

ETA FUNDING OPPORTUNITY ANNOUNCEMENT

U.S. DEPARTMENT OF LABOR
Employment and Training Administration

**NOTICE OF AVAILABILITY OF FUNDS AND FUNDING OPPORTUNITY
ANNOUNCEMENT FOR:**

**The National Farmworker Jobs Program (NFJP) Employment and Training Grants
and Housing Assistance Grants**

ANNOUNCEMENT TYPE: *Initial*

FUNDING OPPORTUNITY NUMBER: *FOA-ETA-16-02*

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NUMBER: *17.264*

KEY DATES: *The closing date for receipt of applications under this Announcement is
[insert date 45 days after the date of publication on Grants.gov] . We must receive
applications no later than 4:00:00 p.m. Eastern Time.*

ADDRESSES: *Address mailed applications to:*

***The U.S. Department of Labor
Employment and Training Administration, Office of Grants Management
Attention: Jimmie Curtis, Grant Officer
Reference FOA-ETA-16-02
200 Constitution Avenue, NW, Room N4716
Washington, DC 20210***

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

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EXECUTIVE SUMMARY:

The Employment and Training Administration (ETA), U.S. Department of Labor (DOL, or the Department, or we), announces the availability of approximately \$ 81,402,000 in grant funds authorized by the Workforce Innovation and Opportunity Act (WIOA) Section 167 for National Farmworker Jobs Program (NFJP) Employment and Training Grants and Housing Assistance Grants.

Of the approximately \$81,402,000 available, the Department intends to award approximately \$75,885,000 for Employment and Training Grants and \$5,517,000 for Housing Assistance Grants. These awards will have a 4-year period of performance and will fund program years (PY) 2016-2019, that is, July 1 2016-June 30, 2020.

Note: This funding opportunity announcement (FOA) is for the purpose of awarding both (1) Employment and Training Grants and (2) Housing Assistance Grants. While much of the information in this FOA relates to both Employment and Training Grant Applicants and Housing Assistance Grant Applicants, the services required by each program differ substantially. Applicants who wish to apply for both grants must submit separate applications for each type of grant. For application criteria information, please refer to Eligibility Information under Section III as well as to Application and Submission Information under Section IV in the FOA.

I. FUNDING OPPORTUNITY DESCRIPTION

Under NFJP, funding will be awarded through a competitive process to eligible entities to provide career services, training services, housing assistance services, youth services, and other related assistance services. The primary intent of the NFJP grants is to assist eligible Migrant and Seasonal Farmworkers (MSFWs) and their dependents, including youth MSFWs, to obtain and retain jobs that provide stable, year-round employment, both within and outside agriculture.

At the time this FOA is published, the Department is still finalizing the Workforce Innovation Opportunity Act (WIOA) regulations. Applicants will need to address the requirements of this FOA in their application, but will ultimately be responsible for meeting all requirements in the WIOA Final Rule. In the event that this FOA differs from the WIOA Final Rule, the Final Rule will take precedence and the Department will modify awarded grants as necessary.

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A. PROGRAM PURPOSE

This Announcement solicits applications for the National Farmworker Jobs Program (NFJP) Employment and Training Grants and Housing Assistance Grants. The purpose of this program is to assist eligible Migrant and Seasonal Farmworkers (MSFWs) and their dependents, including youth MSFWs, receive career services, training services, housing assistance services, youth services, and other related assistance services that help retain and stabilize their current agriculture jobs as well as acquire new skills they need to start careers that provide higher wages and stable, year-round employment. To support better economic outcomes for farmworkers, NFJP also works to meet a critical need for quality housing.

MSFWs whose livelihood is primarily derived from agricultural employment experience chronic unemployment and underemployment inherent in the industry but also face additional, significant barriers to employment. These barriers include low wages, low levels of education, limited English proficiency, disability status, limited access to health care, inferior housing, and insufficient resources to sustain themselves through a period of retraining.

NFJP is a nationally-directed, locally-administered program of career services, training services, housing assistance services, youth services, and other related assistance services that helps eligible MSFWs and their dependents, including youth MSFWs, overcome these barriers. The program partners with community organizations and state agencies, including American Job Centers (AJCs), to ensure MSFWs access other services of the public workforce system. For more information about NFJP, please go to: <http://www.doleta.gov/Farmworker/html/NFJP.cfm>.

Program Services

NFJP Employment and Training Grants provide careers services, training services, housing assistance services, youth services, and related assistance services, including emergency assistance.

While no limitation is placed on the numbers of participants receiving related assistance services only, Employment and Training Grant applicants must describe in detail how they will maximize the number of participants receiving career services, training services, and youth services to realize the program's purpose, further developed in the Budget Narrative and Project Narrative in Section IV.B.2 and IV.B.3

NFJP Housing Assistance Grants provide housing assistance services, including temporary and permanent housing, and related assistance services, including emergency assistance. Permanent housing developed or renovated (construction of new housing units or the

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rehabilitation of existing housing structures) with NFJP funds must be promoted and made widely available to, but occupancy is not restricted to, eligible MSFWs. While occupancy of year-round and migrant rental units is not restricted to NFJP-eligible farmworkers, the strong link between housing assistance and the economic objectives of NFJP should translate directly into broad access by NFJP-eligible farmworkers to housing assistance. Providing housing assistance to NFJP-eligible farmworkers should be a priority.

For more guidance and planning information on the activities associated with the implementation of NFJP under WIOA, please see TEGL NO. 35-14 https://wdr.doleta.gov/directives/attach/TEGL/TEGL_35-14_Acc.pdf.

Employment and Training Grant Performance Measures

The WIOA statute requires that the following indicators be used to determine the effectiveness of the program overall and of individual grantees in helping MSFWs find jobs, and earn wages. Information regarding these performance indicators is provided in WIOA Section 116. Program Year 2016 is a transition year as the workforce system implements new performance requirements pursuant to WIOA Section 116 and the Final Rule, once it is promulgated. The Departments of Education and Labor will provide additional information and guidance about WIOA performance measures in future guidance and technical assistance.

Within the first 90 days of the period of performance, the Department will negotiate final performance measures for each selected grantee. As part of the Project Narrative, Employment and Training Grant Applicants must describe the performance measures goals they intend to meet and how their project design and services will result in outcomes aligned to the following measures:

NFJP Adult Measures:

- Percentage of program participants in unsubsidized employment during the second quarter after exit from the program;
- Percentage of program participants who are in unsubsidized employment during the fourth quarter after exit from the program;
- Median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program; and
- Percentage of program participants who obtain a recognized postsecondary credential or a secondary school diploma or its recognized equivalent during participation in or within one year after exit from the program.

NFJP Youth Measures:

- Percentage of program participants who are in education or training activities, or in unsubsidized employment, during the second quarter after exit from the program;
- Percentage of program participants who are in education or training activities, or in unsubsidized employment, during the fourth quarter after exit from the program;

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- Median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program; and
- Percentage of program participants who obtain a recognized postsecondary credential or a secondary school diploma or its recognized equivalent during participation in or within one year after exit from the program.

Applicants may develop additional performance indicators and include them in the project narrative. If including additional performance indicators in the program plan, applicants must describe how the indicator(s) will support program outcomes.

Note: ETA will not establish performance goals for the two Adult and Youth measures listed below. Data collected on these two measures in PY 2016 and subsequent program years, will be used to establish performance goals for these indicators in future program years.

Adult and Youth Measures:

- Percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains toward such a credential or employment; and
- Effectiveness in serving employers.

Housing Assistance Grant Performance Measures

Within the first 90 days of the period of performance, the Department will negotiate final performance goals for each selected grantee. As part of the Project Narrative, Housing Grant Applicants must describe how their project design and services will result in outcomes aligned to following measures:

- Total number of eligible MSFWs served as designated in the applicant's project narrative;¹ and
- Total number of eligible MSFW families served as designated in the applicant's project narrative.²

¹ The total number of eligible MSFWs to be served each program year and the cumulative number for the 4-year program plan submitted.

² The total number of eligible MSFW families to be served each program year and the cumulative number for the 4-year program plan submitted. An eligible MSFW family means an eligible MSFW and all the individuals identified under the definition of "dependent" in TEG L NO. 35-14 who are living together in one physical residence. If a NFJP participant has no other family members receiving benefit from the housing services provided, then the participant would not be as a "family" for the purposes of this FOA.

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Applicants may develop additional performance indicators and include them in the project narrative. If including additional performance indicators in the program plan, applicants must describe how the indicator(s) will support program outcomes.

Program Authority

Section 167 under WIOA authorizes this program.

II. AWARD INFORMATION

A. AWARD TYPE AND AMOUNT

Funding will be provided in the form of a grant.

Employment and Training Grants

We expect availability of approximately \$75,885,000 to fund approximately 52 Employment and Training grants. To serve as a guide when developing your proposal, see the NFJP Program Year 2015 Employment and Training Grant Fund Allocations, which are available at: <https://www.doleta.gov/Farmworker/pdf/NFJP-PY2015-Allocation-States.pdf>.

Housing Assistance Grants

We expect availability of approximately \$5,517,000 to fund approximately 7 to 20 Housing Assistance grants ranging from \$100,000 to \$1,000,000. To serve as a guide when developing your proposal, see the NFJP Program Year 2015 Housing Grant Fund Allocations, which is available at: <https://www.doleta.gov/Farmworker/pdf/2015HousingAllocation.pdf>.

Awards made under this Announcement are subject to the availability of Federal funds. In the event that additional funds become available, we reserve the right to use such funds to select additional grantees from applications submitted in response to this Announcement.

B. PERIOD OF PERFORMANCE

The period of performance is 4-years with an anticipated start date of July 1, 2016. This performance period includes all necessary implementation and start-up activities.

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III. ELIGIBILITY INFORMATION

A. ELIGIBLE APPLICANTS

The following organizations are eligible to apply:

- State and Local Workforce Development Boards
- State Agencies
- State Government
- County Government
- City or Township Government
- Public/State Controlled Institution of Higher Education
- Indian/Native American Tribal Government (Federally Recognized)
- Indian/Native American Tribal Government (Other than Federally Recognized)
- Indian/Native American Tribally Designated Organization
- Nonprofit Organization with IRS 501(c)(3) Status
- Public/Indian Housing
- All WIOA Section 166 Grantees

The Department encourages applications from organizations who may not have received NFJP grants before, including organizations that serve populations facing multiple barriers to employment (e.g., limited-English proficiency, low educational attainment, or minimal experience with technologies and tools commonly used in the modern workplace).

Among eligible applicants listed above, the applicant agency or organization must also adhere to WIOA Section 167 that describes eligible entities as those that have:

1. An understanding of the problems of eligible migrant and seasonal farmworkers (including dependents);
2. A familiarity with the area to be served; and
3. The ability to demonstrate a capacity to administer and deliver effectively a diversified program of workforce investment activities (including youth workforce investment activities) and related assistance for eligible migrant and seasonal farmworkers.

Additionally:

Service Areas for Employment and Training Grant Applications

For the purposes of this announcement Employment and Training grant applications are being solicited for a single NFJP grant per state, including Puerto Rico, to serve the eligible

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migrant and seasonal farmworker population within that state, with the following exceptions:

- No application will be accepted to operate NFJP in the District of Columbia due to the small relative share of eligible participants and seasonal agricultural employment;
- Between four and six entities will be selected to provide NFJP services in California;
- Connecticut and Rhode Island are a combined service delivery area;
- Delaware and Maryland are a combined service delivery area;
- Please note that the definition of eligible seasonal farmworker under WIOA Section 167(i)(3) is new and accounts for fish farming labor. The Department encourages applicants from Alaska to apply, if they have an eligible migrant and seasonal farmworker population to serve.
- Applications for the combined state service delivery areas defined above must address the two states as a single geographic area.

Service Areas for Housing Assistance Grant Applications

For the purposes of this announcement, Housing Assistance grant applications are being solicited for service areas designated by the applicant and may be for:

- A single state;
- Multiple contiguous states; and
- Portions of one or more contiguous states.

The smallest units of service for this program are counties; for example, an applicant may elect to serve a set of counties within a state, but not specific cities or townships. Grantees will be required to provide services to all county(ies) that they identify.

B. COST SHARING OR MATCHING

This program does not require cost sharing or matching funds. Including such funds is not one of the application screening criteria and applications that include any form of cost sharing or match will not receive additional consideration during the review process. Instead, the agency considers any resources contributed to the project beyond the funds provided by the agency as leveraged resources. Section IV.B.2 provides more information on leveraged resources.

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 not be included in the application package. We urge you to use this checklist to ensure that your application contains all required items. If your

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application does not meet all of the screening criteria, it will not move forward through the merit review process.

Application Requirement	Instructions	Complete?
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. <i>(We will attempt to open the document, but will not take any additional measures in the event of problems with opening.)</i>	Section IV.C.	
SAM Registration	Section IV.B.1	
SF-424, Application for Federal Assistance	Section IV.B.1	
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	
Submission of application to governor (Copy of certified mail receipt)	Section IV.B.4	
Project/Performance Site Location(s) Form	Section IV.B.4	
Performance Information (only applicable for applicants that are not current NFJP grantees)	Section IV.B.4	

2. Number of Applications Applicants May Submit

We will consider only one application per type of grant and per state/service area from each organization. If we receive multiple applications for the same type of grant and state/service area from the same organization, we will only consider the most recently received application that met the deadline. If the most recent application is disqualified for any reason, we will not replace it with an earlier application.

If applicants wish to apply for both types of grants, applicants are required to submit separate applications for grants to provide Employment and Training Services and Housing Assistance services:

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- Employment and Training Applicants must submit separate applications for each state/service area that they intend to provide services in; and
- Housing Assistance Applicants must submit separate applications for each state/service area they are applying for.

3. Eligible Participants

a) Participants Eligible to Receive NFJP Services

The intent of this FOA is to fund projects that provide career services, training services, housing assistance services, youth services, and other related assistance services to eligible MSFWs and their dependents. Recipients of NFJP services must be eligible MSFWs.

In addition to serving eligible MSFWs, grantees may provide NFJP services to eligible MSFW youth. Eligible participants must meet the relevant participant eligibility requirements identified in Section 5 of TEGL NO. 35-14, http://wdr.doleta.gov/directives/attach/TEGL/TEGL_35-14_Acc.pdf.

- i. **Eligible seasonal farmworker** means a low-income individual who for 12 consecutive months out of the 24 months prior to application for the program involved, has been primarily employed in agricultural or fish farming labor (NAICS codes 112511 and 112512) that is characterized by chronic unemployment or underemployment; and faces multiple barriers to economic self-sufficiency; and dependents of the seasonal farmworker, as described in WIOA Section 167 (i)(3) and in TEGL NO. 35-14, are also eligible.
- ii. **Eligible migrant farmworker** means an eligible seasonal farmworker as defined in WIOA Section 167(i)(3) whose agricultural labor requires travel to a job site such that the farmworker is unable to return to a permanent place of residence within the same day; and dependents of the migrant farmworker, as described in WIOA Section 167(i)(2) are also eligible.
- iii. **Eligible MSFW youth** means an eligible MSFW aged 14-24 who is individually eligible or is a dependent of an eligible MSFW. The term eligible MSFW youth is a subset of the term eligible MSFW.
- iv. **Dependent** means an individual who:
 1. Was claimed as a dependent on the eligible MSFW's Federal income tax return for the previous year; or
 2. Is the spouse of the eligible MSFW; or
 3. If not claimed as a dependent for Federal income tax purposes, is able to establish:
 1. A relationship as the eligible MSFW's;

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- o Child, grandchild, great grandchild, including legally adopted children;
 - o Stepchild;
 - o Brother, sister, half-brother, half-sister, stepbrother, or stepsister;
 - o Parent, grandparent, or other direct ancestor but not foster parent;
 - o Foster child;
 - o Stepfather or stepmother;
 - o Uncle or aunt;
 - o Niece or nephew;
 - o Father-in-law, mother-in-law, son-in-law; or
 - o Daughter-in-law, brother-in-law, or sister-in-law; and
2. The receipt of over half of his/her total support from the eligible MSFW's family during the eligibility determination period.

Additionally:

- NFJP male participants must meet the registration requirements of Section 3 of the Military Selective Service Act by registering for Selective Service as required. NFJP must administer the program in conformity with TEGL NO. 11-11 and TEGL NO. 11-11 Change 2, which provide Selective Service registration requirements for ETA programs funded through WIA.
- NFJP participants that meet eligibility to receive services may include individuals who have been granted relief under the Deferred Action for Childhood Arrivals (DACA) with employment authorization documents. Therefore NFJP grantees must administer the program in conformity with TEGL NO. 2-14. For more information on the eligibility of individuals granted relief under the Deferred Action for Childhood Arrivals (DACA) Initiative, go to: <http://wdr.doleta.gov/directives/attach/TEGL/TEGL 2-14 Acc.pdf>.
- Note that Section 188(a)(5) of WIOA (“Prohibition on Discrimination Against Certain Non-Citizens”) provides that participation in programs and activities or receiving funds under Title I must be available to citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylees, and parolees, and other immigrants authorized by the Attorney General to work in the United States. Please refer to TEGL 25-04 for more information.

b) Veterans’ Priority for Participants

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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 are 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.

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.

You must ensure that the funding amount requested is consistent across all parts and sub-parts of the application.

(1) SF-424, "Application for Federal Assistance"

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- You must complete the SF-424, “Application for Federal Assistance” (available at: http://apply07.grants.gov/apply/forms/sample/SF424_2_1-V2.1.pdf).
- In the address field, fill out the nine-digit (plus hyphen) zip code. Nine-digit zip codes can be looked up on the USPS website at: <https://tools.usps.com/go/ZipLookupAction!input.action> .
- 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, the 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/forms/sample/SF424B-V1.1.pdf>). You do not need to submit the SF-424B 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 WIOA³, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the WIOA, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA 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

³ The Workforce Innovation and Opportunity Act (“WIOA”, Public Law 113-128) was signed into law on July 22, 2014. Most provisions of WIOA became effective July 1, 2015. Grants awarded under this FOA are authorized by the WIOA, and the terms of the WIOA will apply to these grants for the life of the grants. Please note that in addition to the provisions of WIOA, grantees will also be subject to WIOA’s implementing regulations when they are finalized and promulgated.

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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 WIOA Title I-financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIOA 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 must 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>.

Grant recipients authorized to make subawards must meet these 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.

(See, Appendix A to 2 CFR section 25.)

- **Requirement for Registration with SAM**

Applicants must register with the System for Award Management (SAM) before submitting an application. Find instructions for registering with SAM can at: <https://www.sam.gov>.

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. If an applicant has not fully complied with these requirements by the time the Grant Officer is ready to make a Federal award, the Grant Officer may determine that the applicant is not qualified to receive a Federal award

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and use that determination as a basis for making a Federal award to another applicant.

(2) Project Budget

You must complete the SF-424A Budget Information Form (available at: <http://apply07.grants.gov/apply/forms/sample/SF424A-V1.0.pdf>). 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.

Equipment: Identify each item of equipment you expect to purchase 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, not “equipment”. In general, we do not permit the purchase of equipment during the last funded year of the grant.

Supplies: Identify categories of supplies (e.g. office supplies) in the detailed budget and list the quantity and unit cost per item. Supplies include all tangible personal property other than “equipment” (see 2 CFR 200.94 for the definition of Supplies).

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Contractual: Identify each proposed contract and specify its purpose and estimated cost. If applicable, identify any subrecipient agreements, including purpose and estimated costs. See Section VI.B.2.f. for more information on the distinction between contractor and subrecipient.

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 you must show the costs 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 you include indirect costs 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 information regarding the negotiation of Indirect Cost Rates at DOL:

<http://www.dol.gov/oasam/boc/dcd/index.htm>.

Additionally:

Employment and Training Grant Applicants must include:

Applicants should submit an SF-424, 424A, and budget narrative for only the PY 2016 funding level requested for the specific state/service area being applied for. The applicant's budget narrative must determine the amount

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needed to accomplish the activities described in the first year (PY 2016) of submitted 4-year program plan.

Housing Assistance Grant Applicants must include:

Applicants should submit an SF-424, 424A, and budget narrative, within the minimum amount of \$100,000 and the maximum amount of \$1,000,000, for the PY 2016 funding level requested for the specific state being applied for. The applicant's budget narrative must determine the amount needed to accomplish the activities described in the first year (PY 2016) of submitted 4-year program plan.

Note: Although the Department will award grants with a 4-year period of performance, applicant should only submit a SF-424, SF-424A, and budget narrative for PY 2016. Awarded grantees will submit SF-424, 424A and budget narratives for each subsequent program year of the grant award according to guidelines from the Department.

Do not show leveraged resources on the SF-424 and SF-424A. You should describe leveraged resources in the budget narrative.

Applicants should list the same requested Federal grant amount on the SF-424, SF-424A, and budget narrative. If minor inconsistencies are found between the budget amounts specified on the SF-424, SF-424A, and the budget narrative, ETA will consider the SF-424 the official funding amount requested. However, if the amount specified on the SF-424 would render the application nonresponsive, the Grant Officer will use his or her discretion to determine whether the intended funding request (and match if applicable) is within the responsive range.

Applicants are encouraged, but not required, to use the suggested budget narrative format below when preparing their budget narrative for PY 2016.

Example:

Categories	Description of Cost	Administrative Costs	Program Costs	Total
Personnel		\$10.00	\$90.00	\$100.00
Fringe		\$1.00	\$9.00	\$10.00
Travel		\$0.00	\$90.00	\$90.00
Equipment		\$0.00	\$0.00	\$0.00
Supplies		\$2.00	\$8.00	\$10.00
Contractual		\$0.00	\$100.00	\$100.00
Construction		\$0.00	\$0.00	\$0.00
Other		\$0.00	\$200.00	\$200.00
Total Direct		13.00	497.00	\$510.00

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Charges				
Indirect Charges		\$20.00	\$5.00	\$25.00

(3) Project Narrative

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 30 double-spaced single-sided 8.5 x 11 inch pages with Times New Roman 12 point text font and 1 inch margins. You must number the Project Narrative beginning with page number 1.

We will not read or consider any materials beyond the specified page limit in the application review process.

The following instructions provide all of the information needed to complete the Project Narrative. Carefully read and consider each section, and include all required information in your Project Narrative. The agency will evaluate the Project Narrative 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

All applicants must describe whether the application is for an Employment and Training Grant or Housing Assistance Grant. Applicants must describe in a 4-year program plan, in both quantitative and qualitative terms, the need for assistance, including the nature and scope of the problem, and the consequences of not addressing the need. Incorporate demographic data and participant/beneficiary information whenever possible. Analyses must incorporate relevant labor market information data, including agricultural data, demographic data, participant information for the population, and other information, that illustrate a compelling need for NFJP services in the state/service areas and for the requested funding amount.

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Additionally:

- i. Employment and Training Grant Applicants must describe a comprehensive understanding of employment challenges facing MSFWs, including MSFW youth and their dependents in the proposed state/service area and the contributing factors. Describe the socio-economic characteristics of the intended MSFW service population; the barriers to employment facing MSFWs and the characteristics of the agricultural industry in the service area. Discuss the economic conditions and employment outlook of the proposed service area, including an identification of the growth or high-demand industries or occupations targeted by the applicant for employment and education opportunities for MSFWs.
- ii. Housing Assistance Grant Applicants must describe an understanding of the housing assistance needs and MSFW population in the proposed service area(s) and the problems faced by migrant and seasonal farmworkers in accessing that market. Applicants must describe the housing market in the proposed service area(s), including a description of employer-provided housing, if any; publicly-subsidized housing, if any; and the problems encountered by migrant and seasonal farmworkers in accessing affordable housing. Include a discussion of how housing assistance needs impact MSFWs in getting and keeping a job, or in participating in training activities that lead to improved economic outcomes.

(2) Expected Outcomes and Outputs

All applicants must clearly identify the outcome(s) and output(s) that will result from the project. Outcomes are the measurable results of the project. They are the positive benefits or negative changes or measurable characteristics that occur as a result of project activities or outputs. Outputs are tangible products or services that result from the project.

Additionally:

Employment and Training Grant Applicants must describe the performance measures goals they intend to meet and how their project design and services will result in outcomes aligned to the following measures:

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V. NFJP Adult Measures:

- Percentage of program participants in unsubsidized employment during the second quarter after exit from the program;
- Percentage of program participants who are in unsubsidized employment during the fourth quarter after exit from the program;
- Median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program; and
- Percentage of program participants who obtain a recognized postsecondary credential or a secondary school diploma or its recognized equivalent during participation in or within one year after exit from the program.

VI. NFJP Youth Measures:

- Percentage of program participants who are in education or training activities, or in unsubsidized employment, during the second quarter after exit from the program;
- Percentage of program participants who are in education or training activities, or in unsubsidized employment, during the fourth quarter after exit from the program;
- Median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program; and
- Percentage of program participants who obtain a recognized postsecondary credential or a secondary school diploma or its recognized equivalent during participation in or within one year after exit from the program.

Housing Grant Applicants must describe how their project design and services will result in outcomes aligned to following measures:

- i. Total number of eligible MSFWs served as designated in the applicant's project narrative;⁴ and
- ii. Total number of eligible MSFW families served as designated in the applicant's project narrative.⁵

⁴ The total number of eligible MSFWs to be served each program year and the cumulative number for the 4- year program plan submitted.

⁵ The total number of eligible MSFW families to be served each program year and the cumulative number for the 4- year program plan submitted. An eligible MSFW family means an eligible MSFW and all the individuals identified under the definition of "dependent" in TEGL NO. 35-14 who are living together in one physical residence. If a NFJP participant has no other family members receiving benefit from the housing services

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Applicants may develop additional performance indicators and include them in the project narrative. If including additional performance indicators in the program plan, applicants must describe how the indicator(s) will support program outcomes.

(3) Project Design

All applicants must propose methods that the program will use to address the stated outcomes and outputs. Applicants must propose 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. The project design needs to account for all functions or activities identified in the application; cite factors that might accelerate or decelerate the work and state the reason for taking the proposed approach rather than other approaches; and identify any potential barriers and describe how the project will be able to overcome those barriers. The application should explain how the project design adheres to the job-driven training principles laid out in the Vice President's Ready to Work: Job-Driven Training and American Opportunity report released in July 2014.⁶ In particular, the project design should articulate how the applicant will: engage employers; offer participants work-based learning opportunities; use local labor market data to inform the project direction; create career pathways for participants; leverage regional partnerships to maximize the effect of the program; and provide the job supports necessary for success. Describe how program results will be aligned with WIOA performance measures. See Section II.D. to see how performance measures will be treated for this FOA.

Additionally:

Employment and Training Grant Applicants must include:

- i. Program Operations and Service Delivery
 - Identify state/service area to be covered by the plan, including the number and location of eligible MSFWs and their dependents to be served and a breakdown of projected number of participants, to be offered career services, youth services, training services, housing assistance services, and other related assistance services.
 - Describe strategies for developing employment and training opportunities specifically in in-demand industry sectors and

provided, then the participant would not be as a "family" for the purposes of this FOA.

⁶ https://www.whitehouse.gov/sites/default/files/docs/skills_report.pdf

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occupations identified by the applicant through outreach to employers and job development, strategic partnerships, and training strategies and how those services will be delivered in conjunction with the AJC system and other agencies or organizations with which the applicant will collaborate with in providing these services.

- Identify any initiatives in the state/service area, through the local AJC system, community colleges, local businesses or other strategic partners, that the applicant is currently collaborating with, or will collaborate with, to increase employment opportunities for MSFWs.
- Describe strategies to address a participant's needs as identified through career planning, an objective assessment, and/or an Individual Employment Plan (IEP), including the process for determining what services will be provided.
- Describe practices that will be used to determine a participant's enrollment in training services, criteria for determining when a participant will be placed in training, and methods for delivering the training, including a description of the education approaches (e.g., remediation, contextualized learning that combines basic skills with specific occupational knowledge, post-secondary education, credential, certification or degree attainment, entrepreneurial training) to be used to assist participants in obtaining the skills that lead to employment in higher-paying, more stable employment.
- Identify plans to promote co-enrollment of participants in WIOA-funded programs and/or other programs as well as strategies that encourage the attainment of recognized postsecondary credentials as defined in WIOA Section 3(52) when appropriate for an eligible MSFW and use of work-based learning as an effective service strategy to assist jobseekers in entering and advancing along a career pathway.
- Describe strategies to provide educational and career planning opportunities for MSFW dependents, particularly youth.
- Identify the employers with whom the applicant currently works and describe how those relationships lead to employment opportunities for farmworkers or other populations with significant barriers to employment. Describe their plan for outreach and recruitment of new employers and the job development and placement strategies to be used, including how placement opportunities from new employers will be secured.

ii. Outreach Activities to MSFWs

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- Identify strategies to be employed to effectively find and recruit eligible MSFWs, including a description of the field office structure for the organization and how it optimizes outreach and recruitment of new participants.
- Describe plans to partner with other agencies and organizations, such as faith-based and other community-based organizations, organizations serving youth, state agricultural programs, AJC partner programs, the state's Monitor Advocate system, and other MSFW-serving organizations, to conduct outreach and recruitment activities.

Housing Assistance Grant Applicants must include:

- i. Program Operations and Service Delivery
 - The service area to be covered by the plan, including the number and location of eligible MSFWs and their dependents to be served and a breakdown of projected number of participants to be offered housing services.
 - How the applicant proposes to promote co-enrollment of participants in WIOA-funded programs and/or other programs.
- ii. Outreach Activities to MSFWs
 - Describe strategies to be employed to effectively find and recruit eligible MSFWs, including a description of the field office structure for the organization and how it optimizes outreach and recruitment of new participants.
 - Describe plans to partner with other agencies and organizations, such as faith-based and other community-based organizations, organizations serving youth, state agricultural programs, AJC partner programs, the state's Monitor Advocate system, and other MSFW-serving organizations, to conduct outreach and recruitment.
 - Describe strategies for identifying and conducting outreach to eligible MSFWs with housing needs.

(4) Strategic Partnerships and Collaboration

All applicants must demonstrate a network of service providers that is capable of providing the appropriate career services and training, youth services, housing assistance and other related assistance to eligible MSFWs to accomplish the activities described in the 4-year program plan.

- i. American Job Center Partner Capacity

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- Demonstrate capacity to work effectively as a partner in the AJC network. Applicants must describe their experience, if any, in working with the AJC network in the state/service area or elsewhere, including the role the applicant played in the system, how the applicant coordinated with other AJC partners, and how the applicant collaborated with other programs to deliver services to participants and share costs. Describe any successes achieved and challenges confronted through their partnerships and collaborations.
 - If the applicant has not previously worked with the AJC network, the applicant must demonstrate its capacity to do so by describing its experience in working as part of a system or collaborative that entails coordination across multiple programs. Such applicants must describe their role in the system or collaborative, how the applicant coordinated with other partners, and how the applicant collaborated with other programs to deliver services to participants and share costs. Describe any successes achieved and challenges confronted through their partnerships and collaborations.
- ii. Other Strategic Partnerships
- Demonstrate ability to partner with organizations, other than the AJC network, that work with MSFWs in the service area. Applicants must describe the key education institutions; state and/or local government agencies; faith-based and other community-based organizations; and/or other organizations and programs that serve the MSFW population in the state/service area, including federally-funded programs such as migrant health or migrant education programs. Describe the applicant's experience, if any, in collaborating with these key institutions, programs, agencies and organizations to serve MSFWs in the state/service area. Applicants, particularly those who do not currently serve MSFWs in the state/service area, must explain how they will partner with these institutions, programs, agencies, and organizations under the grant award in order to provide support and increase employment opportunities for MSFWs and their dependents.

(5) Organizational, Administrative, and Fiscal Capacity

All applicants must provide information on the applicant organization's current mission, structure, staffing, and relevant experience. Describe how these factors contribute to the ability of the

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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.

- i. Financial, Program Management, and Reporting Systems
 - Demonstrate that the financial, program management and reporting systems that will be used to operate NFJP will ensure fiscal and program integrity and generate reliable reports and data. In describing these systems, applicants must specify what staff will manage those systems, what the staff's responsibilities will be, and what training will be available to enhance staff skills in the operation of the systems described.
 - Establish that your organization has a system, which will ensure correct eligibility determinations and prevent enrollment of ineligible participants. Applicants must also demonstrate that their participant tracking and reporting systems will enable the requisite data validation procedures to be carried out, as described in TEG L NO. 06-14 *Program Year (PY) 2013/Fiscal Year (FY) 2014 Data Validation and Performance Reporting Requirements and Associated Timelines*. ETA will update performance reporting requirements in future guidance. Until such guidance is finalized, grantees will use existing reporting systems and follow standard data validation processes.
 - Establish that your organizations has a system that will perform the recordkeeping and tracking necessary to provide reliable information on participant characteristics, services received, and outcomes (including common performance measures) required in quarterly reports and individual participant records.
 - Demonstrate the capacity to provide case management, as well as the electronic tools to be utilized (e.g., personal computer, software, Internet access, e-mail accounts) to implement a client-centered case management system.
 - Describe a fiscal management reporting system that is sufficient to prepare financial reports and to trace funds to adequate levels of expenditures to ensure lawful spending. The system must have the capacity to track spending by program, to ensure that, for those organizations with funding from more than one Federal program, expenditures are allocated to the

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appropriate program. The system must also be able to track program income generated through activities funded by NFJP grants, and show the link between program income and those additional participants and/or services funded through program income. Applicants must describe their capacity to manage related assistance services and to account for expenditures related to those services.

ii. Staff Capacity

- Demonstrate your organization has the staff capacity to effectively operate the program. Applicants must describe their organizational structure and the proposed staffing pattern to administer the NFJP grant award. Applicants may also include an organizational chart as an attachment that identifies all the positions that would be funded, in whole or in part, by the NFJP grant, and identifies the expected time commitment of each position to NFJP. Applicants must also describe the professional qualifications that the applicant would require of key positions, including, but not limited to, the executive director, program manager(s), MIS and financial system manager/staff, case managers, and outreach workers.

(6) Past Performance – Programmatic Capability

All applicants note:

- If you have received federally and/or non-federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) similar in size, scope, and relevance to the proposed project that have been completed within the last five years of the closing date of this Announcement, please submit a list of no more than three such agreements and include a grantor contact name and telephone number for each. If you have received any ETA agreements, you must include those agreements on the list but no more than three. For each agreement, provide two significant performance goals and the outcomes of those goals in order to demonstrate if and how the applicant successfully completed and managed each agreement. The outcomes must clearly demonstrate in numerical form if, in fact, the goals were met or exceeded. In evaluating applicants under these factors in Section V, we will consider the information you provided and may also consider

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relevant information from other sources, including information from our files and from current/prior grantors (e.g., to verify and/or supplement the information you provided).

-OR-

- If you have not received any federally and/or non-federally funded assistance agreements or have received fewer than three agreements, then you must describe and document past accomplishments achieved operating a comparable program. Explain how your experience operating a comparable program prepared you to undertake the complexities of operating the proposed project. Describe how long the comparable program has been in operation, and include a grantor or third party contact name and telephone number for each, as applicable.

Additionally:

Employment and Training Grant Applicants must include:

- i. Entered Employment
 - Describe past performance in placing participants into unsubsidized employment.
- ii. Retention in Employment
 - Describe past performance in participants retaining unsubsidized employment.
- iii. Average Earnings
 - Describe performance as measured in terms of average earnings by participants who have been placed in unsubsidized employment.

Current NFJP Grantees Only. Whether applying for their current service area or a different service area, current NFJP Grantees do not need to submit any performance data. ETA will use grantees' actual outcomes for the common performance measures (entered employment, retention in employment, and average earnings) based on the Workforce Investment Act Standardized Participant Record (WIASPR) data submitted by grantees for PY 2014 and the available quarters of valid data for PY 2015.

All Other Applicants. All other applicants must describe in detail the program they operated which placed participants with significant barriers to employment into unsubsidized employment, retention in unsubsidized employment, and average earnings. Such applicants will be scored based on their actual performance on the common measure entered employment rate or a similar measure. This description must include the following data: 1) Number of participants that were placed in unsubsidized employment, 2) The actual performance on the common measure entered employment rate or a similar

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measure, 3) Number of participants that retained unsubsidized employment, and 4) Data on participants' wages earned.

If a similar measure is used, applicants must describe how the entered employment rate was calculated, including the definition of the measure and the numerator and denominator. Applicants should also provide a citation or link for the program's performance for Grant Officer verifications. Such applicants must specify the source of the data, the method(s) used to document a positive outcome (e.g., follow-up with participants or employers, pay stubs, wage records), the year(s) the data cover(s), and whether the data were filed with the project's funder. This information is to be provided in an attachment that is no longer than 10 pages. Information on the common measures can be found at http://www.doleta.gov/performance/guidance/tools_commonmeasures.cfm.

Housing Assistance Grants must include:

- i. Individual MSFWs Served
 - Describe past performance in providing construction and non-construction housing services and other related assistance.
- ii. Families Served
 - Describe past performance in providing construction and non-construction housing services and other related assistance.

Current NFJP Grantees Only. Do not submit any data. Current grantees will be scored based on their success in meeting the goals specified in their PY 2014 grant awards.

All Other Applicants. All other applicants must describe in detail the program they operated and the outcomes and outputs achieved through their service.

Such applicants must identify the source of the data, the method(s) used to document a positive outcome (e.g., follow-up with participants and whether the data were filed with the project's funder).

(7) Budget and Budget Justification

All applicants - please see **Section IV.B.2.** for information on requirements related to the budget and budget justification. The applicant's budget narrative must determine the amount needed to accomplish the activities described in the first year (PY 2016) of submitted 4-year program plan.

1.

(4) Attachments to the Project Narrative

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In addition to the Project Narrative, you must submit attachments. All attachments must be clearly labeled as Attachments. We will only exclude those attachments listed below from the page limit.

You must not include additional materials such as résumés or general letters of support. 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 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). You may use an underscore (example: my_Attached_File.pdf) to separate a file name.

Required Attachments

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

b. Project/Performance Site Location(s) Form

You should submit a Project/Performance Site Location(s) Form (available at:

<http://apply07.grants.gov/apply/FormLinks?family=15>). This form is in the grants.gov application package. Please note that this is a standard form used for many programs and has a check box for applying as an individual. Disregard this box on the form as individuals are not eligible to apply for this Announcement. This attachment does not impact scoring of the application.

c. Submission of Application to Governor

All applicants must submit their NFJP applications to the Governor of each State and the Local Board where you propose to offer services before submitting your application to the Department. We require that you send your application to the Governor via certified

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mail. Your application must include a copy of the certified mail receipt from your submittal of the application to the Governor and Local Board of the State(s) in which you plan to operate the NFJP.

d. **Past Performance Information**

Applicants that are not current NFJP Grantees must attach information, in no more than 10 pages, on past performance. (This attachment is not required for applicants that currently have a NJP grant award).

Requested Attachments

We request the following attachments, but their omission will not cause us to screen out the application. Furthermore, if the omission of the attachment will impact scoring, the description of the attachment will note such an impact.

- a. **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.

B. SUBMISSION DATE, TIMES, PROCESS AND ADDRESSES

We will accept applications under this Announcement until [insert date 45 days after the date of publication on Grants.gov]. You must submit your application either electronically on <http://www.grants.gov> or in hard copy by mail or in hard copy by hand delivery (including overnight delivery) **no later than 4:00:00 p.m. Eastern Time on the closing date.**

Applicants are encouraged to submit their application before the closing date to ensure that the risk of late receipt of the application is minimized. We will not accept applications sent by e-mail, telegram, or facsimile (FAX).

Applicants submitting applications in hard copy by mail or overnight delivery must submit a “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 must also include in the hard copy submission an identical electronic copy of the application on compact disc (CD). If we identify discrepancies between the hard copy submission and CD copy, we will consider the application on the CD as the official submission for evaluation purposes. Failure to provide identical applications in hardcopy and CD format may have an impact on the overall evaluation.

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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>.

We will grant no exceptions to the mailing and delivery requirements set forth in this notice. Further, we will not accept documents submitted separately from the application, before or after the deadline, as part of the application.

Address mailed applications to the
U.S. Department of Labor
Employment and Training Administration
Office of Grants Management
Attention: Jimmie Curtis, Grant Officer
Reference FOA-ETA-16-02
200 Constitution Avenue, NW, Room N4716
Washington, DC 20210

Please note that mail decontamination procedures may delay mail delivery in the Washington DC area. We will receive hand-delivered applications 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.

Applicants submitting applications through Grants.gov must ensure successful submission at <http://www.grants.gov> **no later than 4:00:00 p.m. Eastern Time on the closing date.** Grants.gov will subsequently validate the application.

We describe the submission and validation process 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. 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 the submission of certain parts of an application.

- We strongly recommend that before you begin to write the application, you immediately initiate and complete the "Get Registered" registration steps at: <http://www.grants.gov/web/grants/register.html>.

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 the Step-By-Step Guide to Organization Registration to help applicants walk through the process.

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- We strongly recommend that you download the Guide at: <http://www.grants.gov/documents/19/18243/GrantsgovOrganizationRegistrationGuide.pdf/be70525d-59aa-45ee-b196-5e8951faca0a> 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.gov** 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 organization as the AOR; this step is often missed and it is crucial for valid submissions.

When a registered applicant submits an application with Grants.gov, an electronic time stamp is generated within the system when the application is successfully received by Grants.gov. Within two business days of application submission, Grants.gov will send the applicant two email messages to provide the status of the application's progress through the system.

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- 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, DOL will not consider the application.

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 Grants.gov Contact Center is open 24 hours a day, seven days a week. However, it is closed on Federal holidays.

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Late Applications

For applications submitted on Grants.gov, we will consider only applications successfully submitted no later than 4:00 p.m. Eastern Time on the closing date and then successfully validated. You take a significant risk by waiting to the last day to submit through Grants.gov.

We will not consider any hard copy application received after the exact date and time specified for receipt at the office designated in this notice, unless we receive it 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.

C. INTERGOVERNMENTAL REVIEW

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

D. 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 and at 2 CFR Part 2900 (Uniform Guidance-DOL specific). 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

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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.) For WIOA grants, all costs charged as a result of the de minimis rate will be counted towards the administrative cost limitation specified below.

2. Administrative Costs

Under this FOA, an entity that receives a grant to carry out a project or program may not use more than **15** percent of the amount of the grant to pay administrative costs associated with the program or project. Administrative costs are for the performance of administrative functions in carrying out activities under Title I of WIOA that are not related to the direct provision of workforce investment services (including services to participants and employers). Such costs include both personnel and non-personnel costs and both direct and indirect costs. 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 percent 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 subrecipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II. This limitation does not apply to contractors providing goods and services as defined in the Audit Requirements of the OMB Uniform Guidance (see 2 CFR 200 Subpart F). Where States are recipients

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of such funds, States may establish a lower limit for salaries and bonuses of those receiving salaries and bonuses from subrecipients of such funds, taking into account factors including the relative cost-of-living in the State, the compensation levels for comparable State or local government employees, and the size of the organizations that administer Federal programs involved including Employment and Training Administration programs. See Public Law 113-235, Division G, 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

Pursuant to 2 CFR 2900.13, to ensure that the Federal investment of DOL funds has as broad an impact as possible and to encourage innovation in the development of new learning materials, the grantee will be required to license to the public all work created with the support of the grant under a Creative Commons Attribution 4.0 (CC BY) license. Work that must be licensed under the CC BY includes both new content created with the grant funds and modifications made to pre-existing, grantee-owned content using grant funds.

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 grantee. Notice of the license must be affixed to the Work. For general information on CC BY, please visit:

<http://creativecommons.org/licenses/by/4.0> . Instructions for marking your work with CC BY can be found at:

http://wiki.creativecommons.org/Marking_your_work_with_a_CC_license .

Questions about CC BY as it applies to this specific funding opportunity should be submitted to the ETA Grants Management Specialist specified in Section VII.

Only work that is developed by the recipient in whole or in part with grants funds is required to be licensed under the CC BY license. Pre-existing copyrighted materials licensed to, or purchased by the grantee from third parties, including modifications of such materials, remain subject to the intellectual property rights the grantee receives under the terms of the particular license or purchase. In addition, works created by the grantee without grant funds do not fall under the CC BY license requirement.

The purpose of the CC BY licensing requirement is to ensure that materials developed with funds provided by these grants result in work that can be freely reused and improved by others. When purchasing or licensing consumable or reusable materials, the grantee is expected to respect all applicable Federal laws and regulations, including those pertaining to the copyright and accessibility provisions of the Federal Rehabilitation Act.

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Separate from the CC BY license to the public, 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 subaward or contract under the grant or subaward; and ii) any rights of copyright to which the recipient, subrecipient or a contractor purchases ownership under an award (including, but not limited to, curricula, training models, technical assistance products, and any related materials). Such uses include, but are not limited to, the right to modify and distribute such products worldwide by any means, electronically or otherwise. The grantee may not use Federal funds to pay any royalty or license fee for use of a copyrighted work, or the cost of acquiring by purchase a copyright in a work, where the Department has a license or rights of free use in such work. If revenues are generated through selling products developed with grant funds, including intellectual property, DOL treats such revenues as program income. Such program income is added to the grant and must be expended for allowable grant activities.

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

“This workforce product was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it.”

E. OTHER SUBMISSION REQUIREMENTS

Withdrawal of Applications: You may withdraw an application by written notice to the Grant Officer at any time before an award is made.

VII. APPLICATION REVIEW INFORMATION

A. CRITERIA

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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.(1) Statement of Need)	15
2. Expected Outcomes and Outputs (See Section IV.B.3.(2) Expected Outcomes and Outputs)	10
3. Program Design (See Section IV.B.3.(3) Project Design)	30
4. Strategic Partnerships and Collaboration (See Section IV.B.3.(4) Strategic Partnerships and Collaboration)	10
5. Organizational, Administrative, and Fiscal Capacity (See Section IV.B.3.(4) Organizational, Administrative, and Fiscal Capacity)	15
6. Past Performance – Programmatic Capability (See Section IV.B.3.(5) Past Performance – Programmatic Capability)	15
7. Budget and Budget Justification (See Section IV.B.2. Project Budget)	5
TOTAL	100

1. Statement of Need (up to 15 points)

Points will be awarded based on the extent to which the application demonstrates a compelling need for NFJP services, the requested funding amount, and a comprehensive understanding of the needs of the eligible MSFW population in the proposed state/service area and the consequences of not addressing the need, based on the quantitative and qualitative information provided. The applicant’s analysis must describe whether the application is for an Employment and Training Grant or Housing Assistance Grant, and include a description of how contributing factors impact MSFWs in getting and keeping a job, or in participating in training activities that lead to improved economic outcomes.

2. Expected Outcomes and Outputs (up to 10 points)

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Points will be awarded based on the extent to which the anticipated outputs and outcomes are reasonable and achievable. Depending on the type of grant the applicant is applying for, applicants must identify a reasonable set of performance measure goals for each of the indicators listed in Section IV.B.3(2).

3. Project Design (up to 30 points)

Points will be awarded based on the extent to which the application coherently outlines 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.

- a) Program Operations and Service Delivery – applicants must describe how they will operate the program and provide services to MSFWs in state/service area, including account for all functions and activities identified in the application; cite factors, including opportunities and potential barriers that might accelerate or decelerate the work and state the reason for taking the proposed approach rather than other approaches. Applicants must describe the state/service area to be covered by the program, including the number and location of eligible MSFWs and their dependents to be served and a projected number of participants to be offered services. Additionally, applicants must identify strategies to promote co-enrollment of participants in WIOA-funded programs and/or other programs to realize the NFJP program’s purpose. The application should explain how the project design adheres to the job-driven training principles laid out in the Vice President’s Ready to Work: Job-Driven Training and American Opportunity report released in July 2014.⁷ In particular, the project design should articulate how the applicant will: engage employers; offer participants work-based learning opportunities; use local labor market data to inform the project direction; create career pathways for participants; leverage regional partnerships to maximize the effect of the program; and provide the job supports necessary for success. (20 points)
- b) Outreach Activities to MSFWs– applicants must explain how the outreach strategies to potential participants, including use of partnerships, will effectively serve the target population in the state/service area. The proposed strategies must describe how the applicant would partner with other agencies and organizations such as AJCs, faith-based and other community-based organizations, organizations serving youth, state agricultural program, the State’s Monitor Advocate system, and other MSFW-serving organizations, to conduct outreach and recruitment. (10 points)

⁷ https://www.whitehouse.gov/sites/default/files/docs/skills_report.pdf

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4. Strategic Partnerships and Collaboration (up to 10 points)

Points will be awarded based on the extent to which the applicant demonstrates a network of service providers that is capable of providing the NFJP program services to eligible MSFWs to accomplish the activities described in the program plan.

- a) American Job Center Partner Capacity - applicants must demonstrate capacity to work effectively as a partner in the AJC network. Applicants must describe their experience with coordinating with the AJC network and other programs to deliver services to participants and share costs. Describe any results, successes achieved, and challenges confronted, experienced through the partnerships and collaborations. (5 points)
- b) Other Strategic Partnerships - applicants must demonstrate ability to partner with organizations, other than the AJC network, that work with MSFWs in the state/service area. Applicants must demonstrate experience in collaborating with key institutions, programs, agencies, and organizations to serve MSFWs in the state/service area. (5 points)

5. Organizational, Administrative, and Fiscal Capacity (up to 15 points)

Points will be awarded based on the extent to which the organization has 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.

- a) Financial, Program Management, and Reporting Systems, - applicants must explain their 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. Applicants must 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. (10 points)
- b) Staff Capacity – applicants must demonstrate that the organization has staff capacity to effectively operate the program. Applicants must provide a clear and thorough description of the designated roles, staffing plan, and required qualifications of key positions, and demonstrate that these are sufficient to ensure proper and effective grant implementation, program management, and delivery of services. (5 points)

6. Past Performance – Programmatic Capability (up to 15 points)

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Points will be awarded based on past performance in administering a NFJP grant, in the case of current NFJP grantees, or in administering a comparable program, in the case of all other applicants. Comparable programs are those that provide housing assistance services to farmworkers or other populations with significant barriers to employment. Examples of comparable programs include, but are not limited to housing assistance programs funded by the United States Department of Agriculture and the United States Department of Housing and Urban Development.

Past Performance for Employment and Training Grant Applicants

- a) Entered Employment – applicants must describe past performance in placing participants into unsubsidized employment. (5 points)
- b) Retention in Employment - applicants must describe past performance in retaining unsubsidized employment. (5 points)
- c) Average Earnings - applicants must describe performance as measured in terms of average earning by participants who have been placed in unsubsidized employment. (5 points)

Past Performance for Housing Assistance Grant Applicants

- a) Individuals Served – applicants must describe past performance in providing construction and non-construction housing services and other related assistance. (8 points)
- b) Families Served - applicants must describe past performance in providing construction and non-construction housing services and other related assistance. (7 points)

7. Budget and Budget Justification (up to 5 points)

Points will be awarded based on the extent to which the budget for the first year (PY 2016) is reasonable based on the activities outlined in the project narrative. (3 points)

Points will be awarded based on the extent to which key personnel have adequate time devoted to the project to achieve project results of the submitted 4-year program plan. (2 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 applicant, depending on the quality of the responses

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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.

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 government-wide 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 [Government-wide 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 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 Subpart 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.

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VIII. 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, For-profit entities and State, Local and Indian Tribal Governments – 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) and 2 CFR 2900 (DOL's Supplement to 2 CFR Part 200)
- b. All recipients must comply with the applicable provisions of the Workforce Innovation and Opportunity Act (WIOA), Public Law No. 113-328, 128 Stat. 1425 (codified as amended at 29 U.S.C. 3101 et seq.)⁸. Note that section 186(a) of WIOA allows unsuccessful applicants to file administrative appeals.
- c. General Terms and Conditions of Award—See the following link:
<http://www.doleta.gov/grants/pdf/2015template.pdf>.

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

⁸ Please see footnote 1 regarding the applicability of WIOA and its implementing regulations.

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organization that makes hiring decisions on the basis of religious belief, it may be entitled to receive Federal financial assistance under this grant solicitation and maintain that hiring practice. If a faith-based organization is awarded a grant, the organization will be provided with more information.

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 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 subaward 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);

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- (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. Grantees who 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

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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.

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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 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 Subawards

You must abide by the following definitions of contract, contractor, subaward, and subrecipient:

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.

Subaward: Subaward means an award provided by a pass-through entity (defined as a non-Federal entity that provides a subaward to a subrecipient to carry out part of a Federal program) to a subrecipient

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for the subrecipient 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 subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

Subrecipient: Subrecipient means a non-Federal entity that receives a subaward 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 subrecipient 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 subrecipient monitoring and management. Also see 2 CFR 200.308(c)(6) regarding prior approval requirements for subawards. When awarding subawards, you are required to comply with provisions on governmentwide 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

We may require that the program or project participate in an evaluation of overall performance of ETA grants and require the cooperation of the recipient as a condition of award.

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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 meet DOL reporting requirements. Specifically, you must submit the reports and documents listed below to DOL electronically:

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.

IX. AGENCY CONTACTS

For further information about this FOA, please contact Amanda Denogean, Grants Management Specialist, Office of Grants Management, at (202) 693-2838. Applicants should e-mail all technical questions to Denogean.Amanda@dol.gov and must specifically reference FOA-ETA-16-02, and along with question(s), include a contact name, fax and phone number. This Announcement is available on the ETA Web site at: <http://www.doleta.gov/grants> and at <http://www.grants.gov>.

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X. 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. We will publish no other attachments to the application. We will not publish the Project Narratives and Abstracts until after we have announced the grant recipients. 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 information⁹.

Abstracts will be published in the form originally submitted, without any redactions. Applicants should not include any proprietary or confidential business information or PII in this summary. In the event that an applicant submits proprietary or confidential business information or PII, DOL is not liable for the posting of this information contained in the Abstract. The submission of the grant application constitutes a waiver of the applicant's objection to the posting of any proprietary or confidential business information contained in the Abstract. Additionally, the applicant is responsible for obtaining all authorizations from relevant parties for publishing all PII contained within the Abstract. In the event the Abstract contains proprietary or confidential business information or PII, the applicant is presumed to have obtained all necessary authorizations to provide this information and may be liable for any improper release of this information.

⁹ 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>.

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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. You should remove all non-public information about the applicant's and consortium members' staff (if applicable) 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.)

We encourage applicants 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).

DOL will protect redacted information in grant applications 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

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possible that application of FOIA rules may result in release of information in response to a FOIA request that an applicant redacted in its “redacted copy.”

B. WEB-BASED RESOURCES

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

C. INDUSTRY COMPETENCY MODELS AND CAREER CLUSTERS

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

D. 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/>**.

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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.

5. We encourage you to view the Career Pathways Toolkit: A Guide for System Development at:

<https://www.workforce3one.org/view/2001523732879857569/info> that features Six Key Elements of Career Pathways that help to guide local and state teams through the essential components necessary for developing a comprehensive career pathways system.

E. UNIVERSAL ACCESS AND DESIGN

By accepting grant funds, grantees commit that all the participating Local Workforce Development Boards and AJCs comply with Section 188 of WIOA and its implementing regulations when they are implemented, including any requirements covering physical, programmatic, and communications accessibility. Additionally, all participating partners and programs receiving Federal funds must comply with the non-discrimination provisions, pursuant to Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 720 et. seq. and the ADA Amendments Act of 2008 (P.L. 110-325), 42 U.S.C. 12101 et seq. All information computer technologies (ICT) deliverables must meet or exceed accessibility and universal design requirements under Section 508 of the Rehabilitation Act of 1973 and WCAG 2.0 Level AA.

XI. OMB INFORMATION COLLECTION

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

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 20 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Send comments about the burden estimated or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, to the attention of the Departmental Clearance Officer, 200 Constitution Avenue NW,

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Room N1301, Washington, DC 20210. Comments may also be emailed to DOL_PRA_PUBLIC@dol.gov.

PLEASE DO NOT RETURN YOUR GRANT APPLICATION TO THIS ADDRESS. ONLY SEND COMMENTS ABOUT THE BURDEN CAUSED BY THE COLLECTION OF INFORMATION TO THIS ADDRESS. SEND YOUR GRANT APPLICATION TO THE SPONSORING AGENCY AS SPECIFIED EARLIER IN THIS ANNOUNCEMENT.

This information is being collected for the purpose of awarding a grant. DOL will use the information collected through this "Funding Opportunity Announcement" to ensure that grants are awarded to the applicants best suited to perform the functions of the grant. This information is required to be considered for this grant.

Signed XXXXX, in Washington, D.C. by:
Jimmie Curtis
Grant Officer, Employment and Training Administration