

**DEPARTMENT OF LABOR**  
**Bureau of International Labor Affairs**

**Reducing Child Domestic Work by Promoting Decent Work for Domestic Workers**

**ANNOUNCEMENT TYPE:** New. Notice of Availability of Funds and Solicitation for Cooperative Agreement Applications.

**FUNDING OPPORTUNITY NUMBER:** SGA 12-12.

**CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NUMBER:** Not applicable.

**TOTAL FUNDING AVAILABLE FOR AWARD:** \$5 million

**NUMBER OF ANTICIPATED FUNDING AWARDS:** One or more.

**EXECUTIVE SUMMARY:** In 2012, the U.S. Department of Labor, Bureau of International Labor Affairs (ILAB) will award up to \$5 million for one or more cooperative agreement(s) to support efforts to reduce child domestic work by building the capacity of domestic worker organizations and promoting decent work for domestic workers in one or more countries in South Asia and/or Southeast Asia. Applicants must propose partnering, in one country or up to a maximum of three countries, with at least two domestic worker organizations that represent the rights of domestic workers.

**KEY DATES:**

- **Issuance Date:** October 9, 2012
- **Closing Date:** **November 15, 2012**
- **Closing Time:** 5:00 PM EST
- **Deadline for Submission of Technical Question:** **October 18, 2012**
- **Date of Award:** No later than December 31, 2012

Applications will be accepted via electronic submission via [Grants.gov \(www.grants.gov\)](http://www.grants.gov) or by hardcopy (to include electronic copy/CD) hand delivered or mailed to the Grant Officer at the following address:

**USDOL/ Office of Procurement Services**  
**Attn:** Brenda White, Grant Officer  
200 Constitution Avenue NW, Room S-4307  
Washington, DC 20210  
Reference: SGA 12-12

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Technical questions received by e-mail will be posted on USDOL/ILAB's Web site at [www.dol.gov/ILAB/grants/main.htm](http://www.dol.gov/ILAB/grants/main.htm).

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**LIST OF ACRONYMS**

AP	Action Plan
CCR	Central Contractor Registration
CDW	Child Domestic Work or Child Domestic Worker
CFR	Code of Federal Regulations
CLMS	Child Labor Monitoring System
DUNS	Dun and Bradstreet Number
DWO	Domestic Worker Organization
FAX	Facsimile
FOIA	Freedom of Information Act
GPRA	Government Performance and Results Act
HHS-PMS	Department of Health and Human Services-Payment Management System
ILAB	Bureau of International Labor Affairs
ILO	International Labor Organization
ILO-IPEC	ILO's International Program on the Elimination of Child Labor
ITC	Information Communication Technology
MPG	Management Procedures and Guidelines
NGOs	Nongovernmental Organizations
NICRA	Negotiated Indirect Cost Rate Agreement
OCFT	Office of Child Labor, Forced Labor, and Human Trafficking
OMB	Office of Management and Budget
SF	Standard Form
SGA	Solicitation for Grant Applications
SOW	Scope of Work
TPIN	Trader Partnership Identification Number
UN	United Nations
USDOL	U.S. Department of Labor
VAT	Value Added Tax

\* Definitions used in this SGA can be found in Appendix A.

## I. FUNDING OPPORTUNITY DESCRIPTION

USDOL/ILAB intends to award up to \$5 million for one or more cooperative agreement(s) to support efforts to reduce child domestic work (CDW) by building the capacity of Domestic Worker Organizations (DWO<sup>1</sup>) and promoting decent work for domestic workers in South Asia and/or Southeast Asia where a significant prevalence of CDW exists. Applicants must work with and build the capacity of at least two DWOs that represent or otherwise promote the rights of domestic workers in one country or up to a maximum of three countries in South Asia and/or Southeast Asia. Applicants must propose a plan to develop and/or strengthen the capacity of these DWOs to implement actions to address CDW, including by promoting decent work for domestic workers.

USDOL's Office of Child Labor, Forced Labor and Human Trafficking (OCFT) conducts and funds research, develops strategic partnerships, and funds international technical cooperation programs to eliminate the worst forms of child labor, forced labor, and human trafficking internationally. To learn more about our work, please see <http://www.dol.gov/ilab/programs/ocft/>.

USDOL/ILAB is authorized to award and administer cooperative agreements for this purpose by the Department of Labor Appropriations Act, 2012, P.L. 112-74 (2011). Cooperative agreements awarded under this solicitation will be managed by USDOL/ILAB's OCFT. The duration of the projects funded by this solicitation can be up to four years. The start date of program activities will be negotiated upon award of an individual cooperative agreement(s), but will be no later than December 31, 2012.

### A. Background and Problem Statement

It is estimated that between 50 million to 100 million people are engaged in domestic work worldwide.<sup>2</sup> As an occupation, domestic work predominantly employs women; current estimates indicate that women make up 90 percent of the total global domestic workforce. Domestic work is the most common occupation for women in Asia, and it is estimated that employment in private households accounts for about one-third of all female employment in Asia.<sup>3</sup> Domestic workers often work long hours, are compensated poorly, and have little access to social protection. They are often isolated and vulnerable because they frequently reside apart from their families in the private homes where they work and are dependent on their employers for necessities such as food and shelter. Many come from poor households in rural communities and have limited access to education and other skill development opportunities.<sup>4</sup> In many countries, domestic workers are not considered 'workers' and are excluded from relevant labor laws that would promote and protect their right to safe working conditions and allow them to organize as workers.<sup>5</sup> On June 16, 2011, government, employer and worker representatives at the 100<sup>th</sup> Annual International Labor Conference (ILC) adopted the landmark convention concerning Decent Work for Domestic Workers (International Labor Organization (ILO) Convention 189) and an accompanying Recommendation (Recommendation No. 201). The Convention, which is legally binding on countries that ratify it, and its non-binding Recommendation, recognize the significant contribution of domestic workers to the global economy and the reality that their work is generally undervalued and often invisible.<sup>6</sup> Convention No. 189 aims to ensure that domestic workers have the same basic labor rights as those available to other workers and specifically prescribes steps to be taken by member states to "respect, promote and realize the effective abolition of child [domestic] labor."<sup>7</sup>

<sup>1</sup> "Domestic Worker Organization (DWO)" refers in this SGA to an organization that represents or otherwise promotes the rights of domestic workers in one of the countries where CDW will be addressed as a result of this USDOL-funded initiative. The organization should work closely with domestic workers in the target country and may be an informal group, network or workers cooperative, non-profit organization, informal union or a legally registered trade union.

<sup>2</sup> International Labor Organization, *Global and Regional Estimates on Domestic Workers*, May 11, 2011; available from [http://www.ilo.org/wcmsp5/groups/public/---ed\\_protect/---protrav/---travail/documents/publication/wcms\\_155951.pdf](http://www.ilo.org/wcmsp5/groups/public/---ed_protect/---protrav/---travail/documents/publication/wcms_155951.pdf).

<sup>3</sup> Asia Pacific Forum on Women Law and Development, *The Right to Unite: A Handbook on Domestic Worker Rights Across Asia*, 2010; available from <http://apwld.org/pdf/Advance%20Domestic%20Workers%20Rights%2065-85.pdf>.

<sup>4</sup> International Labor Organization, *Moving toward Decent work for Domestic workers: An Overview of the ILO's work*, 2010; available from [http://www.ilo.org/wcmsp5/groups/public/---dgreports/---gender/documents/publication/wcms\\_142905.pdf](http://www.ilo.org/wcmsp5/groups/public/---dgreports/---gender/documents/publication/wcms_142905.pdf).

<sup>5</sup> Ibid.

<sup>6</sup> Asia Pacific Forum on Women Law and Development, *The Right to Unite: A Handbook on Domestic Worker Rights Across Asia*.

<sup>7</sup> International Labor Organization, *C189 - Domestic Workers Convention, 2011 (No. 189)*, [2011 [cited June 21, 2012]; available from [http://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:34948954408582::NO:12100:P12100\\_ILO\\_CODE:C189:NO](http://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:34948954408582::NO:12100:P12100_ILO_CODE:C189:NO).

## B. Overview of Child Domestic Work

The ILO estimates that globally, approximately 215 million children are economically active.<sup>8</sup> Of this number, it is estimated that over 15 million are domestic workers.<sup>9</sup> Among working girls under the age of 16, more work in domestic service than in any other sector.<sup>10</sup> It is estimated that children make up 30 percent of the total workforce engaged in domestic service and that more than 60 percent of CDWs are in Asia.<sup>11</sup>

Children enter domestic labor for a variety of reasons. Root causes include: poverty, social exclusion, lack of education, gender and ethnic discrimination, domestic violence, displacement, rural to urban migration, and the loss of parents due to disease and conflict. Children in domestic service may also face situations of debt bondage, where they must pay off a debt by working for an employer. In a number of countries, there has been an increase in demand for CDWs to replace the female head of household as more women enter the formal labor market.<sup>12</sup>

In the workplace, it is common for CDWs to be isolated from their families, deprived of an education, burdened with tasks far beyond their physical capacity, and required to work extremely long hours for little or no remuneration. They often face harsh punishment and physical, emotional, and even sexual abuse. As a result, many child domestics suffer from psychological trauma and low self-esteem.<sup>13</sup>

Legal protections for CDWs vary greatly across South and Southeast Asia. In many countries, domestic work is not considered a form of “work” and is excluded from national labor laws. While some countries have included domestic work on their country’s list of hazardous child labor for ILO Convention 182, others have excluded domestic service from these lists and may also exclude domestic service from their country’s child labor laws. In fact, some countries have no established minimum age for a child to enter into domestic service or limits established for their work hours.<sup>14</sup> Even where countries provide protections for CDWs, it is difficult to enforce the provisions because labor inspectors may not have access to inspect family homes.

## C. Overview of Domestic Worker Organizations

Domestic workers are often excluded from legislation that would allow them to organize. As discussed above, domestic workers are often isolated and geographically dispersed. Yet despite these challenges, many have found ways to organize themselves and advocate for labor protections.<sup>15</sup> These efforts contributed to the adoption of ILO Convention 189. Domestic workers continue to form alliances and team with international unions to secure decent working conditions. DWOs include informal groups, networks or workers’ cooperatives, nonprofit organizations, informal unions, and in some cases, legally registered trade unions. The size and capacities of these organizations vary greatly by region, country, and local context.<sup>16</sup>

DWOs advocate for their own labor rights, and to a limited extent, have also worked towards the elimination of CDW. ILO Convention 189 gives these organizations a new opportunity to advocate for the rights of children working in domestic service. Further support is needed to help build the capacities of DWOs so that they can broaden their efforts to end CDW and build alliances with other parties working toward the same goal.

## D. Scope of Work

An Applicant’s proposal must address the **Project Objective, Project Target and Major Project Components**

<sup>8</sup> International Labor Organization, *Moving toward Decent work for Domestic workers: An Overview of the ILO's work*.

<sup>9</sup> International Labor Organization, *Global and Regional Estimates on Domestic Workers*.

<sup>10</sup> Anti-Slavery International, *What is child domestic work?*, [cited June 8, 2012]; available from [http://www.antislavery.org/english/slavery\\_today/child\\_domestic\\_work.aspx](http://www.antislavery.org/english/slavery_today/child_domestic_work.aspx). and

<sup>11</sup> Human Rights Watch, *World Report 2012: A Landmark Victory for Domestic Workers* [2012 [cited June 21, 2012]]. See also International Labor Organization, *Moving toward Decent work for Domestic workers: An Overview of the ILO's work*.

<sup>12</sup> ILO-IPEC, *Domestic Labour* [cited June 21, 2012]; available from <http://www.ilo.org/ipec/areas/Childdomesticlabour/lang-en/index.htm>.

<sup>13</sup> International Labor Organization, *Moving toward Decent work for Domestic workers: An Overview of the ILO's work*.

<sup>14</sup> Daily Star, *Domestic Helps: Are they protected?*, [January 9, 2010 [cited June 21 2012,]; available from <http://www.thedailystar.net/law/2010/01/02/analysis.htm>.

<sup>15</sup> International Labor Organization, *Moving toward Decent work for Domestic workers: An Overview of the ILO's work*.

<sup>16</sup> Women in Informal Employment: Globalizing and Organizing (WIEGO), *Domestic Workers*, [cited June 22, 2012]; available from <http://wiego.org/informal-economy/occupational-groups/domestic-workers>.

described below.

**Project Objective:** To contribute to a reduction of CDW by building the capacity of DWOs and promoting decent work for domestic workers in one country or up to a maximum of three countries in South Asia and/or Southeast Asia.

**Project Target:** Applicants must propose to work in one country or up to a maximum of three countries in South Asia and/or Southeast Asia where there is a high prevalence of CDW. Applicants must identify at least two DWOs with which to work, but may propose to work with a greater number of DWOs. Applicants must describe the reasons for the selection of each target country and propose a strategy to build the capacity of the chosen DWOs to address CDW and promote decent work for domestic workers. Applicants must also describe how they will create innovative partnerships between DWOs and other entities that are currently active in or interested in becoming active in reducing the prevalence of CDW and promoting decent work for domestic workers.

**Major Project Components:** All Applicants responding to this solicitation must include a detailed plan of how they will address the following key project components:

### 1) Capacity Building of DWOs

Applicants must propose an initial strategy to provide DWOs with training, exchanges, and/or other opportunities that will increase the knowledge, skills and expertise essential for the reduction of CDW and the promotion of decent work for domestic workers in the target country(ies).

Applicants must support and strengthen DWOs' ability to effectively:

#### a) **Design and implement an Action Plan (AP) for reducing CDW and promoting decent work for domestic workers and design a monitoring tool to measure progress**

Applicants must explain how, upon award and after completion of a needs assessment (please see Section VI on Award Administration Information), they will work with the DWOs to build their capacity to address CDW and promote decent work for domestic workers in line with ILO Convention 189 and Recommendation 201. The resulting deliverables under this component must include an AP to contribute to the reduction of CDW that identifies the target geographic region(s), objective(s) and expected outcomes that the DWO will aim to achieve and the activities that it intends to implement to achieve them. The AP will be developed post-award in partnership with each DWO and should identify key gaps in the reduction of CDW in the target country(ies) and the promotion of decent work for domestic workers and a strategy to address them. At a minimum, an AP must include plans for advocating for legal protections and enforcement of laws regarding domestic work, empowering of domestic workers to seek workplace rights for themselves, creating or expanding mechanisms for the public to report domestic worker exploitation (including CDW), creating or expanding mechanisms for DWOs to refer such cases to the appropriate authorities and social service providers, and raising awareness of issues in domestic work. Post-award, the Grantee will also be required to work with the DWO to develop a mechanism for measuring progress toward achievement of the AP objectives.

#### i) **Advocate for increased legal protections for domestic workers and effective enforcement of relevant laws**

Applicants must explain how they will work with DWOs to identify and document (as needed): 1) hazards and conditions encountered by domestic workers, including CDWs in the workplace, and 2) existing legal protections that could be enforced in cases of exploitation. Applicants must describe how they propose to build DWOs' capacity to advocate for new and/or improved legal protections for domestic workers and CDWs in line with ILO Convention 189 and Recommendation 201. Applicants' strategies should address the capacity needs of each DWO. One example of a strategy is training DWOs to undertake effective advocacy campaigns and to use the media effectively.

Applicants are strongly encouraged to pay particular attention to legal protections aimed at the prevention of underage children from becoming CDWs, the removal of underage children already engaged in CDW, and the improvement of working conditions for CDWs of legal working age. In situations where strong legal protections are already in place, Applicants should demonstrate an approach that supports DWO action to advocate for the improved enforcement of such laws and regulations. Where appropriate, DWOs should also detail efforts to promote formalization of domestic work and advocate for domestic workers' increased access to social protection programs.

**ii) Empower domestic workers to improve their working and living conditions.**

As part of a broader strategy to address factors in the domestic service sector that contribute to labor abuses and CDW, Applicants must explain how they will work with DWOs so that they have the tools to empower their membership (e.g., domestic workers). In consultation with DWOs, the Applicant must determine in what areas DWOs need further support to enhance their services and support to their domestic worker membership, CDWs, and domestic workers more generally. Such areas of support may include, but are not limited to, providing: (1) domestic workers with training on decent work principles and their rights as domestic workers; (2) domestic workers with tools to improve their own working and living conditions, including support for collective actions among members; (3) training for domestic workers in literacy, numeracy, and life skills; (4) support groups for domestic workers; (5) support or access to child care facilities/alternatives; or (6) programs and initiatives to address other needs as identified by each DWO.

**iii) Report illegal cases of exploitation**

Applicants must indicate how they will enhance reporting of domestic worker exploitation cases by DWOs, the general public and affected children in each target country. Applicants should describe existing methods supported by the Government or nongovernmental organizations (NGOs), such as hotlines for individuals to call and report cases, or an easy-to-use website. Applicants should assess both the usefulness of existing methods and areas where improvements are needed. Applicants should propose improvements to existing mechanisms for reporting cases of CDW and broader domestic worker exploitation and/or propose new reporting options. Applicants are encouraged to propose partnerships/linkages with children's rights organizations and government agencies that work on relevant issues to facilitate the reporting of CDW.

**iv) Develop a "Resource List" and refer cases of CDW to the appropriate authorities and social service providers**

Applicants must indicate how they will work with DWOs to create a "resource" list that documents the different kinds of services available to CDWs in the particular geographic target area. This list should be as comprehensive as possible, covering government and non-government services that CDWs can access, such as health, education, vocational/skills training, livelihood support, occupational safety and health training, and housing. Applicants should provide a preliminary indication of some of the social service providers to be included on this list for proposed target countries. Applicants and DWOs are strongly encouraged to refer CDWs to, and facilitate access to, relevant service providers where possible, and to provide the "resource list" or key components of it, to the general public as part of an awareness campaign. Applicants must describe how they will refer CDWs to and/or facilitate access to these services.

**v) Raise public awareness on the exploitation of domestic workers**

Applicants must describe the key gaps in public awareness of domestic worker exploitation (including CDW) in each target country. Applicants must then propose a plan to develop each DWO's ability to design and launch awareness raising campaigns addressing these identified gaps, providing useful information for the public on how to report and/or refer cases of exploitative CDW to the appropriate

authorities or service providers, and making accessible information for CDWs on how to obtain assistance from the appropriate authorities or service providers. Applicants must illustrate how they will develop the capacity of DWOs to implement this awareness raising strategy. This strategy should target employers, adult domestic workers, CDWs and the general public. The strategy should present accurate and current information on the hazards of CDW, as well as suggestions for reducing such hazards and referring cases to the appropriate authorities and/or service providers.

In addition, Applicants should propose to allocate resources to address other key gaps in DWO capacity. DWOs may have varying levels of capacity in the above-mentioned action areas and may require additional support in other areas to effectively reduce CDW, promote decent work for domestic workers, and administer an AP. For example, DWOs may require assistance in strengthening their overall organizational, administrative, budget and management capacities. Therefore, Applicants are encouraged to describe and propose strategies to target these gaps in DWO capacity to improve the ability of each DWO to contribute to the reduction of CDW and the promotion of decent work for domestic workers in each target country. For each DWO, Applicants should describe the key areas to be targeted for increased capacity.

## **2) Innovative Partnerships**

Applicants are encouraged to describe how they will create innovative partnerships with businesses, civil society organizations, workers' organizations, government entities, etc. to support efforts to reduce CDW and promote decent work for CDWs and domestic workers. Some examples may include partnerships with: businesses that domestic workers frequent (e.g. grocery stores and markets) where information on child rights and protective services could be disseminated; unions to support outreach, organizing, and advocacy efforts on behalf of domestic workers; civil society organizations that could provide children with legal, social or other services and help raise awareness on the issue; enforcement agencies that may have jurisdiction to remove CDWs from exploitative situations; or journalists/members of the press to raise awareness on the issue. Applicants should provide an indication of the kinds of partnerships it will pursue in each target country. Applicants are also encouraged to provide letters of support and commitment from proposed partnership organizations where possible.

## **3) Training Manual and Promising Practices Report**

Applicants must explain how they will document and evaluate their efforts to build DWO capacity (including the needs assessments process and the development of an AP and monitoring tools). Based on this documentation and evaluation exercise, the Grantee will be required to develop a Training Manual to guide DWOs and other organizations interested in increasing their capacity to promote decent work for domestic workers and to address the CDW issue. In addition, the Grantee will be required to identify good practices and lessons learned that will be published and disseminated in a Promising Practices report. The report should be written in a manner that makes information easy-to-access. The report should include examples (e.g. case studies) and approaches that could be replicated by other organizations and or adapted from country-to-country and from region-to-region. The Applicant must describe their strategy for making this training manual widely available to the public, particularly to interested parties in other countries in the South Asia and South East Asia sub-regions. The Grantee will be required to publish the Training Manual and Promising Practices report in regional and/or local languages as necessary to encourage widespread use of these materials.

## **4) Workshops**

Applicants must propose to organize and facilitate two regional workshops, one within the first year of the project and one in its final year. Applicants must describe how they will structure these workshops so that they provide a forum for partner DWOs and other participants to discuss and share innovative approaches to address the needs and vulnerabilities of CDWs in connection with a broader strategy to promote decent work for domestic workers in order to address factors in the sector that contribute to labor abuses and CDW. The Grantee will be expected to utilize a cost-effective approach for incorporating participation from DWOs throughout the sub-regions from both project and non-project countries, including DWOs not identified as a partner in this Grant, who can speak about

successes and challenges experienced on the ground. The Grantee will be expected to use the first workshop to foster new connections among DWOs and take stock of regional practices and gaps and to discuss strategies for supporting implementation of ILO Convention 189 and Recommendation 201. The Grantee will be expected to structure the second workshop so that it fosters a discussion on how to build on the good practices and lessons learned from the project. The second workshop should also include a discussion of progress toward application of ILO Convention 189 and Recommendation 201 in the region and future steps to reduce CDW in countries in the sub-regions. The Grantee should also use this workshop as an opportunity to share and receive feedback on the Training Manual and Promising Practices Reports before they are finalized and published. Applicants must describe the types of organizations it would plan to invite to these regional workshops and explain how the make-up of this group of invited organizations would promote increased and enhanced efforts to address issues of CDW in the two sub-regions. Applicants should also provide an indication of some of the key organizations that it would invite (noting the country where these organizations work) to achieve that goal. The Grantee will be required to consult with USDOL post-award as it refines its plans for these workshops.

### **5) Use of Information Communication Technology (ICT)**

Given the isolation that CDWs and domestic workers commonly experience, ICT (e.g. mobile phones, the internet, broadcast media) may offer cost-effective ways to link domestic workers and CDWs to their larger community, educate them on their rights and share other relevant information. ICT can also be used to document and report instances of exploitation and refer victims to available services, etc. Applicants must propose how, in partnership with DWOs, they will utilize ICT and identify ways to pilot relevant approaches. DOL expects such strategies to be refined after award based on a post-award needs assessment. Applicants must designate funds in the project budget for use in implementing ICT to reduce CDW and promote decent work. Where possible, Applicants may also propose to pilot new technological approaches to support DWOs' efforts to reduce CDW and promote decent work for domestic workers.

### **6) Supporting Research and Evaluation on Child Domestic Work**

As part of post-award requirements, Grantees must engage in research and/or data collection to assist in assessing the outcomes of its efforts to improve the overall capacity of DWOs, as described in Section VI.C.6. In addition, Grantees must collect and report data as part of their performance monitoring requirement. For more information, please see Section VI.C.

Applicants must also confirm a commitment to collaborate with USDOL External Monitoring and Evaluation Experts after award to carry out up to two implementation evaluations and performance monitoring. For more information, please see Section VI on Award Administration Information.

### **7) Promoting Transparency and Accountability**

Given that transparency and accountability are key components of the U.S. Global Development Policy and long-term sustainability of efforts to combat child labor and other forms of exploitative labor, Applicants should explain how their proposed projects will promote transparency and accountability, including by holding public meetings to present project results to key stakeholders, including teachers, children and parents. Applicants are encouraged to use innovative tools and participatory approaches to ensure transparency and accountability.<sup>17</sup>

## **II. AWARD INFORMATION**

Through this announcement, USDOL/ILAB expects to award up to \$5 million for one or more cooperative

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agreement(s) to support efforts to reduce CDW by building the capacity of DWOs and promoting decent work for domestic workers in one or more countries in South Asia and/or Southeast Asia. Applicants must propose partnering, in one country or up to a maximum of three countries, with at least two DWOs that represent the rights of domestic workers. The start date of program activities will be negotiated upon award of an individual cooperative agreement(s), but will be no later than December 31, 2012. Applicants must respond to the scope of work outlined in this SGA. Current USDOL/ILAB grantees are eligible to submit applications in response to this SGA. See Section VI.C. on Reporting and Post-Award Requirements for more information on USDOL/ILAB's involvement with the recipient(s) of the cooperative agreement(s).

### **III. ELIGIBILITY INFORMATION**

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

Any commercial, international, educational, or non-profit organization(s), including any faith-based, community-based, or public international organization(s) which represent the rights of workers in the selected country(ies) is eligible to apply. Applicants are expected to apply in partnership with at least two DWOs that represent or otherwise promote the rights of domestic workers. The partnership with the DWOs may be based on a subgrant or subcontract. Organizations applying for this award must demonstrate a proven ability to organize workers in South Asia and/or Southeast Asia, or have strong affiliations with organizations that do such work, and have a comprehensive understanding of decent work for domestic workers and the issue of CDW in target countries and/or the sub-region(s). Lack of past experience with USDOL cooperative agreements, grants, or contracts does not bar eligibility or selection under this solicitation.

All Applicants and any proposed subgrantees or subcontractors must comply with all audit requirements, including those established in OMB Circular A-133. Applicants and the proposed subgrantees or subcontractors must also demonstrate an ability to initiate program activities upon award of the cooperative agreement. (see Section VI. Award Administration Information).

The following Applicants (including subgrantees/subcontractors) will not be considered:

- Foreign governments and entities that are agencies of, or operated by or for, a foreign state or government.
- Organizations designated by the U.S. Government to be associated with terrorism or that have been debarred or suspended will not be considered.
- Applicants charging a fee (profit) associated with a project funded by USDOL under this award.

#### **B. Cost Sharing or Matching**

No cost share is required (including in-kind contributions or matching fund contributions). However, USDOL welcomes applications that include cost share. Applicants that propose cost share must indicate the nature; source(s) of funds and/or in-kind contributions; the amount/estimated value in U.S. dollars; and the proposed project activities to be performed with these resources. They must also explain how these activities will complement and enhance project objectives. After award, cost share will be incorporated into the cooperative agreement. Grantees will be required to report on these funds in their quarterly SF-425 and are liable for the full amount of these funds during the life of the cooperative agreement.

Cost sharing from subgrantees and/or subcontractors must not be directed to the Applicant or its employees for their benefit and may only be used to support the work of the project or defray its costs. Applicants may not make the award of a subgrant or subcontract contingent upon a subgrantee or subcontractor agreeing to provide matching funds.

#### **C. Other**

USDOL's Office of Procurement Services will screen all applications for responsiveness. If deemed non-responsive, the office will send a letter to the Applicant, indicating the reason for the determination of non-responsiveness. The letter will indicate which document was missing from the application if the application was deemed non-responsive due to being incomplete.

Applications will be considered non-responsive and will be rejected for any one of the following reasons:

1. Failure to submit application by [Grants.gov](http://Grants.gov) or hard copy via the U.S. Postal Service or other delivery service, such as Federal Express, DHL, or UPS;
2. Failure to include the required DUNS number(s) or proof of OMB exemption(s) from the DUNS number requirement;
3. Failure to submit both a completed Technical Proposal and a completed Cost Proposal;
4. Failure to include all of the required documents and annexes in the Technical Proposal and Cost Proposal;
5. Submission of an application with budget beyond maximum amount available: \$5 million for the target country(ies);
6. Failure to include all required audit report(s) or failure to include most recent single audit or to demonstrate compliance with single audit submission timeframes established in OMB Circular A-133 for applications from U.S.-based non-profit organizations that are subject to the Single Audit Act. For Applicants that are foreign-based or for-profit organizations, failure to submit the most current independent financial audit will result in an application being considered non-responsive and rejected;
7. Inclusion of an audit report(s) that reflects adverse opinions;
8. Failure to designate key personnel candidates or not including résumés and signed letters of commitment for key personnel candidates; and
9. Failure to submit an application by the deadline specified in this SGA.

#### **IV. APPLICATION AND SUBMISSION INFORMATION**

##### **A. Address to Request Application Package**

The SGA application package and any amendments can be downloaded and viewed from [Grants.gov](http://Grants.gov) by referencing Funding Opportunity Number 12-12. In order to view the SGA and submit applications on [Grants.gov](http://Grants.gov), Applicants must download free Pure Edge Viewer software, available from [http://www.grants.gov/Applicants/apply\\_for\\_grants.jsp](http://www.grants.gov/Applicants/apply_for_grants.jsp). The full-text version of and the SGA is also available on USDOL/ILAB's Web site, <http://www.dol.gov/ILAB/grants/main.htm>. All necessary information, including required forms, needed to apply for cooperative agreement funding is included in this solicitation.

##### **B. Pre-Application Requirements**

###### **1. Working with Key Stakeholders**

Applicants are expected to work with key stakeholders and organizations during the preparation of their application and the development of project interventions to identify ways to promote decent work for domestic workers and to address CDW and its root causes. Those stakeholders and organizations may include: national and local governments, international organizations; NGOs; national steering and advisory committees on child labor, forced labor and education; faith-based organizations and community development associations; trade unions; employers' and teachers' organizations; and children engaged in domestic service and members of their households. Applicants are encouraged to establish public-private partnerships, including soliciting assistance from third parties who support the goals of this solicitation.

Applicants must also coordinate with and seek to build upon previous USDOL-funded activities in the country, as well as current child labor and/or forced labor-related initiatives carried out by other organizations. Applicants must coordinate with projects funded by relevant U.S. Government agencies.

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

Applications must consist of two separate parts (1) a Technical Proposal and (2) a Cost Proposal; if either is missing the application will be considered non-responsive and will be rejected. Unless specified as "optional" or "as applicable," all documents identified in this section must be included in the application package to be considered complete and responsive. Applicants' Technical and Cost Proposals must address the entire Scope of Work (SOW) outlined in the SGA. Applications must be organized as outlined below. All parts of the application (including required or additional supporting documents) must be written in English. All pages of the application

must be numbered. Any additional documentation submitted that is not required or specifically requested under this solicitation will not be considered.

## **1. Technical Proposal**

Applicants must prepare a technical proposal as Part I of the application. The Technical Proposal must address the Applicant's technical capacity to plan and implement the proposed project in accordance with the provisions of this solicitation. The Technical Proposal must respond to all of the requirements in the SOW. The Technical Proposal must contain all of the documents outlined below unless marked as "optional" or "as applicable". Applications must be no more than 35 single-sided, double-spaced pages (8-1/2" x 11" with 1" margins). Font size should be no less than 11-point Times New Roman. The Abstract, Table of Contents and required annexes to the Technical Proposal do not count toward the page limit.

### **a. Abstract**

The Abstract must not exceed two pages and include: project title; name of the Applicant; proposed subgrantee(s) or subcontractor(s); summary of the proposed project design and key project activities; funding amount requested from USDOL (up to \$5 million); and total dollar value of cost share (if applicable).

### **b. Table of Contents**

The Table of Contents must list all sections of the Technical Proposal narrative and all other required documents and include their corresponding page numbers.

### **c. Project Design Narrative**

The Project Design Narrative must describe in detail the Applicant's response to the SOW. The Project Design Narrative must contain the following sections:

#### **(1) Background**

This section must not exceed three pages. Applicants must describe CDWs' and domestic workers' working conditions and the CDW situation, legislation regarding CDW and domestic work, and a description of DWOs and child rights organizations addressing the issue of child domestics in each target country. The Applicant must identify major challenges in the living and working conditions of domestic workers in the identified countries. Applicants must also identify existing advocacy efforts, outreach to domestic workers, policy and enforcement efforts, and awareness raising activities to prevent CDW, along with significant gaps and opportunities for the project. This section should also describe key aspects of the implementing environment that contribute to CDW in each of the targeted countries.

Applicants must also provide background information on each proposed partner DWO. At a minimum, Applicants must provide the following background information for each proposed DWO:

- Name
- Description of its status (e.g., official trade union, workers' organization, domestic workers cooperative, NGO, informal network).
- Geographic coverage
- Year of founding
- Approximate number of domestic workers represented
- Capacity strengths
- Capacity weaknesses
- Current engagement on CDW

#### **(2) Project Design and Strategy**

Applicants must outline a project strategy that fully responds to the SOW and addresses the major gaps discussed in Section I as well as those it identifies in its application. Applicants must also justify their selection of target countries, their selected strategy, and must explain how it will fill identified gaps, strengthen the capacity of DWOs and contribute to promoting decent work for domestic workers and reducing

CDW. Applicants must also explain how they will measure project outcomes.

### **(3) Organizational Capacity**

This section must describe the qualifications of the proposed Applicant and proposed DWOs and other partners involved in implementing the project. Applicants must explain why they have chosen to partner with select DWOs. This section must also describe the organizational relationships between all parties involved.

#### **(a) *International and U.S. Government Grant and/or Contract Experience***

Applicants must describe any experience they have with implementing projects relevant to capacity building of organizations that represent or otherwise promote the rights of workers.

#### **(b) *Country Presence***

Applicants must detail their presence on the ground and/or their ability to start up project activities in the target country(ies) before signing a cooperative agreement. Applicants should also discuss their ability to work directly with relevant government agencies and NGOs, including local organizations, DWO and community based organizations, and their past experience working with such stakeholders.

#### **(c) *Fiscal Oversight***

Applicants must provide a narrative description and supporting documentation that demonstrates their organization has a sound financial system in place to effectively manage the funds requested under this solicitation.

#### **(d) *Key Personnel***

Applicants must identify key personnel positions and candidates to lead overall coordination of project activities deemed essential to the successful operation of the project and completion of all proposed activities and deliverables. The Applicant must nominate one person for the position of Project Director, who must allocate 100 percent of his/her time to the project and be employed by the Grantee. The Applicant must identify other key personnel positions critical to lead overall coordination and execution of the project strategy. Applicants must include position descriptions, the expected level of effort, justification for the expected level of effort, and duty location for each position. For all key personnel positions, Applicants must address candidates' level of competence, past experience relevant to this solicitation, and qualifications to perform the requirements outlined in the SOW.

Key personnel positions must not be combined. Proposed key personnel candidates must sign letters indicating their commitment to serve on the project for a stated term of service and their availability to commence work within 45 days of cooperative agreement award. The Project Director must be employed by the Grantee and other key personnel positions must be employed by the Grantee or its partner DWOs. USDOL encourages Applicants to hire national/local staff for key personnel positions. The Grantee must assume full responsibility for ensuring that all key personnel have a clear and thorough understanding of USDOL policies, procedures, and requirements and that all documents submitted to USDOL are in fluent English. The application will be considered non-responsive and rejected if any key personnel candidates are not designated. Applicants must propose candidates with qualifications to successfully implement the proposed strategy. Qualifications and requirements for the Project Director are:

- Minimum of five years of experience in project management, supervision, administration, and implementation of grant, cooperative agreement, and contract requirements (including meeting deadlines, achieving targets, and overseeing the preparation and submission of required reports).
- Must be employed by the Grantee (not subgrantees/subcontractors).
- General knowledge of data collection and project monitoring and evaluations.
- Ability to establish and maintain systems for project operations, including the Performance Monitoring Plan (PMP) required by USDOL and other monitoring and evaluation requirements.
- Ability to maintain working relationships with all project stakeholders, including coalition building and partnership promotion.

- Experience in a leadership role in implementing development projects relevant to this solicitation, such as capacity building of workers’ organizations.
- Experience working on domestic work issues (child domestic work experience strongly preferred).
- Project Director must reside in one of the proposed target countries throughout the duration of the project.
- Fluency in English is required, and when applicable, knowledge of relevant national languages is preferred.

**(e) Other Professional Personnel**

Applicants must identify any other professional program personnel deemed necessary to carry out the proposed strategy and provide justification for including these individuals. Applicants must include position descriptions, the expected level of effort, and duty location for each description.

**(f) Project Management Plan**

Applicants must describe their project management plan. This plan must correspond with Annexes E and F of the Applicant’s Technical Proposal. It must also include a narrative description of the structure of the project’s management team, key personnel’s roles and responsibilities and the lines of authority between key personnel and other project staff as well as duty locations. Applicants are encouraged to propose staffing strategies that aim to develop the capacity of national and/or local staff over the course of the project.

**d. Annexes**

**(1) Annex A: Letters of Partnership**

The Applicant must include a letter of partnership written and signed by each proposed DWO. The letter should document the DWO’s commitment to working on this project.

**(2) Annex B: Logic Model**

The logic model must include inputs, outputs, outcomes, and may also consider assumptions and external factors that may influence the project. The Logic Model must be no longer than two pages. The logic model will be refined and finalized after award. Examples of logic models can be found at: The University of Wisconsin Extension (<http://www.uwex.edu/ces/pdande/evaluation/evallogicmodel.html>) and The Kellogg Foundation (<http://www.wkkf.org/knowledge-center/resources/2006/02/WK-Kellogg-Foundation-Logic-Model-Development-Guide.aspx>).

**(3) Annex C: Work Plan**

The work plan must identify major project activities, deadlines for completing these activities, and person(s) or institution(s) responsible for completing these activities. The work plan must correspond to activities identified in the logic model and the project design narrative. Applicants may choose the most appropriate format of the work plan.

**(4) Annex D: Past Performance Table(s)**

Applicants must list grants, cooperative agreements, and/or contracts with USDOL, other Federal agencies, and other donors that are relevant to this solicitation within the past five years beginning with the issuance date of the SGA. Information must be presented in the following table. Applicants must list no more than six references/projects.

Name of Applicant/ Subgrantee/ Subcontractor	Agency/ Donor/ Organization	Agency/ Donor/ Contact Information (Name, telephone, fax, e-mail)	Name of the Project and Instrument/Agreement Number	Funding Amount (in USD)	Country of Implementation and Period of Performance	Brief Summary of Work Performed and Accomplishments

**(5) Annex E: Project Management Organization Chart**

The project management organization chart must provide a visual depiction of the project's management structure and lines of authority among all key personnel, other professional personnel, and other project staff being proposed. This organization chart should also include the duty location for each position.

**(6) Annex F: Personnel Descriptions, Résumés, and Letters of Commitment**

This annex must contain personnel descriptions (outlining roles and responsibilities) and résumés for all key personnel and other professional personnel being proposed by the Applicant. It must also include signed letters of commitment from all proposed key personnel. Each résumé must include:

- Educational background, including highest education level attained;
- Work experience covering at least the last five years of employment to the present, including such information as the employer name, position title, clearly defined duties, and dates of employment;
- Salary information for at least the last five years of employment to the present;
- Special experience, capabilities, or qualifications related to the candidate's ability to implement the proposed strategy and perform effectively in the proposed position; and
- English language skills (speaking, listening, reading, writing) and foreign language skills, if any.

**(7) Annex G: Audit Report(s)**

This annex must contain the audit report(s) of the Applicant and any proposed subgrantees and/or subcontractors (as applicable). It must include a cover sheet to the audit attachments listing all proposed subgrantees and/or subcontractors. The following audit attachments are required, depending on the organization's status: (1) for Applicants from U.S.-based non-profit organizations and all proposed U.S.-based, non-profit, subgrantees and/or subcontractors that are subject to the Single Audit Act, include the most recent single audit and demonstrate compliance with single audit submission timeframes established in OMB Circular A-133; and (2) for Applicants and all proposed subgrantees and/or subcontractors that are for-profit or foreign-based organizations, they must submit most current independent financial audit.

**2. Cost Proposal**

Applicants must prepare a cost proposal as Part II of the application. Applicants must describe their financial capacity to plan and implement the proposed strategy in accordance with the provisions of this solicitation. The cost proposal must reflect consistency between the proposed costs and the work to be performed as outlined in the project design narrative of the Applicant's technical proposal. The cost proposal must contain the following: an SF-424 Supplemental Key Contacts Information; an SF-424 Application for Federal Assistance; an SF-424A Budget Information; a detailed outputs-based budget and an accompanying budget narrative; and an indirect cost form and supporting documentation, as applicable.

**a. Dun and Bradstreet Number(s)**

Applicants must include their unexpired Dun and Bradstreet/ DUNS number in the organizational unit section of Block 8 of the Standard Form (SF)-424. Applicants proposing subgrantees or subcontractors must submit each organization's DUNS number as an attachment to the Cost Proposal.

Organizations that do not have a DUNS number can receive a DUNS number at no cost by calling the dedicated toll-free number request line at 1-866-705-5711 or by using the web-based form available at <http://fedgov.dnb.com/webform>. Registration is brief and can be completed immediately when requested by phone, or within 1-2 business days when requested through the webform.

Applicants must be registered with the Central Contractor Registration. A DUNS number is required to register with Central Contractor Registration (CCR). Online registration is available through the CCR home page <https://www.bpn.gov/ccr/default.aspx>. Completing and submitting the registration takes approximately one hour and your CCR registration will take 3-5 business days to process. After registration, Applicants will receive a confirmation number. The Point of Contact listed by the organization will receive a confidential Trader Partnership Identification Number (TPIN) via mail. For any questions about registration, please contact the CCR Assistance Center at 1-888-227-2423.

For all U.S. organizations, an Employer Identification Number (EIN) is also required. The EIN is issued by the Internal Revenue Service and may take an additional 2-5 weeks to become active.

### **b. Required Standard Forms**

- (1) **SF-424 Supplemental Key Contacts Information:** This form must include name, position title, address, telephone and facsimile (FAX) numbers, e-mail address, and other relevant information for the Applicant's designated key contact person.
- (2) **SF-424 Application for Federal Assistance:** This form must reflect the entire amount of funds being requested under this solicitation and if applicable, the amount of any cost sharing proposed by the Applicant must be shown in Section 18.b. All applicable DUNS Numbers must be listed in Block 8 (and as an attachment for each subgrantee or subcontractor, as applicable)
- (3) **SF-424A Budget Information (Non-Construction Programs):** This form must include all costs for proposed activities. If applicable, in line 6 Applicants must include construction activities that are: 1) over \$5,000; and/or 2) for the construction of a permanent structure (latrines, wells) reported on the SF-424.

### **c. Outputs-Based Budget**

The outputs-based budget (including USDOL funds and any cost sharing funds reported on the SF-424 and SF-424A) must comply with Federal cost principles. (The cost principles applicable to various types of organizations are listed in section VI.B.3.) This budget will become part of the cooperative agreement in the event of award. Any costs omitted by the Applicant may not be allowed after award. The budget submitted with the application must include all necessary funds, without reliance on other contracts, grants, or awards to implement the Applicant's proposed strategy. USDOL will not provide additional funding to cover these costs. A sample of output-based budget can be found by clicking the background materials link for this SGA at <http://www.dol.gov/ILAB/grants/main.htm>.

The detailed Outputs-Based Budget must:

- Show how the budget reflects project goals and design in a cost-effective way.
- Link to the activities, objectives, and outputs reflected in the project design narrative, work plan, and logic model.
- Provide a breakdown of total administrative costs into direct and indirect administrative costs. The Grant Officer reserves the right to negotiate project and administrative cost levels before award.
- Include sufficient funds to finance appropriate in-country and international travel.
- Allocate funds for travel by the Project Director and/or other key personnel based in the field to meet annually with USDOL officials in Washington, D.C. or another site determined by USDOL.
- Budget for the Project Director and/or another key personnel staff member to travel to Washington, D.C. for a post-award meeting, which will be held within two months of award.
- Allocate sufficient funds to monitor and collect data for reporting to DOL against the targets set in the Performance Monitoring Plan and other monitoring and evaluation requirements.
- Allocate at least \$70,000 to support the external interim and final implementation evaluations. Resources permitting, USDOL will directly contract the external evaluators to design and implement the evaluations. The project will be responsible for certain support costs to each evaluation such as translation of the evaluation report from English into local language(s), providing ground transportation for the external evaluator, hosting an evaluation stakeholders meeting, and in-country transportation and accommodation costs for staff and other stakeholders' participation in the meeting.
- Allocate sufficient funds for research on the outcomes of capacity building.
- Allocate sufficient funds for conducting a needs assessment of DWOs and (if necessary) a rapid assessment on the work hazards faced by CDWs in selected countries.
- Include costs for single audits as direct or indirect costs, whichever is appropriate, in accordance with the cost allocation procedures approved by the U.S. Federal cognizant agency.

- Include a contingency provision, calculated at five percent of the project's total direct costs, which intent to address circumstances affecting specific budget lines related to (1) inflation affecting specific project costs; (2) UN System or foreign government-mandated salary scale or benefits revisions; and (3) exchange rate fluctuations. However, USDOL also recognizes that certain unforeseen circumstances may arise and result in a need for exceptions to these uses of contingency provision funds and a need for budget modifications or time extensions. These include (1) changes in a country's security environment; (2) natural disasters; (3) civil or political unrest/upheavals or government transitions; or (4) delays related to loss of or damage to project property.
- Include a justification for any proposed housing costs, housing allowances, and/or personal living expenses in the budget narrative, which is described below.

#### **d. Budget Narrative**

The cost proposal must include a budget narrative that corresponds to the outputs-based budget. The budget narrative must include a detailed justification, broken down by line item, of all of the Applicant's costs included in the outputs-based budget.

#### **e. Indirect Cost Information**

- (1) Indirect Cost Form for the Applicant (*including one for each proposed subgrantee and subcontractor, as applicable*):** The cost proposal must also contain information on the Applicant's indirect costs, using the form provided by clicking on the background materials link for this SGA on USDOL/ILAB's Web site at <http://www.dol.gov/ilab/grants/> and on [Grants.gov](http://Grants.gov).
- (2) Indirect Cost Supporting Documentation (*including one for each proposed subgrantee and subcontractor, as applicable*):** The cost proposal must include a current, approved Negotiated Indirect Cost Rate Agreement (NICRA) or a Certificate of Direct Costs if no indirect costs are claimed.

#### **f. Survey on Ensuring Equal Opportunity for Applicants (Optional)**

All Applicants are requested, but not required, to complete and include the Survey on Ensuring Equal Opportunity for Applicants (OMB No. 1890-0014) in their applications; this form is provided by clicking on the background materials link for this SGA on USDOL/ILAB's Web site at: <http://www.dol.gov/ilab/grants/> and on [Grants.gov](http://Grants.gov).

### **D. Submission Dates and Times**

All applications must be received by the closing date and time on the cover page.

### **E. Funding Restrictions**

USDOL/ILAB highlights the following restrictions, unallowable activities, and specific prohibitions, as identified in OMB Circular A-122, 29 CFR Part 95, 29 CFR Part 98, and other USDOL/ILAB policy, for all USDOL-funded technical cooperation projects. Applicants' Cost and Technical Proposals must be developed in accordance with the provisions outlined below. If any Applicant has questions about these or other restrictions, please e-mail Brenda White and/or James Kinslow.

#### **1. Pre-award Costs**

Cooperative agreement funds may not be encumbered/obligated by a Grantee before the period of performance. Pre-award costs, including costs associated with the preparation of an application submitted in response to this SGA, are not reimbursable under the cooperative agreement.

#### **2. Direct Cash Transfers to Communities, Parents, of Children**

USDOL/ILAB does not allow for direct cash transfers to target beneficiaries. Grantees may not provide direct cash transfers to communities, parents, or children. Purchase of incidental items is allowable if necessary for direct beneficiaries' participation in project activities and as a means of promoting sustainable reduction of child

labor and/or forced labor among the target group. These beneficiary support costs could include direct costs such as uniforms, tool kits for livelihood interventions, school supplies, books, provision of tuition, or transportation costs. If approved by USDOL, the Grantee or its subgrantees or subcontractor(s) must purchase or directly pay for these items in the form of vouchers or payment to the service provider, as opposed to handing cash directly to project beneficiaries or other individuals. This ensures that the money is used for its intended purpose and is not diverted or lost. Applicants may propose microfinance interventions or linkages to existing microfinance programs.

If an Applicant proposes the provision of beneficiary support costs, it must specify: (1) why these activities and interventions are necessary and how they will contribute to the overall project goals; and (2) how the disbursement of funds will be administered in order to maximize efficiency and minimize the risk of misuse. The Applicant must also address how beneficiary support costs will be made sustainable once the project is completed.

### **3. Construction**

Any activities that lead to the creation of real property (*e.g.*, a new classroom, an addition to an existing building, wells, and latrines) that is of a permanent nature must be classified under construction expenses. Expenses in support of construction cannot be classified as supplies, and should be budgeted under the construction line item. In general, USDOL expects construction to be limited to improving existing infrastructure and facilities of schools and/or other learning environments in the project's target communities. In order to ensure sustainability, USDOL encourages Applicants to secure forms of cost sharing from communities and local organizations when proposing construction activities.

### **4. Housing and Personal Living Expenses**

USDOL funds may only be used to pay for housing costs, housing allowances, and personal living expenses (*e.g.*, dependents' allowance) of project staff if they (1) are separately accounted for as direct costs of the project necessary for the performance of the project and (2) receive prior approval from USDOL. In accordance with federal cost principles, housing and personal living expenses may not be counted as fringe benefits or indirect costs. Housing and other personal expenses are costs that are appropriately the responsibility of individual employees, including local coordinators, whether they are residing in the United States or abroad. In general, housing costs, housing allowances, and personal living expenses will only be authorized under the cooperative agreement if deemed necessary for the performance of the project, in particular, in cases of extraordinary costs of living attributable to unique circumstances affecting a local economy.

### **5. Subgrants and Subcontracts**

Subgrants and subcontracts awarded after the cooperative agreement is signed, and not proposed in the application, must be awarded through a formal competitive bidding process. See 29 CFR 95.40-48. Subgrants and subcontracts are subject to audit, in accordance with the requirements of 29 CFR 95.26.

### **6. Lobbying and Fundraising**

Funds provided by USDOL for project expenditures under cooperative agreements may not be used with the intent to influence a member of the U.S. Congress, a member of any U.S. Congressional staff, or any Federal, State, or local government official in the United States (hereinafter "government official(s)"), to favor, adopt, or oppose, by vote or otherwise, any U.S. legislation, law, ratification, policy, or appropriation, or to influence in any way the outcome of a political election in the United States, or to contribute to any political party or campaign in the United States, or for activities carried on for the purpose of supporting or knowingly preparing for such efforts. This includes awareness-raising and advocacy activities that include fundraising for, or lobbying of, U.S. Federal, State, or local governments. (See OMB Circular A-122, as codified at 2 CFR Part 230). This does not include communications for the purpose of providing information about the Grantees and their programs or activities, in response to a request by any government official, or for consideration or action on the merits of a federally sponsored agreement or relevant regulatory matter by a government official.

Applicants classified under the Internal Revenue Code as a 501(c)(4) entity [See 26 U.S.C. 501(c)(4)] may not engage in any lobbying activities. According to the Lobbying Disclosure Act of 1995, as codified at 2 U.S.C. 1611, an organization, as described in Section 501(c)(4) of the Internal Revenue Code of 1986, that engages in

lobbying activities directed toward the U.S. Government is not eligible for the receipt of Federal funds constituting an award, grant, cooperative agreement, or loan.

### **7. Funds to Host Country Governments**

USDOL funds awarded under cooperative agreements are not intended to duplicate existing foreign government efforts or substitute for activities that are the responsibility of such governments. Therefore, Grantees may not provide any of the funds obligated under this cooperative agreement to a foreign government or entities that are agencies of, or operated by or for a foreign state or government, ministries, officials, or political parties, except that where the Grantee has conducted a competitive process to select the awardee and has determined that no other entity in the country is able to provide services or undertake project activities, the Grantee may award subgrants/subcontracts to foreign government agencies or entities that are agencies of or operated by or for a foreign state or government, ministries, officials, or political parties. In such cases, Grantees must receive prior USDOL approval before awarding the subgrant/subcontract.

### **8. Miscellaneous Prohibitions**

USDOL funds may not be used to provide for:

- The purchase of land;
- The procurement of goods or services for personal use by the Grantee's employees;
- Entertainment, including amusement, diversion, and social activities and any costs directly associated with entertainment (such as tickets, meals, lodging, rentals, transportation, and gratuities). Costs of training or meetings and conferences, when the primary purpose is the dissemination of technical information including reasonable costs of meals and refreshments, transportation, rental of facilities and other incidentals are allowable. Costs related to child labor educational activities, such as street plays and theater, are allowable; and
- Alcoholic beverages.

### **9. Prostitution, Forced Labor, and Trafficking**

The U.S. Government is opposed to prostitution and related activities, which are inherently harmful and dehumanizing and contribute to the phenomenon of trafficking in persons. U.S. Grantees and their subgrantees and subcontractors, cannot use funds provided by USDOL to lobby for, promote or advocate the legalization or regulation of prostitution as a legitimate form of work. Foreign-based Grantees and their subgrantees and subcontractors that receive funds provided by USDOL for projects to combat trafficking in persons cannot lobby for, promote or advocate the legalization or regulation of prostitution as a legitimate form of work while acting as a subgrantee or subcontractor on a USDOL-funded project. It is the responsibility of the Grantee to ensure its subgrantees and subcontractors meet these criteria. This provision must be included in any applicable subgrant and subcontract that the Grantee awards using USDOL funds and the Grantee will obtain a written declaration to that effect from the subgrantee or subcontractor concerned. Also, Applicants will be required to adhere to the requirements of 2 CFR Part 175 relating to trafficking in persons, which will be included in the cooperative agreement.

### **10. Inherently Religious Activities**

The U.S. Government is generally prohibited from providing direct financial assistance for inherently religious activities. The Grantee(s) may work with and subgrant to or subcontract with religious institutions; however, Federal funds provided under a USDOL-awarded cooperative agreement may not be used for religious instruction, worship, prayer, proselytizing, other inherently religious activities, or the purchase of religious materials. Neutral, non-religious criteria that neither favor nor disfavor religion will be employed in the selection of Grantees and must be employed by Grantees in the selection of subgrantees or subcontractors. This provision must be included in all subgrants and subcontracts issued under the cooperative agreement.

Any inherently religious activities conducted by the Grantee must be clearly separated in time or physical space from activities funded by USDOL. Grantees must separately account for and segregate from Federal and matching funds (neither of which may be used to fund inherently religious activities), any non-Federal and non-matching funds (or allocable portion of those funds) used for such inherently religious activities. Additionally, direct beneficiaries of the project must have a clear understanding that their enrollment in a USDOL-funded project is

not conditioned on their participation in any religious activities and a decision to not participate in any inherently religious activity will in no way impact, or result in any negative consequences to, their project standing. A Grantee should consult USDOL for prior approval if it is unclear if project activities are allowable.

### **11. Terrorism**

Applicants are bound by U.S. Executive Orders and U.S. law that prohibit transactions with and the provision of resources and support to individuals and organizations associated with terrorism. It is the legal responsibility of the Grantee to ensure compliance with these Executive Orders and laws. USDOL policy seeks to ensure that no USDOL funds directly or indirectly used to provide support to individuals or entities associated with terrorism. Applicants responding to this solicitation and Grantees subsequently awarded funding by USDOL under this SGA must check <http://www.treas.gov/offices/enforcement/ofac/sdn/t11sdn.pdf> to assess information available on parties that are excluded from receiving Federal financial and non-financial assistance and benefits. In the event of award, this provision must be included in all applicable subgrants and subcontracts issued under the cooperative agreement.

### **12. Value Added Tax (VAT)**

Applicants should discuss the possibility of obtaining customs and VAT exemptions with host government officials during the preparation of their application. While host governments are encouraged not to apply customs or VAT taxes to USDOL-funded projects, some host governments may nevertheless choose to assess such taxes. When preparing their budgets, Applicants should account for such costs, since USDOL cannot provide assistance in this regard. If these costs are omitted, a Grantee may not be allowed to include them after award.

### **F. Other Submission Requirements**

Applications may be submitted in hard copy or electronically via [Grants.gov](http://Grants.gov). Applications submitted by other means, including e-mail, telegram, or FAX will be not be accepted.

#### **1. Electronic Submission**

Applicants electing to submit electronically must submit one electronic copy of the complete application via [Grants.gov](http://Grants.gov). Applicants submitting via [Grants.gov](http://Grants.gov) are responsible for ensuring that their application is received by [Grants.gov](http://Grants.gov) by the deadline.

Applicants submitting their application electronically through [Grants.gov](http://Grants.gov) should note the following submission instructions (1) an individual with authority to legally bind the Applicant must be responsible for submitting the application on [Grants.gov](http://Grants.gov); (2) applications submitted through [Grants.gov](http://Grants.gov) do not need to be signed manually; the form will automatically affix an electronic signature for the authorized person identified, and (3) when submitting on [Grants.gov](http://Grants.gov), Applicants must save all attachments as a .doc, .pdf, .txt, or .xls file. If submitted in any other format, the application bears the risk that compatibility or other issues will prevent USDOL from considering the application. USDOL will attempt to open the document, but will not take any “corrective” measures in the event of issues with opening. In such cases, the non-conforming application will not be considered for funding.

To avoid unexpected delays that could result in the rejection of an application, Applicants should immediately initiate and complete the registration steps at [http://www.grants.gov/Applicants/get\\_registered.jsp](http://www.grants.gov/Applicants/get_registered.jsp) as registration can take multiple days to complete. Applicants should consult the [Grants.gov](http://Grants.gov) Web site’s Frequently Asked Questions and Applicant User Guide, available at [http://www.grants.gov/help/general\\_faqs.jsp](http://www.grants.gov/help/general_faqs.jsp), and <http://www.grants.gov/assets/ApplicantUserGuide.pdf>. Within two business days of application submission, [Grants.gov](http://Grants.gov) will send the Applicant two email messages to provide the status of application progress through the system. The first email, almost immediate, will confirm receipt of the application by [Grants.gov](http://Grants.gov). The second email will indicate the application has both been successfully submitted and successfully validated or has been rejected due to errors. Only applications that have been successfully submitted and successfully validated will be considered. It is the sole responsibility of the Applicant to ensure a timely submission, therefore sufficient time should be allotted for submission (two business days), and if necessary, additional time to address errors and receive validation upon resubmission (an additional two business days for each ensuing submission). It is important to note that if sufficient time is not allotted and a rejection notice is received after the due date and time, the application will not be considered.

Applicants can contact the [Grants.gov](http://Grants.gov) Contact Center at 1-800-518-4726 or [support@grants.gov](mailto:support@grants.gov) to obtain assistance with any problems related to using [Grants.gov](http://Grants.gov), including difficulties downloading the application package; software compatibility questions; and questions on how to assemble electronic application packages. USDOL bears no responsibility for data errors resulting from transmission or conversion processes.

## **2. Hardcopy Submissions**

Applicants electing to submit hard copies must submit one (1) blue ink-signed original, complete application, *plus* one (1) copy of the application, along with a CD that includes the Technical and Cost Proposals saved as .doc, .pdf, .txt, or .xls files. Hard copy applications must be delivered to the address on the cover page of this announcement. Applicants are advised to submit their applications in advance of the deadline. Applications may be hand delivered or submitted via the U.S. Postal Service or non-U.S. Postal Service delivery services, such as Federal Express or UPS. Regardless of the type of delivery service selected, Applicants bear the responsibility for timely submission. The application package must be received at the designated place by the date and time specified or it will be considered non-responsive and will be rejected.

Any application received at the Procurement Services Center after the deadline will not be considered unless it is received before the award is made and:

1. It is determined by the Government that the late receipt was due solely to mishandling by the Government after receipt at USDOL at the address indicated; and/or
2. It was sent by registered or certified mail not later than the fifth calendar day before the deadline; or
3. It was sent by U.S. Postal Service Express Mail Next Day Service-Post Office to Addressee, no later than 5:00 p.m. at the place of mailing two (2) working days, excluding weekends and Federal holidays, before the deadline.
4. It was sent by non-U.S. Postal Service Next Day Service-carrier facility to Addressee, no later than 5:00 p.m. at the place of mailing two (2) working days, excluding weekends and Federal holidays, before the deadline.

The only acceptable evidence to establish the date of mailing of a late application sent by registered or certified mail is the U.S. Postal Service postmark on the envelope or wrapper and on the original receipt from the U.S. Postal Service. The only acceptable evidence to establish the date of mailing of a late application sent by U.S. Postal Service Express Mail Next Day Service-Post Office to Addressee is the date entered by the Post Office clerk on the "Express Mail Next Day Service-Post Office to Addressee" label and the postmark on the envelope or wrapper on the original receipt from the U.S. Postal Service. For Applications submitted through other delivery services such as Federal Express or UPS, the only acceptable evidence to establish the date of the mailing is the tracking number, which contains detailed information about the mailing.

If the postmark is not legible, an application received after the above closing time and date will be treated as if mailed late. "Postmark" means a printed, stamped, or otherwise placed impression (not a postage meter machine impression) that is readily identifiable without further action as having been applied and affixed by an employee of the U.S. Postal Service on the date of mailing. Therefore, Applicants should request that the postal clerk place a legible hand cancellation "bull's-eye" postmark on both the receipt and the envelope or wrapper.

Confirmation of receipt can be obtained from Brenda White and James Kinslow (see cover page for contact information). Note: Please be advised that U.S. mail delivery in the Washington D.C. area can be slow and erratic due to security concerns. Applicants must consider this when preparing to meet the application deadline.

## **V. APPLICATION REVIEW INFORMATION**

### **A. Criteria**

The criteria outlined below will be used to evaluate applications submitted in response to this solicitation on the basis of 100 points. In addition to the specific criteria in Section IV, Applicants will be evaluated on the following:

**Project Design and Budget (60 points)**

Applicants will be evaluated and rated on (1) the overall quality, effectiveness, relevance, and clarity of their proposed project design and strategy and outputs-based budget; (2) the extent to which it responds to all of the requirements outlined in the SGA; (3) how cost effective and realistic the proposed costs are for achieving the proposed strategy; and (4) the extent to which the proposed strategy will promote long-term sustainability of efforts to contribute to the reduction of the incidence of CDW in the targeted country(ies).

**Organizational Capacity (20 points)**

Applicants will be evaluated and rated on their demonstrated capacity to implement a project of similar type, funding amount and complexity. Applicants may be rated on their past performance over the past five years with implementing grants, cooperative agreements, and/or contracts relevant to this SGA. USDOL may contact the organizations listed in the Applicant's past performance table. Past performance will be rated by such factors as:

1. Demonstrated capacity to manage projects of similar type, funding amount, and complexity.
2. Demonstrated capacity to meet its project targets under past or current projects funded by USDOL or other donors;
3. Demonstrated experience with DWOs and/or with CDWs;
4. Demonstrated experience strengthening the capacity of small organizations;
5. Quality and timeliness of the submission of past grant, cooperative agreement, and/or contract deliverables to USDOL and/or other donors;
6. Demonstrated experience in providing quality technical, administrative, and financial oversight to subgrantees and subcontractors if applicable;
7. Performance of the Applicant's key personnel on projects with USDOL and/or other donors;
8. Demonstrated ability to effectively manage project personnel, including whether the Applicant has a history of replacing key personnel with similarly qualified staff, and the timeliness of replacing key personnel, as necessary;
9. Demonstrated ability to work with national, regional and local governments and other key stakeholders.

**Personnel and Project Management Plan (20 points)**

Applicants will be evaluated and rated on (1) the quality and clarity of their project management plan, and (2) the quality, relevant experience and demonstrated effectiveness of proposed staffing for implementing the proposed strategy.

**B. Review and Selection Process**

Each complete and responsive application will be objectively evaluated by a technical review panel against the criteria described in this SGA. Neutral, non-religious criteria that neither favors nor disfavors religion will be employed in the selection of cooperative agreement awardees. Applicants are advised that panel recommendations to the Grant Officer are advisory in nature. The Grant Officer may elect to select a Grantee on the basis of the initial application submission or the Grant Officer may establish a competitive or technically acceptable range from which a Grantee will be selected. If deemed appropriate, the Grant Officer may call for the preparation and receipt of final revisions of applications, following which the evaluation process described above, may be repeated, in whole or in part, to consider such revisions. The Grant Officer will make final selection determinations based on panel findings and consideration of factors that represent the greatest advantage to the Federal Government, including cost, the availability of funds, and the Applicant's past performance on Federal awards. USDOL reserves the right to (1) solicit information from Federal and/or non-Federal sources about the Applicant's past performance on any awards—including evaluations, audits, attestation engagements, and questionnaires; (2) assess the Applicant's past performance on Federal and/or non-Federal awards with respect to its potential effect on grant implementation; and (3) consider this information as part of its selection process. If USDOL does not receive technically acceptable applications in response to this solicitation, it reserves the right to terminate the competition and not make any award. The Grant Officer's determinations for awards under this solicitation are final.

Applicants should note that the selection of an organization as a potential cooperative agreement recipient does not constitute approval of the cooperative agreement application as submitted in response to this solicitation. Before the actual cooperative agreement is awarded, USDOL may enter into discussions with one or more selected Applicants for any reason deemed necessary, including negotiating components of the project design/strategy; budget; project duration; staffing; funding levels; and financial and administrative systems in place to support implementation of the cooperative agreement (including relevant issues raised in submitted audit report(s)). If negotiations do not result in a mutually acceptable submission, the Grant Officer reserves the right to terminate the negotiation and decline to fund the application. In the actual cooperative agreement, USDOL reserves the right to place special provisions on Grantees, such as in cases where USDOL has concerns about their application, including in their audit report(s). USDOL also reserves the right to negotiate program components further after award.

Award of a cooperative agreement under this solicitation may also be contingent upon an exchange of project support letters between USDOL and the relevant host government ministries in the target country(ies).

### **C. Anticipated Announcement and Award Date**

Designation decisions will be made within 45 days after the deadline for submission of applications, where possible. USDOL is not obligated to make any awards as result of this solicitation, and only the Grant Officer can bind USDOL to the provision of funds under this solicitation. Unless specifically provided in the cooperative agreement, USDOL's acceptance of a proposal and/or award of Federal funds does not waive any cooperative agreement requirements and/or procedures.

## **VI. AWARD ADMINISTRATION INFORMATION**

### **A. Award Notices**

The Grant Officer will notify Applicants of designation results as follows:

Designation Letter: The designation letter signed by the Grant Officer serves as official notice of an Applicant's designation as Grantee. The designation letter will be accompanied by a cooperative agreement and USDOL/OCFT's most current Management Procedures and Guidelines (MPG). The MPG provides general management procedures and guidelines for Grant and Cooperative Agreements in areas that may not be explicitly detailed in the solicitation.

Non-Designation Letter: Applicants not designated will be notified formally of the non-designation. Applicants not designated must formally request a debriefing if they would like to be provided with the basic reasons for the determination.

Notification of designation by a person or entity other than the Grant Officer is not valid.

### **B. Administrative and National Policy**

#### **1. General Requirements**

Grantees are subject to the terms outlined in this solicitation, the cooperative agreement, and the MPGs. They are also subject to applicable U.S. Federal laws (including provisions of appropriations laws) and regulations, Executive Orders, applicable OMB Circulars and USDOL policies. If, during project implementation, a Grantee is found in violation of any of the foregoing, the terms of the cooperative agreement awarded under this solicitation may be modified by USDOL; costs may be disallowed and recovered; the cooperative agreement may be terminated; and USDOL may take other action permitted by law. Determinations of allowable costs will be made in accordance with the applicable U.S. Federal cost principles.

#### **2. Project Audits and External Auditing Arrangements**

U.S.-based non-profit Grantees whose total annual expenditure of Federal awards is more than \$500,000 must have an organization-wide audit conducted in accordance with 29 CFR Parts 96 and 99, which codify the requirements of the Single Audit Act and OMB Circular A-133, and must comply with the timeframes established

in those regulations for the submission of their audits to the Federal Audit Clearinghouse. Grantees must send a copy of each single audit conducted within the timeframe of the USDOL-funded project to their assigned USDOL Grant Officer's Technical Representative (GOTR) at the time it is submitted to the Federal Audit Clearinghouse.

In accordance with 29 CFR Parts 96 and 99, USDOL has contracted with an independent external auditor to conduct project-specific attestation engagements at USDOL's expense to supplement the coverage provided by the annual audits that Grantees are required to arrange, which are referenced in the preceding paragraph. All Grantees, including foreign-based and private for-profit Grantees, are subject to attestation engagements during the life of the cooperative agreement. Such an attestation engagement will be conducted in accordance with U.S. Government Auditing Standards, which includes auditors' opinions on (1) compliance with USDOL regulations and the provisions of the cooperative agreement and (2) the accuracy and reliability of the Grantee's financial and performance reports.

### 3. Administrative Standards and Provisions

Cooperative agreements awarded under this solicitation are subject to the administrative standards and provisions that pertain to USDOL, and any other applicable standards that come into effect during the term of the cooperative agreement. Title 29 of the CFR is available from the U.S. Government Printing Office, at <http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=5e421ad42692a3a28f382a9aba659b2b&rgn=div5&view=text&node=29:1.1.1.1.39&idno=29>.

Copies of all regulations referenced in this solicitation are available at no cost, online, at <http://www.dol.gov>.

- 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.
- 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.
- 29 CFR Part 32 – Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance.
- 29 CFR Part 33 – Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities Conducted by the Department of Labor.
- 29 CFR Part 35 – Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance from the Department of Labor.
- 29 CFR Part 36 – Federal Standards for Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance.
- 29 CFR Part 93 – New Restrictions on Lobbying.
- 29 CFR Part 94 – Federal Standards for Government-wide Requirements for Drug-Free Workplace (Financial Assistance).
- 29 CFR Part 95 – Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and other Non-Profit Organizations, and with Commercial Organizations, For-Profit Organizations, Foreign Governments, Organizations Under the Jurisdiction of Foreign Governments and International Organizations.
- 29 CFR Part 96 – Federal Standards for Audit of Federally Funded Grants, Contracts and Other Agreements.
- 29 CFR Part 98 – Federal Standards for Government-wide Debarment and Suspension (Non-procurement).
- 29 CFR Part 99 – Federal Standards for Audits of States, Local Governments, and Non-Profit Organizations.

Copies of OMB Circulars referenced in this document can be found at:

- OMB Circular A-122 – Cost Principles for Non-Profit Organizations [http://www.whitehouse.gov/sites/default/files/omb/assets/omb/fedreg/2005/083105\\_a122.pdf](http://www.whitehouse.gov/sites/default/files/omb/assets/omb/fedreg/2005/083105_a122.pdf)
- OMB Circular A-133 – Audits of States, Local Governments, and Non-Profit Organizations [http://www.whitehouse.gov/sites/default/files/omb/assets/a133/a133\\_revised\\_2007.pdf](http://www.whitehouse.gov/sites/default/files/omb/assets/a133/a133_revised_2007.pdf)

- OMB Circular A-21 – Principles for Determining Costs Applicable to Grants, Contracts, and Other Agreements with Educational Institutions  
[http://www.whitehouse.gov/sites/default/files/omb/assets/omb/circulars/a021/a21\\_2004.pdf](http://www.whitehouse.gov/sites/default/files/omb/assets/omb/circulars/a021/a21_2004.pdf)
- OMB Circular A-110 - Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations  
[http://www.whitehouse.gov/omb/circulars\\_a110/](http://www.whitehouse.gov/omb/circulars_a110/)

#### 4. Transparency

USDOL 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 this grant competition, we will publish the Abstracts required by Section V., 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 Technical Proposal required by Section V., for all those applications that are awarded grants, on the Department's website or a similar location. Except for the Abstract, none of the Attachments to the Technical Proposal described in Section V. will be published. The Technical Proposals and Abstracts will not be published until after the grants are awarded. In addition, information about grant progress and results may also be made publicly available.

USDOL recognizes that grant applications sometimes contain information that an Applicant may consider proprietary or business confidential information, or may contain personally identifiable information. 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. Personally identifiable information is any information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records; and any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information.<sup>18</sup>

Abstracts will be published in the form originally submitted, without any redactions. Applicants should not include any proprietary or confidential business information or personally identifiable information in this summary. In the event that an Applicant submits proprietary or confidential business information or personally identifiable information, USDOL 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 personally identifiable information contained within the Abstract. In the event the Abstract contains proprietary or confidential business or personally identifiable information, 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, USDOL, 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 personally identifiable information is properly protected from disclosure when USDOL posts the winning Technical Proposals, Applicants whose Technical Proposals will be posted will be asked to submit a second redacted version of their Technical Proposal, with any proprietary or confidential business information and personally identifiable information redacted. All non-public information about the Applicant's and consortium members' staff (if applicable) should be removed as well.

USDOL will contact the Applicants whose Technical Proposals will be published by letter or e-mail, and provide

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<sup>18</sup> Office of Management and Budget, 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>.

further directions about how and when to submit the redacted version of the Technical Proposal. Submission of a redacted version of the Technical Proposal will constitute permission by the Applicant for USDOL to make the redacted version publicly available. USDOL will also assume that by submitting the redacted version of the Technical Proposal, the Applicant has obtained the agreement of all persons and entities whose proprietary, confidential business information or personally identifiable information is contained in the Technical Proposal about what material to redact. If an applicant fails to provide a redacted version of the Technical Proposal by the deadline established by USDOL, USDOL will publish the original Technical Proposal in full, after redacting only personally identifiable information. (Note that the original, unredacted version of the Technical Proposal will remain part of the complete application package, including an Applicant's proprietary and confidential business information and any personally identifiable information.)

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

Redacted information in grant applications will be protected by USDOL 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 USDOL receives a FOIA request for your application, the procedures in USDOL'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. 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."

## **5. Transparency Act Requirements**

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

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

### **C. Reporting and Post-Award Requirements**

For the purposes of this solicitation and cooperative agreement awards, the Grantee will be the sole-entity (1) to act as the primary point of contact with USDOL to receive and respond to all inquiries, communications and orders under the project; (2) with authority to withdraw or draw down funds through the Department of Health and Human Services-Payment Management System (HHS-PMS); (3) responsible for submitting to USDOL all deliverables, including all technical and financial reports related to the project; (4) that may request or agree to a

revision or amendment of the cooperative agreement or the Project Document; and (5) responsible for working with USDOL to close out the project. Each Grantee must comply with all applicable Federal regulations and is individually subject to audit. Grantees must comply with the following reporting and post-award requirements:

### **1. Subgrant/Subcontract Agreement**

Within 60 days of signing the cooperative agreement, the Grantee must provide either a written subgrant or subcontract agreement with all subgrantees(s)/subcontractor(s) listed in the Application who are found acceptable to USDOL, or an explanation as to why a subgrantee(s)/contractor(s) will not be participating in the cooperative agreement. USDOL reserves the right to re-evaluate the award of the cooperative agreement in light of any change in a subgrantee/contractor's status and may terminate the award if deemed appropriate.

### **2. Needs Assessment**

Within six months of the award, the Grantee must complete a needs assessment to identify gaps in each DWO's capacity to effectively promote decent work for domestic workers and reduce CDW and to administer an Action Plan. The needs assessment will inform strategies to target capacity gaps and improve the ability of each DWO to contribute to the promotion of decent work for domestic workers and the reduction of CDW in each target country.

### **3. Performance Monitoring Plan (PMP)**

Grantees must submit a draft PMP to USDOL within three months of award. The PMP and logic model will be finalized in consultation with USDOL. The PMP must be based on the project's logic model and serves three primary functions: 1) to delineate the data collection process for the project performance indicators; 2) to ensure data comparability; and 3) to guide data analysis. A PMP, therefore, must contain the following information:

- Definition of each indicator and unit of measurement;
- Description of each indicator data source;
- Method of data collection or calculation;
- Frequency and schedule of data collection;
- Institution(s) or person(s) responsible for ensuring data availability;
- Type or frequency of data analysis and person/institution responsible for data analysis; and
- Cost of data collection.

### **4. Interim and Final Implementation Evaluations**

USDOL also requires projects to undergo external implementation evaluations, usually one at an interim point in the project and a second no later than three months before the project's end to assess the degree to which a project is meeting (in the case of an interim evaluation) or has met (for final evaluations) its goals and objectives. USDOL will award a contract(s), independent of this SGA, to an external evaluator to complete these interim and final evaluations.

While the external evaluators will design and implement the evaluations, Grantees will be required to provide input into the evaluation Terms of Reference and assist in the planning and finalization of the evaluator's itinerary. In-country fieldwork for these evaluations typically lasts two weeks and there is a stakeholder workshop at the end of the two-weeks. The Project Director will be the main point of contact for the external evaluators. Grantees should ensure that staff time is allocated for supporting the above activities.

### **5. Performance Monitoring**

Projects will support USDOL's FY 2011-2016 Strategic Plan including ILAB Performance Goal 1.6 – Improve worker rights and livelihoods for vulnerable populations and Goal 3 – to reduce the prevalence of the worst forms of child labor and forced labor.

Grantees must budget for, collect and report data to USDOL as part of their performance reporting requirement. USDOL will use this data to meet its reporting obligations under GPRA. Grantees must report on a set of indicators every six months, which includes the ILAB common country capacity indicator and its sub-indicators as well as project-specific indicators. After award, ILAB and the Grantee(s) will refine the full set of indicators

that the grantee will report on. For information on the ILAB common country capacity indicator and sub-indicators, please see Appendix B.

#### **6. Research to Support Information Gathering on Outcomes of Capacity Building**

Grantees must also conduct research and/or data collection to assist in determining the outcomes of its efforts to improve the overall capacity of DWOs. The research/data collection can be qualitative, quantitative, and/or mixed-methods to concretely analyze the outcomes of the interventions in more depth. For example, the research could look at outcomes such as how DWO supported legislation has been adopted by the government or how employers' attitudes have changed in regards to child domestic workers.

#### **7. Sustainability Strategy**

Grantees must refine and submit to USDOL within seven months a strategy for promoting sustainability of efforts for DWOs to combat CDW and to promote decent work for domestic workers, as applicable, beyond the life of the project. The Grantee (subgrantee/subcontractor) should be central to the strategy, but it should also incorporate building local capacity as a means to promote sustainability. Grantees' strategies should explain how sustainability will be achieved by the end of the project according to the project's specific objectives.

Although Grantees generally cannot award subgrants or subcontracts to government entities, to the extent possible, Grantees should consider partnering with other individuals and/or organizations through these mechanisms. Such partnerships may be used to promote sustainability by strengthening the capacity of such organizations in areas including: administrative and financial management, technical assistance, project management, advocacy and awareness-raising on domestic worker issues.

#### **8. Reporting and Deliverables**

Grantees must submit copies of all required reports and deliverables to USDOL by the specified due dates. More information on the reports and deliverables and exact timeframes for their completion will be included in the cooperative agreement and the MPGs that will be distributed to Grantees before signing the cooperative agreement with USDOL.

#### **9. Technical Progress and Financial Reports**

Grantees must submit narrative technical progress reports to USDOL on a semi-annual basis by April 30 and October 30 of each year during the cooperative agreement period. However, USDOL reserves the right to require up to four technical progress reports a year. The technical progress report format is in the MPGs. Grantees must also submit an electronic financial report (SF-425) to USDOL on a quarterly basis through the E-Grants system. The SF-425 must be submitted no more than 30 days after the end of each quarter, *i.e.*, January 30; April 30; July 30; and October 30. In addition, Grantees are encouraged to submit a semi-annual update to USDOL of the project's detailed Outputs-Based Budget or a Financial Status Report that provides information on total allocations, expenditures, commitment of balances, and project balance by budget categories identified in the SF-424A.

#### **10. Final Technical and Financial Reports**

Grantees must submit final technical and financial reports no later than 90 days after the project completion date. These stand-alone reports must provide a complete and comprehensive summary of the progress and achievements made during the life of the project.

### **VII. AGENCY CONTACTS**

**Primary:** Brenda J. White, Grant Officer  
**Email:** [white.brenda.j@dol.gov](mailto:white.brenda.j@dol.gov)  
**Telephone:** 202.693.4570

**Alternate:** James Kinslow, Grant Officer  
**Email:** [kinslow.james@dol.gov](mailto:kinslow.james@dol.gov)  
**Telephone:** 202.693.4570

## VIII. OTHER INFORMATION

### A. Office of Management and Budget Information Collection

This SGA requests information from Applicants. This collection of information is approved under 1225-0086 OMB Information Collection No 1225-0086 (expires November 30, 2012). 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 the grant application is estimated to average 40 hours per response. These estimates include time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information, and drafting the proposal. Each recipient who receives a grant award notice will be required to submit semi-annual technical progress reports to ILAB. Each report will take approximately 10 hours to prepare. Any comments about the burden estimated or any other aspect of this collection of information, including suggestions for reducing this burden, should be directed to the USDOL/ILAB-OCFT, attention: Malaika Jeter (e-mail: [jeter.malaika@dol.gov](mailto:jeter.malaika@dol.gov)); or in the USDOL Office of Procurement Services, attention: Brenda White and James Kinslow (contact information is available on the cover page of the SGA and Section VI.). All applications should be sent to USDOL via [Grants.gov](http://Grants.gov) or in hard copy by mail in accordance with the instructions outlined in the SGA.

This information is being collected for the purpose of awarding a cooperative agreement. The information collected through this SGA will be used by the USDOL to ensure that cooperative agreements are awarded to the Applicants best suited to perform the functions of these cooperative agreements. Submission of this information is required in order for the Applicant to be considered for award of a cooperative agreement. Unless otherwise specifically noted in this announcement, information submitted in the respondent's application is not considered to be confidential.

### B. Privacy Act and Freedom of Information Act

Any information submitted in response to this solicitation will be subject to the provisions of the Privacy Act and the Freedom of Information Act, as appropriate.

## IX. APPENDICES

### APPENDIX A: DEFINITIONS

A “**Child**” or “**children**” are individuals under the age of 18 years. For the purposes of this solicitation, this term also includes older children (“**youth**”) who are under the age of 18 years.

“**Child Domestic Work**” is defined for the purposes of this SGA as work performed by a child in a residence other than their home that is deemed unacceptable for a child of their age, based on the country’s laws (including minimum work age laws) and in accordance with international standards (i.e., work likely to jeopardize or harm the health, safety or morals of a child as outlined in ILO Conventions No. 138 and No. 182). Where countries consider domestic work to be hazardous, the minimum age for entry into domestic work should not be less than 18 years based on ILO Convention No.182.

“**Child Domestic Worker**” is defined as any child engaged in “Child Domestic Work,” as defined above.

“**Child labor**” refers to the work of those children (minors under age 18) working in the *worst forms of child labor* as outlined in ILO Convention 182 and children engaged in work that is dangerous and/or interferes with their ability to participate and complete required years of schooling, in line with ILO Convention 138. ILO Convention 182 defines the WFCL as:

- (a) all forms of slavery or practices similar to slavery, such as the sale and trafficking of children, debt bondage and serfdom and forced or compulsory labor, including forced or compulsory recruitment of children for use in armed conflict;
- (b) the use, procuring or offering of a child for prostitution, for the production of pornography or for pornographic performances;
- (c) the use, procuring or offering of a child for illicit activities, in particular for the production and trafficking of drugs as defined in the relevant international treaties; and
- (d) work which, by its nature or the circumstances in which it is carried out, is likely to harm the health, safety or morals of children.

Grantees are encouraged to consult Recommendation 190 accompanying C. 182 for additional guidance on identifying hazardous forms of work. According to ILO Convention 182, hazardous work “shall be determined by national laws or regulations or by the competent authority, after consultation with the organizations of employers and workers concerned, taking into consideration relevant international standards...” As this suggests, forms of work identified as “hazardous” for children [Article 3(d)] may vary from country to country. ILO Recommendation No. 190, which accompanies ILO Convention 182, gives additional guidance on identifying “hazardous work.” ILO Recommendation No. 190 states in Section II, Paragraph 3 that, “[i]n determining the types of work referred to under Article 3(d) of the Convention [ILO Convention 182], and in identifying where they exist, consideration should be given, inter alia to:

- (a) work which exposes children to physical, psychological, or sexual abuse;
- (b) work underground, under water, at dangerous heights or in confined spaces;
- (c) work with dangerous machinery, equipment and tools, or which involves the manual handling or transport of heavy loads;
- (d) work in an unhealthy environment which may, for example, expose children to hazardous substances, agents or processes, or to temperatures, noise levels, or vibrations damaging to their health;
- (e) work under particularly difficult conditions such as work for long hours or during the night or work where the child is unreasonably confined to the premises of the employer.”

ILO Recommendation No. 190 goes on to state in Paragraph 4 that, “[f]or the types of work referred to under Article 3(d) of the Convention and Paragraph 3 above, national laws or regulations or the competent authority could, after consultation with the workers’ and employers’ organizations concerned, authorize employment or

work as from the age of 16 on condition that the health, safety and morals of the children concerned are fully protected, and that the children have received adequate specific instruction or vocational training in the relevant branch of activity.”

**“Cooperative agreement”** an award instrument where substantial involvement is anticipated between the donor (USDOL) and the Grantee during the performance of project activities. The level of monitoring and accountability required by USDOL under a cooperative agreement is less than what is required under a contract, but more than what is required under a regular grant.

**“Cost sharing”** means any method by which the Grantee accomplishes the work of the grant, or work that supports or enhances the goals of the grant, with funds or other things of value, obtained from the Grantee and/or non-Federal third parties. These methods may include “matching funds” and “in-kind contributions”.

**“Domestic work”** is defined in ILO Convention 189 as work performed in or for a household or households.

**“Domestic worker”** is defined for the purposes of this SGA in accordance with ILO Convention 189. It refers to any person engaged in domestic work as part of an employment relationship. The term does not include work that is performed in a household only occasionally or sporadically and not as part of a person’s regular employment.

**“Domestic Worker Organization (DWO)”** refers in this SGA to an organization that represents or otherwise promotes the rights of domestic workers in one of the countries where CDW will be addressed as a result of this USDOL-funded initiative. The organization should work closely with domestic workers in the target country and may be an informal group, network or workers cooperative, non-profit organization, informal union or a legally registered trade union.

**“Forced child labor”**. A situation in which a child, as defined above, is working in forced labor, as defined below.

**“Forced labor”** in the context of this SGA refers to all work or service that is exacted from any individual under menace of any penalty for nonperformance of the work or service, and for which the work or service is not offered voluntarily; or the work or service is performed as a result of coercion, debt bondage, or involuntary servitude. This definition is derived from ILO Convention 29 (Forced Labor).

**“Hazardous work”**. The worst forms of child labor referred to in Article 3(d) of Convention 182 are known as **“hazardous work.”** According to ILO Convention 182, hazardous work “shall be determined by national laws or regulations or by the competent authority, after consultation with the organizations of employers and workers concerned, taking into consideration relevant international standards...” As this suggests, forms of work identified as “hazardous” for children [Article 3(d)] may vary from country to country. ILO Recommendation No. 190, which accompanies ILO Convention 182, gives additional guidance on identifying “hazardous work.” ILO Recommendation No. 190 states in Section II, Paragraph 3 that, “[i]n determining the types of work referred to under Article 3(d) of the Convention [ILO Convention 182], and in identifying where they exist, consideration should be given, inter alia to:

- a. work which exposes children to physical, psychological, or sexual abuse;
- b. work underground, under water, at dangerous heights or in confined spaces;
- c. work with dangerous machinery, equipment and tools, or which involves the manual handling or transport of heavy loads;
- d. work in an unhealthy environment which may, for example, expose children to hazardous substances, agents or processes, or to temperatures, noise levels, or vibrations damaging to their health;
- e. work under particularly difficult conditions such as work for long hours or during the night or work where the child is unreasonably confined to the premises of the employer.”

ILO Recommendation No. 190 goes on to state in Paragraph 4 that, “[f]or the types of work referred to under Article 3(d) of the Convention and Paragraph 3 above, national laws or regulations or the competent authority

could, after consultation with the workers' and employers' organizations concerned, authorize employment or work as from the age of 16 on condition that the health, safety and morals of the children concerned are fully protected, and that the children have received adequate specific instruction or vocational training in the relevant branch of activity."

**ILO Convention 189 and Recommendation 201: ILO Convention 189**, the Domestic Workers Convention, and the accompanying Recommendation concerning Decent Work for Domestic Workers (Recommendation No. 201) guarantee domestic workers labor protections and specifically prescribe steps to be taken by member states to "respect, promote and realize the effective abolition of child [domestic] labor." Articles in the Convention require member states to:

- Set a minimum age for domestic workers consistent with the provisions of the Minimum Age Convention, 1973 (No. 138), and the Worst Forms of Child Labor Convention, 1999 (No. 182), and not lower than that established by national laws and regulations for workers generally.
- Ensure that work performed by domestic workers who are under the age of 18 and above the minimum age of employment does not deprive them of compulsory education, or interfere with opportunities to participate in further education or vocational training.

The non-binding Recommendation suggests that members identify types of domestic work that are likely to harm the health, safety or morals of children, and take steps to prohibit and eliminate that kind of work. Regarding working conditions of children who are of legal working age, the Recommendation asks member states to:

- Limit the hours of work to ensure adequate time for rest, education and training, leisure activities and family contacts;
- Prohibit night work;
- Place restrictions on work that is excessively demanding, whether physically or psychologically; and
- Establish or strengthen mechanisms to monitor their working and living conditions.

The Convention also provides protections for domestic workers to organize and states that domestic workers should have the right to establish and join organizations, federations, and confederations of their own choosing.

**"In-Kind contributions"** means goods or services, committed to the project by the Grantee and/or a non-Federal third party. A Grantee will be responsible for obtaining such goods or services from the third party and applying them to the work of the grant. Failure to do so may result in USDOL's disallowance of costs in the amount of the committed in-kind contributions.

**"Key stakeholders"** can include, but are not limited to: parents, educators, community leaders, national policy makers, and key opinion leaders.

**"Matching funds"** means cash or cash equivalents, committed to the project by the Grantee and/or a non-Federal third party. A Grantee will be responsible for obtaining such funds from the third party and applying them to the work of the grant. Failure to do so may result in USDOL's disallowance of costs in the amount of the committed matching funds.

**"Monitoring and evaluation"** Monitoring and evaluation consists of two basic components —performance monitoring and evaluation— each of which serve distinct purposes. Performance monitoring of changes in performance indicators reveals whether desired results are occurring and whether implementation is on track. In general, the results measured are the direct and near-term consequences of project activities. Evaluation is the systematic collection and analysis of information about the characteristics and outcomes of programs and projects as a basis for judgments, to improve effectiveness, and/or inform decisions about current and future programming.

**"Rapid assessment"** means an assessment methodology that can be able to be completed in a short time.

**"South Asia"** means the countries of Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan, and Sri

Lanka.

**“Southeast Asia”** means the countries of Brunei, Cambodia, East Timor, Indonesia, Laos, Malaysia, Burma (Myanmar), Philippines, Singapore, Thailand, and Vietnam.

**APPENDIX B: ILAB REQUIRED INDICATOR AND SUB-INDICATORS**

Due to performance reporting requirements under GPRA, ILAB has developed a set of indicators and sub-indicators. As applicable, Grantees are required to collect and report data on those indicators, every six months.

**INDICATOR**

- Evidence of increased country capacity to address child labor and forced labor

**SUB-INDICATORS***Country Capacity*

- The adaptation of the legal framework to meet international labor standards.
- Formulation and adoption of specific policies, plans or programs to combat child labor or forced labor.
- The inclusion of child labor or forced labor concerns in relevant development, education, anti-poverty, and other social policies and programs.
- Establishment of a child labor monitoring system (CLMS).
- Institutionalization of child labor and forced labor research (including evaluation and data collection).
- Institutionalization of training on child labor or forced labor issues within government agencies.