o **Employers.** Although employers are not required collaborators, we strongly encourage applicants to include them as key collaborator in their program development and implementation.

o **Housing assistance programs.** Although not required, any agreement with housing assistance programs must include referral by the applicant to collaborating organizations that provide assistance with securing temporary or permanent housing for program participants.

o **Mental health treatment centers.** Any agreement must include referral by the applicant to organizations that provide assessments and mental health treatment for program participants.

o **Substance abuse treatment centers.** Any agreement must include referral by the applicant to counseling and substance abuse treatment for eligible program participants.

o **Child Support Enforcement Agencies.** Any agreement must include collaboration with agencies to assist with issues related to non-custodial parents.

o **Legal Aid Services.** Any agreement must include services that are used on behalf of a participant that are related to the purposes of this grant, which include: securing a driver's license, creating and/or modifying child support orders, helping parents in obtaining and retaining visitation or custody of their children, and helping victims of domestic violence by obtaining protective and restraining orders.

o **Social Services Agencies.** Any agreement must include providing assistance to participants in any of the following areas, but are not limited to these areas: securing food, transportation, clothing, child and family services, or medical assistance.

o **Vocational Rehabilitation Services.** Any agreement must be used to support participants with disabilities in participating in training and employment programs.

o **Alternative Education Providers.** Any agreement must provide services and instruction that help adult participants attain a high school diploma or state High School Equivalency credential.

o **Post-Secondary Education Institutions.** Any agreement must provide participants additional education that leads to career advancement.

Community grant applicants

Community grant applicants planning to work with additional program partners must provide signed and dated Letters of Commitment or Memoranda of Understanding that identify the applicant's relationship with each of these organizations and demonstrate each organization's commitment to fulfill at a minimum the collaboration activities indicated for each type of organization listed above.

Intermediary grant applicants

Intermediary organizations must describe how they will encourage their sub-grantees to collaborate with these organizations and must require in their sub-grantee competition that applicants provide signed and dated Letters of Commitment or Memoranda of Understanding that identify the applicant's relationship with each of these organizations and demonstrate each organization's commitment to fulfill at a minimum the collaboration activities indicated for each type of organization listed above.

(5) Past Performance – Programmatic Capability

Previously-Funded Applicants:

(1) Past Performance

Applicants that previously completed a RExO grant from the Department within the past five (5) years (herein after referred to as "previously-funded applicants") do not need to submit any additional documentation or narrative information for the Past Performance criteria Except for the Auditor's report for the most recently completed independent audit, completed within three (3) years of the application due date. RExO grants include any grant in which the grantee submitted data through the Management information System (MIS). The information provided below is explanatory. **For the purposes of this Announcement, current RExO grantees that have not previously completed a RExO grant will be considered New Applicants and must provide the appropriate documentation identified in the New Applicants section below.**

(a) Performance Goals

Previously-funded applicants will receive points based on past performance demonstrated by the Quarterly Performance Report and Quarterly Financial Report (ETA-9130). Applicants DO NOT need to submit these two reports as attachments; the Department will use data previously submitted through the RExO Management Information System (MIS) and the DOL financial reporting system. Data will be reviewed for the final quarter of the period of performance of the most recently completed RExO grant. The two performance measures that will be evaluated are: 1) placement in education and/or employment and 2) certificate/degree attainment. Where applicable, the certificate/degree attainment will be calculated as the weighted rate of the combined high school diploma/equivalency and the industry recognized certificate attainment rates (i.e., the sum of the numerators for both metrics will be divided by the sum of the denominators for both metrics).

(b) Spending Rate Analysis:

Spending grant funds within the original period of performance indicates that the applicant organization has the ability to adequately deploy the resources provided by the Department and manage a budget effectively. The Department will complete this analysis; previously-funded applicants DO NOT need to provide any supporting documentation.

(c) Timeliness of Report Submissions

Previously-funded applicants will receive points for the timely submission of quarterly performance and financial reports. The Department will use data from the RExO MIS and the DOL financial reporting system to determine scoring under this section; previously-funded applicants DO NOT need to provide any supporting documentation. The Department will review the reports for the final four (4) quarters of the period of performance for the most recently completed RExO grant. If an initial report was submitted on time but revised reports were submitted at later dates, the earliest date will be considered the date of submission.

(d) Fiscal Viability

Fiscal viability indicates that an organization has the ability to responsibly and efficiently utilize Department resources to serve program participants throughout the entire grant period of performance. Previously-funded applicants will receive points for fiscal viability as demonstrated in the Auditor's Opinion recorded in the Auditor's Report.

New Applicants:

(1) Past Performance

Applicants who have not previously received or completed a DOL RExO grant, in which the grantee submitted data through the RExO Management Information System (MIS) within the past five (5) years (herein after referred

to as "new applicants") must provide the following performance data, as an attachment to the Project Narrative for their most recently-completed grant similar in size, scope, and relevance to the proposed program that has been completed within the last five (5) years, as of the closing date of this Announcement (includes federally or non-federally funded assistance agreements; federally funded assistance agreements include Federal grants and cooperative agreements but not Federal contracts):

- A performance chart that specifies the performance goals, report timeliness, and spending rate analysis information identified in the below subsections for the indicated grant. In the chart, applicants must also provide the project grant number along with the name, title, organization, e-mail address, and telephone number of an individual from the previous grantor entity or agency who has oversight for the program referenced above and can verify the information stated by the applicant; and

- The Auditor's Report for the most recently completed independent audit, completed within three (3) years of the application due date.

ETA reserves the right to confirm this information for all applicants.
New applicants that completed *any* non-RExO DOL grant within the past five (5) years must provide the performance data requested of new applicants for the DOL grant.

(a) Performance Goals:

New applicants must submit a chart of past performance that identifies two (2)

performance goals and the actual performance results for the most recently-

completed grant, as specified above. If available, new applicants should use

the performance metrics most similar to: employment/education placement

and degree/certificate attainment. In the chart, new applicants must identify

the total number of participants enrolled in the program, the expected level of

performance for each goal, and the actual outcomes for each goal displayed as

both a fraction (i.e., the numerator equal to the number of program

participants who achieved the identified metric and the denominator equal to

the total program participants eligible for the identified metric) and a

percentage. New applicants will receive points based on past performance

demonstrated in the attached performance chart.

(b) Report Timeliness:

New applicants must submit, as part of the chart of past performance

described above, their reporting timeliness. New applicants must identify the

report due dates and their actual report submission dates for all performance

and financial reports due during the last four (4) quarters of their most

recently-completed grant, as specified above. For the purposes of this

Announcement, if more than one report was due per quarter; all required

reports for a given quarter will be considered a "set" of reports. New

applicants will receive points for the timely submission of required reports as

demonstrated in the attached performance chart.

(c) Spending Rate Analysis:

New applicants must submit, as part of the chart of past performance described above, the percentage of grant funds spent for their most recently-completed grant.   New applicants will receive points for spending rate analysis, as demonstrated in the chart they provide.

(d) Fiscal Viability:

Fiscal viability indicates that an organization has the ability to responsibly and efficiently utilize Department resources to serve program participants throughout the entire grant period of performance. New applicants will receive points for fiscal viability as demonstrated in the Auditor's Opinion recorded in the Auditor's Report.

(6) **Budget and Budget Justification**. The budget and budget justification should be reasonable based on the activities outlined in the project narrative.

4. Attachments to the Project Narrative

In addition to the Project Narrative, you 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. You must

submit your 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

The following attachments must be included with the application package and

the failure to do so will cause the application package to be screened out.

a.   **Abstract**: You 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, number of participants to be served, the total cost per participant,

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. The abstract should clearly state if the applicants is

applying for an Intermediary Grant or a Community Grant.

- Community grant applicants must include: 1) a description of the overall project and program model, 2) the number of proposed participants, 3) the average cost per participant, 4) the geographic area to be served, 5) the types of training provided and expected credential attainment, 6) a description of required and additional collaborative organizations, and 7) a description of the proposed outcomes of the project.

- Intermediary grant applicants must provide a project description that includes: 1) a description of the sub-grantee selection process, 2) the number of proposed participants, 3) the average cost per participant, 4) the geographic coverage of the organization, and 5) a description of how the applicant will ensure that sub-grantees successfully provide the eight core components of the program, collaborate with the required and additional organizations, and accomplish the proposed outcomes of the project.

  When submitting in grants.gov, this document must be uploaded as an attachment to the application package and specifically labeled "Abstract"

Requested Attachments

The following attachments are requested, but their omission will not cause the application to be screened out. If the omission of the attachment will impact scoring, such an impact will be noted in the description of the attachment.

    b. The Auditor's Report for the most recently completed independent audit, completed within three (3) years of the application due date.

    c. Memoranda of Understanding and/or Letters of Commitment from required program partners as discussed in Section IV.B.4.

    d. **Indirect Cost Rate Agreement**: If you are requesting indirect costs based on a Negotiated Indirect Cost Rate Agreement approved by your Federal Cognizant Agency, then attach the most recently approved Agreement. (For more information, see Section IV.B.2. and Section IV.E.1.) This attachment does not impact scoring of the application.

    e. **Documentation from the Internal Revenue Service that verifies the applicant's non-profit 501(c)(3) status**. All applicants applying as a non-profit must submit this verification even if the applicant is a current DOL grantee and documentation is assumed to be on file.

    f. Memoranda of Understanding and/or Letter of Commitment of additional program partners, if applicable, as discussed in Section IV.4.B.3 (for applicants applying for community grants.)

g. HUD Form 50153 signed by an authorized representative of the lead organization of a HUD or USDA designated Promise Zone supporting the application (Community Grants Applicants only if applicable).

h. (For New Applicants Only) A performance chart that specifies the performance goals, report timeliness, and spending rate analysis information for a previous grant. In the chart, applicants must also provide the project grant number along with the name, title, organization, e-mail address, and telephone number of an individual from the previous grantor entity or agency who has oversight for the 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. You are cautioned that applications should be submitted before the deadline to ensure that the risk of late receipt of the application is

minimized. Applications sent by e-mail, telegram, or facsimile (FAX) will not be accepted.

Applicants submitting applications in hard copy by mail or overnight delivery must submit an original signed application (including the SF-424) and one (1) ''copy-ready'' version free of bindings, staples or protruding tabs to ease in the reproduction of the application by DOL. Applicants submitting applications in hard copy are also required to include in the hard copy submission an identical electronic copy of the application on compact disc (CD). If discrepancies between the hard copy submission and CD copy are identified, the application on the CD will be considered the official applicant submission for evaluation purposes. Failure to provide identical applications in hardcopy and CD format may have an impact on the overall evaluation.

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

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

Mailed applications must be addressed to the U.S. Department of Labor, Employment and Training Administration, Office of Grants Management, Attention: Melissa Abdullah, Grant Officer, Reference FOA-ETA-15-04, 200 Constitution Avenue, NW, Room N4716, Washington, DC 20210. Mail delivery in the Washington DC area may be delayed due to mail decontamination procedures. Hand-delivered applications will be received at the above address. All overnight delivery submissions will be considered to be hand-delivered and must be received at the designated place by the specified closing date and time.

Applications that are submitted through Grants.gov must be successfully submitted at http://www.grants.gov no later than 4:00:00 p.m. Eastern Time on the closing date and then subsequently validated by Grants.gov. The submission and validation process is described in more detail below. The process can be complicated and time-consuming. You 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.

We strongly recommend that before you begin to write the application, you should immediately initiate and complete the "Get Registered" registration steps at http://www.grants.gov/applicants/get_registered.jsp. You 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. We strongly recommend that you 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., you must have a DUNS Number and you must register with SAM before submitting an application.

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. You must register the

individual who is able to make legally binding commitments for your

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 later successfully validated will be considered. It is your sole responsibility 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, enough 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. We will attempt to open the document, but

will not take any additional measures in the event of problems with opening.

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-faqs.html.

We encourage 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, you may subscribe to

"Grants.gov Updates" at http://www.grants.gov/web/grants/manage-

subscriptions.html

If you encounter a problem with Grants.gov and do not find an answer in any

of the other resources, call 1-800-518-4726 or 606-545-5035 to speak to a

Customer Support Representative or email support@grants.gov. The Contact

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

holidays.

Late Applications: For applications submitted on Grants.gov, only

applications that have been successfully submitted no later than 4:00 p.m.

Eastern Time on the closing date and then successfully validated will be

considered. You 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,

you 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 Cost Principles, now found in the Office of Management and Budget's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), codified at 2 CFR Part 200. Disallowed costs are those charges to a grant that the grantor agency or its representative determines not to be allowed in accordance with the 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 the Uniform Guidance 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 is
required when an organization operates under more than one grant or other
activity, whether Federally-assisted or not. You have two options to claim
reimbursement of indirect costs.

Option 1: You may use a NICRA or Cost Allocation Plan (CAP) supplied by
the Federal Cognizant Agency. If you do not have a NICRA/CAP or have a
pending NICRA/CAP, and in either case choose to include estimated indirect
costs in your budget, at the time of award the Grant Officer will release funds
in the amount of 10% of salaries and wages to support indirect costs. Within
90 days of award, you are required to submit an acceptable indirect cost
proposal or CAP to your Federal Cognizant Agency to obtain a provisional
indirect cost rate. (See Section IV.B.4. for more information on NICRA
submission requirements.)

Option 2: Any organization that has never received a negotiated indirect cost
rate, with the exceptions noted at 2 CFR 200.414(f) in the Cost Principles,
may elect to charge a de minimis rate of 10% of modified total direct costs
(see 2 CFR 200.68 for definition) which may be used indefinitely. If you
choose this option, this methodology must be used consistently for all Federal
awards until such time as you choose to negotiate for an indirect cost rate,
which you may apply to do at any time. (See 2 CFR 200.414(f) for more

information on use of the de minimis rate.)

2. Administrative Costs

Under this FOA, 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.[2] 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 recipient's accounting system. To claim any administrative costs that are also indirect costs, the applicant must obtain an Indirect Cost Rate Agreement from its Federal Cognizant Agency or be eligible to use the 10% de minimis rate, as specified above.

3. Salary and Bonus Limitations

None of the funds appropriated under the heading "Employment and Training" in the appropriation statute(s) may be used by a recipient or sub-recipient 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 contractors providing goods and services as defined in the Audit Requirements of the OMB Uniform Guidance (see 2 CFR

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[2] This regulation implements the Workforce Investment Act of 1998 (WIA). As stated above in footnote 1, grants awarded under this solicitation are authorized under the WIA, and its terms apply for the length of the grant. These terms include implementing regulations such as this one.

200 Subpart F). Where States are recipients of such funds, States may establish a lower limit for salaries and bonuses of those receiving salaries and bonuses from sub-recipients 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 113-76, Division H, Title I, section 105, and Training and Employment Guidance Letter number 05-06 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 sub-award or contract under the grant or sub-award; and ii) any rights of copyright to which the recipient, sub-recipient or a contractor purchases ownership under an award (including, but not limited to, curricula, training models, technical assistance products, and any related materials). Such uses include, but are not limited to, the right to modify and distribute such products worldwide by any means, electronically or otherwise. The recipient 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

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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. Additionally, the Federal government has the right to require intellectual property developed under a competitive Federal award process to be licensed under a Creative Commons Attribution license. This license allows subsequent users to copy, distribute, transmit and adapt the copyrighted Work and requires such users to attribute the Work in the manner specified by the recipient.

If applicable, and a Creative Commons Attribution license is not required, 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 recipient 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 FOA may use grant funds to pay for the wages of participants where the objective assessment and Individual Career Plan indicate that work experiences are appropriate. Further, the provision of stipends to training enrollees for the purposes of wage replacement is an allowable cost under this FOA. Payment may take the form of wages or stipends. Stipends are generally provided to participants for participating in classes and training. Wages are compensation services performed for an employer. Grantees must comply with WIA section 181 and 20 CFR 667.272 of the WIA regulations, which detail the applicable wage and labor standards. If paying participants a stipend, grantees must maintain documentation on how the amount for the stipend was set and the parameters governing its distribution. Grantees providing wages or stipends to participants should be aware of the implications under IRS provisions. Please consult www.irs.gov for more information.

In addition, grantees are authorized to provide incentive payments to youth. WIA Sec. 129(a)(5) authorizes incentive payments to youth for recognition and achievement tied to training activities and work experiences. Incentive

payments must be tied to the goals of the grant. The organization must have

policies and procedures in place governing the award of incentives and the

incentives provided under the grant must be in alignment with these

organizational policies.   In addition, incentive payments are generally

considered miscellaneous compensation and are taxable. Please consult

www.irs.gov for more information. Under this FOA, grantees can use no

more than 1.5% of the award for incentive payments.

Needs-related payments are a form of supportive services which are paid

directly to participants or to other entities to cover specific items of cost

incurred by the participant for allowable services that enable the individual to

participate in the activity or program. See 20 CFR 663.815. Up to 1.5% of

grant funds awarded under this FOA may be used to provide needs-related

payments similar to those authorized under WIA to assist participants with

costs related to transportation, child care, food or other household items, such

as paying utility bill to prevent shut off. Needs-related payments should be

tied directly to the cost identified and must be documented to support both the

participant's need for the service as well as the actual transaction. Grantees

must have a consistent policy in place on the provision of needs-related

payments.

F. Other Submission Requirements

Withdrawal of Applications: Applications may be withdrawn by written

notice to the Grant Officer at any time before an award is made.

V. Application Review Information

A. Criteria

We have instituted procedures for assessing the technical merit of applications to provide for an objective review of applications and to assist you in understanding the standards against which your application will be judged. The evaluation criteria are based on the information required in the application as described in Sections IV.B.2. (Project Budget) and IV.B.3. (Project Narrative). Reviewers will award points based on the evaluation criteria described below:

Criterion	Points (maximum)
1. Statement of Need (See Section IV.B.3.a.(1) Statement of Need)	5
2. Expected Outcomes, and Outputs (See Section IV.B.3.a.(2) Expected Outcomes and Outputs)	5
3. Project Design (See Section IV.B.3.a.(3) Project Design)	50
4. Organizational, Administrative, and Fiscal Capacity (See Section IV.B.3.a.(5) Organizational,	16

Administrative, and Fiscal Capacity)	
5. Past Performance – Programmatic Capability (See Section IV.B.3.a.(6) Past Performance – Programmatic Capability)	19
6. Budget and Budget Justification (See Section IV.B.2 Project Budget)	5
TOTAL	100
Priority Consideration (Community Grants Only) - Application has the support of the lead organization in a designated Promise Zone	2

1. **Statement of Need (up to 5 points)**

This criterion indicates the extent to which the application demonstrates a comprehensive understanding of the need and the consequences of not addressing the need, based on the quantitative and qualitative information provided.

Community grant applicants will be rated on the following:

- The extent to which the applicant identifies and justifies the geographic area in which the project will be located and the extent of the statistical justification that the target area is in need of these services. (Up to 2 points)

- The extent to which the applicant statistically justifies the proposed number of participants to serve, and demonstrates that there is a sufficient pool of participants to recruit into the program. (Up to 1 point)

- The extent to which the applicant demonstrates the need for the selected training program in the state and/or local area. (Up to 2 points)

Intermediary organizations will be rated on the following:

- The extent to which the applicant identifies the geographic area of coverage and their plan for ensuring that their sub-grantees are located in areas where these services are needed. (Up to 2 points)

- The extent to which the applicant describes how they will ensure that sub-grantees statistically justify the proposed number of participants they plan to serve, and demonstrate that there is a sufficient pool of participants to recruit into the program. (Up to 1 point)

- The comprehensiveness and effectiveness of how the applicant will ensure that sub-grantees select training programs that are in demand in the state and/or local communities. (Up to 2 points)

2. **Expected Outcomes and Outputs (up to 5 points)**

Both community and intermediary grant applicants will be rated on the extent to which the expected outcomes and outputs are realistic, clear, and consistent with the expressed need.

3. **Project Design (up to 50 points)**

Community grant applicants will be rated on:

- The comprehensiveness and effectiveness of the applicant's approach to providing the required eight core program components, including the incorporation of the job-driven training elements (Up to 40 points):
    - o case management (Up to 5 points)
    - o mentoring (Up to 5 points)
    - o educational interventions (Up to 5 points)
    - o service-learning (Up to 5 points)
    - o occupation training that leads to industry recognized credentials (Up to 5 points)
    - o workforce activities that lead to employment (Up to 5 points)
    - o follow-up services (Up to 5 points)
    - o expungement and diversion (Up to 5 points)
- The clarity and effectiveness of the work plan. (Up to 5 points)
- The extent to which the application demonstrates how external barriers to meeting stated goals will be addressed; and the strength of the strategies described to ensure that the stated goals are met. (Up to 5 points)

Intermediary grant applicants will be rated on:

- The extent to which the applicant clearly describes how they will ensure that sub-grantees provide the required eight core program components. (Up to 40 points)
  - o case management (Up to 5 points)
  - o mentoring (Up to 5 points)
  - o educational interventions (Up to 5 points)
  - o service-learning (Up to 5 points)
  - o occupation training in demand industries which lead to industry recognized credentials (Up to 5 points)
  - o workforce activities that lead to employment (Up to 5 points)
  - o follow-up services (Up to 5 points)
  - o expungement and diversion (Up to 5 points)
- The clarity and effectiveness of the work plan. (Up to 5 points)
- The extent to which the applicant will provide assistance to sub-grantees to address external barriers to meeting their stated goals; and the strength of the strategies described to ensure that the stated goals are met. (Up to 5 points)

4. **Organizational, Administrative, and Fiscal Capacity (up to 16 points)**

Both community and intermediary grant applicants will be rated on:

- The extent to which the organization and the proposed partners have the capacity to carry out the proposed project. The level of qualifications and experience of personnel to fulfill the needs and requirements of the proposed project. (Up to 3 points)

- The strength of the fiscal and administrative controls to properly manage Federal funds. The capability of the organization to sustain project activities after Federal financial assistance ends. (Up to 3 points)

Community Grant Applicants Only

The strength of the required program partnership with the JJS, workforce system, and non-profit legal services centers as demonstrated by Letters of Commitment or Memoranda of Understanding. (Up to 5 points)

The strength of the additional program partnership with any additional organizations as demonstrated by Letters of Commitment or Memoranda of Understanding. (Up to 5 points)

Intermediary Applicants Only

The strength of the strategy to ensure that subgrantees will partner with the JJS, workforce system, and non-profit legal services centers. (Up to 5 points)

The strength of the strategy to ensure that subgrantees will partner with any additional organizations. (Up to 5 points)

5. Past Performance – Programmatic Capability (up to 19 points)

PREVIOUSLY-FUNDED APPLICANTS

1. Past Performance (Up to 19 points)

a) Performance Goals:

1. Placement in Education or Employment (Maximum 4 points):

- Previously-funded applicants with placement rates of 60.00 percent or higher will receive 4 points for this subsection.

- Previously-funded applicants with placement rates of 55.00 percent - 59.99 percent will receive 3 points for this subsection.

- Previously-funded applicants with placement rates of 45.00 percent - 54.99 percent will receive 2 points for this subsection.

- Previously-funded applicants with placement rates of 35.00 percent - 44.99 percent will receive 1 point for this subsection.

- Previously-funded applicants with placement rates of 34.99 percent or below will receive 0 points for this subsection.

2. Certificate/Degree Attainment (Maximum 4 points):

- Previously-funded applicants with weighted certificate/degree attainment rates of 60.00 percent or higher will receive 4 points for this subsection.

- Previously-funded applicants with weighted certificate/degree attainment rates of 55.00 percent – 59.99 percent will receive 3 points for this subsection.

- Previously-funded applicants with weighted certificate/degree attainment rates of 45.00 percent - 54.99 percent will receive 2 points for this subsection.

- Previously-funded applicants with weighted certificate/degree attainment rates of 35.00 percent - 44.99 percent will receive 1 point for this subsection.

- Previously-funded applicants with weighted certificate/degree attainment rates of 34.99 percent or below will receive 0 points for this subsection.

b) Spending Rate Analysis (Maximum 5 points):

During the original period of performance:

- Previously-funded applicants that expended 98% of the grant funds for their most recently completed grant will receive 5 points.

- Previously-funded applicants that expended at least 90% but less than 98% of the grant funds for their most recently completed grant will receive 4 points.

- Previously-funded applicants that expended at least 80% but less than 90% of the grant funds for their most recently completed grant will receive 3 points.

- Previously-funded applicants that expended at least 70% but less than 80% of the grant funds for their most recently completed grant will receive 1 points.

- Previously-funded applicants that expended less than 70% of their grant funds for their most recently completed grant will receive 0 points.

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

- Previously-funded applicants that submitted all four quarterly performance and financial reports on or before the due date will receive 3 points.

- Previously-funded applicants that submitted a complete set of quarterly reports (quarterly performance and financial reports) for three of the four quarters on or before the due date will receive 1 points.

- Previously-funded applicants that did not submit a complete set of quarterly reports (quarterly performance and financial reports) for at least three quarters on or before the due date will receive 0 points.

d) Fiscal Viability (Maximum 3 points):

- Previously-funded applicants that provide an auditor's report with an Unqualified Opinion will receive 3 points.

- Previously-funded applicants that provide an auditor's report with a Qualified Opinion will receive 1 point.

- Previously-funded applicants that provide an auditor's report with an Adverse Opinion, with a Disclaimer of Opinion or no Opinion will receive 0 points for this sub-criterion.

NEW APPLICANTS

1. Past Performance (Up to 19 points)

All new applicants must provide grantor contact information on the performance chart attachment. Applicants that do not provide this information will receive 0 points for subsections a-c below.

a) Performance Goals (Maximum 8 points)

- New applicants that met or exceeded both performance goals for their most recently completed grant will receive 8 points for this subsection.

- New applicants that met or exceeded one performance goal but did not meet the other performance goal will receive 4 points for this subsection.

- New applicants that did not meet either performance goal will receive 0 points for this subsection.

b) Report Timeliness (Maximum 3 points)

- New applicants that submitted all required reports on time for their most recently completed grant will receive 3 points.

- New applicants that submitted reports (or sets of reports, if applicable) on time for three (3) of the last four (4) quarters for their most recently completed grant will receive 1 point.

- New applicants that submitted reports (or sets of reports, if applicable) on time for fewer than three (3) of the last four (4) quarters for their most recently completed grant will receive 0 points.

c) Spending Rate Analysis (Maximum 5 points)

During the original period of performance:

- New applicants that expended 98% or more of the grant funds for their most recently completed grant will receive 5 points.

- New applicants that expended at least 90% but less than 98% of the grant funds for their most recently completed grant will receive 4 points.

- New applicants that expended at least 80% but less than 90% of the grant funds for their most recently completed grant will receive 3 points.

- New applicants that expended at least 70% but less than 80% of the grant funds for their most recently completed grant will receive 1 point.

- New applicants that expended less than 70% of the grant funds for their most recently completed grant will receive 0 points.

d) Fiscal Viability (Maximum 3 points):

- New applicants that provide an auditor's report with an Unqualified Opinion will receive 3 points.

- New applicants that provide an auditor's report with a Qualified Opinion will receive 1 point.

- New applicants that provide an auditor's report with an Adverse Opinion, a Disclaimer of Opinion, or no Opinion will receive 0 points for this sub-criterion.

6. **Budget and Budget Justification** (up to 5 points)

The extent to which the budget is reasonable based on the activities outlined in the project narrative.

Priority Consideration (Community Grants Only) (2 points)
Application has the support of the lead organization in a designated Promise Zone as evidenced by HUD Form 50153 will be awarded two priority consideration points.

B. Review and Selection Process

1. Merit Review and Selection Process

A technical merit review panel will carefully evaluate applications against the selection criteria to determine the merit of applications. These criteria are based on the policy goals, priorities, and emphases set forth in this FOA. Up

to 100 points may be awarded to an Intermediary grant applicant, and 102

points for a Community grant applicant depending on the quality of the

responses provided. The final scores (which may include the mathematical

normalization of review panels) will serve as the primary basis for selection of

applications for funding. The panel results are advisory in nature and not

binding on the Grant Officer. The Grant Officer reserves the right to make

selections based solely on the final scores or to take into consideration other

relevant factors when applicable. Such factors may include the geographic

distribution of funds and/or other relevant factors. The Grant Officer may

consider any information that comes to his/her attention. **NOTE: The**

Department will determine if the applicant had any restriction on

spending for any ETA grant due to adverse monitoring findings within

the past three years. Depending on the severity of the findings, the Grant

Officer may elect to not fund the applicant for a grant award.

 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.

2.   Risk Review Process

Prior to making an award, ETA will review information available through any

OMB-designated repository of governmentwide eligibility qualification or

financial integrity information, such as Federal Awardee Performance and Integrity Information System (FAPIIS), Dun and Bradstreet, and "Do Not Pay." Additionally, ETA will comply with the requirements of 2 CFR Part 180 codified by DOL at 29 CFR Part 98 (Governmentwide Debarment and Suspension (Non-procurement)). This risk evaluation may incorporate results of the evaluation of the applicant's eligibility (application screening) or the quality of its application (merit review). If ETA determines that an entity is responsible and an award will be made, special conditions that correspond to the degree of risk assessed may be applied to the award. Criteria to be evaluated include:

(1) Financial stability;

(2) Quality of management systems and ability to meet the management standards prescribed in the Uniform Grant Guidance;

(3) History of performance. The applicant's record in managing awards, cooperative agreements, or procurement awards, if it is a prior recipient of such Federal awards, including timeliness of compliance with applicable reporting requirements and if applicable, the extent to which any previously awarded amounts will be expended prior to future awards;

(4) Reports and findings from audits performed under Sub-part F – Audit Requirements of the Uniform Grant Guidance or the reports and findings of any other available audits and monitoring reports containing findings, issues of non-compliance or questioned costs;

(5) The applicant's ability to effectively implement statutory, regulatory, or

other requirements imposed on recipients.

VI. Award Administration Information

A. Award Notices

All award notifications will be posted on the ETA Homepage

(http://www.doleta.gov). Applicants selected for award will be contacted

directly before the grant's execution.   Non-selected applicants will be notified

by mail or email and may request a written debriefing on the significant

weaknesses of their application.

Selection of an organization as a recipient does not constitute approval of the

grant application as submitted. Before the actual grant is awarded, we 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. We reserve the right to not fund any

application related to this FOA.

B. Administrative and National Policy Requirements

1. Administrative Program Requirements

All grantees will be subject to all applicable Federal laws, regulations—

including the OMB Uniform Guidance, and the terms and conditions of the

award. The grant(s) awarded under this FOA will be subject to the following administrative standards and provisions:

a. Non-Profit Organizations, Educational Institutions, and State, Local and Indian Tribal Governments – 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards)

b. Profit Making Commercial Firms – Federal Acquisition Regulation (FAR) – 48 CFR part 31 (Cost Principles), and 2 CFR Part 200 (Administrative Requirements).

c. All recipients must comply with the applicable provisions of The Workforce Investment Act of 1998, Public Law No. 105-220, 112 Stat. 936 (codified as amended at 29 U.S.C. 2801 et seq.) and the applicable provisions of the regulations at 20 CFR 660 et seq.[3] Note that 20 CFR part 667 (general fiscal and administrative rules) includes unsuccessful applicant appeal information.

d. 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 Part 98 (Governmentwide Debarment and Suspension, and drug-free workplace requirements), and, where applicable, 2 CFR Part 200 (Audit Requirements).

e. 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.

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[3] Please see footnotes 1 and 2 above, regarding the applicability of the Workforce Investment Act of 1998 and its implementing regulations.

f. 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.

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

h. 29 CFR Part 35— Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance from the Department of Labor.

i. 29 CFR Part 36—Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance.

j. 29 CFR Part 37 – Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Investment Act of 1998.

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.

l. General Terms and Conditions of Award—See the following link: http://www.doleta.gov/grants/pdf/15StandTermsConds.pdf

m. Special Terms and Conditions of Award- Requirement for ETA Evaluation: See Section VI.B.4. ETA Evaluation

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[4] 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 2 CFR 200.450

for more information).

c. Transparency Act Requirements

You must ensure that you 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

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[4] Please see footnote 1 above, regarding the applicability of the Workforce Investment Act of 1998.

amended by section 6202 of Pub. Law 110-252) (Transparency Act), as follows:

- Except for those excepted from the Transparency Act under sub-paragraphs 1, 2, and 3 below, you must ensure that you have the necessary processes and systems in place to comply with the sub-award and executive total compensation reporting requirements of the Transparency Act, should they receive funding.

- Upon award, you will receive detailed information on the reporting requirements of the Transparency Act, as described in 2 CFR Part 170, Appendix A, which can be found at the following website: http://edocket.access.gpo.gov/2010/pdf/2010-22705.pdf.

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

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

      (2) Federal awards to entities that had a gross income, from all sources, of less than $300,000 in the entities' previous tax year; and

      (3) Federal awards, if the required reporting would disclose classified information.

d. Safeguarding Data Including Personally Identifiable Information (PII)

Applicants submitting applications in response to this FOA must recognize

that confidentiality of PII and other sensitive data is of paramount importance

to the Department of Labor and must be observed except where disclosure is

allowed by the prior written approval of the Grant Officer or by court order.

By submitting an application, you 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

recipient/s will be performed in a manner consistent with applicable state and

Federal laws.

By submitting a grant application, you agree 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. You 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. You must not e-mail unencrypted sensitive PII
   to any entity, including ETA or contractors.

3. You 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. You 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 we provide to you. If you wish to obtain more information on data security should contact their Federal Project Officer.

4. You must ensure that any PII used during the performance of your grant has been obtained in conformity with applicable Federal and state laws governing the confidentiality of information.

5. You further acknowledge that all PII data obtained through your ETA grant must be stored in an area that is physically safe from access by unauthorized persons at all times and the data will be processed using recipient 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-recipient managed IT services, e.g., Yahoo mail, is strictly prohibited unless approved by ETA.

6. Your 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. You must have policies and procedures in place under which your 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. You 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 recipient 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. You 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 you are complying with the confidentiality requirements described above. In accordance with this responsibility, you must make records applicable to this Agreement available to authorized persons for the purpose of inspection, review, and/or audit.

13. You 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, you agree that all data will be destroyed, including the degaussing of magnetic tape files and deletion of electronic data.

e. Record Retention

You must be prepared to follow Federal guidelines on record retention, which require you to maintain all records pertaining to grant activities for a period of at least three years from the date of submission of the final expenditure report. See 2 CFR 200.333-.337 for more specific information, including information about the start of the record retention period for awards that are renewed quarterly or annually, and when the records must be retained for more than three years.

f. Use of Contracts and Sub-awards

You must abide by the following definitions of contract, contractor, sub-award, and sub-recipient:

Contract: Contract means a legal instrument by which a non-Federal entity (defined as a state, local government, Indian tribe, institution of higher education (IHE), nonprofit organization, for-profit entity, foreign public entity, or a foreign organization that carries out a Federal award as a recipient or subrecipient) purchases property or services needed to carry out the project or program under a Federal award. The term as used in this FOA does not include a legal instrument, even if the non-Federal entity considers it a contract, when the substance of the transaction meets the definition of a Federal award or subaward (see definition of Subaward below).

Contractor : Contractor means an entity that receives a contract as defined above in Contract.

 Sub-award: Sub-award means an award provided by a pass-through entity (defined as a non-Federal entity that provides a sub-award to a sub-recipient to carry out part of a Federal program) to a sub-recipient for the sub-recipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A sub-award may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

Sub-recipient: Sub-recipient means a non-Federal entity that receives a sub-award from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A sub-recipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

You must follow the provisions at 2 CFR 200.330-.332 regarding sub-recipient monitoring and management. Also see 2 CFR 200.308(c)(6) regarding prior approval requirements for sub-awards. When awarding sub-awards, you are required to comply with provisions on government-wide suspension and debarment found at 2 CFR Part 180 and codified by DOL at 29 CFR Part 98.

g. Closeout of Grant Award

Any entity that receives an award under this Announcement must close its grant with ETA at the end of the final year of the grant. Information about this process may be found in ETA's Grant Closeout FAQ located at http://www.doleta.gov/grants/docs/GCFAQ.pdf.

3. Other Administrative Standards and Provisions

Except as specifically provided in this FOA, our acceptance of an application and an award of Federal funds to sponsor any programs(s) does not provide a waiver of any grant requirements and/or procedures. For example, the OMB Uniform Guidance requires that an entity's procurement procedures ensure that all procurement transactions are conducted, as much as practical, to

provide full and open competition. If an application identifies a specific entity

to provide goods or services, the award does not provide the justification or

basis to sole source the procurement, i.e., avoid competition.

4. Special Program Requirements

a. ETA Evaluation

ETA may arrange for or conduct an independent evaluation of the outcomes

and benefits of the projects to measure the impacts of this initiative. **By**

accepting grant funds, grantees agree to participate in the evaluation

should they be selected. To protect the integrity of the evaluation, grantees

selected for the evaluation will be required to use, a lottery to select program

participants from among all eligible individuals who apply for the grant-

funded program. The lottery will randomly assign eligible program applicants

to either a treatment group (which may receive program services) or a control

group (which may be denied services for a specified period. Grantees selected

for the evaluation must also agree to make records on participants, employers

and funding available, provide access to program operating personnel and

participants, and follow evaluation procedures as specified by the evaluator(s)

under the direction of ETA, including after the period of operation.

b. Performance Goals

Please note that applicants will be held to outcomes provided and failure to

meet those outcomes may result in technical assistance or other intervention

by ETA, and may also have a significant impact on decisions about future grants with ETA.

C. Reporting

You must agree to meet DOL reporting requirements. Quarterly financial reports, quarterly progress reports, and MIS data must be submitted by the recipient electronically. You must agree 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. On the final Financial Status Report, you must include any subaward amounts so we can calculate final indirect costs, if applicable. You must use DOL's Online Electronic Reporting System and information and instructions will be provided to grantees.

2. Quarterly Performance Reports

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

report 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 that you used. We will

provide you 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 FOA, please contact Denise Roach, Grants

Management Specialist, Office of Grants Management, at (202) 693-3820.

Applicants should e-mail all technical questions to roach.denise@dol.gov and

must specifically reference FOA-ETA-15-04, and along with question(s),

include a contact name, fax and phone number. This Announcement is being

made available on the ETA Web site at http://www.doleta.gov/grants and at

http://www.grants.gov.

VIII. Other Information

A. 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.[5]

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[5] 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.

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 <u>waiver</u> of the applicant's objection to the posting of any proprietary or confidential business information contained in the Abstract. Additionally, the applicant is responsible for obtaining all authorizations from relevant parties for publishing all PII contained within the Abstract. In the event the Abstract contains proprietary or confidential business information or PII, the applicant is presumed to have obtained all necessary authorizations to provide this information and may be liable for any improper release of this information.

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

In order to ensure that proprietary or confidential business information or PII is properly protected from disclosure when DOL posts the winning Project 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 information, and PII redacted. All non-public information about the applicant's and consortium members' staff (if applicable) should be removed as well.

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

Submission of a redacted version of the Project Narrative will constitute permission by the applicant for DOL to make the redacted version publicly available. We will also assume that by submitting the redacted version of the Project Narrative, the applicant has obtained the agreement to the applicant's decision about what material to redact of all persons and entities whose proprietary, confidential business information, or PII is contained in the Project Narrative. If an applicant fails to provide a redacted version of the Project Narrative within 45 days of DOL's request, DOL will publish the original Project Narrative in full, after redacting only PII. (Note that the original, unredacted version of the Project Narrative will remain part of the

complete application package, including an applicant's proprietary and confidential business information and any PII.)

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

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

B. Reentry Resources

The National Institutes of Corrections maintains a number of web-based

resources that may be of assistance for applicants. Information may be

accessed at http://nicic.gov/?q=women+reentry.

The Council of State Governments Justice Center, in collaboration with the
Center for Employment Opportunities, the Departments of Labor and Justice,
and the Annie E. Casey Foundation recently released a white paper on
integrating reentry and employment strategies using a resource allocation and
service-matching tool. The white paper introduces the Resource Allocation
and Service-Matching Tool, which is based on two key dimensions—an
individual's risk of reoffending (criminogenic risk) and job readiness. There
are four groupings that result from assessing individuals under correctional
control along these dimensions. Each group can be assigned a combination of
employment program components and service delivery strategies that are
tailored to individuals' risk for criminal activity and complemented by
corrections interventions. For more information on this tool, the white paper
can be found at:
http://csgjusticecenter.org/wp-content/uploads/2013/09/Final.Reentry-and-
Employment.pp_.pdf.

Juvenile Correctional Education Guidance. Secretary Duncan and
Attorney General Holder released a Correctional Education Guidance Package
to inform the efforts of states, school districts, and juvenile justice facilities
that serve system-involved youth. This guidance package builds on
recommendations in the My Brother's Keeper Task Force Report to the
President to "reform the juvenile and criminal justice systems to reduce
unnecessary interactions for youth and to enforce the rights of incarcerated
youth to a quality education." The following components make up the
package:
- Guiding Principles for Providing High-Quality Education in Juvenile
  Justice Secure Care Settings, jointly issued by the Departments of
  Justice and Education.
- Dear Colleague Letter on Individuals with Disabilities Education Act
  for Students with Disabilities in Correctional Facilities, issued by
  Education's Office of Special Education and Rehabilitative Services.
- Dear Colleague Letter on Civil Rights of Students in Juvenile Justice
  Residential Facilities, issued by Justice's Civil Rights Division and
  Education's Office for Civil Rights.
- Dear Colleague Letter on Access to Federal Pell Grants for Students in
  Juvenile Justice Residential Facilities, issued by Education's Office of
  Postsecondary Education. ED also released a question and answer
  document for institutions of higher education and factsheet for students

clarifying that otherwise eligible youth who are confined in juvenile justice facilities <u>are</u> eligible to receive Federal Pell Grants.

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), which provides national and state career information on occupations; the Occupational Information Network (O*NET) Online (http://online.onetcenter.org) which provides occupational competency profiles; and America's Service Locator (http://www.servicelocator.org), which provides a directory of our nation's One-Stop Career Centers.

D. Industry Competency Models and Career Clusters

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

Career Clusters and Industry Competency Models both identify foundational

and technical competencies, but their efforts are not duplicative. The Career

Clusters link to specific career pathways in sixteen career cluster areas and

place greater emphasis on elements needed for curriculum performance

objectives; measurement criteria; scope and sequence of courses in a program

of study; and development of assessments. Information about the sixteen

career cluster areas can be found by accessing: www.careerclusters.org.

E. Workforce3One Resources

1. We encourage you 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: https://www.workforce3one.org/find/?

sr=1&ps=20&sort=5.

2. We encourage you 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. We 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. We 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, Cost Principles, and Accrual Accounting.

F. Directions for using the American Community Survey Data to Identify

Poverty Level of Target Area for Intermediary Grantees to include in their

Solicitation to be held after Grant Award to Select Sub-Grantees:

1. Begin at the Census Bureau web site at http://www.census.gov.

2. Sometimes there is a pop-up advertisement for Census Bureau products. If

so, click on X to close the advertisement.

3. At the very bottom of the first page in the blue background under "Find

Data" click on American Factfinder.

4. On the American Factfinder page in the middle of the page under "What

We Provide" click on American Community Survey Get Data.

5. On the American Community Survey page, under "Refine Your Search

Results" type in S1701 2012 5-Year. Then click on "Go".

6. The file S1701 Poverty Status the Last 12 Months 2012 ACS 5-Year Data

will come up and check the box for this data set.

7. On the left side of page click on <Geographies>. The "Select Geographies" box will come up with four tabs: List, Name, Address and Map.

8. Click on <Map>. A map of the United States will come up.

6. On the map of the United States, click on the desired state. A map of the state will appear.

9. To the left of the map under the "Find a Location" tab you will see "Search for a geographic areas". Type in the name of your city and click Go.

10. A list appears with the city you wanted included in the list as well as other places in the state with the same. Click on your selected city. A map of your city will come up.

11. To the left of the map, click on <Boundaries and Features> and then select the 5th choice, <Census Tracts>. Make sure to click both boxes, then click on <Update> at the very bottom of the drop-down box.

12. After you click on update you will be at the bottom of the page. Scroll up so that you can see the map. The map of your city will now display census tracts.

13. You will probably need to zoom in on the map by clicking on the "+" at the top of the zoom scroll bar inside the map to make the census tract numbers legible. Use the "+" on the scroll bar inside the map and not the "+" in the blue border above the map.

14. To pan around the map, use the arrow keys inside the map above the zoom scroll bar.

15. Under the <Select Geographies> tab to the left of the map, click on the down arrow and select the 6th option, <Census Tracts>.

16. Next, locate the blue rectangle box and click on the dot point, the first choice. Your cursor now becomes a pointer.

17. Move your pointer over the map and click on each desired census tract(s) to be included in your targeted service delivery area. To conform to grant requirements the census tracts that you select must be contiguous. At times you may need to zoom in further to see street boundaries.

18. The selected census tracts will appear gray on the map and be listed to the left of the map. To remove a census tract from the list, click on the blue X.

19. When you are satisfied with your selections, click on <Add to Your Selections> to the immediate left of the map. Your selected census tracts will now appear as yellow on the map.

20. Next, click on < Topics> located to the left of the map. There will be a Dialogue Box pop up. Just click on the <X> to close the Dialogue Box.

21. Then click on the title of the data file that you previously selected Poverty Status in the Last 12 Months 2012 ACS 5-Year Estimates, ID # S1701.

22. A table will display the poverty data for the Census Tracts that you selected. Use only the first row of data showing overall poverty numbers for each Census Tract. Use the first column, the total population of the Census Tract and the third column, the number below poverty. Use the directional arrows on the table to move from Census Tract to Census Tract.

23. Do not look at the poverty rate of each Census Tract. Rather, create your own table with a column showing the total population of each census tract and a column showing the number in poverty in each Census tract. Add up each column and divide the total number in poverty in all of the Census Tracts by the total population of all of the Census Tracts to compute the poverty rate of the entire target community.

24. To save your work thus far, Click on <**Bookmark**> at the top of table. You will be given two choices—to either Create Bookmark or to Save Query. You may as well do both. First, click on Create a Bookmark and then click on add when given a prompt. This will save your work on your Favorites Bar. Second, select S**ave Query**. Then click on Save when given the prompt and you will be given the chance to browse your computer's files to get to the file where you want to save your work just as you would if you were saving any other document. Then hit Save.

25. If the overall poverty rates of the Census Tracts you selected is above 30 percent, you are done. Print the table from the Census web site and go back and print the map and submit the Census table and the map with your application. You do not need to show the street boundaries on the map that you include in your application, but for your own later use you can use the zoom feature of the map to identify the streets that serve as the boundaries of the target area. In almost all cases streets forming the boundaries of census tracts will be shown if you zoom in close enough. In a few cases the map will

not show the name of a particular street and you will have to use a street map or actually drive through the target area to identify the boundary street.

26. If the overall poverty rate of the Census Tracts you selected is less than 30 percent, you need to go back and add or delete Census Tracts. At the top of the page with your table, click on Back **to Search.** This will take you back to the page with the **Your Selections** box. Below the Your Selections box, click on <**Geographies>**. Then, at the top of the Geographies page, click on <**Maps>**. This will take you back to the map that you have been working on.

27. You can proceed to add Census Tracts by clicking on additional points on the map and clicking on **Add to Your Selections**. To delete a Census Tract simply click on the red X next to the Census Tract in the **Your Selections** box. Again, as you add and delete Census tracts, the target area needs to remain contiguous.

28. Once you have added and deleted the Census Tracts, repeat steps 20 through 23 to access the table showing the poverty rates of your new set of Census Tracts. Again, click on **Bookmark** at the top of the table and select both Create Bookmark and **Save Query** to save your work.

29. To retrieve a Bookmark after you have saved it simply go to your Favorites bar and click on the item. To retrieve a Query go to www.Census.gov and on the Census Bureau home page in the bottom of the page in the blue background under "Find Data" click on American Factfinder. Then in the bottom right hand corner of the **American FactFinder** home page

click on <**Load Query**>, and then click on the Browse prompt to find the work that you saved on your computer.

IX. OMB Information Collection

<u>OMB Information Collection No 1225-0086, Expires January 31, 2016.</u>

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 ANNOUNCEMENT.

This information is being collected for the purpose of awarding a grant. The information collected through this "Funding Opportunity Announcement" 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