

U.S. DEPARTMENT OF LABOR
Office of Disability Employment Policy

**NOTICE OF AVAILABILITY OF FUNDS AND FUNDING OPPORTUNITY
ANNOUNCEMENT FOR: LEADERSHIP FOR THE EMPLOYMENT AND ECONOMIC
ADVANCEMENT OF PEOPLE WITH DISABILITIES WORKFORCE INNOVATION AND
OPPORTUNITY ACT POLICY DEVELOPMENT CENTER**

ANNOUNCEMENT TYPE: Initial

FUNDING OPPORTUNITY NUMBER: FOA-ODEP-22-10

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NUMBER: 17.720

KEY DATES: *The closing date for receipt of applications under this Announcement is XX/XX/2022. We must receive applications no later than 11:59 p.m. Eastern Time.*

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

The U.S. Department of Labor, Employment and Training Administration (ETA), is responsible for the grant award process for the Office of Disability Employment Policy.

Signature

Date

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EXECUTIVE SUMMARY

The Office of Disability Employment Policy (ODEP), U.S. Department of Labor (DOL, or the Department, or we), announces the availability of approximately \$2,000,000 in grant funds authorized by the Consolidated Appropriations Act, 2022 (Public Law 117-103) for the operation of the Leadership for the Employment and Economic Advancement of People with Disabilities Workforce Innovation and Opportunity Act (WIOA) Policy Development Center (LEAD WIOA PDC).

The Department expects to award a total of approximately \$8 million for one cooperative agreement, to be provided in annual increments of approximately \$2 million during a four-year period of performance. This Funding Opportunity Announcement (FOA) solicits applications for four years of funding; however, applicants must submit budget documents requesting no more than \$2 million for the first year of operation. Subsequent incremental awards will be dependent upon federal funds availability, along with progressive project expenditures and progressive outcomes.

The entity selected to operate the LEAD WIOA PDC will continue and build upon the work of the existing LEAD WIOA PDC, called the LEAD Center, to work across the full range of workforce systems to develop policies and provide technical expertise that increases competitive integrated employment (CIE) services, opportunities, and outcomes for individuals with disabilities. The LEAD WIOA PDC will focus its work across three priorities related to WIOA: advancing economic self-sufficiency for people with disabilities, creating career pathways to CIE as defined in WIOA, and improving data reporting on disability through WIOA programs. The selected awardee will ensure a strong focus on equity by engaging a group of experts with diverse experiences, focusing work on ensuring that historically marginalized communities are effectively served, and ensuring that materials generated through the work of this project directly address diversity and are marketed and accessible to a variety of audiences.

Eligible applicants are non-profit organizations or for-profit businesses that possess the demonstrated capacity, relationships, and expertise in workforce development and state workforce systems, as well as in disability employment and economic advancement. These qualifications will allow the funding recipient to conduct policy development and share technical expertise in the designated content areas. DOL anticipates that most eligible entities will not singularly possess the expertise or capacity to operate the project unassisted and will need to engage partners, with DOL's input.

I. FUNDING OPPORTUNITY DESCRIPTION

A. Program Purpose

This Announcement solicits applications for the operation of **Leadership for the Employment and Economic Advancement of People with Disabilities Workforce Innovation and Opportunity Act Policy Development Center**.

The purpose of this program is to provide comprehensive policy development and technical expertise for the public workforce development system, as authorized under WIOA, in order to promote increased and equitable access to WIOA programs and services, CIE opportunities, and economic advancement and outcomes for individuals with disabilities. The successful applicant will not develop official DOL policy guidance for WIOA programs, but will develop adjunct

resources relating to provision of meaningful, effective services to the full range of individuals with disabilities throughout this system. The successful applicant will continue and build on the work of the existing LEAD WIOA PDC. For background information on the current LEAD WIOA PDC, called the LEAD Center, please visit its website at www.leadcenter.org.

The successful applicant will operate the LEAD WIOA PDC by working across the full range of workforce systems to develop policies and provide technical expertise that increases CIE services, opportunities, and outcomes for individuals with disabilities. The successful applicant will ensure a strong focus on equity by engaging a group of experts with diverse experiences, focusing work on historically marginalized communities, and ensuring that materials created through the work of this project directly address diversity and are marketed and accessible to a variety of audiences.

The LEAD WIOA PDC will focus its work across three priorities related to WIOA and the workforce development system: advancing economic self-sufficiency for people with disabilities, creating career pathways to CIE, and increasing data reporting on disability through WIOA programs. The LEAD WIOA PDC will conduct outreach on the specified priorities to state and local workforce systems, including American Job Centers, WIOA-required partners, and other essential but non-mandated partners (such as mental health, Medicaid, and others), to help those entities create inclusive programs and policies to promote employment and economic advancement of individuals with disabilities and to promote collaboration, cooperation and leveraging of resources across these systems. The successful applicant and ODEP will finalize the LEAD WIOA PDC workplan post-award, which will outline the specific work projects to be conducted during the project's period of performance. As noted above the work will focus on:

- Advancing economic self-sufficiency for people with disabilities. The successful applicant will expand the current LEAD Center's focus on financial literacy and economic advancement through activities such as pilot programs, research, and resource development to address the various barriers to financial literacy and stability for people with disabilities, including in historically marginalized communities that may have large numbers of individuals who have limited or no connection to formal banking institutions. This work will include but not be limited to research examining the connections between financial literacy services provided through the workforce system and economic self-sufficiency for people with disabilities. The LEAD WIOA PDC may leverage public-private programs to demonstrate and document strategies promoting economic advancement, ensuring that historically marginalized groups are also effectively served.
- Creating career pathways to employment. The successful applicant will ensure the LEAD WIOA PDC assists workforce programs to develop and implement inclusive career pathways aligned with WIOA, such as apprenticeships, in areas of high job growth or areas essential for individuals with disabilities (for example, the direct care workforce and/or financial industries). Building on ODEP's prior work, the LEAD WIOA PDC will increase access to services in American Job Centers (AJCs) for individuals with the full range of disabilities by increasing the understanding and use of strategies that promote the nondiscrimination and equal opportunity requirements of [Section 188 of WIOA](#). The LEAD WIOA PDC will also provide training for AJC staff, job developers and others on [customized employment strategies](#), including for serving veterans. Finally, the LEAD WIOA PDC will work with states to develop policy resources and products for AJCs to

assist individuals in finding CIE opportunities and needed support staff, including those who are transitioning from subminimum wage employment or require assistance of direct care and direct support professionals.

- Increasing data reporting on disability through WIOA programs. The LEAD WIOA PDC will provide research, policy products, and other assistance to improve WIOA data collection and reporting on service to individuals with disabilities through workforce development programs. The LEAD WIOA PDC will build on current ODEP work by developing and supporting adoption and implementation of model Memorandums of Understanding (MOUs) to promote data sharing and coordination and alignment of services across State and local systems (such as Medicaid, Mental Health, Education, Rehabilitation, Intellectual/Developmental Disability and others as appropriate). Such MOUs may include disaggregation and analysis of racial/ethnic data across systems as it relates to disability. The LEAD WIOA PDC will also build resources to facilitate cross-agency sharing and application of data to improve customer experience, and provide necessary information and training on disability data to the WIOA system in order to assist them in more effectively reporting their disability-related data. Finally, the Center will be responsible for regularly updating existing data tools and resources (including but not limited to the Data Visualization Tool found on www.leadcenter.org) to ensure continuity of access for the field.

The successful applicant selected to operate the LEAD WIOA PDC will ensure that the proposed activities build on existing federal investments in disability employment. The LEAD WIOA PDC will also develop partnerships with other key entities to share information and outputs across related programs through continued implementation of the LEAD "[Knowledge Translation \(KT\) Consortium](#)." The KT Consortium increases CIE and economic advancement for individuals with disabilities by bringing together multiple federal technical and policy assistance centers across Government that focus on disability employment in order to share information and ensure non-duplication of activities across these multiple technical assistance efforts.

In addition to executing the major areas of work outlined in this funding opportunity announcement, the Center will assist ODEP in the development of policy by performing, upon request, rapid responses to policy analysis requests and policy implementation questions.

The LEAD WIOA PDC will have a national reach. For each focus area, the Center will develop resources that meet the needs of all states and territories, and design and implement a promotion and dissemination plan that ensures materials are available through multiple avenues. This includes activities such as maintaining a fully accessible website, conducting innovative and accessible webinars, participating in national conferences, conducting successful social media outreach, collaborating with similar organizations to accomplish the Center's mission. Potential stakeholders of LEAD WIOA PDC resources may include, but are not limited to, state and local workforce development agencies and staff, federal agencies, state agencies working toward employment and economic advancement for individuals with disabilities, organizations that serve individuals with disabilities including those serving historically marginalized communities, and individuals with disabilities and their families. It also includes potential partners in the private sector, including but not limited to employers, service providers, financial institutions,

and others, in order to build opportunities for collaboration between the public and private sectors.

For each major project, the LEAD WIOA PDC will work with ODEP to identify relevant, measurable outcomes, which may include policy outcomes, implementation tools, and research as appropriate. In addition to these outcomes, ODEP expects the Center to measure the reach of its resources by tracking webinar, website, and social media metrics to be determined in coordination between ODEP and the grantee. Collecting data describing service to or impact on diverse communities of individuals with disabilities is a required component across all project areas.

B. Program Authority

The Consolidated Appropriations Act, 2022 (Public Law 117-103), and [29 U.S.C. § 557b](#), authorizes this program.

C. Geographic Scope

The LEAD WIOA PDC will focus on providing policy development and technical assistance on a national scale. The LEAD WIOA PDC will primarily engage the workforce system and its partners through a virtual platform/online presence.

Applicants must demonstrate comprehensive strategies to provide policy development and technical assistance across the public workforce system (i.e., capacity to service and reach multiple geographic locations, as applicable).

II. AWARD INFORMATION

A. AWARD TYPE AND AMOUNT

Funding will be provided in the form of a CA (Cooperative Agreement).

We expect availability of approximately \$2,000,000 to fund approximately 1 grant(s). 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.

We anticipate total availability of approximately \$8,000,000 over a 48-month period of performance. The selected recipient will receive approximately \$2,000,000 annually, subject to productive program outcomes based on the LEAD WIOA PDC workplan and the availability of federal funds.

B. PERIOD OF PERFORMANCE

The period of performance is 48 months with an anticipated start date of 08/25/2022. This performance period includes all necessary implementation and start-up activities.

III. ELIGIBILITY INFORMATION

A. ELIGIBLE APPLICANTS

The following organizations are eligible to apply:

12 (Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education)

13 (Nonprofits without 501(c)(3) status with the IRS, other than institutions of higher education)

22 (For profit organizations other than small businesses)

23 (Small businesses)

Eligible applicants listed above include nonprofits with and without 501(c)(3) status with the IRS, which may include labor organizations and unions as applicable. Among eligible applicants, the applicant agency or organization must also possess demonstrated capacity, relationships, experience, and expertise in:

- workforce development and state workforce systems and their partner programs;
- advancing economic self-sufficiency and financial literacy for individuals with disabilities;
- increasing equity in disability employment services;
- strategies for increasing CIE for jobseekers across the spectrum of disability through the workforce development system (including assisting states as appropriate in cooperating and coordinating across systems, phasing out subminimum wages or increasing access to direct care and direct support professional staff);
- the direct care and direct support workforce;
- customized employment;
- services for target audiences, such as veterans and/or American Indians and Alaska Natives with disabilities;
- WIOA data collection and interpretation; and
- career pathways (including apprenticeships) as these areas relate to increasing employment for jobseekers with disabilities.

Eligible applicants must also have the demonstrated capacity and experience in conducting policy development activities and implementing technical expertise on the key work areas identified in this announcement. DOL anticipates that most eligible entities will not singularly possess the expertise or capacity to operate the project unassisted and will need to engage partners. As such, the lead applicant's implementation plan must include a description of the associated partners, if engaged, to supplement program activities to fully address and execute all of the required grant funded activities and deliverables. DOL has made equity in programs a priority; therefore, DOL encourages partnerships with Historically Black Colleges and Universities (HBCUs), Minority Serving Institutions (MSIs), Hispanic Serving Institutions (HSIs), minority-owned small businesses, registered apprenticeship intermediaries, and/or labor organizations. Those applicants proposing partnerships must describe the roles and expected contributions of the partners, as well as provide signed letters of commitment or MOUs with any proposed partner organizations, as outlined in the Requested Attachments to this notice. See Section IV.B.4 for more details.

Applicants must identify their institution type in Section 9 of the SF-424 Application for Federal Assistance. Please note that all elements of 2 CFR Part 200 (Uniform Administrative

Requirements, Cost Principles, and Audit Requirements for Federal Awards) and 2 CFR Part 2900 (DOL's Supplement to 2 CFR Part 200) apply to any entity that carries out a federal award as a recipient or subrecipient, including for-profit organizations. This includes the monitoring and the examination of their records.

Award recipients will serve as DOL's counterpart in the cooperative agreement. The recipient must be the organization specified in Section 8 of the SF-424 Application Form. Additionally, the recipient must be: (1) DOL's point of contact to receive and respond to all inquiries or communications under this FOA and any subsequent cooperative agreement; (2) the entity with authority to withdraw or draw down funds through the Department of Health and Human Services - Payment Management System (HHS-PMS); (3) the entity responsible for coordinating with DOL on all deliverables, including all technical and financial reports related to the project, regardless of which partnership member performed the work; (4) the entity that may request or agree to a revision of the cooperative agreement; (5) the entity with overall responsibility for carrying out the programmatic functions of the cooperative agreement, as well as for the stewardship of all expenditures under the cooperative agreement; (6) the entity responsible for coordinating with any evaluator, including participating in an evaluation and other studies; and (7) the entity responsible for working with DOL to close out the cooperative agreement.

B. COST SHARING OR MATCHING

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

C. OTHER INFORMATION

Application Screening Criteria

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

Application Requirement	Instructions	Complete?
The deadline submission requirements are met	Section IV.C	
Eligibility	Section III.A	
If submitted through Grants.gov, the components of the application are saved in any of the specified formats and are not corrupt. <i>(We will attempt to open the document, but will not take any additional measures in the event of problems with opening.)</i>	Section IV.C.2	

Application for federal funds request does not exceed the ceiling amount of \$2,000,000	Section II.A	
Applicant has registered with the System for Award Management (SAM) and maintains an active account.	Section IV.B.1	
SF-424, Application for Federal Assistance	Section IV.B.1	
SF-424 includes a Unique Entity Identifier	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	

Number of Applications Applicants May Submit

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

3. Allowable Use of Funds

This funding will provide one cooperative agreement to a recipient working collaboratively with associated partners to conduct policy development and technical assistance on disability employment issues for the workforce system, as specified in this funding opportunity announcement.

The recipient of this cooperative agreement may use awarded funding to cover their organization's reasonable, necessary, and allocable expenses required for the effective implementation of program requirements associated with this initiative. Recipients may use funding to pay project staff to perform work associated with the program requirements of the cooperative agreement. Recipients may also use funds to conduct routine, internal program management activities.

IV. APPLICATION AND SUBMISSION INFORMATION

A. HOW TO OBTAIN AN APPLICATION PACKAGE

This FOA, found at www.Grants.gov contains all of the information and links to forms needed to apply for grant funding.

B. CONTENT AND FORM OF APPLICATION SUBMISSION

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

1. SF-424, "Application for Federal Assistance";
2. Project Budget, composed of the SF-424A and Budget Narrative;

3. Project Narrative; and

4. Attachments to the Project Narrative.

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

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

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

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

a. Requirement for Unique Entity Identifier

As of April 4, 2022, the DUNS Number has been replaced by a new, non-proprietary identifier requested in and assigned by SAM.gov. This new identifier is being called the Unique Entity Identifier (UEI), or the Entity ID. To learn more about UEI requirements, visit the U.S. General Service Administration (GSA), Unique Entity Identifier Update webpage:

<https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/iae-systems-information-kit/unique-entity-identifier-update>.

If the grant award or cooperative agreement recipient is authorized to make subawards under this award, then the recipient: 1.) must notify potential subrecipients that no entity (see definitions below) may receive a subaward from the grant award recipient until the entity has provided its Unique Entity Identifier to the recipient; and 2.) may not make a subaward to an entity unless the entity has provided its Unique Entity Identifier to the grant or cooperative agreement recipient. Subrecipients are not required to obtain an active SAM registration but must obtain a Unique Entity Identifier.

(See Appendix A to 2 CFR Part 25.)

b. Requirement for Registration with SAM

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

A recipient must maintain an active SAM registration with current information at all times during which it has an active federal award or an application under consideration. To remain registered in the SAM database after the initial registration, the applicant is required to review

and update the registration at least every 12 months from the date of initial registration or subsequently update its information in the SAM database to ensure it is current, accurate, and complete. For purposes of this paragraph, the applicant is the entity that meets the eligibility criteria and has the legal authority to apply and to receive the award. If an applicant has not fully complied with these requirements by the time the Grant Officer is ready to make a federal award, the Grant Officer may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

2. Project Budget

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

a. Budget Narrative

The Budget Narrative must provide a description of costs associated with each line item on the SF-424A. The Budget Narrative should also include a section describing any leveraged resources provided (as applicable) to support grant activities. Leveraged resources are all resources, both cash and in-kind, in excess of this award. Valuation of leveraged resources follows the same requirements as match. Applicants are encouraged to leverage resources to increase stakeholder investment in the project and broaden the impact of the project itself.

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

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

Travel: For grantee staff only, specify the purpose, number of staff traveling, mileage, per diem, estimated number of in-state and out-of-state trips, and other costs for each type of travel.

Equipment: Identify each item of equipment you expect to purchase that has an estimated acquisition cost of \$5,000 or more per unit (or if your capitalization level is less than \$5,000, use your capitalization level) and a useful lifetime of more than one year (see 2 CFR 200.1 for the definition of Equipment). List the item, quantity, and the unit cost per item.

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

Supplies: Identify categories of supplies (e.g., office supplies) in the detailed budget and list the item, quantity, and the unit cost per item. Supplies include all tangible personal property other than "equipment" (see 2 CFR 200.1 for the definition of Supplies).

Contractual: Under the Contractual line item, delineate contracts and subawards

separately. Contracts are defined according to 2 CFR 200.1 as a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. A subaward, defined by 2 CFR 200.1, means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a federal award received

by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a federal program.

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

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

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

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

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

or

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

b) Applicants choosing to claim indirect costs using the de minimis rate must use Modified Total Direct Costs (see 2 CFR 200.1 below for definition) as their cost allocation base. Provide an explanation of which portion of each line item, along with the associated costs, are included in your cost allocation base. Note that there are various items not included in the calculation of Modified Total Direct Costs. See the definitions below to assist you in your calculation.

- **2 CFR 200.1 Modified Total Direct Cost (MTDC)** means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. Other items may be excluded only when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

The definition of MTDC in 2 CFR 200.1 no longer allows any sub-contracts to be included in the calculation. You will also note that participant support costs are not included in modified total direct cost. Participant support costs are defined below.

- **2 CFR 200.1 Participant Support Cost** means direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of

participants or trainees (but not employees) in connection with conferences or training projects.

See Section IV.B.4. and Section IV.E.1 for more information. Additionally, the following link contains information regarding the negotiation of Indirect Cost Rates at DOL:

<https://www.dol.gov/agencies/oasam/centers-offices/business-operations-center/cost-determination>.

The SF-424, SF-424A, and Budget Narrative must reflect the federal funding request for the first year of the cooperative agreement, which may not exceed \$2 million.

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, ODEP 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 30 double-spaced single-sided 8.5 x 11 inch pages with Times New Roman 12-point text font and 1-inch margins. You must number the Project Narrative beginning with page number 1.

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

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

a. Statement of Need (up to 5 points)

Applicants must demonstrate their understanding of the need for the program described within this Announcement. Scoring is based on the extent to which the applicant addresses the following:

- i. Describe in both quantitative and qualitative terms the need for the proposed project, demonstrating the applicant's understanding of the nature and scope of the need for

developing policies addressing the economic self-sufficiency of individuals with disabilities, the development of career pathways for people with disabilities (including through increasing capacity of the workforce development system to provide meaningful, effective services to this group of individuals), as well as improving the quality of the data reporting on WIOA services provided to them. Incorporate outcome and demographic data whenever possible.

- ii. Describe how the applicant will determine the needed policy assistance for a range of stakeholders to increase employment and economic self-sufficiency for individuals with disabilities, including the proposed outreach strategies used to assess and prioritize the identified areas for policy assistance
- iii. Describe planned strategies to build upon the existing work of the current LEAD WIOA PDC (LEAD Center), which is exhibited at www.leadcenter.org, to address current policy needs.

b. Expected Outcomes and Outputs (up to 15 points)

DOL expects proposed projects will deliver relevant and effective policies and tools focusing on addressing the economic self-sufficiency of individuals with disabilities, the development of career pathways for individuals with disabilities, as well as increasing and improving the data relating to disability reported on the WIOA services provided to them. The applicants' approach to policy development and technical assistance must include methods for measuring and assessing outcomes and outputs resulting from those activities. To illustrate how an applicant's proposed work plan will provide a results-based design, applicants will be scored on the extent to which they address the information required below:

- i. Logic Model: Submit a logic model demonstrating how the applicant anticipates that the project work streams will lead to the proposed outcome and outputs. For **each** area of focus (addressing the economic self-sufficiency of individuals with disabilities, the development of career pathways for individuals with disabilities, as well as increasing and improving the data reporting on disability under WIOA), applicants must provide **one** potential need the project will address and use the logic model to demonstrate how it will develop and refine policies and technical assistance tools throughout the period of performance. For example, the LEAD WIOA PDC will (a) select at least three workforce development areas to implement projects that develop and test strategies to increase the earning potential of individuals with disabilities through leveraging public-private partnerships with workforce development; (b) implement appropriate activities to measure the effectiveness of these strategies; and (c) disseminate widely the learning from these projects including by developing appropriate draft policy materials for consideration by the Department of Labor. The proposed logic model description must include the following categories:
 - 1. Drivers – What challenges/problems will the policy development/technical assistance address/solve?
 - 2. Activities – What types of activities will take place in the policy and/or technical assistance development.
 - 3. Inputs – What are the resources the applicant will use to support the activities?

4. Outputs – How will the applicant quantify the activities performed? Examples of outputs include development of implementation tools or guides, practical webinars, pilot projects, and policy products.
 5. Outcomes/success factors – Identify the key outcomes or success factors for those audiences receiving the policy development/technical assistance.
 6. Impacts – What impacts will the policy development/technical assistance have for individuals with disabilities as they navigate the workforce system?
- ii. Evaluation: Provide a thorough and comprehensive description of the measures, methods, techniques, and tools the applicant will use to evaluate the effectiveness of policy development and technical assistance, in order to determine if project activities are achieving their anticipated outcomes. Describe how the applicant will ensure timely and accurate data collection and reporting, including when feasible demographic data, to track the achievement of identified outputs and outcomes.

c. Project Design (up to 45 points)

The Project Design must provide a description of a coherent and feasible work plan addressing the five required components below. Applicants are scored according to the extent to which they address the required information below:

- i. Describe in detail the planned activities to address the three key focus areas below, as well as the proposed outcomes and outputs for these focus areas. This section must also include reasonable timelines for the completion of the proposed activities across the full 48-month period of performance. (15 points)
 1. Advancing Economic self-sufficiency for people with disabilities:
 1. Describe the applicant's expansion of the current LEAD Center's focus on financial literacy, detailing strategies to address barriers to financial literacy and stability for individuals with disabilities, including those with limited or no connection to formal banking institutions.
 2. Explain the applicant's strategies to facilitate financial literacy, such as pilot programs or resource development, and include a plan for researching the connection between financial literacy services provided by the workforce development system and increasing economic self-sufficiency for people with disabilities.
 2. Creating career pathways to employment:
 1. Describe the strategy for assisting workforce programs to develop and implement inclusive career pathways aligned with WIOA, such as apprenticeships in high job-growth fields or in jobs essential for individuals with disabilities (e.g., the direct care and direct support professional workforce and/or financial industries).
 2. Describe the methods planned to increase access to American Job Centers (AJCs) and WIOA services by increasing the understanding and use of strategies promoting the nondiscrimination and equal opportunity requirements of WIOA Section 188, including strategies targeted at ensuring that historically marginalized individuals and communities are effectively served.

3. Describe training methods for AJC staff, job developers, etc. regarding customized employment strategies (including veterans).
 4. Describe how the applicant will work with states to develop policy resources and products for AJCs to assist individuals in finding CIE opportunities – including those transitioning from subminimum wage employment.
3. Increasing data reporting on disability through WIOA programs:
1. Describe the applicant’s plan to provide research, policy products, and other assistance to improve WIOA data collection and reporting on service to individuals with disabilities through workforce development programs.
 2. Describe the applicant’s plan to develop model Memorandums of Understanding to promote data sharing and coordination and alignment of services across state and local systems.
 3. Describe proposed resources the applicant will develop to facilitate cross-agency sharing and application of data to improve customer experience.
 4. Describe the applicant’s plan to provide necessary information and training on disability data to the WIOA system in order to assist them in more effectively reporting their disability-related data.
 5. Describe the applicant’s plan to regularly update existing data tools and resources to ensure continuity of information access for the field (including the Data Visualization Tool found on www.leadcenter.org).
- ii. Provide the applicant’s design and implementation plan to provide resources/policy development/technical assistance on a national level, to a broad range of stakeholders. The applicant must explain how it will ensure materials are available through multiple avenues, such as maintaining a fully accessible website, conducting innovative and accessible webinars, national conferences, social media outreach, etc. (5 points)
 - iii. Describe the applicant’s strategy to engage a group of experts with diverse experiences in order to ensure a strong focus on policies addressing equity, as well as historically marginalized communities. The strategy must include how materials created through the work of the proposed project directly addresses diversity and will be marketed and accessible to a variety of audiences. (10 points)
 - iv. Describe how the applicant’s identified partnerships will assist the primary applicant achieve project success, as documented through the Letters of Commitment or MOUs between the applicant and each identified partner. Describe how these relationships increase the capacity to address identified activities. (10 points)
 - v. Describe the applicant’s methods to ensure all produced materials are accessible and high quality and will comply with the requirements of Section 508 of the Rehabilitation Act. (5 points)

d. Organizational, Administrative, and Fiscal Capacity (up to 15 points)

Applicants must provide a detailed description demonstrating their experience and capacity to effectively manage all components of this program at the national level. Applicants must provide the information below *in a separate attachment that does not count against the Project Narrative page limit*. Scoring is based on the extent to which the applicant demonstrates the following:

- i. The applicant must describe how the organization's experience conducting technical and policy assistance activities and initiatives in the disability employment and/or workforce system and financial sectors, as well as in collaborating with disability employment organizations to achieve project goals, demonstrates the applicant's ability to conduct the type of work described in this funding opportunity. Applicants must demonstrate capacity, relationships, experience, and expertise in the following areas (5 points):
 1. workforce development and state workforce systems and their partner programs;
 2. advancing economic self-sufficiency and financial literacy for individuals with disabilities;
 3. increasing equity in disability employment services;
 4. strategies for increasing CIE for jobseekers across the spectrum of disability through the public workforce development system;
 5. the direct care and direct support professional workforce;
 6. customized employment;
 7. services for target audiences, such as veterans and/or American Indians and Alaska Natives with disabilities;
 8. WIOA data collection and interpretation; and
 9. career pathways (including apprenticeships) as these areas relate to increasing employment for jobseekers with disabilities.
- ii. The applicant must provide a project staffing organizational chart demonstrating it has the experience and capacity to carry out this proposed project. The chart must provide the qualifications and experience of executive, programmatic and administrative staff required to fulfill the needs of the project. Qualifications and experience must demonstrate the ability to manage the project, including fiscal and administrative management, programmatic work, and outreach/communication. (5 points)
- iii. The applicant must submit the following information for each identified key personnel and subject matter expert (do not include personally identifiable information) (5 points):
 1. Title
 2. Position description in proposed project
 3. Resume summarizing qualifications
 4. Percent of time dedicated to the project

e. Past Performance - Programmatic Capability (up to 10 points)

Applicants will receive points based on past performance data. Applicants must provide the information below *in a separate attachment that does not count against the Project Narrative page limit*. Scoring is based on the extent to which the applicant demonstrates the following:

- i. Demonstrate past performance managing federal and/or non-federal grants and contracts by providing a list of each project conducted within the last five years; the funding source name and contact information; the type of funding vehicle; the type of work performed, including the scope and scale of the projects; the period of performance; and a summary of project outcomes and outputs. This list will not count towards the page limit for the project narrative. (5 points)

- ii. Describe in detail the applicant's experience measuring the success or impact of prior work in this field, and how it contributes to the applicant's ability to track the success of the work described in this Announcement. (5 points)

f. Bonus Point for the Applicant's Commitment to Diversity, Equity, Inclusion and Accessibility (DEIA) (up to 1 point)

Applicants that submit their organization's equity plan demonstrating the extent to which DEIA is institutionalized within their operations will receive one bonus point. Applicants must submit the plan as a separate attachment to the Grants.gov application package and label it *DEIA Plan*. Acceptance of an applicant's DEIA submission does not in any way constitute legal review and/or approval of such plan.

DOL and this FOA define equity as follows:

The term "equity" means the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.

g. Budget and Budget Narrative (up to 10 points)

We will use the Budget and Budget Narrative to evaluate this section. Please see Section IV.B.2 for submission requirements. The Budget and Budget Narrative do not count against the page limit requirements for the Project Narrative.

The budget documents are scored as follows:

- i. The extent the proposed expenditures address all stated project requirements. (5 points)
- ii. Whether key personnel have adequate time devoted to the project to achieve project results as demonstrated by proposed personnel expenditures. (3 points)
- iii. The extent to which all items in the Budget Narrative reflect the level of detail requested in Section IV.B.2. (2 points)

3. Attachments to the Project Narrative

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

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

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

no other attachment may have the same file name). You may use an underscore (example: My_Attached_File.pdf) to separate a file name.

a. Required Attachments

Abstract

You must submit an up to two-page abstract summarizing the proposed project including, but not limited to, the scope of the project and proposed outcomes. Omission of the abstract will not result in your application being disqualified; the lack of the required information in the abstract, however, may impact scoring. See III.C.1 for a list of items that will result in the disqualification of your application. The abstract attachment must be labeled “Abstract,” and it must include the following:

- the applicant’s name;
- the project title;
- the funding level requested;
- the purpose of the project;
- the activities to be performed;
- the expected outcomes of the project;
- the intended beneficiaries of the project; and
- subrecipient activities, if any.

b. Requested Attachments

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

Indirect Cost 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.

When submitting in grants.gov, this document must be uploaded as an attachment to the application package and labeled “NICRA.”

Financial System Risk Assessment Information

We ask all applicants to submit Funding Opportunity Announcement Financial System Risk Assessment Information. See Section V.B.2 for a sample template and additional instructions. This attachment does not impact the scoring of the application.

Letters of Commitment of MOUs

Submit signed and dated Letters of Commitment or Memoranda of Understanding between the applicant and partner organizations and/or sub-grantees that propose to provide services to support the program model and lead to the identified outcomes. See Section IV.B.3.c. These letters must be uploaded as an attachment to the Grants.gov application package and labeled “Letters of Commitment.” Omission of these letters impacts scoring.

Past Performance Documentation

This attachment must include a listing of each past project conducted within the last five years, and include the corresponding information requested in section IV.B.3.e. These documents must be uploaded as an attachment to the Grants.gov application package and labeled “Past Performance.” Omission of this document impacts scoring.

Logic Model

Provide Logic Model as described in section IV.B.3.b. This must be submitted as an attachment to the Grants.gov application package and labeled, “Logic Model.” Omission of this attachment impacts scoring.

Organizational Chart

Provide Organizational Chart as described in section IV.B.3.d. This must be submitted as an attachment to the Grants.gov application package and labeled, “Org Chart.” Omission of this attachment impacts scoring.

Key Personnel and Subject Matter Expert (SME) Summary of Qualifications and Position Descriptions

Provide qualifications for key personnel as described in section IV.B.3.d. This information must be submitted as one attachment to the Grants.gov application package and labeled “Key Personnel.” Omission of this attachment impacts scoring.

Equity Plan

Applicants seeking a bonus point for their commitment to Diversity, Equity, Inclusion and Accessibility (DEIA) may submit their organization’s equity plan as a separate attachment to the Grants.gov application package. See Section IV.B.3.f for additional instructions. Omission of this attachment impacts scoring.

C. SUBMISSION DATE, TIME, PROCESS AND ADDRESS

We must receive your application by XX/XX/2022. You must submit your application electronically on <https://www.grants.gov> **no later than 11:59 p.m. Eastern Time on the closing date.**

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

1. Hardcopy Submission

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

2. Electronic Submission through Grants.gov

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

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

a. How to Register to Apply through Grants.gov

Read through the registration process carefully before registering. These steps may take as long as four weeks to complete, and this time should be factored into plans for timely electronic submission in order to avoid unexpected delays that could result in the rejection of an application.

Applicants must follow the online instructions for registration at <https://www.grants.gov/web/grants/applicants/organization-registration.html>. We recommend that you prepare the information requested before beginning the registration process. Reviewing and assembling required information before beginning the registration process will alleviate last-minute searches for required information and save time.

An application submitted through Grants.gov constitutes a submission as an electronically signed application. The registration and account creation with Grants.gov, with E-Biz Point of Contact (POC) approval, establishes an Agency Organizational Representative (AOR). When an application is submitted through Grants.gov, the name of the AOR who submitted the application is inserted into the signature line of the application, serving as the electronic signature. The E-Biz POC must authorize the individual who is able to make legally binding commitments on behalf of your organization as the AOR; this step is often missed and it is crucial for valid submissions.

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

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

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

When a registered applicant submits an application with Grants.gov, an electronic time stamp is generated within the system when the application is successfully received by Grants.gov. Grants.gov will send the applicant AOR an email acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) with the successful transmission of the application, serving as proof of timely submission. The applicant will receive two email messages to provide the status of the application's progress through the system.

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

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

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

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

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

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

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

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

The Grants.gov Contact Center is open 24 hours a day, 7 days a week but closed on federal holidays. If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number.

Late Applications

We will consider only applications successfully submitted through Grants.gov no later than 11:59 p.m. Eastern Time on the closing date and then successfully validated. You take a significant risk by waiting to the last day to submit through Grants.gov.

D. INTERGOVERNMENTAL REVIEW

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

E. FUNDING RESTRICTIONS

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

1. Indirect Costs

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

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

Option 2: Any organization that has never received a negotiated indirect cost rate, with the exceptions noted at 2 CFR 200.414(f) in the Cost Principles, may elect to charge a de minimis rate of 10 percent of modified total direct costs (see 2 CFR 200.1 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, for which you may apply at any time. (See 2 CFR 200.414(f) for more information on use of the de minimis rate.)

2. Salary and Bonus Limitations

None of the funds appropriated under the heading “Employment and Training” in the appropriation statute(s) may be used by a recipient or subrecipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II. This limitation does not apply to contractors providing goods and services as defined in the Audit Requirements of the OMB Uniform Guidance (see 2 CFR 200 Subpart F). Where states are recipients of such funds, states may establish a lower limit for salaries and bonuses of those receiving salaries and bonuses from subrecipients of such funds, taking into account factors including the relative cost of living in the state, the compensation levels for

comparable state or local government employees, and the size of the organizations that administer federal programs involved including ETA programs. See Public Law 113-235, Division G, Title I, section 105, and TEGL number 05-06 for further clarification: https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2262.

3. Intellectual Property Rights

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

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

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

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

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

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

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

If applicable, the following standard ODEP disclaimer needs to be on all products developed in whole or in part with grant funds.

“This workforce product was funded by a grant from the U.S. Department of Labor’s Office of Disability Employment Policy. 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.”

F. OTHER SUBMISSION REQUIREMENTS

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

V. APPLICATION REVIEW INFORMATION

A. CRITERIA

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

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

Criterion	Points (maximum)
1. Statement of Need (See Section IV.B.3.a. Statement of Need)	5
2. Expected Outputs and Outcomes (See Section IV.B.3.b. Expected Outcomes and Outputs)	15
3. Project Design (See Section IV.B.3.c. Project Design)	45
5. Organizational, Administrative, and Fiscal Capacity (See Section IV.B.3.d. Organizational, Administrative, and Fiscal Capacity)	15

6. Past Performance – Programmatic Capability (See Section IV.B.3.e. Past Performance – Programmatic Capability)	10
7. Budget and Budget Justification (See Section IV.B.2. Project Budget and Section IV.B.3.g. Budget and Budget Narrative)	10
8. Diversity, Equity, Inclusion, and Accessibility Bonus: Applicant Organization’s Equity Plan Attachment (See Section IV.B.3.f. Bonus Point for the Applicant’s Commitment to Diversity, Equity, Inclusion and Accessibility (DEIA))	1
TOTAL	101

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

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

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

B. REVIEW AND SELECTION PROCESS

1. Merit Review and Selection Process

A technical merit review panel will carefully evaluate applications against the selection criteria to determine the merit of applications. These criteria are based on the policy goals, priorities, and emphases set forth in this FOA. Up to 101 points may be awarded to an applicant, depending on the quality of the responses provided. The final scores (which may include the mathematical normalization of review panels) will serve as the primary basis for selection of applications for funding. The panel results are advisory in nature and not binding on the Grant Officer. The Grant Officer reserves the right to make selections based solely on the final scores or to take into consideration other relevant factors when applicable. Such factors may include the geographic distribution of funds, and other relevant factors. The Grant Officer may consider any information that comes to their attention.

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

2. Risk Review Process

Prior to making an award, DOL will review information available through various sources, including its own records and any OMB-designated repository of government-wide eligibility qualification or financial integrity information, such as Federal Awardee Performance and Integrity Information System (FAPIIS), Dun and Bradstreet, and "Do Not Pay." Additionally, DOL will comply with the requirements of 2 CFR Part 180 codified at 2 CFR Part 2998 (Non-procurement Debarment and Suspension). This risk evaluation may incorporate results of the evaluation of the applicant's eligibility (application screening) or the quality of its application (merit review). If ETA determines that an award will be made, special conditions that correspond to the degree of risk assessed may be applied to the award. Criteria to be evaluated include the following:

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

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

- If the applicant had any restriction on spending for any DOL grant due to adverse monitoring findings; or
- If the applicant received a High Risk determination in accordance with [TEGL 23-15](#).

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

We request that all applicants submit the following information as an attachment to their application (suggested template below) for DOL to assess the applicant's Financial System. We will take this information into account as one component of the Risk Review Process. Applicants may use the suggested template or answer the questions in a separate attachment. It is unlikely that an organization will be able to manage a federal grant without the following system/processes in place. We expect to have these in place before applying for a grant with ODEP.

<p align="center">U.S. DEPARTMENT OF LABOR -EMPLOYMENT AND TRAINING ADMINISTRATION (ETA) FUNDING OPPORTUNITY ANNOUNCEMENT: FINANCIAL SYSTEM RISK ASSESSMENT</p>		
<p align="center">SECTION A: PURPOSE</p>		
<p>The financial responsibility of grantees must be such that the grantee can properly discharge the public trust which accompanies the authority to expend public funds. Adequate administrative and financial systems including the accounting systems should meet the following criteria as contained in 2 CFR 200 and 2 CFR 2900.</p> <p>(1) Accounting records should provide information needed to adequately identify the receipt of funds under each grant awarded and the expenditure of funds for each grant.</p> <p>(2) Entries in accounting records should refer to subsidiary records and/or documentation which support the entry and which can be readily located.</p> <p>(3) The accounting system should provide accurate and current financial reporting information.</p> <p>(4) The accounting system should be integrated with an adequate system of internal controls to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency, and encourage adherence to prescribed management policies.</p>		
<p align="center">SECTION B: GENERAL</p>		
<p>1. Complete the following items:</p>		
<p>a. When was the organization founded/incorporated (month, day, year)</p>	<p>b. Principal officers</p>	<p>Titles</p>
<p>c. Employer Identification Number:</p>		

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

d. Number of Employees Full Time: Part Time:		
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2. Is the organization or institution affiliated with any other organization: Yes No If yes, please provide details as to the nature of the company (for profit, nonprofit, LLC, etc) and if it provides services or products to the organization in relation to this grant.	3. Total Sales/Revenues in most recent accounting period. (12 months) \$
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	SECTION C: ACCOUNTING SYSTEM	
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1. Has any Government Agency rendered an official written opinion concerning the adequacy of the accounting system for the collection, identification and allocation of costs under Federal contracts/grants? Yes No
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a. If yes, provide name, and address of Agency performing review:	b. Attach a copy of the latest review and any subsequent correspondence, clearance documents, etc.
	Note: If review occurred within the past three years, omit questions 2-8 of this Section and Section D.

2. Which of the following best describes the accounting system:	State administered	Internally Developed			Web-based
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3. Does the accounting system identify the receipt and expenditure of program funds separately for each contract/grant?	Yes	No	Not Sure
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4. Does the accounting system provide for the recording of expenditures for each grant/contract by the component project and budget cost categories shown in the approved budget?	Yes	No	Not Sure
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5. Are time distribution records maintained for an employee when his/her effort can be specifically identified to a particular cost objective?	Yes	No	Not Sure
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6. If the organization proposes an overhead rate, does the accounting system provide for the segregation of direct and indirect expenses?	Yes	No	Not Sure
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7. Does the organization have an approved indirect cost rate or cost allocation plan?	Yes	No	Not Sure
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U.S. DEPARTMENT OF LABOR -EMPLOYMENT AND TRAINING ADMINISTRATION
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**FUNDING OPPORTUNITY ANNOUNCEMENT: FINANCIAL SYSTEM RISK
ASSESSMENT**

If so, who approved it (Federal Cognizant Agency or a Pass-through Entity)? What are the effective dates?				
8. Does the accounting/financial system include budgetary controls to preclude incurring obligations in excess of: a. Total funds available for a grant? b. Total funds available for a budget cost category (e.g. Personnel, Travel, etc)?		Yes Yes	No No	Not Sure Not Sure
9. Does the organization or institution have an internal control structure that would provide reasonable assurance that the grant funds, assets, and systems are safeguarded?		Yes	No	Not Sure

			SECTION D: FINANCIAL STABILITY	
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1. Is there any legal matter or an ongoing financial concern that may impact the organization's ability to manage and administer the grant? Yes No
If yes, please explain briefly.

	SECTION E: FINANCIAL STATEMENTS	
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1. Did an independent certified public accountant (CPA) ever examine the financial statements? Yes No

2. If an independent CPA review was performed please attach a copy of their latest report and any management letters issued. Enclosed N / A

3. If an independent CPA was engaged to perform a review and no report was issued, please provide details and an explanation below:

	SECTION F: ADDITIONAL INFORMATION	
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1. Use this space for any additional information (*indicate section and item numbers if a continuation*)

VI. AWARD ADMINISTRATION INFORMATION

A. AWARD NOTICES

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

Selection of an organization as a recipient does not constitute approval of the grant application as submitted. Before the actual grant is awarded, we may enter into negotiations about such items as program components, staffing and funding levels, and administrative systems in place to

support grant implementation. If the negotiations do not result in a mutually acceptable submission, the Grant Officer reserves the right to terminate the negotiations and decline to fund the application. We reserve the right not to fund any application related to this FOA.

B. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

1. Administrative Program Requirements

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

- Non-Profit Organizations, Educational Institutions, For-profit entities and State, Local, and Indian Tribal Governments—2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) and 2 CFR Part 2900 (DOL’s Supplement to 2 CFR Part 200).
- All entities must comply with 29 CFR Part 93 (New Restrictions on Lobbying), 29 CFR Part 94 (Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)), 2 CFR Part 180 (OMB Guidance to Agencies on Government-wide Debarment and Suspension (Non-procurement)), and, where applicable, 2 CFR Part 200 (Audit Requirements).
- 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.
- 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.
- 29 CFR Part 32—Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance.
- 29 CFR Part 35—Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance from the Department of Labor.
- 29 CFR Part 36—Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance.
- The Department of Labor will follow the procedures outlined in the Department’s Freedom of Information Act (FOIA) regulations (29 CFR Part 70). If DOL receives a FOIA request for your application, the procedures in DOL’s FOIA regulations for responding to requests for commercial/business information submitted to the government will be followed, as well as all FOIA exemptions and procedures. See generally 5 U.S.C. § 552; 29 CFR Part 70.
- Standard Grant Terms and Conditions of Award—see the following link: <https://www.dol.gov/agencies/eta/grants/resources>.

2. Other Legal Requirements

a. Religious Activities

The Department notes that the Religious Freedom Restoration Act (RFRA), 42 U.S.C. §

2000bb, applies to all federal law and its implementation. If an applicant organization is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled to receive federal financial assistance under this grant solicitation and maintain that hiring practice. As stated in 2 CFR 2.32(a), religious organizations are eligible on the same basis as any other organization, to seek DOL support or participate in DOL programs for which they are otherwise eligible. Guidance from DOL is found at: <https://www.dol.gov/agencies/oasam/grants/religious-freedom-restoration-act/guidance>.

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

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

c. Transparency Act Requirements

You must ensure that you have the necessary processes and systems in place to comply with the reporting requirements of the Federal Funding Accountability and Transparency Act of 2006 (Pub. Law 109-282, as amended by the Government Funding Transparency Act of 2008, Pub. Law 110-252, Title VI, Chap. 2, Sec. 6202), as follows.

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

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

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

d. Safeguarding Data Including Personally Identifiable Information (PII)

Applicants submitting applications in response to this FOA must recognize that confidentiality of PII and other sensitive data is of paramount importance to the Department of Labor and must be observed except where disclosure is allowed by the prior written approval of the Grant Officer or by court order. By submitting an application, you are assuring that all data exchanges conducted through or during the course of performance of this grant will be conducted in a manner consistent with applicable federal law and [TEGL 39-11](#) (issued June 28, 2012). All such activity conducted by ETA and/or recipient(s) will be performed in a manner consistent with applicable state and federal laws.

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

- i. You must ensure that PII and sensitive data developed, obtained, or otherwise associated with DOL/ODEP funded grants is securely transmitted.
- ii. 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 ODEP or contractors.
- iii. 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.
- iv. 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.
- v. You further acknowledge that all PII data obtained through your ODEP 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.
- vi. 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.
- vii. 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.
- viii. You must not extract information from data supplied by ODEP for any purpose not stated in the grant agreement.

- ix. Access to any PII created by the ODEP 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.
- x. All PII data must be processed in a manner that will protect the confidentiality of the records/documents and is designed to prevent unauthorized persons from retrieving such records by computer, remote terminal, or any other means. Data may be downloaded to, or maintained on, mobile or portable devices only if the data are encrypted using NIST validated software products based on FIPS 140-2 encryption. In addition, wage data may be accessed only from secure locations.
- xi. PII data obtained by the recipient through a request from ODEP must not be disclosed to anyone but the individual requestor, except as permitted by the Grant Officer or by court order.
- xii. You must permit ODEP 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.
- xiii. You must retain data received from ODEP only for the period of time required to use it for assessment and other purposes, or to satisfy applicable federal records retention requirements, if any. Thereafter, you agree that all data will be destroyed, including the degaussing of magnetic tape files and deletion of electronic data.

e. Record Retention

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

f. Use of Contracts and Subawards

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

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

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

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

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

You must follow the provisions at 2 CFR 200.330-.332 regarding subrecipient monitoring and management. Also see 2 CFR 200.308(c)(6) regarding prior approval requirements for subawards. When awarding subawards, you are required to comply with provisions on government-wide suspension and debarment found at 2 CFR Part 180 and codified at 2 CFR Part 2998.

g. Closeout of Grant Award

Any entity that receives an award under this Announcement must close its grant with ODEP at the end of the final year of the grant. Information about this process may be found in ETA's Grant Closeout FAQ located at

<https://www.dol.gov/sites/dolgov/files/ETA/grants/pdfs/Closeout%20FAQs.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. ODEP Evaluation

As a condition of grant award, grantees are required to participate in an evaluation, if undertaken by DOL. The evaluation may include an implementation assessment across grantees, an impact and/or outcomes analysis of all or selected sites within or across grantees, and a benefit/cost analysis or assessment of return on investment. Conducting an impact analysis could involve random assignment (which involves random assignment of eligible participants into a treatment group that would receive program services or enhanced program services, or into control group(s) that would receive no program services or program services that are not enhanced). We may require applicants to collect data elements to aid the evaluation. As a part of the evaluation, as a condition of award, grantees must agree to: (1)

make records available to the evaluation contractor on participants, employers, and funding; (2) provide access to program operating personnel, participants, and operational and financial records, and any other relevant documents to calculate program costs and benefits; and (3) in the case of an impact analysis, facilitate the assignment by lottery of participants to program services, including the possible increased recruitment of potential participants; and (4) follow evaluation procedures as specified by the evaluation contractor under the direction of DOL.

b. Performance Goals

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

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 (SF-425) is required until such time as all funds have been expended or the grant period has expired. Quarterly reports are due 30 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

The grantee must submit a quarterly performance report within 45 days after the end of each calendar-year quarter. The report must include quarterly information on interim indicators and performance goals. The last quarterly progress report will serve as the grant's Final Performance Report. This report must provide both quarterly and cumulative information on the grant performance. Submission requirements and report templates will be provided to grantees upon award. We will also provide you with guidance about the data and other information that is required to be collected and reported on either a regular basis or special request basis.

VII. AGENCY CONTACTS

For further information about this FOA, please contact Andrea Hill, Grants Management Specialist, Office of Grants Management, at 202-693-3542. Applicants should e-mail all technical questions to Hill.Andrea@dol.gov and must specifically reference FOA-ODEP-22-10, and along with question(s), include a contact name, fax and phone number. This Announcement is available at <https://www.grants.gov>.

VIII. OTHER INFORMATION

A. WEB-BASED RESOURCES

DOL maintains a number of web-based resources that may be of assistance to applicants. These include the CareerOneStop portal (<https://www.careeronestop.org>), which provides national and state career information on occupations; the Occupational Information Network (O*NET) Online (<https://online.onetcenter.org>), which provides occupational competency profiles; and America's

Service Locator (<https://www.servicelocator.org>), which provides a directory of our nation's American Job Centers (formerly known as One-Stop Career Centers).

B. INDUSTRY COMPETENCY MODELS AND CAREER CLUSTERS

ETA supports an Industry Competency Model Initiative to promote an understanding of the skill sets and competencies that are essential to an educated and skilled workforce. A competency model is a collection of competencies that, taken together, define successful performance in a particular work setting. Competency models serve as a starting point for the design and implementation of workforce and talent development programs. To learn about the industry-validated models, visit the Competency Model Clearinghouse (CMC) at <https://www.careeronestop.org/CompetencyModel>. The CMC site also provides tools to build or customize industry models, as well as tools to build career ladders and career lattices for specific regional economies.

C. WORKFORCEGPS RESOURCES

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

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

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

We created a technical assistance portal at <https://www.workforcegps.org/resources/browse?id=b8dd0aa1ecfb4b2282d6cd30c7248790> that contains online training and resources for fiscal and administrative issues. Online trainings available include, but are not limited to, Introduction to Grant Applications and Forms, Indirect Costs, Cost Principles, and Accrual Accounting.

D. SKILLSCOMMONS RESOURCES

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

IX. OMB INFORMATION COLLECTION

OMB Information Collection No 1225-0086, Expires July 31, 2022.

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

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

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

Signed _____ in Washington, D.C. by:
Carla Wills
Grant Officer, Employment and Training Administration