

DEPARTMENT OF LABOR

Employment and Training Administration

Workforce Investment Act – Small Grassroots Organizations Connecting with the One-Stop Delivery System

Announcement Type: New - Notice of Solicitation for Grant Application (SGA)

Funding Opportunity Number: SGA/DFA PY-05-08

Catalog of Federal Domestic Assistance CFDA Number: 17.261

Key Dates: Deadline for Application Receipt – May 2, 2006

SUMMARY: The Employment and Training Administration (ETA), U.S. Department of Labor (DOL) announces the availability of \$4,000,000 to award grants to eligible “grassroots” organizations with the ability to connect to the local One-Stop delivery system. The term “Grassroots” is defined under the Eligibility Criteria.

DATES: The closing date for receipt of applications under this announcement is May 2, 2006. Applications must be received no later than 5 p.m. (Eastern Time). Application and submission information is explained in detail in Section IV of this SGA.

AUTHORITIES:

These grants are made under the following authorities:

- The Workforce Investment Act of 1998, U.S.C. 2801 et seq.
- Workforce Investment Act Regulation codified at (20 CFR pts. 660-671)
- Exe. Order No. 13198, Agency responsibilities with respect to Faith-Based and Community Initiatives, 66 Fed. Reg. 8497 (Jan.31, 2001)
- Training and Employment Guidance Letter 17-01, Incorporating and Utilizing Grassroots, Community-Based Organizations Including Faith-Based Organizations in

Workforce Investment Activities and Programs (2002)

- Exec. Order No. 13279, Equal Protection of the Laws for Faith-Based and Community Organizations, 67 Fed Reg. 77141 (Dec. 16, 2002)
- New equal treatment regulations (29 CFR Part 2, Subpart D)
- Workforce Investment Act (WIA) nondiscrimination and programmatic regulations (29 CFR 37.6(f); 20 CFR 667.266 and 667.275)

SUPPLEMENTARY INFORMATION:

This solicitation consists of eight parts:

- Part I describes an overview of the funding opportunity
- Part II describes the size and nature of the award.
- Part III describes who qualifies as eligible applicants.
- Part IV provides information on the application and submission process.
- Part V explains the review process and rating criteria that will be used to evaluate applications for funding.
- Part VI provides award administration information.
- Part VII contains DOL agency contact information.
- Part VIII lists additional resources of interest to applicants.

I. Funding Opportunity Description

1. Overview of the WIA

The Workforce Investment Act (WIA) established a comprehensive reform of existing Federal job training programs with amendments impacting service delivery under the Wagner-Peyser Act, 29 U.S.C. 49 et seq. (1998), Adult Education and Literacy Act, 29 U.S.C. 9201 (1998), and

the Rehabilitation Act., 29 U.S.C. 701 (1998). WIA created a system of One-Stop Career Centers across the Country. The intention of the One-Stop Career Center system is to establish a network of programs and providers in co-located and integrated settings that are accessible for individuals and businesses alike in approximately 600 workforce investment areas established throughout the nation. There are currently over 1,900 comprehensive One Stop Career Centers and nearly 1,600 affiliated One Stop Career Centers across the United States. A number of other Federal programs are also identified as required partners in the One-Stop Career Center system to provide comprehensive services for all Americans to access the information and resources available to help achieve their career goals. The WIA also established state and local Workforce Investment Boards focused on strategic planning, policy development, and oversight of the workforce investment system, and accorded significant authority to the nation's Governors and local chief elected officials to further implement innovative and comprehensive delivery systems. The vision, goals and objectives for workforce development under the WIA decentralized system are fully described in the state strategic plan required under Section 112 of the statute. This state strategic workforce investment plan -- and the operational experience gained by all the partners to date in implementing the WIA-instituted reforms -- help identify the important "unmet needs" and latent opportunities to expand access to One-Stop Career Center systems by all the population segments within the local labor market.

2. Administration Strategy

ENGAGEMENT OF FAITH-BASED AND COMMUNITY ORGANIZATIONS UNDER THE WORKFORCE INVESTMENT ACT.

On January 29, 2001, President George W. Bush issued Executive Order 13198, creating the Office for Faith-Based and Community Initiatives in the White House and centers for faith-based

and community initiatives (CFBCI) in the Departments of Labor (DOL) , Health and Human Services (HHS), Housing and Urban Development (HUD), Education (ED), Justice (DOJ). President Bush charged the departmental centers with identifying statutory, regulatory, and bureaucratic barriers that stand in the way of effective faith-based and community organizations, and to ensure, consistent with the law, that these organizations have equal opportunity to compete for federal funding and other support.

In early 2002, the CFBCI and ETA developed and issued SGAs to engage States, intermediary and grassroots organizations in our workforce system-building. These SGAs were designed to include faith-based and community organizations to deliver social services and to strengthen their existing partnership with the local One-Stop Career Center system, while providing additional points of entry for customers into that system.

These solicitations proceeded from an ETA-CFBCI mutual premise that the involvement of faith-based and community organizations can both complement and supplement the efforts of local workforce investment systems in reaching our citizens and meeting their training, job and career-support needs. These 2002 grants realized from this competition embodied the Department's principal strategy for implementing the Executive Order by creating new avenues through which qualified organizations could participate more fully under the WIA, while applying their particular strengths and assets in providing customer services.

ETA and CFBCI continued with grant-making in 2003-2005 to enlist new grassroots organizations into workforce system-building; the new 2006 solicitation represents our continued commitment to bring additional organizations to that task drawing on “lessons learned” during the last five years from grant operation. This new solicitation also incorporates several “promising practices” introduced by other ETA grantees during the same period. These

lessons include the understanding that Grassroots FBCOs provide personalized and holistic support to individuals seeking employment. While One-Stop Career Centers help job seekers access effective job training services, they often do not provide the full range of personal guidance, life skills training, and follow-up that some individuals with barriers to employment may require. Also, most FBCOs have close cultural connections to their communities and are able to help historically underserved populations access One-Stop services. The new solicitation also places significant emphasis on performance outcomes -- documenting and quantifying the additional value services offered by the grassroots organization to the One-Stop Career Center system in the community.

Through this competition, ETA seeks to ensure that an important WIA tenet -- universal access to the programs and services offered under WIA -- is further rooted in the customer-responsive delivery systems already established by the Governors, local elected officials and local Workforce Investment Boards. ETA also reaffirms its continuing commitment to those customer-focused reforms instituted by state and local governments, which help Americans access the tools they need to manage their careers through information and high quality services, and to help U.S. companies find skilled workers.

Many faith-based and community organizations offer unique services and support networks for full partnership in our mutual system-building endeavors; are trusted institutions within our poorest neighborhoods; and are home to a large number of volunteers who bring not only the transformational power of personal relationships to the provision of social service, but also a sustained allegiance to the well-being and self-sufficiency of the participants they serve.

Through their daily work and specific programs, these organizations strive to achieve some common purposes shared with government -- reduction of welfare dependency, attainment of

occupational skills, and entry and retention of all our citizens in good-paying jobs. Through this solicitation, ETA and CFBCI strive to leverage the programs, resources and committed staff of grassroots faith-based and community organizations into the workforce investment strategies already embodied in state and local strategic plans.

3. Project Objectives

The selected grantees will be expected to achieve the following objectives:

- Help unemployed or underemployed individuals with barriers to employment through (1) providing services that complement and support those offered by the identified One Stop Career Center, such as pre- and post-job placement mentoring, intensive case management, job retention support, life skills training, employability skills training, (2) connecting individuals with the existing training, apprenticeship and job opportunities of the One-Stop Career Center or local affiliates of DOL's national business partners; and (3) provide post-job placement services to increase job retention.
- Expand the access of faith-based and community-based organizations' clients and customers to the training, job and career services offered by the local One-Stop Career Centers;
- Leverage volunteer hours and in-kind donations to maximize the DOL investment in grants to grassroots FBCOs;
- Thoroughly document the impact and outcomes of these grant investments through quarterly and final reporting; and
- Establish methods and mechanisms to ensure sustainability of these partnerships and participation levels beyond the life of the grant.

II. Award Information

1. Funding Availability and Period of Performance

ETA has identified \$4,000,000 from the FY 2006 appropriation for One-Stop/America's Labor Market Information System. The agency expects to award approximately 54 grants. The grant amount for each grassroots organization will range between \$50,000 - \$75,000. The period of performance will be 18 months from the date of execution by the Department. DOL reserves the right to provide additional funding in future years based on availability of funds.

2. Anticipated Announcement and Award Dates

Announcement of these awards are expected to occur by June 30, 2006.

III. Eligibility Information and Other Grant Specifications

1. Eligible Applicants

For purposes of this announcement, eligible grassroots organizations must be non-profit organizations which:

- Have social services as a major part of their mission;
- Are headquartered in the local community to which they provide these services;
- (a) Have a social services budget of \$500,000 or less, or
- (b) Have 10 or fewer full-time equivalent employees;

One-Stop operators and Workforce Investment Boards are not eligible to apply under this solicitation.

2. Cost Sharing or Matching

This solicitation does not require grantees to share costs or provide matching funds; however, applicants are encouraged to leverage resources whenever possible.

3. Other Eligibility Requirements

(A) Veterans Priority: This program is subject to the provisions of the “Jobs for Veterans Act,” Public Law 107-288, which provides 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 the Department of Labor. Please note that to obtain priority of service, a veteran must meet the grantee’s program eligibility requirements. ETA Training and Employment Guidance Letter (TEGL) No. 5-03 (September 16, 2003), available at http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=1512, provides general guidance on the scope of the veterans priority statute and its effect on current employment and training programs.

(B) Legal Rules Pertaining to Inherently Religious Activities by Organizations that Receive Federal Financial Assistance: The U. S. Government is generally prohibited from providing “direct” financial assistance for inherently religious activities. The Grantee may be a faith-based organizations or work with and partner with religious institutions; however, “direct” Federal assistance provided under grants with the U.S. Department of Labor may not be used for religious instruction, worship, prayer, proselytizing or other inherently religious activities. 29 CFR Part 2, Subpart D governs the treatment in government programs of religious organizations and religious activities; the Grantee and sub-awardees are expected to be aware of and observe the regulations in this subpart.

IV. Application and Submission Information

1. Address to Request Application Package

This SGA contains all of the information and links needed to apply for grant funding.

2. Content & Form of Application Submission

The proposal must consist of two (2) separate and distinct parts: Part I, the Cost Proposal and Part II, the Technical Proposal. Applications that fail to adhere to the instructions in this section will be considered non-responsive and may not be given further consideration. Please note that it is the applicant's responsibility to ensure that the funding amount requested is consistent across all parts and sub-parts of the application.

Part I of the proposal is the Cost Proposal and must include the following two items:

- The Standard Form (SF) 424, "Application for Federal Assistance" (available at <http://www.doleta.gov/sga/forms/SF424V2.pdf>). Upon confirmation of an award, the individual signing the SF 424 on behalf of the applicant shall represent the responsible financial and administrative entity. All applicants for federal grant and funding opportunities are required to have a Dun and Bradstreet (DUNS) number. For more information about the DUNS number, see OMB Notice of Final Policy Issuance, 68 FR 38402 (June 27, 2003). Applicants must supply their DUNS number in item #5 of the SF 424. The DUNS number is a nine-digit identification number that uniquely identifies business entities. Obtaining a DUNS number is easy and there is no charge. To obtain a DUNS number, access this Web site: <http://www.dunandbradstreet.com> or call 1-866-705-5711.
- The Standard Form (SF) 424A Budget Information Form (available at <http://www.doleta.gov/sga/forms/form424a.pdf>). In preparing the Budget Information Form, the applicant must provide a concise narrative explanation to support the request. The budget narrative should break down the budget and corresponding leveraged resources. Please Note: if the proposal includes integrating WIA or other federal funds or includes other leveraged resources, these funds **should not** be listed on the SF 424 or

SF 424A Budget Information Form, but should be described in the budget narrative and in Part II of the proposal. The amount of federal funding requested for the entire period of performance should be shown together on the SF 424 and SF 424A Budget Information Form. **Applicants are also encouraged, but not required, to submit the OMB Survey N. 1890-0014: Survey on Ensuring Equal Opportunity for Applicants, which can be found at <http://www.doleta.gov/sga/forms.cfm>.** Please Note: If awarded a grant, two representatives from each grantee organization will be required to attend one orientation conference in the Washington, D.C. area. Grant funds may be used for this travel.

- Part II of the application is the Technical Proposal. The Technical Proposal will demonstrate the applicant's capabilities to plan and implement the WIA-Small Grassroots Organizations Connecting with the One-Stop Delivery System grant project in accordance with the provisions of this solicitation. It sets forth a strategic plan for the use of awarded funds and establishes measurable goals for increasing organizational participation in the One-Stop Career Center system to serve more fully unemployed or underemployed individuals with barriers to employment. See Part V Applicant Review Information for required elements of the Technical Proposal. The **Technical Proposal is limited to five (5)** double-spaced, single-sided, 8.5 inch x 11 inch pages with 12 point text font and one-inch margins. Any pages over the 5 page limit will not be reviewed. Please note that applicants should not send letters of commitment separately to ETA because letters are tracked through a separate system and will not be attached to the application for review. Except for the discussion of any leveraged resources to address the evaluation criteria, no cost data or reference to prices should be included in the Technical Proposal. The

following additional information is required:

- The applicant must submit an agreement with, or letter of intent from the Workforce Investment Board/One-Stop Operator that describes the One-Stop's firm commitment to entering a formal referral partnership with the applicant. This formal partnership should produce two-way client referrals—from the One-Stop to the applicant and from the applicant to the One-Stop—on which the applicant will be required to report. The letter must describe that the One-Stop operator has acknowledged that the applicant organization is complementing the services provided by the One-Stop. If an agreement with the One-Stop Operator is not provided, please provide an explanation of the efforts made to establish this partnership. (The One-Stop operator is described in section 121 (b) (1) of the Workforce Investment Act.)
- A timeline outlining project activities, including expected start-up, implementation, participant follow-up for performance outcomes, grant close-out and other activities.

Please note that the agreements or letters of intent and timeline are not included in the Technical Proposal five page limit.

Applications may be submitted electronically on Grants.gov or in hardcopy via mail or hand delivery. These processes are described in further detail in Section IV(3). Applicants submitting proposals in hard-copy must submit an original signed application (including the SF 424) and one (1) “copy-ready” version free of bindings, staples or protruding tabs to ease in the reproduction of the proposal by DOL. Applicants submitting proposals in hard-copy are also requested, though not required, to provide an identical electronic copy of the proposal on CD-ROM.

3. Submission Dates and Times

The closing date for receipt of applications under this announcement is May 2, 2006.

Applications must be received at the address below no later than 5 p.m. (Eastern Time).

Applications sent by e-mail, telegram, or facsimile (FAX) will not be accepted.

Applications that do not meet the conditions set forth in this notice will not be honored. No exceptions to the mailing and delivery requirements set forth in this notice will be granted.

Mailed applications must be addressed to the **U.S. Department of Labor, Employment and Training Administration, Division of Federal Assistance, Attention: Eric Luetkenhaus, Reference SGA/DFA, PY-05-08, 200 Constitution Avenue, NW, Room N4716, Washington, DC 20210**. Applicants are advised that mail delivery in the Washington area may be delayed due to mail decontamination procedures. Hand-delivered proposals will be received at the above address. All overnight mail will be considered to be hand-delivered and must be received at the designated place by the specified closing date.

Applicants may apply online through Grants.gov (www.grants.gov). It is strongly recommended that applicants using Grants.gov immediately initiate and complete the “Get Started” registration steps at <http://www.grants.gov/GetStarted>. These steps may take multiple days to complete, and this time should be factored into plans for electronic application submission in order to avoid facing unexpected delays that could result in the rejection of an application as untimely. If submitting electronically through grants.gov, it would be appreciated if the application submitted is saved as .doc, .pdf, or .txt files.

Late Applications: Any application received after the exact date and time specified for receipt at the office designated in this notice will not be considered, unless it is received before awards are made, it was properly addressed, and it was (a) sent by U.S. Postal Service mail, postmarked not later than the fifth calendar day before the date specified for receipt of applications (*e.g.*, an

application required to be received by the 20th of the month must be post marked by the 15th of that month), or (b) sent by overnight delivery service or Grants.gov to the addressee not later than 5 p.m. at the place of mailing or electronic submission one working day prior to the date specified for receipt of applications. It is highly recommended that online submissions be completed one working day prior to the date specified for receipt of applications to ensure that the applicant still has the option to submit by overnight delivery service in the event of any electronic submission problems. “Post marked” means a printed, stamped or otherwise placed impression (exclusive of a postage meter machine impression) that is readily identifiable, without further action, as having been supplied or affixed on the date of mailing by an employee of the U.S. Postal Service. Therefore, applicants should request the postal clerk to place a legible hand cancellation “bull’s eye” postmark on both the receipt and the package. Failure to adhere to the above instructions will be a basis for a determination of nonresponsiveness.

4. Funding Restrictions

Determinations of allowable costs will be made in accordance with the applicable Federal cost principles, e.g., Non-Profit Organizations – OMB Circular A-122. Disallowed costs are those charges to a grant that the grantor agency or its representative determines not to be allowed in accordance with the applicable Federal Cost Principles or other conditions contained in the grant.

(A) Indirect Costs: As specified in OMB Circular A-122, indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective. In order to utilize grant funds for indirect costs incurred the applicant must obtain an Indirect Cost Rate Agreement with its Federal Cognizant Agency either before or shortly after grant award.

(B) Administrative Costs: Under the WIA- Small Grassroots Organizations Connecting with the

One-Stop Delivery System, an entity that receives a grant to carry out a project or program may not use more than 10 percent of the amount of the grant to pay administrative costs associated with the program or project. Administrative costs could be both direct and indirect costs, and are defined at 20 CFR 667.220. Administrative costs do not need to be identified separately from program costs on the SF 424A Budget Information Form. They should be discussed in the budget narrative and tracked through the grantee's accounting system. Although there will be administrative costs associated with the managing the grant, the primary use of funding should be to support the actual training activity(ies). To claim any administrative costs that are also indirect costs, the applicant must obtain an indirect cost rate agreement from its federal cognizant agency as specified in Section 4(A) of this part.

5. Other Submission Requirements

A. Withdrawal of Applications. Applications may be withdrawn by written notice or telegram (including mailgram) received at any time before an award is made. Applications may be withdrawn in person by the applicant or by an authorized representative thereof, if the representative's identity is made known and the representative signs a receipt for the proposal.

V. Application Review Information

1. Evaluation Criteria

This section identifies and describes the criteria that will be used to evaluate grant proposals from Grassroots Organizations as defined in Section III (Eligibility Criteria). Below are the required elements of the Technical Proposal and the rating criteria that reviewers will use to evaluate the proposal.

A. Organizational History and Description of Community Need (15 points)

- Describe the structure of the applicant's organization. Describe the history of the organization in providing social services to meet community needs, and include a brief listing of social services provided. What is your organization accomplishing with its existing resources? If you receive other federal funding, please describe how you use that funding to provide social services. How many volunteers does your organization currently utilize and what do they contribute to service provision?
- Describe the overall community need. What social services will your organization provide to address the community need that complement the services offered by the One-Stop Career Center? *(This description must include coverage of population(s) to be served and the services to be provided that complement the One-Stop. Populations can include such groups as: ex-offenders, immigrants, limited English-speakers, veterans, victims of violent crime, single working mothers, homeless persons, and individuals with disabilities. Services must include such activities as: pre- and post-job placement mentoring, intensive case management, job retention support, life skills training, and employability skills training. Other populations and services can be identified.)*

Scoring of this criterion will be based on the following.

1. Does the applicant demonstrate that it has a history of providing social services, and that it utilizes volunteers to meet community needs? If applicable, does the applicant demonstrate that it is utilizing its other federal funding with measurable outcomes? (5 points)
2. Does the description reflect a clear understanding of the community need and provide evidence that *pre- and post-job placement mentoring, intensive case management, job*

retention support, life skills training, and employability skills training services will complement those of the One-Stop to address this community need adequately? (10 points)

B. Description of Partnerships and Linkages (20 points)

- Please describe your plans to coordinate your services with the existing job training and employment opportunities at the One-Stop Career Center to help the target population you described above receive services, enter employment, be retained in employment and succeed in the workforce. Please describe if applicable any other job training services or businesses to which you will connect your clients including apprenticeship programs or community colleges. If you have not previously worked with a One-Stop Career Center, please describe actions you have taken to develop a relationship with a One-Stop Career Center. If you have worked with a One-Stop Career Center in the past, please describe what actions you have taken from January 2005 to March 2006 to further develop your relationship. Please attach agreements with or letters of intent from One-Stop Operators to form formal referral partnerships with the local Workforce Investment Boards and/or local One-Stop operators with whom you are working or with whom you have developed a relationship as you have designed this proposal. The agreements or letters of intent should define your organization's plans to create a formal referral relationship with the One-Stop as a provider of services that complement the services offered by the One-Stop. This formal partnership should produce two-way client referrals—from the One-Stop to the applicant and from the applicant to the One-Stop—on which the applicant will be required to report.

- Please describe the relationships you have with other social service providers and other partners that provide similar or complementary services. Please explain how you will leverage pre-existing relationships and partnerships to help achieve your goals for the populations you will serve and how you will avoid duplication of existing services. If you do not have relationships with other social service providers, please explain the reason and how you plan to develop new relationships.

Scoring of this criterion will be based on the following.

1. How well does the narrative describe an approach and process by which the applicant will successfully partner with the One-Stop Career Center system to complement their services? Does the applicant present evidence of a firm commitment from the One-Stop Career Center system to create a formal referral partnership with the applicant as described above (e.g., a signed letter of intent from the Local Workforce Investment Board or other One-Stop delivery system principals)? (11 points)
2. Does the applicant's history of relationships with other social service providers in the community support the conclusion that these grant activities will be successful? (4 points) Does the applicant show that it will take the appropriate steps to develop relationships with other local non-profit organizations delivering services to similar populations? (5 points)

C. Presentation of Strategic Plan, Goals, and Timeline (45 points)

- The applicant must describe the methodology for providing the social services that complement those offered by the One-Stop Career Center such as pre- and post-job placement mentoring, and employability skills training. Please describe your plans for providing post-job placement services to increase and measure retention. Please

include a description of the established methods or other previously successful program models to be used. Please describe how this method has helped customers. Describe how your organization will connect these job-ready (or training to be job-ready) clients with technical skills training or job opportunities recommended by the One-Stop. Describe the staff/volunteer positions that will be providing services under this grant.

- The applicant must present a timeline of major, measurable tasks and activities to be undertaken.
- The applicant must identify how many participants will be served by the grant funds. The applicant must also describe the measurable outcomes that the program participants will achieve over the life of this grant. *Measurable outcomes must include how many participants will enter employment over the grant period and how many of those individuals will stay employed through the end of the grant period (retention). Outcomes also include measures such as how many participants will increase numeracy or literacy or enter an educational or training program or the average increase of wages for program participants.* The Department understands that these outcomes will be achieved by bringing together the resources of the workforce system as well as the grantee.

Scoring of this criterion will be based on the following.

1. Does the applicant adequately describe the methodology for providing the social services that complement those offered by the One-Stop Career Center such as pre- and post-job placement mentoring, and employability skills training? Does the applicant adequately describe post-job placement services? Does a description of the

methodology demonstrate its success in helping the target population described?

Does the applicant demonstrate its ability to connect its clients with the services of the One Stop? (15 points)

2. Do the activities and tasks presented on the timeline appear to be achievable with the likelihood of project success given available resources? Does the applicant's description of the number of people they plan to serve seem reasonable and achievable over the life of the grant? (15 points)
3. Does the applicant provide tangible outcome measures and goals that allow both the applicant and DOL to gauge the impact of the activities on meeting the community need? Do these goals include tracking employment outcomes and retention outcomes for those served? (15 points)

D. Description of Measurements of Success (15 points)

- Describe what mechanisms you will develop, in partnership with the One-Stop Career Center system, to track your success in achieving proposed goals and outcomes (i.e. performance measures).
- Describe any other methods you will use for evaluating your project's success.

Scoring of this criterion will be based on the following.

1. Does the applicant demonstrate an understanding of what it would need to do in order to track progress and success in conjunction with the One-Stop? (15 points)

E. Description of Sustainability (5 Points)

- Describe how the applicant will work with the One-Stop and other community partners to ensure a sustainable relationship after the expiration of the grant.

- Describe efforts to leverage other federal, state, local or private funds to support the project during or after the expiration of the grant.

Scoring of this criterion will be based on the following.

1. Does the applicant demonstrate the potential to have a commitment from the One-Stop and other community partners to continue their relationship after the expiration of the grant? (3 points)
2. Does the applicant fully describe a development plan that includes diverse funding sources for the future? (2 points)

2. Review and Selection Process

A technical review panel will make a careful evaluation of applications against the rating criteria. The review panel recommendations are advisory. The ETA grant officer will fully consider the panel recommendations and take into account geographic balance to ensure the most advantageous award of these funds to accomplish the system-building purposes outlined in the Solicitation. The grant officer may consider any information that comes to his or her attention. The grant officer reserves the right to award without negotiation. The criteria in Part V, Section 1 will serve as the basis upon which submitted applications will be evaluated. Should a grant be awarded without negotiations, the award will be based on the applicant's signature on the SF 424, which constitutes a binding offer as signed by the applicant (including electronic signature via E-Authentication on www.grants.gov).

VI. Award Administration Information

1. Award Notices

Award notifications will be posted on the ETA homepage at <http://www.doleta.gov>.

2. Administrative and National Policy Requirements

Administrative Program Requirements. All grantees, including faith-based organizations, will be subject to all applicable federal laws (available at <http://thomas.loc.gov>) and regulations (available at <http://www.gpoaccess.gov/cfr>), as well as the applicable Office of Management and Budget (OMB) Circulars (available at <http://www.whitehouse.gov/omb/circulars>). The grant(s) awarded under this SGA will be subject to the following administrative standards and provisions, if applicable:

- a. All Grant Recipients – 20 Code of Federal Regulations (CFR) Part 667.220.
(Administrative Costs).
- b. Non-Profit Organizations – Office of Management and Budget (OMB) Circulars A-122 (Cost Principles) and 29 CFR Part 95 (Administrative Requirements).
- c. Educational Institutions – OMB Circulars A-21 (Cost Principles) and 29 CFR Part 95 (Administrative Requirements).
- d. State and Local Governments – OMB Circulars A-87 (Cost Principles) and 29 CFR Part 97 (Administrative Requirements).
- e. Profit Making Commercial Firms – Federal Acquisition Regulation (FAR) – 48 CFR Part 31 (Cost Principles), and 29 CFR Part 95 (Administrative Requirements).
- f. All entities must comply with 29 CFR Parts 37, 93 and 98, and, where applicable, 29 CFR Parts 96 and 99.
- g. 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.

Note: Except as specifically provided in this Notice, USDOL-ETA's acceptance of a proposal 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 Circulars require that an entity's procurement procedures must ensure that all procurement transactions are conducted, as much as practical, to provide open and free competition. If a proposal identifies a specific entity to provide services, the USDOL-ETA's award does not provide the justification or basis to sole-source the procurement, i.e., avoid competition, unless the activity is regarded as the primary work of an official partner to the application.

3. Reporting Requirements

The grantee is required to provide the reports and documents listed below:

Quarterly Financial Reports. A Quarterly Financial Status Report (Form SF-269) is required until such time as all funds have been expended or the period of availability has expired.

Quarterly reports are due 30 days after the end of each calendar year quarter. The grantee must use ETA's On-line Electronic Reporting System to submit the quarterly reports.

Narrative Progress Reports. The grantee must submit a quarterly data and narrative progress report to the Federal Project Officer within 30 days following each quarter. Copies are to be submitted electronically providing a detailed account of activities undertaken during that quarter.

Reports must include the following information for the grassroots grantees.

- The number of participants served per quarter (new and total).
- The number of One-Stop Career Center clients referred to the grantee.
- Number of grantee participants referred to the One-Stop.
- The total number of volunteer hours committed to the grant program.
- Number of participants placed in post-secondary education or advanced training.

- Number of participants placed in a job.
- Average hourly wages at the time of job placement.
- Of the participants placed in a job since the beginning of the grant, how many were continuously employed for 3 months.
- Of the participants placed in a job since the beginning of the grant, how many were continuously employed for 6 months.
- Other goals submitted with the grant application or additional goals developed for the program.
- Demographic information.

VII. Agency Contacts

For further information regarding this SGA, please contact Jeannette Flowers, Grants Management Specialist, Division of Federal Assistance, at (202) 693-3322 (This is not a toll-free number). Applicants should fax all technical questions to (202) 693-2705 and must specifically address the fax to the attention of Jeannette Flowers and should include SGA/DFA PY 05-08, a contact name, fax and phone number. This announcement is being made available on the ETA Web site at <http://www.doleta.gov/sga/sga.cfm> and at <http://www.grants.gov>.

VIII. Other Information

DOL maintains a number of web-based resources that may be of assistance to applicants. The webpage for the Department's Center for Faith-Based & Community Initiatives (<http://www.dol.gov/cfbci>) is a valuable source of background on this initiative. America's Service Locator (www.servicelocator.org) provides a directory of our nation's One-Stop Career Centers. ETA [maintains](#) a webpage (<http://www.servicelocator.org/wibcontacts>), which contains

contact information for the state and local Workforce Investment Boards. Applicants are encouraged to review “Understanding the Department of Labor Solicitation for Grant Applications and How to Write an Effective Proposal” (<http://www/dol.gov/cfbc/sgabrochure.htm>). Applicants may also wish to review the current two-year Workforce Investment Act plan for the state which was approved by the Department of June 2005. Access to these plans may be found at <http://www.doleta.gov/usworkforce/WIA/planstatus.cfm>

For a basic understanding of the grants process and basic responsibilities of receiving Federal grant support, please see “Guidance for Faith-Based and Community Organizations on Partnering with the Federal Government (www.fbc.gov).

DOL will post a Frequently Asked Questions page on its website for this solicitation by March 29, 2006. Please check this page periodically during the solicitation for updates. The Frequently Asked Questions can be found at <http://www.doleta.gov/usworkforce/documents/misc/fbo-cbo.cfm>

Signed at Washington, DC, this 20 day of March, 2006.

Eric D. Luetkenhaus

Grant Officer, Employment and Training Administration

ATTACHMENTS

SF 424 Application for Federal Assistance

<http://www.doleta.gov/sga/forms/SF424V2.pdf>

SF 424A Budget Information –Non Construction Programs

<http://www.doleta.gov/sga/forms/form424a.pdf>

Survey on Ensuring Equal Opportunity for Applicants

<http://www.doleta.gov/sga/pdf/Final424%20Survey-2006-OMB%20APPROVED-02-10-06.pdf>