U.S. DEPARTMENT OF LABOR
Employment and Training Administration

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

ANNOUNCEMENT TYPE: Initial

FUNDING OPPORTUNITY NUMBER: FOA-ETA-23-17

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NUMBER: 17.274

KEY DATES: *The closing date for receipt of applications under this Announcement is 02/07/2023. We must receive applications no later than **11:59 pm Eastern Time.***

Submit all applications in response to this solicitation through https://www.grants.gov. For complete application and submission information, including online application instructions, please refer to Section IV.

A pre-recorded Prospective Applicant Webinar will be available by 1/3/2023 at: https://www.dol.gov/agencies/eta/grants/apply/find-opportunities.

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EXECUTIVE SUMMARY

The Employment and Training Administration (ETA), U.S. Department of Labor (DOL, or the Department, or we), announces the availability of approximately $90,000,000 in grant funds authorized by the Workforce Innovation and Opportunity Act (WIOA) (Pub. L. 113-128) for YouthBuild.

Under this Funding Opportunity Announcement (FOA), DOL will award grants through a competitive process to organizations providing pre-apprenticeship services that support education, occupational skills training, and employment services to opportunity youth, ages 16 to 24, while performing meaningful work and service to their communities. The YouthBuild program model prepares participants for quality jobs in a variety of careers, in diverse industry sectors, particularly in infrastructure sectors, and contains wrap-around services such as mentoring, trauma-informed care, personal counseling, transporation supports, and employment preperation – all key strategies for addressing community violence. YouthBuild applicants must include construction skills training and may include occupational skills training in other in-demand industries. This expansion into additional in-demand industries is the Construction Plus component, a priority in this grant competition.

Eligible applicants for these grants are public or private non-profit agencies or organizations, including consortia of such agencies or organizations. These organizations include rural, urban, or Native American/Tribal entities that have previously served opportunity youth in a

YouthBuild or other similar program.

With Program Year 2022 funds, DOL will fund approximately 75 projects across the country, depending on the size of individual grant awards. Individual grants will range from $700,000 to $1.5 million and require a 25 percent match from applicants, using sources other than federal funding. This FOA features a matching waiver for Tribal entities which allows these entities to not include a match commitment in their applications. The grant period of performance for this FOA is 40 months, including a four-month planning period and a twelve-month follow-up period.

I. FUNDING OPPORTUNITY DESCRIPTION
A. PROGRAM PURPOSE

This announcement solicits applications for the YouthBuild program.

The purpose of this program is to fund organizations to provide a pre-apprenticeship program model that encompasses education, occupational skills training, leadership development, and high-quality post-program placement opportunities to opportunity youth. YouthBuild is a community-based alternative education program for youth between the ages of 16 and 24 who left high school prior to graduation who also have other risk factors, including being a justice-involved youth, youth aging out of foster care, youth with disabilities, migrant farmworker youth, youth experiencing housing instability, and other disadvantaged youth populations. The YouthBuild program simultaneously addresses multiple core issues important to youth in low-income communities: affordable housing, leadership development, education, employment opportunities for good jobs in in-demand industries and apprenticeship pathways. YouthBuild programs serve as the connection point to vital services for participants. Key aspects of the YouthBuild service delivery model include meaningful partnership and collaboration with the public workforce development system, education and human services systems, and labor and industry partners. DOL expects applicants funded through this solicitation to have well-established partnerships in place prior to grant award.

The YouthBuild model balances project-based academic learning and occupational skills training to prepare opportunity youth for career placement into high-quality, in-demand jobs and supports the Administration's goal to build a modern and sustainable infrastructure. YouthBuild programs are well-positioned to connect participants with career opportunities in construction, clean energy, manufacturing, and other careers developing as a result of the Bipartisan Infrastructure Law, Inflation Reduction Act, and CHIPS and Science Act. For more information on the Bipartisan Infrastructure Law, including a guidebook of other funding opportunities and areas of investment, visit https://www.build.gov.

The academic component of the YouthBuild model assists youth who are often significantly behind in basic skill development in obtaining a high school diploma or state high school equivalency credential. The occupational skills training component prepares opportunity youth for apprenticeship and other career pathways and/or further education or training. It also supports the goal of increasing affordable housing within communities by teaching youth construction skills learned by building or significantly renovating homes for sale or rent to low-income families or transitional housing for homeless families or individuals.

The WIOA regulations at 20 CFR 688.120 recognize YouthBuild programs funded by DOL as pre-apprenticeship programs. Grantees funded under this announcement must develop program models that align with pre-apprenticeship as defined in 20 CFR 681.480 of the Final Rule:

Pre-apprenticeship, as defined in § 681.480, means a program designed to prepare individuals to enter and succeed in an apprenticeship program registered under the Act of August 16, 1937 (commonly known as the "National Apprenticeship Act"; 50 Stat.664, chapter 663; 29 U.S.C. 50 et seq.) (referred to in this part as a "registered apprenticeship" or "registered apprenticeship program") and includes the following elements:

1. Training and curriculum that aligns with the skill needs of employers in the economy of the state or region involved;
2. Access to educational and career counseling and other supportive services, directly or indirectly;
3. Hands-on, meaningful learning activities that are connected to education and training activities, such as exploring career options, and understanding how the skills acquired through coursework can be applied toward a future career;
4. Opportunities to attain at least one industry-recognized credential; and
5. A partnership with one or more registered apprenticeship programs that assists in placing individuals who complete the pre-apprenticeship program in a registered apprenticeship program.

YouthBuild programs provide educational and skills training preparation that give participants the requirements needed to enter a Registered Apprenticeship Program (RAP). RAPs are an industry-driven, high-quality career pathway validated by the U.S. Department of Labor or a state Apprenticeship Agency and registered under the National Apprenticeship Act where employers can develop and preparetheir future workforce, and individuals can obtain paid-work experience, classroom instruction, and a portable, nationally-recognized credential. Grantees awarded under this announcement should actively develop partnerships and pathways that lead directly to high-quality employment and placements in registered apprenticeship programs. For more information on RAPs, please visit https://www.apprenticeship.gov/employers/registered-apprenticeship-program.

The Construction Plus model allows YouthBuild grantees to use DOL grant funds to train participants in additional in-demand industries with the goal of attaining industry-recognized credentials, hands-on work experience in industry settings, and direct entry into Registered Apprenticeships or direct hiring into these industries. Since Construction Plus began in 2012, YouthBuild grant programs have provided training in diverse industries and occupations, including healthcare, information technology, hospitality and retail services, and logistics. Construction Plus programs must use the same five pre-apprenticeship elements listed above from 20 CFR 681.480 to develop their Construction Plus pathways.

YouthBuild programs are required to partner with American Job Centers, also known as one-stop career centers, as described in 20 CFR 688.380. All YouthBuild programs must adhere to the requirements of being a one-stop partner, as found in 20 CFR 678.420. Connecting with American Job Centers provides an opportunity for YouthBuild grantees to develop the necessary partnerships for Construction Plus training. It also supports participant success through job development, employer connections, basic assessment and referral services, supportive services

provision, transition services for post-exit placements, and continuing education and training. It also provides a referral connection between American Job Centers and YouthBuild programs. Applicants for the YouthBuild program should initiate the one-stop partnership conversation with their local Workforce Development Board prior to submitting their grant application to ensure the budget reflects likely infrastructure sharing costs, shared staffing (such as the job developer, if applicable), and other beneficial partnerships that are part of the grant model.

WIOA strongly emphasizes the role of employers in successful workforce development strategies, and requires grantees to report on their effectiveness in serving employers. DOL expects grantees awarded under this announcement to actively develop new employer relationships and strengthen existing connections, both in construction and non-construction industries. As a required one-stop partner, YouthBuild grantees will benefit from accessing and leveraging the strengths of the American Job Center network to support participant success by gaining access to employer networks, job development professionals with direct knowledge of local labor market needs, and to additional supportive services. Supportive services are a routine part of high-quality workforce development programs, and evidence shows that they contribute to participants completing programs, particularly those from underserved communities, which leads to opportunities for advancement into better jobs. Supportive services can include, but are not limited to, childcare, food, transporation, mental health counseling, legal assistance, financial counseling, referrals for drug treatment, provision of work tools or work clothes, and needs-related payments/emergency cash assistance.

As one of the goals of the YouthBuild program is to provide affordable housing, all DOL-funded YouthBuild programs must offer construction skills training. Construction skills training is central to the overall philosophy of the YouthBuild program and can provide a visible transformational experience for young people facing significant challenges or barriers in their lives. All applicants must demonstrate their commitment to increasing the supply of permanent housing for homeless and/or low-income individuals and families, which benefits the community where the affordable housing is built or renovated, and also provides youth with an opportunity to give back to their communities and work and learn in a team environment. YouthBuild grantees must accomplish this goal by having enough youth enrolled in and completing the construction skills training component to enable the program to build or substantially renovate at least one unit of housing within the grant period of performance, which is the minimum requirement for a work experience in construction. The construction work sites built and renovated by YouthBuild participants must be constructed as residences only for homeless and/or low-income individuals and families, with these requirements stated in a restrictive covenant lasting at least five years, under the YouthBuild regulations at 20 CFR 688.730. The applicant has discretion to determine the threshold number of participants that are needed during the program cycle to complete at least one unit of housing. However, all applicants must ensure that every participant will obtain hands-on work experience, whether on a construction work site or professional setting of their in-demand industry training. To ensure that grantees are meeting the minimum construction requirement, and to aid in collecting data on the impact of the YouthBuild program on local communities, YouthBuild programs must submit an annual housing census that tracks the number of housing units completed in that reporting year for each active grant.

In accordance with 20 CFR 688.320, YouthBuild grantees are required to build or substantially renovate at least one unit of housing of single-family homes or apartment/condominium/townhouse complexes, or the construction or substantial renovation of a single dwelling within a complex. Substantial renovation includes those activities that will provide YouthBuild participants with significant construction experience and knowledge that will prepare them for entry-level employment in the construction industry and connect to the construction curriculum used by the program. Painting or cleaning apartments and simple weatherization tasks do not constitute substantial renovation or a sufficiently comprehensive level of construction training to satisfy the requirement that each program build or substantially renovate a unit of housing, and thus, do not qualify as work sites. Applicants should use their selected construction curriculum as a planning resource for the proposed work sites, to ensure the training curriculum aligns with the skills participants can learn in hands-on work site experiences. For guidance on qualifying work sites, please refer to Training and Employment Guidance Letter (TEGL) 06-15, "Qualifying Work Sites and Construction Projects for YouthBuild Grantees and Their Role in Training," found at https://www.dol.gov/agencies/eta/advisories/training-and-employment-guidance-letter-no-06-15.

DOL encourages all YouthBuild programs to support the development of construction skills through trainings that implement sustainable construction and building practices and clean energy technologies. These trainings may include knowledge of sustainable building materials, solar panel installation, weatherization processes, and zero-impact techniques to eliminate environmental waste from construction, among other green building techniques. DOL has identified the YouthBuild program as part of the Justice40 initiative, whose goal is that 40 percent of the overall benefits of certain Federal investments flow to disadvantaged communities that are marginalized, underserved, and overburdened by pollution. For more information on Justice40, visit https://www.whitehouse.gov/environmentaljustice/justice40/. Applicants may also be interested in the Environmental Protection Agency's environmental justice mapping and screening tool called EJScreen, available at https://www.epa.gov/ejscreen.
Further, in response to a surge in gun violence in communities across the nation, violence that most harms communities of color and individuals in high-poverty neighborhoods, this FOA requires applicants to incorporate wrap-around services and mentoring, work-based learning and apprenticeship opportunities, and education or school-based programs, to mitigate that violence and to reduce exposure for YouthBuild participants to gun violence. Research shows that exposure to firearm violence—including as a victim or witness—makes it twice as likely an adolescent will commit a violent act within two years.[1] Additional proven community violence intervention (CVI) strategies for reducing gun violence include the provision of job training and youth employment opportunities[2], both of which are fundamental to the YouthBuild program.

The WIOA Final Rule for YouthBuild (20 CFR Part 688) describes the regulations under which YouthBuild program providers must operate, and can be found at https://www.gpo.gov/fdsys/pkg/FR-2016-08-19/pdf/2016-15975.pdf. For more information on the YouthBuild program, please go to https://www.dol.gov/agencies/eta/youth/youthbuild/.

[1] *See* https://www.whitehouse.gov/briefing-room/statements-releases/2021/04/07/fact-sheet-

more-details-on-the-biden-harris-administrations-investments-in-community-violence-interventions/

[2] Bilchik S. (1999). Promising strategies to reduce gun violence. *Office of Juvenile Justice and Delinquency Prevention, US Department of Justice*

B. PROGRAM AUTHORITY

Section 171 of WIOA (Pub. L. 113-128) 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 $90 million to fund approximately 75 grants. Applicants may apply for a grant amount ranging from $700,000 to a ceiling amount of $1.5 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.

Due to the complex nature of the YouthBuild program model and the interest in expanding YouthBuild beyond construction skills training, this FOA focuses on supporting the sustainability of strong programs, while encouraging the opportunity for innovation from new organizations. Therefore, DOL intends to award at least 50 percent of the total available grant competition funding to eligible applicants previously funded by the DOL YouthBuild program that have demonstrated success in the program, referred to as Category A. DOL will award the remainder of funds to other qualifying organizations, referred to as Category B. Category A and Category B are further described in Section IV.B.3.i below. Any applicant that received a FY 2021 (FOA-ETA-22-01) DOL YouthBuild grant is not eligible to apply.

DOL's intended mix of grant awardees ensures that organizations with little or no experience with a DOL YouthBuild grant have an opportunity to implement such a program, while allowing for continued support to the existing, previously-funded YouthBuild grants that have demonstrated success.

B. PERIOD OF PERFORMANCE

The period of performance is 40 months with an anticipated start date of 05/01/2023. This performance period includes all necessary implementation and start-up activities.

This also includes statutory requirements for the active and follow-up periods. This includes:

- A planning period of up to four months to complete the planning milestones described below;
- Two years of active program services (education, occupational skills training, and youth leadership development activities) for one or more cohorts of youth; and
- An additional twelve months of follow-up support services and tracking of participant outcomes for each cohort of youth.

DOL requests that applicants describe, as an attachment to the application, the activities they expect to undertake during the planning period to ensure that they may begin active program services on schedule. Applicants may be prepared to start the active program services sooner than described above. If so, they must explain the rationale for why the planning period requires less than four months; beginning active program services earlier does not shorten the period of performance. A minimum of five percent of total funds must be reserved for the twelve-month follow-up period. Grantees must fully expend grant funds during the period of performance. Therefore, applicants must carefully consider their ability to spend the level of funding requested during the allotted time while ensuring full transparency and accountability for all expenditures.

As mentioned above, grantees must ensure the achievement of the following milestones during the planning period:

- Hiring of, or committing of, additional core program staff (including the Project Director, Construction Trainer(s), Classroom Teacher(s), Case Manager(s), Job Developers(s) positions), if needed;
- Reaching out to the local Workforce Development Board or American Job Center (AJC) to finalize Memoranda of Understanding (MOU) requirements, establish an infrastructure funding agreement, and make plans for collaborating with other required partners, including employers, at a minimum;
- Revising the program budget to reflect updates as necessary, such as contributions to the AJC infrastructure costs and Construction Plus training agreements;
- Solidifying relationships with all necessary partners for the successful delivery of services;
- Initiating recruitment and outreach efforts for enrollment of participants;
- Reconfirming work site financing and access (see Section IV.B.4(b) for more information); and
- Reconfirming match sources and amounts.

While the core program staff described above do not need to be in place at the time of application, DOL expects applicants to describe the plan to recruit each core position during the implementation period (if not already hired), and/or provide training for each core position as staff are hired. Grantees must provide sufficient coverage of each position for the full 36 months of active programming. DOL strongly encourages grantees to hire individuals from diverse backgrounds with lived experience relevant to the program purpose, such as individuals who have experienced housing instability or have come from low-income neighborhoods.

After grant award, the DOL Federal Project Officer (FPO) will review the completion of the above milestones within the grant's planning period. DOL may subject grantees who have not met these milestones to corrective action.

Examples of a 40-month program planner can be found here: https://youthbuild.workforcegps.org/resources/2019/08/07/12/21/Program_Planner_Map.

C. OUTCOMES

YouthBuild grantees awarded under this FOA must track and report on the six WIOA primary indicators of performance for youth as listed in WIOA Section 116(b)(2)(A)(ii). These indicators are:

1. Education and Employment Rate – Second Quarter After Exit;
2. Education and Employment Rate – Fourth Quarter After Exit;
3. Median Earnings – Second Quarter After Exit;
4. Credential Attainment;
5. Measurable Skill Gains; and
6. Effectiveness in Serving Employers.

Applicants for this funding opportunity must also provide a chart of their anticipated performance outcomes against these indicators, which DOL will incorporate into the grant award package of awarded applicants (see Section IV.B.4.a(3)). These WIOA performance indicators are further described in TEGL 10-16, Change 2, "Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Title I, Title II, Title III and Title IV Core Programs," found at https://www.dol.gov/agencies/eta/advisories/tegl-10-16-change-2.

III. ELIGIBILITY INFORMATION

A. ELIGIBLE APPLICANTS

Eligible applicants for these grants are public or private non-profit agencies or organizations. These organizations include rural, urban, or Native American agencies that have previously served disadvantaged youth in a YouthBuild or other similar program. These agencies or organizations may include, but are not limited to, the following:

- Community and faith-based organizations including those with IRS 501(c)(3) non-profit status;
- An entity carrying out activities under WIOA, such as a local workforce development board or one-stop career center partner program;
- Labor unions, labor-management partnerships, a central labor council, other labor council, state conference of a union, or state labor federation, or worker centers;
- Educational institutions, including a local school board, public school district, or community college;
- A community action agency;
- A state or local housing development agency;
- Any Indian and Native American entity eligible for grants under Sec. 166 of WIOA, including federally and other than federally-recognized Tribes, Native American non-profit organizations, and Native Hawaiian and Alaska Native organizations;
- A community development corporation;
- A state or local youth service conservation corps; and
- Any other public or private non-profit entity that is eligible to provide education or employment training under a federal program and can meet the required elements of the grant

Entities ineligible to apply to this FOA include grantees (based on their unique Employer Identification Number) who received funding from the FY 2021 YouthBuild competition [FOA-ETA-22-01]. Additionally, DOL will award only one grant to an organization, which must have

a unique Employer Identification Number, and must not administer its program services at the same location as any other YouthBuild grantee.

Among eligible applicants listed above, the applicant agency or organization must also maintain a physical local presence in any identified target communities they propose to serve.

B. COST SHARING OR MATCHING

This program requires cost sharing or matching funds. Such funds may be in the form of cash or in-kind contributions and equal to 25 percent of the total federal share of costs. Any resources contributed to the project in addition to cost sharing or matching funds will be considered leveraged resources. Section IV.B.2 provides more information on leveraged resources.

To be allowable as part of match, an expenditure must be an allowable charge for federal grant funds and considered necessary and reasonable to accomplish the project or program objectives. DOL will make determinations of allowable costs in accordance with the applicable Federal Cost Principles as indicated in Section IV.E. If the cost would not be allowable as a grant-funded charge, then DOL cannot count it toward the applicant's matching funds.

The recognition of documentation of match has changed since the release of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards regulations at 2 CFR Part 200 and OMB's approved exceptions for DOL at 2 CFR Part 2900.

2 CFR 2900.8, Cost sharing or matching, states, "In addition to the guidance set forth in 2 CFR 200.306(b) for federal awards from the Department of Labor, the non-federal entity accounts for funds used for cost sharing or match within their accounting systems as the funds are expended." It is not sufficient or adequate to receive and report monies as match; in order for the monies to be counted as match, they must be expended on the program. Expenditures of match funds must be reported on the recipient share section of the ETA-9130 Form.

Additionally, in accordance with 2 CFR 200.306, match amounts must be verifiable from the non- federal entity's records, not included as contributions for any other federal award, necessary and reasonable for accomplishment of project or program objectives, and not provided by the Federal Government under another federal award.

DOL encourages applicants to leverage additional resources beyond the required match to supplement grant activities. DOL will consider any cash or in-kind commitments beyond 25 percent of the grant award amount as leveraged resources.

Applicants should pay special attention to the requirements regarding match sources listed in TEGL 05-10, Change 1, "Updated Guidance on Match and Allowable Construction and Other Capital Asset Costs for the YouthBuild Program," as well as the YouthBuild Selected Cost Items attachment, both available at https://www.dol.gov/agencies/eta/advisories/training-and-employment-guidance-letter-no-05-10-change-1.

Matching Waiver for U.S. Insular Areas, Pursuant to 48 U.S.C. §1469a(d) Pursuant to 48 U.S.C. § 1469a(d), for the purposes of this FOA, DOL does not require any match for grants made to the governments of American Samoa, Guam, the U.S. Virgin Islands, and the

Commonwealth of the Northern Mariana Islands. Accordingly, DOL does not require these areas to include a match commitment in their applications, and DOL will not screen out these applications on that basis. However, even though DOL does not require matching funds from these areas, it encourages these areas to leverage resources, including dollars from federal sources.

Matching Waiver for Tribal Entities: In addition to the above waiver, DOL does not require any match for YouthBuild grants made to: Indian and Native American entities eligible for grants under Sec. 166 of WIOA, including federally and other than federally-recognized Tribes, Native American non-profit organizations, and Native Hawaiian and Alaska Native organizations. Accordingly, DOL does not require these entities to include a match commitment in their applications, and DOL will not screen out these applications on that basis. However, even though DOL does not require matching funds from these areas, these entities are required to commit additional resources to the grant project. These additional resources may be leveraged resources, including dollars from federal sources, or other types of contributions.

Examples of Match Sources that Do <u>Not</u> Qualify:

Funding Source	Type of Match	Reason Match does not Qualify
Work site	Applicant lists full value of home as in-kind match.	Only the portion of match that involves direct training of YouthBuild participants can be applied toward match–not the full value of the house.
Work site	Applicant lists value of "sweat equity" from volunteer labor to finish the construction of low-income housing that was used for training.	Volunteer services furnished by third-party professional and technical personnel, consultants, and other skilled and unskilled labor may be counted as cost sharing or matching only if the service is an integral and necessary part of an approved project or program. The value of the sweat equity of volunteers is not integral and necessary for training participants and is not considered an allowable match.
Federal funds from another agency or pass-through entity	Applicant lists pass-through grant as match (e.g., using Department of Education funds that were passed through to a local school district as match).	Federal funds do not qualify as a match source, even where the immediate funder was not federal. In this case, a federal agency awarded funds to a non-profit which then provided them to the applicant to be used on the current grant. These funds are still federal in source. Federal funds cannot be used to meet a matching requirement unless expressly authorized by that federal agency. It is the responsibility of the grant recipient to

		confirm and document such authority in its records.
The rental value of an office laptop	An in-kind rental rate of a laptop over the three-year life of the grant at a monthly rate that cumulatively is much higher than the value of buying the same equipment outright (i.e. valuing a monthly rental of a laptop at $70/month over three years (36 months) of the grant = a total rental valuation of $2,520 per laptop when a comparable purchase of the laptop would be $700).	Overvaluation of match–the value of any match contribution cannot be more than the actual value of the match product and must also account for devaluation over time (i.e., a laptop match valuation must account for the devaluation of the laptop in year three compared to year one).

For the purposes of the grant application, match letters of commitment must contain the following:

- Letterhead of contributing agency;
- Written or electronic signature of authorized individual at the contributing agency, dated between the publication date and application date of this FOA;
- Total dollar value of commitment, per year of grant and full period of performance;
- The source of match funds; and
- Detailed calculations showing how the total dollar value was derived.
    - o For match based on participants served, the calculation should be as follows: participants enrolled x__cost of training/class/session per participant per year x___years of the commitment = total commitment
        - ▪ Example: XYZ Community College is committing 10 slots per year in a computer programming class. The match commitment letter must read as follows: 10 slots x $500 per slot x 2 years = $10,000.

    - o For match based on staff time, the calculation should be as follows: hours per year (or percentage of FTE) x hourly rate (or annual salary) x years of commitment = total commitment
        - ▪ Example: Applicant is committing Executive Director for 20 percent of the FTE over the life of the grant. The match commitment letter must read as follows: 20% x $75,000 per year x 3 years = $45,000.

    - o For match based on a set resource, the calculation should be as follows: monthly rate x months per year x years of commitment = total commitment
        - ▪ Example: ABC Organization is committing office space for the program. The match commitment letter must read as follows: 800 square feet x $2.00/sq. ft. x 12 months x 3 years = $57,600.

The valuation process of an in-kind match includes determining the fair market value of an expenditure at the time of donation, appraising donated space and buildings, and determining the value of personnel services. The value of personnel services will depend, in part, on the staff person's role in the grant relative to their role in the overall organization. Calculations must be clear and replicable by reviewers. Applicants proposing to use their own non-federal resources to provide match must also have a letter of commitment that details the same information as above.

These letters of commitment are critical during the application process but are not sufficient, nor do they meet the supporting documentation requirements of matching as specified in 2 CFR 200.306. DOL recognizes match at the time it is expended as specified at 2 CFR 2900.8 and not when it is earned or received. Additionally, the grant recipient must apply the same supporting documentation requirement to tracking match expenditures as it would grant expenditures.

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	
The components of the application are saved in any of the specified formats and are not corrupt. (*We will attempt to open the document, but will not take any additional measures in the event of problems with opening*.)	Section IV.C.2	
Application federal funds request is within the grant award range of $700,000 to $1.5 million	Section II.A	
SAM Registration	Section IV.B.1	
SF-424, Application for Federal Assistance	Section IV.B.1	
SF-424 includes a Unique Entity Identifier (UEI) and an Employer Identification Number (EIN)	Section IV.B.1	
SF-424 lists the 25% match amount on lines 18b-f, if required.	Section IV.B.2	

SF-424A, Budget Information Form	Section IV.B.2	
Budget Narrative	Section IV.B.2	
Match Narrative, if required (component of Budget Narrative)	Section IV.B.2	
Project Narrative	Section IV.B.3	
Work Site Description(s) (ETA-9143) for each work site (may submit up to three separate work site forms with attachments; only three work site forms will be reviewed)	Section IV.B.4.a(2)	
Proposed WIOA Performance Outcomes Chart	Section IV.B.4.a(3)	

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 consider only 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

The intent of this FOA is to fund projects that provide education/training services to any individual who meets these criteria:

1. Is between the ages of 16 and 24 on the date of enrollment; and
2. Is a member of a low-income family (including youth experiencing housing instability), and/or a youth in foster care (including youth aging out of foster care), and/or an youth involved in the justice system and/or a youth who is an individual with a disability, and/or a child of an incarcerated parent, and/or a migrant youth; and
3. Left high school prior to graduation, or an individual who left high school prior to graduation and has subsequently reenrolled (as provided in WIOA Sec. 171(e)(1) Eligible Participants).

As it relates to determining which youth are considered out-of-school youth, DOL does not consider providers of Adult Education under YouthBuild programs to be "schools." Therefore, WIOA Youth programs may consider youth out-of-school for purposes of WIOA Youth program eligibility if they are attending Adult Education provided under YouthBuild.

Up to, but not more than, 25 percent of the participants in the program may be youth who do not meet criteria 2 or 3 above, but they must meet the following:

- Be basic skills deficient, despite attainment of a high school diploma or its state-recognized equivalent; or
- Have been referred by a local secondary school for participation in a YouthBuild program leading to the attainment of a high school diploma.

Note: Male participants aged 18 or older must register for the U.S. Selective Service System (www.sss.gov) before being provided any program services. If they turn 18 while participating, they must register at that time.

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://www.dol.gov/agencies/eta/advisories/training-and-employment-guidance-letter-no-10-09.

4. Participant Enrollment

To ensure that grant funds are providing the greatest benefit, DOL has established a cost per participant range for the YouthBuild program, based on an analysis of previous grant award enrollment and spending trends. The cost per participant creates a minimum goal for participant enrollment during the period of performance, as determined by the amount of funds requested by the applicant (see Figure 1 below). DOL expects grantees to have a cost per participant that is no higher than $23,000 (not including match funding). This cost per participant threshold has been translated into minimal enrollment numbers in the below chart.

Applicants must clearly identify the proposed participant enrollment number for the grant, based on the minimum thresholds identified in the Figure 1 table below, and must propose a minimum number of participants enrolled that meets or exceeds the minimum required for the requested funding amount, according to Figure 1. For example, an applicant requesting funding for $1,500,000 must propose to enroll no fewer than 65 participants, but may propose to enroll more than 65 participants. Enrollment targets may be a factor used by the Grant Officer in determining final award selections (see Section V.B.1).

Figure 1. Minimum Goals for Enrolled Participants During the Grant Period Based on Funding Request – Example	
Funding Request	Minimum Number of Participants Enrolled During Grant Period
$1,500,000	65
$1,400,000	60
$1,300,000	56
$1,200,000	52

$1,100,000	47
$1,000,000	43
$900,000	39
$800,000	34
$700,000	30

5. Target Community Service Area

DOL evaluates applications on the need in the proposed service area. For YouthBuild programs, DOL considers not only the need for the services to youth participants in this area but also the area's need for affordable housing. To identify the service area, applicants must use zip codes to define one contiguous service area or closely located communities within a metropolitan service area. If an applicant proposes to serve multiple service areas that are not contiguous or closely located, it must document that there is a local organizational presence (office or office-sharing agreement with a non-YouthBuild organization) in a physical space sufficient to provide program services, including work site access, within each service area proposed. Applicants must provide, as a separate attachment, a map of the zip codes for the service area, as produced by https://www.unitedstateszipcodes.org/ or a similar web site that can map zip code areas.

DOL expects applicants to provide services only within their proposed service area(s), both in terms of recruitment and enrollment of youth and the work sites used by grantees for construction training. Grantees may, however, recruit and enroll up to 20 percent of eligible youth from beyond the targeted service area, if necessary. Work sites must be within a reasonable commuting distance of the target community at a minimum, but grantees should focus on securing work sites within the target community where possible.

6. Work Site Requirements

The Department will consider an applicant non-responsive if the applicant fails to provide at least one work site form (ETA-9143).

The applicant must provide a separate work site form (ETA-9143), with attachments, for each qualifying work site (not including the Annual Housing Census starting on page 5 of the form). Attachment E of this FOA provides instructions on how to complete the ETA-9143 form and all required attachments and provides a link to the location of the downloadable form ETA-9143 and all attachments. Applicants must provide a letter of commitment from each funding source indicating the origin of the funds, the dollar value, and on which work site(s) it will be expended. For each work site, the applicant must provide proof of ownership or a letter from the owner of the property granting them access. For any currently occupied housing unit, the applicant must provide, as an attachment, a narrative that identifies who is occupying the property, if relocation of such occupants is necessary and the estimated cost of relocation, the relocation funding source, and the contact information of who will be providing relocation assistance. The applicant must also provide the roles and responsibilities, including specific construction activities that youth will perform on each work site. Applicants may submit up to three separate work site forms with attachments. DOL will not review more than three work site forms.

Applicants must include only one property address (or parcel number) per work site form, and must include all related attachments for each work site submission. If an applicant provides an address or parcel number and identifies multiple housing units to be built or renovated, it must identify the building type and the specific number of units on which it anticipates participants will actively use for training.

Please note: Each applicant must comply with the Uniform Guidance 2 CFR Part 200.112 Conflict of Interest, ensuring that no employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a YouthBuild construction project.

Applicants must include all completed ETA-9143 forms, but no more than three, (including all required attachments) as attachments to the Project Narrative. These attachments do not count against page limitations.

Additionally, all properties rehabilitated or constructed using DOL YouthBuild grant funds require a restrictive covenant clause that ensures that, for a period of at least five years, all residential housing that is constructed or rehabilitated with DOL YouthBuild funds will be rented or sold to low-income or homeless individuals or families. The restrictive covenant requires that, for sales or rentals of residential housing units constructed or rehabilitated using YouthBuild funds, YouthBuild grantees must ensure that owners of the property record a restrictive covenant at the time that an occupancy permit is issued. The restrictive covenant conveys that the property can only be sold or rented to low-income individuals during the five-year restrictive covenant period. For further information on the restrictive covenant requirements, see 20 CFR 688.730.

All applicants must use the ETA-9143 form available at https://www.dol.gov/agencies/eta/youth/youthbuild/, which as of the publication of this FOA has an expiration date of 11/30/2024.

Applicants should pay special attention to the following areas of the ETA-9143:

- **Page 1 of form ETA-9143** must provide the work site address or parcel number, the current owner's name, and the signature of the Signatory for the application.
- **Page 2 of form ETA-9143** must provide the applicant's name and work site address or parcel number as listed on Page 1, a letter of commitment from each Provider/Donor listed, and the funding amounts listed in the top Resources chart must match those listed in the bottom Documentation of Housing Resources chart.
- **Attachment A of ETA-9143** must provide name of the owner, explicitly stating that they own the property, (b) complete address of the property, (c) verification of access to the property, (d) signature of owner, and (e) date (using current date).
- **Attachment B of ETA-9143** must provide a detailed description of the roles and responsibilities and the specific construction training activities the youth will undertake at

each individual work site. Label this as Attachment B. **Please note**: the Construction Training Plan is not a substitute for Attachment B. -

- **Attachment C of ETA-9143** applies if any YouthBuild grant funds are being used for construction materials. If so, the applicant must describe applicable materials and costs. (Note: refer to TEGL 05-10, Change 1, "Match and Allowable Construction and Other Capital Asset Costs for the YouthBuild Program" for allowable and unallowable costs.)
- **Attachment D of ETA-9143** applies if any of the units are occupied. It must identify the individual(s) or organization occupying the property on the date of the submission of this application and whether the occupants must be relocated. If circumstances require relocation, the applicant must fill out Attachment D of ETA-9143 and describe the number of temporary and/or permanently displaced individuals, estimated cost of relocation, funding source for relocation, and organization providing the relocation assistance, along with the contacts person's name and phone number.

Applicants should also note that construction work sites that use funding from specific U.S. Department of Housing and Urban Development (HUD) programs may trigger Davis-Bacon and Related Acts (DBRA) requirements. DBRA prevailing wage rates generally equate to journeyman-level wages. For more information, see the Davis-Bacon web page of the U.S. Department of Labor's Wage and Hour Division (https://www.dol.gov/agencies/whd/government-contracts/construction).

DBRA rules are quite complex and cover a number of different statutes within HUD. Not all HUD funding triggers DBRA, and there are exemptions within some of the related statutes under which prevailing wage rates do not apply. Determining exactly which units of a construction project may be funded with HUD assistance is also quite complex. It does not necessarily have to mean that the construction itself is supported by HUD funding but could mean that rental assistance to residents is supplemented by HUD. Review TEGL 11-16, Change 1, "YouthBuild Compliance with Davis-Bacon and Related Acts (DBRA)," found at https://www.dol.gov/agencies/eta/advisories/training-and-employment-guidance-letter-no-11-16-change-1, for additional guidance.

7. Industry-Recognized Credentials

DOL expects participants in the YouthBuild program to attain a stackable and portable credential, certification, or degree that employers recognize and use in hiring decisions. "Credential" refers to an attestation of qualification or competence issued to an individual by a third party (such as an educational institution or industry or occupational certifying organization) with the relevant authority or assumed competence to issue such a credential. DOL considers a credential as "stackable" when it is part of a sequence of credentials that an individual can accumulate over time and move an individual along a career pathway or up a career ladder. A credential is considered "portable" when it is recognized and accepted as verifying the qualifications of an individual in other settings—either in other geographic areas, at other educational institutions, or by other industries or employing companies.

For further information, refer to Training and Employment Notice (TEN) 25-19, "Understanding Postsecondary Credentials in the Public Workforce System" (https://www.dol.gov/agencies/eta/advisories/training-and-employment-notice-no-25-19)

regarding industry-recognized credentials.

WIOA includes a credential attainment performance indicator for which DOL will hold YouthBuild programs accountable. The WIOA Final Rule and TEGL 10-16, Change 2, "Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Title I, Title II, Title III and Title IV Core Programs" (https://www.dol.gov/agencies/eta/advisories/tegl-10-16-change-2), define the credential attainment measure. DOL will require a modification to the grant agreement after award if any credential proposed in the application is determined not to qualify for the purposes of the credential attainment measure.

Examples of credentials that may qualify include the following:

- Educational Diplomas and Certificates (typically for one academic year or less of study);
- Educational Degrees, such as an associate's (two-year) or bachelor's (four-year) degree;
- Apprenticeship Certificate;
- Occupational Licenses (typically, but not always, awarded by state government agencies); and
- Industry-recognized or professional association certifications, also known as personnel certifications.

8. Construction Plus Expectations

DOL strongly encourages all YouthBuild applicants to expand into Construction Plus programming. Construction Plus allows programs to meet the needs of employers in high-growth industries locally, while also meeting the diverse needs and interests of youth served. Construction Plus is an intentional approach to training youth that aligns with the traditional construction model of YouthBuild while allowing for the development of training programs in a variety of other in-demand fields as well. The Construction Plus model aligns the strengths of the pre-apprenticeship model with training in in-demand industries for participants who may not have an interest in a construction career or in local areas where construction may present less of a growth industry than other fields.

Applicants proposing Construction Plus industries must include as an attachment to the project narrative a Construction Plus Field Proposal (see Attachment C of this FOA for an example of this template). For each additional industry proposed beyond construction, applicants must provide information on separate Construction Plus Field Proposal forms.

Category B applicants may only expand into one Construction Plus field. For Category B applicants, DOL will not review more than one Construction Plus Field Proposal form.

To qualify as a Construction Plus program, YouthBuild grantees must provide additional industry training, either directly or through a contract in which they use DOL grant funds in support of the training, industry-recognized credential attainment, training providers, or staff. As with the Construction component of the program, we strongly encourage YouthBuild funds or other sources to also pay for stipends or subsidized wages during the required Construction Plus work experience.

At a minimum, each Construction Plus Field Proposal must include the following:

1. The occupational skills training proposed;
2. Local Labor market information that demonstrates viable career pathways and high-quality jobs for trained participants;
3. Which industry-recognized certification(s) or credential(s) will result;
4. How employers, labor organizations, or unions will participate in training and hiring;
5. The curriculum or training strategy;
6. How many youth the program anticipates training in the specific Construction Plus industry;
7. How the program will incorporate community service, youth leadership development, and work experience opportunities into the occupational skills training; and
8. Letters of commitment for any partners supporting the Construction Plus pathway, either from the contractor providing the training services and/or the work experience employer partner.

Note that some YouthBuild programs and applicants may have strong partnerships that allow them to refer YouthBuild participants to training partners focused on non-construction sectors. However, this does not qualify as Construction Plus but rather is a referral partnership or a placement outcome, depending on when the partner services occur. To gain approval as a Construction Plus program, applicants must show costs in the budget narrative and/or match narrative supporting the Construction Plus component of the program.

Programs that propose to provide additional certifications that do not rise to the level of industry-recognized credentials described above, such as cardiopulmonary resuscitation (CPR), ServSafe Food Handlers certification, or Occupational Safety and Health Administration (OSHA) Safety Cards, do not provide a Construction Plus component and cannot count those credentials as participant credential outcomes, though the OSHA-30 safety card can qualify as a Measurable Skill Gain. Programs that propose specialized construction industry training, such as weatherization and green building also do not qualify as Construction Plus, as these are still considered part of the construction industry and a component of the traditional YouthBuild program model. DOL recommends that applicants review the following resources:

- TEN 25-19, "Understanding Postsecondary Credentials in the Public Workforce System" (available at https://www.dol.gov/agencies/eta/advisories/training-and-employment-notice-no-25-19) provides additional information on qualifying credentials.
- TEGL 07-14, Change 1, "Updated Guidance for Implementing the Construction Plus Component of the YouthBuild Program, as authorized by the Workforce Innovation and Opportunity Act (WIOA)" (available at https://www.dol.gov/agencies/eta/advisories/training-and-employment-guidance-letter-no-07-14-change-1) shares a synopsis of what Construction Plus entails, including how Construction Plus must align to a pre-apprenticeship framework and key considerations for determining viable industries and credential pathways.

A pre-recorded Construction Plus webinar, "Construction Plus Framework: Overview and Strategies for Program Alignment," is available to the public online

(https://youthbuild.workforcegps.org/sitecore/content/global/events/2018/05/01/12/18/YouthBuild-Series-Construction-Plus-Framework-Overview-and-Strategies-for-Program-Alignment). This archived webinar provides more information about Construction Plus programming and how it can support successful YouthBuild program outcomes.

9. Travel and Technical Assistance

All applicants must include in their budget funds to cover travel to DOL-sponsored technical assistance training events, as required. DOL expects YouthBuild programs to attend any DOL-sponsored (not to be confused with YouthBuild USA-sponsored) training events, whether in-person or virtual, which may occur in each year of program operation. Possible events include a national New Grantee Orientation during the first year of grant award; a Grant Performance Management System (GPMS) training in the first year of grant award; construction train-the-trainer events, as needed; and an annual regional peer-to-peer training event.

Applicants must budget for different levels of staff to obtain any needed specialized training, such as that offered either at learning exchanges or in specific training programs. For example, DOL offers construction-training certification several times throughout the year in various locations across the country. In addition to sending the construction supervisor, grantees may consider sending the classroom instructor(s) as well, to create stronger connections between educational and construction components of YouthBuild programs.

Applicants may also budget grant funds for participation in other non-DOL sponsored events, such as those sponsored by YouthBuild USA or other governmental or non-governmental entities. Applicants may allocate funds to travel outside of DOL-sponsored events only if the amount is reasonable, as defined in 2 CFR 200.404, and the event will provide a direct benefit to the program.

IV. APPLICATION AND SUBMISSION INFORMATION
A. HOW TO OBTAIN AN APPLICATION PACKAGE

This FOA, found at www.Grants.gov and https://www.dol.gov/agencies/eta/grants/apply/find-opportunities 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. 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. Nine-digit zip codes can be looked up on the USPS website at https://tools.usps.com/go/ZipLookupAction!input.action.

- The organization's legal name on the SF-424 should match its name registered in the System for Award Management at www.sam.gov.

- 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, the applicant's Authorized Representative's signature in block 21 of the SF-424 form constitutes assurance by the applicant of compliance with the WIOA 188 rules issued by the Department at 29 CFR 38.25, which includes the following language:

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 and its implementing regulations at 29 CFR Part 38, which 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 or status as a lawfully admitted immigrant authorized to work in the United States, or participation in any WIOA Title I— financially assisted program or activity; Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color, and national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities; The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The grant applicant also assures, 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.

Similarly, the applicant's Authorized Representative's signature in block 21 of the SF-424 form constitutes assurance by the applicant of compliance with all WIOA requirements, including the

requirement at sec. 181(b)(7) of WIOA that the recipient will not use any of the grant funds to "assist, promote, or deter union organizing."

a. Requirement for Unique Entity Identifier

All applicants for federal grant funding must have a Unique Entity Identifier (UEI) and must supply their UEI on the SF-424. The UEI is a 12-character (alpha-numeric) code that uniquely identifies all entities. Any entity registering to do business with the government is required to have one. UEIs are issued by SAM.gov and are a part of an entity's record in the Entity Information section of SAM.gov. If you do not have a UEI, you can get one for free at https://sam.gov.

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

- Grant recipients must notify potential subawardees that no entity may receive a subaward unless the entity has provided its UEI.

- Grant recipients may not make a subaward to an entity unless the entity has provided its UEI.

(See Appendix A to 2 CFR Part 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.

c. Requirement for EIN Number

All applicants for federal grant and funding opportunities must have an EIN, and must supply their EIN Number of the SF-424. An EIN is a nine-digit Employer Identification Number the IRS assigns to businesses for tax filing and reporting purposes.
Organizations that do not have an EIN may obtain one for free through the IRS website: https://www.irs.gov/filing.

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.

a. Budget Narrative

The Budget Narrative must provide a description of costs associated with each line item on the SF-424A. It must also include a section on the required match with a complete description of projected match, the source and how it will be spent on the project. 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 and associated match. Valuation of leveraged resources follows the same requirements as match. Applicants are encouraged to leverage resources to increase stakeholder investment in the project and broaden the impact of the project itself.

The Budget Narrative must sufficiently demonstrate that the cost-per-participant does not exceed $23,000. DOL calculates the expected cost-per-participant by dividing the total DOL grant award by the number of participants the grantee expects to enroll. ETA expects that grantees use funds efficiently and maintain fiscal oversight to ensure that grants serve a prescribed number of participants for a given amount of funds, as described in Section III.C.4. of this FOA.

Note for Construction Plus Applicants:
Construction Plus applicants must show costs in the budget narrative and/or match narrative supporting the Construction Plus component of the program.

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

Personnel: List all staff positions by title (including individuals hired by an employment contract) 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.

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 estimated costs for each type of travel.

Equipment: Identify each item of equipment you expect to purchase that 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 Part 200.1 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.

Supplies: Identify the cost of supplies (e.g., general office supplies, desk/chairs, laptops/printers, other specialty items) in the detailed budget per category. Except for general office supplies, list the item, quantity, and the unit cost per item. Supplies include all tangible personal property other than "equipment" (see 2 CFR Part 200.1 for the definition of Supplies).

Contractual: Under the Contractual line item, delineate contracts and subawards separately. Contracts are defined according to 2 CFR Part 200.1 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 Part 200.1 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 items, such as stipends or incentives, not covered elsewhere.

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 Part 200.414(f). Clearly state that your organization does not have a current negotiated (including provisional) rate, and is not one described in 2 CFR Part 200, Appendix VII(D)(1)(b).

Applicants choosing to claim indirect costs using the de minimis rate must use Modified Total Direct Costs (see 2 CFR Part 200.1 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 the definitions below to assist you in your calculation.

- **2 CFR Part 200.1 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 be excluded only 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 Part 200.1 no longer allows 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 Part 200.1 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/agencies/oasam/centers-offices/office-of-the-senior-procurement-executive/cost-price-determination-division.

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

Applicants must also show cost sharing or match on the SF-424 (line 18b), SF-424A, and Budget Narrative.

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

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

3. Project Narrative

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 25 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 (Up to 12 Points)

The applicants must identify the proposed target service area and the number of youth, ages 16 to 24, that the applicant expects to serve. For the proposed service area, applicants must provide the information identified below. For specific instructions on how to locate the information requested in Section IV.B.3.a(1) and (2) below, please see Section VIII. Other Information

The YouthBuild program serves areas that have demonstrated historical economic depression through consistently high rates of unemployment and poverty. DOL recognizes that the COVID-19 pandemic has impacted the country and expanded the economic need across the country, but we are assessing need based on the most recent data available that include unemployment by both demographics and locality, as well as community-level poverty data (American Community Survey (ACS) data from 2020), to target communities most in need.

(1) Youth Unemployment Rate (Maximum 6 points):

The applicant must provide the weighted average unemployment rate (rounded to one decimal place) of the combined cities or towns identified as part of the target community(ies) (based on zip codes), compared to the national unemployment rate as of the latest available comparable data. The national unemployment rate for youth ages 16–24 against which DOL will evaluate applicants is 11.7 percent (using 5-year ACS weighted average estimates as of 2020). Applicants must use ACS data for the unemployment rate for the local service area(s).

For specific instructions on how to locate and calculate the information requested here, see Section VIII. These data are broken into two youth age subsets: 16–19 and 20–24. Applicants must determine the weighted average unemployment rate for these two age groups through two separate calculations for each zip code service area. Applicants must first calculate the civilian labor force by multiplying the relevant labor force participation rate by the relevant total population for each age group. All of the civilian labor force numbers should then be added together to create the denominator for the weighted average. The applicant will then calculate the weighted average unemployment rate by adding the unemployed population for each age group together and dividing by the total civilian labor force of both age groups. Applicants must provide, as an attachment, the print-out of the ACS data source information used. If applicants do not provide, as an attachment, the ACS data source information used, they will receive 0 points for the Unemployment Rate criterion.

If applicants are serving a community that spans more than one zip code, they should add each age group's unemployed population numbers together for each zip code and divide the total by the total civilian labor force of 16–24 year-olds for all the zip codes combined to find the weighted average unemployment rate for the combined zip codes.

To assist with the weighted average calculations, DOL encourages applicants to use the formatted Excel spreadsheet in Attachment D and available for download at https://www.dol.gov/agencies/eta/youth/youthbuild/.

DOL will score applicants based on the weighted average youth unemployment rate across the zip codes that the applicant proposes to serve. If the weighted average unemployment rate for youth ages 16 to 24 years for the proposed zip code is:

- greater than 11.7 percent: 6 Points.
- between 8.6 and 11.7 percent: 4 Points.
- between 5.6 and 8.5 percent: 2 Points.
- less than 5.6 percent: 0 Points.

(2) Poverty Rate (Maximum 6 points)

The application must provide, across all zip codes that make up the proposed area the applicant intends to serve, the weighted average poverty rate from the ACS poverty data available at http://www.census.gov. The national poverty rate against which DOL will evaluate applicants is 12.8 percent (using 5-year ACS estimates as of 2020). For specific instructions on how to calculate this information, please see Section VIII. Other Information. Applicants must provide, as an attachment, the print-out of the American Community Survey data source information used. If applicants do not provide the print-out of the ACS data source information used, they will receive 0 points for the Poverty Rate criterion.

To assist with the weighted average calculations, applicants are encouraged to use the "Weighted Average Worksheet" available for download at https://www.dol.gov/agencies/eta/youth/youthbuild/.

DOL will score applicants based on the weighted average poverty rate across all zip codes that the applicant proposes to serve. If the weighted average poverty rate is:

- 12.8 percent or more across all zip codes to be served: 6 Points.
- between 9.8 percent and 12.7 percent across all zip codes to be served: 4 Points.
- between 6.8 percent and 9.7 percent across all zip codes to be served: 2 Points.
- less than 6.7 percent across all zip codes to be served: 0 Points

b. Training and Curriculum (Up to 12 points)

The applicant must identify and describe the various components of the proposed program, explain how these components integrate with each other, and discuss how youth will progress through the program.

Applicants may propose to serve all participants directly or they may use sub-recipients to carry out some portion of the required services. The application should specify whether sub-recipients will be procured for training and/or delivery of curricula. Applicants must also include a variety of partners to support participant success, described below.

(1) Construction Training (Maximum 4 points)

To receive full points for this section, applicants must address each of the following:

- Applicants must describe their plan to ensure that sufficient youth will participate in the construction skills training to build or renovate at least one unit of housing over the grant period of performance.

- The applicant must describe the use of work site safety training as outlined by OSHA to ensure youth safety and responsibility on work sites. Applicants may refer to OSHA's Youth Saftey page available at https://www.osha.gov/young-workers.

- Construction Training Plan. For all applicants, DOL requires detailed information on the specific training activities that they plan to implement to successfully meet the performance outcomes in the FOA. Applicants must provide a Construction Training Plan as an attachment to the Project Narrative (see Attachment B of this FOA for an example of this template). **If this plan is not provided, applicants will receive zero points.** The Department of Labor established the Construction Training Plan to ensure the delivery of a comprehensive training program for YouthBuild participants. Construction skills training is one of the most complex aspects of the YouthBuild model and applicants must take into consideration and plan for contingencies that may prevent the proposed training from taking place. The Construction Training Plan must describe the following (however the plan may include additional details):
    - the project summary;
    - the overall scope of the construction skills training including objectives and goals;
    - the training strategy including the type of training, the skills training curricula and how it aligns with the scope of construction work for the proposed work sites, the use of project-based learning, and the training schedule, including the division between classroom-based and work site-based skills training;
    - the roles and responsibilities for all of the staff involved in preparing and conducting the training, including ensuring the certification of construction trainers;
    - a contingency plan to ensure that alternate training can be quickly implemented should barriers arise, such as inclement weather, loss of work sites, or the loss of certified construction trainers or program partners;
    - information about the training materials, including the standards and guidelines that ensure the use of quality industry-recognized curricula and credentials ; and
    - applicant acknowledgement that all work sites will have the required restrictive covenant clause in place. Note that the Construction Training Plan and Attachment B of form ETA-9143 are distinct requirements, and separate documents must be used for each.

(2) Education and Occupational Skills Training Alignment (Maximum 8 points)

One key component of an effective YouthBuild program is project-based learning, which involves an activity of extended duration, resulting in a product, presentation, or performance. Project-based learning emphasizes interdisciplinary and student-centered activities. Unlike traditional, teacher-led classroom activities, students often must organize their own work and manage their own time in a project-based class where they apply learning concepts to real- life situations. Benefits of project-based learning include a greater depth of understanding of concepts, broader knowledge base, improved communication and interpersonal/social skills, enhanced leadership skills, increased creativity, and improved writing skills.

Within project-based learning, there is a subset of objectives, referred to as "problem-based learning," that specifically focuses on a solution to a known problem. Problem-based learning focuses on the problem and the process, while project-based learning focuses on the product. In problem-based learning, the course instructor defines a specific problem. Students work over a period of time either individually or in teams to develop solutions to this problem. Applicants should consider the many ways in which project-based and problem-based learning may be applied to the YouthBuild curriculum, both in the classroom and on the work site, to enhance the engagement and learning outcomes for participants.

The YouthBuild program model requires a 50-40 percent program time allocation. Grantees must provide that at least 50 percent of their active program is centered on education services and related activities. Additionally, programs must also provide work and skill development activities in occupational skills training for at least 40 percent of their active program. This includes both time spent on construction work sites or other hands-on work experience, as well as classroom training related to the occupational field. This 50-40 time allocation applies at the program level and not the individual participant's time needed to complete each component. Applicants can use the remaining 10 percent to strengthen the vocational training component or the education services, or they can use this time for a distinct youth leadership development or community service learning component. As core aspects of the YouthBuild model, applicants should integrate community service and youth leadership throughout the education and occupational skills training.

To receive full points for this section, applicants must address each of the following:

- The applicant must describe the education component, where and how it will conduct occupational skills training, and the intended curriculum(a). Given the connection between education and earnings, the applicant should describe a rigorous and challenging academic component, and must provide participants with opportunities to transition to post-secondary education and/or advanced occupational skills training.

- The applicant must describe the design and integration of the required program components, including education, occupational skills training, youth leadership development, career exploration and planning, post-program support and follow-up, and community service learning opportunities. The applicant

must describe the academic services that it will offer to YouthBuild participants, including a description of the type of academic instruction and evidence that this instruction will result in a high school diploma or other state-recognized high school equivalency degree. If incorporating project-based or problem-based learning strategies, describe these as well.

- The applicant must describe the qualifications and experience of teaching staff and the use of partner organizations, where appropriate, for education and occupational skills training components; and how it will determine whether a student has mastered a skill.

- The applicant must describe the targeted approach for recruiting, assessing, and supporting the training of young women (including those with dependent children) into non-traditional career pathways for women, such as construction. Where applicable to the industry, applicants must also describe efforts to engage men into non-traditional career pathways for men, such as nursing or childcare.

- The applicant must describe the involvement of industry and Registered Apprenticeship partners in the design of the education and occupational skills training components, to ensure that the skills learned match the needs of employers and equip youth to enter apprenticeship programs.

- The applicant must describe how its construction training (and, if applicable, Construction Plus training) curriculum will incorporate efforts to mitigate climate change. This could include, but is not limited to, sustainable and eco-friendly practices such as clean energy technologies, using recycled or reclaimed materials, weatherization processes, and solar panel installation.

c. Hands-On Meaningful Learning Activities Connected to Education and Training (up to 6 points)

Applicants must describe how they will ensure that participants receive hands-on work experience in all industries in which they provide training.

To receive full points for this section, applicants must address each of the below items:

- The applicant must describe how it will provide hands-on work experience to all participants. Applicants must provide sufficient range of opportunities where participants can practice their skills directly, as well as shadowing employees in their specialized areas.

- The applicant must integrate the work experience component into the timeline of training and certification.

- Letters of commitment must be provided from employer partners that fully describe and ensure hands-on work experience training that may connect to career pathways into apprenticeship and/or employment.

d. Post-Program Placement (up to 6 points)

To receive full points for this section, applicants must address each of the below items:

- Applicants must describe how they will ensure program activities are directly connected to and lead to high-quality post-program placement that include: career pathways, registered apprenticeship, and/or employment that have high growth potential, allow for the opportunity to collectively bargain and form or join a union, and provide fair wage opportunities, and benefits such as healthcare, childcare and retirement.

- Applicants must describe how the program will work with employer partners to develop a curriculum that assures subsequent career path(s) in in-demand industries including green jobs.

e. Career Counseling, Leadership Development and Supportive Services (up to 8 points)

Applicants must describe the required 12-month follow-up period. Follow-up services may include regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise. Applicants must offer all participants an opportunity to receive follow-up services that align with their individual service strategies. Furthermore, follow-up services must be provided to all participants for a minimum of 12 months unless the participant declines to receive follow-up services or the participant cannot be located or contacted. Follow-up services must include more than only a contact attempted or made for securing documentation in order to report a performance outcome. Under YouthBuild, as defined in 20 CFR 688.120, allowable follow-up services may include the following program elements:

- Leadership development and supportive service activities;
- Regular contact with a participant's employer;
- Assistance in securing better paying jobs, career development, and further education;
- Work-related peer support groups;
- Adult mentoring; and
- Services necessary to ensure the success of youth participants in employment and/or postsecondary education.

(1) Supportive Services and Post-Program Follow-Up Services (Maximum 6 points)

To receive full points for this section, applicants must address each of the below items in all industries in which they provide training:

- The applicant must describe work readiness and career exploration opportunities offered to youth and how it will provide educational and career counseling.

- The applicant must describe the post-program transition services that it will offer to prepare youth for employment placements (including apprenticeship) and/or educational placements, including the use of assessments of college

and career readiness, the need for ongoing supportive and post-program services, and opportunities for advanced training.

- The applicant must describe how it will ensure that all youth participants are offered follow-up supportive services in an ongoing manner during the twelve-month post exit period.

- The applicant must describe the integrated approach to post-program placement planning and follow-up period. These descriptions must include how the applicant plans to minimize the number of participants who cannot be located or contacted during the follow-up period.

- The applicant must describe how it will link participants to opportunities with registered apprenticeship programs, local community colleges, and four-year colleges, particularly for youth who may receive a state-recognized high school equivalency degree rather than a traditional high school diploma.

- The applicant must describe a clear and feasible plan that ensures the placement of participants into post-program employment, which includes the Job Developer engaging potential employers, ensuring that youth that get employment placements are meeting employer expectations, and creating a network of employment opportunities, including internships and unsubsidized employment.

(2) Leadership Development and Community Service (Maximum 2 points)

To receive full points for this section, applicants must address each of the below items:

- The applicant must describe the community service learning and leadership development opportunities and how it will integrate and align activities with occupational skills training opportunities, including construction and other skills training programs, as relevant.

- The applicant must describe how it will train staff in the leadership curriculum(a) used and the underlying principles of youth leadership development, and how to encourage youth voice and youth participant input in program activities.

- The applicant must describe how it will incorporate community violence intervention strategies for participants.

f. Industry-Recognized Credentialing (up to 6 points)

To receive full points for this section, applicants must address each of the below items in all industries in which they provide training:

- The applicant must describe the industry-recognized credentialing opportunities that it will offer to participants, how these credentials align with the industry trainings provided, and the accrediting agency that supports the recognition of the credential, as described in section 7.D of TEGL 10-16, Change 2 (https://www.dol.gov/agencies/eta/advisories/tegl-10-16-change-2)

- The applicant must describe the curriculum and training plan for each industry training offered, including the plan for ensuring sufficient class and hands-on training hours and the testing and certification process to achieve the credentials.

- The applicant must describe the plan for ensuring each participant has the opportunity to earn at least one industry-recognized credential during program participation.

- The applicant must describe whether it will provide all credentialing in-house or through partners. Applicants should provide the strategy to ensure continuity of training and credential attainment in the event of staff turnover.

- The applicant must describe how the industry-recognized credential(s) provided will support and lead to a career pathway placement.

g. Partnerships with Placement into Education, Employment, and Apprenticeship (up to 12 points)

Applicants must identify and describe the key partners whom the applicant anticipates will help implement and operate the proposed YouthBuild project in all industries in which they provide training. The roles for key partners must be verified through a signed letter of commitment submitted by each partner including any resources committed, match or otherwise, as appropriate. For more details on what match commitment letters must contain, see Section III.B. Letters of commitment will not count against the 25-page limit of the Project Narrative.

(1) Partners (Maximum 4 points)

DOL will score this section based on the quality of partnerships, not the quantity. In order to receive full points, applicants must demonstrate partnerships with one or more employers (including those with registered apprenticeship opportunities such as a joint labor-management apprenticeship program), state or local governments, institutions of higher learning, unions and labor organizations.

To receive full points for this section, applicants must address each of the below items:

- The applicant must describe how it will fulfill the responsibilities of being a required one-stop partner, including making services available through an American Job Center.

- The applicant must describe how it will connect with local programs such as Temporary Assistance for Needy Families (TANF) and Supplemental Nutrition Assistance Programs (SNAP), including SNAP Employment and Training (SNAP E&T) programming, to ensure that participants have the wraparound supports they need to successfully enter and complete the program. The applicant must also describe how it will connect with the WIOA Title II (Adult Education and Family Literacy) and Title IV (Vocational Rehabilitation) programs.

- The applicant must describe how it will provide participants with information on their rights under labor and employment laws, including the Fair Labor Standards Act, the Occupational Safety and Health Act, the Civil Rights Act, and the National Labor Relations Act.

- The applicant must describe its approach to co-enrolling participants in other WIOA program services. For example, applicants may consider co-enrollment of YouthBuild participants aged 18 and older into the Title I Adult program for assessments, referrals, access to individual training accounts and other career training opportunities. Applicants may also consider co-enrollment of YouthBuild participants into the Title I Youth program for access to additional resources including financial literacy, entrepreneurship training, and additional paid and unpaid work experiences.

- The applicant must describe how it will connect with community colleges, four-year universities, and trade schools to assist youth in applying, enrolling, and seeking financial aid to support continuing post-secondary education.

(2) Partnership Engagement Strategies (Maximum 4 points)

To receive full points for this section applicants must address each of the below items in all industries in which training will be provided:

- The applicant must identify and describe how each partner will support planning of the program, as well as implementation and operation of the program in meeting program goals. This must include a letter of commitment or an MOU from each partner that clearly specifies their role, as well as their resources contributed to the project (if applicable).

- The applicant must fully describe RAP opportunities for participants, including the detailed description of apprenticeable fields, partnering agencies, and the industry-recognized credential expected to result

- The applicant must fully describe any existing partnerships with RAPs in in-demand industries and how they will train and connect participants to these career pathway opportunities. Where such partnerships do not yet exist, applicants should describe plans to develop such pathways.

- DOL encourages applicants to focus on increasing equity in RAP opportunities by actively pursuing opportunities for increased participation of people of color and women in apprenticeship.

(3) Employer Engagement Strategy (Maximum 4 points)

To receive full points for this section, applicants must address each of the below items for all industries in which they provide training:

- The applicant must use local labor market information and/or employer- provided information to inform education and training. Local labor market data should focus on the service area of the grant, where possible, such as the county or

metropolitan service area. If such data is not available, applicants should note this and use state-level data. Applicants must also explain how they will use labor market information to inform and enhance employer engagement.

- The applicant must describe its approach for targeting employers and the outreach strategy, as well as any distinct approaches used to target specific industry employers and/or union trades, including through apprenticeship programs. Applicants must also describe how they will engage employers in work experience and career exploration activities with youth participants.

- The applicant must describe its approach to working with the local workforce development board to leverage employer partnerships through board members.

- Applicants must describe their approach to accessing industry employers through the Business Services Representatives or other relevant job developer staff at American Job Centers.

- The applicant must describe the approach for ongoing communication with, and feedback from, employers, to ensure the program's engagement strategy meets their needs.

h. Budget, Budget Narrative, Match Narrative (up to 4 points)

The budget and Budget Narrative provided as attachments to the application are used to evaluate this section. Please see Section IV.B.2 for information on the requirements. The Budget and Budget Narrative do not count against the page limit requirements for the Project Narrative.

To receive full points for this section, applicants must address each of the below items:

- The applicant must provide a budget narrative that describes all of the costs associated with each line item on the SF-424A. Unless the applicant is eligible for waiver of match, as described in section III.B. of the FOA, the applicant must also provide a Match Narrative that describes the projected match funds expenditures, delineated by the same expenditure categories as on the budget narrative. If applicable, both the Budget Narrative and Match Narrative must include a description of leveraged resources provided to support grant activities.

- The totals on the SF-424A and the Budget Narrative must align.

- The budget must reflect the key personnel in position for at least the 36 months of active programming.

- If including Construction Plus, the applicant must clearly document in the budget narrative/match narrative that grant and/or match funds will support the Construction Plus component of the program, either through the cost of the instructor, the cost of tuition at a community college partner, or some other substantial direct training-related cost.

i. Past Performance - Category A Programmatic Capability (up to 34 points)

Organizations that have previously received and completed a FY 2016 (FOA-ETA-16-10), 2017 (FOA-ETA-17-03), and 2018 (FOA-ETA-18-04) YouthBuild grant award from DOL will receive points based on past performance demonstrated by their quarterly performance report submissions. DOL will review the WIOA measures, using the outcomes reported in the WIOA Supplemental Report and the Quarterly Financial Report (ETA-9130). Applicants do not need to submit these reports as attachments; DOL will use data previously submitted through the YouthBuild MIS and the DOL financial reporting system. In the event that the requested quarterly report is not submitted or available, the most recent previous report will serve this purpose.

For Category A applicants, DOL will evaluate the three performance measures below for this criterion:

- placement in education or employment in the second quarter after exit;
- placement in education or employment in the fourth quarter after exit;
- credential attainment

If the applicant's organization has received multiple YouthBuild awards within the relevant Category A funding years, DOL will evaluate the criteria in this section for the most recently awarded grant from the Fiscal Years described above. Please note: Performance Goals will be scored based on the percentage of the target achieved.

Category A applicants may refer to the chart below to determine which reporting quarter DOL will review for their most recently-completed grant from FY 2016-2018.

YouthBuild Grantees (for the Period of Performance):	Will Be Reviewed for Period Ending:
October 17, 2016 – February 16, 2020 FOA-ETA-16-10	March 31, 2020 (Q3 of PY 19)
September 1, 2017 – December 31, 2020 FOA-ETA-17-03	December 31, 2020 (Q2 of PY 20)
February 1, 2019 – May 31, 2022 FOA-ETA-18-04	June 30, 2022 (Q4 of PY 21)

DOL will evaluate Category A applicants using the following criteria.

(1) Performance Goals (Maximum 24 points)

i. Placement in Education or Employment in the Second Quarter, as defined under WIOA (Maximum 8 points). Category A applicants with WIOA placement in the second quarter rates of:

- 70.00 percent or higher will receive 8 points for this subsection.
- 65.00 percent – 69.99 percent will receive 7 points for this subsection.
- 60.00 percent – 64.99 percent will receive 6 points for this subsection.
- 55.00 percent – 59.99 percent will receive 5 points for this subsection.
- 50.00 percent – 54.99 percent will receive 4 points for this subsection.
- 45.00 percent – 49.99 percent will receive 3 points for this subsection.
- 40.00 percent – 44.99 percent will receive 2 points for this subsection.
- 39.99 percent or below will receive 0 points for this subsection.

ii. Placement in Education or Employment in the Fourth Quarter, as defined under WIOA (Maximum 8 points). Category A applicants with WIOA placement in the fourth quarter rates of:

- 70.00 percent or higher will receive 8 points for this subsection.
- 65.00 percent – 69.99 percent will receive 7 points for this subsection.
- 60.00 percent – 64.99 percent will receive 6 points for this subsection.
- 55.00 percent – 59.99 percent will receive 5 points for this subsection.
- 50.00 percent – 54.99 percent will receive 4 points for this subsection.
- 45.00 percent – 49.99 percent will receive 3 points for this subsection.
- 40.00 percent – 44.99 percent will receive 2 points for this subsection.
- 39.99 percent or below will receive 0 points for this subsection.

iii. Credential Attainment, as defined under WIOA (Maximum 8 points). Category A applicants with WIOA certificate/degree attainment rates of:

- 70.00 percent or higher will receive 8 points for this subsection
- 65.00 percent – 69.99 percent will receive 7 points for this subsection.
- 60.00 percent – 64.99 percent will receive 6 points for this subsection.
- 55.00 percent – 59.99 percent will receive 5 points for this subsection.
- 50.00 percent – 54.99 percent will receive 4 points for this subsection.
- 45.00 percent – 49.99 percent will receive 3 points for this subsection.
- 40.00 percent – 44.99 percent will receive 2 points for this subsection.
- 39.99 percent or below will receive 0 points for this subsection.

(2) Spending Rate Analysis During the Original Period of Performance (Maximum 4 points):

For Organizations that received a YouthBuild award in FY 2016, 2017, and 2018 DOL will award points as follows:

Category A applicants that expended, during the standard period of performance:

- at least 98 percent of grant funds and met 100 percent of their match requirement (25 percent of the grant award) will receive 4 points.
- at least 90 percent but less than 98 percent of grant funds and met 100 percent of their match requirement (25 percent of the grant award) will receive 3 points.
- at least 80 percent but less than 90 percent of grant funds and met 100 percent of their match requirement (25 percent of the grant award) will receive 2 points.
- less than 80 percent of grant funds, even if they expended 100 percent of match funds, will receive 0 points.
- did not meet 100 percent of their match requirement (25 percent of the grant award), regardless of the percentage of funds expended, will also receive 0 points.

(3) Organizational, Administrative, and Fiscal Capacity (up to 6 points)

To receive full points for this section, applicants must address each of the below:

- The applicant must provide information on how it will manage the program, including the applicant's current mission, structure, and relevant experience. Describe how these factors contribute to the ability of the applicant to administer the program and meet expected outcomes. Include any previous experience implementing projects of similar design or magnitude.

- The applicant must describe its fiscal and administrative controls in place to manage federal funds.

- The applicant must describe its process to monitor, track, and manage grant performance to ensure achievement of all planned outcomes, goals, and deliverables.

- The applicant must provide as an attachment a staffing plan that reflects how it will staff the YouthBuild program during the full period of performance (as described in Sec. II.B. Period of Performance). This includes:
    - a staffing strategy during all three program phases (start-up, active program services, and follow-up), how the applicant will retain staff, and address staff turnover if the need arises,
    - highlight key positions currently staffed during the start-up phase and highlight the strategy for hiring open positions,
    - provide the staffing structure during the follow-up stage and how this strategy may differ,
    - must include, at a minimum, a **Project Manager/Director, a Case Manager, and a Job Developer/Placement Specialist**, either through direct employment or contracting for some portion of an FTE for all 36 months of active programming within the period of performance, and

       o where staff are shared among multiple programs of an organization, applicants must indicate in the staffing plan how the organization will track staff time and ensure sufficient resources for the effort.

j. Past Performance - Category B Programmatic Capability (up to 34 points)

Category B applicants must provide data from a previous project, according to the following guidelines:

The Category B applicant must have been the direct recipient of a grant similar in size, scope, and outcomes to the YouthBuild program, and completed within 3 years of the closing date of this announcement. This includes DOL grants for which they were a sub-recipient, and other federally or non-federally funded assistance agreements. Federally funded assistance agreements include federal grants and cooperative agreements but not federal contracts. Applicants whose role in a grant was as a subgrantee must request verification directly from the grant recipient. It is the responsibility of the applicant to request past grant performance verification, and to do so in a timely manner that allows for response.

Category B applicants must submit a chart of past performance for the most recently completed relevant grant that identifies and describes three performance metrics, listed below, and the performance outcomes for the grant. Applicants must include the metric of employment/education placement and chose at least one of the two other metrics (or substantially similar metrics) in demonstrating past performance. For the third metric, the applicant may substitute a different metric in lieu of either degree/certificate attainment or retention in education or employment, if data for one of these metrics is not available. If the applicant uses a substitute metric, it must have been a requirement established by the applicant's grantor.

The metrics include:

- Employment or Education placement (required);
- Credential attainment (or similar); and
- Retention in education or employment (or similar)

In the past performance chart, Category B applicants must identify

- Grantor name and contact information

- Project information/grant objectives, including population served

- Number of participants enrolled

- Performance goals, performance outcomes, and spending rate analysis

The performance outcomes must be displayed as both a fraction (i.e., the numerator equal to the number of program participants who achieved the identified metric and the denominator equal to the total program participants eligible for the identified metric) and a percentage.

Below is a sample format for the Past Performance Chart. For non-ETA grants, the chart must be signed by the grantor or a letter must be provided from the grantor verifying the past

performance data. This letter must be on grantor letterhead and contain contact information for the grantor. Category B applicants will receive points based on past performance demonstrated in the performance chart attachment. The performance chart attachment must clearly identify the three metrics and must include a definition for how each outcome is calculated (i.e., the numerator and denominator for the outcome). DOL reserves the right to disqualify any metrics provided which DOL determines are not sufficiently similar to the metrics required above and to award zero points for the non-qualifying metric(s).

DOL expects, at a minimum, that the description of performance metrics will specify the population and outcome of the numerator and those eligible for the outcome in the denominator. For example, if using the employment/education placement metric, a clear performance metric description is: Participants ages 18-21 placed into unsubsidized jobs within one year of program completion divided by all participants ages 18-21 served by the program that completed the program within the past year.

All Category B applicants must provide a performance chart that includes **previous grantor contact information** and a **signed past performance chart or an associated grantor verification letter on the grantor's letterhead**. **Category B applicants that do not provide these items will receive 0 points for subsections 1-2 below.**

Below is the sample format for the chart:

Name of Previous Grantor Organization:				
Grantor Contact - Name, Title, Signature (if non-ETA grant), E-mail Address, and Telephone Number: Grantor Signature: Date:				
Funding Amount:				
Project Title and Grant Number:				
Project Period of Performance:				
Number of Participants Enrolled:				
Population Served:				
Brief Description of Grant Project and Population Served:				
Performance Goals				
Performance Indicator	Goal	Outcome	Outcome /Goal (Fraction)	Rate of Goal Achievement (Percentage)

Employment/education placement	*60*	*58*	*58/60*	*97%*
Credential/degree attainment	*100*	*105*	*105/100*	*105%*
Retention in education or employment	100	80	100/80	80%

Spending Rate Analysis

Grant Funds Received:	Grant Funds Spent by end of the Original Period of Performance:	Total Spent / Total Grant Funds	Percentage Rate of Spending:
Example: $1,000,000	*$800,000*	*$800,000/ $1,000,000*	*80*

Please note: Performance Goals will be scored based on the percentage of the target achieved.

DOL will evaluate Category B applicants using the following criteria:

(1) Size and Scope (Maximum 4 points)

As stated, the applicant must have completed a grant similar in size and scope to the YouthBuild program within the last five years.

- Funding amount of the grant outcomes provided is at least $500,000.
- Must have enrolled at least 40 participants during the grant period.
- Must have provided education and workforce development and training services.

(2) Performance Goals (Maximum 16 points)

The applicant must choose employment/education placement and at least one of the two metrics identified in that section (or substantially similar metrics) in demonstrating past performance. For the third metric, the applicant must provide another performance metric, which may be the third metric from the list specified in Section IV.B.3 or a different metric from their grantor. The applicant will receive 0 points for any metric that does not meet these requirements.

i. Employment/Education Placement (Maximum 6 points). Category B applicants with a placement outcome rate of:

- 75.00 percent or higher will receive 6 points for this subsection.
- 70.00 percent – 74.99 percent will receive 5 points for this subsection.

- 65.00 percent – 69.99 percent will receive 4 points for this subsection.
- 60.00 percent – 64.99 percent will receive 3 points for this subsection.
- 55.00 percent – 59.99 percent will receive 2 points for this subsection.
- 50.00 percent – 54.99 percent will receive 1 points for this subsection.
- 49.99 percent or below will receive 0 points for this subsection.

ii. Metric 2 (i.e., Credential) (Maximum 5 points). Category B applicants with a Metric 2 outcome rate of:

- 75.00 percent or higher will receive 5 points for this subsection.
- 70.00 percent – 74.99 percent will receive 4 points for this subsection.
- 65.00 percent – 69.99 percent will receive 3 points for this subsection.
- 60.00 percent – 64.99 percent will receive 2 points for this subsection.
- 55.00 percent – 59.99 percent will receive 1 points for this subsection.
- 54.99 percent or below will receive 0 points for this subsection.

iii. Metric 3 (i.e., Retention in Education or Employment) (Maximum 5 points). Category B applicants with a Metric 3 outcome rate of:

- 75.00 percent or higher will receive 5 points for this subsection.
- 70.00 percent – 74.99 percent will receive 4 points for this subsection.
- 65.00 percent - 69.99 percent will receive 3 points for this subsection.
- 60.00 percent – 64.99 percent will receive 2 points for this subsection.
- 55.00 percent – 59.99 percent will receive 1 points for this subsection.
- 54.99 percent or below will receive 0 points for this subsection.

(3) Organizational, Administrative, and Fiscal Capacity (up to 14 points)

To receive full points for this section, applicants must address each of the below:

- The applicants must provide information on how it will manage the program, including the applicant's current mission, structure, and relevant experience. Describe how these factors contribute to the ability of the applicant to administer the program and meet expected outcomes. Include any previous experience implementing projects of similar design or magnitude.

- The applicant must describe its fiscal and administrative controls in place to manage federal funds.

- The applicant must describe its process to monitor, track, and manage grant performance to ensure achievement of all planned outcome, goals, and deliverables.

- The applicant must provide as an attachment a staffing plan that reflects how it will staff the YouthBuild program during the full period of performance (as described in Sec. II.B. Period of Performance). This includes:

- a staffing strategy during all three program phases (start-up, active program services, and follow-up), how the applicant will retain staff, and address staff turnover if the need arises,
- highlight key positions currently staffed during the start-up phase and highlight the strategy for hiring open positions,
- provide the staffing structure during the follow-up stage and how this strategy may differ,
- must include, at a minimum, a **Project Manager/Director, a Case Manager, and a Job Developer/Placement Specialist**, either through direct employment or contracting for some portion of an FTE for all 36 months of active programming within the period of performance, and
- where staff are shared among multiple programs of an organization, applicants must indicate in the staffing plan how the organization will track staff time and ensure sufficient resources for the effort.

k. Priority Consideration - Sustainable Solutions (Maximum 2 bonus points)

In accordance with the Biden Administration's goal to combat climate change, applicants must describe comprehensive green training practices to receive the additional bonus points.

- The applicant must describe, in detail, how the program will provide training in sustainable and green techniques which include, **but are not limited to**, at least one of the following:
  - Knowledge of sustainable building practices, including efficient use of resources, better integration with local climate/environment, energy conservation, and reduction of hazardous materials
  - Solar panel installation
  - Weatherization processes
  - Use of Energy Star appliances
  - Construction Plus industries including but not limited to: Arboriculture, Horticulture, Forestry, Geothermal Technicians, or Biomass Plant Technicians

4. Attachments to the Project Narrative
In addition to the Project Narrative, you must submit attachments. You must clearly label all attachments. We will exclude only 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 such as resumés or general letters of support. You must submit your application in one package because documents received separately will be tracked separately and will not be attached to the application for review.

Save all files with descriptive file names of 50 characters or fewer and use only 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. Required Attachments

(1) Abstract

You must submit an up to two-page abstract summarizing the proposed project including, but not limited to, the scope of the project and proposed outcomes. Omission of the abstract will not result in your application being disqualified; the lack of the required information in the abstract, however, may impact scoring. See III.C.1 for a list of items that will result in the disqualification of your application. Should you be selected for an award, the information provided in your abstract may be published to a public facing website as a summary of your project. The abstract must include the following:

- the applicant's name;
- the project title;
- project summary;
- the target community service area, as identified by zip codes;
- the number of participants to be served;
- the funding level requested;
- intended use of funds (short paragraph);
- the cost sharing or matching funds amount;
- the total cost-per-participant;
- deliverables/outcomes;
- whether the applicant is applying as a Category A (previously-funded) or Category B (new) applicant;
- for a Category A (previously-funded) applicant, the previous YouthBuild grant number that demonstrates qualification of the applicant (i.e., the applicant's most recent grant number from any of the FY 2016, 2017, or 2018 grant cycles);
- whether the applicant is applying for Construction Plus
- whether the application is being submitted as an urban, rural, or Native American or Tribal application;
- if the applicant is eligible for the matching waiver and intends to waive match, as described in Section III.B.Matching;
- any experience with Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u);
- subrecipient activities (if applicable);
- a brief summarization of the proposed project including but not limited to, the scope of the project and proposed outcomes; and
- if the applicant is proposing Priority Consideration - Sustainable Solutions, name the training in sustainable and green techniques.

The abstract may not exceed two double-spaced single-sided 8.5x11-inch pages with 12-point text font and 1-inch margins. When submitting in grants.gov, upload the Abstract as an attachment to the application package and label it as "Abstract." See the Attachments for a

suggested abstract template.

(2) Work Site Description

The applicant must submit a minimum of one and a maximum of three signed Work Site Description Form(s) (ETA-9143) including all required attachments, which describes the planned work site(s) that the applicant will use for on-site housing rehabilitation and construction training for youth participants. If your application does not include at least one Work Site Description Form, it will be disqualified and will not move forward through the merit review process. Find this form at https://www.dol.gov/agencies/eta/youth/youthbuild/ by selecting "Form ETA-9143 – Work Site and Annual Housing Census" under the Forms section. All applicants must use the ETA-9143 form available at the above web site, which as of the date of this FOA has an expiration date of 11/30/2024, and will be updated after that date.

DOL will not accept previous versions of the work site form. Applicants should submit up to three separate work site forms for consideration; DOL will not review more than three work site forms. Note that Attachment E provides instructions for completing the ETA-9143 form and all required attachments.

- Prior to finalization of the grant award document, and before DOL releases grant funds, grantees must reconfirm information about the work site(s) and the applicant's access to the property(ies). DOL may also require this same re-verification process of grantees after their first year of performance to ensure that necessary work sites remain available during the grant cycle.
- Applicants should note that there is a second section of the Work Site Description Form, called the "Housing Census Form." Applicants do not need to fill out this portion of the form at the time of application or award. DOL will require this census from awarded applicants in August of each year for the previous 12-month period, as a means of tracking the total units of housing completed by YouthBuild programs.

(3) Proposed WIOA Performance Outcomes

The applicant must submit a chart that describes the WIOA performance outcomes that the applicant anticipates achieving by the end of the grant period of performance. These outcomes must include the following:

- Enrollment Goal = total number of participants anticipated to be enrolled.
- Goal for Placement into Employment or Education in the Second Quarter after Exit = total number of participants anticipated to be placed in the second quarter after the exit quarter, displayed as both a count and a ratio of total enrollment.
- Goal for Placement into Employment or Education in the Fourth Quarter after Exit = total number of participants anticipated to be placed in the fourth quarter after the exit quarter, displayed as both a count and a ratio of total enrollment.

- Goal for Median Earnings = anticipated median earnings (i.e., the middle value in a set of numbers) of all participants placed into employment in the second quarter after the exit quarter, displayed as a monetary figure.
- Goal for Credential Attainment within One Year of Exit = total number of participants anticipated to attain an industry-recognized credential within one year of exit OR to attain a secondary education diploma or equivalent and be placed within one year of exit, displayed as both a count and a ratio of total enrollment.
- Goal for Measurable Skill Gains = annual rate of participants anticipated to achieve a qualifying measurable skill gain in each program year, displayed as a percentage value.
- Goal for Effectiveness in Serving Employers = total number of participants anticipated to be retained with the same employer in the fourth quarter after exit that were placed in the second quarter after exit, displayed as a ratio of participants anticipated to be placed in the second quarter after exit.

Below is the sample format for the chart:

Proposed WIOA Performance Outcome	Goal	Example
Enrollment		100
Placement into Employment or Education in the 2nd Quarter after Exit		75 participants, 75% (75/100)
Placement into Employment or Education in the 4th Quarter after Exit		60 participants, 60% (60/100)
Median Earnings		$4,200.00
Credential Attainment		80 participants, 80% (80/100)
Measurable Skill Gains		65 participants, 65% (65/100)
Effectiveness in Serving Employers		50 participants, 67% (50/75)

b. Requested Attachments

We request the following attachments, but their omission will not cause us to disqualify the application. The omission of the attachment will, however, impact scoring unless otherwise noted.

(1) Past Performance Documentation

This attachment must include both the Chart of Past Performance and the Grantor Verification Letter (if the chart is not signed by the Grantor).

See Section IV.B.3.j. for instructions and sample format chart. In the chart, applicants must provide the grantor name, project title, description, grant number, and project period of performance, along with the name, title, organization, e-mail address, and telephone number

of an individual from the previous grantor entity or agency who had oversight for the program. This attachment impacts scoring as specified in the evaluation criteria.

These documents must be uploaded as an attachment to the application package and labeled "Past Performance."

(2) Letters of Commitment or MOUs
Submit signed and dated Letters of Commitment 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.f.1. This attachment will impact scoring as specified in the evaluation criteria.

These letters must be uploaded as an attachment to the application package and labeled "Letters of Commitment."

(3) Indirect Cost Rate Agreement
If you are requesting indirect costs based on a Negotiated Indirect Cost Rate Agreement approved by your federal Cognizant Agency, then attach the most recently approved Agreement. (For more information, see Section IV.B.2. and Section IV.E.1.) This attachment does not impact scoring of the application.

This document must be uploaded as an attachment to the application package and labeled "NICRA."

(4) Financial System Risk Assessment Information
All applicants are requested to submit Funding Opportunity Announcement Financial System Risk Assessment Information. See Section V.B.2 for a sample template and additional instructions. This attachment does not impact the scoring of the application.

(5) Logic Model
Applicants must provide, as an attachment, a graphic depiction (not longer than one page) of the applicant's logic model that illustrates the underlying theory of how the applicant's strategy will produce intended outcomes. A logic model (also referred to as a theory of action) is a well-specified conceptual framework that identifies key components of the proposed process, product, strategy, or practice and describes the relationships among the key components and outcomes, theoretically and operationally. This logic model must include a description of the applicant's plan for the following:

- The critical activities and milestones within the four-month planning period;
- How the applicant will recruit and engage participants from the target populations;
- The services and activities (inputs) that the applicant and partners will provide to participants;
- The outcomes that the applicant and partners will help participants achieve;
- A description of the plan for how it will provide oversight and support to the partner(s) throughout the project; and
- How the applicant will identify and track strategies and outcomes.

(6) Staffing Plan
Applicants can provide a plan that reflects how they will staff the YouthBuild program

during the full period of performance. This includes the staffing strategy during the start-up phase, active program services, and the follow-up phase, as well as the staff retention strategy. The staffing plan can highlight key positions during the start-up phase that are currently staffed and highlight the strategy for hiring open positions. The plan should also describe the staffing structure during the follow-up stage and how this differs from staffing during the active programming period. The staffing plan must include, at a minimum, a Project Manager/Director, a Case Manager, and a Job Developer/Placement Specialist, either through direct employment or subcontracting. Applicants must also explain how the program will quickly address staff turnover if the need arises, to ensure the continuity of services and compliance with grant requirements. This attachment impacts scoring as specified in the evaluation criteria in Section IV.B.3.g.

(7) Source Documentation for Statement of Need Data
Applicants must provide print-outs of the sources of all data (including American Community Survey data and the Attachment D Excel spreadsheet) used for the youth unemployment rate and poverty rate so that DOL may validate data and calculations. If an applicant must use alternate sources, the applicant must explain this in the project narrative, along with the citation used and the print-out for that data source. This attachment impacts scoring of the application as discussed in the evaluation criteria in Section IV.B.3.a.

(8) Proof of 501(c)(3) or other Non-Profit Status
We encourage entities applying as a non-profit organization to provide verification of 501(c)(3) or other non-profit status. This attachment does not impact scoring of the application.

(9) Construction Training Plan
We encourage applicants to provide a Construction Training Plan that lays out the capacity of the grantee to deliver the required construction skills training through detailed descriptions of the timing of training and roles and responsibilities of staff and partners. DOL limits this training plan to no more than three double-spaced pages. A Construction Training Plan template can be found in Attachment B. This attachment impacts scoring as specified in the evaluation criteria at Section IV.B.3.b.

(10) Construction Plus Description
Applicants pursuing Construction Plus training must attach the template in Attachment C or an alternative document that contains all requested information from the Construction Plus Field Proposal template for each Construction Plus industry proposed. Category A applicants may propose multiple Construction Plus industries; Category B applicants may propose no more than one Construction Plus industry. Each attached template or alternative document must not exceed two pages. For any applicant proposing a Construction Plus program, it must include the Construction Plus Field Proposal as an attachment and must describe all additional skills training beyond construction skills training. The Construction Plus Field Proposal Template (Attachment C) is also available to applicants online under the Forms section: https://www.dol.gov/agencies/eta/youth/youthbuild/. This attachment impacts scoring as specified in Section III.C.8.

(11) Zip Code Map
Please provide a map of the proposed service area zip codes, as produced by
https://www.unitedstateszipcodes.org/ or a similar web site that can map zip code areas. This
attachment does not impact scoring of the application.

(12) Proof of Local Presence for Non-Contiguous Service Areas (if applicable)
If applicants propose to serve multiple service areas that are not contiguous or closely
located, they must provide as documentation of local organizational presence such as a rental
agreement or proof of ownership of office space in each separate service area. This
documentation must include the address of each property and the property must not be co-
located with other existing YouthBuild programs. The address(es) should correspond to
service area(s) identified throughout the application. This attachment does not impact
scoring of the application.

C. SUBMISSION DATE, TIME, PROCESS AND ADDRESS

We must receive your application by 02/07/2023. You must submit your application
electronically on https://www.grants.gov **no later than 11:59 p.m. Eastern Time on the closing
date.**

Applicants are encouraged to submit their application before the closing date to minimize the
risk of late receipt. We will not review applications received after 11:59 p.m. Eastern Time on
the closing date. We will not accept applications sent by hard-copy, e-mail, telegram, or
facsimile (FAX).

1. Hardcopy Submission
No applications submitted in hardcopy by mail or hand delivery (including overnight delivery)
will be accepted for this funding opportunity.

2. Electronic Submission through Grants.gov

Applicants submitting applications must ensure successful submission **no later than 11:59 p.m.
Eastern Time on the closing date**. Grants.gov will subsequently validate the application.

The process can be complicated and time-consuming. We strongly advise you 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 verifies only 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
long 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 Point of Contact (POC) approval, establishes an Agency Organizational Representative (AOR). When an application is submitted through Grants.gov, the name of the AOR who submitted the application is inserted into the signature line of the application, serving as the electronic signature. The E-Biz 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 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 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://grantsapplicationandmanagement.workforcegps.org/resources/2022/05/10/15/23/How-to-Apply-for-a-Grant.

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, contact one of the following:

- 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, 7 days a week but 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
We will consider only applications successfully submitted through Grants.gov no later than 11:59 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.**

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.

Indirect Costs

As specified in the Uniform Guidance Cost Principles, indirect costs are those that are 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 Modified Total Direct Costs 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 does not have a current negotiated (including provisional) rate, with the exceptions noted at 2 CFR Part 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 Part 200.1 for definition), which may be used indefinitely. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as the non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time. (See 2 CFR Part 200.414(f) for more information on use of the de minimis rate.)

Administrative Cost Limitation

Under this FOA, an entity that receives a grant to carry out a project or program is limited to 10 percent of the amount of the grant to pay administrative costs associated with the program or project. Such costs include both personnel and non-personnel costs and both direct and indirect costs. Administrative costs as defined in 20 CFR 683.215 are for the performance of administrative functions in carrying out activities under Title I of WIOA that are not related to the direct provision of workforce investment services (including services to participants and employers). Administrative costs do not need to be identified separately from program costs on the SF-424A Budget Information Form. However, they must be tracked through the recipient's accounting system. To claim any administrative costs that are also indirect costs, the applicant must obtain an Indirect Cost Rate Agreement from its federal Cognizant Agency or be eligible to use the 10 percent de minimis rate, as specified above. For WIOA grants, all costs charged as a result of the de minimis rate will be counted towards the administrative cost limitation specified below.

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 Part 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 ETA programs. See Public Law 113-235, Division G, Title I, section 105, and TEGL number 05-06 for further

clarification: https://www.dol.gov/agencies/eta/advisories/training-and-employment-guidance-letter-no-05-06.

Intellectual Property Rights

Pursuant to 2 CFR Part 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 standard ETA disclaimer 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."

Credential Transparency

The Department wishes to ensure that individuals, employers, educators and training providers have access to the most complete, current and beneficial information about providers, programs credentials, and competencies supported with these public, federal funds. To this end, the Department requires that information about all credentials (including but not limited to diplomas, badges, certificates, certifications, apprenticeships, licenses, and degrees of all levels and types) and competencies (knowledge, skills and abilities) developed or delivered through the use of these public federal funds be made publicly accessible through the use of linked open data formats that support full transparency and interoperability, such as through the use of credential transparency description language specifications. ETA will provide specific guidance and technical assistance on data elements to include in the published open data, such as information about the credential provider, the credential and its associated competencies, delivery mode, geographic coverage, the industry sector(s) and occupation(s) for which the credential was developed, related assessments, related accreditations or other quality assurances where appropriate, costs, and available outcomes.

WIOA Infrastructure

All one-stop partner programs including all programs funded under title I of WIOA are required to contribute to the infrastructure costs and certain additional costs of the one-stop delivery system in proportion to their use and relative benefits received as required in 20 CFR Part 678.700 and 678.760. The sharing and allocation of infrastructure costs between one-stop partners is governed by WIOA sec. 121(h), WIOA's implementing regulations, and the federal Cost Principles contained in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR Part 200 (Uniform Guidance). The federal Cost Principles state that a partner's contribution is an allowable, reasonable, necessary, and allocable cost to the program and is consistent with other legal requirements. A list of the required one- stop partner programs is available at 20 CFR Part 678.400.

Use of Grant Funds for Participant Wages

Under Sec. 171(c)(2) of WIOA (Pub. L. 113-128), grantees are strongly encouraged to use funds to provide needs-based payments, stipends, wages, including subsidized wages, or benefits to help enable program participants to participate in the program. Needs-based payments, stipends, wages, and benefits provided under YouthBuild grants must accord with the policies and procedures of the grantee organization. Wages can compensate youth at the same rates

(including periodic increases) as similar trainees or employees in the construction fields, and rates must accord with all applicable laws. Stipends can provide a weekly living allowance to those participating in the program, designed to help with transportation, living expenses, day care, etc. Per Section 181(a)(2) of WIOA, payments to participants in the YouthBuild program do not count as income for the purposes of determining eligibility for and the amount of income transfer and in-kind aid provided to participants through any federal or federally-assisted program, except as provided under the Social Security Act.
Needs-based payments refer to additional payments (beyond regular stipends for program participation) that are based on defined needs that enable youth to participate in the program.

Under 20 CFR 688.320(a)(7)(ii), to provide needs-based payments, the grantee must have a written policy in place which defines (1) eligibility; (2) the amounts; and (3) the required documentation and criteria for payments. This policy must be applied consistently to all program participants.

Please note that there are legal and financial obligations activated by paying participants wages or stipends. DOL encourages applicants to seek legal and/or accounting advice before setting up or changing the funding system to ensure compliance with IRS and DOL requirements, and to help participants determine their income tax liability.

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.

Section IV.B.3 (Project Narrative) of this FOA has several "section headers" (e.g. IV.B.3.a), Statement of Need). Each of these "section headers" of the Project Narrative may include one or more "criterion," and each "criterion" includes one or more "rating factors," which provide detailed specifications for the content and quality of the response to that criterion. Each of the rating factors have specific point values assigned. These point values are the number of points possible for the application to earn for the rating factor.

Criterion	Category A Applicants	Category B Applicants
a. Statement of Need 1. Youth Unemployment Rate	**12 Points Total** 6	**12 Points Total** 6

Criterion	Category A Applicants	Category B Applicants
2. Poverty Rate (See Section IV.B.3.a)	6	6
b. Training and Curriculum 1. Construction Training 2. Education and Occupational Skills Training (See Section IV.B.3.b)	**12 Points Total** 4 8	**12 Points Total** 4 8
c. Hands-On Meaningful Learning Activities Connected to Education and Training (See Section IV.B.3.c)	**6 Points Total**	**6 Points Total**
d. Post-Program Placement (See Section IV.B.3.d)	**6 Points Total**	**6 Points Total**
e. Career Counseling, Leadership Development, and Supportive Services 1. Supportive Services and Post-Program Follow-Up 2. Leadership Development and Community Service (See Section IV.B.3.e)	**8 Points Total** 6 2	**8 Points Total** 6 2
f. Industry-Recognized Credentialing (See Section IV.B.3.f)	**6 Points Total**	**6 Points Total**
g. Partnership with Placement into Education, Employment and Apprenticeships 1. Partners 2. Partnership Engagement Strategy 3. Employer Engagement Strategy (See Section IV.B.3.g)	**12 Points Total** 4 4 4	**12 Points Total** 4 4 4
h. Budget, Budget Narrative, and Match Narrative (See Section IV.B.3.h)	**4 Points Total**	**4 Points Total**
i. Past Performance - Category A 1. Performance Goals: i. Placement in Education or Employment in 2nd Quarter ii. Placement in Education or Employment in 4th Quarter iii. Credential Attainment 2. Spending Rate Analysis 3. Organizational, Administrative, and Fiscal Capacity (See Section IV.B.3.i)	**34 Points Total** 8 8 8 4 6	

Criterion	Category A Applicants	Category B Applicants
j. Past Performance - Category B 1. Size, Scope, and Relevance 2. Performance Goals i. Employment/Education Placement ii Metric 2 iii. Metric 3 3. Organizational, Administrative, and Fiscal Capacity (See Section IV.B.3.j)		**34 Points Total** 4 6 5 5 14
TOTAL	100	100
k. Sustainable Solutions	2	2
TOTAL	102	102

Section IV.B.3, Project Narrative, provides a detailed explanation of the information an application must include (e.g., a comprehensive work plan for the whole period of performance with feasible and realistic dates). Reviewers will rate each "rating factor" based on how fully and convincingly the applicant responds. For each "rating factor" under each "criterion," panelists will determine whether the applicant thoroughly meets, partially meets, or fails to meet the "rating factor," unless otherwise noted in Section IV.B.3, based on the definitions below:

Standard Rating	Definition	Standard for Calculating Points
Thoroughly Meets	The application thoroughly responds to the rating factor and fully and convincingly satisfies all of the stated specifications.	Full Points
Partially Meets	The application responds incompletely to the rating factor or the application convincingly satisfies some, but not all, of the stated specifications.	Half Points
Fails to Meet	The application does not respond to the rating factor or the application does respond to the rating factor but does not convincingly satisfy any of the stated specifications.	Zero Points

In order to receive the maximum points for each rating factor, applicants must provide a response to the requirement that fully describes the proposed program design and demonstrates the quality of approach, rather than simply re-stating a commitment to perform prescribed activities. In other words, applicants must describe why their proposal is the best strategy and how they will implement it, rather than that the strategy contains elements that conform to the requirements of

this FOA.

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 102 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, performance and compliance findings from DOL YouthBuild grants and other relevant factors. The Grant Officer may consider any information that comes to their attention.

The government may elect to award the grant(s) with or without discussion with the applicant. Should a grant be awarded without discussion, 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), and Sam.gov. Additionally, ETA will comply with the requirements of 2 CFR Part 180 codified at 2 CFR Part 2998 (Non-procurement Debarment and Suspension). 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 the following:

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, and other requirements imposed on recipients.

NOTE: As part of ETA's Risk Review process, the Grant Officer will determine the following:

- 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 TEGL 23-15.

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

All applicants are requested 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.

<table>
<tr>
<td colspan="3" align="center">U.S. DEPARTMENT OF LABOR -EMPLOYMENT AND TRAINING ADMINISTRATION
(ETA)
FUNDING OPPORTUNITY ANNOUNCEMENT: FINANCIAL SYSTEM RISK ASSESSMENT</td>
</tr>
<tr>
<td></td>
<td>SECTION A: PURPOSE</td>
<td></td>
</tr>
<tr>
<td colspan="3">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.</td>
</tr>
<tr>
<td></td>
<td>SECTION B: GENERAL</td>
<td></td>
</tr>
<tr>
<td colspan="3">1. Applicant Legal Name (as it appears in SAM.gov):</td>
</tr>
<tr>
<td>a. When was the organization founded/incorporated <i>(month, day, year):</i></td>
<td colspan="2">b. Principal Officers Names, Title, Email Address President/Chair Board of</td>
</tr>
</table>

U.S. DEPARTMENT OF LABOR -EMPLOYMENT AND TRAINING ADMINISTRATION (ETA) **FUNDING OPPORTUNITY ANNOUNCEMENT: FINANCIAL SYSTEM RISK ASSESSMENT**		
c. Employer Identification Number:	Directors:	
	Chief Executive Officer:	
d. Number of Employees Full Time: Part Time:	Chief Financial Officer:	
	Accounting/Budget Officer:	
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, nonprofit, 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. *(12 months)* $
	SECTION C: ACCOUNTING SYSTEM	
NOTE: Provide a detailed response (on a separate page on your organization's letterhead and signed/dated by a Principal Officer) for any items 2-9 of Section C that have "No" or "Not Sure" answer(s), providing enough information to clearly reflect the expertise of the organization in these areas.		
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.	
2. Which of the following best describes the accounting system: State administered Internally Developed Web-based		
3. Does the accounting system identify the receipt and expenditure of program funds separately for each contract/grant?	Yes No Not Sure	
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	
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	
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	

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

U.S. DEPARTMENT OF LABOR -EMPLOYMENT AND TRAINING ADMINISTRATION (ETA) **FUNDING OPPORTUNITY ANNOUNCEMENT: FINANCIAL SYSTEM RISK ASSESSMENT**
1. Use this space for any additional information *(indicate section and item numbers if a continuation)*

VI. AWARD ADMINISTRATION INFORMATION

A. AWARD NOTICES

All award notifications will be posted on the ETA Homepage at https://www.dol.gov/agencies/eta/. 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 not to 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 and State, Local, and Indian Tribal Governments–2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) and 2 CFR Part 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 Part 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)), 2 CFR Part 180 (OMB Guidance to Agencies on Government-wide

Debarment and Suspension (Non-procurement)), 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. The 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.dol.gov/agencies/eta/grants/resources.

2. Other Legal Requirements

a. Religious Activities

The Department notes that the Religious Freedom Restoration Act (RFRA), 42 U.S.C. § 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. As stated in 29 CFR 2.32(a), religious organizations are eligible on the same basis as any other organization, to seek DOL support or participate in DOL programs for which they are otherwise eligible. Guidance from DOL is found at https://www.dol.gov/agencies/oasam/grants/religious-freedom-restoration-act/guidance.

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 Part 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 the Government Funding Transparency Act of 2008, Pub. Law 110-252, Title VI, Chap. 2, Sec. 6202), 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 you 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 https://www.govinfo.gov/content/pkg/CFR-2021-title2-vol1/pdf/CFR-2021-title2-vol1-part170-appA.pdf.

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

1. Federal awards to individuals who apply for or receive federal awards as natural persons (e.g., unrelated to any business or non-profit organization he or she may own or operate in his or her name);
2. Federal awards to entities that had a gross income, from all sources, of less than $300,000 in the entities' previous tax year; and
3. Federal awards, if the required reporting would disclose classified information.

d. Safeguarding Data Including Personally Identifiable Information (PII)

Applicants submitting applications in response to this FOA must recognize that confidentiality of PII and other sensitive data is of paramount importance to the Department of Labor and must be observed except where disclosure is allowed by the prior written approval of the Grant Officer or by court order. By submitting an application, you are assuring that all data exchanges conducted through or during the course of performance of this grant will be conducted in a manner consistent with applicable federal law and TEGL 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 the handling of confidential information: 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 be accessed only 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 Part 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 or local government, Indian tribe, institution of higher education (IHE), non-profit 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 Part 200.308(c)(6) regarding prior approval requirements for subawards. When awarding subawards, you are required to comply with provisions on government-wide suspension and debarment found at 2 CFR Part 180 and codified at 2 Part CFR Part 2998.

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.dol.gov/sites/dolgov/files/ETA/grants/pdfs/GCFAQ.pdf.

3. Other Administrative Standards and Provisions

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

4. Special Program Requirements

a. ETA Evaluation

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 relevant 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

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

1. Quarterly Financial Reports

A Quarterly Financial Status Report (ETA 9130) is required until such time as all funds have been expended or the grant period has expired. Quarterly reports are due by the 15th day of the

second month after each calendar-year quarter. On the final Financial Status Report, you must include any subaward amounts so we can calculate final indirect costs, if applicable. You must use DOL's Online Electronic Reporting System and information and instructions will be provided to grantees. For other guidance on ETA's financial reporting, reference TEGL 20-19 and our webpage at https://www.dol.gov/agencies/eta/grants/management/reporting.

2. Quarterly Performance Reports

The grantee must submit a quarterly performance report by the 15th day of the second month after each calendar-year quarter. The report must include quarterly information on interim indicators and performance goals. The last quarterly progress report will serve as the grant's Final Performance Report. This report must provide both quarterly and cumulative information on the grant performance. Submission requirements will be provided to grantees upon award. We will also provide you with guidance about the data and other information that is required to be collected and reported on either a regular basis or special request basis.

3. Quarterly Narrative Performance Reports

In addition to the Quarterly Performance Report, the grantee must submit the Joint Quarterly Narrative Performance Report Template (ETA 9179) progress report by the 15th day of the second month after each calendar year quarter during which the grant is within the period of performance for the award. The report includes quarterly information regarding accomplishments, including project success stories, upcoming grant activities, and promising approaches and processes, as well as progress toward performance outcomes, including updates on product, curricula, and training development.

VII. AGENCY CONTACTS

For further information about this FOA, please contact Andrea Chism, Grants Management Specialist, Office of Grants Management, at YB_FOA-ETA-23-17@dol.gov. Applicants should e-mail all technical questions to YB_FOA-ETA-23-17@dol.gov and must specifically reference FOA-ETA-23-17, and along with question(s), include a contact name, and phone number. This Announcement is available on the ETA website at https://www.dol.gov/agencies/eta/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 Service Locator function within the CareerOneStop webpage which provides a directory of the nation's American Job Centers, also known as one-stop centers, (https://www.careeronestop.org/LocalHelp/service-locator.aspx); and the Occupational Information Network (O*NET) Online (https://online.onetcenter.org), which provides occupational competency profiles.

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://www.workforcegps.org.

We encourage you to view the online tutorials, "Grant Applications 101: A Plain English Guide to ETA Competitive Grants," and "Grants Application 101: Budgetary Forms - SF-424, 424A, 424B, and Budget Narrative" available through WorkforceGPS at https://grantsapplicationandmanagement.workforcegps.org/resources/2022/05/10/15/23/How-to-Apply-for-a-Grant.

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://grantsapplicationandmanagement.workforcegps.org/ 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 DOL'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.

E. INSTRUCTIONS FOR FINDING UNEMPLOYMENT DATA USING THE UNITED STATES CENSUS BUREAU DATA

Please find the Weighted Average Unemployment Rate Worksheet at YouthBuild | U.S. Department of Labor (dol.gov) under Forms.

1. For best results, use Microsoft Edge. Microsoft Edge can be downloaded for free at: https://www.microsoft.com/en-us/edge
2. Go to https://data.census.gov/cedsci/
3. Type: S2301 in the box and click "Search"
4. Click on "Employment Status" under Tables
5. Under S2301 Employment Status click on the drop down menu and select "2020: ACS 5-Year Estimates Subject Tables"
6. Next, under the dropdown menu you were just at, click "Geos" – the second icon from the left.
7. Scroll down and select "Zip Code Tabulation Area (Five-Digit)"
8. Select your state
9. Search for your zip code then select your zip code, or if using multiple zip codes, select all applicable zip codes. ,
10. Once you select the applicable zip code(s) click the X at the top right of the box.
11. First determine the civilian labor force for each age group. To find the civilian labor force for each age group, use the labor force participation rate estimate for the populations aged 16 to 19 and 20 to 24. Multiply the total estimated population of that age group by the labor force participation rate for the same population to determine the civilian labor force number.
12. Next, to determine the total number of unemployed youth in each age group, use the unemployment rate estimate for the populations 16 to 19 years and 20 to 24. Multiply the civilian labor force of that age group by the unemployment rate for the same population. Add the two numbers together to determine the total number of youth aged 16 to 24 that are unemployed within the zip code.
13. Divide the total unemployed population aged 16 to 24 by the total civilian labor force aged 16 to 24 (as determined by adding the total civilian labor force value for 16 to 19 and 20 to 24) to provide a weighted average rate of youth unemployment in the targeted area(s).
14. If serving an area that encompasses multiple zip codes, add together the total estimated number of unemployed youths in each age group for each zip code and divide this total number by the total civilian labor force value for 16 to 24 for all zip codes. Divide the total number of youth unemployed across all zip codes by the total civilian labor force across all zip codes to determine the weighted average unemployment rate for the proposed service area.

F. INSTRUCTIONS FOR FINDING POVERTY DATA USING THE UNITED STATES CENSUS BUREAU DATA

Please find the Poverty Data Worksheet at [YouthBuild | U.S. Department of Labor (dol.gov)](#) under Forms.
1. For best results, use Microsoft Edge. Microsoft Edge can be downloaded for free at https://www.microsoft.com/en-us/edge
2. Go to https://data.census.gov/cedsci/
3. Type: S1701 in the box and click "Search"
4. Click on "Poverty Status in the Past 12 Months" under Tables

5. Under S1701 Poverty Status in the Past 12 months click on the drop down menu and select "2020: ACS 5-Year Estimates Subject Tables"
6. Under the drop down menu you were just at, select "Geos" – the second icon to the left.
7. Scroll all the way down and click "Zip Code Tabulation Area (Five-Digit)
8. Select your state
9. Select you zip code, or if using multiple zip codes, select all applicable zip codes.
10. Once you select the applicable zip code(s) click the X at the top right of the box.
11. To determine poverty rates, use the "percent below poverty level" estimate for the total population for your target service area.
12. If serving an area that encompasses multiple zip codes, add the below poverty level estimate for the total population for whom poverty status is determined for each zip code to be served. Add the total estimated population for whom poverty status is determined for each zip code. Divide the total number below poverty level across the zip codes being targeted by the total population for whom poverty status is determined. This is your weighted average poverty rate for the proposed service area.

G. INSTRUCTIONS FOR FINDING THE POVERTY DATA USING THE UNITED STATES CENSUS BUREAU DATA FOR INDIAN RESERVATIONS, OKLAHOMA TRIBAL STATISTICAL AREAS, NATIVE ALASKAN VILLAGES, OR NATIVE HAWAIIAN HOMELANDS

Please find the Poverty Data Worksheet at YouthBuild | U.S. Department of Labor (dol.gov) under Forms.
1. Go to https://data.census.gov/cedsci/advanced
2. On the left hand side of the page, under "Find a Filter" click "Topics"
3. Then click on "Income and Poverty"
4. In the middle of the page, select "Poverty". It has a blue file folder icon next to it. THen select the "Poverty" check box and click "Search" on the bottom right of the screen.
5. Go to the left hand side of the screen and under "Find a Filter" click on "Geography"
6. In the Geography dropdown menu scroll down and click on "American Indian Area/Alaska Native Area/Hawaiian Homeland
7. Here is where you can select a reservation, Oklahoma Tribal Statistical Area, or Hawaiian Home Land
8. At the very top of the dropdown menu you can use the search function to search for a specific reservation, Oklahoma Tribal Statistical Area, or Hawaiian Home Land. In this example, the search function was used for the White Earth Reservation in Minnesota.
9. After selecting the White Earth Reservation, click on the "Search" button at the very bottom right hand corner of the screen.
10. The 24.4% poverty rate shown is the poverty rate for all people on the White Earth Reservation. To show the poverty for American Indians alone living on the White Earth Reservation click ok "Explore Data" underlined in red immediately above the 24.4%.
11. In the table that comes up, scroll down to American Indian and Native Alaskan Alone to see the 39.7 percent poverty rate for American Indians alone, which is the poverty rate to submit in your application.

H. CAREER PATHWAYS TOOL KIT

As part of WIOA's broader initiative to better integrate resources across federal, state, and local resources, DOL released a revamped and revised "Career Pathways Toolkit: A Guide for System Development" in September 2015, available at https://youthbuild.workforcegps.org/resources/2019/11/07/19/20/Career-Pathways-Toolkit-An-Enhanced-Guide-and-Workbook-for-System-Development.

Career pathways are an effective strategy to help workers acquire marketable skills and industry-recognized credentials by encouraging greater collaboration across adult education, post-secondary education, and other workforce partners. The model can be adapted for youth, adults, and individuals in multiple circumstances.

I. YOUTHBUILD-RELATED GUIDANCE RESOURCES

Applicants should refer to the following advisories for policy and guidance related to YouthBuild. All documents are available at https://www.dol.gov/agencies/eta/advisories.

TEN 18-21 - Adult and Youth Workforce Development Programs' Role in Supporting Community Violence Interventions
TEGL 23-19 – Guidance for Validating Required Performance Data Submitted by Grant Recipients of U.S. Department of Labor (DOL) Workforce Programs
TEN 25-19 Change 1 – Understanding Postsecondary Credentials in the Public Workforce System
TEGL 14-18 – Aligning Performance Accountability Reporting, Definitions, and Policies Across Workforce Employment and Training Programs Administered by the
U.S. Department of Labor (DOL)
TEGL 26-16 – Guidance on the use of Supplemental Wage Information to implement the Performance Accountability Requirements under the Workforce Innovation and Opportunity Act
TEGL 17-16 – Infrastructure Funding of the One-Stop Delivery System
TEGL 16-16 – One-Stop Operations Guidance for the American Job Center Network
TEGL 11-16, Change 1 – YouthBuild Compliance with Davis-Bacon and Related Acts (DBRA)
TEGL 10-16, Change 2 – Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Title I, Title II, Title III and Title IV Core Programs
TEN 08-16 – Implementation of an Integrated Performance Reporting System for Multiple Employment and Training Administration (ETA) and Veterans' Employment and Training Service (VETS) Administered Programs
TEGL 06-15 – Qualifying Work Sites and Construction Projects for YouthBuild Grantees
TEGL 07-14, Change 1 – Updated Guidance for Implementing the "Construction Plus" Component of the YouthBuild Program, as authorized by the Workforce Innovation and Opportunity Act (WIOA)
TEGL 35-12 – Definition and Guidance on Allowable Construction Credentials for YouthBuild Programs
TEN 13-12 – Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources
TEGL 05-10, Change 1 – Updated Guidance on Match and Allowable Construction and Other Capital Asset Costs for the YouthBuild Program
TEGL 14-09 – Mental Toughness/Orientation Allowable Costs in a YouthBuild Program

TEN 44-07 – Providing Strategies to the One-Stop Career Center System on Collaborating with YouthBuild Programs.

IX. OMB INFORMATION COLLECTION

OMB Information Collection No 1225-0086, Expires July 31, 2025.

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 50 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, D.C. 20210. Comments may also be emailed to: DOL_PRA_PUBLIC@dol.gov.

PLEASE DO NOT RETURN YOUR GRANT APPLICATION TO THIS ADDRESS. SEND ONLY 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 11/29/2022 in Washington, D.C. by:
Brinda Ruggles
Grant Officer, Employment and Training Administration

Attachment A: Checklist for Submittal

Requirements/Required Attachments	Category A Applicants	Category B Applicants	Screen-out Factor
The deadline submission requirements are met.	X	X	X
If submitted through Grants.gov, the components of the application are saved in one of the specified formats and are not corrupt. (DOL will attempt to open the document, but will not take any additional measures in the event of problems with opening.)	X	X	X

Application applies for a funding amount within the grant award range of $700,000 to $1.5 million.	X	X	X
Applicant has registered with SAM and maintains an active account.	X	X	X
Signed SF-424 Application for Federal Assistance that includes DUNS Number and Employer/Taxpayer Identification Number (EIN/TIN).	X	X	X
Signed SF-424 lists the amount requested on line 18a and the match amount of exactly 25 percent of the requested federal funding amount.	X	X	X
SF-424A Budget Information Form	X	X	X
Budget Narrative	X	X	X
Project Narrative	X	X	X
Two-Page Abstract	X	X	
Work Site Form(s) (ETA-9143) with all attachments	X	X	X
Match Narrative	X	X	X
Construction Training Plan	X	X	
Construction Plus Field Proposal Abstract addition	X (if applying as Construction Plus, may include multiple proposals)	X (if applying as Construction Plus, may include no more than one proposal)	
Past Performance Chart		X	
Proposed WIOA Performance Outcomes Chart	X	X	X
Proof of 501(c)(3) or Other Non-Profit Status	X	X	
Indirect Cost Rate Agreement	X	X	
Source Documentation for Statement of Need (including American Community Survey Data and the Attachment D Excel spreadsheet).	X	X	

4-Month Planning Period Description	X	X		
Commitment Letters from Partners	X	X		
Zip Code Map	X	X		
Proof of Local Presence for Non-Contiguous Service Areas	X (if applicable)	X (if applicable)		
Financial System Risk Assessment	X	X		

Attachment B: Construction Training Plan Sample Template

Sections of Training Plan	What To Include
Introduction	A brief summary of the training project and how it will be used for project implementation.
Training Scope Including Objectives, Goals, and Assumptions	Include the major objectives for the training project along with the goals and any assumptions made related to implementation.
Training Strategy	Describe the applicant's training strategy including the use of project- and problem-based learning in the classroom, the curriculum (a) to be used, and the skill development activities in occupational skills training for at least 40 percent of the time during which participants participate in the program, which includes both time spent on the construction work sites or other hands-on work experience, as well as classroom training related to the occupational field.
Roles and Responsibilities	Include a discussion of those staff who are supporting the implementation of the construction training, including the specific tasks needed to successfully launch, deliver, and sustain the training. This is a subset of the training task from the project plan and should provide the very detailed tasks needed to complete the training including the start and end dates for each

Contingency Plan	Outline how training will be implemented and sustained despite barriers and problems that emerge. The training for this grant must begin expeditiously, and this contingency plan allows for alternate training to be implemented, if necessary. Specifically, the applicant should describe how additional work sites will be quickly secured should the housing partner fall through or approved sites become no longer available or viable for the onsite construction component.
Training Materials, Design, and Standards	Describe the industry-recognized construction credentials that will be used for training. Describe the materials that will be used during the training courses, how and who will design the materials, and a quality control process for ensuring materials are up-to-date, accurate, and effective.
Restrictive Covenant Clause Acknowledgement	Acknowledge the requirement that all properties rehabilitated or built with DOL YouthBuild funds will use the restrictive covenant clause and enforce it.

Attachment C: Construction Plus Field Proposal

CONSTRUCTION PLUS Field Proposal

Applicant must complete one form for each proposed additional occupational field beyond construction. Category A applicants may submit multiple proposals. Category B applicants may submit no more than one proposal.

Applicant organization name & address:

Project type (*select one*):   □ Rural   □ Urban   □ Tribal

Occupational field:

Previously approved by DOL to offer this Construction Plus field (*select one*):   □ Yes   □ No

Evidence of industry need (Cite local labor market data from a source such as the Bureau of Labor Statistics. Regional office contacts available at https://www.bls.gov/regions/contacts.htm):

Anticipated number of youth to be trained in this industry:

Intended industry-recognized credential(s) resulting from the C+ training:

How will training be provided? (*select one and document in budget/match narrative*):
□ Directly by grantee □ Through contract □ Through MOU
Source of funding (*select one*): □ Grant funds □ Match funds
Planned training and curriculum approach:

Anticipated length of training:

Linked occupations (e.g., for healthcare, Home Health Aide, CNA, EMT, RN, Nurse Practitioner, etc.):

Have apprenticeship opportunities been developed? (*select one*): □ Yes □ No

If yes, identify apprenticeship partners:

Where will work-based learning occur and which partner(s)/employer(s) will provide it?

Additional partners and their roles in training:

Printed name of grant application signatory:
_____

Signature: _____

Title: _____

Date: _____

EACH qualified work site (as identified by address or parcel number) must have its own ETA-9143 with all required attachments.

Page 1 – Applicant Identifying Information

1. Applicant Name – Name of the applicant/grantee and physical mailing address of the applicant/grantee as listed on the SF-424
2. The physical address and/or the Geographic Parcel Identification Number (GPIN) of a single work site property.
3. The number of housing units to be produced or renovated at that single property.

4. Select the type(s) of housing to be produced.
5. Indicate whether or not the structure will house homeless, low-income, or very-low income persons.
6. Indicate if the site is new construction and/or rehabilitation.
7. Name of the current owner or organization that owns the property.
8. Who will own/manage the property after work is completed.
9. Agrees to the five-year Restrictive Covenant Clause.

Additional Requirements:
- Individual Housing Project Site Estimate and Documentation of Resource Page 2 is a continuation of Page 1.
- Proof of access provided for all work sites. Please complete the Attachment A template or provide a letter containing all required information from the template.
- A description of specific and allowable construction/renovation activities provided. Please complete the Attachment B template.
- A description of specific and allowable construction/renovation activities provided. Please complete the Attachment C template.
- If any of the units are currently occupied, select yes and provide a relocation narrative. Please complete the Attachment D template.
- Applicant Signature on page 1 - Filled out, dated, and signed by the Applicant/Grantee Signatory or Authorized Representative with their title and organization name.

Page 2 – Individual Housing Project Site Estimate

1. List the Applicant Name – Name of the applicant/organization listed on the SF-424.
2. Address of the Work Site Property – The work site physical address and/or GPIN.
3. Grant Activities/Resources – Provide the resource amounts and where they are coming from as it pertains to this site. If YouthBuild grant funds are being expended on direct construction activities or materials (not including staff wages or participant stipends/wages), a separate attachment must be included to document the uses of YouthBuild grant funds.
4. Documentation of Housing Resources – List all providers, whether they are providing cash or in-kind, the dollar value, and a letter of commitment for each funding source.
5. The commitment letter(s) should be on organizational letterhead with a signature and date. Within the letter, it should state what it is they are committing, whether it is cash or in-kind, and the dollar value of the commitment. The letter should also include the physical address of the work site property(s) where those contributions are being applied.
6. Both charts on this form should add up to the same total.

Attachment A (Separate form required for each work site)

Attestation of Ownership and Access – Submit the following:
1. We recommend applicants/grantees use the Attachment A template to confirm access and ownership. Alternately, if submitting a letter it must include all of the information asked for in the Attachment A template: (a) the name of the owner, explicitly stating that they

own the property, (b) complete address of the property, (c) verification of access to the property, (d) signature of owner, and (e) date (using current date).

Attachment B (Separate form required for each work site)

Description of Activities – Submit the following:
1. Applicants/Grantees should use the Attachment B template to submit a detailed description of the roles and responsibilities and specific construction training activities that youth will perform as participants on the specified work site. If submitting a letter, label as Attachment B.

Attachment C (only required if YouthBuild grant funds are being used for construction materials – separate form required for each work site using YouthBuild grant funds)

Documentation of YouthBuild Grant and Match Funds for Construction Materials – Submit the following:
1. Applicants/Grantees should use the Attachment C template to submit a narrative that describes applicable materials and costs.

(Note: refer to TEGL 05-10, Change 1, "Match and Allowable Construction and Other Capital Asset Costs for the YouthBuild Program" for further information on allowable and unallowable costs.)

Attachment D (only required if a work site property is currently occupied – separate form required for each occupied property)

Relocation Narrative – Submit the following:
1. Applicants/Grantees should use the Attachment D template to submit a narrative that includes the identity of the individual(s) or organization occupying the property on the date of submission of this application
2. Whether relocation of occupants is necessary and the rationale for determination. If relocation is necessary, provide the following:
    a. Number of temporary and/or permanently displaced individuals
    b. Estimated cost of relocation
    c. Funding Source for relocation
Organization providing the relocation assistance, along with the contact person's name and phone number

*The ETA-9143 form can be found at **https://www.dol.gov/agencies/eta/youth/youthbuild/** under the Forms section.

Attachment E: Chart of Past Performance Template (Suggested) with Example

Note: Category B applicants must provide data from a previous project completed within the last three years as of the closing date of this Announcement that is similar in size, scope, and relevance to the YouthBuild program.

Please note, DOL will only provide verification for its grantees' past grant performance as based on the grantee's Employer Identification Number (EIN). DOL cannot verify past performance

data for subgrantees on prior DOL grants. Subgrantees on prior DOL grants must request verification directly from the direct grant recipient.

Name of Previous Grantor Organization:
Grantor Contact - Name, Title, Signature (if non-ETA grant), E-mail Address, and Telephone Number:
Funding Amount:
Project Title and Grant Number:
Project Period of Performance:
Number of Participants Enrolled:
Population Served:
Brief Description of Grant Project and Population Served:

Performance Goals

Performance Indicator	Goal	Outcome	Outcome /Goal (Fraction)	Rate of Goal Achievement (Percentage)
Employment/education placement	*60*	*58*	*58/60*	*97%*
Credential/degree attainment	*100*	*105*	*105/100*	*105%*
Retention in education or employment	100	80	100/80	80%

Spending Rate Analysis

Grant Funds Received:	Grant Funds Spent by end of the Original Period of Performance:	Total Spent / Total Grant Funds	Percentage Rate of Spending:
Example: $1,000,000	*$800,000*	*$800,000/ $1,000,000*	*80%*

Grantor Signature: **Date:**

Attachment F: Proposed WIOA Performance Outcomes Sample Chart

Proposed WIOA Performance Outcome	Goal	*Example*

Enrollment	*100*
Placement into Employment or Education in the 2nd Quarter after Exit	*75 participants, 75% (75/100)*
Placement into Employment or Education in the 4th Quarter after Exit	*60 participants, 60% (60/100)*
Median Earnings	*$4,200.00*
Credential Attainment	*80 participants, 80% (80/100)*
Measurable Skill Gains	*65 participants, 65% (65/100)*
Effectiveness in Serving Employers	*50 participants, 67% (50/75)*

Attachment G: Suggested Abstract Format

Applicant may tailor this template as needed to fit the proposed application.

Applicant Name:
Project Title:
Project Summary:
Funding Level Requested:
Intended use of funds (short paragraph):
Deliverables/Outcomes:
Cost Sharing or Matching Funds Amount (25% of funding level requested, as required):
Total Number of Participants to be Enrolled:

Applicant Category (check only one): Category A (Previously Funded): _____ Category B (New): _____
Most Recent Grant Number from any FY 2016 (FOA-ETA-16-10), 2017 (FOA-ETA-17-03), or 2018 (FOA-ETA-18-04) Grant Cycles *for Category A (previously-funded) Applicant*:
Construction Plus occupational field(s), if applicable:
Application is being submitted as (check all that apply): Urban:_____ Rural :_____ Tribal _____
Description of the Area to Be Served:
Target Community Service Area, Identified by Zip Code(s):
Applicant is a government entity in a territory that is eligible for the matching waiver and intends to waive match, as described in Section III.B. Matching: YES_____ NO _____
Any experience with Section 3 of the Housing and Urban Development Act of 1968 (12 U.S. C. 1701u):
Subrecipient Activities (if applicable):

Brief Summary of the Proposed Project, including but not limited to, the Scope of the Project and Proposed Outcomes:

If the applicant is proposing Priority Consideration - Sustainable Solutions, name the training in sustainable and green techniques: