

**DEPARTMENT OF LABOR
Employment & Training Administration
Solicitation for Grant Applications (SGA)
[SGA/DFA PY 11-06]
Amendment One**

YouthBuild Grants

AGENCY: Employment and Training Administration (ETA), Labor

ACTION: Notice: Amendment to SGA/DFA PY 11-06

SUMMARY: The Employment and Training Administration announced on March 7, 2012, the availability of funds and Solicitation for Grant Applications (SGA) for the YouthBuild Grants to be awarded through a competitive process. This amendment to the SGA announces a Prospective Applicant webinar, offers clarification in Section III on eligible participants and corrects references to the page limitation in Section V, revises the Section V evaluation criteria in several places in the Statement of Need to require applicants to describe the cities and towns in which participants will be served instead of counties. Related changes are made to the instructions for using Edweek and US Census American Fact Finder data to obtain unemployment, poverty and graduation rate data for the cities and towns to be served.

Please note that any applicant who has prepared their proposal using county level data may choose recalculate their unemployment and poverty rates using city or town level data. If the applicant chooses to submit their proposal with county level data, the proposal will be scored as submitted.

The document is hereby amended as follows.

1. Prospective Applicant Webinar

A pre-recorded Prospective Applicant webinar is available on-line at <https://www.workforce3one.org/view/5001210046090936498/info> and available for viewing on April 11, 2012. While a review of this webinar is encouraged, it is not mandatory.

2. Participant Eligibility

We are amending the participant eligibility criteria in section III. D. 1. b. to clarify that the youth offender criterion includes youth who were adjudicated in the adult offender system.

Section III.D.1.b, the following text should be replaced with the new text:

Old Text – Is a member of a low-income family, a youth in foster care (including youth aging out of foster care), a youth offender, a youth who is an individual with a disability, a child of an incarcerated parent, a migrant youth; **and**

New Text - Is a member of a low-income family, a youth in foster care (including youth aging out of foster care), a youth or adult offender, a youth who is an individual with a disability, a child of an incarcerated parent, a migrant youth; **and**

3. Page Limits

We have made changes in the evaluation criteria to correct a mistaken reference to a 15-page limit on the Technical Proposal. As provided in sec. IV. B. Part II, the Technical Proposal has a 20 or 25-page limit depending on the type of applicant.

Section V.B.1, the following text should be replaced with the new text:

Old Text - These attachments will not count against the 15-page limitation for the Technical Proposal. If the applicant's organization has received multiple YouthBuild awards from DOL, please submit the most recent ETA-9136 for each grant and respond to a through d using this report. **If the organization has never received funding from DOL to operate a YouthBuild program, applicants should skip this section and proceed to Section V.C. Required Evaluation Criteria for New Applicants.** Points will be awarded as follows:

New Text - These attachments will not count against the 20-page limitation for the Technical Proposal. If the applicant's organization has received multiple YouthBuild awards from DOL, please submit the most recent grant's ETA-9136 report and respond to a through d using this report. **If the organization has never received funding from DOL to operate a YouthBuild program, applicants should skip this section and proceed to Section V.C. Required Evaluation Criteria for New Applicants.** Points will be awarded as follows:

Section V.B.1.g, the following text should be replaced with the new text:

Old Text - Applicants are expected to submit an organizational chart that reflects how the YouthBuild program will be staffed, including key positions, such as Program Director, Case Managers, Job Developers, etc. In instances where the YouthBuild program is part of a larger organization, include a diagram that indicates how the YouthBuild program fits within the larger organization. The chart and staffing plan should be included as Technical Proposal Attachments and do not count against the 15-page limitation of the Technical Proposal.

New Text - Applicants are expected to submit an organizational chart that reflects how the YouthBuild program will be staffed, including key positions, such as Program Director, Case Managers, Job Developers, etc. In instances where the YouthBuild program is part of a larger organization, include a diagram that indicates how the YouthBuild program fits within the larger organization. The chart and staffing plan should be included as Technical Proposal Attachments and do not count against the 20-page limitation of the Technical Proposal.

Section V.C.1, the following text should be replaced with the new text:

Old Text - The applicant must fully describe any previous experience of the organization in operating grants from either Federal or non-Federal sources. The application must describe the fiscal controls in place in the organization for auditing and accountability procedures. Applicant

must also provide information on the overall financial stability of the organization having financial oversight for the YouthBuild program. Applicants must include the most recent audited financial statements and, if applicable, the accompanying management letter. In addition, the applicant's budget and narrative should include the cost per participant to be served. The cost per participant must be between \$15,000 and \$18,000. This attachment will not count against the 20-page limit for either the technical proposal or attachments to the technical proposal.

New Text - The applicant must fully describe any previous experience of the organization in operating grants from either Federal or non-Federal sources. The application must describe the fiscal controls in place in the organization for auditing and accountability procedures. Applicant must also provide information on the overall financial stability of the organization having financial oversight for the YouthBuild program. Applicants must include the most recent audited financial statements and, if applicable, the accompanying management letter. In addition, the applicant's budget and narrative should include the cost per participant to be served. The cost per participant must be between \$15,000 and \$18,000. This attachment will not count against the 25-page limit for either the technical proposal or attachments to the technical proposal.

4. Identifying cities or towns to be served in Statement of Need

This section is amended to allow applicants to use city level data versus county level data which more accurately reflects poverty and unemployment rates for communities to be served. County level data, in most instances is a broader area than the targeted communities to be served by prospective applicants.

The current text of Section V.A.1.a-c, should be replaced with the following text:

1. Statement of Need (28 points):

The proposal must identify the city or town where each community to be served is located and the number of youth, ages 16 to 24, expected to be served. For the city or town to be served, applicants must provide the following information:

a. Unemployment Rate (Maximum 6 points): The proposal will receive points based on the average unemployment rate of the combined cities or towns identified as part of the target community(ies) compared to the national unemployment rate as of the latest available comparable data as follows:

- Applicant will receive 6 points for this sub criterion if the unemployment rate for the combined cities or towns in the community to be served is greater than the national unemployment rate.
- Applicants will receive 3 points for this subsection if the unemployment rates is equal the national unemployment rate.
- Applicants will receive 0 points for this subsection if the unemployment rate is less than the national unemployment rate.

Applicants must use Bureau of Labor Statistics data for the national unemployment rate and for the local areas to be served. This data can be found through the Census' Web site at:

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

b. Poverty Rate (Maximum 7 points): The proposal must provide, for each city or town, the poverty rate that is listed in the Poverty Data spreadsheet available for download at

<http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml>. Detailed instructions on how to find the poverty rate data is found in Section VIII.B.

- Applicants will receive 7 points for this subsection if the Poverty Data spreadsheet lists an average poverty rate of 15% or more across all cities or towns to be served.
- Applicants will receive 5 points for this subsection if the Poverty Data spreadsheet lists an average poverty rate of 10% to 14.99% across all cities or towns to be served.
- Applicants will receive 3 points for this subsection if the Poverty Data spreadsheet lists an average poverty rate of 5% to 9.99% across all cities or towns to be served.
- If the Poverty Data spreadsheet does not list an average poverty rate of at least 5% across all cities or towns to be served, the applicant will receive 0 points.

c. Graduation Rate (Maximum 5 points): Using data found at

<http://www.edweek.org/apps/gmap/>, the applicant must compare the graduation rates in each of the cities or towns to be served with the national graduation rate. Points will be awarded as follows:

- Applicants will receive 5 points for this subsection if the average graduation rate for the schools located in the cities or towns to be served is 25% or more below the national graduation rate as listed at the website above.
- Applicants will receive 3 points for this subsection if the average graduation rate for the schools located in the cities or towns to be served is 15% to 24.99% below the national graduation rate as listed at the website above.
- Applicants will receive 2 points for this subsection if the average graduation rate for the schools located in the cities or towns to be served is 5% to 14.99% below the national graduation rate as listed at the website above.
- Applicants will receive 0 points for this subsection if the average graduation rate for the schools located in the city or towns to be served is equal to or above the national graduation rate OR 0 – 4.99% below the national graduation rate as listed at the website above.

5. Using American Fact Finder and Edweek data to identify unemployment, poverty and graduation rate data in cities and towns to be served.

The instructions have been revised to guide applicants in locating city level data for establishing poverty and unemployment rates versus county level data as a requirement in establishing need for communities to be served. This section is also amended to provide instructions for accessing graduation rate data using the Edweek mapping tool which provides district level graduation rates.

The current text of Section VIII., should be replaced with the following text:

A. Instructions for identifying city or town level unemployment data using the American Fact Finder

1. Go to www.census.gov. Click on **American Fact Finder** which you'll find at the bottom of the home page in the blue shaded box under **Find Data**. The next screen automatically directs you to the latest version: **factfinder2.census.gov**. For best results, use Mozilla Firefox 3.6 and Internet Explorer 7. Mozilla Firefox 3.6 can be downloaded for free at <http://www.mozilla.org/en-US/firefox/all-older.html>.
2. Use the **Quick Start** feature of the tool. This feature is in the middle of the Main page. Type **S2301 EMPLOYMENT STATUS** in the **topic and table name box** and the city and state in which the community you serve are located in the **state, county or place box**. Once you have entered this information, skip to Steps 7 and 8 of these instructions. Otherwise follow Steps 3-8 of the instructions below.
3. Finding poverty rates using this tool requires that you select filters from the left navigation bar on the **Main** page (see the tab at the top of the page) of the dissemination tool. The next two steps provide instructions on how to select the filters.
4. **Select the Topics filter** by clicking on **Topics** or expand by clicking on the arrow next to **Topics**.
 - a. Next, click on **People** or expand by clicking on the plus sign.
 - b. Then click on **Employment** or expand by clicking on the plus sign.
 - c. Finally at the next level, click on **Employment (Labor Force) Status**.
5. **Select the second filter: Geographies** by clicking on **Geographies** or expand the filter by clicking on the arrow.
 - a. A **Select Geography** box appears. Under the Name tab, to the left you will find **Geography Filter Options**, select **Within State**, click on it or expand by clicking on the plus sign.
 - b. A list of states appears, select from the list the **State(s)** in which the communities you serve are located (for example, Massachusetts).
 - c. Next select **Type of Metropolitan Statistical Area: Metro Area**.
 - d. To the right, in the **Geography Results** box all metropolitan areas (or cities) within the State appear under **Geography Name**. Select the particular metropolitan area(s) for the community or communities you propose to serve are located by checking the box.
 - e. Add the Metropolitan Area(s) (or City) selected to your selections by clicking on Add (above **Geography Name**).
 - f. Close the **Select Geographies** pane by clicking on the **x** in the upper right hand corner of the box.
6. Your selections should be shown in the **Your Selections** box at the top left of the page. It should read People:Employment:Employment (Labor Force) Status, and the selected city and state, for example, Boston, Massachusetts.
7. In the **Search Results** pane on the right hand side of the page, select Table **S2301 EMPLOYMENT STATUS** for the most recent ACS 1-year, 3-year or 5-year estimates. If

the 1-year estimates are not available, use the most recent 3-year or 5-year estimates. Then, view the selected table.

8. Use the **Unemployment rate** estimate for population ages 16 to 19 years and ages 20 to 24 years to provide an average of the two rates in the targeted area(s).

B. Instructions for identifying city or town level poverty data using the American Fact Finder.

1. Go to www.census.gov. Click on **American Fact Finder** which you'll find at the bottom of the home page in the blue shaded box under **Find Data**. The next screen automatically directs you to the latest version: **factfinder2.census.gov**. For best results, use Mozilla Firefox 3.6 and Internet Explorer 7. Mozilla Firefox 3.6 can be downloaded for free at <http://www.mozilla.org/en-US/firefox/all-older.html>.
2. You may use the **Quick Start** feature of the tool. This feature is in the middle of the Main page. Type **S1701 POVERTY STATUS IN THE PAST 12 MONTHS** in the **topic and table name box** and the city and state in which the community you serve is located in the **state, county or place box**. Once you have entered this information, skip to Steps 7 and 8 of these instructions. Otherwise follow Steps 3-8 of the instructions below.
3. Finding poverty rates using this tool requires that you select filters from the left navigation bar on the **Main** page (see the tab at the top of the page) of the dissemination tool. The next two steps provide instructions on how to select the filters.
4. **Select the Topics filter** by clicking on **Topics** or expand by clicking on the arrow next to **Topics**.
 - a. Next, click on **People** or expand by clicking on the plus sign.
 - b. Then click on **Poverty** or expand by clicking on the plus sign.
 - c. Finally, click on **Poverty**.
5. **Select the second filter: Geographies** by clicking on **Geographies** or expand the filter by clicking on the arrow.
 - a. A **Select Geography** box appears. Under the Name tab, to the left you will find **Geography Filter Options**, select **Within State**, click on it or expand by clicking on the plus sign.
 - b. A list of states appears, select from the list the **State(s)** in which the community or communities you serve is/are located.
 - c. Next select **Type of Metropolitan Statistical Area: Metro Area**.
 - d. To the right, in the **Geography Results** box all metropolitan areas (or cities) within the State appear under **Geography Name**. Select the particular metropolitan area(s) in the community or communities you propose to serve is/are located.
 - e. Add the Metro Area(s) selected to your selections by clicking on Add (above **Geography Name**)
 - f. Close the **Select Geographies** pane by clicking on the **x** in the upper right hand corner of the box.

6. Your selections should be shown in the **Your Selections** box at the top left of the page. It should read People: Poverty: Poverty, and the selected city and state, for example, Boston, Massachusetts.
7. In the **Search Results** pane on the right hand side of the page, select Table **S1701 POVERTY STATUS IN THE PAST 12 MONTHS** for the most recent ACS 1-year, 3-year or 5-year dataset. If the 1 year estimates are not available, use the most recent 3-year or 5-year estimates. Then view the selected table.
8. Use the **Percent below poverty level estimate** for total population to provide the poverty rate(s) for each metropolitan area(s).

C. Instruction for identifying graduation rate data using Edweek.

Using data found at <http://www.edweek.org/apps/gmap/>, determine the graduation rate for the target communities to be served by following the instructions provided below.

1. Type in the name of the city in which you propose to serve in the **District** fill-in box.
2. Then click on the Search button, the name of the district(s) in your area will appear on the map, or you will see a push pin marker
3. Click on the underscored link to the report
4. The graduation rate for all students in the school district will appear in the middle of the report

For large municipalities such as, for example Los Angeles, California:

1. Type the name of the city in the county fill-in box.
2. Then click on the tab Districts on the Map, a list of school districts in the city should appear.
3. Next click on the specific school district
4. Finally follow steps 3 and 4 of the instructions above.

D. Web-Based Resources

DOL maintains a number of web-based resources that may be of assistance to applicants. For example, the CareerOneStop portal (<http://www.careeronestop.org>), which provides national and state career information on occupations; the Occupational Information Network (O*NET) Online (<http://online.onetcenter.org>) which provides occupational competency profiles; and America's Service Locator (<http://www.servicelocator.org>), which provides a directory of our nation's One-Stop Career Centers.

E. Industry Competency Models and Career Clusters

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

Career Clusters and Industry Competency Models both identify foundational and technical competencies, but their efforts are not duplicative. The Career Clusters link to specific career pathways in sixteen career cluster areas and place greater emphasis than Industry Competency Models on elements needed for curriculum performance objectives; measurement criteria; scope and sequence of courses in a program of study; and development of assessments. Information about the sixteen career cluster areas can be found by accessing: <http://www.careerclusters.org>.

F. [Workforce3One](#) Resources

1. ETA encourages applicants to view the information gathered through the conference calls with Federal agency partners, industry stakeholders, educators, and local practitioners. The information on resources identified can be found on Workforce3One.org at:

<http://www.workforce3one.org/view/2001008333909172195/info>.

2. ETA encourages applicants to view the online tutorial, "Grant Applications 101: A Plain English Guide to ETA Competitive Grants," available through Workforce3One at: http://www.workforce3one.org/page/grants_toolkit.

FOR FURTHER INFORMATION CONTACT: Kia Mason, Grants Management Specialist, Division of Federal Assistance at (202) 693-2606 or Mason.Kia@dol.gov.

Signed April 9, 2012 in Washington, D.C. by:

Donna Kelly
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