

**DEPARTMENT OF LABOR
Employment & Training Administration
Solicitation for Grant Applications
[SGA/DFA PY 13-09]**

Amendment One

Face Forward 2 - Intermediary and Community Grants

AGENCY: Employment and Training Administration, Department of Labor

ACTION: Notice: Amendment to SGA/DFA PY 13-09

SUMMARY: The Employment and Training Administration announced on March 13, 2014 the availability of funds and Solicitation for Grant Applications (SGA) for Face Forward 2 - Intermediary and Community grants to be awarded through a competitive process. This amendment to the SGA amends language in Sections II.B, IV.B.4 and IV.E.

The document is hereby amended as follows:

Section II.B. Period of Performance (new language in bold)

Old Text:

The Department will fund these grants for a 39-month period of performance. This period includes all necessary implementation and start-up activities. Currently, the anticipated start date is 07/01/2014.

The period of operation must include the following:

- A planning period of up to six months (applicants that do not use the entire planning period must add the unused time to program operations);
- A program operation period of at least 24 months; and
- A minimum of nine months of follow-up services provided to each participant.

New Text:

The Department will fund these grants for a 39-month period of performance. This period includes all necessary implementation and start-up activities. Currently, the anticipated start date is 07/01/2014.

The period of operation must include the following:

- A planning period of up to six months (applicants that do not use the entire planning period must add the unused time to program operations).
- A program operation period of **24 months**; and
- A minimum of nine months of follow-up services provided to each participant.

Section IV.B.4. Attachments to the Project Narrative (new language in bold)

Old Text:

- a. **Abstract:** All applicants must submit an up to two-page abstract summarizing the proposed project, including, but not limited to, the scope of the project and proposed outcomes. The proposed project must include the applicant's name, project title, a description of the area to be served, and the funding level requested. The abstract is limited to two-page double-spaced single sided 8.5x11 inch pages with Times New Roman 12 point text font and 1 inch margins.

Community grant applicants must include: 1) a description of the overall project and program model, 2) the number of proposed participants, 3) the average cost per participant, 4) the geographic area to be served, 5) the types of training provided and expected credential attainment, 6) a description of required and additional collaborative organizations, and 7) a description of the proposed outcomes of the project; and, 8) acknowledgement of their designation as a Promise Zone or member of a Promise Zone collaboration. For more information about Promise Zones go to www.HUD.gov/promisezones.

Intermediary grant applicants must provide: 1) a description of the sub-grantee selection process, 2) the number of proposed participants, 3) the average cost per participant, 4) the geographic coverage of the organization, and 5) a description of how the applicant will ensure that sub-grantees successfully provide the eight core components of the program, collaborate with the required and additional organizations, and accomplish the proposed outcomes of the project. When submitting in grants.gov, this document must be up loaded as an attachment to the application package and specifically labeled "Abstract."

New Text:

- a. **Abstract:** All applicants must submit an up to two-page abstract summarizing the proposed project, including, but not limited to, the scope of the project and proposed outcomes. The proposed project must include the applicant's name, project title, a description of the area to be served, and the funding level requested. The abstract is limited to two-page double-spaced single sided 8.5x11 inch pages with Times New Roman 12 point text font and 1 inch margins.

Community grant applicants must include: 1) a description of the overall project and program model, 2) the number of proposed participants, 3) the average cost per participant, 4) the geographic area to be served, 5) the types of training provided and expected credential attainment, 6) a description of required and additional collaborative organizations, and 7) a description of the proposed outcomes of the project; and, 8) acknowledgement of their designation as a Promise Zone or member of a Promise Zone collaboration, *if applicable*. For more information about Promise Zones go to www.HUD.gov/promisezones.

Intermediary grant applicants must provide: 1) a description of the sub-grantee selection process, 2) the number of proposed participants, 3) the average cost per participant, 4) the geographic coverage of the organization, and 5) a description of how the applicant will ensure that sub-grantees successfully provide the eight core components of the program,

collaborate with the required and additional organizations, and accomplish the proposed outcomes of the project. When submitting in grants.gov, this document must be up loaded as an attachment to the application package and specifically labeled “Abstract.”

Section IV.E. Funding Restrictions (new language in bold)

Old Text:

5. Use of Grant Funds for Participant Wages

Organizations that receive grants through this SGA may use grant funds to pay for the wages of participants. Further, the provision of stipends to training enrollees for the purposes of wage replacement is an allowable cost under this SGA.

New Text:

5. Use of Grant Funds for Participant Wages

Organizations that receive grants through this SGA may use grant funds to pay for the wages of participants **where the objective assessment and Individual Career Plan indicate that work experiences are appropriate.** Further, the provision of stipends to training enrollees for the purposes of wage replacement is an allowable cost under this SGA.

Payments may take the form of wages or stipends. Stipends are generally provided to participants for participating in classes and training. Wages are compensation for services performed for an employer. Grantees must comply with WIA section 181 and 20 CFR 667.272 of the WIA regulations, which detail the applicable wage and labor standards. If paying participants a stipend, grantees must maintain documentation on how the amount for the stipend was set and the parameters governing its distribution. Grantees providing wages or stipends to participants should be aware of the implications under IRS provisions. Please consult www.irs.gov for more information.

In addition, grantees are authorized to provide incentive payments to youth. WIA Sec. 129(a)(5) authorizes incentive payments to youth for recognition and achievement tied to training activities and work experiences. Incentive payments must be tied to the goals of the grant. The organization must have policies and procedures in place governing the award of incentives and the incentives provided under the grant must be in alignment with these organizational policies. In addition, incentive payments are generally considered miscellaneous compensation and are taxable. Please consult www.irs.gov for more information. Under this solicitation, grantees can use no more than 1.5% of the award for incentive payments.

Needs-related payments are a form of supportive services which are paid directly to participants or to other entities to cover specific items of cost incurred by the participant for allowable services that enable the individual to participate in the activity or program. See 20 CFR 663.815. Up to 1.5% of DOL grant funds may be used to provide needs-related payments to assist participants with costs related to transportation, child care, food or other household items, such as paying a utility bill to prevent shut-off. Needs-related payments should be tied directly to the cost identified and must be documented to support

both the participant's need for the service as well as the actual transaction. Grantees must have a consistent policy in place on the provision of needs-related payments.

FOR FURTHER INFORMATION, CONTACT: Brinda Ruggles, Grants Management Specialist, Office of Grants Management, at (202) 693-3437 or ruggles.brinda@dol.gov.

Signed April 15, 2014 in Washington, D.C. by:

Latifa Jeter
Grant Officer, Employment & Training Administration