U.S. DEPARTMENT OF LABOR
Employment and Training Administration

NOTICE OF AVAILABILITY OF FUNDS AND FUNDING OPPORTUNITY ANNOUNCEMENT FOR: YOUNG ADULT REENTRY PARTNERSHIP (YARP) 2

ANNOUNCEMENT TYPE: *Initial*

FUNDING OPPORTUNITY NUMBER: *FOA-ETA-21-03*

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

KEY DATES: *The closing date for receipt of applications under this Announcement is* **April 26, 2021**. We *must receive applications no later than* ***4:00:00 p.m. Eastern Time***.

ADDRESSES: *Submit all applications in response to this solicitation through https://www.grants.gov.*

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

A Prospective Applicant Webcast will be available on April 2, 2021 at https://reo.workforcegps.org/. While a review of this Webcast is strongly encouraged to support successful grant applications, it is not mandatory.

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EXECUTIVE SUMMARY

The Employment and Training Administration (ETA), U.S. Department of Labor (DOL, or the Department, or we), announces the availability of approximately $ 25,000,000 in grant funds authorized by the Department of Labor Appropriations Act, 2020 (Pub. L. 116-94), for activities that support employment for persons involved with the justice system under Section 169 of the Workforce Innovation and Opportunity Act (WIOA) for Young Adult Reentry Partnership (YARP) projects, as part of the Reentry Employment Opportunities (REO) grant program.

This Funding Opportunity Announcement (FOA) provides intermediary organizations the opportunity to partner with community colleges, one or more of employers, employer associations, unions providing training, or labor-management partnerships and the criminal justice system to improve the employment outcomes for young adults who have been involved in the juvenile or adult criminal justice system and/or those who left high school prior to graduation.

Applicants must be intermediary organizations that have sub-grantees—which may be affiliates or local offices of the intermediary organization—that propose to serve at least three communities. For purposes of the FOA, intermediaries include with IRS 501(c)(3) non-profit status—including women's and organizations that serve communities of color, unions or labor-management partnerships and community- or faith-based organizations—and any Indian and Native American entity eligible for grants under section 166 of WIOA. Applicants, through their sub-grantees, must partner with community colleges, the criminal justice system, and one or more employers, employer associations, unions providing training, or labor-management partnerships to provide education/credentialing and occupational training in locally in-demand industries with a focus on occupations that offer living wages. Experience shows that most participants will need employment while pursuing additional education. These grants will provide job placement services, while also helping participants with stipends, as needed. Applicants must identify the target area(s) each sub-grantee will serve. ETA will give priority consideration to projects in which all of the target areas are high-poverty, high-crime areas, and the project service centers for all of the target areas are or will be located within and serve the target areas by the start of project enrollment.

The Department plans to award approximately six grants of up to $4,500,000 each. These grants will have a 42-month period of performance, including a period of three to six months for planning, a 24- to 27-month period of operation, and 12 months of follow-up services. Future funding opportunities will take into account grantee performance on this grant. These projects will serve young adults ages 18-24 years old who are currently or have previously been involved with the juvenile or adult criminal justice system or who left high school prior to graduation. Applicants should draw on evidence-based practices for serving youth involved in the criminal justice system in developing their application. This initiative intends to protect community safety by assisting individuals involved in the criminal justice system to:

- Reduce barriers to labor market reentry;
- Receive positive opportunities to engage in pro-social activities, such as employment and/or education;

- Maintain long-term financially sustaining employment;
- Sustain a stable residence; and
- Successfully address their substance abuse issues and mental health needs, as applicable, through partnerships with local programs.

Grants under this FOA must provide occupational training facilitated by a community college, in locally in-demand industries, and a college-bound track for those whose assessment, skills, and labor market experience indicate that this type of training/degree is most useful.

Applicants or sub-grantees that have their own vocational training facilities, linked to and informed by local employers and labor market information, may provide training in their own facility site if the community college partner facilitates the training. Additionally, work-based learning including Registered Apprenticeships may take place at a variety of locations. Projected in-demand occupations include not only current demand, but also projected growth for occupations with increasing demand in certain industry sectors due to the retirements of an aging workforce. See the Bureau of Labor Statistics (BLS) chart showing the occupations that are projected to add the most new jobs over the next decade at https://www.bls.gov/emp/tables/occupations-most-job-growth.htm; the BLS distinction between fastest growing occupations and occupations that will add the most jobs at https://www.bls.gov/ooh/about/ooh-faqs.htm#growth3; and the link to Labor Market Information compiled by each State Employment Security Agency at https://www.projectionscentral.com/Projections/ProjectionSites.

The Department is interested in participants receiving training in industries driven by the local/regional economy as evidenced by labor market data, while highlighting the importance of focusing on occupations that offer high wages. In consultation with the state or local workforce development boards, applicants must verify that the selected industry sector and high-growth jobs offer employment opportunities in their local/regional communities. Applicants must also name the specific career pathways/occupations within that sector for which their participants will receive training. In addition, applicants must ensure that the occupational training provided has no state or local licensing regulations that prevent individuals with criminal records from obtaining licenses in that career.

The Department is also interested in program models that provide work-based learning opportunities, which could include Registered Apprenticeships and models that exhibit strong partnerships with employers or unions, in order to provide more affordable pathways to high-paying jobs.

The Department is committed to awarding grants to high-quality applicants who are serving high-crime, high-poverty areas that have a scarcity of reentry services. In making awards, ETA will consider the existing landscape of reentry services in the geographic area targeted for service by an applicant. Applicants must demonstrate that their target areas are underserved and in need of reentry services.

I. FUNDING OPPORTUNITY DESCRIPTION

The Department will competitively select applicants whose sub-grantees partner with community colleges, the criminal justice system, and one or more of employers, employer associations, unions providing training or labor-management partnerships to provide education and training to improve workforce outcomes for justice-involved young adults.[1] Applicants must have a clear framework for delivering services and accomplishing performance outcomes identified in this FOA. The Department encourages applicants to leverage evidence-based approaches in developing their proposals.

Applicants must provide a detailed description of the need for services in their target communities; how they plan to accomplish outcomes; their project design; the partnerships that they have developed, their plan for sustainability, past performance and programmatic capability; and their organizational, administrative, and fiscal capacity.

A. PROGRAM PURPOSE

This Announcement solicits applications for the Young Adult Reentry Partnership program. The purpose of this program is to provide education and training services that improve the employment outcomes of young adults who are involved in the criminal justice system and/or who left high school prior to graduation and to develop the capacity of community colleges to meet the needs of young adults with justice system involvement. Young adults served under this grant program are between the ages of 18 and 24 and currently or previously have been involved in the juvenile or adult criminal justice system and/or who left high school prior to graduation.

Funded projects aim to ensure that young adults transitioning from the criminal justice system are prepared to meet the needs of their local labor markets with the skills required by employers. To achieve this end, applicants, through each of their sub-grantees, must establish a partnership with:
- the criminal justice system;
- at least one employer, employer association, union providing training or labor-management partnership; and
- community colleges that have designed their courses and career pathways/guided pathways program curricula to ensure relevance to the needs of local industries and jobs for high growth, in-demand occupations.

Applicants must demonstrate that their sub-grantees and community college partner(s) will implement capacity-building in community colleges to support innovative models for accelerated learning for the target population of this FOA. This capacity-building plan must include the development of at least one of the following components:
- align educational opportunities with industry-recognized stacked and latticed credentials on an in-demand career pathway;

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[1] For purposes of this FOA, "sub-grantees" includes the affiliates, local offices, or Indian and Native American entities that an applicant proposes to use to fulfill the terms of this FOA.

- online and technology-based learning strategies to allow participants who may be on house arrest or have transportation limitations to participate;
- competency-based assessments and training courses to recognize skills proficiency and attainment;
- evidence-based remediation policies and practices; or
- policies to assess credit for prior learning and award credits for prior learning.

Grantees must ensure that they expend no more than 25 percent of funds awarded under the FOA on the community college capacity-building requirements outlined above. Applicants should indicate the amount of funds they intend to allocate to community college capacity-building in their budgets and ensure that this amount does not exceed the 25 percent limitation.

In addition, applicants, through their sub-grantees, must partner with community colleges, the public workforce system, employers or employer associations, unions providing training, labor-management partnerships and the criminal justice system to provide eligible participants the following services:
- Career exploration activities, including information on barriers to employment and requirements for entering their occupation;
- Case management services, including the development of a comprehensive and personalized Learning Plan, which may be incorporated into the Individual Development Plan (IDP) that identifies strategies for achieving participants' employment goals, including overcoming barriers and acquiring supportive services;
- Assistance with linking participants to the social services required to help participants transition back to their communities, such as substance abuse and mental health treatment, healthcare, transportation, childcare, housing, legal aid, and other social services;
- Job preparatory experiences;
- Employment-focused services that lead to hiring, including the following approaches:
  - occupational education leading to industry-recognized stacked and latticed credentials;
  - Registered Apprenticeship;
  - work-based learning; or
  - work experience;
- Assistance with applying for financial aid for post-secondary education, particularly for programs of study leading to degrees;
- Tuition assistance, where financial aid is not available (see note below);
- Job placement services;
- Legal services, such as record expungement, diversion, modifying child support arrears, or obtaining a state driver's license; and
- 12 months of follow-up services.

Grantees, through their sub-grantees, may set aside up to 25 percent of grant funds for stipends and work experience wages. For more information about funds for stipends and work experience wages, see Section IV.E.4.

Grantees will also be permitted to use up to 5 percent of their grant funds to provide emergency assistance for housing, substance abuse, and mental health services for participants. In addition, grantees may use up to 1.5 percent of grant funds (separate from the above 5 percent) for needs-related payments. However, grantees must submit a written policy on the use of these funds as a condition of award. ETA encourages applicants to provide directly or through partners supportive services necessary to support individuals' participation in employment-related activities and training.

The opportunity to earn credentials in less than two years may be attractive for young adults who are at risk, out of school, or have some other barriers to employment, as well as for workers who are dislocated and need to gain skills to compete in the current labor market, even those who may already have a degree. Given the uneven outcomes of short-term credential based programs, applicants should focus on credentials with records of producing strong labor market outcomes for trainees. Credentials such as certificates or certifications that can be earned in as little as six months to two years provide an alternative to lengthier and costlier undergraduate degrees. Providing individuals with opportunities to earn "credit for prior learning" is a strategy that recognizes past learning and experience, and accelerates the earning of meaningful credentials. Please refer to Training Employment Notice (TEN) 25-19 and Training Employment Guidance Letter (TEGL) 15-10 for additional information on the various types and characteristics of credentials. Well-paying jobs in in-demand industries generally require some form of post-secondary education or training, and the earnings gains that accompany postsecondary credentials are well established.[2] Applicants must ensure that the occupational training they provide through their sub-grantees and their sub-grantees' partners does not have any state or local licensing regulations that restrict individuals with criminal records from obtaining associated licenses in that career.

Teaching young adults who are involved in the criminal justice system and/or who left high school prior to graduation foundational and soft skills, such as job readiness, conflict resolution, interpersonal communications, employability, and job search strategies, in addition to providing work experiences and occupational training leading to industry-recognized credentials, can provide access to employment, including Registered Apprenticeships, and reduce the likelihood of reoffending.

NOTE: The Department expects that grantees will work with their sub-grantees to ensure that community college services are provided through Pell Grants or other financial assistance before using grant funds. Grant funds should only be used for tuition costs, as needed. Grant funds may be used to cover tuition when Pell Grants are not available to the participant; to cover any remaining costs of services where federal funding is not sufficient; or to cover tuition while Pell Grant applications are being processed which can later be reimbursed to the grant when the Pell Grant is distributed to the participant. For more information on Pell Grants, see Volume 3 Chapter 3 of the 19-20 FSA Handbook, available at https://ifap.ed.gov/sites/default/files/attachments/2019-10/1920FSAHbkVol3Ch3.pdf.

B. PROGRAM AUTHORITY

This program is authorized by the Department of Labor Appropriations Act, 2020 (Pub. L. 116-94), which provides $98,079,000 for activities that support employment for persons involved with the justice system under Section 169 of WIOA, $25,000,000 of which must be for "activities that prepare young ex-offenders and school dropouts for employment, with a priority for projects serving high crime, high poverty areas."

II. AWARD INFORMATION

A. AWARD TYPE AND AMOUNT

Funding will be provided in the form of a grant.

We expect availability of approximately $25,000,000 to fund approximately six grants. Applicants may apply for a ceiling amount of up to $4,500,000. Awards made under this Announcement are subject to the availability of federal funds. In the event that additional funds become available, we reserve the right to use such funds to select additional grantees from applications submitted in response to this Announcement.

Applicants must indicate the number of participants they propose to serve to meet the outcomes of their project; the application must also include a proposed performance target. This FOA establishes minimum enrollment goals during the period of performance, which vary by grant size according to table below. Minimum enrollment goals during the period of performance are based on the amount of the funding request, as set forth in the chart below. Applicants must select and identify in their application their intended sub-grantees. DOL does not require applicants to competitively select local sub-grantees. Applicants may, but are not required to, select their local offices, affiliates, or members to serve as one or more sub-grantees.

Figure 1. Minimum Targets for Participants Enrolled During the Grant Period Based on Funding Request	
Funding Request	Minimum Participants Enrolled During Grant Period
Up to $3,499,999	350
$3,500,000 – 3,999,999	450
$4,000,000 – 4,500,000	550

B. PERIOD OF PERFORMANCE

These grants have a 42-month period of performance, which includes three to six months of planning, a required 24- to 27-month period of employment and training services, and a required 12-month period for follow-up services. Grantees must meet their enrollment goal, ensure that each participant receives the full menu of services within the period of operation, and be able to ensure that each participant receives the 12 months of follow-up services during the performance

period of the grant. Follow-up services are described in 20 CFR 681.580, and they must include more than only a contact attempted or made for securing documentation in order to report a performance outcome. A minimum of 5 percent of total funds must be reserved for the 12-month follow-up period. The anticipated start date for these projects is July 1, 2021.

III.   ELIGIBILITY INFORMATION

A.   <u>ELIGIBLE APPLICANTS</u>

The following organizations are eligible to apply:

- Intermediary organizations (organizations that have sub-grantees, which may be affiliates or local offices of the intermediary organization, that propose to serve at least three communities for this project) with IRS 501(c)(3) non-profit status (including women's and organizations that serve communities of color, unions or labor-management partnerships, and community- or faith-based organizations); or any Indian and Native American entity eligible for grants under section 166 of WIOA that proposes to serve at least three communities for this project.

- Entities eligible for WIOA Section 166 grants include: Federally recognized Indian tribes; Tribal organizations as defined in 25 U.S.C. 450b; Alaska Native-controlled organizations; Native Hawaiian-controlled organizations; Indian-controlled organizations serving Indian and Native Americans (INA); a consortium of eligible entities that meet the legal requirements for a consortium as defined at 20 CFR 684.200(e); and State-recognized tribal organizations as defined in 20 CFR 684.200(g).

The Department requests that applicants applying with IRS 501(c)(3) non-profit status submit verification of the non-profit status. If you have submitted this documentation previously in another application submission, please submit it again for this application. For applicants applying with IRS 501(c)(3) non-profit status that do not submit documentation of this status, the Department will check IRS data to ensure the applicant has this status.

Primary Partners
Applicants must ensure that their sub-grantees identify their primary partners, as described in section IV.B.3.d and section IV.B.4.a:
- Community College(s) – The primary community college partner must be a community college that is a public institution of higher education as defined in Section 101(a) of the Higher Education Act and whose most common degree awarded is an associate degree.
- Criminal Justice System – the primary criminal justice system partner may include diversion programs, correctional facilities, parole and probation agencies, halfway houses, residential reentry centers, law enforcement, and/or courts.
- Employer(s), Employer Association(s), Union(s) Providing Training, or Labor-Management Partnership(s).

B. COST SHARING OR MATCHING

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

C. OTHER INFORMATION

1. Application Screening Criteria

Applicants 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 applicants to use this checklist to ensure that your application contains all required items. If your application does not meet all of the screening criteria, it will not move forward through the merit review process.

Application Requirement	Instructions	Complete?
The deadline submission requirements are met	Section IV.C	
Eligibility	Section III.A	
The components of the application are saved in any of the specified formats and are not corrupt. (*We will attempt to open the document, but will not take any additional measures in the event of problems with opening.*)	Section IV.C.2	
Application federal funds request does not exceed the ceiling amount of $4,500,000	Section II.A	
SAM Registration	Section IV.B.1	
SF-424, Application for Federal Assistance	Section IV.B.1	
SF-424 includes a DUNS Number	Section IV.B.1	
SF-424A, Budget Information Form	Section IV.B.2	
Budget Narrative	Section IV.B.2	
Project Narrative	Section IV.B.3	
MOUs or Letters of Commitment between the applicant and their sub-grantee(s)	Section IV.B.4.(a)(2)	

MOUs or Letters of Commitment between each sub-grantee and each of the sub-grantee's identified primary partnership organizations	Section IV.B.3(d)(i); IV.B.4(a)(3)	

2.   Number of Applications Applicants May Submit

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

3.   Eligible Participants

a)   Participants Eligible to Receive Training

The intent of this FOA is to fund projects that provide improved employment outcomes for young adults who are involved in the criminal justice system and/or who left high school prior to graduation, and ensure that young adults transitioning from the criminal justice system are prepared to meet the needs of their local labor markets with the skills required by employers.

An individual is eligible to participate in a program funded through this FOA if that individual, on the date of enrollment (the date of enrollment is when the individual has gone through the application process, been accepted, and received confirmation that they will participate in the program):
- is at least 18 years old and not older than 24 years of age;
- who left high school prior to graduation * or currently involved or has been involved with the juvenile or adult criminal justice system, which includes:
   - currently or previously incarcerated;
   - under the supervision of the criminal justice system, either in out-of-home placements, on probation, or on parole;
   - under an alternative sentence by the criminal justice system; or
   - under a diversion program as an alternative to prosecution;
- is eligible to work in the United States.

Note: *Up to 10 percent of participants may have left high school prior to graduation without being involved in the juvenile or adult criminal justice system.

Grantees have the discretion to enroll individuals convicted of violent offenses or sexual offenses and those assessed as high-risk of either offense. Grantees that choose to serve these populations must conduct a rigorous risk assessment of each participant assessing criminogenic need (i.e., causing or likely to cause criminal behavior). Applicants proposing to serve these populations may adjust their outcomes accordingly; enrollment goals based on cost-per-participant may not be reduced. In all cases, grantees must have clear and consistent written enrollment policies that address program enrollment. Grantees must submit their written enrollment policies as a condition of award. More information on risk assessments can be found at http://csgjusticecenter.org/reentry/the-reentry-and-employment-project/, as well as in Section VIII, Part H of this FOA.

NOTE: Male participants are required to register for the Selective Service before participating in services. Grantees should determine eligibility of male participants by accessing the Selective Service System at https://www.sss.gov/. For additional guidance, including how this requirement applies to male participants incarcerated at the time of their 18th birthdays, please see TEGL 11-11. Change 2 clarifies the implementation of the Selective Service registration requirements of the Workforce Investment Act (WIA) of 1998 §189(h) for grantees funded or authorized by Title I of WIA, located at https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=8779. This guidance applies to grants funded or authorized by WIOA.

b)   Veterans' Priority for Participants
38 U.S.C. 4215 requires grantees to provide priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job training program directly funded, in whole or in part, by DOL. The regulations implementing this priority of service are at 20 CFR Part 1010. In circumstances where a grant recipient must choose between two qualified candidates for a service, one of whom is a veteran or eligible spouse, the veterans' priority of service provisions require that the grant recipient give the veteran or eligible spouse priority of service by first providing him or her that service. To obtain priority of service, a veteran or spouse must meet the program's eligibility requirements. Grantees must comply with DOL guidance on veterans' priority. ETA's Training and Employment Guidance Letter (TEGL) No. 10-09 (issued November 10, 2009) provides guidance on implementing priority of service for veterans and eligible spouses in all qualified job training programs funded in whole or in part by DOL. TEGL No. 10-09 is available at https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2816. This guidance applies to programs funded under WIOA. For additional information on veteran's priority of service and WIOA, please see TEGL 19-16. TEGL 19-16 is available at https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=3851.

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

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

B.   CONTENT AND FORM OF APPLICATION SUBMISSION

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

1. 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.

In addition, subject to the provisions of the Religious Freedom Restoration Act (RFRA), 42 U.S.C. § 2000bb, the applicant's Authorized Representative's signature in block 21 of the SF-424 form constitutes assurance by the applicant of compliance with the WIOA 188 rules issued by the Department at 29 CFR 38.25, which includes the following language:

> As a condition to the award of financial assistance from the Department of Labor under Title I WIOA, the grant applicant assures that it has the ability to comply fully with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the WIOA, which, as interpreted through Departmental regulations, prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship status or participation in any WIOA Title I—financially assisted program or activity; Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color, and national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities; The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

> The grant applicant also assures, subject to RFRA, that as a recipient of WIOA Title I financial assistance [as defined at 29 CFR 38.4(zz)], it will comply with 29 CFR part 38 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIOA Title I-financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIOA Title I-

financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance. Note that the RFRA 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. If a faith-based organization is awarded a grant, the organization will be provided with more information.

a)   Requirement for DUNS Number

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

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

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

(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. Applicants are encouraged to leverage resources to increase stakeholder investment in the project and broaden the impact of the project itself.

The Budget Narrative must describe the project's intended cost-per-participant and two cost-per-outcomes, consistent with the strategies described in the application. The two cost-per-outcome measures are cost-per-employment and cost-per-credential. Cost–per-participant is calculated as grant award amount divided by total participants served over the life of the grant. Cost–per-employment is calculated as grant award amount divided by number of participants that enter employment over the life of the grant. Cost-per-credential is calculated as grant award amount divided by number of participants that attain a recognized credential over the life of the grant. While there are no set limits on cost-per-participant or cost-per-outcomes, and some customers may require more intensive or expensive services than others, ETA expects that grantees use funds efficiently and maintain fiscal oversight to ensure that grants serve a reasonable number of participants for a given amount of funds. Therefore, if requested, applicants must be able to provide information to justify their costs and budgets, including financial documentation, contracts or subawards, and information on program services (inclusive of case files).

Please see Section IV.E.4 for limitation on budget items that should be addressed in your budget narrative.

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

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 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. While budgeting for this work, note that up to 5 percent of grant funds may be used to provide emergency assistance for housing, substance abuse treatment, and mental health treatment for participants. Grantees are strongly encouraged to have partnerships in place to address routine barriers to reentry (e.g., housing, substance abuse treatment, and mental health treatment) and avoid the need for emergency assistance, which support collaboration among partners to support individual economic mobility. Grantees must submit a written policy on the use of these funds as a condition of award.

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

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

or

b) If you intend to claim indirect costs using the 10 percent de minimis rate, please confirm that your organization meets the requirements as described in 2 CFR 200.414(f). Clearly state that your organization does not have a current negotiated (including provisional) rate and is not one described in 2 CFR part 200, Appendix VII(D)(1)(b).

Applicants choosing to claim indirect costs using the de minimis rate must use Modified Total Direct Costs (see 2 CFR 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.

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

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

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

3. **Project Narrative**

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

The Project Narrative is limited to 25 double-spaced single-sided 8.5 x 11 inch pages with Times New Roman 12-point text font and 1-inch margins. You must number the Project Narrative beginning with page number 1.

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

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

a) **Statement of Need (4 points)**
    (i) *Target Areas & Participants Served*: Applicants must clearly: identify the target areas to be served by a sub-grantee and identify the sub-grantee that will serve each target area; demonstrate that there is appropriate demand for services and that the target area is underserved and in need of reentry services; identify the total number of participants that each sub-grantee in each target area will serve; identify the total cumulative number of participants to be served by all sub-grantees combined which must equal or exceed the number of participants required for the amount of funds requested, as outlined in the chart in section II.A of this FOA; demonstrate that there is a sufficient pool of eligible potential participants in the target areas to recruit into the program; and provide evidence to support the number of proposed participants in each sub-grantee target area to be served**. (2 points)**

    (ii) *Selected Occupational Education and Training Programs*: Applicants must identify and fully describe the need for the selected occupational education and training program(s) in the target area(s) to be served and identify the source of this Labor Market Information (LMI), including State LMI offices, local Workforce Development Boards (WDBs), business/industry groups, and BLS projections of occupations that will add the most new jobs over the next decade. Applicants must consult with state or local WDBs to verify that the selected education and occupational training is for locally in-demand industry sector(s) and high-wage jobs for which there are sufficient employment opportunities in the targeted local/regional communities. **(2 points)**

b)   Performance Strategies (18 points)

Applicants must identify the outcomes they expect to accomplish by the end of the grant, explain their strategy for meeting those outcomes, as discussed below, and describe how they will track the performance data. Plans should specify the intended source(s) of data, and staff and/or partner roles in tracking and reporting. Please note that applicants will be held to reporting the outcome measures that they provide, and low performance on those outcome measures may result in technical assistance or other intervention by ETA, and may also have a significant impact on decisions about future grants with the Department.

Specifically, applicants must include the following in their Project Narrative:

(i) Strategies for Performance Outcomes: Grant applicants must identify specific strategies that result in community college capacity-building, WIOA performance indicators, and the recidivism and first offense outcomes identified below. These strategies must describe how the applicant will achieve a high level of performance for the measures described below. Strategies are to be specific, quantifiable statements, and clearly linked to the relevant measures. **(16 points)**

>   Community College Capacity Building Performance Measures and Strategy

>   These grants will increase the quality of training available to this population through partnerships with community colleges, while also expanding capacity of community colleges to serve this population. The WIOA performance measures described below help measure the outcomes of quality training. Applicants must specify at least one community college capacity-building outcome measure that their sub-grantees and community college partners propose to achieve, and their strategy for that outcome. Applicants must specify an outcome target and accompanying strategy for at least one of the following capacity building components:

>   - Aligning education and training with industry-recognized stacked and latticed credentials on an in-demand career pathway;
>   - Online and technology-based learning strategies that allow participants who may be on house arrest or have transportation limitations to participate;
>   - Competency-based assessments that recognize skills proficiency and attainment;
>   - Evidence-based remediation policies and practices that improve basic skills; or
>   - Policies to assess credit for prior learning, and awarding credits for prior learning.

>   These targets must be specific to the applicant's grant project. An illustrative example of a specific community college capacity-building target that applicants have used for other projects include:

>   - Measure of policies to assess credit for prior learning, and awarding credits for prior learning. *For example, a grant-specific outcome could be as follows: Enhance credit for prior learning programs so that the number of participants in the ZZ*

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career pathway who attain a credential and entry-level employment increases from XX to YY.

The example listed above is for illustrative purposes only. For purposes of this FOA, applicants must identify an outcome target that specifically addresses their community college capacity-building component(s), as specified above. **(6 of 16 points)**

WIOA Primary Indicators of Performance, Measures and Strategies

Grantees must report on five of the six WIOA primary indicators of performance, as listed below and based on WIOA section 116(b)(2)(A)(i-ii). The Department has set grant-specific performance targets for Credential Attainment and Measurable Skill Gains. Applicants must describe their strategy for accomplishing the grant-specific performance targets for Credential Attainment and Measurable Skill Gains.

The applicable WIOA primary indicators are:

1. Education & Employment Rate – Second Quarter After Exit
2. Education & Employment Rate – Fourth Quarter After Exit
3. Median Earnings – Second Quarter After Exit
4. Credential Attainment – For this grant, the goal for this measure is 65 percent.
5. Measurable Skill Gains – For this grant, the goal for this measure is 70 percent.

Additional information for the methodology of calculating these performance indicators can be found in TEGL 10-16, Change 1: "Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Title I, Title II, Title III and Title IV Core Programs," found at https://wdr.doleta.gov/directives/corr_doc.cfm?docn=3255.

ETA will use grantees' data reported for the WIOA indicators as baseline performance information for setting performance goals in future grants, except for the credential attainment indicator and the measurable skill gains indicator, for which there are specific goals. While this FOA is not setting specific goals for most of these measures, ETA regularly uses prior performance in determining awards. **(6 of 16 points)**

Recidivism and First Offense Measures

Grantees will be required to track and report the percentage of participants convicted of a new criminal offense committed within 12 months of their release from the correctional facility. Grantees must track recidivism until the end of the grant period of performance. The goal for this measure is a percentage rate lower than the recidivism rate for the state in which the grantee is operating. Grantees must also track and report the percentage of participants who had no prior offense but who are convicted of an offense during the grant period of performance. Applicants must

fully describe their strategy for reducing recidivism or new offenses, and their plan to track and report recidivism and first offense data, including partnerships with corrections programs. **(4 of 16 points)**

(ii) *Tracking Measures*: Applicants must fully describe the system they will use to track and report the stated outcomes pre- and post-release, particularly follow-up services, including how they will co-enroll participants in WIOA if applicable. DOL encourages grantees to use technology for coordinated services with the public workforce system, including existing state case management systems. **(2 points)**

Applicants may propose their own additional performance measures with specific numeric goals.

As part of their data collection, all grantees are directed to request participants' social security numbers (SSNs). However, while REO grantees are required to request participants' SSNs, participants cannot be denied services if they choose not to disclose.

c) **Project Design (20 points)**
Scoring under this criterion will be based on the extent to which the following factors are clearly and accurately addressed:

(i) *Educational Opportunities in Community College Institutions*: Applicants must fully describe their program model, including how sub-grantees and their community college partners will provide relevant education and training to participants and use innovative models of accelerated learning for the target population of this FOA. Applicants must ensure that their program model provides a college-bound track for those participants interested in acquiring a credential, certificate, or Registered Apprenticeship to pursue professional careers. Applicants should also ensure that their program model focuses on credentials with records of producing strong labor market outcomes for trainees. Applicants must describe how they will ensure participants receive comprehensive and personalized student support services and career guidance, including a required Learning Plan. In addition, applicants must explain how their sub-grantees will partner with community colleges to develop a capacity-building plan that will include the development of at least one of the following components:
- Align educational opportunities with industry recognized stacked and latticed credentials on an in-demand career pathway;
- Online and technology-based learning strategies to allow participants who may be on house arrest or have transportation limitations to participate;
- Competency-based assessments and training courses to recognize skills proficiency and attainment;
- Evidence-based remediation policies and practices; or
- Assessment of credit for prior learning and award credits for prior learning. **(4 points)**

(ii) *Employment-focused Services*: Employment-focused services must be included in the project design and must span throughout the participant's participation in the program. Applicants must identify the employment-focused service(s) that will be incorporated into their program model. Such services must include: job placement services; job preparatory experiences; mentoring; job shadowing; career exploration activities, which include information on barriers to employment and requirements for entering their occupation; assistance with applying for financial aid for education, particularly for programs of study leading to degrees; and tuition assistance, where financial aid is not available. Job placement services may also include making use of the Federal Bonding Program. Employment-focused services must also include at least one of the following approaches: occupational education leading to industry-recognized stacked and latticed credentials, Registered Apprenticeship, work-based learning, or work-experience. Applicants must ensure that the skills training provided has no state or local licensing regulations that prohibit individuals with criminal records from obtaining a license in that career. Applicants must identify and provide a persuasive explanation of how their approach will lead to improved employment outcomes for program participants. **(8 points)**

(iii) *Case Management, Legal Services, and Supportive Services*: Case management, legal services, and supportive services are fundamental services that are essential in all reentry programs. Case management and legal services in particular must begin at the time of enrollment and continue throughout the participant's participation in the program, including a 12-month follow-up period, and must be consistent with the regulations and guidance under WIOA. Applicants must fully describe how they will ensure that sub-grantees provide case management, legal services, and supportive services. Specifically, applicants must at a minimum describe how the project and any sub-grantees will:

- Develop a comprehensive and personalized Learning Plan, which may incorporated into the Individual Development Plan (IDP), that identifies strategies for achieving participants' employment goals, including overcoming barriers and acquiring supportive services.
- Provide case management and legal services at the time of enrollment and continue throughout the participant's participation in the program, including the required 12-month follow-up period. Identify and provide the specific legal services, such as but not limited to expungement or diversion, modifying child support arrears, or obtaining a state driver's license that will be available to program participants and how these services will be provided.
- Link participants to the social services required to help transition back to their communities, such as substance abuse and mental health treatment, healthcare, transportation, childcare, housing, legal aid, and other social services.
- Provide supportive services where needs cannot be met through partnerships. While budgeting for this work, note that up to 5 percent of grant funds may be used to provide emergency assistance for housing, substance abuse treatment, and mental health treatment for participants. Up to an additional 1.5 percent may be used for needs-related payments. Grantees are strongly encouraged to have partnerships in

place to address routine barriers to reentry (e.g. housing, substance abuse treatment, and mental health treatment) and avoid the need for emergency assistance. **(4 points)**

(iv) *Work Plan*: Applicants must provide, as an attachment to the Project Narrative, a detailed narrative description of the proposed plan for accomplishing the work (the work plan) describing how the project will operate throughout the funding period, as well as a graphic illustration, such as a Gantt chart or a flow chart (as described in Section IV.B.4.b(3)), showing how the applicant will successfully achieve outcomes. The work plan should include: 1) all functions, activities or major tasks and the assignment of responsibilities for those major tasks identified in the application; 2) factors that might accelerate or delay the work and how the applicant will address such factors amid program operations; and 3) any potential barriers with a description of how the project will overcome these barriers. The work plan should include details on the planning phase including: hiring key staff (e.g., Director, Fiscal Manager); securing locations to house the skills training; finalizing sub-grantee agreements; meeting with the primary partners and any additional partners identified in the application to solidify partnerships; and ensuring readiness for inputting data into the DOL Workforce Integrated Performance system (WIPS) and any DOL provided case management system or database system, and assisting sub-grantees to meet these preliminary steps. Applicants must clearly identify the roles and responsibilities of both the applicant, all sub-grantees, and partners. NOTE: The Work Plan must be included as an attachment and will not be counted against the page limit for the project narrative. **(4 points)**

d) **Partnerships (18 points)**
Applicants must provide a Memorandum of Understanding (MOU) or Letter of Commitment (LOC) signed and dated by the authorizing agent between sub-grantees and each partner in the primary partnership, and between sub-grantees and each additional partner.

(i) *Primary Partnerships* **(12 points)**

Applicants must ensure that their sub-grantees identify primary partners in each of the categories set forth below and describe the specifics of their partnership. Applicants must provide an MOU or LOC between each sub-grantee and each primary partnership organization, signed by the authorizing agents, demonstrating a relationship between its sub-grantee(s) and each of the primary partner organizations identified below for each target area to be served. Applicants will be scored based on the extent to which the MOUs or LOCs between their sub-grantees and primary partners fully describe:
- Services provided to the organization or participants;
- Procedures for enrollment or recruitment, if applicable; and
- Plan for coordination of services between partners.

Community College(s)
Applicants must ensure that all sub-grantees partner with one or more community
college that will provide education and training and that have designed their courses
and career pathways/guided pathways program curricula to ensure relevance to the
needs of local industries and jobs. Applicants or sub-grantees who have their own
vocational training facilities may provide training in their own facility if the
community college partner facilitates the training. The MOUs or LOCs between
sub-grantees and community colleges should address the community college capacity-
building plans that are required in Section IV.B.3.c.i.

Criminal Justice System
Applicants must ensure that all sub-grantees partner with the criminal justice system.
The MOUs or LOCs between an Applicant's sub-grantee(s) and criminal justice
partner(s) must explain how criminal justice system partner(s) will support program
operations and ensure that all program participants can participate in all required
services. Criminal justice system partners may include the following: diversion
programs, correctional facilities, parole and probation agencies, halfway houses,
residential reentry centers, law enforcement, and/or courts.

Employer(s), Employer Association(s), Union(s) providing training and/or Labor-
Management Partnership(s)
Applicants must ensure that all sub-grantees partner with at least one employer and/or
employer association. The MOUs or LOCs between an Applicant's sub-grantee(s) and
employer(s) employer association(s), union(s) providing training and/or labor-
management partnership(s) must explain how the employer(s) employer association
partner(s), union(s) providing training and/or labor-management partnership(s) will be
engaged in the program to provide employment, job shadowing, mentoring, work-
based learning, occupational training, work experience, or curriculum development (if
applicable).

(ii) *Additional Partnerships* **(6 points)**

Applicants must ensure that their sub-grantees leverage resources by partnering with:
- Local or State Workforce Development Boards;
- Other training providers, particularly those that can provide work-based learning
  opportunities including Registered Apprenticeships, and
- Local organizations that provide housing, transportation, substance abuse and
  mental health services, and other supportive services as needed.

The Department strongly encourages recipients of funding under this FOA to participate
as additional American Job Center partners. Partnering with the workforce system
provides mutual benefits, including the enhancement of services and outreach. For
additional information about the roles and responsibilities of additional partners, please
see TEGL 17-16.

Applicants must ensure that their sub-grantees identify their partners and describe the specifics of their partnership in a Memorandum of Understanding or Letter of Commitment signed by the authorizing agent of the partner organization. Applicants will be scored based on the MOU or LOC between the sub-grantees and the additional partners, which must fully describe:
- Services provided to the organization or participants;
- Procedures for enrollment or recruitment, if applicable; and
- Plan for coordination of services between partners, including coordination between pre-release and post-release service providers, if applicable.

NOTE: Memoranda of Understanding and Letters of Commitment must be included as attachments and will not be counted against the page limit for the project narrative.

e) **Organizational, Administrative, and Fiscal Capacity (6 points)**
Applicants will be scored based on:

(i) A complete description of how staff, organizational structure, and multi-site management contribute to the ability of the applicant to conduct the project and meet program expectations and requirements. Include information about any organization(s) under contract with the applicant that will have a significant role in implementing the project and any previous experience implementing projects of similar design or magnitude. **(2 points)**

A complete description of the applicant's fiscal and administrative controls in place to manage federal funds, including the applicant's plan and capacity to sustain some or all project activities after federal financial assistance has ended. **(4 points)**

f) **Past Performance – Programmatic Capability (30 points)**
Organizations will receive points based on past performance data. All applicants must submit information for the past performance criteria identified below. This past performance document will not be counted against the page limit.

If you have received federally and/or non-federally funded assistance agreements (federal assistance agreements include federal grants and cooperative agreements but not federal contracts) similar in size, scope, and relevance to the proposed project, the applicant must submit a Past Performance Chart for the most recently completed agreement.

If you have completed an REO grant within the past 5 years, your Past Performance Chart must reflect that grant, regardless of whether that REO grant was your most recently completed agreement similar in size scope, and relevance to the proposed project. Moreover, if you have not completed an REO grant within the past five years, but you have completed any other ETA agreement within the past five years, you must submit a chart for that agreement, regardless of whether that ETA grant was your most recently completed agreement similar in size scope, and relevance to the proposed project. A completed grant means the period of performance has ended. Please note that current REO grantees that are still within their period of performance and have not completed any other REO grants within the past five years must include past performance

data for a different completed grant similar in size, scope, and relevance. Examples of REO grants that may have been completed within the past five years include some Training to Work, Face Forward, Reentry Demonstration Projects, Pathways to Justice Careers, and Linking to Employment Activities Pre-release Specialized American Job Centers grants. If you are unsure if you have a past REO grant, please contact the agency contact listed in Section VII of this FOA.

Applicants who have completed an REO grant award or ETA agreement within the past five years of the closing date of this FOA are required to submit a chart for that agreement. NOTE: The Past Performance Chart must be included as an attachment and will not be counted against the page limit for the project narrative.

Performance Chart
The Past Performance Chart must include the following information:
- Grantor name and contact information
- Project information/grant objectives
- Performance goals and spending rate analysis

Below is a sample format for the Past Performance Chart. For non-ETA grants, the chart must be signed by the grantor or a signed letter must be provided from the grantor verifying the past performance data. This letter must be on grantor letterhead and contain contact information for the grantor. Applicants that do not provide all of the following will receive 0 points for sections 1 and 2 below:
- Performance chart;
- Previous grantor contact information; and
- A signed past performance chart or an associated grantor verification letter on grantor letterhead (for non-ETA grants)

(1) Performance Goals: (24 points)
The Past Performance Chart must include the overall objectives of the grant, population served, funding amount and grantor contact information. The chart must detail the two performance goals below and the outcomes of those goals, to demonstrate the degree of their performance.

Applicants must use the performance indicators below in their chart:
  i. placement in education or employment, and
  ii. credential/degree attainment.

ETA views the above indicators as the most critical to demonstrating that the applicant's past success in a similar program has prepared its organization to succeed in operating an REO project.

(i) The chart must detail: 1) placement in education or employment, and 2) credential/degree attainment. Applicants substituting alternative indicators will receive zero points for any alternative outcome submitted.

(ii) In the chart, applicants must identify the total number of participants enrolled in the program and the performance outcome for each performance indicator. The performance outcome for each performance indicator must be displayed as both a fraction (i.e., the numerator equal to the number of program participants who achieved the identified indicator (Performance Outcome) and the denominator equal to the Performance Goal for the identified indicator) and a percentage. For example, if using the employment/education placement measure, the performance metric description might be; participants who were placed into unsubsidized jobs within one year of program completion divided by total program participants eligible to be placed into unsubsidized jobs within one year of program completion.

(iii) Applicants will receive points based on past performance demonstrated in the performance chart as follows:

- Applicants that exceeded both of the performance goals for their most recently completed grant will receive 24 points for this subsection.
- Applicants that met one performance goal and exceeded one performance goal for their most recently completed grant will receive 18 points for this subsection.
- Applicants that met both of the performance goals for their most recently completed grant will receive 12 points for this subsection.
- Applicants that met one performance goal but did not meet the other performance goal for their most recently completed grant will receive 6 points for this subsection.
- Applicants that did not meet either performance goal for their most recently completed grant will receive 0 points for this subsection.

(2) Spending Rate Analysis: (6 points)
Applicants must submit, as part of the chart of past performance described above, the total grant amount and the percentage of grant funds spent during the original period of performance for the grant, as specified above. Applicants will receive points for their spending rate, as demonstrated in the chart they provide, as follows:

- Applicants that expended at least 98 percent of the grant funds for their most recently completed grant will receive 6 points.
- Applicants that expended at least 90 percent but less than 98 percent of the grant funds for their most recently completed grant will receive 4 points.
- Applicants that expended at least 80 percent but less than 90 percent of the grant funds for their most recently completed grant will receive 2 point.
- Applicants that expended less than 80 percent of the grant funds for their most recently completed grant will receive 0 points.

Below is a sample format for the chart:

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

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

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

g) **Budget and Budget Narrative (4 points)**
   The Budget and Budget Narrative will be used to evaluate this section. Please see Section IV.B.2 for information on the requirements. The Budget and Budget Narrative do not count against the page limit requirements for the Project Narrative.

   Applicants will be scored based on:
   (i)   The extent the proposed expenditures will address all project requirements, and whether key personnel have adequate time devoted to the project to achieve project results. The extent to which the budget narrative provides a description of costs

associated with each line item on the SF-424A and to which the totals on the SF-424A and the Budget Narrative align. **(2 points)**

(ii) The extent to which the cost-per-participant and cost-per-outcomes are reasonable and reflect the program model's ability to successfully meet all outcomes identified in the application. **(2 points)**

h) Priority Consideration

Applicants will also receive priority consideration of two (2) bonus points for serving communities with rates of high poverty and high crime, as outlined below.

High-Poverty, High-Crime Target Area – (2 bonus points)

Applicants will receive two (2) bonus points if they identify in the abstract and demonstrate in an attachment that all of their target areas are located in a high-poverty, high-crime area, and commit that the project service centers *(where the case managers, job developers, and front line service staff are located)* of all of the target areas are or will be located within and serve the target areas by the start of project enrollment.

For the purpose of this funding opportunity, high-poverty areas are counties, Indian Reservations or Native Lands, or contiguous Census Tracts with poverty rates of at least 25 percent, as exhibited through the use of American Community Survey (ACS) data. Applicants must provide in the Abstract and in an attachment, the poverty rate and the crime rate of each of the target areas. The attachment must include data from the American Community Survey that shows a poverty rate above 25 percent for each target area. If the target areas are contiguous Census tracts, the appendix must include tables listing the Census tracts that make up each of the target areas showing the overall poverty rate of all of the combined Census tracts in each of the target areas is above 25 percent. Include maps that show that the Census tracts are contiguous in each target area. If the target area is an entire county or Indian Reservation or Native Land that has a poverty rate of over 25 percent, the listing of Census tracts and maps do not need to be included. See instructions on using the American Community Survey data in Section VIII.F.

Applicants must also show in an attachment that the crime rates within each of the target areas are higher than the crime rate of the overall state. Applicants must use the most recently available crime rates of the police precinct, sheriff's office, county police department, or other relevant jurisdiction that most closely overlaps with their target area. Applicants also must provide a letter of commitment to DOL in an attachment indicating that their project service centers will be located in a high-poverty high-crime area in all of their sites. If an applicant or sub-grantee currently does not have a project service center in the target area, it must commit to operating a project service center in the target area by the start of enrollment.

4. **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 Justification do not count against the page limit requirements for the Project Narrative.

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

Save all files with descriptive file names of 50 characters or fewer and use only standard characters in file names: A-Z, a-z, 0-9, and underscore (_). File names may not include special characters (e.g. &,–,*,%,/,#), periods (.), blank spaces, or accent marks, and must be unique (e.g., no other attachment may have the same file name). You may use an underscore (example: My_Attached_File.pdf) to separate a file name.

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

  - the applicant's name
  - the project title
  - the number of participants to be served
  - the funding level requested
  - the total cost-per-outcomes
  - a list of all sub-grantees that will implement the proposed project design including the name and address of each sub-grantee;
  - the name and the address of the primary partners: community college(s); criminal justice system; and employer(s), employer association(s), union(s) providing training and/or labor-management partnership(s);
  - a description of the target area(s) to be served by each sub-grantee;
  - the poverty rate and crime rate of each of the proposed target areas in your application (as described in section IV.B.3.(h) above) if applying for Priority Consideration for serving high-poverty high-crime target areas; and
  - a brief summarization of the proposed project including but not limited to, the scope of the project and proposed outcomes; and
  - the in-demand industry(s) in which the sub-grantees and/or community college partner(s) will provide occupational training, alongside employer(s) employer association(s), union(s) providing training, and/or labor-management partnership(s) and justice system partnership(s).

  The Abstract is limited to two double-spaced single-sided 8.5x11 inch pages with 12-point font and 1 inch margins. This document must be uploaded as an attachment to the application package and specifically labeled "Abstract".

(2) MOUs or Letters of Commitment with Sub-grantees

Submit signed and dated **Memoranda of Understanding** or **Letters of Commitment (an email or other form of written commitment is also acceptable)** between the applicant and their sub-grantees. Omission of a Letter of Commitment or Memoranda of Understanding from all sub-grantees will result in the screening out of your application.

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

(3) MOUs or Letters of Commitment Between Sub-Grantees and Primary Partners

Submit signed and dated Memoranda of Understanding or Letters of Commitment **(an email or other form of written commitment is also acceptable)** between the sub-grantees and each of the sub-grantee's identified primary partnership organizations (community college(s), employer(s),employer association(s), union(s) and labor-management partnership(s) and criminal justice system partner(s)) that propose to provide services to support the program model and lead to the identified outcomes. Omission of a Letter of Commitment or Memoranda of Understanding between any sub-grantee and their primary partners will result in the screening out of your application.

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

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

(1) MOUs or LOCs Between Sub-Grantees and Additional Partners
Applicants must submit Memoranda of Understanding or Letters of Commitment **(an email or other form of written commitment is also acceptable)** between their sub-grantees and each of their sub-grantee's additional partners that describe the specifics of the partnership, as explained in section IV.3.d.ii of this FOA. These MOU(s) or LOC(s) must be signed by the authorizing agent of the partner organization. The MOU(s) or LOC(s) between the sub-grantees and the additional partners must fully describe:

- Services provided to the organization or participants;
- Procedures for enrollment or recruitment, if applicable; and
- Plan for coordination of services between partners, including coordination between pre-release and post-release service providers, if applicable.

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

(2) Past Performance Documentation

This attachment must include both the Chart of Past Performance and the Grantor Verification Letter (if the chart is not signed by the Grantor). See Section IV.B.3.f for which applicants are to submit this documentation and additional instructions.

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

(3) Indirect Cost Rate Agreement

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

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

(4) Work Plan

Provide a detailed narrative description of the proposed plan for accomplishing the work and describing how the project will operate throughout the funding period and include a graphic illustration, such as a Gantt chart or a flow chart, as an attachment to the Project Narrative, showing how the applicant will successfully achieve the project scope.

This item must be uploaded as an attachment to the application package and specifically labeled "Work Plan."

(5) Financial System Risk Assessment Information

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

(6) Documentation of Non-Profit 501(c)(3) Status

All Applicants applying as a non-profit, including current DOL grantees, must submit documentation from the Internal Revenue Service that verifies the applicant's non-profit 501(c)(3) status (for entities applying as 501(c)(3) non-profit organizations only). If not provided, the Department will review Internal Revenue Service data to ensure an applicant's non-profit 501(c)(3) status. This attachment does not impact scoring of the application, but if ETA determines that the applicant does not have non-profit 501(c)(3) status, the application will be disqualified and will not move through the merit review process.

This document must be uploaded as an attachment to the application package and specifically labeled "Non-Profit Status."

C. SUBMISSION DATE, TIME, PROCESS, AND ADDRESS

We must receive your application by **April 26, 2021**. You must submit your application electronically on https://www.grants.gov **no later than 4:00:00 p.m. Eastern Time on the closing date.**

Applicants are encouraged to submit their application before the closing date to minimize the risk of late receipt. We will not review applications received after 4:00:00 p.m. Eastern Time on the closing date. We will not accept applications sent by e-mail, telegram, or facsimile (FAX).

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

1. Electronic Submission through Grants.gov
Applicants must ensure successful submission **no later than 4:00:00 p.m. Eastern Time on the closing date**. Grants.gov will subsequently validate the application.

The process can be complicated and time-consuming. You are strongly advised to initiate the process as soon as possible and to plan for time to resolve technical problems. Note that validation does not mean that your application has been accepted as complete or has been accepted for review 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 no later than 4:00:00 p.m. Eastern Time on the closing date and then successfully validated through Grants.gov. 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 Modified Total Direct Costs to support indirect costs. Within 90 days of award, you are required to submit an acceptable indirect cost proposal or CAP to your federal Cognizant Agency to obtain a provisional indirect cost rate. (See Section IV.B.4. for more information on NICRA submission requirements.)

Option 2: Any organization that does not have a current negotiated (including provisional) rate, with the exceptions noted at 2 CFR 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 chosen, this methodology must be used consistently for all federal awards until such time as the non-federal entity chooses to negotiate for a rate, which the non-federal entity may apply to do at any time. (See 2 CFR 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 is expected to respect all applicable federal laws and regulations, including those pertaining to the copyright and accessibility provisions of the Federal Rehabilitation Act.

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

If applicable, the following standard ETA disclaimer needs to be on all products developed in whole or in part with grant funds.
"This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it."

4.   Use of Grant Funds for Participant Wages And Other Funding Restrictions
Organizations that receive grants through this FOA may use grant funds to pay for the wages of participants where the objective assessment and the Individual Development Plan indicate that work experiences are appropriate. Further, providing stipends to training enrollees for wage replacement is an allowable cost under this FOA. Payment may take the form of wages or stipends. Generally, participants may receive stipends for participating in classes and training. Wages are compensation for services performed for an employer. Grantees must comply with

WIOA Section 181 and WIOA regulations detailing the applicable wage and labor standards. When paying participant stipends, grantees must maintain documentation of the process for determining the amount of the stipend and the distribution. Grantees providing wages or stipends to participants should be aware of the implications under IRS provisions. Please consult www.irs.gov for more information. Grantees through their sub-grantees may set aside up to 25 percent of grant funds for stipends and work experience wages.

In addition, grantees may provide incentive payments to participants for recognition and achievement tied to training activities and work experiences. Incentive payments must align with the goals of the grant. The grantee must have policies and procedures in place governing the award of incentives; any incentives provided under the grant must align with these organizational policies. Generally, incentive payments are considered miscellaneous compensation and are taxable. Please consult www.irs.gov for more information. Under this FOA, grantees can use no more than 1.5 percent of the grant award for incentive payments. Needs-related payments are a form of supportive services paid directly to participants that enable the individual to participate in training. Grantees may use up to 1.5 percent of grant funds awarded under this FOA to provide needs-related payments, such as those authorized under WIOA to assist participants with costs related to transportation, child care, food, or other household items, such as paying a utility bill to prevent shut-off. Needs-related payments must tie directly to the cost identified, and grantees and/or sub-grantees must ensure the payments are documented to support both the participant's need for the service *as well* as the actual transaction. As noted earlier in this funding opportunity announcement, grantees are strongly encouraged to have partnerships in place to address routine barriers to reentry (e.g. housing, substance abuse treatment, and mental health treatment) and avoid the need for emergency assistance. Grantees and/or sub-grantees must submit a written policy on the use of these funds as a condition of award. For additional information, please review 20 CFR 680.930.

Grantees may use up to 5 percent of their grant funds to provide emergency assistance for housing, substance abuse, and mental health services for participants.

Use of Grant Funds	Allowable Percentages
Community college capacity-building	Up to 25% of grant funds awarded
Stipends and Work Experience wages (Provided during work or training)	Up to 25% of grant funds awarded
Needs related payments	Up to 1.5% of grant funds awarded
Emergency services (Mental health, housing and substance abuse)	Up to 5% of grant funds awarded
Follow-up Services – 12 month period	Reserve a minimum of 5% of grant funds awarded
Incentive payments	Up to 1.5% of grant funds awarded

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)	4
2. Performance Strategies (See Section IV.B.3.b. Performance Strategies)	18
3. Project Design (See Section IV.B.3.c. Project Design)	20
4. Partnerships (See Section IV.B.3.d. Partnerships)	18
5. Organizational, Administrative, and Fiscal Capacity (See Section IV.B.3.e. Organizational, Administrative, and Fiscal Capacity)	6
6. Past Performance – Programmatic Capability (See Section IV.B.3.f. Past Performance – Programmatic Capability)	30
7. Budget and Budget Justification (See Section IV.B.2. Project Budget)	4
TOTAL	**100**
Priority Consideration: Applicants in which all target areas are high-poverty high-crime areas, and the project service centers for all of the target areas are or will be located within and serve the target areas. **2 points**.	**Up to 2 points**

Standards for Evaluating the Applicant's Response to each Requirement

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

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

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

B. REVIEW AND SELECTION PROCESS

1. Merit Review and Selection Process
A technical merit review panel will carefully evaluate applications against the selection criteria to determine the merit of applications. These criteria are based on the policy goals, priorities, and emphases set forth in this FOA. Up to 102 points may be awarded to an applicant, depending on the quality of the responses provided. The final scores (which may include the mathematical normalization of review panels) will serve as the primary basis for selection of applications for funding. The panel results are advisory in nature and not binding on the Grant Officer. The Grant Officer reserves the right to make selections based solely on the final scores or to take into consideration other relevant factors when applicable. Such factors may include the geographic distribution of funds, the abundance or absence of other Federally-funded grants for youth reentry, and other relevant factors. The Grant Officer may consider any information that comes to their attention.

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

2.   Risk Review Process
Prior to making an award, ETA will review information available through various sources, including its own records and any OMB-designated repository of government-wide eligibility qualification or financial integrity information, such as Federal Awardee Performance and Integrity Information System (FAPIIS), Dun and Bradstreet, and "Do Not Pay." Additionally, ETA will comply with the requirements of 2 CFR Part 180 codified at 2 CFR Part 2998 (Non-procurement Debarment and Suspension). This risk evaluation may incorporate results of the evaluation of the applicant's eligibility (application screening) or the quality of its application (merit review). If ETA determines that an award will be made, special conditions that correspond to the degree of risk assessed may be applied to the award. Criteria to be evaluated include the following:
i.   Financial stability;
ii.   Quality of management systems and ability to meet the management standards prescribed in the Uniform Grant Guidance;
iii.   History of performance. The applicant's record in managing awards, cooperative agreements, or procurement awards, if it is a prior recipient of such federal awards, including timeliness of compliance with applicable reporting requirements and, if applicable, the extent to which any previously awarded amounts will be expended prior to future awards;
iv.   Reports and findings from audits performed under Subpart F–Audit Requirements of the Uniform Grant Guidance or the reports and findings of any other available audits and monitoring reports containing findings, issues of non-compliance, or questioned costs;
v.   The applicant's ability to effectively implement statutory, regulatory, and other requirements imposed on recipients.

NOTE: As part of ETA's Risk Review process, the Grant Officer will determine the following:
- If the applicant had any restriction on spending for any ETA grant due to adverse monitoring findings; or
- If the applicant received a High Risk determination in accordance with TEGL 23-15.

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

All applicants are requested to submit the following information as an attachment to their application (suggested template below) for ETA to assess the applicant's Financial System. This information will be taken into account as one component of ETA's Risk Review Process. Applicants may use the suggested template or answer the questions in a separate attachment. It is unlikely that an organization will be able to manage a federal grant without the following

system/processes in place. Applicants are expected to have these in place before applying for a grant with ETA.

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

	SECTION A: PURPOSE	

The financial responsibility of grantees must be such that the grantee can properly discharge the public trust which accompanies the authority to expend public funds. Adequate administrative and financial systems including the accounting systems should meet the following criteria as contained in 2 CFR 200 and 2 CFR 2900.
(1)   Accounting records should provide information needed to adequately identify the receipt of funds under each grant awarded and the expenditure of funds for each grant.
(2)   Entries in accounting records should refer to subsidiary records and/or documentation which support the entry and which can be readily located.
(3)   The accounting system should provide accurate and current financial reporting information.
(4)   The accounting system should be integrated with an adequate system of internal controls to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency, and encourage adherence to prescribed management policies.

	SECTION B: GENERAL	

1. Complete the following items:

a. When was the organization founded/incorporated *(month, day, year)* c. Employer Identification Number: d. Number of Employees Full Time: Part Time:	b. Principal officers Titles

2. Is the organization or institution affiliated with any other organization: Yes No If yes, please provide details as to the nature of the company (for profit, nonprofit, LLC, etc) and if it provides services or products to the organization in relation to this grant.	3. Total Sales/Revenues in most recent accounting period. *(12 months)* $

	SECTION C: ACCOUNTING SYSTEM	

1. Has any Government Agency rendered an official written opinion concerning the adequacy of the accounting system for the collection, identification and allocation of costs under Federal contracts/grants?   Yes   No

a. If yes, provide name, and address of Agency performing review:	b. Attach a copy of the latest review and any subsequent correspondence, clearance documents, etc. 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

3. Does the accounting system identify the receipt and expenditure of program funds separately for each contract/grant?	Yes No Not Sure

4. Does the accounting system provide for the recording of expenditures for each grant/contract by the component project and budget cost categories shown in the approved budget?	Yes No Not Sure

5. Are time distribution records maintained for an employee when his/her effort can be specifically identified to a particular cost objective?	Yes	No	Not Sure
6. If the organization proposes an overhead rate, does the accounting system provide for the segregation of direct and indirect expenses?	Yes	No	Not Sure
7. Does the organization have an approved indirect cost rate or cost allocation plan? If so, who approved it (Federal Cognizant Agency or a Pass-through Entity)? What are the effective dates?	Yes	No	Not Sure
8. Does the accounting/financial system include budgetary controls to preclude incurring obligations in excess of: a. Total funds available for a grant? b. Total funds available for a budget cost category (e.g. Personnel, Travel, etc)?	Yes 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

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

SECTION E: FINANCIAL STATEMENTS

1. Did an independent certified public accountant (CPA) ever examine the financial statements?   Yes   No

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

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

SECTION F: ADDITIONAL INFORMATION

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

VI. AWARD ADMINISTRATION INFORMATION

A. AWARD NOTICES

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

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

B. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

1. Administrative Program Requirements
All grantees will be subject to all applicable federal laws and regulations, including the OMB
Uniform Guidance, and the terms and conditions of the award. The grant(s) awarded under this
FOA will be subject to the following administrative standards and provisions.
a. Non-Profit Organizations, Educational Institutions, For-profit entities and State, Local, and
    Indian Tribal Governments–2 CFR Part 200 (Uniform Administrative Requirements, Cost
    Principles, and Audit Requirements for Federal Awards) and 2 CFR Part 2900 (DOL's
    Supplement to 2 CFR Part 200).
b. All recipients must comply with the applicable provisions of the Workforce Innovation and
    Opportunity Act (WIOA), Public Law No. 113-328, 128 Stat. 1425 (codified as amended at
    29 U.S.C. 3101 et. seq.) and the applicable provisions of the regulations at 20 CFR Part 675
    et. seq. Note that 20 CFR Part 683 (Administrative Provisions) allows unsuccessful
    applicants to file administrative appeals.
c. All entities must comply with 29 CFR Part 93 (New Restrictions on Lobbying), 29 CFR Part
    94 (Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)), 2 CFR
    Part 180 (OMB Guidance to Agencies on Government-wide Debarment and Suspension
    (Non-procurement)), and, where applicable, 2 CFR Part 200, subpart F (Audit
    Requirements).
d. 29 CFR Part 2, subpart D—Equal Treatment in Department of Labor Programs for Religious
    Organizations; Protection of Religious Liberty of Department of Labor Social Service
    Providers and Beneficiaries.
e. 29 CFR Part 31—Nondiscrimination in Federally Assisted Programs of the Department of
    Labor—Effectuation of Title VI of the Civil Rights Act of 1964.
f. 29 CFR Part 32—Nondiscrimination on the Basis of Handicap in Programs or Activities
    Receiving Federal Financial Assistance.
g. 29 CFR Part 35—Nondiscrimination on the Basis of Age in Programs or Activities
    Receiving Federal Financial Assistance from the Department of Labor.

h. 29 CFR Part 36—Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance.

i. 29 CFR Part 38 – Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Innovation and Opportunity Act.

j. 29 CFR Parts 29 and 30—Labor Standards for the Registration of Apprenticeship Programs, and Equal Employment Opportunity in Apprenticeship and Training, as applicable.

k. 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.

l. Standard Grant Terms and Conditions of Award—see the following link: https://www.doleta.gov/grants/resources.cfm.

2.   Other Legal Requirements

a. Religious Activities

The Department notes that the Religious Freedom Restoration Act (RFRA), 42 U.S.C. § 2000bb, applies to all federal law and its implementation. If an applicant organization is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled to receive federal financial assistance under this grant solicitation and maintain that hiring practice. As stated in 29 CFR 2.32(a), religious organizations are eligible, on the same basis as any other organization, to seek DOL support or participate in DOL programs for which they are otherwise eligible. If a faith-based organization is awarded a grant, the organization will be provided with more information.

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/ETA 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 ETA 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 ETA grant must be stored in an area that is physically safe from access by unauthorized persons at all times and the data will be processed using recipient-issued equipment, managed information technology (IT) services, and designated locations approved by ETA. Accessing, processing, and storing of ETA grant PII data on personally owned equipment, at off-site locations, (e.g., employee's home), and non-recipient managed IT services, (e.g., Yahoo mail), is strictly prohibited unless approved by ETA.

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 ETA for any purpose not stated in the grant agreement.

ix. Access to any PII created by the ETA grant must be restricted to only those employees of the grant recipient who need it in their official capacity to perform duties in connection with the scope of work in the grant agreement.

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 ETA 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 ETA to make onsite inspections during regular business hours for the purpose of conducting audits and/or conducting other investigations to assure that you are complying with the confidentiality requirements described above. In accordance with this responsibility, you must make records applicable to this Agreement available to authorized persons for the purpose of inspection, review, and/or audit.

xiii. You must retain data received from ETA only for the period of time required to use it for assessment and other purposes, or to satisfy applicable federal records retention requirements, if any. Thereafter, you agree that all data will be destroyed, including the degaussing of magnetic tape files and deletion of electronic data.

e. **Record Retention**
You must follow federal guidelines on record retention, which require that you maintain all records pertaining to grant activities for a period of at least three years from the date of submission of the final expenditure report. See 2 CFR 200.334-.338 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 recipient or subrecipient purchases property or services needed to carry out the project or program under a federal award. For additional information on subrecipient and contractor determinations, see 2 CFR § 200.331 (see also 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 an entity, usually but not limited to non-federal entities, that receives a subaward from a pass-through entity to carry out part of a federal award, but does not include an individual that is a beneficiary of such award. 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 200.331-.333 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 ETA at the end of the final year of the grant. Information about this process may be found in ETA's Grant Closeout FAQ located at https://www.doleta.gov/grants/docs/GCFAQ.pdf.

3. Other Administrative Standards and Provisions

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

4. Special Program Requirements

a. ETA Evaluation

As a condition of grant award, grantees are required to participate in an evaluation, if undertaken by DOL. The evaluation may include an implementation assessment across

grantees, an impact and/or outcomes analysis of all or selected sites within or across grantees, and a benefit/cost analysis or assessment of return on investment. Conducting an impact analysis could involve random assignment (which involves random assignment of eligible participants into a treatment group that would receive program services or enhanced program services, or into control group(s) that would receive no program services or program services that are not enhanced). We may require applicants to collect data elements to aid the evaluation. As a part of the evaluation, as a condition of award, grantees must agree to: (1) make records available to the evaluation contractor on participants, employers, and funding; (2) provide access to program operating personnel, participants, and operational and financial records, and any other relevant documents to calculate program costs and benefits; and (3) in the case of an impact analysis, facilitate the assignment by lottery of participants to program services, including the possible increased recruitment of potential participants; and (4) follow evaluation procedures as specified by the evaluation contractor under the direction of DOL.

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

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

C. <u>REPORTING</u>

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

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

other guidance on ETA's financial reporting, reference TEGL 02-16 and our webpage at https://www.doleta.gov/grants/financial_reporting.cfm.

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 will be provided to grantees upon award. We will also provide you with guidance about the data and other information that is required to be collected and reported on either a regular basis or special request basis.

3.   Quarterly Narrative Performance Reports
In addition to the Quarterly Performance Report, the grantee must submit the Joint Quarterly Narrative Performance Report Template (ETA 9179) progress report within 45 days after the end of each calendar year quarter during which the grant is within the period of performance for the award. The report includes quarterly information regarding accomplishments, including project success stories, upcoming grant activities, and promising approaches and processes, as well as progress toward performance outcomes, including updates on product, curricula, and training development.

VII.   AGENCY CONTACTS

For further information about this FOA, please contact Ariam Ferro, Grants Management Specialist, Office of Grants Management, at (202) 693-3968. Applicants should e-mail all technical questions to ferro.ariam@dol.gov and must specifically reference FOA-ETA-21-03, and along with question(s), include a contact name, fax and phone number. This Announcement is available on the ETA website at https://www.doleta.gov/grants and at https://www.grants.gov.

VIII.   OTHER INFORMATION

A.   WEB-BASED RESOURCES

DOL maintains a number of web-based resources that may be of assistance to applicants. These include the CareerOneStop portal (https://www.careeronestop.org), which provides national and state career information on occupations; the 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://grantsapplicationandmanagement.workforcegps.org/ that contains online training and resources for fiscal and administrative issues. Online trainings available include, but are not limited to, Introduction to Grant Applications and Forms, Indirect Costs, Cost Principles, and Accrual Accounting.

D.   SKILLSCOMMONS RESOURCES

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

E.   PAST DOL EVALUATIONS AND EVIDENCE

DOL's ETA and Chief Evaluation Office (CEO) have funded a number of evaluations that are relevant to this grant. These evaluations and other resources may be helpful in identifying evidence-based and evidence-informed models and components of serving to improve the employment outcomes for young adults that have been involved in the juvenile or adult criminal justice systems. These include:

- Evaluation of Grants Serving Young Offenders. DOL's ETA funded an evaluation of its Face Forward and Pathways to Justice Careers grant initiatives between 2013 and 2016. The purpose of the evaluation was to document and identify promising practices from the grantee's experiences of serving young offenders. The evaluation produced three issue briefs, a resource guide, and a case study on operating a vocational training program at a juvenile correctional facility.
- Supporting Reentry Employment and Success: A Summary of the Evidence for Adults and Young Adults. As part of the ongoing REO Evaluation, DOL CEO funded an issue brief that summarized the evidence base for reentry employment interventions and services.
- Clearinghouse for Labor Evaluation and Research (CLEAR). CLEAR reviews studies in a variety of labor-related topic areas that are determined in collaboration with the DOL CEO and DOL agency staff. Relevant CLEAR topic areas include:
  - Reentry
  - Apprenticeship and Work-Based Training
  - Community College
  - Opportunities for Youth

F.   DIRECTIONS FOR USING CENSUS DATA TO IDENTIFY HIGH-POVERTY AREAS IN URBAN OR RURAL AREAS

Note that these are new directions given that the Census Bureau has changed its web site since last year for obtaining American Community Survey Data.

Revised directions for using American Community Survey data to determine high-poverty areas are as follows. These are very different directions from the previous year as the Census Bureau has changed its website. Section 1 describes how to identify a set of contiguous high-poverty areas in a city or county. Section 2 describes how to determine if an overall county has a poverty rate of 25 percent or above. Section G immediately following below describes how to determine the poverty rate of American Indian Reservations, Oklahoma Tribal Statistical Areas, Alaska Native Village Statistical Areas or Alaska Native Regional Corporation Areas, Native Hawaiian Homeland Areas, or other tribal areas. You can use either the Microsoft Edge or Google Chrome browsers in Section 1 to identify contiguous high-poverty Census tracts. Microsoft Explorer will not work to identify contiguous Census tracts. You can use either Microsoft Edge, Google Chrome, or Microsoft Explorer to identify the poverty rates of overall counties or Indian Reservations or Native Lands.

The WIOA regulations at 681.260 define high poverty area as a Census tract, a set of contiguous Census tracts, an American Indian Reservation, Oklahoma Tribal Statistical Area (as defined by the U.S. Census Bureau), Alaska Native Village Statistical Area or Alaska Native Regional Corporation Area, Native Hawaiian Homeland Area, or other tribal land as defined by the Secretary in guidance, or county that has a poverty rate of at least 25 percent as set every 5 years using American Community Survey 5-Year data. If the overall county or Indian Reservation does not have a poverty rate of 25 percent or above you will need to look at contiguous sets of

Census Tracts within the city or county to determine high-poverty areas. It is not sufficient to just look at the poverty rate of the overall city.

Section 1: Identifying High-Poverty Areas in your City or County for Targeting Your Services on High-Poverty Neighborhoods.

The directions for finding the poverty rate of a contiguous set of Census tracts in a city or county are as follows.

1. Go to: https://www.census.gov/data.html

2. Where it says **Search** type in the name of your city or county and state and the words **Poverty Status**, for example, Cincinnati, Ohio Poverty Status or Hamilton County, Ohio Poverty Status. Do not just click on the name of the city or county when it comes up, you need to type in the name of the city or county plus the words Poverty Status. You need to type in Poverty Status after the name of the city to get the poverty tables that you need.

3. On the next page, under **Tables** click on the first table **Poverty Status in the Past 12 Months.**

4. A table will appear showing the poverty rate of the overall city or county. Right above the table it will say **Product: 2019: ACS 1-Year Estimate**. You need to use the 5-Year data to get data on Census tracts, so click on **2019: ACS 1-Year Estimates** and a dropdown menu will appear allowing you to select a different data set.

5. Select the second item **2019: ACS 5-Year Estimate Subject Tables**.

6. Next, click on **MAPS** in the top left corner of the page outside the table. The map should take you directly to your city. If it just takes you to your overall state, start all over again and add City to the name of your city or add County to the name of your county. For example, instead of St. Louis, Missouri Poverty Status, type in St. Louis City, Missouri Poverty Status. Then the map will take you directly to your city. This may happen for example if the name of St. Louis on the map is St. Louis City.

7. Then, you need to change the Geography to Census tracts. Above the map to the left of 2019: ACS 5-Year Estimate Subject Tables it will say **Geographies: Place** if you started with your city or **Geographies: County** if you started with your county. Click on **Place** or **County** and a dropdown menu will appear with different levels of Geography. Scroll down to the 20th item and click on **Census tracts**. Note: It may stop at other Geography levels as you scroll down, so you may have to keep trying a couple of times until you get to Census tracts.

8. Once you click on **Census tracts** you will see the Census tracts in your city or county. To see the Census tract numbers you will need to increase the magnitude of the map. You can increase or decrease the magnitude of the map by using the plus and minus toggle switch in the bottom right corner of the map.

9. The map does not have directional arrows, so you need to use the directional arrows on your keyboard to move around the map. Please note that each time you want to use your directional arrows you need to click on a Census tract on the map. Otherwise nothing will happen when you to try to use the directional arrows on your keyboard. Once you click on any Census tract on the map your directional arrows will start to work. Every time you want to start using your directional arrows you need to click on some Census tract on the map to get the directional arrows moving.

10. Now you are ready to start selecting Census tracts for your target area. Place your cursor over a Census tract and click on it, and then you will be given the opportunity to Select it. Click on **Select** for that Census tract when given the option. It is not enough to just click on a Census tract, you need to click on Select when given the option. The first time you select a Census tract it will increase the magnitude of the map and you will need to use the toggle switch in the bottom right corner to reduce the magnitude. After that it will be fine. Also, you just need to click once on 'Select'. If you double-click on 'Select' it will select the Census tract and increase the magnitude of the map, so you will need to use the toggle switch in the bottom right corner to reduce the magnitude. When you select a Census tract it will become highlighted.

11. Click on the Census tracts that you expect to be in the target area. Make sure that the Census are contiguous as required by the definition of high-poverty area in the regulations. See the instructions at Number 20 below for an easy workaround if you need to deselect a Census tract as currently the Deselect key is not working. When you have selected all of your Census tracts it is probably best at this point to save the map as described below in #21.

12. Once you have selected all the Census tracts that you want, on the top left corner of the screen outside the map click on **Table**.

13. A table should show up providing the total population, population in poverty, and poverty rate for each of the Census tracts that you selected. Make sure that the table is giving you "Population for whom poverty status is determined" rather than "Families". If it giving you Families simply click on **Poverty Status in the Past 12 Months** to the immediate right of the table and the table will give you data for the overall population.

14. You can use the directional arrow at the bottom of the table or the directional arrows on your keyboard to scroll to the right on the table to see each Census tract. We are only interested in the top row of the table—the total population of the Census tract and the total number in poverty.

15. You can now make a handwritten spreadsheet in a notebook, which you can later copy into Excel with three columns, the Census tract number, the Total Population in the Census tract, and the Number in Poverty in the Census tract. You do not need to, but you may want to add a fourth column showing the percentage in poverty in the Census tract. Individual Census tracts can have a poverty rate of below 25 percent as long as the overall poverty rate of the target area is 25 percent or above. It may be useful to you later to know the poverty rate of each tract if you need to go back and remove some Census tracts with low poverty rates to get to a poverty rate for the entire target area of 25 percent or above.

16. After you have copied your spreadsheet into Excel, add up the Total Population and the Population in in Poverty columns, and divide the Population in Poverty by the Total Population. If the poverty rate of the combined Census tracts is 25 percent or above, save your work at this point as described below and include the Excel spreadsheet showing that all of the Census tracts combined have a poverty rate of 25 percent or above.

17. Also, go back to the top left corner of the page and click on **MAPS** to take you back to the map of your city to do a Print Screen of the map to include in the attachment to your application showing that the Census tracts are contiguous. If when you click on Maps it doesn't take you back to the map of your city but rather to a map of a different state altogether simply click twice on **Search** above the top right corner of the map. You have to click on **Search** twice and it will take you back to the map of your city. You will then need to click on **Place** or **County** at the top of the map and select **Census tracts** again in the dropdown menu and it will take you back to your map with the Census tracts highlighted that you have selected.

18. If the poverty rate of the combined Census tracts is below 25 percent, you can go back to the top left corner of the page and click on **MAPS**, which will take you back to the map of your city with the selected Census tracts to add or delete Census tracts. As explained above, if when you click on Maps it doesn't take you back to the map of your city but rather to a map of a different state altogether simply click twice on **SEARCH** in the top right corner above the map. You have to click on **SEARCH** twice and it will take you back to the map of your city. You will then need to click on **Place** or **County** at the top of the map and select **Census tracts** again in the dropdown menu and it will take you back to your map with the Census tracts highlighted that you have selected.

19. Note that any time you switch from the Map to the Table and Back to the Map you need to click on **POVERTY STATUS IN THE PAST 12 MONTHS** on the left of the map to continue selecting Census tracts. You can delete Census tracts with low poverty rates by clicking on the tract and then clicking on **DeSelect**. You can go back and forth from the map to the table until you get a target area with an overall poverty rate of 25 percent or above.

20. The function to deselect Census tracts currently is not working, so a very simple workaround to deselect a Census tract is to click in **Filter** in the top left corner of the screen outside the map.

Once you have clicked on '**Filter**' a screen will appear showing in green borders the Census tracts that you have selected. To deselect a Census tract click on the X next to the Census tract.

Once you have deselected the Census tracts click on '**Filter**' again to get back to your map.

21. You can save your work either by saving the table you were working on or by saving the map, as either one will take you back to the other, or you can save both. It's best to save the map. To save the table or the map, click and save the URL at the top of the page and then copy it using the Clipboard **Paste** option onto a Word document. The URL will be much too long to past into an e-mail, so that's why you need to paste it into a Word document and then you can save and e-mail the document to yourself. When you are copying the URL make sure that you

are clicking on the URL such that you are copying the entire URL at one time. It will not work if you try to copy the URL by scrolling it word by word. When you are ready to go back to work on the table or map just click on the URL that you have saved.

If after you have saved your map the URL takes you back to different state altogether, as described above simply click twice on **SEARCH** on the top right corner above the map and it will take you back to your city or county, and then you will also need to click on **Place** or **County** at the top of the map and scroll down and click on Census tracts, and it will take you back to the map with the Census tracts highlighted that you have selected.

22. If for future use you want to see the boundaries of the Census tracts continue to magnify the map until you can see the names of the streets that bound the Census tracts.

Section 2: Determining if a County has a Poverty Rate of 25 Percent or Above.

To see if the overall county has a poverty rate of 25 percent or above the directions differ for counties with a population of above 5,000 and counties with a population below 5,000.

For counties with a population of 5,000 and above:

1. Click on https://www.census.gov/.

2. In the middle of the page, go to **Quick Facts: Access Local Data** and click on **Go to Quick Facts**.

3. On the page that comes up, type in the name and state of your county, and then hit return.

4. A page will come up with various information on your county and the entire United States. Scroll down near the bottom of the table under **Income and Poverty** and it will give you **Persons in Poverty, Percent** for your county and for the United States.

For counties with a population of less than 5,000:

1. Go to: https://www.census.gov/acs/www/data/data-tables-and-tools/narrative-profiles/.

2. A page will open with options to select from various geographic types. Select **County**. Then select your state from the dropdown menu.

3. Once you have selected your state you can select your county from the dropdown menu of counties.

4. Once you have selected your county click on the **Get Narrative Profile** in green border. It will take about 10 seconds for the Narrative Profile to load.

5. Once the Narrative Profile loads, scroll down to **Poverty and Participation in Government Programs** to see the Poverty Rate. Use the Poverty Rate shown first, **People in Poverty**.

G. DIRECTIONS FOR USING THE CENSUS DATA TO IDENTIFY POVERTY LEVEL OF INDIAN RESERVATIONS, OKLAHOMA TRIBAL STATISTICAL AREAS, NATIVE ALASKAN VILLAGES, OR NATIVE HAWAIIAN HOMELANDS

Note that these are new directions given that the Census Bureau has changed its web site since last year for obtaining American Community Survey Data.

1. Go to: https://www.census.gov/acs/www/data/data-tables-and-tools/narrative-profiles/.

2. There will be various geographic types to choose from. Select American Indian Area/Alaska Native Area/Hawaiian Homeland.

3. You will then be given the prompt to select your American Indian Area, Alaska Native Area, or Hawaiian Home Land from the dropdown menu. You can type in the first name of your area to get close to the name of your area.

4. Once you have selected your American Indian Area, Alaska Native Area, or Hawaiian Home Land click on **Get Narrative Profile** in the green border. It will take about 10 seconds for the information to load.

5. Once the Narrative Profile loads, scroll down to Poverty and Participation in Government Programs to see the Poverty Rate. Use the Poverty Rate shown first, **People in Poverty**.

6. Larger Native Alaskan Villages, Hawaiian Home Lands, and Rancheros have their poverty rate listed in the Narrative Profiles, but some of these Native areas will be too small to have their poverty rates listed.

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 <u>March 15, 2021</u>, in Washington, D.C. by:
Melissa Abdullah
Grant Officer, Employment and Training Administration