

# **U.S. DEPARTMENT OF LABOR**

## **Employment and Training Administration**

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

**Summer Jobs and Beyond: Career Pathways for Youth (CPY)**

**ANNOUNCEMENT TYPE:** Initial

**FUNDING OPPORTUNITY NUMBER:** FOA-ETA-16-08

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

**KEY DATES:** The closing date for receipt of applications under this Announcement is **March 25, 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: Latifa Jeter, Grant Officer  
Reference FOA-ETA-16-08  
200 Constitution Avenue, NW, Room N4716  
Washington, DC 20210**

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

### **EXECUTIVE SUMMARY:**

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The Employment and Training Administration (ETA), U.S. Department of Labor (DOL, or the Department, or we), announces the availability of up to \$20,000,000 in grant funds authorized by section 169(c) of the Workforce Innovation and Opportunity Act (WIOA), Public Law 113-128, Dislocated Worker Demonstration Projects, and the Consolidated Appropriation Act of 2016, Public Law 114-113 for the pilot grant program, Summer Jobs and Beyond: Career Pathways for Youth (CPY).

Dislocated Worker Demonstration Grants (DWDGs) are discretionary grants awarded by the Secretary of Labor (Secretary) under section 169(c) of WIOA, which authorizes the Secretary to carry out demonstration and pilot projects relating to the employment and training needs of dislocated workers. The Consolidated Appropriations Act of 2016, Public Law 114-113, permits the use of funds provided to carry out section 169(c) of WIOA for technical assistance and demonstration projects that provide assistance to new entrants in the workforce, including youth workers with limited current or past work experience. For

the purposes of this grant, eligible participants are in-school or out-of-school youth, ages 16-24, who are new entrants who have never participated in the workforce, or have limited work experience.

The Bureau of Labor Statistics indicates that since 2000, the share of 16 to 19-year-old youth who are working has plummeted by 40 percent, with fewer than a third of American teenagers in a job last summer. Their share of the overall workforce has never been so low. Further, about 5.5 million young people are disconnected youth. Disconnected youth include youth who are homeless, in foster care, involved in the justice system, and/or they are neither employed nor enrolled in an educational institution. Disconnected youth who meet the eligibility criteria below are the focus of this funding opportunity.

DOL continues to recognize the importance of summer and year-round employment opportunities to build the work experience of in-school youth (ISY) and out-of-school youth (OSY). In previous years, DOL and the Departments of Health and Human Services (HHS) and Housing and Urban Development (HUD) issued a joint guidance letter that encouraged networks of state and local youth providers along with Public Housing Agencies to develop summer jobs programs for disconnected youth that provide employment, educational experiences, and essential skills, most recently in 2014.<sup>1</sup> The public workforce system provides services that assist disconnected youth with career guidance, job training, and work experience, including summer employment. Youth might also receive Temporary Assistance for Needy Families (TANF) and Supplemental Nutrition Assistance Program (SNAP) services to support their employment.

The CPY grants are designed to provide resources to Local Workforce Development Boards (LWDBs) to expand and enhance existing summer employment programs and work experiences throughout the year for eligible youth and to implement innovative practices. The grants will require partnerships between LWDBs and local summer employment programs, employers, Local Education Agencies (LEAs), and re-engagement centers. Other community partners may provide services to eligible youth that assist in the development of work experience and entry into career pathways. CPY grants are also intended to strengthen the alignment of partnerships under WIOA, in which LWDBs and partners collaborate to expand capacity to serve youth entering the workforce. The purpose of these grants is to bring together all of the youth employment programs within a local community. These grants should not be used to supplement existing programs but, rather, to transform the youth-serving systems within local areas. The Department anticipates awarding 10-11 grants of approximately \$2,000,000 each to LWDBs. Up to 40 percent of the grant award can be used to pay for participant wages.

The target populations to be served are ISY (including those at risk of dropping out) and OSY dropouts, with limited or no work experience, ages 16-24, in high-poverty, high-crime

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<sup>1</sup> <http://www.acf.hhs.gov/programs/ofa/resource/hhs-dol-and-hud-issue-joint-letter-encouraging-summer-youth-employment-efforts>

communities. Work experiences to be provided include summer employment opportunities and part-time year-round employment for ISY and up to full-time employment opportunities throughout the year for OSY.

The grant period for these projects is 24 months, which will allow time for 2 summer employment cycles and one full academic calendar year for ISY. The grant period will also allow sufficient time for work experiences throughout the year for OSY and part-time year-round work experiences for ISY, as well as other activities that will assist them to move toward jobs in career pathways in existing or emerging occupations.

## **I. FUNDING OPPORTUNITY DESCRIPTION**

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### **A. PROGRAM PURPOSE**

This Announcement solicits applications for Career Pathways for Youth (CPY). The purpose of this program is to provide employment-related services to eligible youth who are new entrants to the workforce, including those with limited current or past work experience. The program will provide youth with work experience opportunities, including summer and year-round part-time job opportunities for ISY and employment and work experience opportunities throughout the year for OSY, and exposure to career pathways in in-demand job sectors. This program will fund projects designed to link existing summer employment programs, including the LWDB-administered local summer employment programs and non-LWDB programs run by cities/counties (where they exist), with LEAs, re-engagement centers (where they exist), employers, and other community partners to streamline service delivery, align resources, and assist youth in preparing for successful entry into the workforce. To be eligible for a CPY grant, applicants must administer an existing summer employment program or partner with an existing summer employment program that is not administered by the LWDB. The Department expects that most LWDB-administered programs will be WIOA-funded.

The Department is particularly interested in learning from these projects how best to serve ISY given the limited funding for ISY under WIOA. The Department hopes to learn innovative ways the workforce system can partner with and assist LEAs in serving ISY. In addition, the Department is also interested in learning how the workforce system, LEAs, and re-engagement centers can partner to more effectively reach OSY and assist them in obtaining summer into year-round employment. Finally, the Department is interested in learning from these projects how to best leverage non-WIOA local summer and year-round employment programs, e.g., TANF and municipal programs, to support better program integration of multiple funding streams that serve this population and to improve performance outcomes in high-crime, high-poverty communities that offer limited economic mobility opportunities for youth.

Applicants should be prepared to describe specifically what the goals of the demonstration are in their community. Further, they should describe how they will demonstrate success beyond the participant outcome measures described in Section IV.B.3(2).

In order to receive a CPY grant, LWDBs must partner with: 1) an existing local summer employment program (including summer employment programs already administered by the LWDB; 2) sufficient employers to provide meaningful work experiences for all participants; 3) an LEA; and 4) one or more re-engagement center(s) (where they exist). Re-engagement centers are sites or entities that conduct active outreach to encourage out-of-school youth to return to school and assist such youth in resuming their education. Re-engagement centers also may provide case management and other services to support youth after they return to school, such as assisting them in overcoming barriers that prevent them from regular attendance and providing them with appropriate career information.

In areas where a local summer employment program is funded and operated by the LWDB, the expectation is that the grantee will partner with the existing LWDB-administered program. In areas where the only summer employment programs offered are administered by non-LWDB entities, such as a local municipality, grantees must partner with such summer employment program(s). Applicants proposing to work with existing LWDB-administered summer employment programs cannot use CPY grant funds to supplement activities already supported with DOL funding. Applicants proposing to partner with existing LWDB-administered programs can use CPY grant funds to provide new activities that are not already being supported with DOL funding. Where multiple summer employment programs exist, these grant funds may be used to align these programs.

Partnerships can help ensure the successful transition of youth into career pathways by:

- Offering education and training opportunities that develop skills leading into career pathways;
- Offering supportive services and case management throughout program participation;
- Creating awareness and connections to employment providers and summer and year-round employment opportunities;
- Providing career development services, such as interest inventories, career exploration and awareness activities and tools, and occupational information based on local labor market conditions;
- Offering career counseling services, including providing information about resume preparation, interview skills, and the long-term benefits of postsecondary education and training (e.g., increased earning power and career mobility);
- Providing all students with quality individualized plans that promote opportunities for self-exploration, career exploration, career planning, and postsecondary education and training in order to advance short- and long-term career goals;
- Providing information about career options like Registered Apprenticeships and pre-apprenticeship programs like Jobs Corps and YouthBuild that provide “earn and learn” opportunities that can lead to industry-recognized credentials; and

- Connecting with state and local career pathway efforts that work to develop clear sequences of education and training that span secondary and postsecondary education for ISY and provide onramps that lead to industry-recognized credentials and in-demand, well-paying jobs in high-growth sectors for OSY.<sup>2</sup>

Applicants may propose various models and activities for these grants, which could include facilitating co-enrollment; co-location within a school; additional staff support for coordination; or other approaches that applicants believe will make summer and year-round employment programs most successful. Applicants are encouraged to design and implement unique program enhancements.

## **B. PROGRAM AUTHORITY**

The Workforce Innovation and Opportunity Act, section 169(c) and the Consolidated Appropriations Act, 2016 (Public Law 114-113), authorize this program.

## **II. AWARD INFORMATION**

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### **A. AWARD TYPE AND AMOUNT**

Funding will be provided in the form of a grant.

We expect availability of up to \$20,000,000 to fund approximately 10-11 grants. You may apply for a ceiling amount of up to \$2,000,000. 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.

### **B. PERIOD OF PERFORMANCE**

The period of performance is 24 months with an anticipated start date of May 5, 2016. This performance period includes all necessary implementation and start-up activities and awarded grantees are expected to begin enrollment so that youth can participate in 2016 summer job opportunities.

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<sup>2</sup> For more information on career pathway approaches, please see the 2012 joint letter issued by the Departments of Education, Labor, and Health and Human Services outlining the essential components of career pathway programs and links to technical assistance resources to help develop them. The letter is available at <http://www2.ed.gov/about/offices/list/ovae/ten-attachment.pdf/>.

To ensure grantees are prepared to begin program operations, the following milestones must be achieved during the first two months of the grant period of performance:

- Finalize project work plans, describing partner roles/responsibilities and project implementation details, including plans for integrated service delivery;
- Finalize partnership agreements with required and additional partners, as proposed;
- Hire, identify, and assign core program staff and other key positions; and
- Initiate recruitment and outreach efforts for the enrollment of participants.

The Department will monitor the completion of these milestones within the first two months of the grant's period of performance. The Department may subject grantees who do not meet these milestones to corrective action.

### **III. ELIGIBILITY INFORMATION**

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#### **A. ELIGIBLE APPLICANTS**

The following organizations are eligible to apply:

Eligible applicants are LWDBs. In states with a single state local area or where the State Workforce Development Board (SWDB) carries out the functions of a LWDB pursuant to a waiver, the SWDB is an eligible applicant. To be eligible for a CPY grant, applicants must administer an existing summer employment program or, if an LWDB-administered summer employment program does not exist, they must partner with an existing summer employment program that is not administered by a LWDB. Where multiple summer employment programs exist (including a LWDB-administered summer employment program), these grant funds may be used to align these programs.

LWDBs must partner with: 1) an existing local summer employment program as described above; 2) sufficient employers to provide meaningful work experiences for all participants; 3) an LEA; and 4) one or more re-engagement center(s) (where they exist). Applicants proposing to work with existing LWDB-administered summer employment programs cannot use CPY grant funds to supplement activities already supported with DOL funding. Applicants proposing to work with existing LWDB-administered programs can use CPY grant funds to provide new activities that are not already being supported with DOL funding.

In Program Year (PY) 2014, the Department funded seven 2015 Urban Youth Employment Demonstration Grants in Camden, NJ; Baltimore, MD; North Charleston, SC; Houston, TX; St. Louis, MO; Detroit, MI; and Long Beach, CA. The Department is interested in funding

unique demonstration projects in various cities that serve different youth populations not currently being served by these grants. Organizations that were partners or sub-recipients in the PY 2014 grants are only eligible to apply for this funding opportunity if they propose: 1) to serve a distinct target population and 2) a unique demonstration program model.

**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. Sections IV.B.2 and IV.B.3(7) provide 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.

<b>Application Requirement</b>	<b>Instructions</b>	<b>Complete?</b>
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 for Federal funds request does not exceed the ceiling amount of \$2,000,000	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 for Program Services***

Eligible participants are ISY and OSY, ages 16-24, with limited or no work experience. The intent of this FOA is to fund projects that provide increased service delivery to eligible participants through partnership collaboration; and to provide assistance to help them obtain summer jobs and year-round employment and other work experience opportunities, and facilitate their entry into career pathways within the grant period of performance.

### ***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](http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2816).

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

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### **A. HOW TO OBTAIN AN APPLICATION PACKAGE**

This FOA, found at [www.Grants.gov](http://www.Grants.gov) and [http://www.doleta.gov/grants/find\\_grants.cfm](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](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 WIOA<sup>3</sup>, 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 38 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIOA Title I-financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIOA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

- **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

- Grant recipients must notify potential sub-awardees that no entity may receive a subaward from you unless the entity has provided its DUNS number to you.

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<sup>3</sup> 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 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 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 a current 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).

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

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

### **(3) Project Narrative**

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

The Project Narrative is limited to 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:

### 1 - Statement of Need

The applicant must describe in quantitative terms the need for assistance, including the nature and scope of the problem, and the consequences of not addressing the need. In the area to be served, the applicant must identify the following:

#### (a) Youth Unemployment Rate:

The applicant must provide the weighted average unemployment rate (rounded to one decimal place) of the target community to be served, as identified by zip codes, compared to the national unemployment rate as of the latest available comparable data. This data is broken into two youth age subsets: 16 – 19 and 20 – 24. Applicants must average the unemployment rate for these two age groups by adding the populations together and then dividing by the total population.

If applicants are serving a community that spans more than one zip code, they must add each age group's unemployed population numbers together for each zip code and divide the total by the total population of 16-24 year olds for all the zip codes combined to find the weighted unemployment rate for the combined target community. Applicants must use Bureau of Labor Statistics data for the national unemployment rate and for the local areas to be served. This data can be found through the U.S. Census' Web site at:

<http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml>

. The national unemployment rate for youth ages 16–24 against which DOL will evaluate applicants is: 20.4 percent (using 5-year American Community Survey (ACS) estimates as of 2014). For specific instructions on how to locate and calculate the information requested here, please see Section VIII. Other Information.

#### (b) Poverty Rate:

The application must provide the weighted poverty rate for the targeted community, as identified by zip codes, across all zip

codes the applicant intends to serve. The weighted average poverty rate can be found from the poverty data available for download at <http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml>. For specific instructions on how to locate and calculate this information, please see Section VIII. Other Information.

(c) High School Graduation Rate:

The applicant must compare the average high school graduation rate across all of the cities or towns the applicant intends to serve with the national graduation rate of 80 percent (based on the National Center for Education Statistics (NCES) from the class of 2012). Applicants should use state-level data sources and must cite the specific source used.

(d) Violent Crime Rate:

The applicant must provide the violent crime rate, per 100,000 inhabitants, for their Metropolitan Statistical Area (MSA), as provided by the Federal Bureau of Investigation in this chart: <https://www.fbi.gov/about-us/cjis/ucr/crime-in-the-u.s/2013/crime-in-the-u.s.-2013/tables/6tabledatadecpdf/table-6>. If a target community does not align with one of the MSAs in the chart, the applicant must provide the requested data from an alternative source and must provide the citation for the rate provided. The rate should be provided per 100,000 inhabitants, if possible.

Priority Consideration Points for Federal Designation:  
As a participant in the Promise Zone Initiative<sup>4</sup>, DOL is cooperating with the Department of Housing and Urban Development (HUD), Department of Agriculture, and 9 other federal agencies to support comprehensive revitalization efforts in 20 of the highest poverty urban, rural and tribal communities across the country. Applicants that submit a certification (HUD Form 50153) signed by an authorized representative of the lead organization of a Promise Zone designated by HUD or the Department of Agriculture

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<sup>4</sup> Promise Zones are high poverty communities where the federal government partners with local leaders to increase economic activity, improve educational opportunities, leverage private investment, reduce violent crime, enhance public health and address other priorities identified by the community. Through the Promise Zone designation, communities will work directly with federal, state and local agencies to give local leaders proven tools to improve the quality of life in some of the country's most vulnerable areas.

supporting the application will receive 2 priority consideration points. To view the list of designated Promise Zones and lead organizations, please go to [www.hud.gov/promisezones](http://www.hud.gov/promisezones).

**2 - Expected Outcomes and Outputs**

The applicants must clearly identify the outcome(s) and output(s) that will result from the project. Outcomes are the measurable results of the project. They are the positive benefits or negative changes or measurable characteristics that occur as a result of project activities or outputs. Outputs are tangible products or services that result from the project. While most of the WIOA performance measures are too long-term in nature to be included in this program, applicants must use the measurable skill gains indicator under WIOA section 116(b)(2)(A)(i)(V) that measures the percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains toward such a credential or employment. The baseline target for this measure has not yet been established and will be negotiated after grant award.

The applicant must propose the number of ISY and OSY that will be served over the two years of the grant. The applicant must also propose the number of participants placed in unsubsidized employment or postsecondary education or training during the grant period. In addition, the applicant should identify any other relevant performance outputs and outcomes related to their proposed project. Applicants may use the chart below to provide the requested information.

<b>Performance Measure</b>	<b>Projected</b>
Total Participants to be Served	
Total Number of ISY to be Served	
Total Number of OSY to be Served	
Total Number of Participants Placed in Unsubsidized Employment	
Total Number of Participants Placed in Post-Secondary-Education or Training	

The applicant must design and describe a system that will allow them to track and report service provision and outcomes for their participants.

This system should be comprehensive enough to provide information on enrollments, receipt of services, and outcomes at the individual level. The Department will work with grantees to include specific data points that must be collected after award.

Additionally, the applicant must describe additional indicators of success that they will use to measure the performance of this demonstration project. These may include qualitative measures, such as an increase in partnership across the required partners, an increase in the number of employers providing full-time employment to youth participants through the demonstration, as well as additional quantitative measures, such as the increase in leveraged funds being used toward youth employment. The applicant must provide in their response a list of these additional indicators, describe how they will report these indicators, and explain how the indicators relate to the stated goals of the demonstration project.

### 3 - Project Design

#### *(a) Service Model*

CPY projects will align partnerships to provide direct services to participants and will create and connect participants to paid work experience opportunities, including summer and year-round employment opportunities and programs in the community, as part of their service delivery model.

The applicant must:

- Propose methods that the project will use to address the stated outcomes and outputs, outline a plan of action that describes the scope and detail of how the project will accomplish the proposed work, and include timelines for completion of work.
- 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 rather than other approaches, and identify any potential barriers and describe how the project will be able to overcome those barriers.

*(b) Implementation*

The applicant must:

- Identify a plan for ensuring the coordination of service delivery between the required partners and identify the roles/responsibilities of each partner.
- 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.
- 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 been identified, describe the strength of qualifications of the identified staff members. For all positions for which potential staff members have not been identified, describe the required qualifications that will be used for hiring purposes.
- Describe how participants will be identified and selected for participation.
- Develop a work plan which includes all key activities within the implementation phase, as identified in Section II.B., including timeframe for beginning program services.

*(c) Operations*

The applicant must:

- Describe how it will coordinate with required partners and other service providers to ensure services are provided in a way that supports work experience opportunities, such as summer employment and career pathway development for the participant.
- Design a program model that will demonstrate collaboration between partners to maximize summer and year-round employment outcomes and service delivery for participants.
- Identify and explain the paid work experience opportunities that will be developed and the services that will be provided for program participants; and, identify strategies for implementation in collaboration with the partners.
- Describe how it will provide job readiness services to participants.

- Identify how individual plans (Individual Service Strategies or comparable Individual Learning Plans (ILP), etc.) will be developed for each program participant.
- Describe how it will utilize assessments for participants and how assessments will be incorporated into the individual plan.
- Describe how it will utilize Labor Market Information (LMI) to assist participants with career exploration, employment and career pathway development.
- Describe how it will provide financial literacy education and access to financial institutions.
- Describe the provision of supportive services to youth participants, such as mentoring and transportation.
- Describe how the applicant will ensure that CPY grant funds are not used to supplement existing activities already supported with DOL funding and how CPY grant funds will only be used for new activities if the applicant proposes to partner with an existing LWDB-administered summer employment program.

*(d) Partnerships*

In addition to the required partnerships described in Section III.A., applicants are encouraged to form partnerships with additional relevant partners in their local communities. Additional partners may include public or non-profit youth-serving organizations, including philanthropic and community- and faith-based organizations. These partners may provide program services such as: wrap-around and supportive services; healthcare, mental healthcare and substance abuse treatment; job readiness activities; and employment connections.

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 performance outcomes (as identified in the Expected Outcomes section) will be met.
- Describe how communication will be coordinated with and among the partners.
- Describe how local employers and industry and community partners will be engaged to ensure that services to

participants are in line with employer needs and will lead to summer and year-round employment.

- 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 (Letters of Commitment that clearly identify the roles and responsibilities and the resources to be committed must be included for **each** required and additional partner. Support letters will not be considered).

#### 4 - Organizational, Administrative, and Fiscal Capacity

The applicant must:

- Provide information on the applicant organization's current mission, structure, staffing, and relevant experience.
- Describe how these factors contribute to the ability of the organization to conduct the program requirements and meet program expectations. Include information about any organization(s) under contract with the applicant that will have a significant role in implementing the project.
- Describe the fiscal and administrative controls in place to properly manage Federal funds. Additionally, the applicant must include the organization's capability to sustain some or all project activities after Federal financial assistance has ended.
- Provide a comprehensive plan that demonstrates how the partnership between the workforce system and LEA will be sustained after the grant funding period is over. The plan must include:
  - How 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 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.
- Describe how data will be utilized to determine effective strategies, activities, and partnerships.
- Submit the Auditor's Report for the most recently completed independent audit, completed within 3 years of the

application due date, in order to demonstrate they are in good financial standing.

5 - Past Performance – Programmatic Capability

Applicants will receive points based on past performance demonstrated by the achievement of outcomes from the WIA Youth Formula program for the past 2 program years.

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 Youth funding stream at the local level (LWIB data). Applicants must identify the expected level of performance (targets) for each goal and the actual outcomes (results) for each goal. Applicants should submit this information using either the chart below or a similar format.

<b>WIA Youth Performance Measures</b>	<b>PY 2013 TARGET</b>	<b>PY2013 RESULT</b>	<b>PY 2014 TARGET</b>	<b>PY 2014 RESULT</b>
<b>Placement in Employment/Education</b>				
<b>Attain Degree/Certificate</b>				
<b>Literacy/Numeracy Gains</b>				

If an applicant is a newly-designated LWDB, please include the past performance as requested in the above chart for all former LWIBs that are included within the new LWDB service area.

6 - Budget and Budget Justification

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

7 - Leveraged Resources

Applicants will be evaluated based on the degree to which they include Federal, State, local and private sources of additional funding to enhance the program model. Applicants must provide letters of commitment for all leveraged partners, as well as a description of what the leveraged funding will support.

#### **(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 resumes 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**

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; 4) the number of participants to be served; 5) a description of the overall program model, including the goals and 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."

b. **Chart of Past Performance** (as identified in Section IV.B.3(5)). This attachment impacts scoring of the application.

c. **Letters of Commitment** from all required and any additional partners and any sources of leveraged funding (as identified in Section IV.B.3(3)(d) and Section IV.B.3(7)). These attachments impact scoring of the application.

### **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. The **Auditor's Report** for the most recently completed independent audit, completed within 3 years of the application due date, as described in Section IV.B.3(4). This attachment will impact scoring of the application.

### **C. SUBMISSION DATE, TIMES, PROCESS AND ADDRESSES**

We will accept applications under this Announcement until March 25, 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: Latifa Jeter, Grant Officer  
Reference FOA-ETA-16-08  
200 Constitution Avenue, NW, Room N4716  
Washington, DC 20210

Please note that mail decontamination procedures may delay mail delivery in the Washington DC area. We will receive hand-delivered applications at the above address. 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](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](mailto: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](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](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**

Grant funds to pay for participant wages must not exceed 40 percent of the total grant award. For the purposes of grants awarded under this FOA, the following will apply: Organizations may only use this defined allowance of grant funds to pay for the wages of participants directly and/or to subsidize summer and year-round employment. Work experience, on-the-job training (OJT), and internships are defined as planned, structured learning experiences that take place in a workplace for a limited period of time, and, for the purposes of this Announcement, are included as part of the wage limit. Labor standards apply in any work experience where an employee/employer relationship, as defined by the Fair Labor Standards Act (FLSA), exists. For more information on the FLSA, applicants may visit <http://www.dol.gov/whd/>.

If an applicant is proposing to use a higher proportion of grant funds for wages, they must negotiate this after grant award with their Federal Project Officer and Grant Officer. They must demonstrate how a higher proportion of grant funds being used toward wages will support the key goals of the demonstration.

The Department reserves the right to negotiate additional restrictions on the use of grant funds for participant wages.

**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**

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**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:

<b>Criterion</b>	<b>Points (maximum)</b>
1. Statement of Need (See Section IV.B(3)(1) Statement of Need)	25
2. Expected Outcomes and Outputs (See Section IV.B(3)(2) Expected Outcomes and Outputs)	5
3. Project Design (See Section IV.B(3)(3) Project Design)	35
4. Organizational, Administrative, and Fiscal Capacity (See Section IV.B(3)(4) Organizational, Administrative, and Fiscal Capacity)	10
5. Past Performance – Programmatic Capability (See Section IV.B(3)(5) Past Performance – Programmatic Capability)	12
6. Budget and Budget Justification (See Section IV.B(2) Project Budget)	5
7. Leveraged Resources (See Section IV.B(3)(7) Leveraged Resources)	8
<b>TOTAL</b>	<b>100</b>
Priority Consideration for Promise Zone Designation	2
<b>Promise Zone TOTAL</b>	<b>102</b>

## **1. Statement of Need (up to 25 points)**

The extent to which the application meets the identified threshold; and the consequences of not addressing the need, based on the quantitative information provided.

### **a. Youth Unemployment Rate (up to 6 points):**

DOL will score applicants based on the weighted average youth unemployment rate across the proposed target community, as identified by zip codes, which the applicant proposes to serve.

- If the weighted average unemployment rate for youth ages 16 to 24 years is greater than 30.0 percent: 6 Points.
- If the weighted average unemployment rate for youth ages 16 to 24 years is between 25.1 and 30.0 percent: 5 Points.
- If the weighted average unemployment rate for youth ages 16 to 24 years is between 21.1 and 25.0 percent: 3 Points.
- If the weighted average unemployment rate for youth ages 16 to 24 years is between 19.0 and 21.0 percent: 1 Points.
- If the weighted average unemployment rate for youth ages 16 to 24 years is less than 19.0 percent: 0 Points.

### **b. Poverty Rate (up to 7 points):**

DOL will score applicants based on the weighted average poverty rate across the target community, as identified by zip codes, which the applicant proposes to serve.

- If the weighted average poverty rate is 20.0 percent or more across all cities or towns to be served: 7 Points.
- If the weighted average poverty rate is between 16.1 percent and 20.0 percent across all cities or towns to be served: 6 Points.
- If the weighted average poverty rate is between 12.1 percent and 16.0 percent across all cities or towns to be served: 5 Points.
- If the weighted average poverty rate is between 8.1 percent and 12.0 percent across all cities or towns to be served: 3 Points.
- If the weighted average poverty rate is between 5.0 percent and 8.0 percent across all cities or towns to be served: 1 Points.
- If the weighted average poverty rate is less than 5.0 percent across all cities or towns to be served: 0 Points.

**c. High School Graduation Rate (up to 6 points):**

DOL will score applicants based on the average graduation rate across the proposed target community the applicant proposes to serve.

- If the average graduation rate for the schools located in the proposed cities or towns is 60.0 percent or below: 6 Points.
- If the average graduation rate for the schools located in the proposed cities or towns is between 60.1 percent and 65.0 percent: 5 Points
- If the average graduation rate for the schools located in the proposed cities or towns is between 65.1 percent and 70.00 percent: 3 Points
- If the average graduation rate for the schools located in the proposed cities or towns is between 70.1 percent and 75.0 percent: 2 Points
- If the average graduation rate for the schools located in the proposed cities or towns is between 75.1 percent and 80.0 percent: 1 Point
- If the average graduation rate for the schools located in the proposed cities or towns is above 80.00 percent: 0 Points

**d. Violent Crime Rate (up to 6 points):**

DOL will score applicants based on the violent crime rate, per 100,000 people, within their MSA (or alternate community source), that includes the target community the applicant proposes to serve. The violent crime rate evaluation criterion is based on the 2013 estimated average crime rate of 367.9 violent crimes per 100,000 inhabitants.

- If the violent crime rate is greater than 367.9 per 100,000 inhabitants: 6 Points.
- If the violent crime rate is between 367.9 and 300.0 per 100,000 inhabitants: 5 Points
- If the violent crime rate is between 299.9 and 200.0 per 100,000 inhabitants: 3 Points
- If the violent crime rate is between 150.0 and 199.9 per 100,000 inhabitants: 1 Point
- If the violent crime rate is lower than 150.0 per 100,000 inhabitants: 0 Points

If the target community is less than 100,000 people, then the applicant will be scored on whether there is the same percentage of violent crime in the target community as the ratios listed above.

**Priority Consideration Points for Federal Designation (2 points):**

Applicants will receive 2 priority consideration points if they demonstrate proof of being in a Federally-designated Promise Zone.

## **2. Expected Outcomes and Outputs (up to 5 points)**

The extent to which the applicant provides appropriate and realistic expected outputs and outcomes.

The degree to which the applicant's proposed system for tracking and reporting expected outcomes is comprehensive, clear, and consistent with the articulated measures and demonstrates the ability to provide detailed data on demographics, services, and outcomes for participants served.

The extent to which the applicant describes additional indicators of success that they will use and the degree to which these indicators reflect the stated goals of the demonstration project.

## **3. Project Design (up to 35 points)**

### ***a) Service Model (up to 10 points)***

The extent to which the application reflects a coherent and feasible approach for successfully addressing the identified outcomes and outputs, and includes reasonable timelines for completion of work.

The extent to which the applicant accounts for all functions and activities identified in the application.

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.

### ***b) Implementation (up to 5 points)***

The extent to which the work plan for the key activities in the implementation phase will reasonably lead to successful program implementation.

The strength and comprehensiveness of the following plans:

- The plan for ensuring the coordination of service delivery between the required partners, including the roles/responsibilities of each partner.
- 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.

***c) Operations (up to 10 points)***

The strength and effectiveness of the strategies for collaboration among partners to maximize employment outcomes and career pathway development and ensure services are provided in a way that supports work experience opportunities for participants.

The effectiveness of strategies to identify and provide paid work experience opportunities and services for program participants.

The extent to which job-readiness services are provided for participants.

The effectiveness of the applicant's plan to identify how individual plans (Individual Service Strategies or comparable ILPs, etc.) will be developed for each program participant.

The effectiveness of applicant's plan to utilize assessments for participants and how assessments will be incorporated into the individual plan.

The effectiveness of the applicant's plan to utilize Labor Market Information (LMI) to assist participants with career exploration, employment and career pathway development.

The extent to which financial literacy training and access to financial institutions is incorporated into the project.

The extent to which supportive services are incorporated into the project.

The extent to which the applicant proposing to partner with an existing LWDB-administered summer employment program articulates an effective approach for ensuring that CPY grant funds are not used to supplement activities already supported with DOL funding.

***d) Partnerships (up to 10 points)***

The strength of the required and any additional partnerships and their necessity to supporting program operations to ensure that all required services will be available to all program participants.

The effectiveness of the partners' contributions to the achievement of performance outcomes, and of the strategy to coordinate partners' roles.

The strength of the strategy for communication with partners to successfully align and develop summer and year-round job opportunities for participants.

The effectiveness of the plan to engage local employers/industry partners to implement summer and year-round employment opportunities.

The clarity with which the partners' roles and responsibilities are defined and demonstrate vital links to successful program operations.

The extent to which the applicant demonstrates that partners will be active and invested and will contribute tangible resources that support program implementation and goals.

In addition to the criteria described above, applications will also be scored on the extent to which the Letters of Commitment clearly demonstrate:

- The collaborative relationship of the partners;
- The roles and responsibilities of each partner; and
- The tangible resources each partner will contribute to the project.

**NOTE:** If any of the Letters of Commitment are missing for the required partners (the applicant's LEA, re-engagement center, local summer employment program, and employer partners) or additional partners identified in the applicant's narrative, the applicant will receive 0 points for this sub-criterion.

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

***a) Up to 7 points for the following:***

The extent to which the organization has the capacity to carry out the proposed project.

The level of qualifications and experience of personnel to fulfill the needs and requirements of the proposed project.

The strength of the fiscal and administrative controls to properly manage Federal funds.

The capability of the organization to sustain project activities and partnerships after Federal financial assistance ends.

The extent to which the applicant has effectively described how data will be utilized to determine strategies, activities, and partnerships.

***b) Up to 3 points for the following:***

- Applicants that provide an auditor's report with an Unqualified Opinion will receive 3 points.
- Applicants that provide an auditor's report with a Qualified Opinion will receive 1 point.
- Applicants that provide an auditor's report with an Adverse Opinion, with a Disclaimer of Opinion or no Opinion will receive 0 points for this sub-criterion.

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

Of the three performance measures required, the Department will assign 2 points for each goal that was met or exceeded for each of the two program years.

**6. 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.

**7. Leveraged Resources (up to 8 points)**

The extent to which the program strategically incorporates the available leveraged resources to supplement the grant funds.

**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. Two additional points will be given to applicants located within a federally-designated Promise Zone. 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 for both Program Year 2014 and Program Year 2015 youth demonstration awards 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**

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### **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. 113-128, 128 Stat. 1425 (codified as amended at 29 U.S.C. 3101 et seq.)<sup>5</sup>. Note that section 186(a) of WIOA allows unsuccessful applicants to file administrative appeals.
- c. 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.
- d. 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.
- e. 29 CFR Part 32—Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance.
- f. 29 CFR Part 35— Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance from the Department of Labor.
- g. 29 CFR Part 36—Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance.
- h. 29 CFR Part 38 - Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Innovation and Opportunity Act.
- i. 29 CFR Parts 29 and 30—Labor Standards for the Registration of Apprenticeship Programs, and Equal Employment Opportunity in Apprenticeship and Training, as applicable.
- j. General Terms and Conditions of Award—See the following link:  
<http://www.doleta.gov/grants/pdf/2015template.pdf>.

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<sup>5</sup> Please see footnote 1 regarding the applicability of WIOA and its implementing regulations.

## 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***

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**

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For further information about this FOA, please contact Janice Sheelor, Grants Management Specialist, Office of Grants Management, at (202) 693-3538. Applicants should e-mail all technical questions to [sheelor.janice@dol.gov](mailto:sheelor.janice@dol.gov) and must specifically reference FOA-ETA-16-08, 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**

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### **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 information<sup>6</sup>.

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

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<sup>6</sup> 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>.

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.

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. CAREER PATHWAYS TOOLKIT**

As part of WIOA's broader initiative to better integrate resources across federal, state and local resources, the Department of Labor released a revamped and revised "Career Pathways Toolkit: A Guide for System Development" in September 2015, available here: <https://www.workforce3one.org/view/2001523732879857569>

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

individuals facing unique circumstances, such as New Americans, a group that is specifically addressed in the new guide.

### **C. 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 One-Stop Career Centers.

### **D. 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.

### **E. 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](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.

5. We created a WIOA resource page at <http://doleta.gov/wioa/> that provides information and resources for States, local areas, non-profits and other grantees, and other stakeholders to assist with implementation of the Act. This page is updated to reflect newly developed materials, including responses to frequently asked questions.

**F. INSTRUCTIONS FOR FINDING UNEMPLOYMENT DATA USING THE AMERICAN FACTFINDER**

1. Go to <http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml>. For best results, use Mozilla Firefox or Google Chrome. Mozilla Firefox can be downloaded for free at <http://www.mozilla.org/en-US/firefox/all-older.html> and Google Chrome can be downloaded for free at <https://www.google.com/chrome/browser/desktop/>
2. Scroll down the page until you see “What We Provide” under “Using American FactFinder.” This feature is halfway down the left side of the Main page. Under the “What We Provide” section, select the “get data” link next to American Community Survey.
3. In the box next to “Refine your search results,” type S2301 EMPLOYMENT STATUS in the topic and table name box and the city and state in which the community(ies) you plan to serve are located in the state, county or place box. Click “Go.”
4. In the list of results, select the most recent year’s ACS 1-year, 3-year or 5-year estimates. If the 1-year estimates are not available, use the most recent 3-year or 5-year estimates.
5. Use the unemployment rate estimate for the population ages 16 to 19 years and ages 20 to 24 years to determine the total number of youth who are unemployed in each age group by multiplying the total estimate population of that age group by the unemployment rate for the same population. Add the two numbers together to determine the total number of youth aged 16 to 24 that are unemployed in the community.
6. Divide the total population aged 16 to 24 that are unemployed, as determined in step 5, by the total population aged 16 to 24 (as determined by adding the total estimate population for 16 to 19 and 20 to 24) to provide a weighted average rate of youth unemployment in the targeted area(s).

7. If using multiple communities, add up the total estimated number of youth who are unemployed in each age group together (as in step 5) for each community and divide this total number by the total estimated population aged 16 to 24 for all communities. Divide the total estimated number of youth unemployed by the total estimated population across the communities to determine the weighted average unemployment rate.

**G. INSTRUCTIONS FOR FINDING POVERTY DATA USING THE AMERICAN FACTFINDER**

1. Go to <http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml>. For best results, use Mozilla Firefox or Google Chrome. Mozilla Firefox can be downloaded for free at <http://www.mozilla.org/en-US/firefox/all-older.html> and Google Chrome can be downloaded for free at <https://www.google.com/chrome/browser/desktop/>.
2. Scroll down the page until you see “What We Provide” under “Using American FactFinder.” This feature is halfway down the left side of the Main page. Under the “What We Provide” section, select the “get data” link next to American Community Survey.
3. In the box next to “Refine your search results,” type S1701 POVERTY STATUS IN THE PAST 12 MONTHS in the topic and table name box and the city and state in which the community you serve is located in the state, county or place box. Click “Go.”
4. In the list of results, select Table S1701 POVERTY STATUS IN THE PAST 12 MONTHS for the most recent ACS 1-year, 3-year or 5-year dataset. If the 1-year estimates are not available, use the most recent 3-year or 5-year estimates.
5. Use the percent below poverty level estimate for the total population for whom poverty status is determined to provide the poverty rate(s) for your target area.
6. If targeting more than one community, add the below poverty level estimate for the total population for whom poverty status is determined for each community to be served. Add the total estimate population for whom poverty status is determined for each community to be served. Divide the total number below poverty level across the communities being targeted by the total population for whom poverty status is determined. This is your weighted average poverty rate for the communities being served.

**IX. OMB INFORMATION COLLECTION**

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OMB Information Collection No 1225-0086, Expires February 29, 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](mailto: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 February 4, 2016 in Washington, D.C. by:

Latifa Jeter  
Grant Officer, Employment and Training Administration