

U.S. DEPARTMENT OF LABOR
Employment and Training Administration

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

Women in Apprenticeship and Nontraditional Occupations (WANTO) Technical Assistance (TA) Grant

ANNOUNCEMENT TYPE: *Initial*

FUNDING OPPORTUNITY NUMBER: *FOA-ETA-16-11*

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NUMBER: *17.201*

KEY DATES: The closing date for receipt of applications under this Announcement is [insert date XX 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: Lynn Fraga, Grant Officer
Reference FOA-ETA-16-11
200 Constitution Avenue, NW, Room N4716
Washington, DC 20210**

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

EXECUTIVE SUMMARY:

The Employment and Training Administration (ETA), U.S. Department of Labor (DOL, or the Department, or we), Women's Bureau, and the Office of Apprenticeship announces the availability of approximately \$1,988,000.00 in grant funds authorized by the Women in Apprenticeship and Nontraditional Occupations (WANTO) Act of 1992, Pub. L. 102-530, 29 U.S.C. 2501 *et seq.* Awards made under this announcement are subject to the availability of Federal funds. The Department plans to disburse Program Year (PY) 2015/16 WANTO grant funds to up to four (4) community-based organization (CBO) grantees with the ceiling amount of up to \$650,000 for a 2-year grant period to develop and operate innovative technical assistance (TA) projects to improve outreach, recruitment, hiring, training, employment, and retention of women including for, women of color and women

with disabilities in apprenticeships and nontraditional occupations, as defined in Section VIII.A. of this funding opportunity announcement (FOA).

I. FUNDING OPPORTUNITY DESCRIPTION

A. PROGRAM PURPOSE

The WANTO TA Grants program was funded and began to be implemented in Fiscal Year 1994. The WB and OA co-administer the WANTO TA Grants program, and have the joint responsibility for overseeing this grant process. Grants may be awarded up to the annually-appropriated funding levels. These competitive TA grants to CBOs will be awarded to assist Registered Apprenticeship employers and labor unions in the recruitment, training, placement, and retention of women, including for, women of color and women with disabilities in apprenticeships and nontraditional occupations.

This announcement solicits applications for the WANTO TA Grants program. The purpose of these grants is to provide funding to CBOs to deliver TA to Registered Apprenticeship Programs (RAPs) to assist them in placing women into apprenticeable and nontraditional occupations (A/NTO). Apprenticeable and nontraditional occupations are described in Section VIII.A. These grants will be awarded competitively to CBOs to set up and administer a Regional/Multi-State TA Resource Center that will focus on conducting innovative projects to improve the recruitment, selection, training, employment, and retention of women, women of color and women with disabilities in A/NTO. Through this competition, DOL is interested in establishing a national network of TA Resource Centers, to assist in the recruitment and retention of women in A/NTO.

CBOs should design activities to enhance recruitment efforts that include: 1) providing guidance and TA to organizations targeting outreach to women for opportunities in A/NTO, and 2) TA to increase retention rates of women in apprenticeship in nontraditional occupations in their workplaces. This TA should result in an increase in the number of women employed in jobs that pay a self-sufficient wage for women, and their families. ETA's goal is that at least 52 RAPs are provided TA with the total funding provided under this announcement.

DOL has found that it has been difficult to increase the recruitment, placement and retention of women into A/NTO. The American Behavioral Scientist article, "Occupational Barriers for Women," by Thomas Ruble, Renae Cohen, and Diane Ruble (Vol. 27, No. 3, 339-356 (1984)), and a 2009 study by Australia's National Center for Vocational Education Research¹ document that the barriers to entry of women into nontraditional occupations (NTO), including a lack of specialized support services, such as dependent care resources (children and dependent adults); on-the-job mentoring; and, support from teachers and instructors. Additionally, through the experience gained by recent WANTO grantees, the Department has found that women who are 40 years of age or older may face particularly challenging barriers to employment in NTOs. Employers and labor organizations that need

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

assistance in recruiting, training, and retaining women in apprenticeable occupations and other NTOs also lack the resources to provide supportive services. Further, the June 2006 report, Construction Equity: Promising Practices for Recruiting and Retaining Students in Career and Technical Education Programs that are Nontraditional for Their Gender², documents that the active participation of tradeswomen or women in NTOs serving as active members of CBOs, as either employed staff or as board members, has positive impacts on WANTO participants. The Department encourages potential applicants to review the findings from these research studies and the promising best practices identified through previous WANTO grants when considering whether or how to develop applications for this funding opportunity. For additional information about prior WANTO grants please visit the following sites:

1. <http://www.doleta.gov/grants/awards/>;
2. <http://www.doleta.gov/grants/pdf/>;
3. <http://www.dol.gov/opa/media/press/eta/> and
4. <http://www.dol.gov/wb/programs/family2.htm>.
5. <http://www.doleta.gov/oa/preapp/>

Grants awarded with WANTO funds must focus on providing TA to improve Registered Apprenticeship sponsors' placement and retention of women into NTOs. In addition grantees should collaborate with local workforce development boards and other entities that will provide supportive services needed to assist women to successfully enter and complete RAPs.

All applicants should make themselves aware of current guidance (found at: http://wdr.doleta.gov/directives/attach/TEN/TEN_13-12_Acc.pdf) and any future guidance on pre-apprenticeship, developed in partnership with a range of stakeholders, that establishes a definition and quality framework for these programs. TA provided in this area should reinforce the guidance provided by DOL.

TA provided to RAPs is not limited to A/NTO in the construction industry. TA may also be used to further recruitment, training, placement, and retention for A/NTO in the following industries: Advanced Manufacturing, Transportation, Information Technology (IT), and Energy. Wages in these NTO industries tend to be higher than average. The focus on advanced manufacturing, transportation, information technology, energy, and construction supports the Department's strategic emphasis on assuring workers have the skills and knowledge to succeed in the knowledge-based economy, including high-growth jobs.

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

² Programs and Practices That Work: Preparing Student for Nontraditional Careers Project. 2006.

Washington, DC: Joint project sponsored by the Association of Career and Technical Education, the National Alliance for Partnerships in Equity, the National Association of State Directors of Career Technical Education Consortium, and the National Women's Law Center. <http://www.napequity.org/pdf/Constructing%20Equity.pdf>

B. PROGRAM AUTHORITY

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

II. AWARD INFORMATION

A. AWARD TYPE AND AMOUNT

Funding will be provided in the form of a grant.

We expect availability of approximately \$1,988,000 million to fund approximately four [4] grants. You may apply for a ceiling amount of up to \$650,000. Awards made under this Announcement are subject to the availability of Federal funds. In the event that additional funds become available, 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 24 months with an anticipated start date of July 1, 2016. This performance period includes all necessary implementation and start-up activities.

III. ELIGIBILITY INFORMATION

A. ELIGIBLE APPLICANTS

Only CBOs as defined in Section VIII.A are eligible to apply for these TA grants. A consortium of CBOs may also apply for a grant, provided they include a copy of the consortium agreement and identify the entity that will administer the grant.

DOL is interested in establishing a national network of TA Resource Centers, and as such, is interested in funding CBOs (or consortia of CBOs) that can serve the following geographic areas (please click on the following link for a list of regional breakout of the States <http://www.doleta.gov/OA/regdirlist.cfm>):

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

Accordingly, DOL will fund no more than one grant to provide services in each of these regions.

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

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

- Failure to satisfy the deadline requirements referenced in Section IV.C;
- Applications that exceed the ceiling amount of \$650,000 referenced in Section II.A.;
- Failure to include: signed SF-424 including D-U-N-S® (DUNS) Number, a project budget including a SF-424A and budget narrative, and a project narrative, all referenced in Section IV.B.;
- Failure to register with the System for Award Management (SAM) as referenced in Section IV.B.;
- For CBO consortium applicants, failure to include a copy of the consortium agreement that identifies the entity that will administer the grant (see Section III.A); and
- Failure to include required information as an attachment referenced in Section IV.B.:
 - Abstract of proposed project.
 - A memorandum of understanding/agreement or letter of commitment to provide TA during the grant period with a minimum of 13 RAPs, at least one of which is a national apprenticeship program.

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 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. (We will attempt to open the document, but will not take any additional measures in the event of problems with opening.)	Section IV.C.	
Application Federal funds request does not exceed the ceiling amount of \$650,000	Section II.A	
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	
Abstract	Section IV.B.4	
Memorandum of Understanding	Section IV.B.4	

2. Number of Applications Applicants May Submit

We will consider only one application from each organization. If we receive multiple applications 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.

3. Eligible Participants

a) Participants Eligible to Receive Training

Eligible Entities to Receive TA

Eligible entities to receive TA under these grants are RAP Sponsors, which may be any person, association, committee, business, or organization operating a Registered Apprenticeship Program and in whose name the program is (or is to be) registered or approved; and the American Apprenticeship Grant Initiative Grantees.

b) Veterans' Priority for Participants

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"

- 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 basis of race, color and national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities; The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs. The grant applicant also assures that it will comply with 29 CFR part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the 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

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.

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 sub-awards must meet these requirements related to DUNS Numbers

- Grant recipients must notify potential sub-awardees that no entity may receive a sub-award from you unless the entity has provided its DUNS number to you.
- Grant recipients may not make a sub-award 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 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).

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>.

Note that the SF-424, SF-424A, and budget narrative must include the entire Federal grant amount requested (not just one-year).

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.

(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 20 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

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

- i. Describe the geographic region where the TA will be provided to the RAPs, and the need for the TA in the geographic region;
- ii. Identify and describe the types of apprenticeable occupations or NTOs in which the RAPs would like to train or employ, or are training or employing, women;
- iii. Describe the RAPs need in the A/NTO being targeted;
- iv. Describe how these efforts will assist RAPs to place qualified women in apprenticeable occupations or NTOs;

2. Expected Outcomes, Outputs and Deliverables

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

- i. Frequency of TA. Describe the expected number of RAPs that the applicant plans to provide TA by the end of the grant period. As noted in Section IV.B(3)(3)(E), DOL requires that grantees will serve at least 13 RAPs during the period of performance, at least one of which is a National Apprenticeship Program. In the quarterly and annual reports, grantees will be required to report on progress towards this target;
- ii. Intensity of TA. Describe the expected level of intensity of the TA (e.g. daily conference calls, weekly webinars) planned throughout the grant period. In the quarterly and annual reports, grantees will be required to report on progress towards this target;
- iii. Total number of women effected through TA. Report on the expected increase in the percentage of women enrolling in RAP by the end of the grant. In addition to the number expected to apply, also describe the number of women expected to be accepted into the RAP, the number of women receiving services, and the number of women expected to be completing the RAP. This number should be realistic, clear, and consistent with the participants' needs. In the quarterly

- and annual reports, grantees will be required to report on progress towards these targets;
- iv. Provide a plan on how they will develop and disseminate an online toolkit to include best practices to assist RAPs to improve outreach, education, recruitment, and retention of women in A/NTO;
 - v. Provide a description of the curriculum and delivery plan of the training to RAPs to assist them with improving the outreach, recruitment, and retention of women in A/NTO in a RAP.

3. Project Design

- i. Identify and describe in detail the types of TA that will be provided to the RAPs and the effectiveness of the TA. Examples of such TA include, but are not limited to:
 - Providing outreach strategies, to include development of an outreach and recruitment plan to recruit women into the RAP's occupations and specific openings in RAPs;
 - Developing linkages and connections with pre-apprenticeship programs, as those programs are defined in Section VIII.A. of this FOA, to prepare women for apprenticeship, including Adult Basic Education, English as a Second Language instruction, and financial literacy;
 - Providing orientations for the RAPs and workers on creating a successful environment for women in apprenticeship; this could include training on sexual harassment and related issues.
 - Providing TA on supportive services to improve retention, such as child care, transportation, support groups, and facilitation of networks for women in apprenticeship on or off the job site;
 - Providing liaison services between tradeswomen and the RAPs to facilitate retention of the women placed into registered apprenticeships as a result of the proposed project, as well as retention in registered apprenticeship of other women who may already be enrolled as registered apprentices with the RAPs;
 - Conducting exit interviews with tradeswomen who complete their apprenticeship or leave their apprenticeship before completion, including women placed in the apprenticeship as a result of the proposed project or other women who may already be enrolled as registered apprentices. These interviews can inform the development, assessment, and improvement of TA strategies provided either through this project or other similar efforts designed to prepare and support tradeswomen for on-the-job experiences in an A/NTO; and
 - Development of mentorships for women and creating (formal/informal) support groups for women in RAPs.
- ii. Describe how you will provide Web-based and/or other electronic tools, with resources and information (e.g., what to expect in various industries' apprenticeship programs, workers' rights, success stories of women in apprenticeships) for women apprentices;

- iii. Identify and describe the types of systemic change anticipated by the TA strategies that will be incorporated into ongoing employer recruitment, hiring, training, retention, and promotion of women in A/NTO;
- iv. Describe how you will collaborate with the appropriate or applicable Apprenticeship Registration Agency, or Agencies, as defined in Section VIII.A., and ensure that TA provided is in accordance with Federal and State law, policy, guidance, and regulations; and
- v. Describe the RAPs engagement and demonstrate their commitment to participate. Applicants must provide letters of commitment from RAPs they will provide TA during the grant period for a minimum of 13 RAPs, at least one of which is a National RAP or an organization that has certified National Guidelines for Apprenticeship Standards, as defined in Section VIII.A.

4. Performance Evaluation

- i. Describe a data collection plan, aimed at describing the measures, methods, techniques, and tools used to evaluate the project and whether it achieved its anticipated outcomes, that includes, at minimum:
 - Identification of specific data on participants and other data that the grantee plans to use, and how the data will be collected for analysis;
 - Plans for how the grantee will document the lessons learned, both positive and negative.
 - Plans to identify the most effective TA models and how they were implemented and could potentially be replicated.
 - Plans for involving program participants in evaluation activities.
 - Plans for how the data will be used to inform program delivery.
- ii. Describe how proposed TA, resources, and products developed will be sustained after the grant period.

5. Organizational, Administrative, and Fiscal Capacity

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

- i. Describe the organization's experience and leadership with respect to the following:
 - a. Providing TA to RAPs for the purpose of recruiting, training, placing, and retaining women;
 - b. Preparing women to gain employment in apprenticeable occupations or other NTOs; and
 - c. Working with the business community to prepare them to place women in apprenticeable occupations or other NTOs.
- ii. Highlight the qualifications of the key staff and the organizational structure that would ensure the success of the project (include job descriptions, which identify the key tasks);

- iii. Demonstrate how tradeswomen or women in NTOs are incorporated into the organization's operations, as employed staff, board members, consultants, or volunteers;
- iv. Describe the overall financial stability of the organization as demonstrated by strong accounting systems, fiscal and administrative controls in place to properly manage federal funds, previous grants management experience, and audited financial statements;
- v. Describe the procurement processes and procedures and explain how the organization is equipped to meet federal, state (if applicable), and other relevant procurement requirements;
- vi. Describe the organization's capability to sustain some or all project activities after federal financial assistance has ended; and
- vii. Describe the organization's capacity to use remote technology, electronic tools, or other Web-based platforms to provide TA services to RAPs in a Regional/Multi-State Area.

6. Past Performance – Programmatic Capability

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, as of the closing date of this Announcement, you must submit a detailed list of 3 such agreements and include the name, title, organization, email address and telephone number of an individual from the previous grantor entity or agency for each. For each agreement, thoroughly describe two significant performance goals and the outcomes of those goals to demonstrate if and how the applicant successfully completed and managed each agreement. The outcomes must be clearly demonstrated in numerical form for ETA to determine if, in fact, the goals were met or exceeded. In evaluating applicants under these factors, we will consider the information provided and may also consider relevant information from other sources, including information from our files and from current/prior grantors (e.g., to verify and/or supplement the information provided).

If you have not received any federally and/or non-federally funded assistance agreements or received fewer than 3 agreements, then describe and document in detail past accomplishments achieved operating a comparable program. Thoroughly explain how your experience operating a comparable program prepared the partners to undertake the complexities of operating the proposed project. Describe in detail 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.

7. Budget and Budget Justification

Please see [Section IV.B.2.](#) for information on requirements related to the budget and budget justification.

- 1.
- 2.
- 3.

1. Attachments to the Project Narrative

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 resumés 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

You must include the following attachments with the application package. Failure to do so will cause us to screen out the application package.

- 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."

a.

- b. **MOU/Commitment Letter**

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

- c. **Consortium Agreement (where applicable)**

For CBO consortium applicants, failure to include a copy of the consortium agreement that identifies the entity that will administer the grant (see Section III.A);

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. **A Project/Performance Site Location(s) Form** (available at:

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

C. SUBMISSION DATE, TIMES, PROCESS AND ADDRESSES

We will accept applications under this Announcement until [**insert date XX 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.

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: Lynn Fraga, Grant Officer
Reference FOA-ETA-16-11
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.

- 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.

- 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.

Late Applications

For applications submitted on Grants.gov, we will consider only applications successfully submitted no later than 4:00:00 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.

D. INTERGOVERNMENTAL REVIEW

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

E. FUNDING RESTRICTIONS

All proposed project costs must be necessary and reasonable and in accordance with Federal guidelines. Determinations of allowable costs will be made in accordance with the Cost Principles, now found in the Office of Management and Budget’s Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), codified at 2 CFR Part 200 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 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 **10** 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 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 shall 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.

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.”

5. Use of Grant Funds for Participant Wages

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

F. 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.

V. APPLICATION REVIEW INFORMATION

A. CRITERIA

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

Criterion	Points (maximum)
1. Statement of Need (See Section IV.B.3.(1)a. Technical Assistance Plan)	20
2. Expected Outcomes, Outputs and Deliverables (See Section IV.B.3.(2)b Expected Outcomes Outputs and Deliverables)	20
3. Project Design (See Section IV.B.3.a.(3) Project Design)	20
4. Performance Evaluation (See Section IV.B.3.(3) Performance Reporting)	15
5. Organizational, Administrative, and Fiscal Capacity (See Section IV.B.3.(4)(c) Organizational, Administrative, and Fiscal Capacity)	15
6. Past Performance – Programmatic Capability (See Section IV.B.3.(5) Past Performance – Programmatic Capability)	6
7. Budget and Budget Justification (See Section IV.B.2. Project Budget)	4
TOTAL	100

1. Statement of Need (up to 20 points)

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

- a. The extent to which the applicant clearly describes the geographic region where the TA will be provided to the RAPs, and the strength with which the application demonstrates that there is a need for the TA in that region. **(Up to 5 points)**
- b. The clarity with which the applicant identifies and describes the types of apprenticeable occupations or NTOs in which the RAPs would like to train or employ, or are training or employing, women. **(Up to 5 points)**
- c. The strength with which the applicant demonstrates the RAPs' need in the A/NTO being targeted. **(Up to 5 points)**
- d. The strength with which the applicant describes how these efforts will assist RAPs to place qualified women in apprenticeable occupations or NTOs and retain at least through program completion.. **(Up to 5 points)**

2. Expected Outcomes, Outputs and Deliverables (up to 20 points)

The extent to which the expected outcomes and outputs described by the applicant are realistic, clear, and consistent with the expressed need.

- a. Frequency of TA. The expected number of RAPs that the applicant plans to provide TA by the end of the grant period. As noted in Section IV.B(3)(3)(E), DOL requires that grantees will serve at least 13 RAP during the period of performance, at least one of which is a national apprenticeship program. **(Up to 5 points)**
- b. Intensity of TA. The expected level of intensity of the technical assistance (e.g. daily conference calls, weekly webinars, etc.) planned throughout the grant period. **(Up to 5 points)**
- c. Total number of women effected through TA. The extent to which the expected increase in the percentage of women enrolling in RAP by the end of the grant, the number expected to apply, the number of women expected to be accepted into the RAP, the number of women receiving services, and the number of women completing the RAP is realistic, clear, and consistent with the expressed need. **(Up to 5 points)**
- d. Deliverables **(Up to 5 points)**
The strength with which the applicant describes:
 - 1. A plan on how they will develop and disseminate an online toolkit to include best practices to assist RAPs to improve outreach, education, recruitment, and retention of women in A/NTO;
 - 2. A description of the curriculum and delivery plan of the training to RAPs to assist them with improving the outreach, recruitment, and retention of women in A/NTO in a RAP.

3. Project Design (up to 20 points)

- a. The clarity with which the applicant identifies and describes in detail the types of TA that will be provided to the RAPs and the effectiveness of the TA. **(Up to 5 points)**
- b. The strength with which the applicant demonstrates how it will provide web-based and/or other electronic tools, with resources and information (e.g., what to expect in various industries' apprenticeship programs, workers' rights, success stories of women in apprenticeships) for women apprentices. **(Up to 3 points)**
- c. The clarity with which the applicant identifies and describes the types of systemic change anticipated by the TA strategies that will be incorporated into ongoing employer recruitment, hiring, training, retention, and promotion of women in A/NTO. **(Up to 5 points)**
- d. The strength with which the applicant demonstrates that it will collaborate with the appropriate or applicable Apprenticeship Registration Agency, or Agencies and workforce agencies, and ensures that TA will be provided in accordance with Federal and State policy, guidance, and regulations. **(Up to 2 points)**
- e. The strength with which the applicant demonstrates an arrangement (through either a memorandum of understanding/agreement or letter of commitment) to provide TA during the grant period for a minimum of 13 RAPs (including one National Registered Apprenticeship program). **(Up to 5 points)**

4. Performance Evaluation (up to 15 points)

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

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

- a. The extent to which the organization has experience and leadership with respect to the following: **(Up to 3 points)**
 - 1. Providing TA to RAPs for the purpose of recruiting, training, placing, and retaining women;
 - 2. Preparing women to gain employment in apprenticeable occupations or other NTOs; and
 - 3. Working with the business community to prepare them to place women in apprenticeable occupations or other NTOs.
- b. The extent to which the applicant demonstrates the qualifications of their key staff assigned roles and responsibility proposed in the grant application, and the organizational structure that will ensure the success of the project, including job descriptions, which identify key tasks. **(Up to 2 points)**
- c. The strength with which the applicant demonstrates how tradeswomen or women in NTOs are incorporated into the organization's operations, as employed staff, board members, consultants or volunteers. **(Up to 2 points)**
- d. The degree of overall financial stability of the organization as demonstrated by strong accounting systems, fiscal and administrative controls in place to properly manage federal funds, previous grants management experience, and audited financial statements. **(Up to 2 points)**
- e. The strength of the applicant's procurement processes and procedures, and the degree to which the organization is equipped to meet federal, state (if applicable), and other relevant procurement requirements. **(Up to 2 points)**
- f. The extent to which the organization is capable of sustaining some or all project activities after federal financial assistance has ended. **(Up to 2 points)**
- g. The organization's capacity to use remote technology, electronic tools, or other web-based platforms to provide TA services to RAPs in a Regional/Multi-State Area. **(Up to 2 points)**

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

For applicants who have received three federally or non-federally funded assistance agreements:

Of the two goals requested, ETA will assign two points for each goal that was met or exceeded. Any information from other sources will also be considered in the evaluation and scoring of the goals.

or

For applicants who have NOT received three federally or non-federally funded agreements:

The strength of the past accomplishments achieved operating a comparable program to the proposed project. The extent to which the past performance of the comparable program prepares the organization to undertake the proposed project.

7. Budget and Budget Justification (up to 4 points)

The extent to which the budget is reasonable based on the activities outlined in the project narrative. **(Up to 2 points)**

The extent to which key personnel have adequate time devoted to the project to achieve project results. **(Up to 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 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.

VI. AWARD ADMINISTRATION INFORMATION

A. AWARD NOTICES

All award notifications will be posted on the ETA Homepage (<http://www.doleta.gov>). Applicants selected for award will be contacted directly before the grant’s execution. Non-selected applicants will be notified by mail or email and may request a written debriefing on the significant weaknesses of their application.

Selection of an organization as a recipient does not constitute approval of the grant application as submitted. Before the actual grant is awarded, we may enter into negotiations about such items as program components, staffing and funding levels, and administrative systems in place to support grant implementation. If the negotiations do not result in a mutually acceptable submission, the Grant Officer reserves the right to terminate the negotiations and decline to fund the application. We reserve the right to not fund any application related to this FOA.

B. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

1. Administrative Program Requirements

All grantees will be subject to all applicable Federal laws, regulations—including the OMB Uniform Guidance, and the terms and conditions of the award. The grant(s) awarded under this FOA will be subject to the following administrative standards and provisions:

- a. Non-Profit Organizations, Educational Institutions, 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.)⁴. Note that section 186(a) of WIOA allows unsuccessful applicants to file administrative appeals.
- c. All entities must comply with 29 CFR Part 93 (New Restrictions on Lobbying), 29 CFR Part 94 (Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)), 29 CFR Part 98 (Governmentwide Debarment and Suspension, and drug-free workplace requirements), and, where applicable, 2 CFR Part 200 (Audit Requirements).
- d. 29 CFR Part 2, subpart D—Equal Treatment in Department of Labor Programs for Religious Organizations; Protection of Religious Liberty of Department of Labor Social Service Providers and Beneficiaries.
- e. 29 CFR Part 31—Nondiscrimination in Federally Assisted Programs of the Department of Labor—Effectuation of Title VI of the Civil Rights Act of 1964.
- f. 29 CFR Part 32—Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance.
- g. 29 CFR Part 35— Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance from the Department of Labor.
- h. 29 CFR Part 36—Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance.
- i. 29 CFR Part 38 – Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Innovation and Opportunity Act.
- j. 29 CFR Parts 29 and 30—Labor Standards for the Registration of Apprenticeship Programs, and Equal Employment Opportunity in Apprenticeship and Training, as applicable.
- k. 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 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-

⁴ Please see footnote 1 regarding the applicability of WIOA and its implementing regulations.

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);
- (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 Federal and state laws governing the confidentiality of information.
5. You further acknowledge that all PII data obtained through your ETA grant must be stored in an area that is physically safe from access by unauthorized persons at all times and the data will be processed using recipient issued equipment, managed information technology (IT) services, and designated locations approved by ETA. Accessing, processing, and storing of ETA grant PII data on personally owned equipment, at off-site locations e.g., employee's home, and non-recipient managed IT services, e.g., Yahoo mail, is strictly prohibited unless approved by ETA.
6. Your employees and other personnel who will have access to sensitive/confidential/proprietary/private data must be advised

of the confidential nature of the information, the safeguards required to protect the information, and that there are civil and criminal sanctions for noncompliance with such safeguards that are contained in Federal and state laws.

7. You must have policies and procedures in place under which your employees and other personnel, before being granted access to PII, acknowledge their understanding of the confidential nature of the data and the safeguards with which they must comply in their handling of such data as well as the fact that they may be liable to civil and criminal sanctions for improper disclosure.
8. You must not extract information from data supplied by ETA for any purpose not stated in the grant agreement.
9. Access to any PII created by the ETA grant must be restricted to only those employees of the grant recipient who need it in their official capacity to perform duties in connection with the scope of work in the grant agreement.
10. All PII data must be processed in a manner that will protect the confidentiality of the records/documents and is designed to prevent unauthorized persons from retrieving such records by computer, remote terminal or any other means. Data may be downloaded to, or maintained on, mobile or portable devices only if the data are encrypted using NIST validated software products based on FIPS 140-2 encryption. In addition, wage data may only be accessed from secure locations.
11. PII data obtained by the recipient through a request from ETA must not be disclosed to anyone but the individual requestor except as permitted by the Grant Officer or by court order.
12. You must permit ETA to make onsite inspections during regular business hours for the purpose of conducting audits and/or conducting other investigations to assure that you are complying with the confidentiality requirements described above. In accordance with this responsibility, you must make records applicable to this Agreement available to authorized persons for the purpose of inspection, review, and/or audit.
13. You must retain data received from ETA only for the period of time required to use it for assessment and other purposes, or to satisfy applicable Federal records retention requirements, if any. Thereafter, you agree that all data will be destroyed, including the degaussing of magnetic tape files and deletion of electronic data.

e) Record Retention

You must 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 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

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

b) Performance Goals

Please note that applicants will be held to outcomes provided and failure to meet those outcomes may result in 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.

VII. AGENCY CONTACTS

For further information about this FOA, please contact Andrea Hill, Grants Management Specialist, Office of Grants Management, at (202) 693-3542. Applicants should e-mail all technical questions to hill.andrea@dol.gov and must specifically reference FOA-ETA-16-11, 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>.

VIII. OTHER INFORMATION

A. ACRONYMS AND DEFINITIONS

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

1. **A/NTO** refers to apprenticeship and nontraditional occupations.
2. **Apprentice** means a worker at least 16 years of age, except where a higher minimum age standard is otherwise fixed by law, who is employed to learn an apprenticeable occupation as provided in 29 CFR 29.4 under standards of apprenticeship fulfilling the requirements of 29 CFR 29.5.
3. **Apprenticeship Agreement** means a written agreement, complying with 29 CFR 29.7, between an apprentice and either the apprentice's program sponsor, or an apprenticeship committee acting as agent for the program sponsor(s), which contains the terms and conditions of the employment and training of the apprentice.
4. **Apprenticeship Committee**, as defined in 29 CFR 29.2, means those persons designated by the sponsor to administer the program. A committee may be either joint or non-joint, as follows:
 - a) A joint committee is composed of an equal number of representatives of the employer(s) and of the employees represented by a *bona fide* collective bargaining agent(s).
 - b) A non-joint committee, which may also be known as a unilateral or group non-joint (which may include employees) committee, has employer representatives but does not have a *bona fide* collective bargaining agent as a participant.
5. **Apprenticeable occupations**, as defined in 29 CFR 29.4, are specified by industry and are occupations which must:

- a) Involve skills that are customarily learned in a practical way through a structured, systematic program of on-the-job supervised learning;
 - b) Be clearly identified and commonly recognized throughout an industry;
 - c) Involve the progressive attainment of manual, mechanical or technical skills and knowledge which, in accordance with the industry standard for the occupation, would require the completion of at least 2,000 hours of on-the-job learning to attain; and
 - d) Require related instruction to supplement the on-the-job learning.
6. **Apprenticeship Program** means a plan containing all terms and conditions for the qualification, recruitment, selection, employment and training of apprentices, as required under 29 CFR parts 29 and 30, including such matters as the requirement for a written apprenticeship agreement.
 7. **CBO** is a private nonprofit organization (i.e., incorporated under Internal Revenue Service (IRS) §§ 501(c)(3) or 501(c)(4)) (except for § 501(c)(4) organizations that engage in lobbying as described in section VI.B. of this FOA), or is actively pursuing IRS nonprofit tax exempt status which may be faith-based, that is representative of a community or a significant segment of a community, and which may provide job training services and has demonstrated experience administrating programs that train women for A/NTO.
 8. **DOL** refers to Department of Labor.
 9. **National Guidelines for Apprenticeship Standards** (National Guideline Standards) are developed by national committees or organizations, joint or unilateral, and are "Certified" by the U.S. Department of Labor's Office of Apprenticeship. The OA Administrator, based on consultation with the OA, Division of Standards and National Industry Promotion (DSNIP), signs the documentation necessary to "certify:" the National Guideline Standards as substantially conforming to the requirements of Title 29, Code of Federal Regulations (CFR) parts 29 and 30. The purpose of National Guideline Standards is to provide policy and guidance to local affiliates of national organizations in developing local standards for approval and registration. When local affiliates develop local standards for registration, even though the local standards may be based upon the organizations' National Guideline Standards, they must meet all the requirements of and be approved by the Registration Agency in that State.
 10. **National Program Standards** are developed and "Registered" for multi-state programs. Such registration is for Federal purposes and is approved for each State covered by the National Program Standards. Apprentices are registered into these National Program Standards. The National OA is the Registration Agency for National Programs.
 11. **NTO (Nontraditional Occupations)** are those occupations where women account for less than 25 percent of all persons employed in a single occupational group.

For the most recent listing of nontraditional occupations, see the WB Web site at: http://www.dol.gov/wb/stats/NontraJobs_2010.htm.

12. **OA** refers to the Office of Apprenticeship, U.S. Department of Labor, Employment and Training Administration.
13. **Pre-Apprenticeship Programs** are programs designed to prepare individuals to enter and succeed in a Registered Apprenticeship program and have a documented partnership that has been designed in conjunction with at least one, if not more, Registered Apprenticeship program(s). Furthermore, a quality pre-apprenticeship program is one that incorporates the following elements:

- a) Focuses on increasing Registered Apprenticeship opportunities for under-represented,* disadvantaged or low-skilled individuals, through recruitment, preparation, training and/or support services, so that individuals upon completion will meet the entry requirements, gain consideration and be prepared for success in one or more RAPs;

**In the context of this definition, the term under-represented is intentionally broad.*

Generally, the term "under-represented" means a population that does not represent the majority, or a proportional share, as indicated by appropriate data, of current participants in Registered Apprenticeship. For example, veterans may be an under-represented population in Registered Apprenticeship.

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

- b) Provides educational services as needed that prepare individuals to meet the entry requisites of one or more Registered Apprenticeship programs (e.g., specific career and industry awareness workshops, job readiness courses, English for Speakers of Other Languages, Adult Basic Education, financial literacy seminars, math tutoring);
- c) Uses training and curriculum based on industry standards* and approved by the documented Registered Apprenticeship partner(s), that will prepare individuals with the skills and competencies needed to enter one or more RAPs;

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

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

- d) Facilitates, on an as needed basis, access to support services* during the pre-apprenticeship program and a significant portion of the Registered Apprenticeship program (e.g., child care, transportation assistance, needs-

based/non-wage stipends, health, legal and financial services, initial tools, clothing and safety equipment or other assistance to ameliorate barriers);

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

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

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

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

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

14. **Registered Apprenticeship** is a formal employment relationship designed to promote skill training and learning on the job. "Hands on" learning takes place in conjunction with related theoretical instruction (often in a classroom setting). An apprentice who successfully completes a registered apprenticeship program (completion averages three to five years) is awarded a certificate of completion of apprenticeship. A registered program is one in which any person, association, committee, business, or organization operating an apprenticeship program and in whose name the program is (or is to be) registered or approved (known as program sponsors) design, organize, manage, and finance apprenticeship programs under the standards developed and registered with OA or a DOL-recognized State Apprenticeship Agency. Program sponsors also select apprentices, who are trained to meet certain predetermined occupational standards. For more information, see the OA Web site at:
<http://www.dol.gov/apprenticeship/>.

15. **RAP** refers to Registered Apprenticeship Program which consists of any person, association, committee, business, or organization operating an apprenticeship program and in whose name the program is (or is to be) registered or approved (known as program sponsors) design, organize, manage, and finance apprenticeship programs under the standards developed and registered with OA or a DOL-recognized State Apprenticeship Agency.
16. **Registered Apprenticeship Program Sponsor** (RAP Sponsor) refers to any person, association, committee, business, or organization operating an apprenticeship program in whose name the program is (or is to be) registered or approved.
17. **TA** refers to technical assistance, which includes, but is not limited to the following:
 - (1) developing outreach and orientation sessions to recruit women into the RAPs apprenticeable occupations and NTOs;
 - (2) developing pre-apprenticeship programs to prepare women for apprenticeable occupations;
 - (3) providing ongoing orientation for RAPs;
 - (4) setting up support groups and facilitating networks for women in non-traditional occupations on or off the job site to improve retention.
 - (5) setting up a local computerized data base referral system to maintain a current list of tradeswomen who are available for work;
 - (6) serving as a liaison between tradeswomen and employers and tradeswomen and labor unions to address workplace issues related to gender; and
 - (7) conducting exit interviews with tradeswomen to evaluate their on-the-job experience to assess effectiveness of the program.
18. **Registration Agency** means the Office of Apprenticeship or a recognized State Apprenticeship Agency that has responsibility for registering apprenticeship programs and apprentices; providing TA; conducting reviews for compliance with 29 CFR parts 29 and 30 and quality assurance assessments.
19. **State Apprenticeship Agency** means an agency of a State government that has responsibility and accountability for apprenticeship within the State. Only a State Apprenticeship Agency may seek recognition by the Office of Apprenticeship as an agency which has been properly constituted under an acceptable law or Executive Order, and authorized by the Office of Apprenticeship to register and oversee apprenticeship programs and agreements for Federal purposes.
20. **WANTO** refers to Women in Apprenticeship and Nontraditional Occupations.
21. **WB** refers to the Women's Bureau, U.S. Department of Labor.

B. TRANSPARENCY

DOL is committed to conducting a transparent grant award process and publicizing information about program outcomes. Posting grant applications on public websites is

a means of promoting and sharing innovative ideas. For all applications in this grant competition, we will publish the Abstracts required by Section IV.B.4., and selected information from the SF-424 for all applications on the Department's public website or similar publicly accessible location. Additionally, we will publish a version of the Project Narrative required by Section IV.B.3. for all those applications that are awarded grants, on the Department's website or a similar location. 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 information⁵.

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

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

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

⁵ OMB Memorandum 07-16 and 06-19. GAO Report 08-536, *Privacy: Alternatives Exist for Enhancing Protection of Personally Identifiable Information*, May 2008, <http://www.gao.gov/new.items/d08536.pdf>.

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

C. WEB-BASED RESOURCES

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

D. INDUSTRY COMPETENCY MODELS AND CAREER CLUSTERS

ETA supports an Industry Competency Model Initiative to promote an understanding of the skill sets and competencies that are essential to an educated and skilled workforce.

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

E. WORKFORCE3ONE RESOURCES

1. **We encourage you to view the information gathered through the conference calls with Federal agency partners, industry stakeholders, educators, and local practitioners. The information on resources identified can be found on Workforce3One.org at: <https://www.workforce3one.org/find/?sr=1&ps=20&sort=5>.**
2. **We encourage you to view the online tutorial, “Grant Applications 101: A Plain English Guide to ETA Competitive Grants,” available through Workforce3One at: http://www.workforce3one.org/page/grants_toolkit.**
3. **We created Workforce System Strategies to make it easier for the public workforce system and its partners to identify effective strategies and support improved customer outcomes. The collection highlights strategies informed by a wide range of evidence such as experimental studies and implementation evaluations, as well as supporting resources such as toolkits. We encourage you to review these resources by visiting <http://strategies.workforce3one.org/>.**
4. We created a technical assistance portal at <https://etareporting.workforce3one.org/page/financial> that contains online training and resources for fiscal and administrative issues. Online trainings available include, but are not limited to, Introduction to Grant Applications and Forms, Indirect Costs, Cost Principles, and Accrual Accounting.

IX. OMB INFORMATION COLLECTION

OMB Information Collection No 1225-0086, Expires April 30, 2016.

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

Send comments about the burden estimated or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, to the attention of the Departmental Clearance Officer, 200 Constitution Avenue NW, Room N1301, Washington, DC 20210. Comments may also be emailed to DOL_PRA_PUBLIC@dol.gov.

PLEASE DO NOT RETURN 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 _____, in Washington, D.C. by:
Lynn Fraga
Grant Officer, Employment and Training Administration