

U.S. DEPARTMENT OF LABOR
Employment and Training Administration

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

Workforce Opportunity for Rural Communities (WORC): A Grant Initiative for the Appalachian and Delta Regions

ANNOUNCEMENT TYPE: *Initial*

FUNDING OPPORTUNITY NUMBER: *FOA-ETA-19-08*

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NUMBER: *17.280*

KEY DATES: *The closing date for receipt of applications under this Announcement is July 15, 2019. We must receive applications no later than 4:00:00 p.m. Eastern Time.*

ADDRESSES: *Address mailed applications to:*

***The U.S. Department of Labor
Employment and Training Administration, Office of Grants Management
Attention: Lynn Fraga, Grant Officer
Reference FOA-ETA-19-08
200 Constitution Avenue, NW, Room N4716
Washington, DC 20210***

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

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EXECUTIVE SUMMARY:

The Employment and Training Administration (ETA), U.S. Department of Labor (DOL, or the Department, or we), in partnership with the Appalachian Regional Commission (ARC) (www.arc.gov) and the Delta Regional Authority (DRA) (www.dra.gov) announce the availability of up to \$29.2 million that was appropriated under Title I, Division H of the Consolidated Appropriations Act, 2018 (Pub. L. 115-141) to award funds to carry out dislocated worker demonstration projects authorized under section 169(c) of WIOA for the Workforce Opportunity for Rural Communities (WORC) Initiative grants for the Appalachian and Delta Regions.

This grant program design supports alignment of workforce development with existing strategies and plans for economic development and diversification in rural communities in the following areas hard hit by economic transition and recovering slowly:

- The Appalachian region, as defined in 40 U.S.C. 14102(a)(1), and
- The Lower Mississippi Delta (Delta) region, as defined in 7 U.S.C. 2009aa(2).

The WORC Initiative enables impacted communities to develop local and regional workforce development solutions aligned with existing economic development strategies and community partnerships to promote new, sustainable job opportunities and long-term economic vitality.

These grants will enable eligible applicants within the Appalachian and Delta regions to expand the impact of existing workforce development initiatives. These demonstration grant projects will provide valuable career, training, and support services to eligible individuals in counties and parishes and/or areas currently underserved by other resources. These grants support workforce development activities that prepare dislocated workers, new entrants to the workforce, and incumbent workers for good jobs in high-demand occupations aligned with a regional or community economic development strategy.

These projects will demonstrate how the assistance and expertise provided to the grantees by ARC and DRA will expand the capacity and effectiveness of grantees in administering federal funds to provide workforce services in these communities. To this end, ARC and DRA will provide technical assistance to prospective applicants in their respective regions, as well as provide assistance and support to grantees across the life of the initiative. Potential applicants are encouraged to visit www.arc.gov or www.dra.gov for more information, including dates and locations for pre-application technical assistance meetings. **The Department of Labor will also hold a webinar for potential applicants and will publish the date and registration materials for the webinar on www.workforcegps.org/events.**

I. FUNDING OPPORTUNITY DESCRIPTION

A. PROGRAM PURPOSE

This Announcement solicits applications for the WORC Initiative for projects across the Appalachian and Delta regions. This program is designed to:

- implement innovative approaches to address the economic and workforce-related impacts within each of the regions;
- provide enhanced training and support activities to dislocated workers (including displaced homemakers), new entrants in the workforce, incumbent workers, and, particularly in the Appalachian region, individuals affected by substance use disorder (i.e., opioids, meth, heroin, and other substances) who reside in the eligible areas;
- support workforce development activities that prepare eligible participants for good jobs in high-demand occupations aligned with a state, regional, or community economic development strategy; and,
- foster expanded capacity and leveraging resources to address participants' needs through the workforce system in the Appalachian and Delta regions.

To support an American economy that provides opportunity for all, workers must have skills that align with the needs of businesses and must be readily able to adapt as business needs evolve. WORC Initiative grantees will ensure that all activities will address the specific needs of businesses and workers in the community or areas covered by the proposed grant. The projects proposed under this funding opportunity should be strategic, regional, and industry-focused approaches to workforce and economic development that improves access to good jobs and helps communities and workers plan for, and recover from, economic transitions. One of the intended outcomes of these grants is to address the alignment and integration of economic and workforce development, along with consortia and strategic partnerships; each described below.

Economic and Workforce Development Alignment and Integration: Communities and regions building strong networks across the public, private, and non-profit sectors to address complex economic and workforce development challenges can effectively maximize economic outcomes for businesses, workers, and residents. Effective economic development efforts rely on a strong basis of economic assets, infrastructure, and workers. Communities under economic distress from economic transitions often need to find innovative ways to grow local economic opportunities that do not rely heavily on attracting outside investment. In parallel, workforce development efforts rely on a deep level of engagement and partnership with a range of employers and industry stakeholders, along with a clear strategy to address workforce needs.

Aligning and coordinating strategies and activities between economic and workforce development can reduce transaction costs and allow greater opportunities to create and fill high demand jobs more quickly than if the two efforts operate independently of each other; when done effectively, these efforts can lead to sustainable economic growth and diversification. Effective planning and partnerships across targeted, growing, and in-demand industries will help ensure that rural communities are able to grow and diversify their economies in careful and thoughtful ways, while fostering and maintaining viable businesses. Workforce training, aligned with these plans, will help ensure that skilled workers are available for new and existing jobs in the course of economic transition.

Successful long-term economic growth strategies build upon bottom-up, community-led plans that promote economic resilience and maximize regional strengths. The WORC Initiative grants take a long-term view towards assisting eligible communities in diversifying their economies by investing in local strategies developed by regional partners. Competitive

projects funded under this FOA will demonstrate the alignment of regionally driven, comprehensive approaches to addressing economic distress and the necessary workforce development activities to ensure a workforce capable of succeeding in current and future job opportunities.

Consortia and Strategic Partnerships: The WORC Initiative recognizes that a broad spectrum of economic development needs and capacity challenges exist in communities across the ARC/DRA regions. As part of the Initiative's goal of addressing these issues, applicants must propose projects demonstrating how their vision for workforce development activities align with, and address, existing plans for economic diversification and building sustainable economic resilience, including ARC and DRA Federal and State plans. See section III.A.1 on Strategic Plans for more information.

An objective of this funding opportunity announcement is to attract and support applicants representing a strong and diverse coalition that may include, but is not limited to:

- local economic development organizations,
- local governments,
- regional planning organizations,
- labor unions,
- state and local workforce agencies,
- institutions of higher education and other job training and adult education providers,
- supportive and human services providers, and
- other relevant economic and workforce development partners.

More information about eligible applicants is included in Section III of this FOA.

B. PROGRAM AUTHORITY

WIOA sec. 169(c), as well as Title I, Division H of the Consolidated Appropriations Act, 2018 (Pub. L. 115-141) authorizes this program.

II. AWARD INFORMATION

A. AWARD TYPE AND AMOUNT

Funding will be provided in the form of a grant.

We expect availability of approximately \$29.2 million, and applicants may apply for an amount ranging from \$150,000 up to \$2.5 million. Awards made under this Announcement are subject to the availability of Federal funds. In the event that additional funds become available, we reserve the right to use such funds to select additional grantees from applications submitted in response to this Announcement.

B. PERIOD OF PERFORMANCE

The period of performance for these grants will be no more than 36 months from an anticipated start date of October 1, 2019. This performance period includes all necessary implementation and start-up activities.

III. ELIGIBILITY INFORMATION

A. ELIGIBLE APPLICANTS

The following organizations are eligible to apply:

- State Government
- County Government
- City or Township Government
- Special District Government
- Regional Organization
- Independent School District
- Public/State Controlled Institution of Higher Education
- Private Institution of Higher Education
- Historically Black Colleges and Universities (HBCUs)
- Indian/Native American Tribal Government (Federally Recognized)
- Indian/Native American Tribal Government (Other than Federally Recognized)
- Indian/Native American Tribally Designated Organization
- Public/Indian Housing
- Nonprofit Organizations
- Tribally Controlled Colleges and Universities (TCCUs)

Applicants must demonstrate that they are serving eligible participants who live and work in the ARC and/or DRA regions. Applicants are strongly encouraged to partner with other organizations serving the proposed community(s), including potential employers, training providers, and community- and faith-based organizations; to enhance outreach to the community; to leverage additional resources to improve the effectiveness and sustainability of the training delivered; and to ensure the desired outcome of obtaining new or enhanced employment.

B. COST SHARING AND LEVERAGED RESOURCES

This program does not require cost sharing or matching funds. Including such funds is not one of the application screening criteria and applications that include any form of cost sharing or match will not receive additional consideration during the review process. Instead, the agency considers any resources contributed to the project beyond the funds provided by the agency as leveraged resources. We encourage projects to leverage resources with partners and other stakeholders. Should applicants include relevant information on leveraged resources, applicants will be scored on how well they demonstrate that they have leveraged resources that will aid their implementation of the program so that participants are able to receive training and obtain employment. Section IV.B.2 provides more information on leveraged resources.

C. OTHER INFORMATION

1. Application Screening Criteria

You should use the checklist below as a guide when preparing your application package to ensure that the application has met all of the screening criteria. Note that this checklist is only an aid for applicants and should not be included in the application package. We urge you to use this checklist to ensure that your application contains all required items. If your application does not meet all of the screening criteria, it will not move forward through the merit review process.

Application Requirement	Instructions	Complete?
The deadline submission requirements are met	Section IV.C	
Eligibility	Section III.A	
If submitted through Grants.gov, the components of the application are saved in any of the specified formats and are not corrupt. <i>(We will attempt to open the document, but will not take any additional measures in the event of problems with opening.)</i>	Section IV.C.2	
Application Federal funds request does not exceed the ceiling amount of \$2,500,000	Section II.A	
SAM Registration	Section IV.B.1	
SF-424, Application for Federal Assistance	Section IV.B.1	
SF-424 includes a DUNS Number	Section IV.B.1	
SF-424A, Budget Information Form	Section IV.B.2	
Budget Narrative	Section IV.B.2	
Project Narrative	Section IV.B.3	
Project Timeline (Attachment)	Section IV.B.4	
Designation of ARC or DRA Region (Attachment)	Section IV.B.4	

2. Number of Applications Applicants May Submit

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

3. Eligible Participants

a) **Participants Eligible to Receive Training and Other Employment-Related Services**

One of the intended outcomes of this grant opportunity is to fund projects providing education and training services to eligible individuals to help them pursue or advance in full-time employment that are aligned with community or regionally defined priorities.

Applicants must propose a project that focuses on providing services to workers in one or more of the following three targeted categories: new entrants to the workforce, dislocated workers, and incumbent workers. These three, targeted categories of workers are defined below.

- i. New Entrants to the Workforce: For the purposes of this FOA, we consider “new entrants to the workforce” to refer to those who have never worked before or who have been out of the workforce for a long enough time to make it as if they are entering the workforce for the first time. For example, this may include, but is not limited to, the long-term unemployed and formerly incarcerated individuals. Also eligible, consistent with Federal and state wage and employment laws, are youth who are enrolled in their junior or senior year of high school and who could be employed before or within six months after the end of the grant lifecycle, and youth who have dropped out of school and are seeking their first full-time job.
- ii. Dislocated Workers: For the purposes of this FOA, this term refers to individuals who were terminated or laid-off or have received a notice of termination or lay-off from employment; or were self-employed but are now unemployed, as well as other individuals described at WIOA sec. 3(15).
- iii. Incumbent Workers: For the purposes of this FOA, this term refers to currently employed individuals who need training to secure full-time employment, advance in their careers, or retain their current positions.

Within these categories, you may serve a wide range of individuals, such as individuals receiving public assistance, high school dropouts, high school or postsecondary students, individuals enrolled in adult basic and other education programs, individuals with disabilities, veterans, Indian and Native Americans, and individuals with Limited English Proficiency. We encourage applicants to develop plans to serve individuals who reside in economically distressed counties and parishes.

In addition, applicants applying for projects in the Appalachian region are encouraged to serve individuals affected by substance use disorder. For more information on substance use disorder, please see: <https://medlineplus.gov/ency/article/001522.htm>.

b) Veterans' Priority for Participants

38 U.S.C. 4215 requires grantees to provide priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job training program directly funded, in whole or in part, by DOL. The regulations implementing this priority of service are at 20 CFR Part 1010. In circumstances where a grant recipient must choose between two qualified candidates for a service, one of whom is a veteran or eligible spouse, the veterans' priority of service provisions require that the grant recipient give the veteran or eligible spouse priority of service by first providing him or her that service. To obtain priority of service, a veteran or spouse must meet the program's eligibility requirements. Grantees must comply with DOL guidance on veterans' priority. ETA's Training and Employment Guidance Letter (TEGL) No. 10-09 (issued November 10, 2009) provides guidance on implementing priority of service for veterans and eligible spouses in all qualified job training programs funded in whole or in part by DOL. TEGL No. 10-09 is available at https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2816. This guidance applies to programs funded under WIOA. For additional information on veteran's priority of service and WIOA, please see TEGL 19-16. TEGL 19-16 is available at https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=3851.

4. Eligible Activities

Applicants may propose projects that provide one or more of the following services or activities:

a) Training and Work-Based Training Models

The primary focus of this grant opportunity is development of workforce training aligned with a strategic plan or economic development priorities for the community or region served by the grant. Some of the allowable training and work-based learning approaches include, but are not limited to:

- traditional classroom training; or,
- work-based learning such as apprenticeships, customized training programs, incumbent worker training, on-the-job training, internships, or other work experiences. These may occur before or after layoff, in order to help facilitate reemployment.

Note: Applicants are encouraged to investigate existing training curricula and approaches, including those housed on the Skills Commons website at www.skillscommons.org. However, if existing curricula or appropriate tools do not exist that align with, or meet the goals of, the proposed project, grant funds may be used to develop appropriate curricula.

b) Other Employment-Related Activities

Examples of allowable employment-related services include, but are not limited to:

- employability such as punctuality, personal maintenance skills, and professional conduct;

- in-depth interviewing and evaluation to identify employment barriers and development of individual employment plans; and,
- career planning (that includes a career pathway approach), job coaching, and job matching services.

c) Proposed Innovative Service Delivery Strategies

Applicants are encouraged to propose unique or innovative models for delivery of services that aim to overcome the challenges that exist in the Appalachian or Delta regions. Models might address such issues as:

- broadband access and distance learning; and/or,
- availability of mobile service units, such as custom vehicles equipped with technology, and other technology-enabled solutions to flexibly deliver training, outreach, and/or employment in remote areas.

d) Participant Support Services

Support services are those activities or resources designed to provide a participant with the resources necessary to enable their participation in career and training services or to gain or retain employment. Grant recipients may offer support services to participants directly or through partner organizations, based upon the specific needs and focus of the project plan.

Generally, customized support service strategies meet the specific needs of an individual and may include, but are not limited to:

- assistance with transportation;
- assistance with child care and dependent care;
- provision of stipends, wages, or other incentives to ensure participants are able to participate in the program or to obtain/retain employment;
- linkages to community services, including services offered by partner organizations designed to support grant participants;
- assistance with uniforms or other appropriate work attire and work-related tools, including such items as eye glasses and protective eye gear;
- assistance with laptops or tablets, books, fees, school supplies, and other necessary items for students enrolled in training, work-based learning, or other elements of the proposed grant project;
- payments and fees for employment and training-related applications, tests, and certifications;
- mental health services, including rehabilitation and treatment for substance use disorders (SUD) with inpatient treatment or intensive outpatient treatment/program (IOP) limited to 8-12 weeks;
- SUD recovery workforce strategies such as, but not limited to, recovery coaches, job/career coaches, and health navigator services; and
- training site and/or workplace substance use testing and/or drug screening for trainees.

Note: Applicants proposing to include stipends or wages for participants exceeding 20 percent of the total grant award must receive prior approval from the grant officer.

e) Outreach and Interagency Coordination

Another of the primary outcomes of these grants is to address specific, identified, workforce needs of employers in the area covered by the grant.

Applicants are encouraged to provide services to employers, particularly small and medium-sized employers, either individually or through industry-based approaches such as clusters or sectors, including but not limited to:

- designing and disseminating toolkits and training for employers to develop standards/processes that will enable recovery-friendly workplaces;
- providing peer coaches, counseling, and worksite mentoring programs;
- creating, expanding, or enhancing apprenticeships, internships, and other work experiences, including subsidies of apprentice and intern wages;
- creating customized training programs; and
- establishing school-to-work type activities.

In addition to meeting the workforce needs of these employers, applicants are encouraged to consider, and incorporate where feasible, other roles that employers may play in grant activities.

To support the goal of delivering innovative workforce development approaches, as well as to support employment opportunities for grant participants, applicants may include plans to develop new, or enhance existing, strategies or approaches to build partnerships or relationships with regional employers. These activities may include connecting to existing or planned industry cluster or clusters, or adopting sector strategies or other business engagement approaches.

Such partnerships may increase the likelihood of establishing work-based learning programs such as incumbent worker training or on-the-job training, creating apprenticeship programs, establishing internship programs, and ensuring training and other workforce development efforts evolve along with the needs of the employer community.

Employers may provide valuable insight into the development of innovative training approaches, as well as leadership in aligning/enhancing existing, strategic plans for the economic diversification and development of the region or community. Applicants may wish to include information in their application about how they will access the leadership and support of the employer community.

f) Purchasing Equipment and Making Renovations

Capital expenditures, such as the purchase of equipment or capital improvements, are allowable with prior approval from the Grant Officer, provided they are related to addressing the employment and training needs of the community the applicant would serve with their grant project. These expenditures must follow the Uniform Administrative Requirements, Cost Principles, and Audit Requirements at 2 CFR 200. For capital expenditures and equipment, see 2 CFR 200.439.

Possible allowable capital improvements include, but are not be limited to, improvements to buildings or equipment that would materially increase their value or useful life, including the cost to put the asset or improvement in place. For buildings, this could include the cost of upgrading, installing, or retrofitting a building's internal systems or utilities (e.g., electrical, plumbing, HVAC, communications) to accommodate training courses or equipment. This could also include structural improvements or upgrades, including the relocation, modification, retrofitting, or enhancement of interior load-bearing walls or interior floors to accommodate training courses or equipment. This could also include implementing and/or enhancing the information technology infrastructure used to provide education and training and related activities.

Minor alterations, renovations, or rearrangements of buildings, facilities, or equipment, if specific to the project, are also allowable with prior approval from the Grant Officer, provided they are related to addressing the employment and training needs of the community the applicant would serve with their grant project. Minor alterations, renovations, or rearrangements may include the activities and associated costs of relocating, modifying, replacing, or adding items (e.g. switches and outlets) related to internal environments (e.g. temperature, humidity, ventilation, and acoustics), and installation of fixed equipment (including fume hoods and audio/visual equipment).

Allowable costs also include leasing space that is used for education, training, and related activities; altering or renovating facilities (in accordance with the Federal Cost Principles at 2 CFR Part 220) used for education and training and related activities (which could include ensuring that the facilities comply with Federal architectural accessibility obligations requiring facilities to be readily accessible to, and usable by, qualified individuals with disabilities).

Award of a grant under this FOA does not constitute prior approval of equipment purchase or renovations. Following grant award, grantees must submit a grant modification request to obtain formal Grant Officer approval before acquiring equipment or proceeding with proposed capital expenditures, renovation, or alteration of facilities. The Grant Officer must determine that all proposed equipment, capital improvements, and/or alterations and renovation are:

- 1) allocable, necessary, and reasonable;
- 2) tied to specific grant-related deliverables and outcomes outlined in the grantee's statement of work (SOW) (including capacity-building and/or training outcomes);
- 3) consistent with the FOA; and,
- 4) aligned with equipment requirements as outlined in 2 CFR 200. Applicants proposing in their Statement of Work to spend grant funds on capital improvements and/or alterations and renovations must demonstrate how these expenditures will support the expansion and/or improvement of their project's education and training programs.

Grantees must complete all activities related to capital expenditures and other alterations within the period of performance of the grant.

IV. APPLICATION AND SUBMISSION INFORMATION

A. HOW TO OBTAIN AN APPLICATION PACKAGE

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

B. CONTENT AND FORM OF APPLICATION SUBMISSION

Applications submitted in response to this FOA must consist of four separate and distinct parts:

1. The SF-424, “Application for Federal Assistance”
2. Project Budget composed of the SF-424A and Budget Narrative
3. Project Narrative; and
4. Attachments to the Project Narrative

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

1. SF-424, “Application for Federal Assistance”

You must complete the SF-424, “Application for Federal Assistance” (available at <https://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1>).

- In the address field, fill out the nine-digit (plus hyphen) zip code. Find nine-digit zip codes on the USPS website at <https://tools.usps.com/go/ZipLookupAction!input.action>.
- The SF-424 must clearly identify the applicant and must be signed by an individual with authority to enter into a grant agreement. Upon confirmation of an award, the individual signing the SF-424 on behalf of the applicant is considered the Authorized Representative of the applicant. As stated in block 21 of the SF-424 form, the signature of the Authorized Representative on the SF-424 certifies that the organization is in compliance with the Assurances and Certifications form SF-424B (available at <https://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1>). You do not need to submit the SF-424B with the application.

In addition, subject to the provisions of the Religious Freedom Restoration Act (RFRA), 42 U.S.C. Section 2000bb, the applicant’s Authorized Representative’s signature in block 21 of the SF-424 form constitutes assurance by the applicant of compliance with the following requirements in accordance with the WIOA Section 188 rules issued by the Department at 29 CFR 38.25 which includes: As a condition to the award of financial assistance from the Department of Labor under Title I WIOA, the grant applicant assures that it has the ability to comply fully with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the WIOA, which, as interpreted through Departmental regulations, prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and

related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship status or participation in any WIOA Title I—financially assisted program or activity; Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities; The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs. The grant applicant also assures, subject to RFRA, that as a recipient of WIOA Title I financial assistance [as defined at 29 CFR 38.4(zz)], it will comply with 29 CFR part 38 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIOA Title I-financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIOA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

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

a) Requirement for DUNS Number

All applicants for Federal grant and funding opportunities must have a DUNS number, and must supply their DUNS Number on the SF-424. The DUNS Number is a nine-digit identification number that uniquely identifies business entities. If you do not have a DUNS Number, you can get one for free through the D&B website:
<https://fedgov.dnb.com/webform/displayHomePage.do>.

Grant recipients authorized to make subawards must meet these requirements related to DUNS Numbers:

- Grant recipients must notify potential subawardees that no entity may receive a subaward from you unless the entity has provided its DUNS number to you.
- Grant recipients may not make a subaward to an entity unless the entity has provided its DUNS number to you.

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

b) Requirement for Registration with SAM

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

A recipient must maintain an active SAM registration with current information at all times during which it has an active Federal award or an application under consideration. To remain registered in the SAM database after the initial registration, the applicant is required to review and update the registration at least every 12 months from the date of initial registration or subsequently update its information in the SAM database to ensure it is current, accurate, and complete. For purposes of this paragraph, the applicant is the entity that meets the eligibility criteria and has the legal authority to apply and to receive the award. If an applicant has not fully complied with these requirements by the time the Grant Officer is ready to make a Federal award, the Grant Officer may determine that the applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another applicant.

2. Project Budget

You must complete the SF-424A Budget Information Form (available at: <https://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1>). In preparing the Budget Information Form, you must provide a concise narrative explanation to support the budget request, explained in detail below.

Budget Narrative: The Budget Narrative must provide a description of costs associated with each line item on the SF-424A. The budget narrative must breakout each line item, showing how those costs were derived. It should also provide additional information on the basis for the costs, and the function or use of particular items. The Budget Narrative should also include a section describing any leveraged resources provided (as applicable) to support grant activities. Leveraged resources are all resources, both cash and in-kind, in excess of this award. Applicants are encouraged to leverage resources to increase stakeholder investment in the project and broaden the impact of the project itself.

Each category should include the total cost for the period of performance. Use the following guidance for preparing the Budget Narrative.

Personnel: List all staff positions by title (both current and proposed) including the roles and responsibilities. For each position, give the annual salary, the percentage of time devoted to the project and the amount of each position's salary funded by the grant.

Example: Provide for each position:

Position	Role	Yearly Salary	% of Time to Grant	Number of Years Working for the Grant	Total Cost
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Trainer	Student Instruction	\$50,000	50%	2	\$50,000
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Fringe Benefits: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement, etc.

Travel: For grantee staff only, specify the purpose, number of staff traveling, mileage, per diem, estimated number of in-state and out-of-state trips, and other costs for each type of travel. Applicants who would like to attend any post-award technical assistance events will need to request funding for travel costs under the Travel line item; ARC and DRA anticipate hosting no more than three, two-day technical assistance events through the life of these grants. Applicants are encouraged to follow federal per diem rates when calculating costs for travel (e.g. meals, lodging, transportation, mileage.). More information on federal per diem rates can be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>).

Equipment: Identify each item of equipment you expect to purchase which has an estimated acquisition cost of \$5,000 or more per unit (or if your capitalization level is less than \$5,000, use your capitalization level) and a useful lifetime of more than one year (see 2 CFR 200.33 for the definition of Equipment). List the item, quantity, and the unit cost per item.

Items with a unit cost of less than \$5,000 are supplies, not “equipment”. In general, we do not permit the purchase of equipment during the last funded year of the grant.

Example: The SF-424A line item for equipment is \$500,000. The budget narrative must include the cost breakout (e.g. two CNC milling machines comparable to XYZ brand at \$250,000 each) and must explain their role or function (e.g. These milling machines are used by area employers who require that all staff be certified in their operation; two are needed so that 12 trainees can work simultaneously, six on each machine).

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

Contractual: Under the Contractual line item, delineate contracts and subawards separately. Contracts are defined according to 2 CFR 200.22 as a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award. A subaward, defined by 2 CFR 200.92, means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program.

For each proposed contract and subaward, specify the purpose and activities to be provided, and the estimated cost.

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

be allowable. We do not consider this as construction and you must show the costs on other appropriate lines such as Contractual.

Other: Provide clear and specific detail, including costs, for each item so that we are able to determine whether the costs are necessary, reasonable and allocable. List any item, such as stipends or incentives, not covered elsewhere here.

Indirect Costs: If you include an amount for indirect costs (through a Negotiated Indirect Cost Rate Agreement or De Minimis) on the SF-424A budget form, then include one of the following:

a) If you have a Negotiated Indirect Cost Rate Agreement (NICRA), provide an explanation of how the indirect costs are calculated. This explanation should include which portion of each line item, along with the associated costs, are included in your cost allocation base. Also, provide a current version of the NICRA.

or

b) If you intend to claim indirect costs using the 10 percent de minimis rate, please confirm that your organization meets the requirements as described in 2 CFR 200.414(f). Clearly state that your organization has never received a Negotiated Indirect Cost Rate Agreement (NICRA), and your organization is not one described in Appendix VII of 2 CFR 200, paragraph (D)(1)(b).

Applicants choosing to claim indirect costs using the de minimis rate must use Modified Total Direct Costs (see 2 CFR 200.68 below for definition) as their cost allocation base. Provide an explanation of which portion of each line item, along with the associated costs, are included in your cost allocation base. Note that there are various items not included in the calculation of Modified Total Direct Costs. See below the definitions to assist you in your calculation.

- **2 CFR 200.68 Modified Total Direct Cost (MTDC)** means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

The definition of MTDC in 2 CFR 200.68 no longer allows for any sub-contracts to be included in the calculation. You will also note that participant support costs are not included in modified total direct cost. Participant support costs are defined below.

- **2 CFR 200.75 Participant Support Cost** means direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences, or training projects.

See Section IV.B.4. and Section IV.E.1 for more information. Additionally, the following link contains information regarding the negotiation of Indirect Cost Rates at DOL:
<https://www.dol.gov/oasam/boc/dcd/index.htm>.

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

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

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

3. Project Narrative

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

The Project Narrative is limited to 10 double-spaced single-sided 8.5 x 11 inch pages with Times New Roman 12 point text font and 1-inch margins. You must number the Project Narrative beginning with page number 1.

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

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

a) Statement of Need and Strategic Alignment

The Statement of Need must explain the reason for the proposed project to exist. It must describe, in both quantitative and qualitative terms, the need for assistance, the nature and scope of the challenges, and the consequences of not addressing the need.

The Statement of Need must clearly describe the project's proposed service area, including the specific communities, counties, demographics, and any relevant current workforce

development needs or challenges. Attach any necessary support information such as maps or other data to demonstrate that the area is eligible under the terms of this grant.

Applications must include a description of the specific workforce needs faced by one or more employers in the proposed project area(s). Applicants are strongly encouraged to submit a portfolio of local support letters, but no less than one letter from an employer within the area to be covered describing their specific workforce needs and their support of the grant to address these needs.

Finally, applicants must discuss the types of individuals targeted for participation in the grant, including demographic data and other information to support the proposed focus and to demonstrate the planned approach for identifying and enrolling eligible participants.

i. Strategic Plans

Applicants must identify, cite, and describe how their project aligns with any strategic or economic development plans for the geographical area the applicants propose to serve. Alignment with these plans is crucial because these local plans most likely will have the closest, ground-level assessment of the challenges and strengths of the applicant's proposed service areas. For the purposes of this competition, DOL will accept the inclusion of any plan published or produced by a state, local or regional commission, as well as a plan from a local or regional coalition or organization that set out appropriate economic/employment goals and strategies for a subregion of a state.

Additionally, applicants must identify, cite, and describe how their project aligns with ARC and DRA Federal and State plans. Applicants may obtain copies of the ARC and DRA Federal and state plans at the following locations:

- ARC Federal plan: <https://www.arc.gov/about/arc2016-2020strategicplan.asp>
- ARC State plans: <https://www.arc.gov/funding/stateplansandstrategies.asp>
- DRA Federal and State plans: <https://www.dra.gov/funding-programs/strategic-economic-development-plans-by-state/>

As some more rural areas of the Appalachian or the Delta regions may not have regional economic development coalitions or commissions, or highly detailed plans drafted by government entities to foster development in those areas, DOL will accept alternative documentation. For example, an alternative local plan for the purpose of this competition may be statements of goals and priorities provided by regional Chambers of Commerce or applicable civic organizations.

Applicants must:

- identify the local, State and Federal plan (and attach the relevant portion(s) to the application or provide a hyperlink or similarly accessible citation) and that it applies to the geographical area the applicant proposes to serve;
- identify the portions of the plan(s) stating relevant goals, components, descriptions of needs, or action items of the plan the applicant's project would address, support, or further; and

- demonstrate how the applicant’s project and its activities and outputs would address, support, or further the identified portions of the plan(s).

DOL will award up to 8 points to applicants that identify, cite, and describe how their project aligns with any local strategic plans for the geographical area the applicants propose to serve, as well as describe the alignment with the ARC or DRA Federal and State plans.

ii. Opportunity Zones

Finally, applicants should demonstrate that at least one census tract in the service area is classified as an Opportunity Zone. Opportunity Zones are economically distressed communities designated under the authority of the Tax Cuts and Jobs Act (Public Law 115-97, enacted December 22, 2017). There are over 8700 of these highest poverty areas across the country. Designated Opportunity Zones can be found at: <https://www.irs.gov/pub/irs-drop/n-18-48.pdf>.

b) Expected Outcomes, Outputs and Sustainability

Applicants must clearly identify outcome(s) and output(s) that will result from the project.

Outcomes are the measurable results of the project, such as the number of people obtaining new jobs or receiving certification.

Outputs are tangible products or services that result from the project, such as new training programs and curricula.

All applications must include the number of participants obtaining new or improved employment opportunities as one of the outcomes. Applicants must also provide details on other direct outcomes and outputs from the project, including, but not limited to:

- anticipated number of participants receiving training and other services;
- anticipated number of employers receiving services;
- development of new certification programs;
- curricula to be developed;
- increased training capacity in community(ies); and
- better ability to address the identified needs of employers.

Proposed outcomes or outputs must clearly address the needs, gaps, or challenges identified in the Statement of Need and be appropriate and reasonable in response to the approaches outlined in the Project Design section.

The Department is especially interested in learning the employment outcomes from projects. To minimize performance reporting burden on grantees, the Department will leverage the performance reporting capabilities of state workforce agencies. Grantees will be required to provide state workforce agencies with the necessary information to register those participants who receive services described in sections III.C.4(a) and III.C.4(b) under Eligible Activities. These participants can then be registered in the Wagner-Peyser Employment Service where they can access additional services as appropriate. The Department will provide technical

assistance to all grantees post-award on this process, and will further negotiate other data collection mechanisms with grantees with limited reporting capacity.

Applicants must also describe their plans for sustaining the activities funded by the grant once grant resources have expired. Applicants must provide information more detailed than an intention to continue to seek additional grant funding from ETA or other governmental, foundation, non-profit, or other funders. Examples of sustainability plans might include tuition dollars; fees for services (e.g. renting manufacturing equipment for business use); and, employer payments (e.g. scholarships/tuition).

c) Project Description

The project description is the heart of the project narrative. It must describe how an applicant proposes to address the need(s) identified, how the proposed plan aligns with existing local, regional, state, or other economic development plans, and define the community- or regional partnership(s) that will ensure the success of the efforts. The project description includes the following sections:

i. Project Design

The project design must lay out the proposed grant project. It must describe the education, training, and other activities as planned by the proposed project, address the proposed service area's skills gap, and meet the documented needs of employers as described in the Statement of Need.

Applicants must outline a plan of action that describes the scope and detail of how the project will accomplish the proposed work and include timelines for completion of work. The outline and timeline must account for all functions or activities identified in the budget portion of the application. Applicants must cite factors that might accelerate or decelerate the work and state the reason(s) for taking the proposed approach. Applicants must also propose ways to ensure the achievement of proposed outcomes and outputs.

ii. Project Partners/Application Consortium

Applicants must describe the planned or existing partners in the proposed project. This section must discuss each partner's role and why each is included in the project and/or consortia. It must also describe each partner's leveraged resources to support the current and future success of the project. Applicants must include as attachments to their application letters or other documentation of engagement of the partners; at least one employer must be engaged as a partner on the project (demonstrated in the narrative and via a letter of engagement and support) to receive credit for this section. Applicants are strongly encouraged to submit a portfolio of support letters or other documentation of engagement from project partners, as doing so will earn the applicant more of the 13 points possible for this sub-section.

d) Organizational, Administrative, and Fiscal Capacity

A component of the grant application review will include an assessment of the capacity of the applicant organization or consortium to carry out the proposed project effectively.

To address capacity to carry out the proposed project, applicants must provide information including:

- the applicant's current mission, structure, and relevant experience;
- how the applicant will manage and staff the project, and how staff, organizational structure, and management contribute to the applicant's ability to meet requirements and program expectations. Include information about any other organization(s) that will have a significant role in implementing the project and any previous experience implementing projects of similar design or magnitude. Resumes (or job descriptions for new or currently vacant positions) are required for all current or planned key personnel who may staff the project;
- experience managing Federal and other grants. The experience and training of specific staff managing federal funds may be substituted for organizational experience managing federal funds; and
- the fiscal and administrative controls in place to manage Federal funds. Applicants may substitute a completed Financial System Assessment form as an attachment for the narrative section on 'fiscal and administrative controls.'

e) Budget and Budget Narrative

Please see Section IV.B.2. for information on requirements related to the budget and budget narrative.

4. Attachments to the Project Narrative

In addition to the Project Narrative, you must submit attachments. All attachments must be clearly labeled. We will only exclude those attachments listed below from the page limit. The Budget and Budget Narrative do not count against the page limit requirements for the Project Narrative.

You must not include additional materials not requested by this FOA. You must submit your application in one package because documents received separately will be tracked separately and will not be attached to the application for review.

Save all files with descriptive file names of 50 characters or less and only use standard characters in file names: A-Z, a-z, 0-9, and underscore (_). File names may not include special characters (e.g. &, -, *, %, /, #), periods (.), blank spaces or accent marks, and must be unique (e.g., no other attachment may have the same file name). You may use an underscore (example: My_Attached_File.pdf) to separate a file name.

a) Designation of ARC/DRA Region

You must submit a brief statement as a stand-alone attachment declaring for which region, the Appalachian or Delta, you are applying. If your project area covers counties or communities located within both the Appalachian and Delta regions, you must still declare which region you

are applying for, as applications will be reviewed and funded based upon these regional designations.

Failure to include this document will result in your application not being reviewed.

When submitting in grants.gov, applicants must upload this document as an attachment to the application package and specifically label it “Application Region.”

b) Abstract

You must submit an abstract (up to two-pages) summarizing the proposed project, including, but not limited to, the scope of the project and proposed outcomes. Omission of the abstract will not result in your application being screened out; however, the lack of the required information in the abstract may impact scoring. See III.C.1 for a list of items that will result in the screening out of your application. The abstract must include:

- the applicant’s name;
- the project title;
- a list of the counties included in the project area, and a demonstration of whether one or more of the areas included in the project area contain census tracts that are part of an Opportunity Zone as defined by the U.S. Treasury Department;
- anticipated number and type of participants (e.g., dislocated workers, incumbent workers, new workforce entrants) to be trained;
- the funding level requested;
- projected number of participants that will obtain new or enhance current jobs; and
- a brief summarization of the proposed project.

The Abstract is limited to two double-spaced, single sided 8.5x11 inch pages with 12-point text font and 1-inch margins. When submitting in grants.gov, applicants must upload this document as an attachment to the application package and specifically label it “Abstract.”

c) Project Timeline

The applicant must submit a proposed Project Timeline, which includes a brief summary of planned grant activities and project milestones of the grant. The timeline must cover the entire 36-month grant period of performance.

Failure to include this document will result in your application not being reviewed.

d) Evidence of Partnership Support and Employer Need

Applicants must submit signed and dated letters of engagement, statement(s) of need, and/or Memoranda of Understanding between the applicant and partner organizations and/or sub-grantees that propose to provide services to support the program model and lead to the identified outcomes. See Section IV.B.3.c for more information.

To receive full points during review, your application must include at least one statement(s) of need from an employer attesting to the current and/or projected need for employees with the skills to be developed or enhanced through the proposed project plan must be included.

When submitting in grants.gov, applicants must upload these letters as an attachment to the application package and label them “Letter of Engagement.”

e) Key Staff Resumes or Job Descriptions

Applicants must provide resumes for all current or planned key personnel who may staff the project. Job descriptions may be included for positions that are planned or currently unstaffed.

C. SUBMISSION DATE, TIME, PROCESS AND ADDRESS

We must receive your application by **July 15, 2019**. You must submit your application either electronically on <https://www.grants.gov> or in hard copy by mail or in hard copy by hand delivery (*including overnight delivery*) **no later than 4:00:00 p.m. Eastern Time on July 15, 2019.**

Applicants are encouraged to submit their application before the closing date to ensure that the risk of late receipt of the application is minimized. We will not review applications received after 4:00:00 p.m. Eastern Time on the closing date. We will not accept applications sent by e-mail, telegram, or facsimile (FAX).

1. Hardcopy Submission

All hard-copy applications mailed or hand delivered (including overnight delivery) must be received at the designated place by the specified closing date and time. Applicants submitting applications in hard copy by mail or hand delivery must submit a “copy-ready” version free of bindings, staples or protruding tabs to ease in the reproduction of the application by DOL. Applicants submitting applications in hard copy must also include in the hard copy submission an identical electronic copy of the application on compact disc (CD) or flash drive. If we identify discrepancies between the hard copy submission and CD/flash drive copy, we will consider the application on the CD/flash drive as the official submission for evaluation purposes. Failure to provide identical applications in hardcopy and CD/flash drive format may have an impact on the overall evaluation.

If an application is physically submitted by both hard copy and through <https://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 <https://www.grants.gov>.

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

Address mailed applications to the:

U.S. Department of Labor
Employment and Training Administration
Office of Grants Management
Attention: Lynn Fraga, Grant Officer
Reference FOA-ETA-19-08
200 Constitution Avenue, NW, Room N4716
Washington, DC 20210

Please note that mail decontamination procedures may delay mail delivery in the Washington DC area. We will receive hand-delivered applications at the above address at the **3rd Street Visitor Entrance**. All overnight delivery submissions will be considered hand-delivered and must be received at the designated place by the specified closing date and time.

2. Electronic Submission through Grants.gov

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

The process can be complicated and time-consuming. You are strongly advised to initiate the process as soon as possible and to plan for time to resolve technical problems. Note that validation does not mean that your application has been accepted as complete or has been accepted for review by the agency. Rather, grants.gov only verifies the submission of certain parts of an application.

a) How to Register to Apply through Grants.gov

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.

Applicants must follow the online instructions for registration at <https://www.grants.gov/web/grants/applicants/organization-registration.html>. We recommend that you 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.

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 Agency Organizational Representative (AOR). When an application is submitted through Grants.gov, the name of the AOR that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC must authorize the individual who is able to make legally binding commitments on behalf of your organization as the AOR; this step is often missed and it is crucial for valid submissions.

b) How to Submit an Application to DOL via Grants.gov

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For a complete workspace overview, refer to: <https://www.grants.gov/web/grants/applicants/workspace-overview.html>.

For access to complete instructions on how to apply for opportunities, refer to: <https://www.grants.gov/web/grants/applicants/apply-for-grants.html>.

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. Grants.gov will send the applicant AOR an email acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) with the successful transmission of the application, serving as proof of their timely submission. The applicant will receive two email messages to provide the status of the application's progress through the system.

- The first email will contain a tracking number and will confirm receipt of the application by Grants.gov.
- The second email will indicate the application has either been successfully validated or has been rejected due to errors.

Grants.gov will **reject applications if the applicant's registration in SAM is expired. Only applications that have been successfully submitted by the deadline and later successfully validated will be considered.** It is your sole responsibility to ensure a timely submission. While it is not required that an application be successfully validated before the deadline for submission, it is prudent to reserve time before the deadline in case it is necessary to resubmit an application that has not been successfully validated. Therefore, enough time should be allotted for submission (24-48 hours) and, if applicable, additional time to address errors and receive validation upon resubmission (an additional two business days for each ensuing submission). It is important to note that if enough time is not allotted and a rejection notice is received after the due date and time, DOL will not consider the application.

To ensure consideration, the components of the application must be saved as .doc, .docx, .xls, .xlsx, .rtf or .pdf files. If submitted in any other format, the applicant bears the risk that compatibility or other issues will prevent DOL from considering the application. We will attempt to open the document, but will not take any additional measures in the event of problems with opening.

We strongly advise applicants to use the various tools and documents, including FAQs, which are available on the "Applicant Resources" page at <https://www.grants.gov/web/grants/applicants/applicant-faqs.html>.

We encourage new prospective applicants to view the online tutorial, "Grant Applications 101: A Plain English Guide to ETA Competitive Grants," available through WorkforceGPS at: <https://strategies.workforcegps.org/resources/2014/08/11/16/32/applying-for-eta-competitive-grants-a-web-based-toolkit-for-prospective-applicants-438?p=1>.

To receive updated information about critical issues, new tips for users, and other time-sensitive updates as information is available, you may subscribe to “Grants.gov Updates” at: <https://www.grants.gov/web/grants/manage-subscriptions.html>.

If you encounter a problem with Grants.gov and do not find an answer in any of the other resources,

- call 1-800-518-4726 or 606-545-5035 to speak to a Customer Support Representative or
- email support@grants.gov.

The Grants.gov Contact Center is open 24 hours a day, seven days a week. However, it is closed on Federal holidays. If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number.

Late Applications

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

We will not consider any hard copy application received after the exact date and time specified for receipt at the office designated in this notice, unless we receive it before awards are made, it was properly addressed, and it was: (a) sent by U.S. Postal Service mail, postmarked not later than the fifth calendar day before the date specified for receipt of applications (e.g., an application required to be received by the 20th of the month must be postmarked by the 15th of that month); or (b) sent by professional overnight delivery service to the addressee not later than one working day before the date specified for receipt of applications. “Postmarked” means a printed, stamped or otherwise placed impression (exclusive of a postage meter machine impression) that is readily identifiable, without further action, as having been supplied or affixed on the date of mailing by an employee of the U.S. Postal Service. Therefore, you should request the postal clerk to place a legible hand cancellation “bull’s eye” postmark on both the receipt and the package. Failure to adhere to these instructions will be a basis for a determination that the application was not filed timely and will not be considered. Evidence of timely submission by a professional overnight delivery service must be demonstrated by equally reliable evidence created by the delivery service provider indicating the time and place of receipt.

D. INTERGOVERNMENTAL REVIEW

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

E. FUNDING RESTRICTIONS

All proposed project costs must be necessary and reasonable and in accordance with Federal guidelines. Determinations of allowable costs will be made in accordance with the Cost

Principles, now found in the Office of Management and Budget's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), codified at 2 CFR Part 200 and at 2 CFR Part 2900 (Uniform Guidance-DOL specific). Disallowed costs are those charges to a grant that the grantor agency or its representative determines not to be allowed in accordance with the Cost Principles or other conditions contained in the grant. Applicants, whether successful or not, will not be entitled to reimbursement of pre-award costs.

1. Indirect Costs

As specified in the Uniform Guidance Cost Principles, indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective. An indirect cost rate is required when an organization operates under more than one grant or other activity, whether Federally-assisted or not. You have two options to claim reimbursement of indirect costs.

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

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

2. Salary and Bonus Limitations

None of the funds appropriated under the heading “Employment and Training” in the appropriation statute(s) may be used by a recipient or subrecipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II. This limitation does not apply to contractors providing goods and services as defined in the Audit Requirements of the OMB Uniform Guidance (see 2 CFR 200 Subpart F). Where States are recipients of such funds, States may establish a lower limit for salaries and bonuses of those receiving salaries and bonuses from subrecipients of such funds, taking into account factors including the relative cost-of-living in the State, the compensation levels for comparable State or local government employees, and the size of the organizations that administer Federal programs involved including Employment and Training Administration programs. See Public Law 113-235, Division G, Title I, section 105, and Training and Employment Guidance Letter number 05-06 for further clarification:
https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2262.

3. Intellectual Property Rights

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

the CC BY includes both new content created with the grant funds and modifications made to pre-existing, grantee-owned content using grant funds.

This license allows subsequent users to copy, distribute, transmit, and adapt the copyrighted Work and requires such users to attribute the Work in the manner specified by the grantee. Notice of the license shall be affixed to the Work. For general information on CC BY, please visit <https://creativecommons.org/licenses/by/4.0>.

Instructions for marking your work with CC BY can be found at https://wiki.creativecommons.org/Marking_your_work_with_a_CC_license.

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

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

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

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

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

“This workforce product was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. Department of Labor makes no guarantees, warranties, or assurances of

any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it.”

4. Use of Grant Funds for Participant Wages

Grant funds may be used to pay reasonable and prudent wages for internships and other forms of on-the-job training included in the scope of work with the approval of the Grant Officer. The applicant should state how the wages will be supported beyond the life of the grant if necessary to continue the project.

Organizations receiving grants through this FOA may use grant funds to pay for the wages of participants where the objective assessment and the Individual Career Plan indicate that work experiences are appropriate. Further, the provision of stipends to training enrollees for the purposes of wage replacement is an allowable cost under this FOA. Payment may take the form of wages or stipends. Generally, participants may receive stipends for participating in classes and training. Wages are compensation for services performed for an employer.

Grantees must comply with WIOA Section 181 and WIOA regulations detailing the applicable wage and labor standards. When paying participant stipends, grantees must maintain documentation of the process for determining the amount of the stipend and the distribution. Grantees providing wages or stipends to participants should be aware of the implications under IRS provisions. Please consult www.irs.gov for more information.

As described in Section III.C.4 above, expenditures for wages or other payments are limited to 20% of the grant award unless prior approval is received from the grant officer to exceed this amount.

F. OTHER SUBMISSION REQUIREMENTS

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

V. APPLICATION REVIEW INFORMATION

A. CRITERIA

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

Criterion	Points (maximum)
1. Statement of Need and Strategic Alignment	Section Total 25
a. Description of Community(ies) and Needs	5
b. Description of Workforce Needs	5
c. Target Population	5
d. Alignment with Strategic Plan(s)	8
e. Demonstration of Inclusion of Opportunity Zone	2
2. Expected Outcomes, Outputs and Sustainability	Section Total 25
a. Proposed Project Outcomes	10
b. Proposed Project Outputs	10
c. Project Sustainability	5
3. Project Description	Section Total 28
a. Project Design	15
b. Project Partners	13
4. Organizational, Administrative and Fiscal Capacity	Section Total 10
a. Staffing and management plan	5
b. Organizational and/or staff experience managing grants	2
c. Fiscal controls	3
5. Budget and Budget Narrative	Section Total 12
a. All items included in the budget align with the project description.	4
b. Grant award plus leveraged resources are adequate to fully implement project as described and lead to attainment of outcomes.	4
c. All costs included in the budget, including personnel, equipment, and capital improvements are reasonable for the type of project and location.	4
TOTAL	100

**1. Statement of Need and Strategic Alignment
(up to 25 points)**

This section of the application covers an applicant’s description of the area and individuals to be served, and addresses the workforce and other needs that the proposed project will attempt to address. There are five scored elements:

- a. Description of Community and Needs
The extent to which the application demonstrates a comprehensive understanding of the area(s) served by the project, including demographics, challenges, and other need(s) and the consequences of not addressing the need(s), based on the quantitative and qualitative information provided. (5 points)

b. Description of Workforce Needs

Demonstration of this need must include evidence of the specific workforce-related needs of at least one employer in the area covered by the proposed project. (5 points)

c. Target Population

A description of the population intended to be served through the grant, including any supporting information on why this population was selected. (5 points)

d. Alignment with Strategic Plans

Applicants must identify, cite, and describe how their project aligns with any local strategic plans for the geographical area the applicants propose to serve, as well as the relevant ARC or DRA Federal and state plans. For the purposes of this competition, DOL broadly defines a local plan as any plan published or produced by a state, local or regional commission, or local or regional coalition or organization that set out appropriate economic or employment goals for a state subregion and strategies for the subregion.

To meet the local plan requirement, applicants must:

- Provide evidence of the alignment with relevant Federal, State, and local plans, clearly demonstrating it applies to the geographical area the applicant proposes to serve. Applicants may attach to the application relevant excerpts of the plans (citing verifiable reference) or provide a hyperlink or similarly accessible citation.
- Identify the portions of the plan(s) stating relevant goals, components, descriptions of needs, or action items of the plan the applicant's project would address, support, or further; and
- Demonstrate how the applicant's project and its activities and outputs would address, support, or further the identified portions of the plan(s).

DOL will award up to 8 points based on the strength of local plan alignment. If an applicant's project proposes an approach differing or conflicting with a local plan, DOL will award partial points if its panelists assess that the applicant's approach still works toward the broader goals of the plan.

e. Demonstration of Inclusion in Opportunity Zone

Finally, applicants must demonstrate that at least one census tract in the service area is classified as an Opportunity Zone. Opportunity Zones are economically distressed communities designated under the authority of the Tax Cuts and Jobs Act (Public Law 115-97, enacted December 22, 2017). There are over 8700 of these highest poverty areas across the country. Applicants that propose services in one of these Opportunity Zones will receive two (2) points.

To receive the full two points, at least one census tract in the proposed service delivery area must be a qualified Opportunity Zone as designated by the Secretary of Treasury. Applicants must clearly state in the Statement of Need if their proposed service delivery area includes a qualified Opportunity Zone. Designated Opportunity Zones can be found at: <https://www.irs.gov/pub/irs-drop/n-18-48.pdf>. (2 points)

**2. Expected Outcomes, Outputs and Sustainability
(up to 25 points)**

As described in Section IV.B.3 of this FOA, the elements that will be reviewed are:

a. Proposed Project Outcomes

The extent to which the expected outcomes are reasonable, measurable, realistic, clear, and consistent with the expressed need. (10 points)

b. Proposed Project Outputs

The extent to which the expected outputs are reasonable, measurable, realistic, clear, and consistent with the expressed need. (10 points)

c. Project Sustainability

Does the applicant put forward a reasonable plan for sustaining the training components of the project past the conclusion of the period of performance? This plan should go beyond simply applying for additional grants and be based on an income stream from tuition, employers, fees for services, or other source. (5 points)

**3. Project Description
(up to 28 points)**

a. Project Design

The extent to which the application reflects a coherent and feasible approach for successfully delivering outcomes and outputs addressing the identified needs of the community, employers, and job seekers and workers. The design addresses reasonable timelines for completion of work, any factors that might accelerate or decelerate the required work; and the degree to which the project takes into account barriers that may impact the project's success. (15 points)

b. Project Partners

The strength or value of identified or planned partnerships as exemplified through proposed roles and responsibilities, leveraged resources or programmatic alignment, letters of engagement or commitment, or Memoranda of Understanding between the applicant and each identified partner, or other evidence. At least one letter or other document from an employer in the area covered by the grant identifying one or more specific workforce needs that would be addressed by the proposed project is required, noting that those applicants including a portfolio of letters of support and collaboration earn more of the 13 possible points for this section. (13 points)

**4. Organizational, Administrative, and Fiscal Capacity
(up to 10 points)**

a. Staffing and Management Plan

The extent to which the applicant has clearly and convincingly demonstrated it has the capacity to carry out this proposed project, including a detailed description of the applicant's staffing plan, structure, and partners; further, the applicant demonstrates that they have the necessary resources to effectively track expenditures and outcomes. (5 points)

b. Organizational Experience

The applicant has relevant organizational experience and/or has staff with experience and/or training managing federal and other grants of this type. (2 points)

c. Fiscal Controls

The strength of the fiscal and administrative controls for properly managing Federal funds. (3 points)

**5. Budget and Budget Narrative
(up to 12 points)**

a. Alignment of Budget and Project Description

The SF-424A and Budget Narrative clearly reflect all grant activities proposed in the project narrative. (4 points)

b. Adequacy of Funding Request and Leveraged Resources

Requested grant funds and any identified leveraged resources are adequate to fully implement project as described, and lead to attainment of outcomes. The budget narrative should include a description of any leveraged resources provided (as applicable) to support grant activities and fully implement proposed training. (4 points)

c. Costs Reflect Scope of Work and Service Area

All proposed costs referenced in the SF-424A and Budget Narrative are reasonable for the scope of work and the project service area, as well as directly supports the implementation of the project and realization of the outcomes. (4 points)

B. REVIEW AND SELECTION PROCESS

1. Merit Review and Selection Process

A technical merit review panel will carefully evaluate applications against the selection criteria to determine the merit of applications. These criteria are based on the policy goals, priorities, and emphases set forth in this FOA. Up to 100 points may be awarded to an applicant, depending on the quality of the responses provided. The final scores (which may include the mathematical normalization of review panels) will serve as the primary basis for selection of applications for funding. The panel results are advisory in nature and not binding on the Grant Officer. The Grant Officer reserves the right to make selections based solely on the final scores or to take into consideration other relevant factors when applicable. Such factors may include the geographic distribution of funds and/or other relevant factors. The Grant Officer may consider any information that comes to his/her attention.

The government may elect to award the grant(s) with or without discussions with the applicant. Should a grant be awarded without discussions, the award will be based on the applicant's signature on the SF-424, including electronic signature via E-Authentication on <https://www.grants.gov>, which constitutes a binding offer by the applicant.

2. Risk Review Process

Prior to making an award, ETA will review information available through various sources, including its own records and any OMB-designated repository of government-wide eligibility qualification or financial integrity information, such as Federal Awardee Performance and Integrity Information System (FAPIIS), Dun and Bradstreet, and “Do Not Pay.” Additionally, ETA will comply with the requirements of 2 CFR Part 180 codified by DOL at 29 CFR Part 98 [Government-wide Debarment and Suspension (Non-procurement)]. This risk evaluation may incorporate results of the evaluation of the applicant’s eligibility (application screening) or the quality of its application (merit review). If ETA determines that an award will be made, special conditions that correspond to the degree of risk assessed may be applied to the award. Criteria to be evaluated include:

- i. Financial stability;
- ii. Quality of management systems and ability to meet the management standards prescribed in the Uniform Grant Guidance;
- iii. History of performance. The applicant’s record in managing awards, cooperative agreements, or procurement awards, if it is a prior recipient of such Federal awards, including timeliness of compliance with applicable reporting requirements and, if applicable, the extent to which any previously awarded amounts will be expended prior to future awards;
- iv. Reports and findings from audits performed under Subpart F – Audit Requirements of the Uniform Grant Guidance or the reports and findings of any other available audits and monitoring reports containing findings, issues of non-compliance, or questioned costs;
- v. The applicant’s ability to effectively implement statutory, regulatory, or other requirements imposed on recipients.

NOTE: As part of the Employment and Training Administration’s Risk Review process, The Grant Officer will determine:

- If the applicant had any restriction on spending for any ETA grant due to adverse monitoring findings; or
- If the applicant received a High Risk determination in accordance with Training and Employment Guidance Letter (TEGL) 23-15.

Depending on the severity of the findings and whether the findings were resolved, the Grant Officer may, at his/her discretion, elect to not fund the applicant for a grant award regardless of the applicant’s score in the competition.

Applicants are encouraged to submit the following information as an attachment to their application (suggested template below) for ETA to assess the applicant’s Financial System. This information will be taken into account as one component of ETA’s Risk Review Process. Applicants may use the suggested template or answer the questions in a separate attachment. It is unlikely that an organization will be able to manage a Federal grant without the following system/processes in place. Applicants are expected to have these in place before applying for a grant with ETA.

**U.S. DEPARTMENT OF LABOR -EMPLOYMENT AND TRAINING
ADMINISTRATION (ETA)
FUNDING OPPORTUNITY ANNOUNCEMENT: FINANCIAL SYSTEM
ASSESSMENT**

SECTION A: PURPOSE

The financial responsibility of grantees must be such that the grantee can properly discharge the public trust which accompanies the authority to expend public funds. Adequate administrative and financial systems including the accounting systems should meet the following criteria as contained in 2 CFR 200 and 2 CFR 2900.

- (1) Accounting records should provide information needed to adequately identify the receipt of funds under each grant awarded and the expenditure of funds for each grant.
- (2) Entries in accounting records should refer to subsidiary records and/or documentation which support the entry and which can be readily located.
- (3) The accounting system should provide accurate and current financial reporting information.
- (4) The accounting system should be integrated with an adequate system of internal controls to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency, and encourage adherence to prescribed management policies.

SECTION B: GENERAL

1. Complete the following items:

a. When was the organization founded/incorporated (<i>month, day, year</i>)	b. Principal officers Titles
c. Employer Identification Number:	
d. Number of Employees Full Time: Part Time:	

2. Is the organization or institution affiliated with any other organization: Yes No If yes, please provide details as to the nature of the company (for profit, non-profit, LLC, etc.) and if it provides services or products to the organization in relation to this grant.	3. Total Sales/Revenues in most recent accounting period. (<i>12 months</i>) \$
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SECTION C: ACCOUNTING SYSTEM

1. Has any Government Agency rendered an official written opinion concerning the adequacy of the accounting system for the collection, identification, and allocation of costs under Federal contracts/grants? Yes No

a. If yes, provide name, and address of Agency performing review:	b. Attach a copy of the latest review and any subsequent correspondence, clearance documents, etc.
	Note: If review occurred within the past three years, omit questions 2-8 of this Section and Section D.

2. Which of the following best describes the accounting system:	State administered	Internally Developed	Web-based
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3. Does the accounting system identify the receipt and expenditure of program funds separately for each contract/grant?	Yes	No	Not Sure
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4. Does the accounting system provide for the recording of expenditures for each grant/contract by the component project and budget cost categories shown in the approved budget?	Yes	No	Not Sure
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5. Are time distribution records maintained for an employee when his/her effort can be specifically identified to a particular cost objective?	Yes	No	Not Sure
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6. If the organization proposes an overhead rate, does the accounting system provide for the segregation of direct and indirect expenses?	Yes	No	Not Sure
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7. Does the organization have an approved indirect cost rate or cost allocation plan? If so, who approved it (Federal Cognizant Agency or a Pass-through Entity)? What are the effective dates?	Yes	No	Not Sure
8. Does the accounting/financial system include budgetary controls to preclude incurring obligations in excess of: a. Total funds available for a grant? b. Total funds available for a budget cost category (e.g. Personnel, Travel, etc.)?	Yes	No	Not Sure
9. Does the organization or institution have an internal control structure that would provide reasonable assurance that the grant funds, assets, and systems are safeguarded?	Yes	No	Not Sure
SECTION D: FINANCIAL STABILITY			
1. Is there any legal matter or an ongoing financial concern that may impact the organization's ability to manage and administer the grant? Yes No If yes, please explain briefly.			
SECTION E: FINANCIAL STATEMENTS			
1. Did an independent certified public accountant (CPA) ever examine the financial statements?			
		Yes	No
2. If an independent CPA review was performed please attach a copy of their latest report and any management letters issued. Enclosed N / A			
3. If an independent CPA was engaged to perform a review and no report was issued, please provide details and an explanation below:			
SECTION F: ADDITIONAL INFORMATION			
1. Use this space for any additional information (<i>indicate section and item numbers if a continuation</i>)			

VI. AWARD ADMINISTRATION INFORMATION

A. AWARD NOTICES

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

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

B. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

1. Administrative Program Requirements

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

- i. Non-Profit Organizations, Educational Institutions, For-profit entities, State Governments, Local Governments, and Indian Tribal Governments must comply with 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) and 2 CFR 2900 (DOL’s Supplement to 2 CFR Part 200).
- ii. All recipients must comply with the applicable provisions of the Workforce Innovation and Opportunity Act (WIOA), Public Law No. 113-328, 128 Stat. 1425 (codified as amended at 29 U.S.C. 3101 et. seq.) and the applicable provisions of the regulations at 20 CFR 675 et. seq. Note that 20 CFR part 683 (Administrative Provisions) allows unsuccessful applicants to file administrative appeals.
- iii. All entities must comply with 29 CFR Part 93 (New Restrictions on Lobbying), 29 CFR Part 94 (Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)), 29 CFR Part 98 (Governmentwide Debarment and Suspension, and drug-free workplace requirements), and, where applicable, 2 CFR Part 200 (Audit Requirements).
- iv. 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.
- v. 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.
- vi. 29 CFR Part 32—Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance.
- vii. 29 CFR Part 35—Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance from the Department of Labor.
- viii. 29 CFR Part 36—Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance.
- ix. 29 CFR Part 38 – Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Innovation and Opportunity Act.
- x. 29 CFR Parts 29 and 30—Labor Standards for the Registration of Apprenticeship Programs, and Equal Employment Opportunity in Apprenticeship and Training, as applicable.
- xi. Department of Labor will follow the procedures outlined in the Department’s Freedom of Information ACT (FOIA) regulations (29 CFR Part 70). 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 generally 5 U.S.C. § 552; 29 CFR Part 70.

- xii. Standard Grant Terms and Conditions of Award—see the following link:
<https://www.doleta.gov/grants/resources.cfm>.
- xiii. Special Terms and Conditions of Award

2. Other Legal Requirements

a) Religious Activities

The Department notes that the Religious Freedom Restoration Act (RFRA), 42 U.S.C. Section 2000bb, applies to all Federal law and its implementation. If an applicant organization is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled to receive Federal financial assistance under this grant solicitation and maintain that hiring practice. If a faith-based organization is awarded a grant, the organization will be provided with more information.

b) Lobbying or Fundraising the U.S. Government with Federal Funds

In accordance with Section 18 of the Lobbying Disclosure Act of 1995 (Public Law 104-65) (2 U.S.C. 1611), non-profit entities incorporated under Internal Revenue Service Code Section 501(c) (4) that engage in lobbying activities are not eligible to receive Federal funds and grants. No activity, including awareness-raising and advocacy activities, may include fundraising for, or lobbying of, U.S. Federal, State or Local Governments (see 2 CFR 200.450 for more information).

c) Transparency Act Requirements

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

- Except for those excepted from the Transparency Act under sub-paragraphs 1, 2, and 3 below, you must ensure that you have the necessary processes and systems in place to comply with the subaward and executive total compensation reporting requirements of the Transparency Act, should they receive funding.
- Upon award, you will receive detailed information on the reporting requirements of the Transparency Act, as described in 2 CFR Part 170, Appendix A, which can be found at the following website: <https://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:

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

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

d) Safeguarding Data Including Personally Identifiable Information (PII)

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

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

- a. You must ensure that PII and sensitive data developed, obtained, or otherwise associated with DOL/ETA funded grants is securely transmitted.
 - 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. You must not e-mail unencrypted sensitive PII to any entity, including ETA or contractors.
 - ii. You must take the steps necessary to ensure the privacy of all PII obtained from participants and/or other individuals and to protect such information from unauthorized disclosure. You must maintain such PII in accordance with the ETA standards for information security described in TEGL NO. 39-11 and any updates to such standards we provide to you. Grantees who wish to obtain more information on data security should contact their Federal Project Officer.
 - iii. You must ensure that any PII used during the performance of your grant has been obtained in conformity with applicable Federal and state laws governing the confidentiality of information.
 - iv. You further acknowledge that all PII data obtained through your ETA grant must be stored in an area that is physically safe from access by unauthorized persons at all times and the data will be processed using recipient-issued equipment, managed information technology (IT) services, and designated locations approved by ETA. Accessing, processing, and storing of ETA grant PII data on personally owned equipment, at off-site locations, (e.g., employee's home), and non-recipient managed IT services, (e.g., Yahoo mail), is strictly prohibited unless approved by ETA.
 - v. Your employees and other personnel who will have access to sensitive/confidential/proprietary/private data must be advised of the confidential nature of the information, the safeguards required to protect the information, and that there are civil and criminal sanctions for noncompliance with such safeguards that are contained in Federal and state laws.

- vi. You must have policies and procedures in place under which your employees and other personnel, before being granted access to PII, acknowledge their understanding of the confidential nature of the data and the safeguards with which they must comply in their handling of such data, as well as the fact that they may be liable to civil and criminal sanctions for improper disclosure.
- vii. You 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 recipient through a request from ETA must not be disclosed to anyone but the individual requestor, except as permitted by the Grant Officer or by court order.
- xi. You must permit ETA to make onsite inspections during regular business hours for the purpose of conducting audits and/or conducting other investigations to assure that you are complying with the confidentiality requirements described above. In accordance with this responsibility, you must make records applicable to this Agreement available to authorized persons for the purpose of inspection, review, and/or audit.
- xii. You must retain data received from ETA only for the period of time required to use it for assessment and other purposes, or to satisfy applicable Federal records retention requirements, if any. Thereafter, you agree that all data will be destroyed, including the degaussing of magnetic tape files and deletion of electronic data.

e) Record Retention

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

f) Use of Contracts and Subawards

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

Contract: Contract means a legal instrument by which a non-Federal entity (defined as a state, local government, Indian tribe, institution of higher education (IHE), nonprofit organization, for-profit entity, foreign public entity, or a foreign organization that carries out a Federal award as a recipient or subrecipient) purchases property or services needed to carry out

the project or program under a Federal award. The term as used in this FOA does not include a legal instrument, even if the non-Federal entity considers it a contract, when the substance of the transaction meets the definition of a Federal award or subaward (see definition of Subaward below).

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

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

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

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

g) Closeout of Grant Award

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

3. Other Administrative Standards and Provisions

Except as specifically provided in this FOA, our acceptance of an application and an award of Federal funds to sponsor any programs(s) does not provide a waiver of any grant requirements and/or procedures. For example, the OMB Uniform Guidance requires that an entity's procurement procedures ensure that all procurement transactions are conducted, as much as practical, to provide full and open competition. If an application identifies a specific entity to provide goods or services, the award does not provide the justification or basis to sole source the procurement, e.g., avoid competition.

4. Special Program Requirements

a) ETA Evaluation

As a condition of grant award, grantees are required to participate in an evaluation, if undertaken by DOL. The evaluation may include an implementation assessment across

grantees, an impact and/or outcomes analysis of all or selected sites within or across grantees, and a benefit/cost analysis or assessment of return on investment. Conducting an impact analysis could involve random assignment (which involves random assignment of eligible participants into a treatment group that would receive program services or enhanced program services, or into control group(s) that would receive no program services or program services that are not enhanced). We may require applicants to collect data elements to aid the evaluation. As a part of the evaluation, as a condition of award, grantees must agree to: (1) make records available to the evaluation contractor on: participants, employers, and funding; (2) provide access to program operating personnel, participants, and operational and financial records, and any other pertaining documents to calculate program costs and benefits; and (3) in the case of an impact analysis, facilitate the assignment by lottery of participants to program services (including the possible increased recruitment of potential participants); and (4) follow evaluation procedures as specified by the evaluation contractor under the direction of DOL.

b) Performance Goals

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

C. REPORTING

Applicants must indicate in their application the performance measures they will collect and share as part of their proposed project. Performance elements may consist of metrics or data that the organization already collects with respect to participants and/or grant projects. The application must also demonstrate how these measures are reflective of the overall goals for the project and for the regional strategy. Section IV.B.3.B. requires that awarded grantees provide information to state workforce agencies to register certain participants in the Wagner-Peyer Employment Service program, which allows the Department to collect employment outcomes data with minimal reporting burden by the grantees.

Grantees will be expected to produce a final report no more than 45 days after the end of the project period of performance. Semi-annual reports will be due to ARC and DRA through the end of the project period of performance. The final and semi-annual reports should address all outcomes (including those associated with the performance of the grant such as participants receiving services, participants employed, and other measures that the grantee committed to providing) and outputs from the project. These reports should also include descriptions of any learnings (positive or negative), any impacts on partnerships or leveraged activities, describe how the project activities will be sustained, and other information that demonstrates the value to the community from the project.

Reporting instructions will be provided in the Grant Agreement.

VII. AGENCY CONTACTS

For further information about this FOA, please contact Diane Easterling, Grants Management Specialist, Office of Grants Management, at (202) 693-2625. Applicants should e-mail all

technical questions to easterling.diane@dol.gov and must specifically reference FOA-ETA-19-08, and along with question(s), include a contact name, fax and phone number. This Announcement is available on the ETA Web site at <https://www.doleta.gov/grants> and at <https://www.grants.gov>.

VIII. OTHER INFORMATION

A. WEB-BASED RESOURCES

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

B. 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 <https://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.

C. WORKFORCEGPS RESOURCES

We encourage you to view the information on workforce resources gathered through consultations with Federal agency partners, industry stakeholders, educators, and local practitioners, and made available on WorkforceGPS at: <https://workforcegps.org>.

We encourage you to view the online tutorial, "Grant Applications 101: A Plain English Guide to ETA Competitive Grants," available through WorkforceGPS at: <https://strategies.workforcegps.org/resources/2014/08/11/16/32/applying-for-eta-competitive-grants-a-web-based-toolkit-for-prospective-applicants-438?p=1>.

We created Workforce System Strategies to make it easier for the public workforce system and its partners to identify effective strategies and support improved customer outcomes. The collection highlights strategies informed by a wide range of evidence, such as experimental studies and implementation evaluations, as well as supporting resources, such as toolkits. We encourage you to review these resources by visiting <https://strategies.workforcegps.org>.

We created a technical assistance portal at <https://www.workforcegps.org/resources/browse?id=b8dd0aa1ecfb4b2282d6cd30c7248790> that

contains online training and resources for fiscal and administrative issues. Online trainings available include, but are not limited to, Introduction to Grant Applications and Forms, Indirect Costs, Cost Principles, and Accrual Accounting.

D. SKILLSCOMMONS RESOURCES

SkillsCommons (<https://www.skillscommons.org>) offers an online library of curriculum and related training resources to obtain industry-recognized credentials in manufacturing, IT, healthcare, energy, and other industries. The website contains thousands of Open Educational Resources (OER) for job-driven workforce development, which were produced by grantees funded through the US Department of Labor's Trade Adjustment Assistance Community College and Career Training (TAACCCT) program. Community colleges and other training providers across the nation can reuse, revise, redistribute, and reorganize the OER on SkillsCommons for institutional, industry, and individual use.

IX. OMB INFORMATION COLLECTION

OMB Information Collection No 1225-0086, Expires May 31, 2019.

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

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

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

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

Signed May 15, 2019, in Washington, D.C. by:

Lynn Fraga

Grant Officer, Employment and Training Administration