

U.S. DEPARTMENT OF LABOR
Employment and Training Administration
Notice of Availability of Funds and Solicitation for Grant Applications for Cooperative Agreements Under the Disability Employment Initiative

Announcement Type: Initial

Funding Opportunity Number: SGA/DFA PY 12-08

Catalog of Federal Domestic Assistance (CFDA) Number: 17.207

Key Dates: The closing date for receipt of applications under this announcement is **June 4, 2013**. Applications must be received no later than 4:00:00 p.m. Eastern Time.

Addresses: Mailed applications must be addressed to the U.S. Department of Labor, Employment and Training Administration, Office of Grants Management, Attention: Sara Gallagher Williams, Grant Officer, Reference SGA/DFA PY 12-08, 200 Constitution Avenue, NW, Room N4716, Washington, DC 20210. For complete application and submission information, including online application instructions, please refer to Section IV.

Executive Summary:

The Employment and Training Administration (ETA), in coordination with Department of Labor's (the Department or DOL) Office of Disability Employment Policy (ODEP), announces the availability of approximately \$18 million for a fourth round of cooperative agreements to state agencies that administer the Workforce Investment Act (WIA) of 1998.

The Department expects to use this funding to award four to eight cooperative agreements to help states develop and implement plans for improving effective and meaningful participation of persons with disabilities in the workforce. These cooperative agreements will have a three (3) years and four (4) months period of performance. All job seekers and workers, including those with disabilities, will continue to have access to WIA-funded services through the public workforce system.

I. Funding Opportunity Description

A. Program Purpose

The Disability Employment Initiative's (DEI) purposes include the following: 1) improve educational, training, and employment opportunities and outcomes of youth and adults with disabilities who are unemployed, underemployed, and/or receiving Social Security disability benefits, by refining and expanding already identified successful public workforce strategies; 2) help these individuals with disabilities find a path into the middle class through exemplary and model service delivery by the public workforce system; 3) improve coordination and collaboration among employment and training and asset development programs implemented at state and local levels, including the expansion of the public workforce investment system's capacity to serve as Employment Networks (ENs) under the Social Security Administration's (SSA) Ticket to Work (TTW) Program; and 4) build effective community partnerships that leverage public and private resources to better serve individuals with disabilities and improve employment outcomes.

Since 2010, the Department has awarded over \$63 million to 23 states under the DEI to implement strategic approaches for exemplary employment services to individuals with disabilities in the public workforce system.

The DEI is jointly funded and administered by the Department's Employment and Training Administration (ETA) and the Office of Disability Employment Policy (ODEP). The 2010 Round 1 DEI states were Alaska, Arkansas, Delaware, Illinois, Kansas, Maine, New Jersey, New York and Virginia. The 2011 Round 2 DEI states were California, Hawaii, Ohio, South Dakota, Tennessee, Washington and Wisconsin. The 2012 Round 3 DEI states were Florida, Indiana, Iowa, Louisiana, Massachusetts, Minnesota, and Rhode Island. This Solicitation for Grant Application (SGA) funds a fourth round of DEI projects. In addition to any state workforce agency that has not yet received a DEI grant, the Department will allow **eligible** Round 1 DEI grantees to submit applications for this solicitation in order to give high-performing Round 1 DEI grantees an opportunity to continue their service delivery strategies, thereby developing and implementing policies and practices which will create permanent changes in the public workforce system that result in improved employment outcomes for individuals with disabilities.

DEI projects will build upon the Disability Program Navigator (DPN) initiative by hiring staff with expertise in disability and workforce development to serve as Disability Resource Coordinators (DRCs). DEI projects also support extensive partnerships, collaboration and service coordination across multiple workforce, generic, and disability systems in each state. These involve state vocational rehabilitation (VR) agencies, mental health (MH), intellectual/developmental disability (I/DD) agencies, Medicaid, Medicaid Buy-In, Home and Community-Based waivers, and other Centers for Medicare and Medicaid Services (CMS) supported activities, independent living centers (ILCs), business leadership networks (BLNs), and other community-based and nonprofit organizations.

DEI projects focus on either adults or youth in order to develop and refine replicable models. ***All DEI projects must consider Partnerships and Collaboration as a strategic component*** to impact the ability of adults and youth with disabilities to participate in education, training, and employment opportunities. In addition, the DEI projects select from the following strategic components to serve adult or youth with disabilities:

- ***Integrated Resource Teams*** coordinate services and leverage funding to meet the needs of a job seeker with a disability.
- ***Blending and Braiding Funds /Leveraging Resources*** from multiple sources to contribute to education, training and/or employment goals.
- ***Customized Employment*** individualizes the relationship between job seekers and businesses to meet the needs of both.
- ***Self-Employment*** is an employment alternative for individuals seeking flexibility in a new or better career.
- ***Guideposts for Success*** are key educational and career development interventions for all youth, including youth with disabilities.
- ***Asset Development Strategies*** represent various approaches to enhance long-term economic self-sufficiency.

This SGA encourages the use of promising practices identified from previous experience in the public workforce system. Previous DOL grants to improve employment outcomes of individuals with disabilities include:

- The Disability Program Navigator (DPN) Initiative
<http://www.dpnavigator.net/>; <http://www.doleta.gov/disability/dpneval.cfm>
- Customized Employment
<http://www.dol.gov/odep/categories/workforce/CustomizedEmployment/deliverables/index.htm#.UMZD>
- Workforce Action
<http://www.dol.gov/odep/categories/workforce/CustomizedEmployment/response/olmstead.htm#.UMZW16wQZ2E>
- The START-UP Initiative
<http://www.start-up-usa.biz/>; <http://www.start-up-usa.biz/sites/index.cfm>
- State Intermediary Youth grants
<http://digitalcommons.ilr.cornell.edu/cgi/viewcontent.cgi?article=1450&context=gladnetcollect>

The Department has incorporated a number of promising practices from these grants into the DEI. Please find additional information on DEI projects at <https://disability.workforce3one.org>.

B. Program Authority

Under the authority provided in the Consolidated Appropriations Act of 2010, Public Law 111-117, the Department established the DEI program. Funds for this purpose were appropriated in the Consolidated and Further Continuing Appropriations Act, 2013, Public Law 113-

II. Award Information

A. Award Type and Amount

Funding will be provided in the form of a cooperative agreement.

Approximately \$18 million is available to fund approximately 4-8 cooperative agreements, ranging from \$1.5 million to \$6 million each. Applicants may apply for funding of up to \$6 million. Applicants should request an amount within this funding range proportionate to the needs and relative size of their project. The Department will deem any grant application with a proposed value exceeding \$6 million as non-responsive and will not consider the application.

The Department will issue the awards as cooperative agreements with the expectation there will be considerable engagement by ETA and ODEP with states and their local workforce investment areas throughout the life of the initiative. The Department will provide extensive technical assistance to grantees and will conduct an independent evaluation by using quantitative and qualitative data from grantees.

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

B. Period of Performance

The period of performance is three (3) years and four (4) months, with an anticipated start date of October 1, 2013. This includes four (4) months for start-up activities and three (3) years for core program operations (strategic service delivery implementation and evaluation activities).

Applicants must plan to fully expend all funds during the period of performance while ensuring full transparency and accountability for all expenditures. Therefore, applicants are encouraged to carefully consider their ability to spend the level of funding requested during the allotted time.

Only in rare circumstances will the Department grant no-cost extensions to the period of performance

III. Eligibility Information

A. Eligible Applicants

Any state workforce agency that has not yet received a DEI grant, and certain round 1 DEI grantees, are eligible for this round of DEI grants. Applicants **must** be the state WIA administrative agency, also known as the state workforce agency. Congress's intent is that these funds be used to "improve the accessibility and accountability of the public workforce development system for individuals with disabilities" (Appropriations Committee Senate Report 111-66 on H.R. 3292, page 32). Therefore, the state workforce agency **must not** pass these funds through to any other entity for administration. Applicants that received DEI project funding in 2011 (Round 2, SGA/DFA PY-10-14) or 2012 (Round 3, SGA/DFA PY-11-11) are ineligible to apply in this round of funding. Applicants that received DEI funds in 2010 (SGA/DFA PY 10-01) as a Round 1 project are eligible to apply for Round 4 funding. However, in addition to meeting all of the requirements in this SGA, Round 1 applicants must satisfy the following requirements for eligibility:

- The applicant must have expended 75 percent of its DEI funds by the quarter ending December 31, 2012. The applicant must document these expenditures by submitting the quarterly fiscal report for the quarter ending December 31, 2012 (ETA Quarterly Performance Report, ETA-9130) as an Attachment.
- The applicant must identify for participation in this round of grants local workforce investment boards (LWIBs) that did **not** participate in Round 1 funding of the DEI projects, **either as a pilot or control site**. For example, if a state selected 8 LWIBs for participation in the DEI project in its original Round 1 grant application, those 8 LWIBs are not eligible for selection in the Round 4 application for funding. The reference here and throughout this solicitation to LWIBs does not eliminate single workforce area states from competing for a DEI grant.
- The applicant must retain its previously selected focus on adults or youth.
- The applicant must select the three service delivery strategies for this application from among those used in their Round 1 projects (refer to page 29.) However, Round 4 applicants that received DEI funds in Round 1 must, like all Round 4 applicants, use "Partnerships and Collaboration" as a service delivery strategy, whether or not this strategy was used in their Round 1 projects.

Evaluation Requirement

Eligibility for funding under this SGA requires that all applicants must agree to participate in the Department's data collection and evaluation activities and that the applicants have the capacity to do so. The following describes the evaluation process and requirements.

As part of the application, states must identify local workforce areas that will be part of the DEI. The Department will identify which of the local workforce areas will implement the DEI via a modified site lottery process (detailed later), which will result in each area being determined as either a pilot or control site. Thus, for instance, if a state has at least four LWIBs, the state workforce agency must select at least two LWIBs to be pilot sites that have the capacity to implement the state's proposal under this SGA. If a state workforce agency chooses to select only two areas, one of the two areas will be selected via the modified site lottery to implement the DEI. The other area must function as a control. States with a single workforce area may select at least two distinct areas within the state that can serve in the same roles as states with multiple LWIBs. Also, states with fewer than four LWIBs may select two of their LWIBs that can serve in the same roles as LWIBs in states with four or more LWIBs. In either case, the Department will score these applications on the same basis as those offering multiple LWIBs. All evaluation criteria, including the modified site lottery, will apply to these applications.

The Department will (in consultation with the state) conduct a modified site lottery of the identified LWIBs to select the participating LWIBs and will require that the remaining LWIBs not selected still participate in both the evaluation component and the collection of additional individualized data. However, please note that only LWIBs identified by the state participate in the DEI, either as pilot sites or as control sites. The Department will make the final decision on which LWIBs will receive funds to provide services under the DEI projects, plus receive funds for data collection, and which LWIBs will be control sites and only receive funds for data collection, as required by the evaluation.

Requirements for Participating LWIBs

The Department requires that LWIBs identified by states for inclusion in the DEI have: 1) demonstrated success in serving individuals with disabilities as evidenced by their WIA and Wagner-Peyser (W-P) data and outcomes; 2) provided assurance of physical, programmatic, and communication accessibility; 3) demonstrated commitment to prior partner collaboration that suggests a high likelihood of success in the implementation of the DEI cooperative agreement's goals and objectives; 4) incorporated policies and procedures into the operations of American Job Centers to help them effectively serve people with disabilities; and 5) demonstrated ability to conduct outreach to the disability community and employers to facilitate the hiring of people with disabilities. Applicants must require pilot site LWIBs to work with the Department's technical assistance and evaluation contractors as applicable. All LWIBs identified in successful applications must collect and provide relevant data or other information identified by the Department as critical to the evaluation.

The Department will only consider for inclusion in the DEI those LWIBS that do not have significant monitoring findings under the WIA.

Modified Site Lottery Process

After award, the Department will conduct a modified site lottery through which half of the identified LWIBs in each grantee state will be randomly selected to receive funding through the state to implement the DEI project. All adults and youth with disabilities in the DEI sites selected to provide program services pursuant to the lottery process referenced in the section above will have access to the services implemented under this SGA. All adults and youth with disabilities in the non-selected control sites will have access to all the standard WIA and W-P services their LWIBs and the state offer, but not the services funded under the DEI grant. All WIA participants, those with and without disabilities, will continue to have access to WIA services. As discussed above, the Department will work with states that are single state workforce investment areas that receive a DEI grant award to determine an evaluation approach among districts in the workforce investment area that is consistent with this evaluation design.

The Department will compare the outcomes of these individuals between the two groups of LWIBs to evaluate the effects of DEI, specifically, to determine how services received differ between the two groups and the extent to which outcomes of the adults and youth with disabilities differ during the course of the grant project. To that end, all LWIBs listed in the application, which are selected as pilot or control sites must participate in the evaluation, which will entail providing the evaluation contractor with the individual records of all adults and youth with disabilities served by the LWIBs. The state may use up to five percent of its DEI grant funds to help offset the cost of increased data requirements for all LWIBs in the evaluation. Successful state applicants will work with the Department and the evaluator to develop the modified site lottery process that will select the LWIBs that will participate in the DEI grant project in order to ensure that all identified LWIBs and their workforce investment areas have an equal chance at being a pilot site. The Department will make the final decision identifying which LWIBs will receive funding to implement the DEI project and collect data for evaluation and which LWIBs will be part of the control group and collect data for evaluation.

Although the Department will make maximum use of participant data from the Workforce Investment Act Standardized Record Data (WIASRD) and W-P reporting system, and DEI will also require additional data collection. For example, the evaluation contractor will conduct a series of site visits for the purposes of documenting grantee progress and to develop case studies. All LWIBs identified by the applicant as willing and able to participate in the state application (i.e., LWIBs selected to participate in the DEI plan and those designated as part of the control group) must collect additional participant data. The Department will protect Personally Identifiable Information (PII), and will require awardees to provide access to individualized records that contain sufficient information to allow data matching with SSA disability records.

B. Cost Sharing or Matching

Cost sharing or matching funds are not required for this program.

Please note that any other resources contributed to the project are considered leveraged resources and do not constitute cost sharing or matching funds. More information on leveraged resources may be found in Section IV.B.2. Applications that include any form of cost sharing or match will not receive additional consideration under the review. Cost sharing or match is not one of the application screening criteria.

However, ETA strongly encourages applicants to propose leveraged resources, which will affect the applicant's score in Section V.A. Leveraged resources can come from a variety of sources, including public (e.g. Federal, state, or local governments) and non-profit sectors.

C. Other Information

1. Application Screening Criteria

The Department will conduct a preliminary review of applications to determine whether they contain the required project components, identified in Section IV.B. of the SGA. DOL will consider applications that do not contain all of the elements described below as non-responsive and will not further review such applications.

a) State Level DEI Project Lead – Applicants must identify a DEI project lead at the state level.

b) Become an Employment Network (EN)* – The state workforce agency or LWIBs selected as DEI pilot sites must be an EN or applicants must specifically state in their applications that they will apply for EN status to SSA within 60 days after the participating LWIBs that will receive DEI funds for services are selected via the modified site lottery process. Becoming an EN is one of the Application Screening Criteria. The state workforce agency or LWIB cannot sub-contract or sub-grant this function to another entity. DEI projects must remain an active EN according to established SSA performance standards which are monitored by the SSA Operations Support Manager (OSM). The Department expects DEI sites to comply with OSM and its additional technical assistance guidance throughout the life of the DEI grant. The ENs, under the DEI, should have outcomes for individual Social Security disability beneficiaries that lead to economic self-sufficiency and their leaving the SSI or SSDI rolls. (**NOTE:** An EN is an entity that is approved by the SSA to serve individuals under its Ticket to Work (TTW) Program. Once approved eligible by SSA, an EN can accept a Ticket from any individual who qualifies for the TTW program. All individuals on SSDI and SSI between the ages of 18 and 64 qualify for the TTW program. The individual has complete choice regarding which EN he/she assigns his/her Ticket, and the EN has complete choice regarding which Tickets to accept. When an individual becomes employed at specified earning levels, the EN receives a series of payments from SSA linked to that individual's employment and earnings outcomes.)

c) Evaluation – Applicants must agree to participate in the modified site lottery evaluation (Refer to Section III.A.).

d) Strategic Service Delivery – Applicants must include the mandatory Partnership and Collaboration strategy, plus at least two additional service delivery strategies from a choice of six, to be part of the DEI project (refer to Section IV.B.3.).

e) Population Focus – Applicants must select either adult **or** youth as their primary population to be served.

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

- Failure to satisfy the deadline requirements referenced in Section IV.C.;
- Applications that exceed the ceiling amount of \$6 million referenced in Section II.A.;
- Failure to include SF-424 including D-U-N-S® (DUNS) Number; a project budget including a SF-424A and budget narrative; a project narrative; and attachments to the project narrative referenced in Section IV.B.;
- Failure to register with SAM and maintain an active account referenced in Section IV.B.;
- Failure to include required information as an attachment referenced in Section IV.B.4.:
 - Abstract;
 - Project/Performance Site Location Form;
 - A Work Plan and Implementation Schedule (a sample work plan is attached to the SGA as Attachment #1);
 - For applicants with an adult focus, a chart displaying the WIA Adult and Dislocated Worker and W-P data to address evaluation criteria in Section V.A. (Refer to Attachment #2 for template);
 - For applicants with a youth focus, a chart displaying the WIA Youth data (Refer to Attachment #3 for template);
 - A chart displaying state, population of state, a list of all LWIBs in the state, and the LWIBs identified for the DEI. This chart addresses evaluation criteria in Section V.A.;
 - A copy of the applicant's policy that explains how customers with disabilities are provided with meaningful and effective physical, programmatic, and communications access to the American Job Center services delivery system and all WIA-funded services. This policy addresses evaluation criteria in Section V.A.;
 - Letters of commitment from partners. This requirement is included in the evaluation criteria in V.A.4.; and
 - For Round 1 DEI grantee applicants only, the quarterly fiscal report for the quarter ending December 31, 2012 (ETA Quarterly Performance Report, ETA-9130). This addresses eligibility requirements in Sections III.A.

2. Number of Applications To Be Submitted

Multiple applications from an organization *are not* allowed.

3. Eligible Participants

a) Adults and Youth with Disabilities – These projects will serve adults or youth with disabilities. The Department will not define disability for this SGA nor ask for documentation of participants' disability. Applicants must focus on either adults or youth (an age range between 14 and 24 years) as the target population for the project. Selection of a focus on adults or youth must not preclude the provision of services to all individuals with disabilities, regardless of age. If the project selects a youth focus, applicants are encouraged to include outreach to out-of-school youth and at-risk youth with disabilities. Applicants should also focus on assisting youth transition to the adult public workforce system (WIA Adult-funded services) and to effectively leverage these resources.

b) Veterans Priority for Participants – The Jobs for Veterans Act (Public Law 107-288) requires grantees to provide priority of service for veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job training program directly funded, in whole or in part, by DOL. The regulations implementing this priority of service can be found at 20 CFR Part 1010. In circumstances where a grant recipient must choose between two qualified candidates for a service, one of whom is a veteran or eligible spouse, the veterans priority of service provisions require that the grant recipient give the veteran or eligible spouse priority of service by first providing him or her that service. To obtain priority of service, a veteran or spouse must meet the program's eligibility requirements. Grantees must comply with DOL guidance on veterans' priority. ETA's Training and Employment Guidance Letter (TEGL) No. 10-09 (issued November 10, 2009) provides guidance on implementing priority of service for veterans and eligible spouses in all qualified job training programs funded in whole or in part by DOL. TEGL NO. 10-09 is available at http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2816.

IV. Application and Submission Information

A. How to Obtain an Application Package

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

B. Content and Form of Application Submission

Proposals submitted in response to this SGA must consist of four separate and distinct parts: (1) The SF-424 "Application for Federal Assistance;" (2) Project Budget; (3) Project Narrative; and (4) Attachments to the Project Narrative. It is the applicant's responsibility to ensure that the funding amount requested is consistent across all parts and sub-parts of the application.

1. SF-424, "Application for Federal Assistance"

Applicants must complete the SF-424, "Application for Federal Assistance" (available at <http://apply07.grants.gov/apply/FormLinks?family=15>). The SF-424 must clearly identify the applicant and must be signed by an individual with authority to enter into a grant agreement. Upon confirmation of an award, the individual signing the SF-424 on behalf of the applicant shall be considered the authorized representative of the applicant. As stated in block 21 of the

SF-424 form, signature of the authorized representative on the SF-424 certifies that the organization is in compliance with the Assurances and Certifications form SF-424B (available at <http://apply07.grants.gov/apply/FormLinks?family=15>). The SF-424B is not required to be submitted with the application.

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

As a condition to the award of financial assistance from the Department of Labor under Title I of WIA, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the Workforce Investment Act of 1998 (WIA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I—financially assisted program or activity; Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities; The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs. The grant applicant also assures that it will comply with 29 CFR part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIA Title I-financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

All applicants for Federal grant and funding opportunities are required to have a Data Universal Numbering System (DUNS) number, and must supply their DUNS Number on the SF-424. The DUNS Number is a nine-digit identification number that uniquely identifies business entities. If you do not have a DUNS Number, you can get one for free through the D&B website: <http://fedgov.dnb.com/webform/displayHomePage.do>. As authorized under 2 CFR 25, grant recipients authorized to make subawards must be aware of the following requirements related to DUNS Numbers:

- a) Grantees must notify potential sub-grantees that no entity may receive a sub-award from you unless the entity has provided its DUNS number to you.
- b) Grantees may not make a sub-award to an entity unless the entity has provided its DUNS number to you.

Applicants must register with the System for Award Management (SAM) before submitting an application. Instructions for registering with SAM can be found at <https://sam.gov>. An awardee must maintain an active SAM registration with current information at all times during which it

has an active Federal award or an application under consideration. To remain registered in the SAM database after the initial registration, the applicant is required to review and update the registration at least every 12 months from the date of initial registration or subsequently updates its information in the SAM database to ensure it is current, accurate and complete. For purposes of this paragraph, the applicant is the entity that meets the eligibility criteria and has the legal authority to apply and to receive the award.

2. Project Budget

Applicants must complete the SF-424A Budget Information Form (available at <http://apply07.grants.gov/apply/FormLinks?family=15>). In preparing the Budget Information Form, the applicant must provide a concise narrative explanation to support the budget request, explained in detail below.

Budget Narrative: The budget narrative must provide a description of costs associated with each line item on the SF-424A. It should also include a description of leveraged resources provided (as applicable) to support grant activities.

Use the following guidance for preparing the budget narrative:

Personnel – List all staff positions by title. Give the annual salary of each person, the percentage of each person’s time devoted to the project, the amount of each person’s salary funded by the grant and the total personnel cost for the period of performance.

Fringe Benefits – Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement, etc.

Travel – Specify the purpose, mileage, per diem, estimated number of in-state and out-of-state trips and other costs for each type of travel.

Equipment – Identify each item of equipment to be purchased which has an estimated acquisition cost of \$5,000 or more per unit and a useful lifetime of more than one year. List the quantity and unit cost per item. Items with a unit cost of less than \$5,000 are supplies.

Supplies – Supplies include all tangible personal property other than “equipment.” The detailed budget should identify categories of supplies (e.g. office supplies). List the quantity and unit cost per item.

Contractual – Identify each proposed contract and specify its purpose and estimated cost. If applicable, identify any sub-recipient agreements, including purpose and estimated costs. See Section IV.E.3. for more information on the distinction between sub-contractor (vendor) and sub-recipient.

Construction – Construction costs are not allowed and this line must be left as zero. Minor alterations to adjust an existing space for grant activities (such as a classroom

alteration) may be allowable. DOL does not consider this as construction and the costs must be shown on other appropriate lines such as Contractual.

Other – List each item in sufficient detail for DOL to determine whether the costs are reasonable or allowable. List any item, such as stipends or incentives, not covered elsewhere here.

Indirect Charges – If indirect charges are included in the budget, include the approved indirect cost rate with a copy of the Indirect Cost Rate Agreement, a description of the base used to calculate indirect costs and total cost of the base, and the total indirect charges requested. See Section IV.B.4. and Section IV.E.1. for more information.

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

3. Project Narrative

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

The Project Narrative is limited to 30 double-spaced single-sided 8.5 x 11 inch pages with 12 point text font and 1 inch margins. Any materials beyond the specified page limit will not be read or considered in the application review process. Applicants must number the Project Narrative beginning with page number 1.

Statement of Need and Goals – Applicants must describe in both quantitative and qualitative terms, the need for assistance, including the nature and scope of the problem. They must also incorporate labor market information data, including demographic data and participant/beneficiary information whenever possible and discuss any relevant challenges in the service areas that the project hopes to address in the implementation of its cooperative agreement.

Applicants must identify the long-term goals of what the project aims to achieve and the objectives that you will use to reach the goals. Such goals broadly describe the overall purpose of the project. Such objectives are the specific steps that applicants will use to reach the stated goals. The objectives must be attainable within the period of performance and should be specific, measurable, and realistic.

Approach – The Department's grant initiatives before the DEI helped facilitate significant improvements in the delivery of services to individuals with disabilities through the public workforce system, including: increased accessibility of the American Job Centers; expanded capacity to serve persons with disabilities; trained front-line and partner staff; and increased

partnerships. The Department is now looking to refine and verify the effectiveness of these service delivery strategies for further replication across the workforce system.

The DEI SGA requires that applicants develop a project plan and work plan that includes all of the Required Project Components discussed in this Section, a required partnership and collaboration strategy, and use at least two of the additional Strategic Service Delivery Components discussed in this Section. For each strategic service delivery component selected, the applicant must propose its approach for implementing the specific component.

- a) Required Project Components – The state’s DEI project narrative must include the following components:
 - i. State Level DEI Project Lead – Applicants must designate an individual at the state level as a DEI project lead who will be responsible for the following:
 - Identifying and coordinating with participating LWIBs to ensure that issues and challenges are addressed and that common goals are achieved (The reference to LWIBs throughout this SGA does not eliminate single workforce area states from competing for a DEI grant);
 - Representing the state in administrative communications with the designated ETA Federal Project Officer (FPO), ETA Grant Officer, and National Office ETA and ODEP representatives;
 - Facilitating state and local DEI participation in training and technical assistance activities;
 - Establishing and coordinating partnerships, via both formal and informal mechanisms, with other state-level agencies that may be critical to the success of education, training, and employment activities, and that are often most effectively engaged at the state level (e.g. SSA, Vocational Rehabilitation, Education, Medicaid Agency, Mental Health, Intellectual and Developmental Disabilities agencies, among others);
 - Coordinating implementation of TTW administrative activities, such as access to WIA and W-P individual records and coordination with the SSA or its representatives (e.g. MAXIMUS); and
 - Facilitating implementation of additional data collection and process evaluation requirements, as the Department may require, for evaluation purposes.
 - ii. Disability Resource Coordinator (DRC) – Each LWIB that participates in the DEI cooperative agreement must commit to hiring a new, or designating an existing, full-time staff person(s), as the DRC to implement the strategic approach of the applicant’s proposal. The person(s) must have disability-related knowledge skills, experience (including experience with the employment of persons with

disabilities and the public workforce system's challenges in effectively serving them) and abilities that can be applied to implementing the project design at the local level. To the extent possible, LWIBs should consider former DPNs for employment in this role due to the extensive training and knowledge they acquired over the years. The Department also encourages LWIBs to hire individuals with disabilities for this position. The DRC position, among other responsibilities, will:

- Help expand the workforce development system to serve as ENs under the TTW program;
- Help to service Ticket Holders;
- Implement a DEI project's strategic service delivery components;
- Develop and maintain partnerships and collaborative activities;
- Assist with American Job Center staff and partner training;
- Focus on adults or youth to help develop and refine replicable models and expertise;
- Assist in maintaining and ensuring the accessibility of the American Job Center Network; and
- Help ensure that job seekers with disabilities access all of the different programs and services they need. For example:
 - Connect to WIA case manager and/or WIA training dollars;
 - Work with ILCs, VR counselors, MH case managers, etc.;
 - Sign up for American Job Center workshops and accessing needed accommodations; and
 - Facilitate an Integrated Resource Team approach.

Note, while the DRC will help make connections, the programs will provide the direct services.

iii. Physical, Programmatic, and Communications Accessibility – Applicants must verify that **all** the participating LWIBs, both pilot and control sites, and **all** participating American Job Centers comply with physical, programmatic, and communication accessibility requirements established in non-discrimination regulations in 29 CFR part 37, which implements Section 188 of the WIA. Applicants must address the status of the most recent accessibility survey in local workforce areas participating in the DEI cooperative agreement, along with the

corrective actions identified and resolve any identified corrective actions within 90 days of grant award. The Department expects that applicants and LWIBs will continue to review and upgrade access to their American Job Center system as part of their on-going administration and compliance obligations.

iv. Participation in SSA's Ticket to Work Program as an Employment Network (EN) – Operating as an EN under SSA's TTW program is required and an important strategic approach to sustainability and collaboration in addressing the needs of people with disabilities receiving SSI/SSDI cash benefits. Involvement in DEI by any state workforce agency or LWIB requires that either the agency or LWIB: 1) already operate as an EN under the Ticket to Work and Work Incentives Improvement Act; or 2) apply for EN status to SSA within 60 days after the Department selects the participating LWIBs to receive DEI funds for services via the modified site lottery process, as described in Section III.A.

Establishing EN status for public workforce programs at the state level is an important factor in successful execution of the EN role because it simplifies and expedites the application and payment processes for employment and training services already provided to Ticket holders. A number of WIBs and American Job Center operators have already become ENs and accept Tickets for the provision of training or employment services. Full participation in the TTW program by the public workforce system can provide significant resources for services to individuals with disabilities. Active participation in the TTW program can enhance funding and future sustainability of the DEI projects. The Department will work with state workforce agencies, LWIBs, American Job Centers, and SSA to identify and to eliminate administrative challenges that emerge. Information on SSA's procedures for requesting EN status is available at http://www.cessi.net/ttw/EN/one_stops/onestop.asp; <https://yourtickettowork.com/web/ttw/home>.

- b) Required Strategic Service Delivery Components – Applicants have seven strategic service delivery components to consider. These strategies, as defined in this SGA, are distinct from each other, but are not mutually exclusive and are complementary in the context of a state's overall implementation strategy. These are practices and strategies that the Department has identified through both ETA and ODEP grant initiatives to increase education and employment outcomes of persons with disabilities.

Component #1, "Partnerships and Collaboration", is required of all adult and youth projects, and component #6, "Youth Guidepost for Success", is required of all youth projects. Therefore, adult projects must select two components in addition to #1, and youth projects must select one component in addition to #1 and #6.

Component #1. Partnerships and Collaboration (Required for all Projects) – Applicants will discuss this component in a separate section of the Project Narrative (see the section on "Partnerships and Collaboration" below).

Component #2. Integrated Resource Teams (IRT) – If this component is chosen, applicants must demonstrate how their proposed project will implement the IRT approach. The IRT approach is a promising practice identified by the DPN Initiative whereby a team comprised of representatives from different agencies and service systems (both general workforce and disability-specific) coordinate services and leverage funding to meet the employment needs of an individual jobseeker with a disability. The jobseeker is the key member of the IRT and works with providers (e.g. WIA Case Manager, VR Counselor, interpreter service, community college) to identify and strategize how their combined services and resources can benefit and support the individual’s education, training, or employment goals.

IRTs can lead to improved communication and coordination of services for those impacted by multiple systems and variables. IRTs are organized around an individual jobseeker with a disability who experiences multiple challenges to employment and who has been enrolled in WIA intensive /or training services (or is attempting to enroll in these services).

The DEI projects will work with the American Job Centers to provide resource coordination for persons with disabilities who require a more intensive level of support in order to access services with the purpose of enrolling as many as possible of those who are eligible into WIA intensive and training services. IRT members should include WIA staff (this may include but should **not** be limited to the DRCs) and representatives from other systems from which the customer is receiving or in need of services. The members of each IRT should be based on the needs of each individual’s employment plan and specific resource needs for obtaining and maintaining a successful employment outcome. IRTs differ from interagency committees or resource sharing agreements because they are informal and unique to each customer. IRT’s **do not** require systems level agreements or modification of existing service delivery models or outcome requirements for participating service providers. IRTs require the alignment of existing individual service plans from two or more service providers and the coordination of those services with a customer to achieve his/her identified employment goal. IRT implementation involves the following steps:

- i. Identifying jobseeker customers with multiple resource needs and enrolling the jobseeker in WIA intensive/training services with a special emphasis on career exploration and resource planning.
- ii. Providing active resource coordination for each individual customer to identify and respond to specific challenges impacting that individual’s ability to obtain and maintain meaningful employment. Positive resource coordination is the first step prior to engaging targeted service providers in order to convene an IRT meeting. During the initial IRT meeting, the goal is to reach consensus on three key parameters: a shared employment goal, lines of communication, and a timeline for services.

- iii. Engaging in ongoing communication with the customer and other service providers during plan implementation with the understanding that the IRT will meet as needed if the plan requires any significant modifications that cannot be accomplished through e-mail or phone communication. More information on IRTs and other DPN promising practices can be found at <http://www.doleta.gov/disability> and <https://disability.workforce3one.org/>.

Component #3. Integrating Resources and Services, Blending and Braiding Funds, Leveraging Resources – If this component is chosen, applicants must demonstrate how their proposed project will integrate resources and services through the blending and braiding of funds, and leveraging of resources. Integrating services and the blending and braiding of funds from multiple funding sources are strategies that are often incorporated into IRT, “Guideposts for Success”, customized employment, self-employment, and other employment models. Leveraging different Federal and state program funds involves two or more agencies agreeing to contribute resources to either an individual jobseeker or a group of shared jobseekers as they attain education, training, or employment goals. For example, one provider may cover supportive services, while another agency or program covers training costs. The individual job seeker or identified group of jobseekers with disabilities may have multiple challenges to employment that are best addressed through a diversified funding strategy.

For the purposes of this SGA, we use the term “blended funding” to describe mechanisms that pool dollars from multiple sources and make them in some ways indistinguishable. “Braided funding” uses similar mechanisms, but the funding streams remain separate. Grantees can use both mechanisms to provide greater efficiency and effectiveness by leveraging multiple resources to assist the individual customer in achieving his/her employment outcomes.

Component #4. Customized Employment – If this component is chosen, applicants must demonstrate how their proposed project will implement the customized employment strategic service delivery component. Customized employment is a flexible process that involves negotiating an individualized relationship between a job seeker and an employer in ways that meet the needs of both. It is based on an individualized determination and discovery of the strengths, requirements, and interests of a person with multiple challenges, as well as on an individualized match between these factors and the identified needs.

Customized employment uses an individualized approach to employment planning and job development - one person and one employer at a time. Customized employment may often take the form of: task reassignment; job carving (which analyzes work duties performed in a given job and identifies one or more, but not all, specific tasks that might be assigned to an employee with or without significant disabilities; job sharing; and self-employment. Customized employment provides an avenue to employment for job seekers who find that traditional job search methods do not meet their needs.

More information on customized employment is available on ODEP's Web site at <http://www.dol.gov/odep/CE-FWA/>.

Component #5. Self-Employment – If this component is chosen, applicants must demonstrate how their proposed project will implement the self-employment strategic service delivery component. Self-employment has long been an employment alternative for individuals seeking a new or better career. Today, many job seekers with disabilities are turning to the flexibility of self-employment to meet both their career aspirations and financial goals. Self-employment strategies for youth and adults with disabilities are consistent with ETA's policy guidance (Training and Employment Guidance Letter, No.12-10, "Supporting Entrepreneurial and Self-Employment Training through the Workforce Investment System, November 15, 2010; http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2957) in this area. Additional information on ODEP's self-employment initiative is available at <http://www.dol.gov/odep/topics/SelfEmploymentEntrepreneurship.htm>.

Component #6. Youth Guideposts for Success – Youth program applicants must demonstrate how their proposed project will implement the youth strategic service delivery component, "Youth Guideposts for Success." ODEP, in collaboration with the National Collaborative on Workforce Disability for Youth, identified *Guideposts for Success* as a set of key educational and career development interventions that can make a positive difference in the lives of all youth, including youth with disabilities. The Guideposts, are based on a literature review of research, demonstration projects, and effective practices covering a wide range of programs and services, including youth development, quality education, and workforce development programs. For more information on *Guideposts for Success*, visit <http://www.ncwd-youth.info/guideposts>.

Component #7. Asset Development Strategies – If this component is chosen, applicants must demonstrate how their proposed project will implement the asset development service delivery component. Asset development strategies include various approaches to enhance long-term economic self-sufficiency, including individual development accounts, financial literacy training for youth and adults, SSA Plan for Achieving Self Support (PASS) and other work incentives, the Earned Income Tax Credit (EITC) and other tax provisions, and self-directed benefit and resource accounts, among others. Asset development strategies include benefits and services that are funded through resources other than those made available under WIA, such as tax filing assistance, housing, nutrition, health care, or child care assistance. You can find information on asset development strategies and tax credits, including their relevance for the workforce development system at <https://disability.workforce3one.org/view/4201202633452429329/info>.

Partnerships and Collaboration

The Department requires that applicants use Partnerships and Collaboration as one of their strategies under this SGA. Applicants must demonstrate that the proposed project will include coordination with a variety of partners that impact the ability of adults and youth with disabilities to successfully participate in education, training, and employment opportunities at the regional,

state, and local American Job Center levels. State-level partnership and collaboration efforts can greatly facilitate a state's ability to implement the strategic service delivery components of integrated services, including Integrated Resource Teams, Blending and Braiding of Funds, Customized Employment, and Leveraging of Resources at the local American Job Center levels and create systemic change. Applicants must include a description of coordination plans, memoranda of understanding, and partnership strategies in the project proposal.

Coordination across multiple agencies includes outreach to customers and consumers, service and/or partner co-location and integration in American Job Centers, and leveraging available funds, resources, and organizational expertise. Partnering across multiple systems and programs is often a pre-requisite to providing all the supports that are needed to successfully address multiple challenges to employment. Each applicant must coordinate, at a minimum, with the following mandated partners: State Vocational Rehabilitation Agency, State Department of Education, and State Medicaid Agency. Within one year of funds being awarded, Interagency Agreements or Memoranda of Understanding are required between the project and the mandated partners.

Additional partners may include, but are not limited to: Temporary Assistance for Needy Families (TANF) partners, district and area offices of the Office of Federal Contract Compliance Programs (OFCCP), higher education institutions (e.g. community colleges, universities, colleges), Mental Health and Intellectual and Developmental Disabilities agencies, vocational training agencies/organizations, health care providers, transportation agencies/providers, faith-based and community services organizations, employment service providers, national, state, and local financial literacy and asset development programs, and older worker programs.

Finally, the application must discuss partnerships and collaborations with relevant DOL-funded programs. The Department expects applicants will consider the following DOL-funded programs in their strategic approach as persons with disabilities participate in these programs: WIA Adult, Dislocated Worker, and Youth programs; W-P Employment Service program, Jobs for Veteran State Grant programs administered by the Veterans Employment and Training Services; Job Corps; YouthBuild; Reintegration of Ex-Offenders; Senior Community Service Employment Program; Registered Apprenticeship; WIA Indian and Native American Program; WIA National Farmworkers Jobs Program; and other relevant DOL-funded competitive grant activities. All of these programs serve persons with disabilities among others.

Outcomes and Outputs

Clearly identify the outcome(s) and output(s) that will result from the project. Outcomes are the measurable results of the project. They are the positive benefits or measurable characteristics that occur as a result of project activities. Examples of outcomes include a measurable increase in participants receiving training and obtaining employment or a measurable improvement in systems and operational processes. Outputs are tangible products or materials that result from the project. Examples of outputs include the number of participants trained and obtaining employment, the number of training sessions held, or an increase in the number of Tickets assigned.

Organizational Capacity

Provide information on the applicant organization's current mission, structure, staffing, and relevant experience. Describe how these factors contribute to the ability of the organization to conduct the program requirements and meet program expectations. Include information about any contracted organizations that will have a significant role in implementing the project. The applicant must include a plan to sustain the disability resource coordinator(s) after the grant period ends and to incorporate the promising practices that were successfully implemented by the project into state and LWIB policies and procedures. The applicant must provide specific examples of how it plans to sustain the DRC position and sustain the successful strategies of the DEI after the end of the grant.

Social Dynamics, LLC will conduct an independent, random assignment evaluation using quantitative and qualitative data from grantees. To be considered for the grant award, the state applicant must agree in its Project Narrative to participate in the Department's data collection and evaluation activities and must have the capacity to do so. The DEI evaluation process will include a random selection by the Department of local workforce investment areas. State applicants must identify, in an Attachment (refer to Section IV.B.4.), all the LWIBs in their states that have the capacity to implement the DEI and are willing to be part of the evaluation. The evaluation requirements are discussed in Section III.A.

Applicants do not need a section for Budget and Budget justification in the Project Narrative. As discussed in Section IV.B.2., applicants are required to complete the SF-424A Budget Information Form, including a concise narrative explanation to support the budget.

4. Attachments to the Project Narrative

In addition to the Project Narrative, the applicant must submit attachments. All attachments must be clearly labeled as Attachments. Only those attachments listed below will be excluded from the page limit. Additional materials such as resumés or general letters of support must not be included. Applicants must submit their application in one package because documents received separately will be tracked separately and will not be attached to the application for review. Applicants are now limited to using the following characters in all attachment file names. Valid file names may only include the following UTF-8 characters:

A-Z, a-z, 0-9, underscore (_), hyphen (-), space, period.

Attachments

- a) Abstract: All applicants must submit an up to two-page abstract summarizing the proposed project, including, but not limited to, the scope of the project and proposed outcomes. The proposed project must include the applicant's name, project title, a description of the area to be served, and the funding level requested. The Abstract is limited to two-page double-spaced single sided 8.5x11 inch pages with 12 point text font and 1 inch margins. If using grants.gov for submission, this document must be attached under the Mandatory Other Attachment section and labeled "Abstract." Please note that applicants will be held to outcomes provided and failure to meet those outcomes may have a significant impact on future grants with ETA.

- b) Project/Performance Site Location(s) Form: All applicants must submit a Project/Performance Site Location(s) Form (available at <http://apply07.grants.gov/apply/FormLinks?family=15>). If using grants.gov for submission, this form must be attached under the required forms section. Please note that this is a standard form used for many programs and has a check box for applying as an individual. Disregard this box on the form as individuals are not eligible to apply for this solicitation.
- c) Indirect Cost Rate Agreement: If the applicant is requesting indirect charges, attach the most recent Indirect Cost Rate Agreement approved by the applicant's cognizant Federal agency (For more information, see Section IV.B.2. and Section IV.E.1.).
- d) A work plan and implementation schedule, including staff responsibility, expected milestones, and outcomes (A sample work plan is attached to the SGA as Attachment #1).
- e) For applicants with an adult focus, a chart displaying the WIA, Adult and Dislocated Worker and W-P data to address evaluation criteria in Section V.A. Applicants must use the template in Attachment #2).
- f) For applicants with a youth focus, a chart displaying the WIA Youth data (Applicants must use the template in Attachment #3).
- g) A chart displaying state, population of state, a list of all LWIBs in the state, and the LWIBs identified for the DEI selection into control and participating. This chart addresses evaluation criteria in Section V.A.
- h) A copy of the applicant's policy that explains how customers with disabilities are provided with meaningful and effective physical, programmatic, and communications access to the American Job Center services delivery system and all WIA-funded services. This policy addresses evaluation in Section V.A.
- i) For Round 1 DEI grantee applicants only, the quarterly fiscal report for the quarter ending December 31, 2012 (ETA Quarterly Performance Report, ETA-9130).
- j) Letters of commitment from partners. This requirement is included in evaluation criteria V.A.4.

C. Submission Date, Times, Process and Addresses

The closing date for receipt of applications under this announcement is **June 4, 2013**.

Applications must be submitted either electronically on <http://www.grants.gov> or in hard copy by mail or in hard copy by hand delivery (**including overnight delivery**). Hard copy applications must be received at the address below no later than 4:00:00 p.m. Eastern Time on the closing date. Applications submitted on grants.gov must also be successfully submitted (as described below) no later than 4:00:00 p.m. Eastern Time on the closing date. Applicants are cautioned that applications should be submitted before the deadline to ensure that the risk of late receipt of the application is minimized. Applications sent by e-mail, telegram, or facsimile (FAX) will not be accepted.

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

If an application is physically submitted by both hard copy and through <http://www.grants.gov>, a letter must accompany the hard-copy application stating which application to review. If no letter accompanies the hard copy, we will review the copy submitted through <http://www.grants.gov>. No exceptions to the mailing and delivery requirements set forth in this notice will be granted. Further, documents submitted separately from the application, before or after the deadline, will not be accepted as part of the application.

Mailed applications must be addressed to the U.S. Department of Labor, Employment and Training Administration, Office of Grants Management, Attention: Sara Gallagher Williams, Grant Officer, Reference SGA/DFA PY 12-08 200 Constitution Avenue, NW, Room N4716, Washington, DC 20210. Applicants are advised that mail delivery in the Washington DC area may be delayed due to mail decontamination procedures. Hand-delivered proposals will be received at the above address. All overnight delivery submissions will be considered to be hand-delivered and must be received at the designated place by the specified closing date and time.

Applications that are submitted through Grants.gov must be successfully submitted at <http://www.grants.gov> no later than 4:00:00 p.m. Eastern Time on the closing date and then subsequently validated by Grants.gov. The submission and validation process is described in more detail below. The process can be complicated and time-consuming. Applicants are strongly advised to initiate the process as soon as possible and to plan for time to resolve technical problems if necessary.

The Department strongly recommends that before applicants begin to write the proposal, they should immediately initiate and complete the “Get Registered” registration steps at http://www.grants.gov/applicants/get_registered.jsp. Applicants should read through the registration process carefully before registering. These steps may take as much as four weeks to complete, and this time should be factored into plans for timely electronic submission in order to avoid unexpected delays that could result in the rejection of an application. The site also contains registration checklists to help applicants walk through the process. The Department strongly recommends that applicants download the “Organization Registration Checklist” at http://www.grants.gov/assets/Organization_Steps_Complete_Registration.pdf and prepare the information requested before beginning the registration process. Reviewing and assembling required information before beginning the registration process will alleviate last minute searches for required information and save time.

As described earlier in Section IV.B.1., applicants must have a DUNS Number and must register with the System for Award Management (SAM).

The next step in the registration process is creating a username and password with Grants.gov to become an Authorized Organizational Representative (AOR). AORs will need to know the DUNS Number of the organization for which they will be submitting applications to complete this process. To read more detailed instructions for creating a profile on Grants.gov visit: http://www.grants.gov/applicants/org_step3.jsp.

After creating a profile on Grants.gov, the E-Biz point of Contact (E-Biz POC) - a representative from your organization who is the contact listed for SAM – will receive an email to grant the AOR permission to submit applications on behalf of their organization. The E-Biz POC will then log in to Grants.gov and approve an individual as the AOR, thereby giving him or her permission to submit applications. To learn more about AOR Authorization visit: http://www.grants.gov/applicants/org_step5.jsp, or to track AOR status visit: http://www.grants.gov/applicants/org_step6.jsp.

An application submitted through Grants.gov constitutes a submission as an electronically signed application. The registration and account creation with Grants.gov, with E-Biz POC approval, establishes an AOR. When an application is submitted through Grants.gov, the name of the AOR on file will be inserted into the signature line of the application. Applicants must register the individual who is able to make legally binding commitments for the applicant organization as the AOR; this step is often missed and it is crucial for valid submissions.

When a registered applicant submits an application with Grants.gov, an electronic time stamp is generated within the system when the application is successfully received by Grants.gov. Within two business days of application submission, Grants.gov will send the applicant two email messages to provide the status of the application's progress through the system. The first email, sent almost immediately, will contain a tracking number and will confirm receipt of the application by Grants.gov. The second email will indicate the application has either been successfully validated or has been rejected due to errors. Grants.gov will reject applications if the applicant's registration in SAM is expired. Only applications that have been successfully submitted by the deadline and subsequently successfully validated will be considered. It is the sole responsibility of the applicant to ensure a timely submission. While it is not required that an application be successfully validated before the deadline for submission, it is prudent to reserve time before the deadline in case it is necessary to resubmit an application that has not been successfully validated. Therefore, sufficient time should be allotted for submission (two business days) and, if applicable, additional time to address errors and receive validation upon resubmission (an additional two business days for each ensuing submission). It is important to note that if sufficient time is not allotted and a rejection notice is received after the due date and time, the application will not be considered.

To ensure consideration, the components of the application must be saved as .doc, .docx, .xls, .xlsx, .rtf or .pdf files. If submitted in any other format, the applicant bears the risk that compatibility or other issues will prevent DOL from considering the application. DOL will

attempt to open the document but will not take any additional measures in the event of problems with opening. In such cases, the non-conforming application will not be considered for funding.

We strongly advise applicants to use the various tools and documents, including FAQs, which are available on the “Applicant Resources” page at <http://www.grants.gov/applicants/resources.jsp>.

ETA encourages new prospective applicants to view the online tutorial, “Grant Applications 101: A Plain English Guide to ETA Competitive Grants,” available through Workforce3One at: http://www.workforce3one.org/page/grants_toolkit.

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

If applicants encounter a problem with Grants.gov and do not find an answer in any of the other resources, call 1-800-518-4726 or 606-545-5035 to speak to a Customer Support Representative or email “support@grants.gov”. The Contact Center is open 24 hours a day, seven days a week. It is closed on Federal holidays.

Late Applications

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

Any hard copy application received after the exact date and time specified for receipt at the office designated in this notice will not be considered, unless it is received before awards are made, it was properly addressed, and it was: (a) sent by U.S. Postal Service mail, postmarked no later than the fifth calendar day before the date specified for receipt of applications (e.g. an application required to be received by the 20th of the month must be postmarked by the 15th of that month); or (b) sent by professional overnight delivery service to the addressee not later than one working day before the date specified for receipt of applications. “Postmarked” means a printed, stamped or otherwise placed impression (exclusive of a postage meter machine impression) that is readily identifiable, without further action, as having been supplied or affixed on the date of mailing by an employee of the U.S. Postal Service. Therefore, applicants should request the postal clerk to place a legible hand cancellation “bull’s eye” postmark on both the receipt and the package. Failure to adhere to these instructions will be a basis for a determination that the application was not filed timely and will not be considered. Evidence of timely submission by a professional overnight delivery service must be demonstrated by equally reliable evidence created by the delivery service provider indicating the time and place of receipt.

D. Intergovernmental Review

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

E. Funding Restrictions

All proposed project costs must be necessary and reasonable and in accordance with Federal guidelines. Determinations of allowable costs will be made in accordance with the applicable Federal cost principles. Disallowed costs are those charges to a grant that the grantor agency or its representative determines not to be allowed in accordance with the applicable Federal cost principles or other conditions contained in the grant. Applicants, whether successful or not, will not be entitled to reimbursement of pre-award costs.

1. Indirect Costs

As specified in Office of Management and Budget (OMB) Circular Cost Principles, indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective. An indirect cost rate (ICR) is required when an organization operates under more than one grant or other activity, whether Federally-assisted or not. Organizations must use the ICR supplied by the Federal Cognizant Agency. If an organization requires a new ICR or has a pending ICR, the Grant Officer will award a temporary billing rate for 90 days until a provisional rate can be issued. This rate is based on the fact that an organization has not established an ICR agreement. Within this 90 day period, the organization must submit an acceptable indirect cost proposal to their Federal Cognizant Agency to obtain a provisional ICR. (See Section IV.B.4. for more information on ICR Agreement submission requirements.)

2. Administrative Costs

Under this SGA, an entity that receives a grant to carry out a project or program may not use more than 10 percent of the amount of the grant to pay administrative costs associated with the program or project. Administrative costs could be direct or indirect costs, and are defined at 20 CFR 667.220. Administrative costs do not need to be identified separately from program costs on the SF-424A Budget Information Form. However, they must be tracked through the grantee's accounting system. To claim any administrative costs that are also indirect costs, the applicant must obtain an Indirect Cost Rate Agreement from its Federal Cognizant agency, as specified above.

3. Salary and Bonus Limitations

None of the grant funds may be used by a recipient or subrecipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II. This limitation does not apply to vendors providing goods and services as defined in OMB Circular A-133 (codified at 29 CFR Parts 96 and 99). See Public Laws 112-74 (Division F, Title I, section 105), 112-10 (Division B, Title I) and 111-117 (Division D, Title I, section 107), and Training and Employment Guidance Letter number 5-06 for further clarification: http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2262.

4. Intellectual Property Rights

The Federal Government reserves a paid-up, nonexclusive and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use for Federal purposes: i) the copyright in all products developed under the grant, including a subgrant or contract under the grant or subgrant; and ii) any rights of copyright to which the grantee, subgrantee or a contractor

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

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

“This workforce product was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it. Internal use by an organization and/or personal use by an individual for non-commercial purposes is permissible. All other uses require the prior authorization of the copyright owner.”

5. Use of Grant Funds for Participant Wages

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

6. Allowable Uses of Grant Funds

Grantees may use grant funds to fulfill the requirements identified above in the Sections IV.B.3. (required project components and strategic service delivery components) and may include, but are not limited to, the following:

- Disability resource coordinators or other project staff required to implement project design;
- Partnership and collaboration activities or meetings required to support the project objectives;
- Necessary travel to conduct activities across the state or workforce investment area;
- Necessary travel for the state lead and local area disability resource coordinators/project leads to attend two national conferences during the project period to be held in Washington, DC. **Note:** The budget **must** include travel expenses to enable the state lead and local area disability coordinators/project leads to attend required ETA/ODEP-sponsored conferences;

- Service and programmatic activities to implement the objectives of the DEI cooperative agreement; and
- Allowable costs (e.g. data collection) associated with the DEI evaluation.

Up to 15 percent of grant funds are available for flexible spending purposes, which may include, but is not limited to, procurement of software upgrades, and other assistive technology equipment, supportive or intensive services to assure availability of training and employment services for individual job seekers, or other innovative approaches to meet the unique needs of an individual participant.

Grantees must use WIA, W-P, or other program resources to the greatest extent possible to fund all education, training, job search activities, and supportive services for participants. The Department believes that the successful outcomes of adults and youth with disabilities accessing the American Job Center system during the life of DEI (and indeed the success of the DEI projects) depends upon the leveraging of funds and resources beyond the DEI grant funds for education, training, and other activities.

Up to 5 percent of grant funds are available for possible additional data collection expenses for the evaluation.

F. Other Submission Requirements

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

V. Application Review Information

A. Criteria

Procedures for assessing the technical merit of applications have been instituted to provide for an objective review of applications and to assist the applicant in understanding the standards against which each application will be judged. Round 1 applicants that meet the eligibility requirements will be evaluated by the same criteria as all other applicants. The evaluation criteria are based on the information required in the application as described in Section I. and Section IV.B. The evaluation criteria are described below:

Criterion	Points
1. Statement of Needs and Goals (See Section IV.B.3., Statement of Need and Goals)	10
2. Approach (See Section IV.B.3., Approach)	25
3. Outcomes and Outputs (See Section IV.B.3., Outcomes and Outputs)	15
4. Partnerships and Collaboration (See Section IV.B.3., Partnerships and Collaboration)	15
5. Organizational Capacity (See Section IV.B.3., Organizational Capacity)	30
6. Budget and Budget Justification (See Section IV.B.2., Project Budget)	5
TOTAL	100

1. Statement of Need and Goals (10 points)

The extent to which the application demonstrates a comprehensive understanding of the problem and associated contributing factors to the problem by (5 points):

- Providing a clear and compelling description of the need for a DEI project. In particular, applicants must describe the service delivery gaps or other challenges in service delivery or employment outcomes of persons with disabilities through the state/local workforce system; and
- Describing the overall objectives of the project and explaining how these objectives are consistent with and support the goals of the DEI.

The extent to which the application demonstrates the strength of its proposed goals and objectives and their relationship to the identified need by (5 points):

- Fully explaining the rationale for the selection of adult or youth focus. For purposes of this SGA, youth are ages 14 - 24 (applicants may select the full age range or age limits within this range). Round 1 DEI grantee applicants must continue their Round 1 focus on either adult or youth and need not justify their focus selection again; and
- Providing adequate demographic information on who the local workforce investment area currently serves and who will be served by the project, and explaining whether the project will focus on urban or rural environments, as well as identifying any additional special focus of the project on other targeted populations, such as: veterans with disabilities; homeless individuals; TANF recipients; individuals with developmental, psychiatric, and/or other non-visible disabilities; out of school youth; ex-offenders; or other populations with significant numbers of people with disabilities.

2. Approach (25 points)

The extent to which the application reflects a coherent and feasible approach for successfully addressing the identified problem, meeting the identified goals and objectives, and achieving the identified outcomes and outputs by (25 points):

- Describing the overall strategic approach to be implemented and demonstrating how this approach addresses the challenges of service delivery gaps discussed above and the unique needs of the identified population for the project.
- Explaining the specific criteria and process that the state will use for selecting the LWIBs to participate in the DEI project, including an overview of the number of local workforce areas that exist in the state, and how many local areas the state plans include.

Special note on selecting LWIBs: When considering which local areas to include in its plan, a state must weigh in favor of areas that meet the following factors: 1) demonstration of success in serving individuals with disabilities as evidenced by their WIA and W-P data and outcomes; 2) provision of assurances of physical, programmatic, and communications accessibility; 3) demonstration of commitment to prior partner collaboration that suggest a high likelihood of success in the implementation of the DEI cooperative agreements goals and objectives; 4) incorporation of policies and procedures to help the American Job Centers to effectively serve persons with disabilities; and 5) provision of outreach to the disability community and employers to facilitate the hiring of people with disabilities. Single workforce area states selecting districts that would serve in the same roles as LWIBs in the states with multiple LWIBs should explain the specific criteria and process that they will use in selecting the districts.

Round 1 DEI grantee applicants **must not** use their existing LWIB pilot and control sites selected by the random assignment evaluation process in the Round 1 cooperative agreement, but must select new LWIBs.

- Explaining how they will deploy the strategic service delivery components in Section IV.B.3. to achieve the stated objectives. Round 1 DEI grantees must list the three service delivery strategies (including "Partnerships and Collaboration," whether or not this strategy was used in their Round 1 cooperative agreements) identified in their Round 1 cooperative agreement, justify the selection of these strategies, and explain how the grantee will use new funds to expand these strategies.
- Explaining strategies for and demonstrating experience in outreach to the population(s) the project expects to serve, including marketing of American Job Centers services to job seekers with disabilities.
- If already an EN, demonstrating prior success (e.g. accepting Tickets, serving Ticket Holders, achieving successful employment outcomes for Ticket Holders, Ticket revenue obtained) in participation as an EN at the state or local level.

- If not already an EN, presenting a convincing plan for how the state workforce agency will become an EN and actively participate in the TTW program by accepting Tickets and serving Social Security disability beneficiaries who are customers of the American Job Centers.
- All applicants (except Round 1 DEI grantee applicants) must select and address either an adult focus or youth focus as below:
 - a) Adult Focus – For projects which have an adult focus, the Department will score this criterion based on the extent to which the applicant provides a convincing narrative that:
 - Explains how the overall approach addresses the specific challenges and needs of adult job seekers with disabilities in the state, such as the availability of learning and skill assessments, retraining options, on-the-job training, post-secondary education opportunities, part-time employment, self-employment options, among others;
 - Provides information on the availability of supportive services, including assistance with transportation and other short-term requirements for participation in training or employment;
 - Provides information on linkages to the business community and explains the strategies it will implement to engage businesses to improve employment outcomes and achieve DEI's goals;
 - Includes early intervention strategies (i.e., strategies that result in keeping individuals with disabilities in the workforce and off the Social Security disability rolls), including deployment of Medicaid Buy-In (work incentive so people with disabilities can maintain their health coverage) and explains how the project will use SSA work incentive strategies for SSI/SSDI beneficiaries to achieve the goals of the DEI; and
 - Includes apprenticeship options, if applicable.

Or

- b) Youth Focus – For projects which have a youth focus the applicant must identify the age range (e.g. ages 14 to 18 or ages 19 to 24 years) of the youth to be served. The Department will score this criterion based on the extent to which the applicant provides a convincing narrative that:
 - Explains how the overall strategic approach addresses the needs of the youth the project intends to serve, including providing detailed information on the extent to which the focus is on transitioning into the workforce;

- Explains how the project will incorporate Guideposts for Success, as referenced in Section IV.B.3. and the ten WIA youth program elements required under WIA section 129(c)(2) and 20 CFR 664.410;
- Identifies how the project will connect transitioning youth to adult services;
- Identifies strategies for linkages with secondary schools and other education components;
- Explains how the project will accomplish the availability of work experience, summer youth employment opportunities, mentoring opportunities, on the job training and other opportunities for youth to engage in work experience;
- Identifies linkages to the business community and explains how engagement of businesses will facilitate quality work experience and help achieve the project goals;
- Identifies the availability of education, training, and employment opportunities that focus on career opportunities, in particular in high-growth job sectors, and explains the applicant's approach to further career pathways;
- Identifies how the project will incorporate a project design element that focuses on high quality professional development for staff;
- Identifies the extent to which the project will make part-time, temporary, customized, and self-employment options available; and
- Includes apprenticeship options, if applicable.

3. Outcomes and Outputs (15 points)

The extent to which the application clearly describes the expected project benefits or results, and the extent to which the benefits or results are consistent with the goals and objectives of the project by (5 points):

- Explaining how the project design will impact the workforce development system, expand comprehensive service delivery, facilitate systems change, incorporate universal design, and improve the effective and meaningful education, training, and employment opportunities for adults or youth with disabilities.

The extent to which the anticipated outcomes and outputs are likely to be achieved and are likely to benefit the identified participants or beneficiaries and the degree to which the outcomes are quantifiable and measurable by (10 points):

- Identifying an achievable set of anticipated outcomes for adults or youth participants that will result from grant activities, including establishing goals for:
 - 1) Entered employment rate;
 - 2) Retention rate;
 - 3) Six-months average wages;
 - 4) Increased wages (if an applicant states that it expects employment outcomes that will result in sub-minimum wages for participants, the Department will consider the grant applicant non-responsive and not consider it for funding);
 - 5) Numbers of participants to receive core, intensive, and training services;
 - 6) Education outcomes;
 - 7) Increase in the number of LWIBs and American Job Centers becoming participating ENs (i.e., accepting Tickets);
 - 8) Increase in the number of Tickets;
 - 9) Increase in Ticket revenue;
 - 10) Increase in the number of persons with disabilities, including those receiving SSI and SSDI benefits, served through the American Job Center service delivery system in the states;
 - 11) Number earning an industry-recognized credential; and
 - 12) Number of American Job Centers customers with disabilities who are co-enrolled with American Job Center partners;
- Demonstrating its ability to achieve the stated outcomes and provide timely data on results within the timeframe of the grant; and
- Demonstrating the capacity of the workforce system to capture program co-enrollments (e.g. individuals enrolled in WIA and at least one other program, such as TANF, VR, ENs).

4. Partnerships and Collaboration (15 points)

The extent to which the applicant is planning to collaborate including the nature of the partnership (e.g. including informal arrangements, such as cross-staff training, shared data, cross-referral, or co-enrollment; and formal agreements, such as MOUs), and resources available to the partnership. Include the criteria that the applicant will use to develop and evaluate partnerships and linkages among the LWIBs participating in the cooperative agreement.

a) Mandated Partners and Optional Partners (10 points) - The Department will score this criterion based upon the extent to which the application provides a convincing narrative that:

- Identifies and explains the specific roles and contributions of mandated local partners, as well as optional partners, that will actively participate in the DEI project in terms that demonstrate understanding of the adult or youth focus and makes clear how these partners are integral to the goals and objectives of the applicant's project design. Each partner must have a clearly defined role. These roles must be verified through a signed letter of commitment by each partner, including the partner's resources that will be leveraged for the project, if appropriate; these letters must indicate the key partners' knowledge and experience about the proposed project activities and understanding of their areas of responsibility and ability to impact the success of the project. Please note that letters of support are not the same as letters of commitment, and applicants must **not** include letters of support. Applicants should include letters of commitment as Attachments to the Project Narrative. The Department will not count them against the 30-page limit of the technical proposal;
- Identifies mandated, as well as optional, partners involved at the state-level, and explains the extent to which these partnerships (both general workforce systems and disability-specific programs and systems) have already been forged, will achieve systems change efforts through the DEI cooperative agreement, and will increase service delivery and outcomes at the local levels;
- Identifies the linkages among partners the project plans to develop and explains how they will facilitate improved services and outcomes for SSI/SSDI beneficiaries, including partnerships to address work incentives, asset development, and SSA work provisions;
- Explains how the state's partnership and collaboration strategy will lead to the increased enrollment of customers with disabilities in WIA intensive and training services and the relevant Department programs identified in the SGA; and
- Describes how the state's strategy for partnership and collaboration will develop or improve: coordinating across multiple services/programs; establishing and implementing coordination plans and strategies for partnerships; conducting outreach.

b) Partner Resources (5 points) - The Department will score this criterion based upon the extent to which the application provides a convincing narrative that:

- Identifies resources and program dollars that the program plans to use for the education and training of adults or youth, including resources that will be available from WIA Adult, Dislocated Worker, and WIA Youth Programs; and
- Explains how flexible funding dollars (if applicant plans to use them), such as individual development accounts, IRT approach, or other funds that expand the likelihood of individual success and economic independence, will augment the available resources of individual job seekers.

5. *Organizational Capacity (30 points)*

The extent to which the organization and any partners demonstrate through past performance the capacity to carry out the proposed project and fulfill the goal of helping individuals with disabilities achieve employment outcomes. The Department will score this criterion based on WIA and W-P outcomes for individuals with disabilities from PYs 2010 and 2011 (10 points):

- Applicants focusing the DEI project on adults must include data on the following using the template in Attachment # 2: 1) number of all exiters and the percent of exiters/registrants with disabilities; 2) total number and percent entering employment and the number and percent of persons with disabilities entering employment; 3) total number and percent retaining employment and the number and percent of people with disabilities retaining employment; and 4) average wage of all exiters and the average wage of exiters with disabilities.
- Applicants focusing the DEI project on youth must include data on the following using the template in Attachment # 3: 1) number of all exiters participating in older (an age range of 19 to 21 years) and younger (an age range of 14 to 18 years) WIA youth programs and the number and percent of youth with disabilities; 2) educational achievements of all youth and those with disabilities; and 3) employment outcomes of older youth and youth with disabilities. The Department will score this criterion based on the extent to which applicants have achieved outcomes, as demonstrated by the WIA common measures, for serving adults or youth with disabilities that are comparable to outcomes for serving all adults or youth. For more information on the common measures, please go to http://www.doleta.gov/performance/guidance/tools_commonmeasures.cfm.

The extent to which the applicant documents that it has or will acquire personnel with appropriate qualifications and experience to implement the needs and requirements of the proposed projects by (5 points):

- Demonstrating that the project lead has significant workforce and disability knowledge;
- Providing a plan to hire an experienced and knowledgeable disability resource

coordinator (or more than one) at the LWIB level and identifies the criteria that the applicant will use to assure that participating LWIBs hire individuals with disability expertise and include current or former DPNs in the DEI disability resource coordinator positions when possible; and

- Identifying any use of consultants anticipated during the course of the DEI project.

The extent to which the applicant demonstrates its physical, communication, and programmatic accessibility by (5 points):

- Providing full and complete information on the status of physical, communication, and programmatic accessibility in the state's workforce system, including the status of accessibility surveys, workforce areas covered in the survey, corrective actions identified, and current status of resolution of any corrective actions.
- Demonstrating a high level of commitment to and innovation in achieving accessibility that has occurred at the state level and the LWIB level.
- Demonstrating the implementation of deliberate strategies to address accessibility and demonstrating the applicant's serious commitment to improve accessibility and assure accessibility requirement have been met since the implementation of WIA. The applicant must provide a copy of its policy that explains how customers with disabilities are provided with meaningful and effective physical, programmatic, and communications access to the American Job Center services delivery system and all WIA-funded services. The applicant must include the policy as an attachment to the Project Narrative. The Department will evaluate the policy based on the extent to which it is designed to ensure accessibility, considering such factors as: availability of assistive technology for a variety of disabilities - physical, mental, learning, sensory, etc; reasonable accommodation process; communication access for persons who are deaf or hard of hearing; and outreach to persons with disabilities.
- Explaining the implementation of assistive technologies, the percent of workforce areas that use these technologies, and what improvements are still needed.

The extent to which the applicant documents its overall financial stability of the organization as demonstrated by (5 points):

- Demonstrating the state's capacity to administer the DEI project, including fiscal and oversight capability, its capacity for early start-up, its capacity to timely and completely submit WIA quarterly fiscal, and program reporting, and its ability to make participant data available to the Department.
- Describing its management and administrative capacity to collect the data required by the evaluation and to participate in all phases of the evaluation.

- Identifying how the state will provide access to the Department's duly designated contractor for evaluation purposes. The Department will protect the confidentiality of these records and they will protect them to the fullest extent possible under the law.

The extent to which the applicant demonstrates the capability of the organization to sustain project activities after Federal financial assistance ends by (5 points):

- Developing, explaining, and documenting specific sustainability strategies for implementing successful approaches that are demonstrated to improve the education and employment outcomes of adults and youth with disabilities beyond the end of the DEI grant; and
- Providing detailed information on WIA and W-P, TTW, and other program resources that the applicant will use to replicate or expand the promising practices implemented by the project to other LWIBs and American Job Centers.

6. Budget and Budget Justification (5 points)

The extent to which the budget is justified and reasonable given the scope of work of the project (3 points).

The extent to which key personnel have adequate time devoted to the project to achieve project objectives (2 points).

B. Review and Selection Process

Applications for grants under this Solicitation will be accepted after the publication of this announcement and until the specified time on the closing date. A technical review panel will carefully evaluate applications against the selection criteria. These criteria are based on the policy goals, priorities, and emphases set forth in this SGA. Up to 100 points may be awarded to an applicant, depending on the quality of the responses to the required information described in Section V.A. The ranked scores (which may include the mathematical normalization of review panels) will serve as the primary basis for selection of applications for funding, in conjunction with other factors such as geographic balance; the availability of funds; and which proposals are most advantageous to the government. The panel results are advisory in nature and not binding on the Grant Officer. The Grant Officer may consider any information that comes to his/her attention. The government may elect to award the grant(s) with or without discussions with the applicant. Should a grant be awarded without discussions, the award will be based on the applicant's signature on the SF-424, including electronic signature via E-Authentication on <http://www.grants.gov>, which constitutes a binding offer by the applicant.

Before making an award, the Grant Officer will conduct a "responsibility review" in accordance with 20 CFR 667.170 (a review of the entity's available records to assess its overall ability to administer Federal funds) of potential awardees. Any potential awardee determined to be "not responsible" by the responsibility review process will not be selected as a potential grantee.

VI. Award Administration Information

A. Award Notices

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

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

B. Administrative and National Policy Requirements

1. Administrative Program Requirements:

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

- a) Non-Profit Organizations – OMB Circular A–122 (Cost Principles), relocated to 2 CFR Part 230, and 29 CFR Part 95 (Administrative Requirements)
- b) Educational Institutions – OMB Circular A–21 (Cost Principles), relocated to 2 CFR Part 220, and 29 CFR Part 95 (Administrative Requirements).
- c) State, Local and Indian Tribal Governments – OMB Circular A–87 (Cost Principles), relocated to 2 CFR Part 225, and 29 CFR Part 97 (Administrative Requirements).
- d) Profit Making Commercial Firms – Federal Acquisition Regulation (FAR) – 48 CFR part 31 (Cost Principles), and 29 CFR Part 95 (Administrative Requirements).
- e) All Grant Recipients must comply with the applicable provisions of The Workforce Investment Act of 1998, Public Law No. 105-220, 112 Stat. 936 (codified as amended at 29 U.S.C. 2801 et seq.) and the applicable provisions of the regulations at 20 CFR 660 et seq. Note that 20 CFR part 667 (General Fiscal and Administrative Rules) includes unsuccessful applicant appeal information.
- f) All entities must comply with 29 CFR Part 93 (New Restrictions on Lobbying), 29 CFR Part 94 (Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)), 29 CFR 95.13 and Part 98 (Governmentwide Debarment and Suspension, and drug-free workplace requirements), and, where applicable, 29 CFR Part 96 (Audit Requirements for Grants, Contracts, and Other Agreements) and 29 CFR Part 99 (Audits of States, Local Governments and Non-Profit Organizations).

g) 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.

h) 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.

i) 29 CFR Part 32 – Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance.

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

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

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

m) 29 CFR Parts 29 and 30 – Labor Standards for the Registration of Apprenticeship Programs, and Equal Employment Opportunity in Apprenticeship and Training, as applicable.

2. Other Legal Requirements:

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

b) Lobbying or Fundraising the U.S. Government with Federal Funds – In accordance with Section 18 of the Lobbying Disclosure Act of 1995 (Public Law 104-65) (2 U.S.C. 1611), non-profit entities incorporated under Internal Revenue Service Code Section 501(c)(4) that engage in lobbying activities are not eligible to receive Federal funds and grants. No activity, including awareness-raising and advocacy activities, may include fundraising for, or lobbying of, U.S. Federal, State or Local Governments (see OMB Circular A-122).

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

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

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

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

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

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

- i. To ensure that such PII is not transmitted to unauthorized users, all PII and other sensitive data transmitted via e-mail or stored on CDs, DVDs, thumb drives, etc., must be encrypted using a Federal Information Processing Standards (FIPS) 140-2 compliant and National Institute of Standards and Technology (NIST) validated cryptographic module. Grantees must not e-mail unencrypted sensitive PII to any entity, including ETA or contractors.
- ii. Grantees must take the steps necessary to ensure the privacy of all PII obtained from participants and/or other individuals and to protect such information from unauthorized disclosure. Grantees must maintain such PII in accordance with the ETA standards for information security described in this TEGL and any updates to

such standards provided to the grantee by ETA. Grantees who wish to obtain more information on data security should contact their Federal Project Officer.

- iii. Grantees shall ensure that any PII used during the performance of their grant has been obtained in conformity with applicable Federal and state laws governing the confidentiality of information.
- iv. Grantees further acknowledge that all PII data obtained through their ETA grant shall be stored in an area that is physically safe from access by unauthorized persons at all times and the data will be processed using grantee issued equipment, managed information technology (IT) services, and designated locations approved by ETA. Accessing, processing, and storing of ETA grant PII data on personally owned equipment, at off-site locations e.g. employee's home, and non-grantee managed IT services, e.g. Yahoo mail, is strictly prohibited unless approved by ETA.
- v. Grantee employees and other personnel who will have access to sensitive/confidential/proprietary/private data must be advised of the confidential nature of the information, the safeguards required to protect the information, and that there are civil and criminal sanctions for noncompliance with such safeguards that are contained in Federal and state laws.
- vi. Grantees must have their policies and procedures in place under which grantee employees and other personnel, before being granted access to PII, acknowledge their understanding of the confidential nature of the data and the safeguards with which they must comply in their handling of such data as well as the fact that they may be liable to civil and criminal sanctions for improper disclosure.
- vii. Grantees must not extract information from data supplied by ETA for any purpose not stated in the grant agreement.
- viii. Access to any PII created by the ETA grant must be restricted to only those employees of the grant recipient who need it in their official capacity to perform duties in connection with the scope of work in the grant agreement.
- ix. All PII data must be processed in a manner that will protect the confidentiality of the records/documents and is designed to prevent unauthorized persons from retrieving such records by computer, remote terminal or any other means. Data may be downloaded to, or maintained on, mobile or portable devices only if the data are encrypted using NIST validated software products based on FIPS 140-2 encryption. In addition, wage data may only be accessed from secure locations.
- x. PII data obtained by the grantee through a request from ETA must not be disclosed to anyone but the individual requestor except as permitted by the Grant Officer.
- xi. Grantees must permit ETA to make onsite inspections during regular business hours for the purpose of conducting audits and/or conducting other investigations to assure that the grantee is complying with the confidentiality requirements described above. In accordance with this responsibility, grantees must make records applicable to this

Agreement available to authorized persons for the purpose of inspection, review, and/or audit.

- xii. Grantees must retain data received from ETA only for the period of time required to use it for assessment and other purposes, or to satisfy applicable Federal records retention requirements, if any. Thereafter, the grantee agrees that all data will be destroyed, including the degaussing of magnetic tape files and deletion of electronic data.

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

3. Other Administrative Standards and Provisions:

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

4. Special Program Requirements:

a) Evaluation – Grantees **must** participate in an evaluation of the DEI conducted by an independent Departmental contractor. By accepting grant funds, grantees agree to fully cooperate in the evaluation.

b) Performance Goals – Grantees must identify an achievable set of anticipated outcomes for adults or youth participants that will result from grant activities, including establishing goals for:

- i. Entered employment rate;
- ii. Retention rate;
- iii. Six-months average earnings;
- iv. Increased wages (if an applicant states that it expects employment outcomes will result in sub-minimum wages for participants, the Department will consider the grant applicant non-responsive and not consider it for funding);
- v. Numbers of participants to receive core, intensive, and training services;
- vi. Education outcomes;
- vii. Increase in the number of LWIBs and American Job Centers becoming participating ENs (i.e., accepting Tickets);

- viii. Increase in the number of Tickets;
- ix. Increase in Ticket revenue;
- x. Increase in the number of persons with disabilities, including those receiving SSI and SSDI benefits, served through the American Job Center service delivery system in the states;
- xi. Number earning an industry-recognized credential; and
- xii. Number of American Job Centers customers with disabilities who are *co-enrolled with American Job Center partners*.

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

c) Reporting

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

- i. Quarterly Financial Reports — A Quarterly Financial Status Report (ETA 9130) is required until such time as all funds have been expended or the grant period has expired. Quarterly reports are due 45 days after the end of each calendar year quarter. Grantees must use DOL’s Online Electronic Reporting System and information and instructions will be provided to grantees.
- ii. Quarterly Performance Reports—The grantee must submit a quarterly progress report within 45 days after the end of each calendar year quarter. The report must include quarterly information regarding grant activities, performance goals, and milestones. The last quarterly progress report that grantees submit will serve as the grant’s Final Performance Report. This report must provide both quarterly and cumulative information on the grant activities. It must summarize project activities, employment outcomes and other deliverables, and related results of the project, and must thoroughly document the training or labor market information approaches used by the grantee. This reporting will require post-program exit follow-up and tracking of participants. DOL will provide grantees with formal guidance about the data and other information that is required to be collected and reported on either a regular basis or special request basis.

VII. Agency Contacts

For further information about this SGA, please contact Eileen Banks, Grants Management Specialist, Office of Grants Management, at (202) 693-3403. Applicants should e-mail all technical questions to Banks.Eileen@dol.gov and must specifically reference SGA/DFA PY 12-08, and along with question(s), include a contact name, fax and phone number. This announcement is being made available on the ETA Web site at <http://www.doleta.gov/grants> and at <http://www.grants.gov>.

VIII. Other Information

A. Transparency

DOL is committed to conducting a transparent grant award process and publicizing information about program outcomes. Posting grant applications on public websites is a means of promoting and sharing innovative ideas. For all applications in this grant competition, we will publish the Abstracts required by Section IV.B.4., and selected information from the SF-424 for all applications on the Department's public website or similar publicly accessible location. Additionally, we will publish a version of the Project Narrative required by Section IV.B.3. for all those applications that are awarded grants, on the Department's website or a similar location. No other attachments to the application will be published. The Project Narratives and Abstracts will not be published until after the grants are announced. In addition, information about grant progress and results may also be made publicly available.

DOL recognizes that grant applications sometimes contain information that an applicant may consider proprietary or business confidential information, or may contain personally identifiable information (PII). Proprietary or business confidential information is information that is not usually disclosed outside your organization and disclosing this information is likely to cause you substantial competitive harm.

PII is any information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records, and any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information.¹

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

¹ 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>.

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

In order to ensure that proprietary or confidential business information or PII is properly protected from disclosure when DOL posts the winning Project Narratives, applicants whose Project Narratives will be posted will be asked to submit a second redacted version of their Project Narrative, with any proprietary, confidential commercial/business, and PII redacted. All non-public information about the applicant's and consortium members' staff (if applicable) should be removed as well.

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

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

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

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

B. Web-Based Resources

DOL maintains a number of web-based resources that may be of assistance to applicants, including the Disability and Employment Web site on Workforce3One, <https://disability.workforce3one.org>, and information on disability and employment issues at <http://www.dol.gov/odep>.

C. Industry Competency Models and Career Clusters

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

Career Clusters and Industry Competency Models both identify foundational and technical competencies, but their efforts are not duplicative. The Career Clusters link to specific career pathways in sixteen career cluster areas and place greater emphasis on elements needed for curriculum performance objectives; measurement criteria; scope and sequence of courses in a program of study; and development of assessments. Information about the sixteen career cluster areas can be found by accessing: www.careerclusters.org

D. Workforce3One Resources

1. Workforce3One (www.workforceone.org) is an e-learning, knowledge sharing web space that offers workforce professionals, employers, economic development, and education professionals a dynamic network featuring innovative workforce solutions. Workforce3One features online learning events, resource information, and tools to help organizations learn how to develop strategies that enable individuals and businesses to be successful in the 21st century economy. The Disability and Employment Web site on Workforce3One, <https://disability.workforce3one.org>, provides disability and employment resources for the workforce development system, including promising practices to promote the positive employment outcomes of persons with disabilities and successful strategies and promising practices. It also has archived materials from the past seven years of DPN training and technical assistance activities.

2. ETA encourages applicants to view the online tutorial, “Grant Applications 101: A Plain English Guide to ETA Competitive Grants,” available through Workforce3One at: http://www.workforce3one.org/page/grants_toolkit.

IX. OMB Information Collection

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

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public

reporting burden for this collection of information is estimated to average 20 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments about the burden estimated or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, to the attention of the Departmental Clearance Officer, 200 Constitution Avenue NW, Room N1301, Washington, DC 20210. Comments may also be emailed to DOL_PRA_PUBLIC@dol.gov. PLEASE DO NOT RETURN THE COMPLETED APPLICATION TO THIS ADDRESS. SEND IT TO THE SPONSORING AGENCY AS SPECIFIED IN THIS SOLICITATION.

This information is being collected for the purpose of awarding a grant. The information collected through this “Solicitation for Grant Applications” will be used by the Department of Labor to ensure that grants are awarded to the applicants best suited to perform the functions of the grant. Submission of this information is required in order for the applicant to be considered for award of a grant.

Signed XXXXX, in Washington, D.C. by:
Sara Gallagher Williams

Grant Officer, Employment and Training Administration

Attachment # 1: Work plan Template

STATE: _____

State DEI Gant Objective:

NOTE: 1) The work plan must be completed for the three year period of performance; 2) The work plan must be completed for each objective included the project; 3) The size of the workplan template boxes can be expanded, as needed, to accommodate space for information.

Grantee Objective:				
ACTIVITY	MILESTONE	OUTCOME	TIMEFRAME	RESPONSIBILITY

Attachment # 2: WIA and Wagner-Peyser Data Chart Template

WIASRD (WIA)* and Wagner-Peyser Data Chart Template				
STATE:				
	WIASRD Data (WIA standard record data)		Wagner-Peyser Data (ETA-9002 Reports)	
	PY 2010	PY 2011	PY 2010	PY 2011
All Exiters				
No. of Exiters with Disabilities				
% of Exiters with Disabilities				
% of All Exiters Who Entered Employment				
No. of Exiters with Disabilities Who Entered Employment				
% Rate of Exiters with Disabilities Who Entered Employment				
% of Exiters Who Retain Employment				
No. of Exiters with Disabilities Who Retain Employment				
% of Exiters with Disabilities Who Retain Employment				
Six-Months Average Earnings of All Exiters				
Six-Months Average Earnings of Exiters with Disabilities				

*NOTE: For WIA Adult and WIA Dislocated Workers (DWs). The data should be calculated for the sum of the programs, not an average of the two programs' outcome percentages. (For example, use Adults who Entered Employment + DWs who Entered Employment/Adult Exiters +DW Exiters)

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Attachment No. 3: WIA Youth Data Chart - Template

PY 2010				
Number of Exiters	All Youth	Youth with Disabilities	Nos.	%
Placement in Employment or Education				
Attainment of Degree or Certificate				
Literacy/Numeracy Gains				
PY 2011				
Number of Exiters	All Youth	Youth with Disabilities	Nos.	%
Placement in Employment or Education				
Attainment of Degree or Certificate				
Literacy/Numeracy Gains				