

## U.S. DEPARTMENT OF LABOR

### Bureau of International Labor Affairs

Program Office:

OTLA

**Notice of Availability of Funds and Funding Opportunity Announcement for:** Revitalizing Domestic Manufacturing by Developing the Next Generation of America's Shipbuilders through International Partnerships

**Announcement Type:** \_\_\_\_\_

**Funding Opportunity Number:** FOA-ILAB-25-45

**Assistance Listing Number:** 17.401

**Key Dates:** The closing date for receipt of applications under this announcement is **Friday, September 26, 2025**. Applications must be received no later than 11:59 p.m. Eastern Time.

All technical questions related to the content of this Funding Opportunity Announcement (FOA) must be submitted no later than 10 business days prior to the close date of the FOA.

Award decisions are expected to be made between 09/30/2025 and 12/31/2025.

**The Department will make its best efforts to make award decisions within this timeframe, but please be aware that there are a variety of circumstances that may result in a later or earlier than expected award decision.**

**To apply:** Submit applications via <https://www.grants.gov/> in response to this funding opportunity number.

Please refer to Section IV for application submission instructions.

## EXECUTIVE SUMMARY

The Bureau of International Labor Affairs (ILAB), U.S. Department of Labor (USDOL, or the Department), announces the availability of approximately \$8,000,000 total costs (subject to the availability of Federal funds) for 1 cooperative agreement to fund an \$8,000,000 technical assistance project with the objective to contribute to sustaining the future of the shipbuilding industry in the United States by establishing mechanisms for international collaboration to draw on expertise in support of expanding the number of skilled U.S. workers and training institutions with shipbuilding skills and knowledge. The 4-year project will create an international shipbuilding fellowship and training development program that would facilitate the training of

U.S. workers in allied countries with advanced shipbuilding expertise, as well as the development of a specialized internationally recognized trade curricula to enable subsequent training in the United States. The project will partner U.S.-based educational institutions (career technical education programs, community colleges, etc.), training centers, and, where possible, shipyards, with foreign educational institutions, training centers, and/or shipyards in Canada, Finland, Italy, Japan, the Republic of Korea, and/or other countries.

The duration of the project will be 48 months from the award date. Applicants may propose a shorter period of performance in line with their proposed strategy.

Eligible applicants include any commercial, international, educational, or non-profit organizations, including any faith-based organizations, community-based organizations, or public international organizations (PIOs). Please see section III of this funding opportunity announcement for complete eligibility requirements.

Faith-based organizations are encouraged to apply, as are all organizations. Those that meet the eligibility requirements may receive awards under this funding opportunity. DOL will not, in the selection of recipients and administration of the grant, discriminate on the basis of an organization's religious character, affiliation, exercise, or lack thereof, or on the basis of conduct that would not be considered grounds to favor or disfavor a similarly situated secular organization.

Applicants may propose outcomes they consider realistic and essential to achieving the project objective.

Applicants selected for award will be required, within the first six months of award, to carry out additional in-country needs assessments and consultations with partners and relevant stakeholders to assess and identify gaps, risks, and opportunities, analyze stakeholder capabilities and interests, understand potential harm and refine and/or validate the proposed project design, including performance indicators and targets, assumptions, risk mitigation and project sustainability strategies. All post-award refinements to the project strategy will be subject to approval by USDOL.

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# **I. FUNDING OPPORTUNITY DESCRIPTION**

## **A. PROGRAM PURPOSE**

The Bureau of International Labor Affairs (ILAB) prioritizes the interests of American workers in U.S. trade and international labor and employment policy. ILAB's mission is to promote a level global playing field for U.S. workers and companies. ILAB seeks to ensure that American workers and businesses benefit from the Administration's trade agenda by counteracting labor practices overseas that undermine American competitiveness, including vigorously enforcing labor provisions in trade agreements and promoting trade policy that advances opportunities and skills development for American workers and businesses.

ILAB's Office of Trade and Labor Affairs (OTLA) works to make sure that U.S. trade partners fulfill their promises and play by the rules, and that American workers are able to compete on a level playing field by negotiating strong labor provisions in trade agreements and preference programs, monitoring for compliance, enforcing trade agreement and preference program commitments, and sharing technical expertise. See ILAB's webpage for additional information: <https://www.dol.gov/agencies/ilab>.

ILAB has extensive experience in carrying out international labor activities in support of United States trade objectives by establishing partnerships and other collaborations with foreign trade partners as well as facilitating similar collaborations for U.S. private sector stakeholders.

This FOA solicits applications to implement 1 project with the objective to contribute to sustaining the future of the shipbuilding industry in the United States by drawing on the expertise of foreign partners to expand the number of skilled U.S. workers and training institutions with shipbuilding skills and knowledge. The 4-year project will create an international shipbuilding fellowship and training development program that would facilitate the training of U.S. workers in partner countries with advanced shipbuilding expertise, as well as the development of a specialized and internationally recognized trade curricula to enable subsequent training in the United States. The project will partner U.S.-based training centers, registered apprenticeship programs, or educational institutions (career and technical education programs, community colleges, etc.), training centers, and, where possible, shipyards with foreign educational institutions, training centers, and/or shipyards in Canada, Finland, Italy, Japan, Republic of Korea, and/or other countries. This project would leverage the Icebreaker Collaboration Effort (ICE) Pact framework but not be limited to icebreaker ships.

## **B. PROGRAM AUTHORITY**

ILAB is authorized to award and administer grants and cooperative agreements by Department of Labor Appropriations Act, 2024, PL 118-47, Division D, Title I, as continued under the FY 2025 Full-year Continuing Appropriations and Extensions Act, PL 119-4.

## **C. BACKGROUND INFORMATION**

The commercial shipbuilding capacity and maritime workforce of the United States have been weakened by decades of domestic neglect and unfair trade and labor practices by foreign competition. This has caused the decline of a once-strong U.S. industrial base, eliminated good

American jobs, and empowered our adversaries, threatening U.S. national security. The U.S. constructs less than one percent of commercial ships globally, while China is responsible for producing approximately half. China has targeted dominance of the maritime sector through state subsidies and suppression of wages and legitimate collective bargaining for workers.

The America First Trade Policy aims to use trade policy to both achieve reciprocal trade and revitalize U.S. domestic manufacturing.<sup>i</sup> Acknowledging the impact of the decline in the U.S. shipbuilding sector workforce, the Executive Order on Restoring America's Maritime Dominance aims to rebuild maritime industries and workforce in the United States to promote national security and economic prosperity. Specifically, the Executive Order calls for the expansion of shipbuilding training, including through the establishment of scholarships to send promising maritime experts abroad to learn cutting edge techniques, subjects, and other advanced technologies. The urgency of these efforts is highlighted by the trade remedies arising from a Section 301 investigation into China's unfair targeting of maritime, logistics, and shipbuilding sectors for dominance that penalize the use of Chinese ships in United States commerce.<sup>ii</sup> These remedies incentivize U.S.-built and -flagged vessels for shipping and encourage capital investment in the production of shipbuilding capacity of the United States. As America revitalizes its shipbuilding industry, DOL/ILAB is uniquely positioned to address workforce challenges in the shipbuilding and maritime sector by fostering international partnerships with educational institutions (career technical education programs, community colleges, etc.), training centers, and shipyards that train U.S. workers to spur workforce development with a focus on critical skills, as well as to reduce unfair competition in global shipbuilding.

The most immediate demand and priority for ships in the United States are for U.S. Navy and U.S. Coast Guard vessels, as well as commercial vessels that would comply with the Jones Act, which requires that only U.S.-built vessels transport cargo between United States ports. However, the United States also expects a rapid expansion of demand for tankers that carry liquified natural gas (LNG) as a result of the *United States Trade Representative (USTR) 301 Action Plan* that would require LNG to be transported on U.S.-built vessels. In addition, other priority vessels include: bulk carriers, tankers, roll-on/off, containers, cable, and heavy-lift vessels.<sup>iii</sup>

Currently, there is a shortage of skilled workers in the shipbuilding sector in priority trades. The shipbuilding sector is experiencing an aging workforce, a decline of entry level workers, and lack opportunities for career advancement. This has contributed to the U.S. shipbuilding sector experiencing significant delays of ships under construction and cost overruns. In 2025, the U.S. Government Accountability Office (GAO) published a report that found that the construction of U.S. Navy vessels is delayed anywhere from five months to 25 months.<sup>iv</sup> In addition, labor unions indicate recruitment and retention problems for workers in key trades within the shipbuilding sector due to the cyclical and inconsistent nature of ship orders, as well as competition for temporary workers. Workers with compatible job skills also are lost to other sectors due to higher wages and better benefits.

To address these shortages in the U.S. shipbuilding industry, several U.S. partners with advanced shipbuilding capabilities have offered to share this expertise with the United States. For example, through the Icebreaker Collaboration Effort (ICE Pact), Finland and Canada have agreed to exchange knowledge, information, and resources regarding polar icebreakers,<sup>v</sup> including international exchange of personnel between shipyards for training and workforce development

purposes.<sup>vi</sup> One of the four ICE Pact working groups is on workforce development collaboration. DOL is a member of this working group, which has identified opportunities to collaborate with Finland and Canada to share technical expertise and best practices on workforce development in the icebreaker industry.

The Republic of Korea has also expressed interest in sharing skills and technical capacity with American workers in the shipbuilding sector. Japan too has offered to establish a fund to help revive the U.S. shipbuilding industry and support U.S. efforts. The Republic of Korea and Japan are the second- and third-leading shipbuilder nations globally after China.

## **II. AWARD INFORMATION**

### **A. AWARD TYPE AND AMOUNT**

Funding will be provided in the form of a cooperative agreement. Approximately \$8,000,000 total costs is expected to be available to fund 1 award. Applicants may apply for a ceiling amount of up to \$8,000,000 total costs. Awards made under this announcement are subject to the availability of federal funds. In the event that additional funds become available, USDOL reserves the right to increase the amount of an award or to use such funds to select additional recipients from applications submitted in response to this announcement.

In addition to its normal consultative role as grantor, ILAB's substantial involvement in program activities may focus on elements that are essential to meet program requirements and ensure achievement of program objectives and outcomes. ILAB's involvement may include, but not be limited to:

- Liaising with in-country USG officials and host country governments on matters related to the project.
- Collaborating substantially on the project strategy and implementation, as well as the development of the project document package.
- Collaborating substantially on project monitoring activities, including but not limited to, work plans, progress reports, evaluations, attestation engagements, site visits, conference calls.
- Collaborating substantially on the development and implementation of the monitoring and evaluation (M&E) plan and all of its components.
- Providing highly specialized input on the design and implementation of activities related to strengthening international labor standards, labor justice institutions, and legal and policy frameworks, among others.
- Being substantially and actively involved in designing research, service provision, and/or capacity building activities jointly with the recipient.
- Reviewing and providing input on project's planning for sustainability and collaborating to promote sustainability of project efforts, including through replication of good practices.

### **B. PERIOD OF PERFORMANCE**

The required period of performance is 48 months from the award date. This performance period includes all necessary implementation and start-up activities. Only allowable costs incurred

during the period of performance may be charged to the federal award (2 CFR 200.1 Period of performance). Applicants may propose a shorter period of performance in line with their proposed strategy.

## III. ELIGIBILITY INFORMATION

### A. ELIGIBLE APPLICANTS

The following organizations are eligible to apply:

- U.S. organizations:
  - Nonprofits, including any faith-based organizations or community-based organizations
  - Public/State Controlled Institutions of Higher Education
  - Private Institutions of Higher Education
  - Historically Black Colleges and Universities (HBCUs)
  - Tribally Controlled Colleges and Universities
  - Alaska Native and Native Hawaiian Serving Institutions
  - Asian American Native American Pacific Islander Serving Institutions (AANAPISIs)
  - Hispanic-serving Institutions (HSIs)
  - Minority Serving Institutions
  - Native American tribal organizations (Federally recognized)
  - For-Profit organizations
- Non-U.S. organizations:
  - Non-U.S. Entities, including PIOs, as described in 2 CFR 200.1.

Applicants selected for award, including PIOs, must abide by DOL's requirements in the term and conditions of the award, in alignment with U.S. appropriation laws and applicable U.S. regulations.

Applicants do not need previous experience managing federal awards, but they must speak persuasively about their ability to leverage other previous experience and bring it to scale in support of a large federal investment.

The following types of organizations **are not** eligible to apply nor to participate as subrecipients/contractors:

- Organizations designated by the U.S. Government to be associated with terrorism.
- Organizations designated by the U.S. Government to have been debarred or suspended.
- Organizations planning to charge a fee (profit) associated with a project funded by a USDOL award.
- Foreign governments and entities that are agencies of, or operated by or for, a foreign state or government are not eligible to apply. However, they may be eligible to participate as a subrecipient in certain instances, subject to USDOL approval. NOTE: If an exception to this subrecipient eligibility criterion might be appropriate, the application must include a detailed justification for the possible exception. **USDOL funds are not intended to**



**duplicate existing foreign government efforts or substitute for activities for which such governments have already assumed responsibility.** USDOL will make eligibility decisions on a case-by-case basis after receiving the application.

Faith-based organizations are encouraged to apply, as are all organizations. Those that meet the eligibility requirements may receive awards under this funding opportunity. DOL will not, in the selection of recipients and administration of the grant, discriminate on the basis of an organization's religious character, affiliation, exercise, or lack thereof, or on the basis of conduct that would not be considered grounds to favor or disfavor a similarly situated secular organization.

## **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**

Use the following checklist as a guide when preparing the 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. It is recommended to use this checklist to ensure that the application contains all required items. If the application does not meet all of the screening criteria, the application will not move forward to the merit review process.

<b>Application Requirement</b>	<b>Instructions</b>	<b>Complete?</b>
The deadline submission requirements are met	Section IV.B.3.a	
Eligibility requirements are met	Section III.A	
The components of the application are saved in any of the specified formats and are not corrupt. (USDOL will attempt to open documents but will not troubleshoot any problems related to opening files.)	Section IV.B.3.b	
Applicant has registered with the System for Award Management (SAM) and maintains an active account	Section IV.B.2.a	
Completed and signed SF-424, Application for Federal Assistance, including a Unique Entity Identifier Number	Section IV.B.2.c	
Funding request on SF-424 does not exceed the ceiling amount of \$8,000,000 total costs.	Section II.A	
SF-424A, Budget Information Form	Section IV.B.2.d	
Technical Proposal	Section IV.B.1	
Attachments to Technical Proposal <ul style="list-style-type: none"> <li>• Abstract</li> <li>• Work Plan</li> <li>• Sustainability Strategy Template</li> <li>• Evidence of Country Presence</li> <li>• Project Management Organizational Chart</li> </ul>	Section IV.B.1	
Cost Proposal	Section IV.B.2	
Budget Narrative	Section IV.B.2.e	

## 2. Number of Applications to be Submitted

Multiple applications from an organization are not allowed. If multiple applications are received, the most recent application submitted by the deadline will be accepted. If the most recent application is disqualified for any reason, USDOL will not replace it with an earlier application. Applicant entities are not precluded from participating as partners on another entity's application.

## 3. Eligible Participants

### a. Participants Eligible to Receive Training

The intent of this FOA is to fund a project that provides technical assistance to U.S.-based educational institutions (career technical education programs, community colleges, etc.), training centers, registered apprenticeship programs, and shipyards to contribute to sustaining the future of the shipbuilding industry in the United States by expanding the number of skilled U.S. workers and training institutions with shipbuilding skills and knowledge.

Applicants must propose a project that will create an international shipbuilding fellowship and training development program that would facilitate the training of U.S. workers in allied

countries with advanced shipbuilding expertise, as well as the development of a specialized internationally recognized trade curricula to enable subsequent training in the United States.

**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](https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2816).

## **IV. APPLICATION AND SUBMISSION INFORMATION**

### **A. HOW TO OBTAIN AN APPLICATION PACKAGE**

This FOA, found at [www.grants.gov](http://www.grants.gov), contains all of the information needed to apply for funding. Applicants should note that it includes hyperlinks to external forms and resources. Applicants are required to comply with all parts of the FOA, including those parts found at the hyperlinks.

### **B. CONTENT AND FORM OF APPLICATION SUBMISSION**

Applications submitted in response to this FOA must consist of two separate and distinct parts: (1) a Technical Proposal, including attachments; and (2) a Cost Proposal, including the SF-424 Application for Federal Assistance and related forms identified as follows. It is the applicant's responsibility to ensure that the funding amount requested is consistent across all parts of the application. If the funding amount is not consistent, the amount requested on the SF-424 will be considered for the purpose of the award.

#### **1. Technical Proposal**

Applicants should use their technical expertise to propose how to meet the requirements of the FOA and must provide justification for their choices based on evidence (see definition in Appendix B), analysis of contextual opportunities and constraints, and available resources within the requirements of the FOA. Applicants must include specific citations to the evidence used to support their proposed project strategy. If there is limited evidence to support the proposed intervention(s), applicants may propose to pilot an innovative approach but must include and describe a plan for monitoring and assessing the effectiveness of the intervention(s).

All pages of the application must be numbered. All required documents (including attachments) must be submitted in English. Any additional documentation submitted that is not required or specifically requested under this announcement will not be considered during the merit review process.

Technical Proposals must be no more than 50 single-sided, double-spaced pages (8.5 x 11 inches with 1-inch margins). If any page limits required by this FOA for any part of the application are exceeded, the content that exceeds the page limit will not be considered during the merit review process. Font style must be Times New Roman and font size must be 12-point. The Cover Page, Acronyms List, Table of Contents, required attachments to the Technical Proposal, and the Cost Proposal do not count toward the page limit and do not have any spacing restrictions. Different fonts and font sizes may be used for tables, text boxes, and graphics. However, it is the applicant's responsibility to ensure that they are legible and meet electronic submission requirements. Documents which cannot be read or accessed by the Department will not be considered during the merit review process. Please see section IV.B.3. for the file format requirements for electronic submissions.

The following instructions provide all the information needed to complete the Technical Proposal. Applicants should carefully read and consider each section and include all required information. The Technical Proposal will be evaluated using the evaluation criteria identified in Section V, Application Review Information. Applicants must use the same section headers identified in this FOA for each section of the Technical Proposal:

**a. Abstract (Executive Summary)**

Applicants must submit as an attachment an abstract summarizing the proposed project including, but not limited to, the project objective, proposed outcomes, sub-outcomes (if included in this FOA), outputs, and activities. The abstract should describe the proposed project in plain language and include the following sections:

- 1) Applicant's Name and Title for the Project.** The applicant's name and title for the proposed project.
- 2) Purpose.** A brief description of the purpose for the award, including a description of the geographic area to be served (if applicable), population(s) to be served (if applicable), number and description of individuals, groups and institutions to be served (if applicable), and the funding level requested.
- 3) Activities to be Performed.** A brief description of award specific activities and other deliverables.
- 4) Expected Outcomes.** The project objective, proposed outcomes, and outputs.
- 5) Intended Beneficiaries.** Intended beneficiary(ies) or recipient(s) of the project activities.
- 6) Subrecipient Activities.** If sub-awards are proposed, then specify the activities to be provided and the name of each proposed sub-awardee, if known.

The abstract is limited to two double-spaced single sided 8.5 x 11-inch pages with 12-point text font, Times New Roman font style, and 1-inch margins. When submitting in Grants.gov, this document must be uploaded as an attachment to the application package and specifically labeled "Abstract."

**b. Table of Contents**

The table of contents must list all required documents and include their corresponding page numbers.

**c. Project Narrative**

The Project Narrative must describe in detail the applicant's response to the FOA. At minimum, the Project Narrative must contain the following sections:

**1) Problem Analysis (up to 6 points)****a) Scope of the Problem (up to 2 points)**

Applicants will be evaluated based on their degree of understanding the scope and nature of the problem that forms the basis of the project design. Applicants must describe the need for assistance, including the nature and scope of the problems and the consequences of not addressing the need. Applicants must identify how the problem affects American workers and/or businesses. This information must be supported by relevant empirical data and evaluations, including citations.

**b) Intended Population / Institutions Requiring Assistance (up to 2 points)**

The analysis must include discussion of specific actors within the system (individuals, groups, institutions, coalitions, or networks) that have influence and/or interest in addressing the problem. This discussion should clearly describe the needs of the intended population(s) or institution(s). The problem analysis must be supported by relevant empirical data, including citations.

**c) Proposed Geographic Scope (up to 2 points):**

The applicant must identify and provide a justification for the proposed target implementation area(s) and the number of individuals and institutions/groups that the applicant expects to work with. Applicants may choose one or more of the following scopes: local (municipal or provincial), regional (contiguous area within country), sectoral or supply chain (within country), national, multi-country (contiguous or non-contiguous), industry or supply chain (regional or global). Within the chosen geographic scope, applicants must identify the specific site(s) where awarded applicants will implement project interventions.

**2) Project Design (up to 35 points)****a) Project Strategy and Sustainability Strategy (up to 25 points)**

The applicant's Project Strategy and Sustainability section will be evaluated based on its responsiveness to the unmet need described in its Problem Analysis.

The project-level objective is to contribute to sustaining the future of the shipbuilding industry in the United States by expanding the number of skilled U.S. workers and training institutions with shipbuilding skills and knowledge. The 4-year project will create an international shipbuilding fellowship and training development program that would facilitate the training of U.S. workers in partner countries with advanced shipbuilding expertise, as well as the development of a specialized and internationally recognized trade curricula to enable subsequent training in the United States. The project will partner U.S.-based training centers, registered apprenticeship

programs, or educational institutions (career technical education programs, community colleges, etc.), and, where possible, shipyards with foreign educational institutions, training centers, and/or shipyards in Canada, Finland, Italy, Japan, Republic of Korea, and/or other countries.

### **Requirements Across Technical Proposal**

Applicants must propose a strategy to achieve the project-level objective stated above, including a description of all major areas of proposed project interventions. Applicants must propose outcomes necessary to achieve the project-level objective, how the outcomes are interrelated, and a rationale for how they contribute to the achievement of the project's overall objective. Outcomes proposed by applicants may be revised during the project validation process post-award in consultation with USDOL.

Applicants must demonstrate how their proposed strategy will address gaps identified in the problem analysis, identify any potential barriers, and describe how the project will work to overcome those barriers. Applicants must clearly describe how the proposed project interventions will benefit American workers and/or businesses either directly or indirectly.

Applicants must provide evidence of the effectiveness of their proposed strategy. If there is limited evidence to support the proposed intervention(s), applicants may propose to pilot an innovative approach but must include and describe a plan, including appropriate allocation in the M&E budget, for monitoring and assessing the effectiveness of the intervention(s).

In addition, applicants must clearly describe in their proposed strategy how they will integrate sustainability and risk management into their project strategy, beginning in the early stages of project implementation. For the purpose of this FOA, sustainability refers to outcomes and impacts that maintained or expanded after a project withdraws its resources through the exit process. Applicants are not required to develop an integrated sustainability strategy for every outcome, but rather, only where appropriate and needed to maximize long-term impact.

The proposed project will pair domestic and foreign institutions, enabling partnerships between U.S. educational institutions (career technical education programs, community colleges, etc.), training centers, registered apprenticeship programs, and/or shipyards with international counterparts to develop an international shipbuilding fellowship and training development program. The project will have two key components. The first is a fellowship program with a hands-on training component whereby U.S. workers in various trades travel to a partner country to learn skills necessary for building ships in the United States. The second component is for U.S. trainers and curriculum developers to collaborate with the partner countries to create an internationally recognized curriculum for a shipbuilding training program that will allow for the expansion of shipbuilding trade skills and knowledge to be shared more widely with workers in the United States.

- Design, establish, and implement an **international shipbuilding fellowship** through partnerships that pair U.S.-based educational institutions (career

technical education programs, community colleges, etc.), training centers, registered apprenticeship programs, and/or shipyards with counterparts in foreign countries (Canada, Finland, Italy, Japan, the Republic of Korea, and/or other countries). The fellowship program must send U.S. workers, including veterans and people with disabilities, from the shipbuilding industry to receive hands-on training in a partner country. The U.S. workers must be focused on in-demand shipbuilding trades (including but not limited to boilermakers, industrial electricians, steel workers, steamfitters, shipwrights, and welders). The applicant must consult and partner with relevant institutions in the United States such as trade unions, worker organizations, educational institutions, industry, and training centers to identify qualified U.S. workers, apprentices, and students that would be eligible for the international shipbuilding fellowship program.

- Design, establish, and implement or expand or modernize a program with U.S. trainers and curriculum developers to collaborate with partner countries to develop an internationally recognized curriculum for a **shipbuilding training program** that would be delivered at U.S.-based educational institutions, training centers, or registered apprenticeship training centers. Drawing on the foreign training provided to U.S. workers in the international shipbuilding fellowship, the curriculum must be grounded in hands-on, practical skills and knowledge needed to build and sustain the shipbuilding industry in the United States. The curriculum must focus on key shipbuilding trade skills including but not limited to boilermakers, industrial electricians, steel workers, steamfitters, shipwrights, and welders. The curriculum may focus on additional topics such as additive manufacturing, automation, artificial intelligence, robotics, quality assurance and inspections.

USDOL has informed host government officials of the proposed project. Applicants must propose strategies for collaborating with the relevant government agencies in each country.

Efforts must be made to avoid duplication and to build upon relevant previous or ongoing activities in the target countries. Applicants must include a mapping of the landscape of current relevant programming in the target countries. Applicants must also demonstrate how they intend to coordinate with other relevant projects and initiatives, including those funded by the host government (where applicable), USDOL, other USG agencies, and other donor governments and organizations. Applicants must include a brief description of the consultative process undertaken in preparing their proposal.

Applicants must demonstrate that they have undertaken an initial assessment of the needs, resources, interests, influence and capabilities of all target groups, institutions, organizations or structures that are deemed vital to sustaining project outcomes, by describing the process of conducting the assessment and the results.

Applicants must plan for long-term sustainability of outcomes in their proposed strategies. The applicant's description of the project strategy should:

- Explain the flow of inputs to activities, activities to outputs, outputs to outcomes, outcomes to the project objective, and the sustained impact on worker rights that the project will contribute to.
- Explain the flow of inputs to activities, activities to outputs, outputs to outcomes, outcomes to the project objective, and the sustained impact on worker rights that the project will contribute.
- Fully justify proposed interventions by explaining their purpose and the problems they are intended to address. If available, note any applicable research that establishes evidence of a causal relationship or correlation between interventions and expected outcomes. Proposed interventions, including the activities and outputs that comprise them, should be fully described and should be ambitious but realistic given the implementing environment, scope of the problems to be addressed, and proposed budget.
- Demonstrate knowledge of political, social, cultural, or other traditions and norms pertaining to and impacting the interventions proposed in the target sectors, including how these issues will be considered while implementing project activities.
- Demonstrate the long-term sustainability of all efforts and outcomes in the design of the proposal, including which outcomes have the potential to be sustained after the end of the project and explain how the responsibility for sustaining them is expected to transition to local stakeholders, systems and institutions.
- Identify risks and opportunities inherent in the project design that could impact the likelihood of achieving or sustaining project outcomes, and describe appropriate mitigation and response strategies. At a minimum, applicants must include a risk register table that lists potential risks along with strategies to mitigate these risks in this section.
- Recognize possible external factors or shocks and their potential influence on the project, expected outcomes, and their sustainability.

Sustainability must be the centerpiece of the project strategy and should be integrated beginning in the early stages of project design and implementation. “Sustainability” is concerned with measuring whether the benefits of an activity are likely to continue after donor funding has been withdrawn. Applicants must take into account the likelihood that the benefits or effects of a particular output or outcome will continue after donor funding ends. In developing the project strategy, applicants must consult with key stakeholders to ensure that the proposed strategy takes into account the factors, partners, and institutions that are likely to have the strongest influence over, and the capacity and willingness to sustain the desired outcomes and impacts.

After award, the selected recipients will be required to refine the Sustainability Strategy, report on it in each of their progress reports and modify or update the strategy as needed. Although there are restrictions on the awarding of subawards or contracts to government entities, to the extent possible, recipients should consider



engaging relevant government agencies through other mechanisms, as well as partnering with other local organizations or associations to strengthen their capacity.

#### **b) Project Milestones and Targets (up to 10 points)**

The applicant's Project Milestones and Targets section will be evaluated based on how well it supports the overall project strategy, as well as for how reasonable project targets are with consideration to the allocation of project resources (e.g., budget, staffing) to support the meeting of those targets. In the Technical Proposal, applicants will propose outcomes clearly linked to the project objective. Proposed outcomes should be able to demonstrate benefit to target populations, institutions, systems or processes, including American workers and/or businesses.

In this narrative section, applicants must propose outcome measures and tangible, annual milestones to track progress of proposed outcomes. Applicants must describe how American workers and/or businesses will be impacted by the project directly or indirectly, as well as the underlying criteria informing the applicant's choice of proposed outcomes and milestones. Outcomes, milestones and associated targets will be finalized post-award, during the validation phase. In the narrative, applicants should explain their rationale for the milestones and outcome measures and targets. Applicants are encouraged to use both qualitative and quantitative milestones, and qualitative milestones should be objectively verifiable.

The project would focus on U.S.-based educational institutions<sup>vii</sup> (career technical education programs, community colleges, etc.), training centers, registered apprenticeship programs, and shipyards that train U.S. workers, including veterans and people with disabilities, in the following priority trades (including but not limited to): boilermakers, industrial electricians, steel workers, steamfitters, shipwrights, and welders.

Applicants should partner with U.S.-based entities where existing shipyards of all sizes are located, along the Northeast, Southeast, Great Lakes region, West Coast, Hawaii, the Pacific Islands and Territories of the United States. In considering locations and potential partnerships, applicants are encouraged to partner with USG-funded grantees that include a focus on the maritime sector<sup>viii</sup> and contact state apprenticeship offices<sup>ix</sup> in these areas to locate ship building registered apprenticeship programs. Foreign partners shall include educational institutions, training centers, and/or shipyards in Canada, Finland, Italy, Japan, the Republic of Korea, and/or other countries. Other countries may also be considered post-award or may later be identified and approved by DOL as necessary, such as Spain, Germany, Italy, Sweden, Australia, and the United Kingdom.

#### **3) Monitoring and Evaluation (M&E) Agreement and Capacity Statement (up to 4 points)**

The applicant's M&E Agreement and Capacity Statement will be evaluated based on how well it addresses USDOL's M&E requirements (outlined below). Applicants must

confirm in their proposal their commitment to strong project M&E. They must also confirm their agreement to collaborate with USDOL in developing and revising required M&E deliverables, including the project's Monitoring and Evaluation Plan (M&E Plan).

M&E requirements include:

- development of the M&E Plan, in collaboration with USDOL, to include a logic model or results framework, performance monitoring plan (PMP) with milestones and indicators, Excel-based data reporting form, and Learning Agenda;
- development of baseline values and establishing targets for milestones and indicators;
- implementation of the M&E plan which includes the collection, disaggregation, quality assessment, analysis, and reporting of milestone and indicator data throughout the period of performance as required by USDOL;
- ensuring adequate M&E staffing capacity with clear roles and responsibilities to support monitoring, evaluation and learning activities throughout the project's period of performance;
- development and refinement of a Sustainability Strategy post-award, including a Stakeholder Register and Risk Management Plan; and
- collaboration with USDOL on required performance evaluations, audits, studies, or other learning activities to pursue specific evidence-building activities that will help advance learning and accountability.

After the award is made, USDOL will work with the recipient to refine project outcomes, develop the M&E Plan and to identify project-specific indicator definitions, targets, units of measure and data disaggregation. All agreed upon indicators and disaggregation must be reported in the semi-annual progress reports in a spreadsheet format. USDOL will also work with the recipient on plans for data collection, analysis, learning, and usage.

#### **4) Work Plan (up to 15 points)**

The applicant's Work Plan must be submitted as an attachment. It will be evaluated based on how clearly and realistically it outlines major activities and milestones and their related deadlines. The Work Plan must identify major project activities and milestones, deadlines for completing these activities, and person(s) or institution(s) responsible for completing these activities for the entire life of the project, as well as a sustainability plan. The Work Plan must correspond to activities identified in the Project Design, Budget and Budget Narrative. Applicants may choose an appropriate format for their Work Plan, but the format must include a field/column where the applicant, if funded, would report on the status of plan items (e.g., not yet started, on track, delayed, completed).

#### **d. Organizational Capacity (up to 30 points)**

This section must describe the qualifications of the proposed applicant and/or any proposed subrecipients to implement the project.

### **1) Country Presence (up to 5 points)**

Applicants must describe their ability and plans to collaborate directly with relevant national, regional and/or local government and non-government agencies, and other organizations as relevant to this project in each country, and their past experience working with these stakeholders.

### **2) Partners (up to 13 points)**

The applicant's Partners section will be evaluated based on how well it supports effective implementation of the applicant's project strategy and the needs outlined in their problem analysis section. Applicants must describe their approach for working with organizations in the target country(ies) to implement project activities to advance the objective of the project. Where they exist, applicants must describe any established partnerships and how they will be leveraged (either formally or informally) during project implementation, including with local organizations that have capacity and experience working on issues related to the objective of the project. Applicants without established in-country partnerships must describe how they will build local partnerships and/or describe any other partnerships that will be leveraged to achieve the project objective.

Applicants that propose formal project implementation partners (i.e., as subrecipients) must include a brief description of such partners, including a description of the partners' role in implementing the proposed project strategy and how this approach will strengthen the overall proposal. Applicants must provide documentation demonstrating these partners' support and commitment to the project.

Applicants must suggest specific U.S.-based educational institutions (career technical education programs, community colleges, etc.), training centers, registered apprenticeship programs, and shipyards in their proposal. The geographic location of the U.S.-based entities and shipyards should be where existing shipyards exist, such as but not limited to the Northeast, Southeast, Great Lakes region, West Coast, Hawaii, and the Pacific Islands and Territories of the United States. They may also suggest foreign counterparts in Canada, Finland, Italy, Japan, Republic of Korea, and/or other countries. It is recommended (but not required) that applicants provide letters of support or other documentation from U.S. shipyards or shipbuilding companies to support the project proposal. It is required that applicants partner with a shipyard, shipbuilding employer, or shipbuilding industry association as a mandatory partner during the implementation of this project. Applicants may suggest the required shipbuilding partner in their proposal or work with DOL/ILAB to connect and solidify that partnership for the project. Once the award is made, DOL/ILAB will make final determinations regarding participating U.S. entities and foreign partners, helping facilitate international and private sector partnerships as necessary. The selected implementer will work to solidify these partnerships, together with DOL/ILAB, during the validation stage of the project. The U.S. Department of State and the Maritime Administration at the U.S. Department of Transportation will also support this process. As part of the project design, the applicant must describe how they will empower U.S. workers, worker organizations, educational institutions (career technical education programs, community colleges, etc.), and

shipyards to address the challenges that the shipbuilding industry is facing in its workforce.

The applicant is encouraged to consult and partner with U.S. trade unions and U.S. shipyards where possible and whenever relevant during proposal design process and during project implementation. During the project period of performance, these partnerships must deliver hands-on training for U.S. workers at a pre-approved foreign shipyard and in one or more of these partner countries with advanced shipbuilding expertise. The partnerships must also conclude with the development of a specialized curriculum for U.S. educational institutions, registered apprenticeship programs, and/or training programs to reflect the skills imparted during the fellowship and future shipbuilding industry requirements and demands. In addition, the applicant must seek to foster public-private partnerships among domestic and foreign stakeholders to help develop U.S. workers' skillsets in priority shipbuilding trades and create or reinforce workforce pipelines for these priority shipbuilding trades.

Applicants must describe their approach to designing and implementing the fellowship component, including how the applicant will provide opportunities to learn skills and gain hands-on experience during each phase of the shipbuilding lifecycle. Applicants may consider initial training at the U.S.-based institutions followed by the international hands-on training to fully develop key skills and gain hands-on experiences. Target fellowship participants shall include a broad range of work experience from entry level to experienced. Where possible, at least some of the fellowship participants should also be in a position to deliver the training acquired through the fellowship to others in their trade upon their return, for example as a leader for a registered apprenticeship program. The applicant must also describe how it will develop a trade-specific curriculum that identifies key skills, best practices, future technology, and training methodologies. The applicant may receive additional guidance on workforce development program priorities as a result of the ICE Pact activities that should be used as reference for the development of the pilot partnerships.

Applicants shall explain how the government's support of the fellowship program will lead to the private sector providing a return on investment in expanding good paying jobs in the U.S. shipbuilding industry. In addition, during the validation phase (see section VI.6(C).- Stakeholder Engagement and Strategy Validation), the project shall seek commitments from U.S.-based shipyards or shipbuilding company partners to retain project fellows, provide supplemental pay, or yearly wage increases for at least five years to workers who complete this fellowship and create a pathway for continuous career growth for the participants. Applicants will be required to work with partners to establish criteria for the fellowship program, which is subject to review and approval by DOL. Applicants should build in commitment requirements for those individuals participating in the international shipbuilding fellowship. Individuals must commit to a minimum of three years working in the shipbuilding industry after the completion of their fellowship. Participation in the fellowship program is optional and should not be required by educational institutions, training centers, shipyards, or employers.

### **3) Personnel (up to 0 points)**

#### **a) Key Personnel**

Key personnel positions are deemed essential to the successful operation of the project and completion of all proposed activities and deliverables. Key personnel resumes or curriculum vitae are not required for the application. Should the applicant be accepted for award, they must request and be granted approval before hiring candidates for key personnel openings, ILAB, the Federal awarding agency, retains the authority to approve all key personnel changes throughout the life of the award as stated in 2 CFR 200.308(f). Approved key personnel must be available to staff the project no later than 45 calendar days after the date of award should the applicant be selected for award.

Upon selection of the award (during the post-award phase), the applicant must summarize the candidates' past experience and qualifications to perform the duties of the position and execute the project strategies proposed by the applicant.

Recipients assume full responsibility for ensuring that all key personnel have a clear and thorough understanding of USDOL policies, procedures, and requirements and that all documents submitted to USDOL are in fluent English.

ILAB has designated the following three positions as key personnel. Other requirements for each individual position follow:

Project Director:

- Must be directly hired by the recipient, not a subrecipient.
- Devote at least 90 percent level of effort to the project (0.9 full-time equivalent position).
- Minimum of seven (7) years of professional experience in project management and managing operational and administrative duties for USG-funded projects or other donor-funded projects of similar complexity.
- Proven experience establishing and maintaining systems for managing project operations, including overseeing the preparation and submission of project deliverables, stakeholder and risk management processes, cost and schedule controls, and sustainability planning and implementation.
- Demonstrated experience using adaptive management, evidence, and innovation approaches to lead USG-funded projects or other donor-funded projects of similar complexity.
- Proven success in building and maintaining working relationships with all project stakeholders; engaging in coalition building; and empowering stakeholders to take ownership of key project outcomes for post-project sustainability of progress.
- Strong facilitation, communication, collaboration, and leadership skills.
- Understanding of labor, workforce development, workforce training programs, and shipbuilding.

- Fluency in English (written and spoken) required.

#### Monitoring and Evaluation (M&E) Officer:

- Must be directly hired by the recipient, not a subrecipient.
- Devote at least 90 percent level of effort to the project (0.9 full-time equivalent position).
- Minimum of five years of professional experience in a senior M&E position responsible for implementing monitoring, evaluation and learning activities for international projects.
- Proven success in designing, implementing and operating project M&E systems from project initiation to closeout stages. Experience in facilitating and leading strategic planning and performance measurement, including indicator design, target setting, reporting and developing M&E and performance monitoring plans.
- Experience developing and refining data collection tools and analyzing data. Experience working in or supporting similar projects in countries mentioned in this FOA and experience related to the project's focus areas are preferred.
- Experience monitoring and evaluating workforce training programs using qualitative and quantitative methods.
- Bachelor's degree in statistics, demographics, public policy, international development, economics, or other social sciences is preferred.
- Demonstrated ability to facilitate and coordinate learning and adaptation processes, create and use tools to elicit and leverage learning, and lead cross-team learning or sensemaking workshops is preferred.
- If one individual does not meet the requirements, the recipient may propose alternate solutions to meet the experience and level of effort for the M&E Officer.

#### Shipbuilding Specialist/Expert:

- Must be directly hired by the recipient, not a subrecipient.
- Devote at least 75 percent level of effort to the project (0.75 full-time equivalent position).
- Demonstrated experience with ship production or a shipyard, with a primary focus on construction and delivery.
- Demonstrated experience working with academic institutions, training centers, worker organizations, policymakers, U.S. Coast Guard, U.S. Navy, and other stakeholders.

- Understanding of U.S. shipbuilding issues related to workers' skillsets and industrial challenges.
- Strong analytical, communications, and research skills.

Upon award, the selected applicant must submit a resume (4 pages maximum) for each individual being proposed for each position designated as key personnel in this FOA. Each resume must include:

- Educational background, including highest education level attained;
- Work experience covering at least the last five years of employment to the present, including such information as employer name, position title, clearly defined duties, and dates of employment;
- Special experience, capabilities, or qualifications related to the candidate's ability to implement the proposed strategy and perform effectively in the proposed position; and
- Evidence of English fluency and other relevant language skills, if required (includes speaking, listening, reading, writing). For non-native speakers, evidence of fluency may include a Test of English as a Foreign Language (TOEFL) score or transcript showing completion of advanced English language coursework.

Applicants may propose additional professional personnel (apart from key personnel listed above) in their application.

There is no minimum required level of effort for such additional professional personnel. Minimum levels of effort are needed only for the key personnel listed above. Wherever possible, applicants should hire national/local staff knowledgeable in the areas of intervention who will be responsible for implementing project activities.

#### **4) Management Plan (up to 7 points)**

The applicant's Management Plan section will be evaluated based on how well it demonstrates an ability to support proper oversight, reporting, and implementation of the project strategy. Applicants must discuss their project's Management Plan, including a narrative description of the structure of the project's management team, key personnel roles and responsibilities, and the lines of authority between key personnel and other project staff responsible for providing services related to project intervention. If other professional personnel are proposed, their role must be explained in the Management Plan. If any of the project's personnel would be employed by a subrecipient, the applicant must provide a rationale for this arrangement and an explanation of the staffing structure.

Applicants must also include as an attachment a Project Management Organizational Chart that provides a visual depiction of the project's management structure and lines of authority among organizations, all key personnel, other professional personnel, and other project staff being proposed. Applicants may choose an appropriate format for their project management organizational chart.

#### **e. Strategy Cohesiveness (up to 5 points)**

Each applicant's proposal will be assessed based on how well the components of the proposal, including the project narrative and budget, fit together and support the overall Theory of Change being proposed by the applicant. This assessment will be based on the totality of information required for submission by the applicant in response to this FOA and no other additional information needs to be submitted by the applicant or will be considered by the panel during their assessment of Overall Strategy Cohesiveness.

#### **f. Attachments**

The following documents must be included as attachments to the application package and each must meet the required specifications described in Section 1: Technical Proposal. Omission of any of these attachments will result in disqualification of the application. Those attachments listed here will be excluded from the technical proposal page limit.

- Abstract
- Work Plan
- Sustainability Strategy Template (Appendix F)
- Relevant Grant and/or Contract Experience
- Evidence of Country Presence
- Project Management Organizational Chart

## **2. Cost Proposal**

Applicants must prepare a cost proposal as part of the application. The cost proposal must reflect consistency between the proposed costs and the work to be performed as outlined in the Project Narrative of the applicant's technical proposal.

If an applicant proposes cost sharing, cost sharing information must be included as part of the cost proposal. Cost sharing is not required for this program. Applications that include any form of cost sharing will not receive additional consideration during the review process. Any approved cost sharing will be subject to the same compliance and reporting requirements as any awarded federal funds.

As part of the process of developing a cost proposal, the applicant must have a Unique Entity Identifier (UEI) number and be registered in System for Award Management (SAM). In addition, the cost proposal must contain the following:

- SF-424 Application for Federal Assistance;
- SF-424A Budget Information;
- Budget Summary;
- Line-Item Budget;
- An accompanying Budget Narrative; and
- Indirect cost supporting documentation.



**a. Requirement for SAM Registration**

Applicants must register with the System for Award Management (SAM) before submitting an application. Instructions for registering with SAM can be found 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 from the date of subsequent updates to ensure it is current, accurate, and complete. If applicant entities do not renew their SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov. Registration and renewal can take up to ten business days to complete. For clarification, 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.

**b. Requirement for Unique Entity Identifier (UEI Number)**

All applicants for federal grant and funding opportunities must have a UEI and must supply their UEI on the SF-424. The UEI is a 12-character alphanumeric code that uniquely identifies all entities. Any entity registering to do business with the government is required to have one. UEIs are issued by SAM.gov and are a part of an entity's record in the Entity Information section of SAM.gov. If your organization does not have a UEI, one can be obtained for free at <https://sam.gov>.

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

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

See Appendix A to 2 CFR Part 25.

**c. SF-424 Application for Federal Assistance**

Applicants must complete the SF-424, Application for Federal Assistance, available for review at [SF-424 Family | Grants.gov](#). The SF-424 instructions are also available at the same link. (Please note that the PDF forms available at this link are for sample purposes only and cannot be submitted with your application package. If you are applying for a grant, please complete and submit your application using [Grants.gov Workspace](#).)

The SF-424 must clearly identify the applicant and must be signed by an individual with authority to enter into an award 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, signature of the Authorized Representative on the SF-424 certifies that the organization is in compliance with the Assurances and Certifications form SF-424B, also available at [SF-424 Family | Grants.gov](#). The SF-424B is not required to be submitted with the application.

Box 8b should include the applicant's Employer Identification Number (EIN) as applicable. Domestic entities should have an EIN whereas international entities may or may not have an EIN. For international entities without an EIN, this box should be marked 44-4444444. Further information on the EIN is available at [https://www.irs.gov/businesses/small-businesses-self-employed/employer-id-numbers#:~:text=An%20Employer%20Identification%20Number%20\(EIN,now%20you%20may%20apply%20online.](https://www.irs.gov/businesses/small-businesses-self-employed/employer-id-numbers#:~:text=An%20Employer%20Identification%20Number%20(EIN,now%20you%20may%20apply%20online.)

IMPORTANT NOTE for applicants with non-U.S. addresses: On the SF-424, page 1, Section 8d, please enter "DC" into the State field and "20210" into the Zip/Postal Code field. This is extremely important for ensuring your application is received by USDOL.

**d. SF-424A Budget Information (Non-Construction Programs)**

Applicants must complete the SF-424A Budget Information Form, available for review at [SF-424 Family | Grants.gov](#). (Please note that the PDF forms available at this link are for sample purposes only and cannot be submitted with your application package. If you are applying for a grant, please complete and submit your application using [Grants.gov Workspace](#).)

**e. Budget Summary, Line-Item Budgets, and Accompanying Budget Narrative (up to 10 points)**

The Cost Proposal must include a summary budget for the proposed project overall, along with line-item budgets for the applicant and each proposed subrecipient. The applicant's Cost Proposal will be evaluated based on how well it supports the overall project strategy, as well as how reasonable and proportionate it is to the expected outcomes and impact.

- Budget Summary

Applicants must provide a budget summary showing totals for the categories listed in the chart below for each year of the proposed project as well as overall for the proposed project. Only include the cost-share column if the budget includes voluntary cost-share. Please note the proposed project totals for the budget categories listed in the below table must match the project totals listed in Section B – Budget Categories of the SF 424A.

Budget Summary Categories	Year XX	Year XX	Cost Share (if applicable)	Total Federal Funds Requested	Total Cost of Project (includes cost-share, if applicable)
1. Personnel					
2. Fringe Benefits					
3. Travel					

<b>4. Equipment</b>					
<b>5. Supplies</b>					
<b>6. Contractual</b>					
<b>7. Construction</b>					
<b>8. Other Direct Costs</b>					
<b>9. Total Direct Costs (lines 1-8)</b>					
<b>10. Indirect Costs</b>					
<b>11. Total Costs (lines 9-10)</b>					

- **Line-Item Budget**

A line-item budget is one in which the individual items of cost for the proposed project are grouped by budget category and year of operation. Using the same budget categories as the budget summary, applicants must provide line-item budgets for the applicant and a lump sum for subrecipients. A more detailed budget for subrecipients must be provided post award. The overall amounts by category in the budget summary must match the sum of the budget categories for the applicant and subrecipient line-item budgets. Detailed subrecipient line-item budgets will be required post-award.

For proposals that include multiple countries, a line-item budget must be provided for each country as well. The applicant must budget for U.S. workers, trainers, curriculum developers, and other key participants to travel abroad for the time needed to gain hands-on training in relevant shipbuilding trades or insight into training methodologies. (In Finland, for example, construction of a complete icebreaker is estimated to take up to two years; different types of workers are needed at different times during the course of this process.) Overseas costs include airfare, lodging, international insurance, and per diem for applicant participation. The applicant must also budget for interpretation at the job training site. The applicant should plan and budget for pre-departure support and orientation for fellowship participants. In addition, the applicant is responsible for coordinating travel arrangements for the fellow during the fellowship abroad and a communication plan for fellows once in country. The applicant should also ensure that each partnership (subrecipient) as part of the project has a line-item budget for proposed expenses. (Note: The applicant is not required to submit line-item budgets for subrecipients until after award.)

The applicant shall also budget for potential international travel for select participants and key staff to attend and participate in 2-3 relevant shipbuilding or icebreaker summits, for example through ICE Pact and/or DOL-identified events. Summits or events would

present an opportunity to bring together all participating institutions, trade unions, government, and private sector stakeholders for discussion and exchange of expertise on best practices, challenges, and opportunities in the shipbuilding industry. Potential side sessions or panels topics may include, other topics may be identified by DOL as appropriate workforce development plans and retention plans, additive manufacturing, Artificial Intelligence (AI), automation practices, development of icebreakers, and international labor standards.

The sum of the budget categories for the applicant and subrecipient line-item budgets must correspond to the SF-424 and SF-424A. The line-item budgets must comply with federal cost principles. Allowable costs include those specifically defined in 2 CFR Part 200. Do not show leveraged resources on the SF-424 and SF-424A. Applicants should describe leveraged resources in the budget narrative. If selected for funding, the cost proposal will become part of the award, and any costs omitted by the applicant may not be allowed after award. Applicants may not rely on other contracts, grants, or awards to implement the applicant's proposed strategy. The budget and budget narrative submitted with the application must include all necessary funds to implement the proposed project strategy. ILAB will not provide any additional funding to cover unanticipated costs.

Applicants may format budgets as they see fit within the requirement for the line-item budget described in this FOA. The GOR and the Grant Officer reserve the right to request more detailed line-item budget information post-award, if they deem it necessary.

- **Budget Narrative**

The Cost Proposal must also include a budget narrative that corresponds to the line-item budgets for the applicant and subrecipient. The budget narrative must include a detailed justification for each line-item cost and clearly state how each cost item supports the project. The budget narrative must be detailed enough so ILAB can understand how each cost is calculated and how each cost directly relates to the proposed project activity. 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.

Applicants must use the following guidance in preparing their Budget Narrative:

- 1) Personnel**

Enter funds required for compensation of personnel for the proposed project. List all staff positions by title and/or proposed role on the project. Give the annual salary of each position, the percentage of each position's time devoted to the project, the amount of each position's salary funded by the award, and the total personnel cost for the period of performance. Include only personnel costs of employee salaries and wages engaged in activities under the program. Costs associated with M&E personnel must be included under the personnel line item. See [2 CFR §200.430](#) for more information on allowable compensation for personnel costs. Do not include the personnel costs of consultants, contractors and subrecipients under this category. If not applicable, leave blank.

## **2) Fringe Benefits**

Enter funds required for compensation of fringe benefits for the proposed project by position. Costs of employee fringe benefits are allowances and services provided by employers to their employees in addition to regular salaries and wages. For more information on fringe benefits, please refer to [2 CFR §200.431](#).

Do not include the fringe benefits of consultants, contractors, and subrecipients, because those costs should be listed under the "Contractual" category as part of the total value of the contract or agreement. Typically, fringe benefit amounts are determined by applying a calculated rate for a particular class of employee (full-time or part-time) to the salary and wages requested. Fringe rates are often specified in the approved indirect cost rate agreement. Fringe benefits may be treated as a direct cost or indirect cost in accordance with the applicant's accounting practices. Only fringe benefits as a direct cost should be entered under this category. If not applicable, leave blank.

## **3) Travel**

For the applicant's project staff only, specify the purpose, number of staff traveling, per diem, estimated number of trips, and other estimated costs for each type of travel. Include costs of project-related travel (i.e., transportation, lodging, subsistence, and other related items) by employees who are in travel status on official business of the project operator. Travel by non-employees such as consultants, contractors or subrecipients should be included under the "Contractual" category. Local travel for employees in non-travel status should be listed on the "Other" category. Travel costs should be developed in accordance with the applicant's travel policies and applicable regulations (e.g., [2 CFR §200.475](#)). If not applicable, leave blank.

Applicants must allocate sufficient funds to finance appropriate in-country and international travel. Please note that all travel costs paid for with federal funding must comply with the Fly America Act, see Section VI.B.3.i. At a minimum, applicants must allocate funds for:

- Travel for two key personnel for two possible trips to Washington, D.C. or regionally to attend DOL-sponsored trainings/events. Other key and/or non-key personnel may also be budgeted, and in this case, a justification should be included; and
- Travel by the Project Director based in the field to meet annually with ILAB officials in Washington, D.C. or another site determined by ILAB. M&E Officers (where applicable) must also be budgeted for travel to Washington, D.C. or regionally at least once during the life of the project. Other personnel may also be budgeted, and in this case, a justification should be included.

## **4) Equipment**

Enter funds required for equipment for the proposed project. "Equipment" means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the recipient or

subrecipient for the financial statement purposes, or (b) \$10,000.

Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, may be included in, or excluded from, acquisition cost in accordance with the applicant's regular written accounting practices. For more information, please see 2 [CFR §200.1](#), [200.313](#), and [200.439](#). If not applicable, leave blank.

For any proposed equipment the applicant should identify the:

1. Item name;
2. Item description and basic specifications;
3. Estimated useful life of equipment;
4. Item cost, actual or estimated (and total cost if multiple items), including the cost to put the asset(s) in place and make it usable for the purpose it was acquired, if known;
5. Purpose of acquisition provided in a description of how the equipment will be used to support the awarded project and a reference to the approved activities in the Statement of Work (and the page numbers, if known). This description and justification are critical as the information will provide the documentation that the costs to be incurred are for approved project-related activities and in the best interests of the government.

For equipment not included in the applicant's submitted proposal, recipients must formally submit a written request to the Grant Officer via the Grant Officer's Representative seeking prior approval. In general, DOL does not permit the purchase of equipment during the last funded year of the award.

### **5) Supplies**

Enter funds required for supplies for the proposed project. List the item, quantity, and the unit cost per item. Supplies are all tangible personal property other than those described in the *equipment* definition. A computing device is a supply if the acquisition cost is below the lesser of the capitalization level established by the recipient or subrecipient for financial statement purposes or \$10,000, regardless of the length of its useful life. See this section's definitions of *computing devices* and *equipment*. For more information, please see 2 [CFR §200.1](#), [200.314](#), and [200.453](#). If not applicable, leave blank.

Note that general office supplies like pens, paper, paper clips, etc. may be estimated as one category called General Office Supplies, and it need not be itemized. In general, applicants should not propose to purchase supplies or equipment for use by a host government to cover costs that would normally be the responsibility of the host government. Any such proposed expenditure would be subject to Grant Officer approval post-award.

## **6) Contractual**

Enter funds required for contractual costs for the proposed project. Under the Contractual line item, delineate contracts and subawards separately. For each proposed contract and subaward, specify the purpose and activities to be provided, and the estimated cost. Include the cost of all contracts except those that should be placed under other categories such as equipment, supplies, or construction.

Contracts are defined according to [2 CFR §200.1](#) as a legal instrument by which a recipient or subrecipient conducts procurement transactions 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 contribute to the goals and objectives of the project by carrying out part of a federal award received by the pass-through entity. It does not include payments to a contractor, beneficiary, or participant. A subaward may be provided through any form of legal agreement consistent with criteria within [§200.331](#), including an agreement the passthrough entity considers a contract.

The applicant must adhere to procurement standards outlined at [2 CFR §200.317 - 200.327](#) and the subaward requirements at [2 CFR §200.331 - 200.333](#). Include third-party evaluation contracts, procurement contracts, and subawards. Costs related to individual consultants should be listed in the "Other" category.

If applicable and charged as a direct cost, include third-party renting or leasing agreements for equipment; and, third-party renting or leasing agreements for real property (building, facility, administrative office, space, structure, land, and other real property) used specifically for the program.

## **7) Construction Costs**

ILAB awards are non-construction awards. If construction activities are necessary under an ILAB award, they would be rare and minor. Construction with funds under the cooperative agreement requires USDOL prior approval and ordinarily should not exceed 10 percent of the project budget's direct costs. Funds for construction must be clearly specified in the budget. Any activities that lead to the creation of real property that is of a permanent nature must be classified under construction expenses. In addition, expenses in support of construction cannot be classified as supplies and should be regarded as construction activities.

In general, USDOL expects construction to be limited to improving existing infrastructure and facilities utilized by direct recipients. In order to promote sustainability, USDOL encourages recipients to secure matching funds, in-kind contributions, or other forms of cost sharing from the government, communities and local organizations when proposing construction activities.

All modifications to the project's budget to address construction related changes require a formal project revision request to be approved by the Grant Officer. See also [2 CFR 200.439](#) Equipment and other capital expenditures for guidance on allowable costs.



## **8) Other Direct Costs**

Enter all other costs for the applicant's project that are not listed elsewhere in the budget. Such costs, where applicable and allowed under the program, may include: individual consultant costs; local travel; insurance; medical and dental costs (non-personnel); professional service costs; depreciation of equipment and real property (when treated as a direct cost), printing and publications, training costs (tuition and stipends), staff development costs, monitoring and evaluation costs, and administrative costs (when treated as a direct cost). Applicants must allocate funds for costs related to 508 compliance for relevant documents produced under the grant that will be made available to the public by the awardee or USDOL. Provide clear and specific detail, including costs, for each item so that it can be determined whether the costs are necessary, reasonable, and allocable. If not applicable, leave blank.

Purchase costs, including principal and interest, for real property are unallowable under this solicitation. Please note that DOL may require additional information be provided before proceeding and/or incurring costs and may be subject to additional requirements and reviews.

Any real property owned by the recipient or arrangements considered "less-than-arms-length", "sale and lease back", "finance lease" per the FASB, "financed purchase" per GASB standards intended to be proposed or claimed for use, if applicable and allowed under the program, and in accordance with grantor agency regulations may be included in this category. However, the justification for these costs must include: the allocable percentage and total dollar amount; the depreciation amount with type of method and calculation used; tax amount (if applicable); insurance amount and what it covers; maintenance and repair with details on each type of expense proposed and its associated cost; minor A&R (if any) with specifics for each type of proposed expense and its associated cost; the ownership type (own, lease); clearly show the computation, and provide any info to support the amount requested. Any cost above the allowed amount, per regulations, is the responsibility of the Non-Federal Entity (NFE). Do not include costs of third-party renting or leasing real property and equipment since they should be under the "Contractual" category. If not applicable, leave blank.

Applicants should include participant support-related costs under Other 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 activities based on proposed project activities ([2 CFR 200.1](#)).

## **9) Total Direct Costs**

Enter the sum of 1) Personnel through 8) Other Direct Costs.

## **10) Indirect Costs**

Applicants, along with proposed subrecipients, may request indirect costs according



to federal regulations. Indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective. Indirect cost charges must be based on allowable (i.e., necessary, reasonable, conforming, consistent and documented) costs based on the applicable cost principles. Applicants, including subrecipients, may request indirect costs based on a negotiated indirect cost rate (NICRA). Recipients and subrecipients that do not have a current Federal negotiated indirect cost rate (including provisional rate), may elect to charge a de minimis rate of up to 15 percent of modified total direct costs (MTDC). The recipient or subrecipient is authorized to determine the appropriate rate up to this limit. See [2 CFR 200.414\(f\)](#) for full requirements.

The following supporting documentation is required:

- For organizations, including subrecipients, with a NICRA approved by the Federally Cognizant Agency (FCA): Please 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 the cost allocation base. Also, provide a current version of the NICRA.
- For organizations, including subrecipients, that do not have a current negotiated (including provisional) rate, with exceptions noted [in 2 CFR 200.414\(f\)](#), and wish to request a de minimis indirect cost rate of up to 15 percent of MTDC (defined in [2 CFR 200.1](#)): Please confirm that the organization meets the requirements as described in [2 CFR 200.414\(f\)](#). Clearly state that the organization does not have a current negotiated (including provisional) rate. Provide an explanation of which portion of each line item, along with the associated costs, are included in your cost allocation base. If approved, the de minimis rate must be used consistently for all federal awards and may be used indefinitely or until the organization negotiates a rate.
- [2 CFR 200.1](#) / Modified Total Direct Cost (MTDC) means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards and subcontracts up to the first \$50,000 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 \$50,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.
- For organizations, including subrecipients, with no budgeted/claimed indirect costs: Please certify that all requested costs are directly allocable to the proposed project and not supported from any other source.
- For organizations with an expired indirect cost rate or a rate not previously approved by the FCA (except those recipients approved for the de minimis rate), please certify that an indirect cost proposal will be submitted to the FCA within 90 days of award to establish a provisional NICRA. This

provisional rate may be effective for a period up to two years until a final NICRA is established. Applicants may choose to include estimated indirect costs in the proposed budget. If the application is selected for award, the Grant Officer will release funds in the amount of 15 percent of salaries and wages to support indirect costs until a provisional rate is available.

## **11) Total Costs**

Enter the sum of 9) Total Direct Costs and 10) Indirect Costs.

### **f. Project Monitoring & Evaluation (M&E) Activities**

Applicants must budget funds to cover the costs associated with project M&E activities. Projects must set aside a minimum of 5 percent and up to 8 percent of the project budget's total direct costs to cover the costs associated with project M&E activities. The costs for M&E activities must be included in two of the required application components: 1.) In the Budget Narrative, applicants must identify each planned M&E activity and its associated cost, organized by budget category (i.e., the SF-424A budget categories); and 2.) in the Work Plan applicants must provide a description of the project M&E activities, as well as list the associated costs. The sum of the M&E activity costs listed in the Budget Narrative must match the sum of the M&E activity costs cited in the Work Plan.

In developing their proposals, it is important that applicants carefully consider and budget adequately for a full range of M&E-related costs throughout the life cycle of the project, including not only implementation monitoring, but also ongoing knowledge management and learning activities that explicitly support adaptive management of the project. In general, the applicant should consider the USD exchange rate (and potential fluctuations) for the local currency and the scope, size, geography and complexity of the project in conjunction with monitoring, evaluation, learning and adaption needs. The M&E budget should take into account monitoring for emergent results and collaborative processes to share and make sense of data with project partners and key stakeholders to inform project management, learning, adaptation, and accountability.

When budgeting for M&E costs, applicants should consider and budget for:

- The development, implementation and adaptation of required M&E deliverables over the life of the project.
- Support to project M&E Plan development including in-country travel for project staff, costs of hosting strategy validation and other workshops (meeting rooms, etc.), and other logistical/administrative costs.
- Annual reviews of performance data, milestone achievements, and other validation and internal assessment activities.
- Routine collection, disaggregation, reporting and analysis of data. This includes establishing baseline values, milestones and targets; collecting, analyzing, and validating data; and any travel needed to support these efforts;
- Activities to produce and disseminate knowledge management products to inform project management, learning, adaptation, and accountability;
- Costs associated with ensuring the safety of project staff and participants while performing M&E activities and protecting their data;

- Ongoing, routine training and capacity building for project M&E staff, partners, and consultants;
- Translation of M&E deliverables, as needed.
- Applicants must budget for one project-contracted independent evaluation in the event USDOL is not able to fund an external performance evaluation. If USDOL does contract an external evaluation, these funds may be reallocated in the final year of the project.
- Costs associated with USDOL commissioned evaluation(s) or assessment activities, including associated travel, interpretation and/or translation costs, ground transportation for the external evaluator, hosting an evaluation stakeholders meeting, in-country transportation and accommodation costs for staff and other stakeholders' participation in the meeting, and other activities as agreed upon with USDOL.

**Note:**

This budget guidance establishes a minimum range of funds that must be set aside for M&E activities; the applicant may propose additional funds as needed, based on cost estimates for required activities.

**g. Audits and Attestation Engagements (See Section VI. B. 2.)**

(1) Single Audits include costs for meeting the single audit requirements (as described in [2 CFR 200 Subpart F Audit Requirements](#)) as direct or indirect costs, whichever is appropriate, in accordance with allowable cost allocation procedures.

(2) Project-specific audits may be required by USDOL to provide additional project oversight of the recipients' validation and monitoring processes, including internal and financial controls and reporting processes. If a PIO has existing internal requirements or prohibitions that would not allow USDOL's external attestation engagements, the PIO may request an exception to the normal attestation engagement process. If an exception will be requested, applicants must include sufficient direct costs in their budget for a project-specific audit to be conducted by their organization's designated external auditor. In this case, the applicant PIO must also include a copy of the internal requirement or regulation prohibiting an attestation engagement as part of its application package. If an exception with supporting documentation is not requested, then the attestation engagement requirements outlined above will apply.

**h. Communications**

In addition to funding set aside for project communication related activities, projects must budget for the creation of visual assets (professional photography and videography) or other type of assets that will help communicate the purpose and impact of the project. These assets are a critical medium to increase awareness and understanding about global labor standards, including child labor, forced labor, occupational safety and health, employment discrimination, collective bargaining, and freedom of association, and illustrate that work to address the issues in the context of this project. For projects operating in one country, at least \$50,000 of direct costs should be committed to support the production of communications assets. For projects operating in multiple countries, projects should set aside a total of

\$75,000 to support communications assets related costs. The successful applicant is required to get approval from ILAB for how to budget and re-budget these funds throughout the life of the projects. A communications plan will be developed by the recipient post-award.

**i. Value Added Tax (VAT)**

Foreign VAT taxes charged for the purchase of goods or services that a non-federal entity is legally required to pay in country are an allowable expense under federal awards. After notifying USDOL, the recipients and subrecipients shall make every effort to apply for and receive VAT exemption in the country or countries in which the project operates [[2 CFR 200.470\(c\)](#)].

The recipient will report on the progress of its application for VAT exemption in its Technical Progress Reports. See the MPG for further guidance on VAT exemptions.

**j. Housing**

If included in the budget, provide in the budget narrative a justification for any proposed housing costs, housing allowances, and/or personal living expenses. In accordance with federal cost principles, personnel housing and personal living expenses are only allowable as direct costs in the project budget. USDOL funds may only be used to pay for the housing costs, housing allowances, and personal living expenses (e.g., dependents' allowance) of project staff if they (1) are separately accounted for as direct costs of the project necessary for the performance of the project and (2) receive prior approval from USDOL. Applicants must provide a brief explanation as to why such costs are considered necessary for the performance of the project, consistent with the organization's established policies, and reasonable for the country where the staff person will reside.

**k. Funds to Host Country Governments**

Generally, recipients may not provide any funds from a USDOL award to a foreign government or entities that are agencies of, or operated by or for, a foreign state or government, ministries, officials, or political parties, except in cases consistent with the guidance in the MPG. If, in rare cases, funds are proposed to support a host country government, they must be included in Other Costs, itemized, and described in detail in the budget narrative. Such funds must not duplicate existing foreign government activities, substitute for such activities, or be used for the foreign government's purchase of equipment or supplies to support those activities for which the foreign government (whether at the national, local, district, provincial or other level of government) has already assumed responsibility. Prior approval from USDOL is required for any costs budgeted in this category **for activities for which such governments have already assumed responsibility.**

### 3. Submission Date, Times, and Process

**Due Date for Applications:**

Friday, September 26, 2025

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

Applicants are encouraged to submit their application before the closing date to minimize the risk of late receipt. We will not review applications received after 11:59 p.m. Eastern Time on the closing date.

**a. Hardcopy Submission**

No applications submitted in hardcopy by mail or hand delivery (including overnight delivery) will be accepted for this funding opportunity. We will not accept applications sent by e-mail, telegram, or facsimile (FAX).

**b. Electronic Submission through Grants.gov**

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

The process can be complicated and time-consuming. 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.

**1) 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 [Applicant Registration | Grants.gov](#). 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.

**2) 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 [Workspace-Overview | Grants.gov](#). For access to complete instructions on how to apply for opportunities, refer [How to Apply for Grants | Grants.gov](#).

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 [Applicant FAQs | Grants.gov](#).

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 [Manage Subscriptions | Grants.gov](#).

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](mailto:support@grants.gov).

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

### **Late Applications**

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

## **C. INTERGOVERNMENTAL REVIEW**

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

## **D. 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. Disallowed costs are those charges to an award that the grantor agency or its representative determines not to be allowed in accordance with the Cost Principles or other conditions contained in the award. Applicants, whether successful or not, will not be entitled to reimbursement of pre-award costs.

## **E. 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 recipient will be required to license to the public all work created with the support of the grant under open licensing. Work that must be licensed under open licensing includes both new content created with the grant funds and modifications made to pre-existing, recipient-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 recipient. Notice of the license shall be affixed to the work.

Questions about open licensing 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 open licensing. Pre-existing copyrighted materials licensed to or purchased by the recipient from third parties, including modifications of such materials, remain subject to the intellectual property rights the recipient receives under the terms of the particular license or purchase. In addition, works created by the recipient without grant funds do not fall under the



open licensing requirement.

The purpose of the open 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 recipient 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 open licensing 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 recipient 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.

## **F. OTHER SUBMISSION REQUIREMENTS**

Withdrawal of applications: Applications may be withdrawn by written notice to the Grant Officer at any time before an award is made.

## **V. APPLICATION REVIEW INFORMATION**

### **A. CRITERIA**

USDOL has instituted procedures for assessing the technical merit of applications to provide for an objective review of applications and to assist applicants in understanding the standards against which an application will be judged. The evaluation criteria are based on the information required in the application as described in Section IV.B.1. (Technical Proposal including Attachments) and Section IV.B.2. (Cost Proposal). Reviewers will award points based on the evaluation criteria described here:

<b>CRITERION</b>	<b>REFERENCE</b>	<b>POINTS</b>
Problem Analysis	IV.B.1.c.(1).	
Scope of the Problem	IV.B.1.c.(1).(a)	2
Intended Population	IV.B.1.c.(1).(b)	2
Proposed Geographic Scope	IV.B.1.c.(1).(c)	2
Project Design		



Project Strategy (Theory of Change)		
Sustainability Strategy	IV.B.1.c.(2).(a).	25
Project Milestones and Targets	IV.B.1.c.(2).(b).	10
M&E Agreement and Capacity Statement	IV.B.1.c.(3).	4
Work Plan	IV.B.1.c.(4).	15
Organizational Capacity		
Country Presence	IV.B.1.d.(1).	5
Partners	IV.B.1.d.(3).	13
Personnel	IV.B.1.d.(4).	0
Management Plan	IV.B.1.d.(5).	7
Strategy Cohesiveness (how the components of the application (project narrative and budget) fit together to support the overall Theory of Change)	IV.B.1.e.	5
Budget Summary, Line-Item Budget, and Accompanying Budget Narrative	IV.B.2.e.	10
Total =		100

### Standards for Evaluating the Applicant's Response to each Requirement

Section IV.B, 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, based on the definitions below:

Standard Rating	Definition	Standard for Calculating Points
Thoroughly Meets	The application thoroughly responds to the rating factor and fully and convincingly satisfies all of the stated specifications.	Full Points
Partially Meets	The application responds incompletely to the rating factor or the application convincingly satisfies some, but not all, of the stated specifications.	Partial Points

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
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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 assess applications against the FOA evaluation criteria to determine the merit of applications. Using the point distribution specified above, applications will be evaluated based on how well their technical and cost proposals demonstrate a clear understanding of the needs, gaps, and overall scope of problems, as well as how the application proposes activities that are appropriate, achievable, and where applicable, innovative, in supporting the objective and intended outcomes in this FOA. As indicated in the scoring criterion table above, applicants' proposals will also be assessed on how well the panel believes the components of the proposal fit together to support an overall Theory of Change. Up to 100 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 where more than one review panel is used) 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 awards, the results of a risk review process (see Section V.B.2), past performance information, the status of open audit findings, and other relevant factors. The Grant Officer may consider any information that comes to their attention.

The applicant's signature on the SF-424, including electronic signature via E-Authentication on <https://www.grants.gov/>, constitutes a binding offer by the applicant and constitutes agreement to the terms and conditions. The government may elect to award funds with or without discussions with the applicant.

### **2. Risk Review Process**

Every proposal will be evaluated to determine the risks of non-performance posed by the applicant. Prior to making an award, USDOL 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) and "Do Not Pay." Additionally, USDOL will comply with the requirements of 2 CFR Part 180 and 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 USDOL 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:

- Financial stability;
- Quality of management systems and ability to meet the management standards prescribed in the Uniform Guidance;
- 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;
- Reports and findings from audits performed under Subpart F – Audit Requirements of the Uniform Guidance or the reports and findings of any other available audits and monitoring reports containing findings, issues of non-compliance or questioned costs;
- The applicant's ability to effectively implement statutory, regulatory, and other requirements imposed on recipients.

## **VI. AWARD ADMINISTRATION INFORMATION**

### **A. AWARD NOTICES**

Both applicants selected for award and those not selected will be contacted by USDOL. Selection of an organization as a recipient does not constitute approval of the application as submitted. Before an award is made, USDOL may enter into negotiations about such items as program components, staffing and funding levels, and administrative systems in place to support award 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. USDOL reserves the right not to fund any application related to this FOA. USDOL also reserves the right to withdraw the award if activity does not begin upon award and/or as a remedy for non-compliance as described in 2 CFR 200.339-340.

This project is intended to enhance the skills and expertise of U.S workers and training institutions in the shipbuilding industry. The FOA states that this work is to be performed in Canada, Finland, Italy, Japan, Republic of Korea, and/or other countries. If ILAB and the recipient(s) determine that performance in a certain country such as Canada, Finland, Italy, Japan, and/or Republic of Korea has become impossible as a result of withdrawal of host country government or other required stakeholder support for the project, or for other reasons outside of the project's control, ILAB and the recipient(s) may confer to determine whether it is desirable and feasible to implement the project in a different country such as Spain, Germany, Sweden, Australia, and/or the United Kingdom. This determination will necessitate findings that: 1) based upon available research, the project, as it is described in this document, is warranted to address the projective objective in the newly identified countries; 2) ILAB and the recipient(s) can obtain support from the new proposed host country government or required stakeholder to implement the proposed project; and 3) the recipient has the capacity to implement the project in the

proposed country and/or sector within the legally permissible timeframe for implementation of the project. If ILAB and the recipient are unable to make these findings and mutually agree on a modification to the award(s) to implement performance in another country, either ILAB or the recipient may seek to have the award suspended or terminated pursuant to the applicable termination clauses.

## **B. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS**

### **1. General Requirements**

Recipients and subrecipients under this FOA shall be subject to the terms outlined in this announcement, the award agreement, the MPG, and any other referenced materials. The MPG provides general management procedures and guidance for recipients of ILAB awards in areas that may not be explicitly detailed in the announcement.

Recipients are also subject to applicable U.S. federal laws (including appropriations laws) and regulations (including applicable administrative standards, as provided in VI. B. 3.), Executive Orders, applicable OMB Circulars, and USDOL policies. If, during project implementation, a recipient is found in violation of any of the foregoing, remedies may include modification of the terms of the award; disallowance and recovery of costs; termination of the award; and any other action permitted by law.

For the purposes of this announcement and awards, recipients will be the sole entity with the authority to fulfill the following responsibilities:

- Act as the primary point of contact with USDOL to receive and respond to all inquiries, communications and orders under the project;
- Access funds through the Department of Health and Human Services-Payment Management System;
- Submit to USDOL all deliverables, including all technical and financial reports related to the project;
- Request a revision or amendment of the terms and conditions of award or the Project Document (see MPG for description of Project Document); and
- Work with USDOL to close out the project. Each recipient must comply with all applicable Federal regulations and is individually subject to audit.

### **2. Audits and Attestation Engagements**

Recipients must comply with the single audit requirements set forth in Subpart F – Audit Requirements of the Uniform Guidance (2 CFR Part 200) and must comply with the timeframes established in those regulations for the submission of their single audits to the Federal Audit Clearinghouse. Recipients must notify their assigned Grant Officer's Representative of each single audit conducted within the timeframe of the USDOL-funded project at the time it is submitted to the Federal Audit Clearinghouse.

All recipients are subject to project-specific attestation engagements or project-specific audits of the recipients' validation and monitoring processes during the life of the award. Attestation

engagements will be conducted in accordance with U.S. Government Auditing Standards and project-specific audits will be conducted in accordance with the International Standards on Auditing, and will include auditors' opinions on (1) compliance with USDOL regulations and the requirements of the award and (2) the accuracy and reliability of the recipient's financial and performance reports.

### **3. Administrative Standards**

The award(s) and subaward(s) made under this FOA will be subject to the following administrative standards:

- Non-Profit Organizations, Educational Institutions, and State, Local and Indian Tribal Governments
  - 2 CFR Part 200 (Administrative Requirements, Cost Principles, and Audit Requirements) and 2 CFR Part 2900 (DOL's Supplement to 2 CFR Part 200)
- For-profit organizations
  - 2 CFR Part 200 (Administrative Requirements and Cost Principles) and 2 CFR Part 2900 (DOL's Supplement to 2 CFR Part 200)
  - 48 CFR Part 31 (Cost Principles)
  - 29 CFR 96.32 The Secretary of Labor is responsible for those not covered by 2 CFR 200 Subpart F (Audit Requirements) as discussed in the MPG
- Non-U.S. organizations, including foreign organizations and public international organizations
  - 2 CFR Part 200 (Administrative Requirements and Cost Principles) and 2 CFR Part 2900 (DOL's Supplement to 2 CFR Part 200)
  - 29 CFR 96.32 The Secretary of Labor is responsible for those not covered by 2 CFR 200 Subpart F (Audit Requirements) as discussed in the MPG
- 29 CFR Part 93 Restrictions on Lobbying
- 29 CFR Part 94 Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)
- 2 CFR Part 180 and 2 CFR Part 2998 Governmentwide Debarment and Suspension
- 29 CFR Part 2, subpart D Equal Treatment in Department of Labor Programs for Religious Organizations, Protection of Religious Liberty of Department of Labor Social Service Providers and Beneficiaries
- 29 CFR Part 31 Nondiscrimination in Federally Assisted Programs of the Department of Labor—Effectuation of Title VI of the Civil Rights Act of 1964
- 29 CFR Part 32 Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance
- 29 CFR Part 35 Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance from the Department of Labor
- 29 CFR Part 36 Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance
- 49 U.S.C. 40118 Fly America Act
- 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 an application, the procedures in DOL's FOIA regulations for

responding to requests for commercial/business information submitted to the government will be followed, as well as all FOIA exemptions and procedures. See generally 5 U.S.C. § 552; 29 CFR Part 70.

- Standard Terms and Conditions of Award

## 4. Other Legal Requirements

### a. Religious Activities

The Department notes that the Religious Freedom Restoration Act (RFRA), 42 U.S.C. § 2000bb, applies to all federal law and its implementation. If an applicant organization is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled to receive federal financial assistance under this grant solicitation and maintain that hiring practice. As stated in 2 CFR 2.32(a), religious organizations are eligible on the same basis as any other organization, to seek DOL support or participate in DOL programs for which they are otherwise eligible. Guidance from DOL is found at:

<https://www.dol.gov/agencies/oasam/grants/religious-freedom-restoration-act/guidance>. 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

Recipients must ensure that they 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 section 6202 of Pub. Law 110-252) (Transparency Act), as follows.

- 1) Except for those excepted from the Transparency Act under the following subparagraphs 1, 2, and 3, recipients must ensure that they have the necessary processes and systems in place to comply with the subaward and executive total compensation reporting requirements of the Transparency Act, should they receive funding.
- 2) Upon award, recipients 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 <http://edocket.access.gpo.gov/2010/pdf/2010-22705.pdf>.

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

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

3) 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 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, applicants are assuring that all data exchanges conducted through or during the course of performance of this award will be conducted in a manner consistent with applicable federal law.

**e. Record Retention**

Recipients must be prepared to follow federal guidelines on record retention, which require they maintain all records pertaining to award 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**

Recipients must abide by the following definitions of contract, contractor, subaward, and subrecipient:

- **Contract:** *Contract* means, for the purpose of Federal financial assistance, a legal instrument by which a recipient or subrecipient conducts procurement transactions under a Federal award.
- **Contractor:** Contractor means an entity that receives a contract.
- **Subaward:** *Subaward* means an award provided by a pass-through entity to a subrecipient for the subrecipient to contribute to the goals and objectives of the project by carrying out part of a Federal award received by the pass-through entity. It does not include payments to a contractor, beneficiary, or participant. A subaward may be provided through any form of legal agreement consistent with criteria within [2 CFR 200.331](#), including an agreement the pass-through entity considers a contract.
- **Subrecipient:** Subrecipient means an entity that receives a subaward from a pass-through entity to carry out part of a federal award. The term subrecipient does not include a beneficiary or participant. A subrecipient may also be a recipient of other Federal awards directly from a Federal agency.

For additional information on subrecipient and contractor determinations, see [2 CFR 200.331](#). Recipients must follow the requirements of [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, recipients are required to comply with the governmentwide suspension and debarment requirements found in [2 CFR Part 180](#) and codified by USDOL at [2 CFR Part 2998](#), including the exceptions described in [2 CFR 180.215](#) such as exceptions for direct awards to PIOs.

**g. Closeout of Award**

Any entity that receives an award under this announcement must close its award with USDOL at the end of the period of performance. Indirect costs for allocated charges to the award are validated at time of closeout using a federally approved NICRA or other applicable rate agreement.

#### **h. Guidance for Grants and Agreements**

In accordance with the Office of Management and Budget's guidance located at 2 CFR part 200, all applicable Federal laws, and relevant Executive guidance, the Federal awarding agency will review and consider applications for funding pursuant to this notice of funding opportunity in accordance with the:

- Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations (2 CFR), as updated in the Federal Register's 85 FR 49506 on August 13, 2020, particularly on:
  - Selecting recipients most likely to be successful in delivering results based on the program objectives through an objective process of evaluating Federal award applications ([2 CFR 200.205](#));
  - Prohibiting the purchase of certain telecommunication and video surveillance services or equipment in alignment with section 889 of the National Defense Authorization Act of 2019 (Pub. L. No. 115—232) ([2 CFR 200.216](#));
  - Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States ([2 CFR 200.322](#)); and
  - Terminating agreements in whole or in part to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities ([2 CFR 200.340](#)).

## **5. Other Administrative Standards**

Except as specifically provided in this FOA, USDOL acceptance of an application and an award of federal funds to sponsor any programs(s) does not provide a waiver of any award 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.

## **6. Special Program Requirements**

#### **a. Evaluation**

USDOL may require that the program or project participate in an evaluation of overall performance of USDOL awards and requires the cooperation of the recipient as a condition of award.

#### **b. Performance Objective**

Please note that recipients will be held to agreed-upon outcomes and failure to meet those outcomes may result in technical assistance or other intervention by USDOL and may also have a significant impact on decisions about future awards with USDOL.



### **c. Stakeholder Engagement and Strategy Validation**

USDOL recognizes that the situation on the ground may be different from the time that the design was proposed or may evolve quickly. For this reason, award recipients will be required to carry out an in-country Stakeholder Engagement and Strategy Validation with partners and relevant stakeholders to assess, refine, and/or validate the proposed theory of change, design, and strategies of the project. The purpose of the Stakeholder Engagement and Strategy Validation is to understand the operating environment and suitability of project strategies for the current implementing context. This includes considering political and economic factors as they relate to proposed sectors, populations, and strategies. The Stakeholder Engagement and Strategy Validation should not be a contracted study. Instead, the project team must engage with project stakeholders to review strategies, outcomes, target populations, geographic locations, and activities. The recipient will consult with the USDOL to determine appropriate stakeholders to consult as part of the Stakeholder Engagement and Strategy Validation. The final deliverable is a presentation to USDOL outlining the results of the Stakeholder Engagement and Strategy Validation and identifying any proposed shifts in strategies, geographic areas, deliverables, targets, or activities. Some changes may be subject to approval by the Grant Officer.

## **C. REPORTING**

Recipients must agree to meet USDOL reporting requirements. Recipients must provide the following reports and documents:

### **1. Quarterly Federal Financial Report (SF 425, FFR)**

Award recipients are required to report quarterly financial data on the SF-425 Federal Financial Report (FFR) using the Payment Management System administered by the U.S. Department of Health and Human Services. The reports are due no later than 30 calendar days after the end of each specified reporting quarter. Reporting quarter end dates are March 31, June 30, September 30, and December 31. A final FFR for the last quarter of the period of performance must be submitted no later than 120 calendar days after the quarter ends, or 120 calendar days after the completion of the quarter in which all funds have been expended, whichever comes first. See 2 CFR 200.344. Selected awardees will receive additional reporting instructions within the agreement accompanying their award.

### **2. Semi-Annual Technical Progress Reports**

Recipients must submit a semi-annual technical progress report within 30 days after the end of the months of March and September each calendar year. The report must include information on award activities, performance goals, and milestones. ILAB will provide formal guidance about the data and other information that is required to be collected and reported on either a regular basis or special request basis. ILAB retains the right to require technical progress reports at quarterly intervals. More information on the reports and timeframes for their completion will be included in the cooperative agreement and in the MPG.

### **3. Final Technical Report**

Recipients must submit a final technical report within 120 days of the period of performance end date. The final technical report is a stand-alone report that provides a complete and comprehensive summary of the achievements during the life of the project.

### **4. Indirect Cost Rates**

For organizations with an expired indirect cost rate or a rate not previously approved by the FCA (except those recipients approved for the de minimis rate): An indirect cost proposal must be submitted to the FCA within 90 days of award to establish a provisional NICRA. This provisional rate may be effective for a period up to two years until a final NICRA is established.

For all organizations with NICRAs: Indirect cost proposals must be submitted on an annual basis to the FCA to obtain federally approved NICRAs for the life of the award, unless the FCA instructs otherwise. These proposals are based on incurred costs and are due six months after the end of each fiscal year.

### **5. Closeout Reports**

Within 120 days of completion of the project the recipient must provide the following project closeout reports:

- Final Technical Progress Report;
- Final Evaluation Report;
- Government Property Closeout Inventory Certification;
- Government Property Inventory List (due 90 days before end of project)
- Final Quarterly Financial Status report (SF-425);
- Final Closeout Financial Status Report;
- Recipient's Release Form; and
- Recipient's Assignment of Refunds, Rebates and Credits

Additional information may be required for some closeout procedures. More information is available after award.

## **VII. AGENCY CONTACTS**

Applicants who have a specific question about this FOA may contact [OGM\\_ILAB@DOL.gov](mailto:OGM_ILAB@DOL.gov). Applicants must specifically reference FOA-ILAB-25-45, and include a contact name, email address and phone number. This announcement is being made available at <https://www.grants.gov/>.

## **VIII. OTHER INFORMATION**

### **A. OMB INFORMATION COLLECTION**

The agency has determined this FOA is not subject to Office of Management and Budget approval under the Paperwork Reduction Act, as fewer than ten (10) responses are anticipated.

Send comments regarding this determination to the U.S. Department of Labor, Office of the Chief Information Officer, Attention: Departmental Clearance Officer, 200 Constitution Avenue, N.W., Room N-1301, Washington, DC 20210 or email [DOL\\_PRA\\_PUBLIC@dol.gov](mailto:DOL_PRA_PUBLIC@dol.gov). Note:

**PLEASE DO NOT RETURN THE COMPLETED 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.

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## IX. APPENDICES

TEXT FIELD

### APPENDIX A: Acronyms

AOR	Authorized Organizational Representative
CFR	Code of Federal Regulations
DPMS	Direct Participant Monitoring System
ETA	Employment and Training Administration
FCA	U.S. Federal Cognizant Agency
FFR	Federal Financial Report
FOA	Funding Opportunity Announcement
FOIA	Freedom of Information Act
GO	Grant Officer
GOR	Grant Officer's Representative
ILAB	Bureau of International Labor Affairs
M&E	Monitoring and Evaluation
MPG	Management Procedures and Guidelines
NGOs	Non-governmental Organizations
NICRA	Negotiated Indirect Cost Rate Agreement
OMB	Office of Management and Budget

OTLA	Office of Trade and Labor Affairs
PII	Personally Identifiable Information
PIO	Public International Organization
SAM	System for Award Management
SF	Standard Form
TDA	Trade and Development Act
TPR	Technical Progress Report
UEI	Unique Entity Identifier
USDOL	U.S. Department of Labor
VAT	Value Added Tax

## APPENDIX B: Definitions

1. **“Activities”** are defined as the building blocks that lead to outputs and outcomes that, in turn, comprise projects.
2. **“Additive manufacturing”** or 3D printing, is innovative technology that allows for the creation of complex components and structures by adding material layer by layer, rather than subtracting it from a larger block. As the maritime sector seeks to enhance efficiency, reduce costs, and improve sustainability, additive manufacturing/3D printing is emerging as a powerful tool that has the potential to revolutionize shipbuilding and repair processes.
3. **“Cooperative agreement”** refers to an award instrument where substantial involvement is anticipated between a federal awarding agency and a non-federal recipient entity during the performance of project activities. The level of monitoring and accountability under a cooperative agreement is less than what is required under a contract, but more than what is required under a regular grant.
4. **“Costs”**
  - **“Direct costs”** are those costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy. Costs incurred for the same purpose in like circumstances must be treated consistently as direct or indirect. See 2 CFR 200.405.
  - **“Indirect costs”** mean those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved.
  - There is no universal rule for classifying certain costs as either direct or indirect under every accounting system. A cost may be direct with respect to some specific service or function, but indirect with respect to the federal award or other final cost objective.
  - Therefore, it is essential that each item of cost incurred for the same purpose be treated consistently in like circumstances either as a direct or an indirect cost in

order to avoid possible double charging of federal awards. Guidelines for determining direct and indirect costs charged to federal awards are provided in 2 CFR 200 Subpart E-Cost Principles.

5. **“Cost sharing” or “matching”** means the portion of project costs not paid by federal funds. See 2 CFR 300.306 Cost sharing or matching for more information.
6. **“Educational services”** refer to formal or non-formal education:
  - **“Formal education services”** refer to education provided and/or recognized by the government. Formal education may include government schools, private schools, religious schools, etc. The support of formal education may involve the provision of goods and/or services including school fees, teaching and learning materials, school uniforms, and transportation costs, etc. These goods and/or services are intended to ensure that the child will attend and stay in school.
  - **“Non-formal education services”** refer to education provided by any organization or body outside of the formal school system. This education may include literacy, mainstreaming education, accelerated learning, community-based education, bridge courses, remedial education, life skills, etc. Non-formal education services may lead to mainstreaming into formal education or equivalent school certificates.
  - **“Vocational education services”** refer to education and/or training related to a specific vocation, trade or occupation. For the purposes of a project(s) funded under this announcement, a child under the age of 18 who receives vocational education services will be counted as having received an educational service. Vocational education services may also be provided to individuals 18 years of age and older in a household, including older siblings of working or at-risk children under the age of 18, if the provision of such services is intended to reduce the likelihood of child labor for a child in that household as a result of improvements to the household’s livelihood. In such cases, the recipient will report this vocational service to ILAB as a livelihood service provided by the project.
7. **“Evaluation”** refers to the systematic collection and analysis of information about the characteristics and outcomes of the program including project conducted under the program, as a basis for making judgements and evaluations regarding the program; improving the program effectiveness; and, informing decisions about current and future programming.
8. **“Evidence”** refers to evaluation findings, performance measurement, data analysis, or other research that provides insights on the effectiveness of the proposed interventions.
9. **“Key stakeholders”** can include, but are not limited to: educational institutions (career technical education programs, community colleges, etc.), training centers, shipyards, community leaders, national and local policy makers, key opinion leaders, private sector partners, trade unions, worker organizations, employer organizations, local civil society organizations, think tanks, among others.
10. **“Milestone”** is a significant achievement that marks a point of progress in accomplishing a task or project. It serves as a point of reference or measurement to assess progress made toward outcomes and the project objective. A milestone may be quantitative or qualitative and must be specific, achievable, and objectively verifiable.
11. **“Monitoring and evaluation”** consists of two basic components —performance monitoring and evaluation— each of which serves distinct purposes. Performance

monitoring is the ongoing and systematic tracking of data relating to project activities, outputs, or outcomes and is used to determine whether desired results are occurring and whether implementation is on track. Monitoring often relies on indicators, quantifiable measures of a characteristic or condition of people, institutions, systems or processes that may change over time. Evaluation is the systematic collection and analysis of information about the characteristics and outcomes of programs and projects as a basis for assessment of program effectiveness, overall performance, and/or to inform decisions about current and future programming.

12. **“Occupational safety and health”** encompasses issues related to safe and healthy working environments and efforts to prevent workers from occupational injuries, diseases, and deaths.
13. **“Outcome”** is defined as the higher-level results or effects achieved by project activities, typically in the medium-term or long-term timeframe of the project.
14. **“Output”** is defined as the direct result of a project activity, or the goods or services produced by the implementation of an activity.
15. **“Programs”** represent a group of projects managed together in order to gain efficiencies on cost, time, technology, etc. ILAB manages foreign assistance projects through two offices: (1) the Office of Child Labor, Forced Labor and Human Trafficking; and (2) the Office of Trade and Labor Affairs. Project-level evaluation results are used to inform other projects within these programs.
16. **“Project”** is defined as a set of complementary activities, over an established timeline and budget, intended to achieve a discrete result. In ILAB, foreign assistance projects are typically carried out through cooperative agreements. ILAB’s MPGs state that monitoring and evaluation requirements apply at the project level.
17. **“Project objective”** is defined as the highest-level result that the project intends to achieve.
18. **“Public International Organization (PIO)”** is defined by the International Organizations Immunities Act, 22 U.S.C. § 288, et seq. PIO also is defined by 2 CFR 200.1 as an organization entitled to enjoy privileges, exemptions, and immunities as an international organization under the International Organization Immunities Act (22 U.S.C. 288-288f).
19. **“Subrecipient”** means a non-federal entity that receives a subaward from a pass-through entity to carry out part of a federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other federal awards directly from a federal awarding agency.
20. **“Supply chain”** is the chain that comprises all organizations and individuals involved in producing, processing, trading, transporting and/or distributing a product or commodity from its point of origin to the company and/or to the final retailer.
21. **“Sustainability”** is achieved when outcomes and impacts (and sometimes activities) are maintained or even expanded after a project withdraws its resources through the exit process. A sustainability strategy should represent all the elements of project design that take sustainability into account and should increase the likelihood that project outcomes and impacts and (where relevant) activities continue. For the purpose of this FOA, a sustainability strategy is inclusive of an exit strategy which is an explicit plan guiding the process of withdrawing resources and support from beneficiary communities. Sustainability plans are based on assumptions (which may be implicit or explicit) about

mechanisms by which project activities and benefits will be sustained; the validity of these assumptions is a determinant of the success of a sustainability plan.

## APPENDIX C: Relevant Grant and/or Contract Experience

Name of Applicant/ Subrecipient	Agency/ Donor/ Organization	Agency/ Donor/ Contact Information (Name, telephone, fax, e-mail)	Name of the Project and Instrument Number	Funding Amount (in \$)	Country of Implementation and Period of Performance	Key Accomplishments and Outcomes	Description of how this reference relates to the objective and outcomes of this FOA

## APPENDIX D: Requirements for Application Submission

Only the requirements that are checked are applicable to this FOA.

Requirements	FOA Reference	Applicant	Proposed Subrecipient (providing services related to project interventions)
Technical Proposal	Section IV.B.1.		
Cost Proposal - Budget Narrative	Section IV.B.2.		_____
Cost Proposal - Budget Summary and Line-Item Budgets	Section IV.B.2.		_____
Documentation of Host Country Presence	Section IV.B.1.d.(2).	_____	_____
SAM Registration	Section IV.B.2.a.		_____
SF-424	Section IV.B.2.c.		_____
SF-424A	Section IV.B.2.d.		_____
Indirect Cost Supporting Documentation	Section IV.B.2.f.	_____	_____

## APPENDIX E: Past Performance Questionnaire

**Funding Opportunity Announcement number:** FOA-ILAB-26-02

**Applicant organization name (and proposed sub's name if applicable):**

**Past performance reviewer's name, title, organization:**

### Past Performance Review Sheet

Please mark (X) the rating you feel is most appropriate for each factor listed below. Please provide additional explanation as appropriate on the following page. In particular, please provide a brief explanation for any ratings of Unacceptable, Poor, or Exceptional:

	Unacceptable	Poor	Acceptable	Strong	Exceptional	Not Applicable
1. The applicant's demonstrated ability to meet its project outcomes, in particular related to shipbuilding, facilitating international exchanges, & workforce development.						
2. The applicant's demonstrated experience in facilitating international exchanges, & workforce development.						
3. The quality and timeliness of applicant's submitted grant, cooperative agreement, and/or contract deliverables.						
4. The responsiveness of the applicant and its staff to your organization/agency,						



including the quality and timeliness of communications about such deliverables.						
5. The performance of the applicant's key personnel on projects, including whether the Applicant has a history of replacing key personnel with similarly qualified staff, and the timeliness of replacing key personnel.						
6. The applicant's demonstrated ability to manage the financial aspects of the project, including budget expenditures and burn rates, as well as financial requirements and controls						

**Definitions of rating levels:**

**Unacceptable** - Performance did not meet minimal expectations (even after repeated comments from your organization), including in terms of quality and/or timeliness.

**Poor** - Performance was weak (e.g., work required significant revision or repeated comments from your organization), but in the end did meet minimal expectations, including in terms of quality and/or timeliness.

**Acceptable** - Performance met but did not exceed expectations (e.g., work required a normal level of revision or comments by your organization), including in terms of quality and/or timeliness.

**Strong** - Performance exceeded expectations (e.g., work required minor revision or comments from your organization), including in terms of quality and/or timeliness.

**Exceptional** - Performance far exceeded expectations (e.g., work required almost no revision or comments from your organization; work products were particularly

innovative; organization was among the best performers based on your experience), including in terms of quality and/or timeliness.

**Not Applicable** - You have no experience with the organization on this issue and are unable to rate it.

**Explanation of rating levels:**

**Factor 1:**

**Factor 2:**

**Factor 3:**

**Factor 4:**

**Factor 5:**

**Factor 6:**

**Would you have any reservations about soliciting this grantee in the future or having them perform a critical or demanding program?**

## APPENDIX F: Sustainability Strategy Template

Outcome <sup>†</sup>	Relevant Sustainability Process or Project Element	Stakeholder(s) to Engage	Timeframe(s) and Milestones <sup>††</sup>	Resources Required <sup>†††</sup>

<sup>†</sup> Please note that applicants are not expected to propose sustainability processes or elements for every outcome. Include only outcomes for which there is/are applicable sustainability process(es) or project element(s) as presented in the overall project strategy.

<sup>††</sup> Please clarify when a process or a project element related to sustainability will start and for how long it will continue.

<sup>†††</sup> Please clearly indicate what resources (monetary, human resources, and others) are needed to carry out a sustainability process successfully. These should be fully reflected in the proposal budget.

## ENDNOTES

<sup>i</sup> See Report to the President on the America First Trade Policy Executive Summary- Chapter 14- Identification of New Section 301 Actions (Section 3(c) of AFTP).

<sup>ii</sup> [Section 301-China-Targeting the Maritime, Logistics, and Shipbuilding Sectors for Dominance | United States Trade Representative](#)

<sup>iii</sup> [Text - H.R.10493 - 118th Congress \(2023-2024\): SHIPS for America Act of 2024 | Congress.gov | Library of Congress](#)

<sup>iv</sup> [Navy Shipbuilding: A Generational Imperative for Systemic Change | U.S. GAO](#)

<sup>v</sup> [ICE Pact | Homeland Security](#)

<sup>vi</sup> [https://www.dhs.gov/sites/default/files/2024-12/24\\_1113\\_src\\_signed-mou-icebreaker-pact-508.pdf](https://www.dhs.gov/sites/default/files/2024-12/24_1113_src_signed-mou-icebreaker-pact-508.pdf)

<sup>vii</sup> Throughout this funding opportunity announcement, U.S.-based educational institutions refers to state or federally approved secondary or post-secondary institutions and/or registered apprenticeship programs.

<sup>viii</sup> The USDOL Apprenticeship Building America and State Apprenticeship Formula Expansion grants have recipients that included maritime in their industry focus areas. For more information contact: [aba.grant@dol.gov](mailto:aba.grant@dol.gov) and [saef.grant@dol.gov](mailto:saef.grant@dol.gov).

<sup>ix</sup> Please contact DOL's Office of Apprenticeship at [apprenticeship@dol.gov](mailto:apprenticeship@dol.gov) to obtain contacts for specific State Apprenticeship offices. For more information on registered apprenticeship industries, see <https://www.apprenticeship.gov/apprenticeship-industries>.

Signed 08/27/2025, in Washington, D.C. by:

Sue Levenstein  
Grant Officer, Employment and Training Administration