

U.S. DEPARTMENT OF LABOR
Employment and Training Administration

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

***LINKING TO EMPLOYMENT ACTIVITIES PRE-RELEASE THROUGH SPECIALIZED
AMERICAN JOB CENTERS (AJCS) – (“LEAP-2”)***

ANNOUNCEMENT TYPE: *Initial*

FUNDING OPPORTUNITY NUMBER: *FOA-ETA-16-03*

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NUMBER: *17.270*

KEY DATES: *The closing date for receipt of applications under this Announcement is February 26, 2016. We must receive applications no later than 4:00:00 p.m. Eastern Time.*

ADDRESSES: *Address mailed applications to:*

***The U.S. Department of Labor
Employment and Training Administration, Office of Grants Management
Attention: Eric Luetkenhaus, Grant Officer
Reference FOA-ETA-16-03
200 Constitution Avenue, NW, Room N4716
Washington, DC 20210***

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

EXECUTIVE SUMMARY:

The Employment and Training Administration (ETA), U.S. Department of Labor (DOL, or the Department, or we), announces the availability of approximately \$5,000,000 in grant funds authorized by Section 169 of the Workforce Innovation and Opportunity Act (WIOA) and Section 212 of the Second Chance Act of 2007 for a second round of Linking to Employment Activities Pre-release through Specialized American Job Centers (AJCs), or “LEAP-2,” grants.

While state and federal prisons release more than 650,000 people each year¹, over 9 million people are released from the nation's more than 3,000 county jails², many of whom possess few job skills and little prospect for employment. These jails are located in almost every community in the nation and often in close proximity to local employment services offered by the more than 2,500 AJCs throughout the country. These jails and AJCs typically operate in the same communities and under the same local government structure.

This Funding Opportunity Announcement (FOA) provides the opportunity for Local Workforce Development Boards (LWDBs) to develop and operate specialized AJCs (the requirements for these specialized AJCs will be explained throughout this Announcement) inside county, municipal, or regional jails and correctional facilities. These AJCs will provide a range of services to assist soon-to-be-released local inmates to prepare for employment to increase their opportunities for successful reentry into their home communities. These pilot grants seek to strengthen communities by better integrating services already available in the community; this is the second round of LEAP grants. This program will build partnerships between local correctional systems and the local workforce systems by linking transitioning offenders with a range of community-based workforce services that lead to successful employment. LEAP-2 grant funds will support the development and implementation of these specialized AJCs, which must be linked directly to existing full service community-based AJCs, enabling local inmates to prepare for employment prior to release and to continue with services in the community once released.

Providing incarcerated offenders with a range of workforce services while they transition out of local correctional facilities better prepares them to re-enter the workforce and improves their opportunities for finding suitable employment immediately upon release, or even before release. By providing a range of community-based workforce services that lead to successful employment, soon to be released local inmates will develop basic skills, prepare for employment, and increase labor force participation, which will increase successful reentry outcomes in their home communities.

ETA plans to award approximately 10 grants of up to \$500,000 each to LWDBs. These grants will have a 24-month period of performance; future funding opportunities may take into account grantee performance on this grant. ETA is focused on sustainability and seeks to fund jail-based specialized AJCs that will be sustained beyond the life of the grant.

¹ Allen Beck, Jail Reentry Roundtable presentation, Bureau of Justice Statistics, U.S. Department of Justice, June 2006, available at www.urban.org/projects/reentry-roundtable/upload/beck.PPT

² Amy L. Solomon, et al., *Life After Lockup: Improving Reentry from Jail to the Community* (Washington: Urban Institute, May 2008), available at www.ncjrs.gov/pdffiles1/bja/220095.pdf.

I. FUNDING OPPORTUNITY DESCRIPTION

A. PROGRAM PURPOSE

This announcement solicits applications for LEAP-2. The purpose of this pilot program is to provide incarcerated individuals with workforce services prior to release and link them to a continuum of services offered through their community-based AJCs post-release. These grants are job-driven and build connections to local employers that will enable transitioning offenders to secure employment.

The jail-based specialized AJCs will enable transitioning offenders to prepare for employment prior to release and continue with Individual Employment Plans (as described in Section IV) in the community once released. The aim of these centers is to improve the workforce outcomes for transitioning offenders. These jail-based specialized AJCs will build upon the successful and effective strategies that currently exist in similar correctional facility-based one-stop centers across the country.

The jail-based specialized AJCs align with the President's job-driven vision by ensuring that transitioning offenders are prepared to meet the needs of their local labor markets and have the skills valued by employers. The jail-based specialized AJCs provide an integrated approach that will allow the public workforce system and correctional systems to leverage resources and services to improve employability for this population. Teaching transitioning offenders foundational skills such as job readiness, employability, and job search strategies, in addition to providing other related interventions, can provide access to employment and reduce the likelihood of reoffending. The employer connections that the jail-based specialized AJCs will build will inform program curricula and ensure relevance to the needs of local businesses and jobs.

In addition to linking the jail-based and community-based AJCs, the LWDBs must partner with their county, municipal, or regional correctional facilities as well as their county or municipal governments. Additional, non-required, program partners may include non-profit supportive services providers, such as philanthropic, community-based, and faith-based organizations, and other local government agencies that provide relevant services and resources. Strong support from community collaborators can lead to greater program sustainability and support better participant outcomes.

B. PROGRAM AUTHORITY

This program is authorized by Section 169 of the Workforce Innovation and Opportunity Act and Section 212 of the Second Chance Act of 2007.

II. AWARD INFORMATION

A. AWARD TYPE AND AMOUNT

Funding will be provided in the form of a grant.

We expect availability of approximately \$5,000,000 to fund approximately 10 grants. Applicants may apply for a ceiling amount of up to \$500,000. Awards made under this Announcement are subject to the availability of Federal funds. In the event that additional funds become available, we reserve the right to use such funds to select additional grantees from applications submitted in response to this Announcement. These grants will have a 24-month period of performance; future funding opportunities may take into account grantee performance on this grant.

B. PERIOD OF PERFORMANCE

The period of performance is 24 months with an anticipated start date of June, 2016. This performance period includes all necessary implementation and start-up activities.

The period of performance must include the following:

- A planning period of up to 9 months; and
- An implementation phase, which includes the delivery of all required services (as identified in Section IV.B.3.b.(2)), lasting the remaining at least 15 months.

To ensure grantees are prepared to begin program operations, the following milestones must be achieved during the planning period:

- Finalize all necessary arrangements to secure program operation space in partnership with the correctional facility and enable access by all key program personnel;
- Hire or assign core program staff, including the Project Director/Manager, Fiscal Director/Manager, and other key positions;
- Establish a management committee with representatives from all required partners (identified in Section III.A.) and the community-based AJC(s) and hold regular planning meetings to ensure successful delivery of services;
- Finalize and confirm plans for integrated service delivery, including securing assessment tools and curricula; and
- Initiate recruitment and outreach efforts for the enrollment of participants.

The Department will monitor the completion of these milestones during the grant's planning phase. The Department may subject grantees who do not meet these milestones to corrective action.

III. ELIGIBILITY INFORMATION

A. ELIGIBLE APPLICANTS

Eligible applicants are Local Workforce Development Boards (LWDBs).

LWDBs must apply in partnership with their county or municipal governments and their county, municipal, or regional correctional facilities (this excludes any state or Federal correctional facilities that may be located in the local commuting area) and provide evidence of this partnership in their application. In states where the State Workforce Development Board (SWDB) carries out the functions of the LWDB pursuant to a DOL-approved waiver, or in states designated as a single-state local area, as established under Section 107 of WIOA, the SWDB is an eligible applicant. In states that operate unified correctional systems where there are no county, municipal, or regional correctional facilities but instead all correctional institutions fall under the jurisdiction of the State, LWDBs may partner with the state-run correctional facility in the local commuting area. Applicants may include current or former Department grantees; new applicants that have not previously received a Department discretionary award are also encouraged to apply.

Funds for these grants are to be used as start-up money to establish jail-based AJCs or to expand existing career centers within the jail that provide reentry services. Organizations that received funding under LEAP FOA-ETA-15-03 are only eligible to receive funding under this Announcement if they propose new and separate projects that will not serve participants at any of the same correctional facility locations as those projects funded under LEAP FOA-ETA-15-03. This restriction would not prohibit an applicant that received an award under LEAP FOA-ETA-15-03 from partnering with the same correctional system for the purposes of this funding opportunity announcement if the applicant proposes to serve individuals at a different physical location within the same correctional system.

B. COST SHARING OR MATCHING

This program does not require cost sharing or matching funds. Including such funds is not one of the application screening criteria and applications that include any form of cost sharing or match will not receive additional consideration during the review process. Instead, the agency considers any resources contributed to the project beyond the funds provided by the agency as leveraged resources. Section IV.B.2 provides more information on leveraged resources.

C. OTHER INFORMATION

1. Application Screening Criteria

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

Application Requirement	Instructions	Complete?
The deadline submission requirements are met	Section IV.C	

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

2. Number of Applications Applicants May Submit

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

3. Eligible Participants

a) Participants Eligible to Receive Training

To participate in a funded project under these grants, an individual must:

- have been convicted as an adult and imprisoned under municipal, county, Federal, or state law;
- have not been convicted of a sexual offense other than prostitution;
- be a sentenced offender confined in the municipal, county, or regional correctional facility for adults in which the jail-based specialized AJC operates on the date of the participant's enrollment in the program; and
- have a release date scheduled within 180 days of the individual's enrollment in the program.

b) Veterans' Priority for Participants

38 U.S.C. 4215 requires grantees to provide priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job training program directly funded, in whole or in part, by DOL. The regulations implementing this priority of

service are at 20 CFR Part 1010. In circumstances where a grant recipient must choose between two qualified candidates for a service, one of whom is a veteran or eligible spouse, the veterans' priority of service provisions require that the grant recipient give the veteran or eligible spouse priority of service by first providing him or her that service. To obtain priority of service, a veteran or spouse must meet the program's eligibility requirements. Grantees must comply with DOL guidance on veterans' priority. ETA's Training and Employment Guidance Letter (TEGL) No. 10-09 (issued November 10, 2009) provides guidance on implementing priority of service for veterans and eligible spouses in all qualified job training programs funded in whole or in part by DOL. TEGL No. 10-09 is available at http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2816.

IV. APPLICATION AND SUBMISSION INFORMATION

A. HOW TO OBTAIN AN APPLICATION PACKAGE

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

B. CONTENT AND FORM OF APPLICATION SUBMISSION

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

- (1) the SF-424 "Application for Federal Assistance;"
- (2) Project Budget;
- (3) Project Narrative; and
- (4) attachments to the Project Narrative.

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

(1) SF-424, "Application for Federal Assistance"

- You must complete the SF-424, "Application for Federal Assistance" (available at http://apply07.grants.gov/apply/forms/sample/SF424_2_1-V2.1.pdf).
- In the address field, fill out the nine-digit (plus hyphen) zip code. Nine-digit zip codes can be looked up on the USPS website at <https://tools.usps.com/go/ZipLookupAction!input.action>.
- The SF-424 must clearly identify the applicant and must be signed by an individual with authority to enter into a grant agreement. Upon confirmation of an award, the individual signing the SF-424 on behalf of the applicant is considered the Authorized Representative of the applicant. As stated in block 21 of the SF-424 form, the signature of the Authorized

Representative on the SF-424 certifies that the organization is in compliance with the Assurances and Certifications form SF-424B (available at <http://apply07.grants.gov/apply/forms/sample/SF424B-V1.1.pdf>). You do not need to submit the SF-424B with the application.

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

As a condition to the award of financial assistance from the Department of Labor under Title I WIOA³, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the WIOA, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I—financially assisted program or activity; Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities; The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs. The grant applicant also assures that it will comply with 29 CFR part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIOA Title I-financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIOA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

- **Requirement for DUNS Number**

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

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

³ The Workforce Innovation and Opportunity Act ("WIOA", Public Law 113-128) was signed into law on July 22, 2014. Most provisions of WIOA became effective July 1, 2015. Grants awarded under this FOA are authorized by the WIOA, and the terms of the WIOA will apply to these grants for the life of the grants. Please note that in addition to the provisions of WIOA, grantees will also be subject to WIOA's implementing regulations when they are finalized and promulgated.

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

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

- **Requirement for Registration with SAM**

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

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

(2) Project Budget

You must complete the SF-424A Budget Information Form (available at: <http://apply07.grants.gov/apply/forms/sample/SF424A-V1.0.pdf>). In preparing the Budget Information Form, you must provide a concise narrative explanation to support the budget request, explained in detail below.

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

Use the following guidance for preparing the budget narrative:

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

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

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

Equipment: Identify each item of equipment you expect to purchase which has an estimated acquisition cost of \$5,000 or more per unit (or if your capitalization level is less than \$5,000, use your capitalization level) and a useful lifetime of more than one year (see 2 CFR 200.33 for the definition of Equipment). List the quantity and unit cost per item. Items with a unit cost of less than \$5,000 are supplies, not “equipment”. In general, we do not permit the purchase of equipment during the last funded year of the grant.

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

Contractual: Identify each proposed contract and specify its purpose and estimated cost. If applicable, identify any subrecipient agreements, including purpose and estimated costs. See Section VI.B.2.f. for more information on the distinction between contractor and subrecipient.

Construction: Construction costs are not allowed and this line must be left as zero. Minor alterations to adjust an existing space for grant activities (such as a classroom alteration) may be allowable. We do not consider this as construction and you must show the costs on other appropriate lines such as Contractual.

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

Indirect Costs: If you include indirect costs in the budget, then include either

- a) the approved indirect cost rate with a copy of the Negotiated Indirect Cost Rate Agreement (NICRA), a description of the base used to calculate indirect costs along with the amount of the base, and the total indirect costs requested,

or

b) if you meet the requirements to use the 10% de minimis rate as described in 2 CFR 200.414(f), then include a description of the modified total direct costs base (see 2 CFR 200.68 for definition) used in the calculation along with the amount of the base, and the total indirect costs requested based on the 10% de minimis rate. See Section IV.B.4. and Section IV.E.1. for more information. Additionally, the following link contains information regarding the negotiation of Indirect Cost Rates at DOL:
<http://www.dol.gov/oasam/boc/dcd/index.htm>.

Note that the SF-424, SF-424A, and budget narrative must include the entire Federal grant amount requested (not just one year). [If cost sharing or match is required, include the following sentence.] 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

Preparing the Project Narrative

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

The Project Narrative is limited to 20 double-spaced single-sided 8.5 x 11 inch pages with Times New Roman 12 point text font and 1 inch margins. You must number the Project Narrative beginning with page number 1.

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

The following instructions provide all of the information needed to complete the Project Narrative. Carefully read and consider each section, and include all

required information in your Project Narrative. The agency will evaluate the Project Narrative using the evaluation criteria identified in Section V.A. You must use the same section headers identified below for each section of the Project Narrative:

(a) Expected Outcomes

The applicant must clearly identify how the outcomes that result from the project will be tracked and reported. Outcomes are the measurable results of the project. They are the positive benefits, negative changes, or measurable characteristics that occur as a result of project activities or outputs.

Jail-based specialized AJCs will provide direct services to participants; upon release, they will directly connect participants to community-based AJCs and other supportive service providers.

- Applicants must describe the system to track and report interim measures for participants pre-release.
- Applicants must identify the strategies they will use to ensure post-release services and the tracking and reporting of participant employment and recidivism outcomes, including all applicable WIOA common measures.
- Applicants must design and describe a system that will allow them to track and report outcomes for their participants post-release through the community-based AJC. If applicants intend to co-enroll participants in WIOA, they must describe how the WIOA reporting systems will be utilized.
- Applicants must articulate a strategy to track participants who have been released to other workforce areas in the state or nation.
- Applicants must describe how they will register program participants in the state's labor exchange system.

Each jail-based specialized AJC will report on the applicable WIOA common measures for all enrolled participants. Upon release, participants who transition into a community-based AJC will remain "active" under the state's workforce system and will follow the same rules for exit and reporting as all other AJC customers. Participants who do not report for additional services at their community-based AJC will be exited after 90 days as required under the common measures.

The jail-based specialized AJCs will measure seven additional interim and longer-term performance outcomes and outputs, three pre-release and four post-release. Applicants must identify the number of transitioning offenders that they plan to serve (projected enrollment). Specific performance goals and targets have been set based on national goals identified by the Department. In addition to performance goals, we have also identified some post-program targets that will help the Department to identify the long-term impacts of this initiative. These goals and targets are benchmarks for grantees to strive toward; the Department may adjust them as it receives additional data.

Pre-release, jail-based specialized AJCs will measure:

- Enrollment Rate – the number of participants enrolled in the program compared to the target number of participants identified in the grant application (the goal for this measure is 100%);
- Participation Rate – the rate of continued participation in the program defined as the percentage of enrolled participants who received at least one service (excluding supportive services) each month pre-release (the goal for this measure is 90%); and
- Work-Readiness Indicator – the percentage of participants who are deemed work-ready or demonstrate an increase in work-readiness after receiving pre-release services. To assess increases in work-readiness, grantees must administer work readiness pre- and post-tests (at the times of enrollment and exit, respectively), which may include a risk assessment of criminogenic needs (see Section VIII.E.) (the goal for this measure is 80%).

Post-release, jail-based specialized AJCs will measure:

- Post-Release Enrollment Rate – the percentage of participants who report for and are enrolled into comprehensive career services post-release (the goal for this measure is 80%);
- Placement Rate – the percentage of participants who are placed in one or more of the following in the first quarter after release: Registered Apprenticeships, unsubsidized employment, post-secondary education, or occupational skills training (the target for this measure is 60%);
- Retention Rate – the percentage of participants who were placed into employment or education/training post-release and remain in employment or educational placements in the third quarter after release (the target for this measure is 70%); and
- Recidivism Rate – the percentage of participants who reoffend or are re-incarcerated within one year of program exit (the target for this measure is 22% or below).

(b) Project Design

The applicant must propose methods and a distinct approach that it will use to address the stated outcomes. The applicant must also outline a plan of action that describes in detail the scope of how the proposed work will be accomplished and include a timeline for completion of work.

The applicant must account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state the reason for taking the proposed approach. The applicant must identify any potential barriers and describe how the project will be able to overcome those barriers.

(1) Implementation

- The applicant must identify a plan for ensuring that all required and additional, non-required partners have access to the facility as needed, including a schedule for proposed partner activities;
- The applicant must develop and describe a plan that includes the process and any regulations regarding the hiring of staff and the procurement of goods and services and how it will overcome hiring and/or procurement barriers;
- The applicant must identify and describe the staffing plan for all core program staff positions, including the Project Director/Manager, Fiscal Director/Manager, and other key positions. For all positions for which potential staff members have already been identified, the applicant must describe their qualifications. For all positions for which potential staff members have not been identified, the applicant must describe the required qualifications that will be used for hiring purposes;
- The applicant must describe how participants will be identified and selected for participation, including the waiting list process; and
- The applicant must identify the timeline, as an attachment to the Project Narrative, which includes all key activities within the implementation phase, as identified in Section II.B., including the timeframe for beginning program services.

(2) Operations

- The applicant must identify and explain the employment and career services components it will offer and its strategies for implementation, including how participants' evaluations will be used to identify Individual Employment Plans (IEPs);
- The applicant must identify how IEPs with specific reentry plans will be developed for each program participant. The applicant must describe how they will use local labor market information (LMI) to inform IEP development. The applicant must identify how the IEP links to employment and post-release and follow-up services through a community-based AJC to ensure a continuum of services. The applicant must identify how assessments, including an assessment of each individual's risk of reoffending and his/her level of job readiness, will be incorporated into the IEP;
- The applicant must describe how it will coordinate with corrections, workforce, and reentry professionals, other service providers, and employers to ensure that interventions and employment services are provided in a way that supports recidivism-reduction and employment goals;
- The applicant must describe:
 - How post-release and follow-up planning activities will be delivered;
 - A plan for directly linking participants to external service providers before they exit the correctional facility, including a description of the "hand-off" with participants that will occur between the jail-based specialized AJC staff members and community-based AJC staff

- members to ensure a smooth transition – it is the Department’s expectation that all participants will receive a “hand-off” to their community-based AJCs, even if they have already secured employment, for follow-up and supportive services;
 - A plan for ensuring post-release employment or income support to enable participants to fully participate in post-release services; and
 - How and where required services will be provided to participants post-release within and outside of the surrounding community;
- The applicant must provide, as an attachment to the Project Narrative, a sample schedule of activities for a month of jail-based specialized AJC operations. These activities must include all required career services for participants, including but not limited to:
 - comprehensive case management,
 - needs assessment,
 - career planning,
 - job-seeking services,
 - and assistance with IEPs (additional information regarding “career” services as defined in WIOA can be found in Section 134(c)(2)).

The sample schedule must take into account the inmates’ opportunities for movement throughout the facility and ensure that all program participants have adequate opportunities to access the jail-based specialized AJC; the applicant must identify the curriculum that will be utilized for employability skills and job readiness development activities and provide a sample month of activities.

(3) Partnerships

In addition to the required partnerships described in Section III.A., applicants are encouraged to form partnerships with service providers in their local communities. Additional partners may include public or nonprofit career and supportive services providers, including philanthropic and community- and faith-based organizations. These partners may provide required program services such as: case management and wrap-around supportive services; pre-release planning; educational assessments; healthcare, mental healthcare, and substance abuse treatment; job readiness activities; employment connections; and post-release supervision planning.

The applicant must:

- Describe how partners will be utilized to support program operations and ensure that all required services are available to all program participants;
- Identify how the program partners will work together to ensure that each of the interim and longer-term performance outcomes (as identified in the Expected Outcomes section) will be met, including the pre-release measures (enrollment rate, participation rate, and work readiness indicator) and the post-release measures (post-release enrollment rate, placement rate, retention rate, and recidivism rate);
- Describe how communication will be coordinated with and among the partners;

- Identify each required partner (described in Section III.A.) and any additional partners that will be used to support program operations and describe their roles and responsibilities, including the extent to which they will contribute tangible resources that support program implementation and goals (a MOU or Letter of Commitment that clearly identifies the roles and responsibilities and the resources to be committed must be included for each required and additional partner);
- Describe the strategy for how partners will communicate to achieve pre-release and post-release performance outcomes;
- Describe how local employers/industry partners will be engaged to ensure that services to participants are in line with employer needs and will lead to future employment; and
- Provide written commitment from the correctional facility that includes the facility's operational structure, a strategy for Internet access and space use within the facility, a schedule of facility activities that might affect jail-based specialized AJC operations, and any requirements for the program staff to access the correctional facility.

(4) Continuum of Services Post-Release

The applicant must include a plan to continue services post-release through the community-based AJCs and to secure lasting partnerships with local service providers and employers. The applicant must describe how it will achieve buy-in from local employers and industry associations that are all committed to increasing employment opportunities for jail-based specialized AJC participants post-release. Applicants must include, as attachment to the Project Narrative, a sample month of activities post-release.

(c) Organizational, Administrative, and Fiscal Capacity

The applicant must provide information on the applicant organization's current mission and structure. The applicant must describe how its mission and structure contribute to the ability of the organization to conduct the program requirements and meet program expectations. Include information about any organization(s) under contract with the applicant that will have a significant role in implementing the project.

The applicant must describe the fiscal and administrative controls in place to properly manage Federal funds.

Include the organization's capability to sustain some or all project activities after Federal financial assistance has ended. The applicant must provide a comprehensive plan that demonstrates how the jail-based specialized AJC will be sustained in the correctional facility for a minimum of two years of continued operation after the grant funding period is over, including:

- How the program partnerships will be sustained beyond the life of the grant;

- How partner resources, including other Federal, State, or local funding, will be leveraged to ensure that the program has adequate funding to continue its operations once the grant period ends; and
- How services to participants will be continued after the grant's period of performance.

The applicant must describe how it will use data to determine effective strategies, activities, and partnerships.

(d) Past Performance – Programmatic Capability

Applicants will receive points based on past performance demonstrated by the achievement of their negotiated outcomes on the three WIA Adult common measures (Entered Employment Rate, Retention Rate, and Average Earnings).

Applicants must submit, as an attachment to the Project Narrative, a chart of past performance that identifies the three WIA performance goals and the actual annual performance for the past two program years for the WIA Adult finding stream. In the chart, applicants must identify the expected level of performance (targets) for each goal and the actual outcomes (results) for each goal. Applicants should format the chart as follows:

<u>WIA Authorization</u>	<u>PY 2014 Target</u>	<u>PY 2014 Result</u>	<u>PY 2013 Target</u>	<u>PY 2013 Result</u>
Entered Employment Rate				
Retention Rate				
Average Earnings				

(e) Budget and Budget Justification

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

4. Attachments to the Project Narrative

In addition to the Project Narrative, you must submit attachments. All attachments must be clearly labeled as Attachments. We will only exclude those attachments listed below from the page limit.

You must not include additional materials such as resumés or general letters of support. You must submit your application in one package because documents received separately will be tracked separately and will not be attached to the application for review.

Save all files with descriptive file names of 50 characters or less and only use standard characters in file names: A-Z, a-z, 0-9, and underscore (_). File names may not include special characters (e.g. &,-,*,%,/,#), periods (.), blank spaces

or accent marks, and must be unique (i.e., no other attachment may have the same file name). You may use an underscore (example: my_Attached_File.pdf) to separate a file name.

Required Attachments

You must include the following attachments with the application package.

a. **Abstract**

You must submit an up to two-page abstract summarizing the proposed project, including, but not limited to, the scope of the project and proposed outcomes. The proposed project must include the applicant's name, project title, a description of the area to be served, number of participants to be served, the total cost per participant, and the funding level requested. The Abstract is limited to two-page double-spaced single sided 8.5x11 inch pages with 12 point text font and 1 inch margins. Applicants must include: 1) applicant's name; 2) project title; 3) a description of the geographic area to be served, including the correctional facility in which the jail-based specialized AJC will be housed; 4) the number of participants to be served; 5) the community-based AJCs that will be involved in the project; 6) a description of the overall program model, including the scope of the project and proposed outcomes; 7) a description of required and additional partners; and 8) the requested funding level. When submitting in grants.gov, this document must be uploaded as an attachment to the application package and specifically labeled "Abstract."

Requested Attachments

We request the following attachments, but their omission will not cause us to screen out the application. Furthermore, if the omission of the attachment will impact scoring, the description of the attachment will note such an impact.

- a. **Indirect Cost Rate Agreement:** If you are requesting indirect costs based on a Negotiated Indirect Cost Rate Agreement approved by your Federal Cognizant Agency, then attach the most recently approved Agreement. (For more information, see Section IV.B.2. and Section IV.E.1.) This attachment does not impact scoring of the application.
- b. **Timeline of Start-up** (as identified in Section IV.B.3.b(1))
This attachment impacts scoring of the application.
- c. **Sample Month of Activities** (as identified in Section IV.B.3.b(2))
This attachment impacts scoring of the application.

- d. **MOUs and/or Letters of Commitment from all required and any additional partners** (as identified in Section IV.B.3.b(3))
This attachment impacts scoring of the application.
- e. **Sample Month of Activities Available Post-release** (as identified in Section IV.B.3.b(4))
This attachment impacts scoring of the application.
- f. **Chart of Past Performance** (as identified in Section IV.B.3.d)
This attachment impacts scoring of the application.

C. SUBMISSION DATE, TIMES, PROCESS AND ADDRESSES

We will accept applications under this Announcement until **February 26, 2016**. You must submit your application either electronically on <http://www.grants.gov> or in hard copy by mail or in hard copy by hand delivery (*including overnight delivery*) **no later than 4:00:00 p.m. Eastern Time on the closing date.**

Applicants are encouraged to submit their application before the closing date to ensure that the risk of late receipt of the application is minimized. We will not accept applications sent by e-mail, telegram, or facsimile (FAX).

Applicants submitting applications in hard copy by mail or overnight delivery must submit a “copy-ready” version free of bindings, staples or protruding tabs to ease in the reproduction of the application by DOL. Applicants submitting applications in hard copy must also include in the hard copy submission an identical electronic copy of the application on compact disc (CD). If we identify discrepancies between the hard copy submission and CD copy, we will consider the application on the CD as the official submission for evaluation purposes. Failure to provide identical applications in hardcopy and CD format may have an impact on the overall evaluation.

If an application is physically submitted by both hard copy and through <http://www.grants.gov>, a letter must accompany the hard-copy application stating which application to review. If no letter accompanies the hard copy, we will review the copy submitted through <http://www.grants.gov>.

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

Address mailed applications to the

U.S. Department of Labor
Employment and Training Administration
Office of Grants Management
Attention: Eric Luetkenhaus, Grant Officer
Reference FOA-ETA-16-03
200 Constitution Avenue, NW, Room N4716
Washington, DC 20210

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

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

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

- We strongly recommend that before you begin to write the application, you immediately initiate and complete the “Get Registered” registration steps at <http://www.grants.gov/web/grants/register.html> .

You should read through the registration process carefully before registering. These steps may take as much as **four weeks** to complete, and this time should be factored into plans for timely electronic submission in order to avoid unexpected delays that could result in the rejection of an application. The site also contains the Step-By-Step Guide to Organization Registration to help applicants walk through the process.

- We strongly recommend that you download the Guide at <http://www.grants.gov/documents/19/18243/GrantsgovOrganizationRegistrationGuide.pdf/be70525d-59aa-45ee-b196-5e8951faca0a> and prepare the information requested before beginning the registration process. Reviewing and assembling required information before beginning the registration process will alleviate last minute searches for required information and save time.

As described earlier in Section IV.B.1., you must have a **DUNS Number** and you must **register with SAM.gov** before submitting an application.

The next step in the registration process is creating a username and password with Grants.gov to become an Authorized Organizational Representative (AOR). AORs will need to know the DUNS Number of the organization for which they will be submitting applications to complete this process.

- To read more detailed instructions for creating a profile on Grants.gov visit: <http://www.grants.gov/web/grants/applicants/organization-registration/step-3-username-password.html>

After creating a profile on Grants.gov, the E-Biz point of Contact (E-Biz POC) - a representative from your organization who is the contact listed for SAM – will receive an email to grant the AOR permission to submit applications on behalf of their organization.

The E-Biz POC will then log in to Grants.gov and approve an individual as the AOR, thereby giving him or her permission to submit applications.

To learn more about AOR Authorization visit:

<http://www.grants.gov/web/grants/applicants/organization-registration/step-4-aor-authorization.html> ,

or to track AOR status visit:

<http://www.grants.gov/web/grants/applicants/organization-registration/step-5-track-aor-status.html>

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

When a registered applicant submits an application with Grants.gov, an electronic time stamp is generated within the system when the application is successfully received by Grants.gov. Within two business days of application submission, Grants.gov will send the applicant two email messages to provide the status of the application's progress through the system.

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

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

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

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

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

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

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

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

The Grants.gov Contact Center is open 24 hours a day, seven days a week. However, it is closed on Federal holidays.

Late Applications

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

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

D. INTERGOVERNMENTAL REVIEW

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

E. FUNDING RESTRICTIONS

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

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

1. Indirect Costs

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

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

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

2. Administrative Costs

Under this FOA, an entity that receives a grant to carry out a project or program may not use more than **10** percent of the amount of the grant to pay administrative costs associated with the program or project. Administrative costs are for the performance of administrative functions in carrying out activities under Title I of WIOA that are not related to the direct provision of workforce investment services (including services to participants and employers). Such costs include both personnel and non-personnel costs and both direct and indirect costs. Administrative costs do not need to be identified separately from program costs on the SF-424A Budget Information Form. However, they must be tracked through the recipient's accounting system. To claim any administrative costs that are also indirect costs, the applicant must obtain an Indirect Cost Rate Agreement

from its Federal Cognizant Agency or be eligible to use the 10 percent de minimis rate, as specified above.

3. Salary and Bonus Limitations

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

http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2262.

4. Intellectual Property Rights

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

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

<http://creativecommons.org/licenses/by/4.0>. Instructions for marking your work with CC BY can be found at

http://wiki.creativecommons.org/Marking_your_work_with_a_CC_license.

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

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

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

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

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

“This workforce product was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it.”

5. Use of Grant Funds for Participant Wages

Organizations that receive grants through this FOA may not use grant funds to pay wages or stipends to participants.

F. OTHER SUBMISSION REQUIREMENTS

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

V. APPLICATION REVIEW INFORMATION

A. CRITERIA

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

Criterion	Points (maximum)
1. Expected Outcomes (See Section IV.B.3.a. Expected Outcomes)	5
2. Project Design (See Section IV.B.3.b. Project Design)	53
3. Organizational, Administrative, and Fiscal Capacity (See Section IV.B.3.c. Organizational, Administrative, and Fiscal Capacity)	25
4. Past Performance – Programmatic Capability (See Section IV.B.3.d. Past Performance – Programmatic Capability)	12
5. Budget and Budget Justification (See Section IV.B.2. Project Budget)	5
TOTAL	100

1. Expected Outcomes (up to 5 points)

The extent to which the applicant’s strategies for tracking and reporting outcomes and outputs are comprehensive, realistic, clear, and consistent in the following areas:

- The system to track and report interim measures for participants pre-release;
- The strategies they will use to ensure post-release services and the tracking and reporting of participant employment and recidivism outcomes, including all applicable WIOA common measures;
- A full description of a system that will allow them to track and report outcomes for their participants post-release through the community-based AJC. If applicants intend to co-enroll participants in WIOA, they must describe how the WIOA reporting systems will be utilized;
- A strategy to track participants who have been released to other workforce areas in the state or nation; and

- A full description of how they will register program participants in the state's labor exchange system.

2. Project Design (up to 53 points)

The extent to which the application reflects a coherent and feasible approach for successfully addressing the identified outcomes and includes reasonable timelines for completion of work. (up to 5 points)

The strength of the justification for the approach, including addressing any factors that might accelerate or decelerate the required work. The degree to which the project takes into account barriers that may impact the project's success. (up to 5 points)

a) Implementation (up to 10 points)

The strength and comprehensiveness of the following plans (up to 8 points):

- The plan for partner providers to have access to the facility;
- The plan for the hiring of staff and procurement of goods and services;
- The staffing plan for all core program positions, including the strength of the qualifications of the identified staff members and/or the strength of the required qualifications for potential staff members that will reasonably lead to successful program operation; and
- The plan for identifying and selecting participants.

The extent to which the timeline for the key activities in the implementation phase will reasonably lead to successful program implementation. (up to 2 points)

b) Operations (up to 15 points)

- The comprehensiveness and effectiveness of the employment and career services components and the implementation strategies.
- The effectiveness of the applicant's plan to use job readiness assessments, local LMI, and IEPs to assist participants to successfully reenter the community and link to employment and appropriate post-release and follow-up services.
- The effectiveness of the strategies to coordinate corrections, workforce, and reentry professionals and other service providers to support recidivism-reduction and employment goals.
- The strength of the plan for connecting participants to the post-release services identified in Section IV.
- The extent to which the sample month of activities is comprehensive and demonstrates that all participants will have appropriate access to all required services. The extent to which the identified curriculum is

appropriate to the employability and job readiness development needs of transitioning offenders.

c) Partnerships (up to 13 points)

The extent to which the applicant demonstrates a comprehensive, realistic, clear, and consistent approach to partnerships in the following areas:

- How partners will be utilized to support program operations and ensure that all required services are available to all program participants;
- How the program partners will work together to ensure that each of the interim and longer-term performance outcomes (as identified in the Expected Outcomes section) will be met, including the pre-release measures (enrollment rate, participation rate, and work readiness indicator) and the post-release measures (post-release enrollment rate, placement rate, retention rate, and recidivism rate);
- How communication will be coordinated with and among the partners;
- Identification of each required partner (described in Section III.A.) and any additional partners that will be used to support program operations and describe their roles and responsibilities, including the extent to which they will contribute tangible resources that support program implementation and goals (a MOU or Letter of Commitment that clearly identifies the roles and responsibilities and the resources to be committed must be included for each required and additional partner);
- The strategy for how partners will communicate to achieve pre-release and post-release performance outcomes;
- How local employers/industry partners will be engaged to ensure that services to participants are in line with employer needs and will lead to future employment; and
- A written commitment from the correctional facility that includes the facility's operational structure, a strategy for Internet access and space use within the facility, a schedule of facility activities that might affect jail-based specialized AJC operations, and any requirements for the program staff to access the correctional facility.

NOTE: If any of the MOUs or Letters of Commitment are missing for the required partners (the applicant's county or municipal government and their county, municipal, or regional correctional facility) or additional partners identified in the applicant's narrative, the applicant will receive 0 points for this sub-criterion.

d) Continuum of Services Post-Release (up to 5 points)

The strength of the plan to continue services to participants post-release and to secure lasting partnerships with local service providers and employers. The strength of the strategies for achieving buy-in from local employers and industry associations in order to increase employment opportunities for jail-based specialized AJC participants post-release. The extent to which the sample month

of post-release activities is comprehensive and demonstrates that all participants will have appropriate access to necessary workforce and supportive services.

3. Organizational, Administrative, and Fiscal Capacity (up to 25 points)

The extent to which the organization has the capacity to carry out the proposed project, including the appropriate mission and structure to fulfill the needs and requirements of the proposed project. (up to 5 points)

The strength of the fiscal and administrative controls to properly manage Federal funds. (up to 5 points)

The capability of the organization to sustain project activities and successful strategies after Federal financial assistance ends, including how program partnerships will be sustained and how services to participants will be continued, as described in Section IV.B.3.c. The degree to which leveraged resources will be utilized to sustain program operations. (Up to 10 points)

The strength of the approach for utilizing data to determine effective strategies, activities, and partnerships. (up to 5 points)

4. Past Performance – Programmatic Capability (up to 12 points)

For the six goals and outcomes requested (three for each program year), ETA will assign two points for each goal that was met or exceeded.

- Applicants that met or exceeded all six goals will receive 12 points.
- Applicants that met or exceeded five of the six goals will receive 10 points.
- Applicants that met or exceeded four of the six goals will receive 8 points.
- Applicants that met or exceeded three of the six goals will receive 6 points.
- Applicants that met or exceeded two of the six goals will receive 4 points.
- Applicants that met or exceeded one of the six goals will receive 2 points.
- Applicants that did not meet or exceed any of the six goals will receive 0 points.

5. Budget and Budget Justification (up to 5 points)

The extent to which the budget is reasonable based on the activities outlined in the project narrative.

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

B. REVIEW AND SELECTION PROCESS

1. Merit Review and Selection Process

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

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

2. Risk Review Process

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

Criteria to be evaluated include:

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

VI. AWARD ADMINISTRATION INFORMATION

A. AWARD NOTICES

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

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

B. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

1. Administrative Program Requirements

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

- a. Non-Profit Organizations, Educational Institutions, For-profit entities and State, Local and Indian Tribal Governments – 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) and 2 CFR 2900 (DOL's Supplement to 2 CFR Part 200)
- b. All recipients must comply with the applicable provisions of the Workforce Innovation and Opportunity Act (WIOA), Public Law No. 113-328, 128 Stat. 1425 (codified as amended at 29 U.S.C. 3101 et seq.)⁴. Note that section 186(a) of WIOA allows unsuccessful applicants to file administrative appeals.
- c. All entities must comply with 29 CFR Part 93 (New Restrictions on Lobbying), 29 CFR Part 94 (Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)), 29 CFR Part 98 (Governmentwide Debarment and Suspension, and drug-free workplace requirements), and, where applicable, 2 CFR Part 200 (Audit Requirements).
- d. 29 CFR Part 2, subpart D—Equal Treatment in Department of Labor Programs for Religious Organizations; Protection of Religious Liberty of Department of Labor Social Service Providers and Beneficiaries.
- e. 29 CFR Part 31—Nondiscrimination in Federally Assisted Programs of the Department of Labor—Effectuation of Title VI of the Civil Rights Act of 1964.

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

- f. 29 CFR Part 32—Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance.
- g. 29 CFR Part 35— Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance from the Department of Labor.
- h. 29 CFR Part 36—Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance.
- i. 29 CFR Part 38 – Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Innovation and Opportunity Act.
- j. 29 CFR Parts 29 and 30—Labor Standards for the Registration of Apprenticeship Programs, and Equal Employment Opportunity in Apprenticeship and Training, as applicable.
- k. General Terms and Conditions of Award—See the following link: <http://www.doleta.gov/grants/pdf/2015template.pdf> .

2. Other Legal Requirements:

a) Religious Activities

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

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

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

c) Transparency Act Requirements

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

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

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

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

d) Safeguarding Data Including Personally Identifiable Information (PII)

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

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

1. You must ensure that PII and sensitive data developed, obtained, or otherwise associated with DOL/ETA funded grants is securely transmitted.
2. To ensure that such PII is not transmitted to unauthorized users, all PII and other sensitive data transmitted via e-mail or

stored on CDs, DVDs, thumb drives, etc., must be encrypted using a Federal Information Processing Standards (FIPS) 140-2 compliant and National Institute of Standards and Technology (NIST) validated cryptographic module. You must not e-mail unencrypted sensitive PII to any entity, including ETA or contractors.

3. You must take the steps necessary to ensure the privacy of all PII obtained from participants and/or other individuals and to protect such information from unauthorized disclosure. You must maintain such PII in accordance with the ETA standards for information security described in TEGl NO. 39-11 and any updates to such standards we provide to you. Grantees who wish to obtain more information on data security should contact their Federal Project Officer.
4. You must ensure that any PII used during the performance of your grant has been obtained in conformity with applicable Federal and state laws governing the confidentiality of information.
5. You further acknowledge that all PII data obtained through your ETA grant must be stored in an area that is physically safe from access by unauthorized persons at all times and the data will be processed using recipient issued equipment, managed information technology (IT) services, and designated locations approved by ETA. Accessing, processing, and storing of ETA grant PII data on personally owned equipment, at off-site locations e.g., employee's home, and non-recipient managed IT services, e.g., Yahoo mail, is strictly prohibited unless approved by ETA.
6. Your employees and other personnel who will have access to sensitive/confidential/proprietary/private data must be advised of the confidential nature of the information, the safeguards required to protect the information, and that there are civil and criminal sanctions for noncompliance with such safeguards that are contained in Federal and state laws.
7. You must have policies and procedures in place under which your employees and other personnel, before being granted access to PII, acknowledge their understanding of the confidential nature of the data and the safeguards with which they must comply in their handling of such data as well as the fact that they may be liable to civil and criminal sanctions for improper disclosure.
8. You must not extract information from data supplied by ETA for any purpose not stated in the grant agreement.
9. Access to any PII created by the ETA grant must be restricted to only those employees of the grant recipient who need it in their official capacity to perform duties in connection with the scope of work in the grant agreement.

10. All PII data must be processed in a manner that will protect the confidentiality of the records/documents and is designed to prevent unauthorized persons from retrieving such records by computer, remote terminal or any other means. Data may be downloaded to, or maintained on, mobile or portable devices only if the data are encrypted using NIST validated software products based on FIPS 140-2 encryption. In addition, wage data may only be accessed from secure locations.
11. PII data obtained by the recipient through a request from ETA must not be disclosed to anyone but the individual requestor except as permitted by the Grant Officer or by court order.
12. You must permit ETA to make onsite inspections during regular business hours for the purpose of conducting audits and/or conducting other investigations to assure that you are complying with the confidentiality requirements described above. In accordance with this responsibility, you must make records applicable to this Agreement available to authorized persons for the purpose of inspection, review, and/or audit.
13. You must retain data received from ETA only for the period of time required to use it for assessment and other purposes, or to satisfy applicable Federal records retention requirements, if any. Thereafter, you agree that all data will be destroyed, including the degaussing of magnetic tape files and deletion of electronic data.

e) Record Retention

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

f) Use of Contracts and Subawards

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

Contract: Contract means a legal instrument by which a non-Federal entity (defined as a state, local government, Indian tribe, institution of higher education (IHE), nonprofit organization, for-profit entity, foreign public entity, or a foreign organization that carries out a Federal award as a recipient or subrecipient) purchases property or services needed to carry out the project or program under a Federal award. The term as used in this FOA does not include a legal instrument, even if the non-Federal entity considers it a contract,

when the substance of the transaction meets the definition of a Federal award or subaward (see definition of Subaward below).

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

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

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

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

g) Closeout of Grant Award

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

3. Other Administrative Standards and Provisions

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

4. Special Program Requirements

a) ETA Evaluation

Grantees must participate in a national evaluation that will be conducted by a third party research contractor, selected by, and on behalf of the Department to inform workforce development policy and advance the Department's mission to help the nation's workers and employers. The national evaluation may include an implementation assessment across grantees as well as an impact and/or outcomes analysis within or across grantees. Conducting an impact analysis could involve random assignment of eligible participants into a treatment group (which would receive program services or enhanced program services) or control group(s) (that would receive no program services or un-enhanced program services). As a part of the national evaluation, grantees must agree to: (1) make records on participants, employers, and funding available to the research contractor; (2) provide the research contractor access to program operating personnel and participants; and (3) follow evaluation procedures as specified by the national evaluator under the direction of DOL including after the grant period of performance.

Random assignment is a sample selection technique in which individuals are assigned to a treatment or to a control group by lottery, similar to conducting a lottery for class assignments when there is a waiting list. The two groups are compared to detect the difference in post-service outcomes (if any) made by the product and/or service. This type of experimental design provides the most rigorous and widely accepted evidence of effectiveness. More information on experimental design and random assignment can be found here:

<http://www.socialresearchmethods.net/kb/desexper.php> -and-
<http://www.socialresearchmethods.net/kb/random.htm>.

We may require that the program or project participate in an evaluation of overall performance of ETA grants and require the cooperation of the recipient as a condition of award.

b) Performance Goals

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

C. REPORTING

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

1. Quarterly Financial Reports

A Quarterly Financial Status Report (ETA 9130) is required until such time as all funds have been expended or the grant period has expired. Quarterly reports are due 45 days after the end of each calendar year quarter. On the final Financial Status Report, you must include any subaward amounts so we can calculate final indirect costs, if applicable. You must use DOL's Online Electronic Reporting System and information and instructions will be provided to grantees.

2. Quarterly Performance Reports

You must submit a quarterly progress report within 45 days after the end of each calendar year quarter. The report must include quarterly information on grant activities, performance goals, and milestones. The last quarterly progress report will serve as the grant's Final Performance Report. This report must provide both quarterly and cumulative information on the grant activities. It must summarize project activities, employment outcomes and other deliverables, and related results of the project, and must thoroughly document the training or labor market information approaches that you used. We will provide you with formal guidance about the data and other information that is required to be collected and reported on either a regular basis or special request basis.

VII. AGENCY CONTACTS

For further information about this FOA, please contact Pia Miller, Grants Management Specialist, Office of Grants Management, at (202) 693-3153. Applicants should e-mail all technical questions to miller.pia.m@dol.gov and must specifically reference FOA-ETA-16-03, and along with question(s), include a contact name, fax and phone number. This Announcement is available on the ETA Web site at <http://www.doleta.gov/grants> and at <http://www.grants.gov>.

VIII. OTHER INFORMATION

A. TRANSPARENCY

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

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

PII is any information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records, and any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information⁵.

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

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

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

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

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

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

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

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

B. WEB-BASED RESOURCES

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

Additional information on AJCs can be found in WIOA
(<http://www.gpo.gov/fdsys/pkg/PLAW-113publ128/pdf/PLAW-113publ128.pdf>)

C. INDUSTRY COMPETENCY MODELS AND CAREER CLUSTERS

ETA supports an Industry Competency Model Initiative to promote an understanding of the skill sets and competencies that are essential to an educated and skilled workforce. A competency model is a collection of competencies that, taken together, define

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

D. WORKFORCE3ONE RESOURCES

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

E. REENTRY RESOURCES

The Council of State Governments (CSG) Justice Center, in collaboration with the Center for Employment Opportunities, the Departments of Labor and Justice, and the Annie E. Casey Foundation recently released a white paper on integrating reentry and employment strategies using a resource allocation and service-matching tool. The white paper introduces the Resource Allocation and Service-Matching Tool, which is based on two key dimensions—an individual’s risk of reoffending (criminogenic risk) and job readiness.

There are four groupings that result from assessing individuals under correctional control along these dimensions. Each group can be assigned a combination of employment program components and service delivery strategies that are tailored to individuals’ risk for criminal activity and complemented by corrections interventions. For more information on this tool, the white paper can be found at

[http://csgjusticecenter.org/wp-content/uploads/2013/09/Final.Reentry-and-Employment.pp .pdf](http://csgjusticecenter.org/wp-content/uploads/2013/09/Final.Reentry-and-Employment.pp.pdf).

F. WOMEN AND REENTRY

The National Institutes of Corrections (NIC) maintains a number of web-based resources that may be of assistance to applicants. Information may be accessed at <http://nicic.gov/?q=women+reentry>.

IX. OMB INFORMATION COLLECTION

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

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

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

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

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

Signed January 13, 2016, in Washington, D.C. by:

Eric D. Luetkenhaus
Grant Officer, Employment and Training Administration