

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

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**NOTICE OF AVAILABILITY OF FUNDS AND FUNDING OPPORTUNITY  
ANNOUNCEMENT FOR: CENTER FOR ADVANCING POLICY ON EMPLOYMENT  
FOR YOUTH (CAPE-YOUTH)**

**ANNOUNCEMENT TYPE:** Initial

**FUNDING OPPORTUNITY NUMBER:** FOA-ODEP-23-10

**ASSISTANCE LISTING:** 17.720

**KEY DATES:** *The closing date for receipt of applications under this Announcement is 7/12/2023. We must receive applications no later than **11:59 p.m. Eastern Time.***

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

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

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## EXECUTIVE SUMMARY

The Office of Disability Employment Policy (ODEP), U.S. Department of Labor (DOL, or the Department, or we), announces the availability of approximately \$1,500,000 in grant funds for one cooperative agreement to manage and operate a policy development and technical assistance (TA) center focused on youth and young adults with disabilities (the Center). The Center will expand upon the work of the [existing cooperative agreement](#) supporting the youth TA center, the *Center for Advancing Policy Employment for Youth* (CAPE-Youth).

The Department expects to award a total of approximately \$7,500,000 for one cooperative agreement, to be provided in annual increments of approximately \$1,500,000 during a five-year period of performance. This Funding Opportunity Announcement (FOA) solicits applications for five years of funding; however, applicants must submit budget documents requesting no more than \$1,500,000 for the first year of operation. Subsequent incremental awards will depend upon federal funds availability as well as progressive project expenditures and outcomes.

The Department is committed to improving access to [Good Jobs](#) for all American workers. CAPE Youth's research, policy development, and technical assistance center identifies and promotes the adoption of innovative and equitable evidence-based policy and practice solutions. The Center will support connecting youth and young adults with disabilities to Good Jobs through the development, implementation, and integration of evidence-based effective practices and policies for improving transition outcomes, including those from historically underserved communities. Executive Order 14091 defines "underserved communities" as "those populations as well as geographic communities that have been systematically denied the opportunity to participate fully in aspects of economic, social, and civic life, as defined in Executive Orders 13985 and 14020." "Good Jobs" have been defined by the Departments of Labor and Commerce to be those that reflect certain [Good Jobs Principals](#), including DEIA.

The Center will ground its work in the [Guideposts for Success](#). This transition framework recognizes that youth, families, educators, workforce professionals, and other stakeholders must work together to increase employment and expectations for youth with disabilities. The Center will focus on improving transition outcomes and develop resources, research, and policies that integrate diversity, equity, inclusion, and accessibility (DEIA) in all aspects of its work. The Center will build capacity within and across general and disability-specific youth service delivery systems through the development of policy and TA to improve employment and post-secondary education outcomes for youth with disabilities. The Center's work will incorporate the following program focus areas to accomplish this goal:

- Research and Policy Analysis and Development;
- Strategic Partnerships and Systems Coordination;
- Career Pathways and Work-Based Learning Experiences; and
- Professional Development.

A detailed description of each area is in the Project Narrative, Section IV.B.3.

## **I. FUNDING OPPORTUNITY DESCRIPTION**

### **A. Program Purpose**

This Announcement solicits applications under funding opportunity **Center for Advancing Policy on Employment for Youth (CAPE-Youth)**.

This Announcement solicits applications for one cooperative agreement to manage and operate the Center for Advancing Policy on Employment for Youth, a youth policy development center (the Center). The purpose of the Center is to increase the capacity of national, state, and local workforce systems to improve transition and employment-related outcomes for youth and young adults with disabilities (Y&YAD) ages 16-24, particularly those from historically underserved communities such as communities of color and LGBTQ+ communities. The Center will accomplish this by identifying and promoting the adoption of evidence-based policies and practices.

The awardee will build the capacity of the youth workforce system through research, policy analysis, and development to support strategic partnerships and systems coordination. The awardee will also improve service delivery in the workforce system by supporting Y&YAD access to career pathways and work-based learning, as well as through the professional development of youth service providers focused on best practices and problem-solving strategies to improve employment outcomes for diverse learners. To be effective in addressing capacity and service delivery needs, the awardee will engage a broad range of stakeholders in conducting technical assistance (TA). Activities to accomplish this purpose include: 1) engaging with general and disability-specific youth service delivery systems to identify their most pressing needs related to the transition of Y&YAD, particularly those from historically underserved communities such as communities of color and LGBTQ+ communities; 2) identifying viable policy and practice solutions to address the barriers identified; and 3) collaborating with national, state, and local entities to develop and promote policies and user-friendly resources that address the identified needs and promote a no wrong door system for Y&YAD, in line with the Department's [Youth Employment Works Strategy](#).

### **Background**

This FOA solicits innovative applications to help states increase capacity within and across general and disability-specific youth service delivery systems, leading to improved youth transition and employment outcomes particularly for youth and young adults with disabilities from historically underserved communities such as communities of color and LGBTQ+ communities.

Over the past several decades, significant progress has been made in removing barriers to education and employment for Y&YAD. Legislation such as the Individuals with Disabilities Education Act (IDEA), the Americans with Disabilities Act (ADA), and the Workforce Innovation and Opportunity Act (WIOA) [see Appendix A] all play a role in addressing the physical and programmatic barriers that prevent young people with disabilities from accessing the education, transition services, and training that can increase their employment success as they move into adulthood. [Research](#) on WIOA and IDEA programs demonstrates that interagency

collaboration is a critical strategy for leveraging expertise from schools, communities, and Vocational Rehabilitation (VR) agencies, along with other stakeholders who can provide adult supports and services to help students with disabilities achieve their postsecondary goals. [Research](#) has shown that effective collaboration is essential for promoting innovative approaches to programming and reshaping roles and responsibilities of practitioners to improve outcomes for youth.

In 2020, the COVID-19 pandemic radically changed the workplace, the workforce system, K-12 education systems, and postsecondary education systems across the country. The pandemic disproportionately affected individuals who have historically faced significant barriers to employment, including Y&YAD, and in particular Y&YAD from communities of color. ODEP analysis of Current Population Survey (CPS) data from the first year of the pandemic, March 2020 to February 2021, showed that the employment to population ratios were lower for youth with disabilities and youth with disabilities of color. For all youth and young adults ages 16-24, the employment to population ratio was 46.2 percent, and for Y&YAD, the ratio was 26.9 percent. The employment to population ratios for Hispanic youth and young adults were 45 percent, and for Hispanic Y&YAD, 24.1 percent. For Black youth and young adults, the employment to population ratio was 38.9 percent, and for Black Y&YAD, the rate was 23.5 percent.

More recent CPS data from September 2021 through August 2022 indicated that, while recovery is evident, great disparities for Y&YAD persist, particularly for those from underserved groups. The employment to population ratio for all youth and young adults ages 16–24 was 52 percent and 33.9 percent for Y&YAD. The employment to population ratio was 50.9 percent for Hispanic youth and young adults and 31.3 percent for Hispanic Y&YAD. For Black youth and young adults, the employment to population ratio was 45.2 percent and 25 percent for Black Y&YAD. The data also show the unemployment rates for all Y&YAD were more than double the rates of their non-disabled peers with unemployment rates for all Y&YAD at 16.6 percent compared to 7.9 percent for their peers without disabilities. The unemployment rates were even higher for Y&YAD from underserved communities. For Hispanic Y&YAD the unemployment rate was 17.2 percent compared to 8.5 percent for their peers without disabilities and for Black Y&YAD, the unemployment rate was 29.3 percent compared to 13.2 percent for their peers without disabilities.

These disparities highlight the need for the Center to work collaboratively to implement evidence-based, innovative, and inclusive approaches to employment transitions for Y&YAD from underserved communities. Nationally, the pandemic exacerbated the need for federal and state education and workforce systems to equitably deliver services and support to improve transition services and outcomes for Y&YAD. This cooperative agreement will develop policy solutions to reduce barriers in the delivery of workforce services and improve educational and credential attainment during the transition of Y&YAD to employment. The Center will need to work strategically across all levels of the state and local workforce system to develop policies, enhance cross-system strategies, and improve outcomes for underserved and underrepresented youth.

Through this cooperative agreement, the Department will continue building capacity to improve

employment and transition-related outcomes and for Y&YAD ages 16-24, with an emphasis on individuals from historically underserved communities. The work of the Center aligns with President Biden's Executive Order 13985, which requires federal agencies to "pursue a comprehensive approach to advancing equity for all, including people of color and others who have been historically underserved [...]." Closing the employment gap for people with disabilities is essential to fulfilling the Administration's goals of ensuring equality of opportunity, full participation, independent living, and economic self-sufficiency for people with disabilities, including those who are from underserved communities, such as youth of color or youth who are justice-involved.

ODEP's previous youth-focused policy development and TA activities made progress in addressing disparities in employment and helping Y&YAD successfully transition from high school to post-secondary education and the workforce. For example, from 2019 to 2023, ODEP's Youth Policy Development Center, CAPE-Youth, conducted research and delivered training and TA to youth-focused demonstration projects, workforce development boards, and other service delivery systems. The Center funded under this FOA will build upon CAPE-Youth's research in Systems Collaboration, Professional Development, and Pre-Employment Transition Services.

Applications should demonstrate a strong commitment to advancing diversity, equity, inclusion, and accessibility (DEIA) [see Appendix A] in employment and post-secondary education for Y&YAD. Applicants are encouraged to consider national and state laws and policies such as the Workforce Innovation and Opportunity Act (WIOA), the Strengthening Career and Technical Education for the 21st Century Act, and the Individuals with Disabilities Education Act (IDEA) as they propose new, strategic ways to remove barriers and promote access to employment for Y&YAD [see Appendix A]. Applicants should also consider efforts to modernize the national registered apprenticeship system and the passage of the First Step Act.

The Center must update and promote the adoption of ODEP's core youth products for the field, to include the [Guideposts for Success](#), [Skills to Pay the Bills](#), and other prominent products on the current [CAPE-Youth](#) and [ODEP](#) websites. Additionally, the Center will conduct research and analysis and develop national, state, and local policy and practice solutions. The Center will leverage evidence-based practices to deliver training, disseminate resources, and provide TA for state policymakers and practitioners. Through these efforts, the Center will support Y&YAD to improve transition employment outcomes. Applicants will suggest new research and policy products, and propose policy adoption strategies to expand on CAPE-Youth's existing work. Also, applicants should describe how they will include an equity focus on products and services produced.

The Center funded through this opportunity will build upon the Department's and CAPE-Youth's past work by focusing on the following four areas:

- **Research and Policy Analysis and Development:** Conduct research and policy analysis to identify evidence-based practices and policy solutions that address the barriers to employment for transition-aged youth, particularly those from historically underserved communities of color and LGBTQ+ communities. Provide TA to assist transition stakeholders to use analysis to improve transition and employment-related outcomes of

Y&YAD.

- **Strategic Partnerships and Systems Coordination:** Collaborate with national, state, and local entities and with Y&YAD and their families to develop, disseminate, and promote the adoption of evidence-based policies and practices. Provide TA to assist stakeholders to build capacity to improve transition outcomes for Y&YAD.
- **Career Pathways and Work-based Learning Experiences:** Identify strategies to improve access to career pathways, such as apprenticeships, including registered apprenticeships, pre-apprenticeships, internships, and work-based learning opportunities. Provide TA to youth workforce stakeholders and involve youth in identifying useful and effective approaches.
- **Professional Development:** Identify new and innovative approaches to professional development and training by providing TA that supports continuous improvement of youth service providers in the workforce system.

## **B. Program Authority**

Title 29 U.S.C. § 557(b) and the Consolidated Appropriations Act, 2023 (Public Law 117-328) authorize this program.

## **II. AWARD INFORMATION**

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

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

We expect availability of approximately \$1,500,000 to fund approximately 1 grant. You may apply for a ceiling amount of up to \$1,500,000. Awards made under this Announcement are subject to the availability of federal funds. In the event that additional funds become available, we reserve the right to use such funds to select additional grantees from applications submitted in response to this Announcement.

We anticipate total availability of approximately \$7,500,000 over a 60-month period of performance. The selected recipient will receive approximately \$1,500,000 annually, subject to productive program outcomes based on the CAPE Youth workplan and the availability of federal funds.

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

The period of performance is 60 months with an anticipated start date of 09/30/2023. This performance period includes all necessary implementation and start-up activities.

The initial 24-month period of performance will award \$1,500,000 in Fiscal Year (FY) 2023, as well as include the incremental funding awarded in FY 2024. A second grant number with a subsequent three-year period of performance is anticipated to be awarded for FY 2025, and the anticipated incremental funding awarded in FYs 2026 and 2027 will be added to that grant.

### III. ELIGIBILITY INFORMATION

#### A. ELIGIBLE APPLICANTS

**The following organizations are eligible to apply:**

06 (Public and State controlled institutions of higher education)

07 (Native American tribal governments (Federally recognized))

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

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

20 (Private institutions of higher education)

Alaska Native and Native Hawaiian Serving Institutions

Asian American Native American Pacific Islander Serving Institutes (AANAPISIs)

Hispanic-serving Institutions (HSIs)

Historically Black Colleges and Universities (HBCUs)

Minority Serving Institutions (MSIs)

Tribally Controlled Colleges and Universities (TCCUs)

Each eligible applicant is limited to one individual application for consideration under this opportunity.

Among eligible applicants, the applicant agency or organization must demonstrate experience supporting the development, implementation, and integration of evidence-based effective practices and policies for improving transition outcomes for Y&YAD. The applicant must serve as Lead Applicant and fiscal agent responsible for the overall management of the cooperative agreement. The Lead Applicant will head a consortium consisting of at least two other partners, who must also bring transition expertise to the cooperative agreement. Collectively, the Lead Applicant and consortium partners must fulfill the roles provided under the *Consortium Framework* section below. The application submitted by the Lead Applicant must clearly identify all other members of the partner consortium and specify the expertise and role of each, including the mandatory submission of Memoranda of Understanding or Letters of Commitment (see Section IV.B.4).

Lead Applicants must identify their institution type in Section 9 of the SF-424 Application for Federal Assistance. *Please note that all elements of 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) and 2 CFR Part 2900 (DOL's Supplement to 2 CFR Part 200) apply to any entity that carries out a federal award as a recipient or subrecipient, including for-profit organizations. This includes the monitoring and the examination of their records.*

## **Role of the Lead Applicant**

The Lead Applicant must demonstrate experience and expertise among the consortium partners in conducting research and policy analysis, developing viable policy solutions, and sustaining collaborative relationships with national and state-level organizations focused on transition-age youth. The Lead Applicant must demonstrate having sufficient subject matter expertise and capacity to provide TA on a national level through partnership and capacity building, planning, coordination, strategic engagement, and outreach. This expertise will advance the goal of building capacity within and across general and disability-specific youth service delivery systems through the development of policy and TA to improve employment and post-secondary education outcomes for youth with disabilities, prioritizing the four program focus areas listed in Section I.A.

The Lead Applicant selected as awardee will ensure the Center utilizes multiple information dissemination and policy adoption strategies, tailored to multiple audiences. This includes creating innovative diverse outreach strategies that are linguistically and culturally competent and responsive. The awardee will also ensure the Center effectively engages Y&YAD in leadership roles, influencing the work of stakeholders, delivering training, and implementing proactive measures related to increasing employment opportunities for youth with disabilities, especially from underserved and underrepresented communities.

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

## **Role of the Partners:**

Partnering organizations (at least two are required) must have broad, deep knowledge and experience in youth development and workforce systems. Additionally, partners must have proven success addressing gaps in employment and supporting improved transition outcomes for Y&YAD from underserved communities. Consortium partners must show organizational capacity to conduct required cooperative agreement activities. Consortium partners must be knowledgeable in transition, employment, and youth service and public workforce development systems to address education, workforce, and life transition for all youth with disabilities.

## The Consortium Framework:

The consortium must include at least three entities (the Lead Applicant and at least two additional partners), with each fulfilling one of the roles outlined below. (The cooperative agreement, however, may include more than two partners.)

- **Workforce Development Partner** – The Workforce Development Partner is a private employer, an organization representing private employers, a nonprofit organization providing services relating to workforce development, or an entity identified as an eligible provider of training services under section 122(d) of the Workforce Innovation and Opportunity Act (29 U.S.C. 3152(d)).
- **Transition Partner** – The Transition Partner is an organization with significant experience in delivering culturally competent and responsive support to individuals with disabilities and their families, leading to a successful transition to postsecondary education and employment.
- **Equity Partner** – The Equity Partner is a Community Based Organization (CBO), a Minority Serving Institution (MSI), or a MSI Organization or Association that has demonstrated experience supporting youth in underrepresented and underserved communities. MSIs are defined as HBCUs, HSIs, Asian American Native American Pacific Islander Serving Institutions (AANAPISIs), Alaska Native and Native Hawaiian Serving Institutions, and Tribal Colleges.

Additionally, including an optional partner is encouraged:

- **Inclusion Partner** – An Inclusion Partner is an organization with significant experience in Y&YAD transition that employs subject matter experts with lived experience in delivering and collaborating with private and public sector organizations in supporting the transition needs of Y&YAD in underrepresented and underserved communities.

## B. COST SHARING OR MATCHING

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

## C. OTHER INFORMATION

### Application Screening Criteria

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

| Application Requirement                                                                                                                                                                                                          | Instructions   | Complete? |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----------|
| The deadline submission requirements are met                                                                                                                                                                                     | Section IV.C   |           |
| Eligibility                                                                                                                                                                                                                      | Section III.A  |           |
| The components of the application are saved in any of the specified formats and are not corrupt. <i>(We will attempt to open the document, but will not take any additional measures in the event of problems with opening.)</i> | Section IV.C.2 |           |
| Application for federal funds does not exceed the ceiling amount of \$1,500,000 for the first year of operation.                                                                                                                 | Section II. A  |           |
| SAM Registration                                                                                                                                                                                                                 | Section IV.B.1 |           |
| SF-424, Application for Federal Assistance                                                                                                                                                                                       | Section IV.B.1 |           |
| SF-424 includes a UEI Number                                                                                                                                                                                                     | Section IV.B.1 |           |
| SF-424A, Budget Information Form                                                                                                                                                                                                 | Section IV.B.2 |           |
| Budget Narrative                                                                                                                                                                                                                 | Section IV.B.2 |           |
| Project Narrative                                                                                                                                                                                                                | Section IV.B.3 |           |
| Abstract (including the identification of consortium partners)                                                                                                                                                                   | Section IV.B.4 |           |
| Signed Memoranda of Understanding between Lead Applicant and all consortium partners and/or Letters of Commitment for each of the identified consortium partners                                                                 | Section IV.B.4 |           |

#### **Number of Applications Applicants May Submit**

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

## **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 and links to forms needed to apply for grant funding.

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

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

1. SF-424, “Application for Federal Assistance”;
2. Project Budget, composed of the SF-424A and Budget Narrative;
3. Project Narrative; and
4. Attachments to the Project Narrative.

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

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

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

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

#### **a. Requirement for Unique Entity Identifier (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 subawardees 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.](#))

## **b. Requirement for Registration with SAM**

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

A recipient must maintain an active SAM registration with current information at all times during which it has an active federal award or an application under consideration. To remain registered in the SAM database after the initial registration, the applicant is required to review and update the registration at least every 12 months from the date of initial registration or subsequently update its information in the SAM database to ensure it is current, accurate, and complete. If you do not renew your 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 purposes of this paragraph, the applicant is the entity that meets the eligibility criteria and has the legal authority to apply and to receive the award. If an applicant has not fully complied with these requirements by the time the Grant Officer is ready to approve a federal award, the Grant Officer may determine that the applicant is not qualified to receive the federal award and use that determination as a basis for approving a federal award to another applicant.

## **2. Project Budget**

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

### **a. Budget Narrative**

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

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

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

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

**Equipment:** Identify each item of equipment you expect to purchase that has an estimated acquisition cost of \$5,000 or more per unit (or if your capitalization level is less than \$5,000, use

your capitalization level) and a useful lifetime of more than one year (see 2 CFR 200.1 for the definition of Equipment). List the item, quantity, and the unit cost per item.

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

**Supplies:** Identify the cost categories of supplies (e.g., general office supplies, desk/chairs, laptops/printers, other specialty items) in the detailed budget, per category. Except for general office supplies (pens paper, etc.), list the item, quantity, and the unit cost per item. Supplies include all tangible personal property other than “equipment” (see 2 CFR 200.1 for the definition of Supplies).

**Contractual:** Under the Contractual line item, delineate contracts and subawards separately. Contracts are defined according to 2 CFR 200.1 as a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. A subaward, defined by 2 CFR 200.1, means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a federal program.

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

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

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

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

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

or

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

Applicants choosing to claim indirect costs using the de minimis rate must use Modified Total Direct Costs (defined by DOL below) as their cost allocation base. Provide an explanation of which portion of each line item, along with the associated costs, are included in your cost

allocation base. Note that there are various items not included in the calculation of Modified Total Direct Costs. See the definitions below to assist you in your calculation.

- **Modified Total Direct Cost (MTDC):** To avoid a serious inequity in the distribution of indirect cost, DOL defines MTDC as all direct salaries and wages, applicable fringe benefits, materials and supplies, services, and travel up to the first \$25,000 of each subaward or subcontract (regardless of the period of performance of the subawards and subcontracts 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 or subcontract in excess of \$25,000.

- **2 CFR 200.1 Participant Support Costs:** These are direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences or training projects.

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

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

Indirect-type costs (such as top management salaries, financial oversight, human resources, payroll, personnel, auditing costs, accounting and legal, etc. used for the general oversight and administration of the organization) **must not be classified as direct costs**; these types of costs are recovered as part of charging the de minimis or NICRA rate.

**SF-424, SF-424A and Budget Narrative:** The SF-424, SF-424A, and Budget Narrative must reflect the federal funding request for the first year of the cooperative agreement, which may not exceed \$1,500,000. Do not show leveraged resources on the SF-424 and SF-424A. You should describe leveraged resources in the Budget Narrative.

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

### **3. Project Narrative**

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

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

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

review process.

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

**a. Statement of Need (up to 5 points)**

In the Statement of Need section, applicants must demonstrate their understanding of the need for the cooperative agreement described in this Announcement. Scoring is based on the extent to which the applicant addresses the following:

1. The successful applicant will describe their comprehensive plan for providing the services and activities that will assist State's with developing the capacity of their general and disability youth service systems. The plans will explain the current issues facing these systems and how their project design with help with accomplishing the goals discussed in section I.A. (Program Design) of the FOA.

**b. Project Design (up to 45 points)**

In the Project Design section, applicants must describe their comprehensive plan to support the Program Purpose, as outlined in Section I.A. of this FOA. The Project Design section must explain in detail how the proposed project will address the goal of building capacity within and across general and disability-specific youth service delivery systems through the development of policy and TA to improve employment and post-secondary education outcomes for youth with disabilities, prioritizing the four program focus areas listed in subsection headings 1 through 4 below. Additionally, the Project Design section must fully explain the plan for providing TA, managing a website, and dissemination and outreach, included in subsection headings 5 through 8 below.

**1. Research and Policy Analysis & Development (8 points)**

Applicants must explain their organization's extensive experience and capacity to perform research and policy analysis to develop evidence-based, youth-focused policy that supports improved outcomes for Y&YAD, with an emphasis on those from historically underserved and underrepresented communities. The project narrative must include a detailed explanation of how the consortium is prepared and qualified to conduct high quality research, policy analysis, and policy development activities on a wide variety of topics related to improving employment outcomes for Y&YAD, focusing on the following areas noted below:

- Applicants must describe their experience with policy development activities such as analysis of legislation, regulations, and laws, as well as using youth voice in policy development. Relevant activities for the Center will include:
  - Conducting a gap analysis of the transition to employment needs of Y&YAD, including youth from underserved and underrepresented communities.
  - Developing policy briefs that address the needs of Y&YAD who are underserved. At a minimum this includes youth who are from:

- communities of color
  - LGBTQ+ communities
  - rural communities
- Developing policy briefs that address the needs of Y&YAD who are underrepresented. At a minimum, this includes youth experiencing:
  - mental health crises
  - homelessness
  - juvenile justice or foster care involvement
  - disconnection from education or employment services and supports
  - membership in communities disproportionately impacted by COVID-19 Pandemic.
- Promoting career pathways, work-based learning, apprenticeships including, registered apprenticeship, pre-apprenticeship, and apprenticeship opportunities that facilitate transition to employment and retention for Y&YAD.
- Applicants must also describe their experience conducting research and evaluation activities that include identifying effective policies, best practices, and strategies. This must include prior experience with publishing related research and policy work. Relevant activities for the Center will include:
  - Conducting a minimum of three (3) rapid research responses over the course of the grant cycle.
  - Conducting research to identify and analyze existing state policies and practices regarding youth transition and workforce systems coordination. This must include the impact they have on Y&YAD from underserved and underrepresented communities.
  - Collaborating with ODEP to identify areas of interest and need regarding youth transition, systems collaboration, and employment.
  - Establishing a group of subject matter experts (SMEs). This group will inform ODEP's efforts and include sharing subject matter expertise and assisting in developing research questions of interest and relevance to DOL and its federal and state partners.
  - Document and cite instances of inclusive policy adoption and challenges using technical assistance as a policy option and opportunity to increase the capacity of States and their associated localities to provide a coordinated workforce system and youth transition service delivery to Y&YAD.
- Additionally, the applicant must explain how it will promote adoption of practices and policies and translate research into high-quality, user-friendly resources and tools to assist workforce systems, states, and other relevant stakeholders in integrating effective policies and practices into their systems. This includes:
  - Providing a detailed description of the overall strategy the consortium will use to identify, develop, and validate new and innovative policy and practice models that serve Y&YAD from diverse communities.
  - Proposing new research strategies that incorporate CAPE-Youth's existing Research, Systems Collaboration, Professional Development, and Pre-

Employment Transition Services into new products and services. Explain the basis for the new research strategies.

- Identifying research and policy development ideas that the consortium believes will improve outcomes for Y&YAD in underserved and underrepresented populations and improve the capacity of general and disability-specific youth-serving systems. Explain the basis for the research ideas.
- Developing and evaluating policies and practices that enhance the capacity of workforce systems to support Y&YAD to access career pathways, such as to create new policy resources and tools that will increase access to apprenticeships including, registered apprenticeship, pre-apprenticeship, and other work-based learning experiences.

## 2. Strategic Partnerships and System Coordination (7 points)

In this section, the applicant must provide a detailed description of how they will successfully collaborate with all partners and develop policy recommendations that promote increased coordination of youth-serving education and workforce systems. Additionally, it should provide a detailed plan for carrying out each of the following activities:

- Developing a strategy for the Center to advance policy solutions and practices through stakeholder engagement activities that increase states' and workforce systems' knowledge of and capacity to support competitive integrated employment outcomes in a culturally competent and responsive way for Y&YAD [see Appendix A]. This strategy must address the needs of youth with barriers to employment as defined by WIOA.
- Developing strategic partnerships between workforce and disability organizations to improve coordination and delivery of transition-related services, including those provided through Pre-Employment Transition Services authorized under the Rehabilitation Act.
- Creating a Community of Practice (CoP) consisting of interested stakeholders and SMEs with expertise on transition topics. The CoP will help disseminate products and share information, experience, and ideas with interested parties.
- Incorporating input from Y&YAD through sustained engagement. This includes creating opportunities for youth to provide leadership and influence the Center's policy development work.
- Disseminating policy and practice solutions to stakeholders.

## 3. Career Pathways and Work-based Learning Experiences (6 points)

In this section, the applicant must provide a detailed explanation of how they plan to increase capacity of state, regional, and local workforce areas. Additionally, the applicant must provide a detailed description of its plan to conduct each of the following activities:

- Increase Y&YAD's access to work-based learning, such as apprenticeships, including, registered apprenticeship programs, industry-recognized apprenticeships, pre-apprenticeships, internships, externships, and other types of integrated work-based learning experiences.
- Increase education and workforce systems' capacity to prepare Y&YAD for college, career readiness, and in-demand career pathways.

- Identify and develop a strategy to address systems-level gaps in knowledge about how to support Y&YAD in career exploration, management, and planning as they explore and access career pathways and other work-based learning experiences.

#### 4. Professional Development (6 points)

In this section, the applicant must provide a detailed explanation of how they can design professional development for youth service providers, to support outcomes for all youth, including Y&YAD and those from historically underserved communities. Applicants must propose recommendations and describe how they will deliver expertise and resources in a highly collaborative manner to increase the youth-serving systems' capacity to provide quality professional development and training to their workforce that will result in improved services and outcomes for Y&YAD. Additionally, an applicant must provide a detailed description of its plan to conduct each of the following activities:

- Analyze research on professional development, including existing research from CAPE-Youth, to assist state or local workforce systems in planning new and innovative approaches for professional development of youth service professionals. This includes approaches that support cultural competency or other strategies that assist youth-serving professionals to improve services to underserved youth.
- Examine national and state-level policy trends influencing credentialing, development, and delivery of pre-service and in-service training to Y&YAD employed in various workforce settings, including but not limited to vocational rehabilitation, juvenile justice, foster care, mental health, and other systems serving Y&YAD.
- Develop and implement a strategy for advancing policies and practices that support delivery of comprehensive professional development for youth service professionals using national, state, or other intermediary organizations.
- Assess the impact of implementation of this comprehensive professional development strategy on youth service systems' capacity to provide quality professional development and training to their workforce in support of improved outcomes for transition-age Y&YAD.
- Provide ongoing subject matter expertise to national and state-level stakeholders, including ODEP and its federal partners. Perform evidence-based research and policy analysis on disability employment as it relates to comprehensive professional development and the need to increase alignment of professional development trainings across youth systems at national, state, and local levels.

#### 5. Technical Assistance (6 points)

In this section, the applicant must provide a detailed explanation of how the Center will provide comprehensive and informed technical assistance to state or local workforce systems to:

- Provide professional development support and training to promote policy adoption and implementation. A goal of this effort will be to improve youth transition outcomes through innovative practices in systems coordination, work-based learning experiences, and topical areas that ODEP, the Center, and SMEs identify.

- Develop and implement strategies to share evidence-based research and policy analysis as it relates to youth disability employment policy with federal, national, and state-level stakeholders, including ODEP and our federal partners.
- Continuously evaluate the needs of state and local workforce stakeholders as they implement strategies to improve the employment outcomes of Y&YAD.

#### 6. Website Plan (6 points)

In this section, applicants provide an explanation on the following:

- Experience with developing and maintaining websites and the applicant's capacity to host and maintain [CAPE-Youth's](#) current complex, robust, and accessible website via WordPress, or propose a new dynamic and accessible platform and show the ability to transfer all information from the current platform to the proposed platform.
- A plan to increase web traffic to CAPE-Youth's website.
- A plan to expand on the current CAPE-Youth web content.

#### 7. Broad Dissemination Plan (6 points)

In this section, applicants must describe their experience with dissemination and outreach and capacity to:

- Create expert-level, Rehabilitation Act Section 508-compliant training and outreach documents and materials for diverse audiences that support transition of Y&YAD into the workforce (samples of these materials should be included in the attachments).
- Use Facebook, YouTube, and other social media platforms, showing skill with reporting and data analysis tools, graphic design, content creation, search engine optimization (SEO), and social media application tools. The explanation should not only highlight results those campaigns have achieved in the form of likes, shares, clicks, retweets, and other forms of engagement, but how social media will reach intended audiences.
- Deliver expert-level, accessible training sessions on a broad range of disability, diversity, employment, and transition-related topics.

### c. **Expected Outcomes and Outputs (up to 10 points)**

1. The applicant should clearly identify in this section the outcome(s) and output(s) that will result from the project. Outcomes are the measurable results of the project. They are the positive benefits, changes, or measurable characteristics that result from project activities or outputs. Outputs are tangible products or services that result from the project.
2. In addition, the applicant should fully describe the measures, methods, techniques, and tools that they will use to evaluate the effectiveness of policy development and TA, and determine if project activities are achieving their anticipated outcomes. Moreover, the applicant should describe how the data will be used to inform program delivery and document the "lessons learned," both positive and negative, from the project.

3. The applicant should describe how they will ensure timely and accurate data collection and reporting. This includes demographic data, when feasible, to track the achievement of identified outputs and outcomes.

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

The Applicant must describe their capacity to effectively manage and carry out the programmatic, fiscal, administrative, and evaluation-related activities described in this Announcement. This section must describe the Lead Applicant organization's and its consortium members' expertise related to the Guideposts for Success framework. The Lead Applicant must demonstrate each consortium member's experience and previous performance conducting relevant policy analysis and research and/or delivering TA in the four program focus areas outlined in Section 1 of this Announcement. They must also demonstrate their experience collaborating with and providing TA to entities to help improve transition and employment-related outcomes for Y&YAD. The Lead Applicant must demonstrate a minimum of five (5) years prior experience managing and implementing projects of similar size and scope. It must also demonstrate an understanding of the needs of the business community as they relate to disability employment. This section must address the components listed below:

1. Mission and Structure of Lead Applicant and Partners

- Describe the Lead Applicant organization's current mission, structure, staffing, and relevant experience. Describe how these factors contribute to the ability of the organization to meet the program requirements, including equity.
- Identify the consortium partners, their mission, and their general experience. The Lead Applicant must also explain the commitment and contributions provided by each partner and the specific partnership role they play, relative to the requirements of the consortium framework outlined in Section III of this Announcement. Note: The applicant must demonstrate the commitment of EACH of the consortium partners by including as a separate attachment signed memoranda of understanding OR letters of commitment.
- Identify any additional optional partners (not consortium partners), a description of the value they bring to the project, and documentation of their commitment to work together with the consortium and other optional partners.

2. Proposed Project Staffing and Qualifications

- Provide an organizational chart illustrating staff that will operate the proposed project. In instances where the project is part of the work of a larger organization, please include a diagram that indicates where the proposed project will fit within the larger organization. The organizational chart can be an attachment and does not count toward the page limit for the Project Narrative; however, it will be scored as a component of this section.
- Provide a summary of qualifications for all key personnel playing a substantial role in the project. In addition, the applicant must specify in the application the percentages of time to be dedicated by each key person on the project. This must be submitted as an attachment and does not count toward the page limit for the Project Narrative; however, it will be scored as a component of this section.

### 3. Key Personnel Dedicating Significant Time to the Project

- For key personnel named in the application who are dedicating greater than 20 percent effort on the project, the applicant must provide documentation of all internal and external time commitments.
- When a staff person is committed on another federally supported project, please provide the project name, federal office, and amount of committed time for the project year. The applicant may provide this information (e.g., Staff: Jane Doe; Project Name: Succeeding in the General Curriculum; Federal Office: Office of Special Education Programs; Time Commitments: 30 percent) as an attachment to the application. Key staff may not commit more than 100 percent.

#### **e. Logic Model (up to 10 points)**

Submit a logic model demonstrating how the applicant anticipates the project will lead to the proposed outputs and outcomes for policymakers, service providers, and Y&YAD. This must be submitted as an attachment and does not count toward the page limit for the Project Narrative; however, it will be scored as a component of this section.

1. The logic model should address each of the four program areas of focus (including but not limited to transition, employment, post-secondary outcomes, and equitable provision of services for Y&YAD from underserved communities). The logic model must demonstrate how the applicant will develop and refine policies and TA tools throughout the period of performance. The logic model should include all areas of work discussed in the program design section of this announcement. For detailed explanations and examples of logic models, review [Learning to Love Your Logic Model](#) (Webinar Recording) and [Logic Model Development Guide](#) (PDF).
2. The proposed logic model description must include at least the following categories:
  - **Inputs** – What resources are used to deliver activities, produce outputs, and accomplish outcomes?
  - **Activities** – What types of activities, processes, strategies, or action steps will take place to develop policy and/or TA?
  - **Outputs** – How will the applicant quantify the activities performed? Examples of outputs may include a gap analysis, tools or guides, practical webinars, pilot projects, and policy products.
  - **Outcomes/success factors** – What will be the key outcomes or success factors for those audiences receiving the policy development/TA.
  - **Impacts** – What short and long-term impacts will the policy development/TA have on Y&YAD as they navigate the workforce system?

#### **f. Past Performance – Programmatic Capability (up to 5 points)**

Applicants will be scored based on the information provided in response to this criterion. DOL may also consider relevant information from our grant files and from current/prior grantors (e.g.,

to verify and/or supplement the information provided in the application). This information must be submitted as an attachment and does not count toward the page limit for the Project Narrative; however, it will be scored as a component of this section. Scoring is based on the extent to which the applicant demonstrates past performance managing federal and/or non-federal grants and contracts. This must include a list of each project conducted within the last five (5) years; the funding source, name, and contact information; the type of funding vehicle; the type of work performed, including the scope and scale of the projects; the period of performance; and a summary of project outcomes and outputs.

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

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

The budget documents are scored as follows:

1. The extent the proposed expenditures address all stated project requirements.
2. The effective allocation of the time dedicated by key personnel and the associated staffing costs to ensure achievement of project goals.
3. The extent to which all items in the Budget Narrative reflect the level of detail requested in Section IV.B.2

**h. Inclusion Partners (2 bonus points)**

Identify a proposed Inclusion Partner and describe how the inclusion partner's expertise and resources will enhance the Center's creation and delivery of activities and services.

**4. Attachments to the Project Narrative**

In addition to the Project Narrative, you must submit attachments. All attachments must be clearly labeled. Applicants must take note of the identified implications of not including an attachment. We will exclude attachments listed below from the Project Narrative page limit. The Budget and Budget Narrative do not count against the page limit requirements for the Project Narrative.

You must submit your application in one package because documents received separately will be tracked separately and will not be attached to the application for review.

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

**a. Required Attachments**

**Abstract**

Applicants must submit a one to two-page abstract summarizing the proposed project including, but not limited to, the scope of the project and proposed outcomes. Omission of the Abstract will result in your application being disqualified. See III.C.1 for a list of required items that will result in the disqualification of your application if not submitted. If your organization is selected for an award, the information included in the Abstract may be published on USASpending.gov, a

public-facing website that acts as the official open data source for Federal spending information. The abstract attachment must be labeled “Abstract,” and it must include the following:

- the applicant’s name,
- the project title,
- the funding level requested,
- the purpose of the project,
- the activities to be performed,
- the expected outcomes of the project,
- the intended beneficiaries of the project,
- the subrecipient activities, if any, and
- the names of all consortium partners. (This list must be accurate, as DOL will use this list of consortium partners to determine if the applicant submitted all required Memoranda of Understanding (MOUs) and/or Letters of Commitment (LOCs) from partners. If the applicant does not submit an MOU and/or an LOC for each consortium partner, the application will be disqualified, and it won’t go forward for consideration.)

### **Memoranda of Understanding / Letters of Commitment**

Applicants must submit signed and dated Memoranda of Understanding between the Lead Applicant and consortium partner organizations and/or Letters of Commitment from the partners. See Section IV.b.3.d.1 for details. These documents must be uploaded as an attachment to the Grants.gov application package and labeled “MOU-LOC.” These documents must be signed by the authorizing agent of the partner organization and must describe the roles of the partners towards achieving grant objectives. If these documents are not submitted for each applicable partner organization, the application will be considered non-responsive and will not be reviewed.

### **b. Requested Attachments**

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

#### **Indirect Cost Agreement**

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

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

#### **Financial System Risk Assessment Information**

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

### **Organizational Chart**

Provide an Organizational Chart as described in section IV.B.3.d. This will be scored as a component of that section. Submit as an attachment to the Grants.gov application package and label it “Org Chart.”

### **Key Personnel Summary of Qualifications and Position Descriptions**

Provide qualifications for key personnel as described in Section IV.B.3.d. This will be scored as a component of that section. Submit as one attachment to the Grants.gov application package and label it “Key Personnel.”

### **Logic Models**

Provide a logic model as described in section IV.B.3.e. This will be scored as a component of that section. Submit as one attachment to the Grants.gov application package and label it “Logic Model.”

### **Past Performance Documentation**

This attachment must include a listing of each past project conducted within the last five (5) years and the corresponding information requested in Section IV.B.3.f. This will be scored as a component of that section. Submit as one attachment to the Grants.gov application package and label it “Past Performance.”

## **C. SUBMISSION DATE, TIME, AND PROCESS**

### **Due Date for Applications: June 12, 2023**

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

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

#### **1. Hardcopy Submission**

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

#### **2. Electronic Submission through Grants.gov**

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

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

### **A. How to Register to Apply through Grants.gov**

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

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

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

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

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

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

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

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

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

days for each ensuing submission). It is important to note that if enough time is not allotted and a rejection notice is received after the due date and time, DOL will not consider the application.

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

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

We encourage applicants to review the steps on “How to Apply” to grants which is available at <https://www.dol.gov/grants#apply>.

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

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

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

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

## **D. INTERGOVERNMENTAL REVIEW**

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

## **E. FUNDING RESTRICTIONS**

All proposed project costs must be necessary and reasonable and in accordance with federal guidelines. Determinations of allowable costs will be made in accordance with the Cost

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

## **1. Indirect Costs**

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

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

**Option 2:** Any organization that does not have a current negotiated (including provisional) rate, with the exceptions noted at 2 CFR 200.414(f) in the Cost Principles, may elect to charge a de minimis rate of 10 percent of modified total direct costs (see 2 CFR 200.1 for definition), which may be used indefinitely. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as the non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time. (See 2 CFR 200.414(f) for more information on use of the de minimis rate.)

## **2. Salary and Bonus Limitations**

None of the funds appropriated under the heading "Employment and Training" in the appropriation statute(s) may be used by a recipient or subrecipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II. This limitation does not apply to contractors providing goods and services as defined in the Audit Requirements of the OMB Uniform Guidance (see 2 CFR 200 Subpart F). Where states are recipients of such funds, states may establish a lower limit for salaries and bonuses of those receiving salaries and bonuses from subrecipients of such funds, taking into account factors including the relative cost of living in the state, the compensation levels for comparable state or local government employees, and the size of the organizations that administer federal programs involved including ETA programs. See Public Law 117-328, Division H, Title I, section 105, and TEGL number 05-06 for further clarification: [https://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=2262](https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2262).

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## F. OTHER SUBMISSION REQUIREMENTS

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

## V. APPLICATION REVIEW INFORMATION

### A. CRITERIA

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

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

| Criterion                                                                                                                           | Points<br>(maximum) |
|-------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Statement of Need<br>(See Section IV.B.3.a – Statement of Need)                                                                     | 5                   |
| Project Design<br>(See Section IV.B.3.b – Program Design)                                                                           | 45                  |
| Expected Outputs and Outcomes<br>(See Section IV.B.3.c – Expected Outputs and Outcomes)                                             | 10                  |
| Organizational, Administrative, and Fiscal Capacity<br>(See Section IV.B.3.d – Organizational, Administrative, and Fiscal Capacity) | 15                  |
| Logic Models                                                                                                                        | 10                  |

|                                                                                                                            |            |
|----------------------------------------------------------------------------------------------------------------------------|------------|
| <i>(See Section IV.B.3.e – Logic Model)</i>                                                                                |            |
| Past Performance – Programmatic Capability<br><i>(See Section IV.B.3.f – Past Performance – Programmatic Capability)</i>   | 5          |
| Budget and Budget Narrative<br><i>(See Section IV.B.3.g – Budget and Budget Narrative)</i>                                 | 10         |
| Bonus Point: Inclusion Partner (2 points) Budget and Budget Narrative<br><i>(See Section IV.B.3.h – Inclusion Partner)</i> | 2          |
| <b>TOTAL</b>                                                                                                               | <b>102</b> |

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

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

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

## **B. REVIEW AND SELECTION PROCESS**

### **1. Merit Review and Selection Process**

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

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

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

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

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

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

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

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

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

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

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

|                                                                                                                                                                                                                                                                                                  |                    |                      |                                                                                                         |    |           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------|---------------------------------------------------------------------------------------------------------|----|-----------|
| founded/incorporated<br>(month, day, year)                                                                                                                                                                                                                                                       |                    |                      |                                                                                                         |    |           |
| c. Employer<br>Identification Number:                                                                                                                                                                                                                                                            |                    |                      |                                                                                                         |    |           |
| d. Number of<br>Employees<br>Full Time:    Part<br>Time:                                                                                                                                                                                                                                         |                    |                      |                                                                                                         |    |           |
| 2. Is the organization or institution affiliated with any other organization: Yes                  No<br>If yes, please provide details as to the nature of the company (for profit, nonprofit, LLC, etc) and if it provides services or products to the organization in relation to this grant. |                    |                      | <b>IX.</b> Total Sales/Revenues in most recent accounting period. (12 months)<br><br>\$                 |    |           |
| <b>SECTION C: ACCOUNTING SYSTEM</b>                                                                                                                                                                                                                                                              |                    |                      |                                                                                                         |    |           |
| 1. Has any Government Agency rendered an official written opinion concerning the adequacy of the accounting system for the collection, identification and allocation of costs under Federal contracts/grants?    Yes                  No                                                         |                    |                      |                                                                                                         |    |           |
| a. If yes, provide name, and address of Agency performing review:                                                                                                                                                                                                                                |                    |                      | b. Attach a copy of the latest review and any subsequent correspondence, clearance documents, etc.      |    |           |
|                                                                                                                                                                                                                                                                                                  |                    |                      | Note: If review occurred within the past three years, omit questions 2-8 of this Section and Section D. |    |           |
| 2. Which of the following best describes the accounting system:                                                                                                                                                                                                                                  | State administered | Internally Developed |                                                                                                         |    | Web-based |
| 3. Does the accounting system identify the receipt and expenditure of program funds separately for each contract/grant?                                                                                                                                                                          |                    |                      | Yes                                                                                                     | No | Not Sure  |
| 4. Does the accounting system provide for the recording of expenditures for each grant/contract by the component project and budget cost categories shown in the approved budget?                                                                                                                |                    |                      | Yes                                                                                                     | No | Not Sure  |

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

|                                                                                                                                                                                                                                                   |            |          |                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------|----------------------|
| 5. Are time distribution records maintained for an employee when his/her effort can be specifically identified to a particular cost objective?                                                                                                    | Yes        | No       | Not Sure             |
| 6. If the organization proposes an overhead rate, does the accounting system provide for the segregation of direct and indirect expenses?                                                                                                         | Yes        | No       | Not Sure             |
| 7. Does the organization have an approved indirect cost rate or cost allocation plan?<br>If so, who approved it (Federal Cognizant Agency or a Pass-through Entity)? What are the effective dates?                                                | Yes        | No       | Not Sure             |
| 8. Does the accounting/financial system include budgetary controls to preclude incurring obligations in excess of:<br>a. Total funds available for a grant?<br>b. Total funds available for a budget cost category (e.g. Personnel, Travel, etc)? | Yes<br>Yes | No<br>No | Not Sure<br>Not Sure |
| 9. Does the organization or institution have an internal control structure that would provide reasonable assurance that the grant funds, assets, and systems are safeguarded?                                                                     | Yes        | No       | Not Sure             |

**SECTION D: FINANCIAL STABILITY**

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

**SECTION E: FINANCIAL STATEMENTS**

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

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

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

**SECTION F: ADDITIONAL INFORMATION**

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



## **VI. AWARD ADMINISTRATION INFORMATION**

### **A. AWARD NOTICES**

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

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

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

#### **1. Administrative Program Requirements**

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

- Non-Profit Organizations, Educational Institutions, For-profit entities and State, Local, and Indian Tribal Governments—2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) and 2 CFR Part 2900 (DOL's Supplement to 2 CFR Part 200).
- All entities must comply with 29 CFR Part 93 (New Restrictions on Lobbying), 29 CFR Part 94 (Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)), 2 CFR Part 180 (OMB Guidance to Agencies on Government-wide Debarment and Suspension (Non-procurement)), and, where applicable, 2 CFR Part 200 (Audit Requirements).
- 29 CFR Part 2, subpart D—Equal Treatment in Department of Labor Programs for Religious Organizations; Protection of Religious Liberty of Department of Labor Social Service Providers and Beneficiaries.
- 29 CFR Part 31—Nondiscrimination in Federally Assisted Programs of the Department of Labor—Effectuation of Title VI of the Civil Rights Act of 1964.
- 29 CFR Part 32—Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance.
- 29 CFR Part 35—Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance from the Department of Labor.
- 29 CFR Part 36—Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance.

- 29 CFR Parts 29 and 30—Labor Standards for the Registration of Apprenticeship Programs, and Equal Employment Opportunity in Apprenticeship and Training, as applicable.
- The Department of Labor will follow the procedures outlined in the Department’s Freedom of Information Act (FOIA) regulations (29 CFR Part 70). If DOL receives a FOIA request for your application, the procedures in DOL’s FOIA regulations for responding to requests for commercial/business information submitted to the government will be followed, as well as all FOIA exemptions and procedures. See generally 5 U.S.C. § 552; 29 CFR Part 70.
- Standard Grant Terms and Conditions of Award—see the following link: <https://www.dol.gov/agencies/eta/grants/resources>.

## **2. Other Legal Requirements**

### **a. Religious Activities**

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

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

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

### **c. Transparency Act Requirements**

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

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

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

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

**d. Safeguarding Data Including Personally Identifiable Information (PII)**

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

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

- i. You must ensure that PII and sensitive data developed, obtained, or otherwise associated with DOL/ODEP funded grants is securely transmitted.
- ii. To ensure that such PII is not transmitted to unauthorized users, all PII and other sensitive data transmitted via e-mail or stored on CDs, DVDs, thumb drives, etc., must be encrypted using a Federal Information Processing Standards (FIPS) 140-2 compliant and National Institute of Standards and Technology (NIST) validated cryptographic module. You must not e-mail unencrypted sensitive PII to any entity, including ODEP or contractors.
- iii. You must take the steps necessary to ensure the privacy of all PII obtained from participants and/or other individuals and to protect such information from unauthorized disclosure. You must maintain such PII in accordance with the ETA standards for information security described in TEGL NO. 39-11 and any updates to such standards we provide to you. Awardees who wish to obtain more information on data security should contact their Federal Project Officer.
- iv. You must ensure that any PII used during the performance of your grant has been obtained in conformity with applicable federal and state laws governing the confidentiality of information.
- v. You further acknowledge that all PII data obtained through your ODEP grant must be stored in an area that is physically safe from access by unauthorized persons at all times and the data will be processed using recipient-issued equipment, managed information technology (IT) services, and designated locations approved by ETA. Accessing, processing, and storing of ETA grant PII data on personally owned equipment, at off-site locations, (e.g., employee's home), and non-recipient managed IT services, (e.g., Yahoo mail), is strictly prohibited unless approved by ETA.

- vi. Your employees and other personnel who will have access to sensitive/confidential/proprietary/private data must be advised of the confidential nature of the information, the safeguards required to protect the information, and that there are civil and criminal sanctions for noncompliance with such safeguards that are contained in federal and state laws.
- vii. You must have policies and procedures in place under which your employees and other personnel, before being granted access to PII, acknowledge their understanding of the confidential nature of the data and the safeguards with which they must comply in their handling of such data, as well as the fact that they may be liable to civil and criminal sanctions for improper disclosure.
- viii. You must not extract information from data supplied by ODEP for any purpose not stated in the grant agreement.
- ix. Access to any PII created by the ODEP grant must be restricted to only those employees of the grant recipient who need it in their official capacity to perform duties in connection with the scope of work in the grant agreement.
- x. All PII data must be processed in a manner that will protect the confidentiality of the records/documents and is designed to prevent unauthorized persons from retrieving such records by computer, remote terminal, or any other means. Data may be downloaded to, or maintained on, mobile or portable devices only if the data are encrypted using NIST validated software products based on FIPS 140-2 encryption. In addition, wage data may be accessed only from secure locations.
- xi. PII data obtained by the recipient through a request from ODEP must not be disclosed to anyone but the individual requestor, except as permitted by the Grant Officer or by court order.
- xii. You must permit ODEP to make onsite inspections during regular business hours for the purpose of conducting audits and/or conducting other investigations to assure that you are complying with the confidentiality requirements described above. In accordance with this responsibility, you must make records applicable to this Agreement available to authorized persons for the purpose of inspection, review, and/or audit.
- xiii. You must retain data received from ODEP only for the period of time required to use it for assessment and other purposes, or to satisfy applicable federal records retention requirements, if any. Thereafter, you agree that all data will be destroyed, including the degaussing of magnetic tape files and deletion of electronic data.

**e. Record Retention**

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

#### **f. Use of Contracts and Subawards**

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

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

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

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

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

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

#### **g. Closeout of Grant Award**

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

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

### **3. Other Administrative Standards and Provisions**

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

## **4. Special Program Requirements**

### **a. ODEP Evaluation**

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

### **b. Performance Goals**

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

## **C. REPORTING**

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

### **1. Quarterly Financial Reports**

Grant recipients are required to report quarterly financial data on the SF-425 *Federal Financial Report* (FFR), which is 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. See 2 CFR 200.344. On the final FFR, grant recipients must be sure to include any subaward amounts so we can calculate final indirect costs, if applicable

### **2. Quarterly Performance Reports**

The grantee must submit a quarterly performance report within 45 days after the end of each calendar-year quarter. The report must include quarterly information on interim indicators and performance goals. The last quarterly progress report will serve as the grant’s Final Performance Report. This report must provide both quarterly and cumulative information on the grant performance. Submission requirements and report templates will be provided to grantees upon

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

## **VII. AGENCY CONTACTS**

For further information about this FOA, please contact Andrea Hill Grants Management Specialist, Office of Grants Management, at 000-000-0000. Applicants should e-mail all technical questions to [Hill.Andrea@dol.gov](mailto:Hill.Andrea@dol.gov) and must specifically reference FOA-ODEP-23-10, and along with question(s), include a contact name, fax and phone number. This Announcement is available at <https://www.grants.gov>.

## **VIII. OTHER INFORMATION**

### **A. WEB-BASED RESOURCES**

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

### **B. INDUSTRY COMPETENCY MODELS AND CAREER CLUSTERS**

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

### **C. WORKFORCEGPS RESOURCES**

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

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

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

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

#### **D. SKILLSCOMMONS RESOURCES**

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

#### **IX. OMB INFORMATION COLLECTION**

OMB Information Collection No 1225-0086, Expires July 31, 2025.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 50 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Send comments about the burden estimated or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, to the attention of the Departmental Clearance Officer, 200 Constitution Avenue NW, Room N1301, Washington, D.C. 20210. Comments may also be emailed to: DOL\_PRA\_ [PUBLIC@dol.gov](mailto:PUBLIC@dol.gov).

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

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

Signed in Washington, D.C. by: Tamara Brown-Driver

Grant Officer, Employment and Training Administration

## APPENDIX: DEFINITIONS

**Accessibility:** For the purposes of this FOA, the term “accessibility” means the design, construction, development, and maintenance of facilities, information and communication technology, programs, and services so that all people, including people with disabilities, can fully and independently use them. Accessibility includes the provision of accommodations and modifications to ensure equal access to employment and participation in activities for people with disabilities, the reduction or elimination of physical and attitudinal barriers to equitable opportunities, a commitment to ensuring that people with disabilities can independently access every outward-facing and internal activity or electronic space, and the pursuit of best practices such as universal design. [Source](#).

**Americans with Disabilities Act:** The Americans with Disabilities Act was passed by Congress in 1990. It was amended by Congress in 2008. This is one of the laws that protects the civil rights of people with disabilities in many aspects of public life. [Source](#).

**Apprenticeship:** An industry-driven, high-quality career pathway through which employers can develop and prepare their future workforce, and individuals can obtain paid work experience, classroom instruction, mentorship, and a portable credential. [Source](#).

**Community of Practice:** A group of people who share a concern, a set of problems, or a commitment to addressing a topic, and who deepen their knowledge and expertise by interacting on an ongoing basis. [Source](#).

**Competitive Integrated Employment:** as defined by WIOA (29 U.S.C. §3102(11)), Work performed on a full or part time basis for which an individual is:

1. Compensated at not less than federal minimum wage requirements or state or local minimum wage law (whichever is higher) and not less than the customary rate paid by the employer for the same or similar work performed by other individuals without disabilities;
2. At a location where the employee interacts with other persons who are not individuals with disabilities (not including supervisory personnel or individuals who are providing services to such employee) to the same extent that individuals who are not individuals with disabilities and who are in comparable positions interact with other persons; and
3. Presented, as appropriate, opportunities for advancement that are similar to those for other employees who are not individuals with disabilities and who have similar positions. [Source](#).

**Diversity:** For the purposes of this FOA, the term “diversity” means the practice of including the many communities, identities, races, ethnicities, backgrounds, abilities, cultures, and beliefs of the American people, including underserved communities. [Source](#).

**Equity:** For the purposes, the term “equity” means the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+)

persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality. [Source](#).

**Executive Order 13985:** *Advancing Racial Equity and Support for Underserved Communities Through the Federal Government* establishes a White House initiative on Asian Americans, Native Hawaiians, and Pacific Islanders, as well as a Presidential Advisory Commission, both of which aim to advance equity, justice, and opportunity among these groups. [Source](#).

**Executive Order 14031:** *Advancing Equity, Justice, and Opportunity for Asian Americans, Native Hawaiians, and Pacific Islanders* establishes a White House initiative on Asian Americans, Native Hawaiians, and Pacific Islanders, as well as a Presidential Advisory Commission, both of which aim to advance equity, justice, and opportunity among these groups. [Source](#).

**Executive Order 14041:** *Advancing Educational Equity, Excellence, and Economic Opportunity through Historically Black Colleges and Universities* aimed at supporting Historically Black Colleges and Universities (HBCUs) “o "advance equity in economic and educational opportunities.” [Source](#).

**Executive Order 14091:** *Further Advancing Racial Equity and Support for Underserved Communities Through the Federal Government* is a White House order building upon previous equity-related Executive Orders by extending and strengthening equity-advancing requirements for agencies, and it positions agencies to deliver better outcomes for the American people. [Source](#)

**First Step Act:** Requires the Attorney General to develop a risk and needs assessment system to be used by Bureau of Prisons to assess the recidivism risk and criminogenic needs of all federal prisoners and to place prisoners in recidivism reducing programs and productive activities to address their needs and reduce this risk. [Source](#).

**Guideposts for Success 2.0:** The Guideposts for Success 2.0 is a set of key educational and career development interventions that can make a positive difference in the lives of all youth, including youth with disabilities. Based on an extensive literature review of research, demonstration projects, and effective practices covering a wide range of programs and services, the Guideposts framework advances that all youth, including those with disabilities, need exposure to: 1) school-based preparatory experiences; 2) career preparation and work-based learning experiences; 3) youth development and leadership; 4) connecting activities, including knowledge of transportation, healthcare, and financial planning; and 5) family involvement and support. In addition to articulating the general needs of all youth, the Guideposts for Success address the specific needs of youth with disabilities within each of the five categories. The Guideposts framework is used in policymaking and service design and delivery at the national, state, and local levels. [Source](#).

**Inclusion:** For the purposes of this FOA, the term “inclusion” means the recognition, appreciation, and use of the talents and skills of employees of all backgrounds. [Source](#).

**Individuals with Disabilities Education Act (IDEA):** A law that makes available a free appropriate public education to eligible children with disabilities throughout the nation and ensures special education and related services to those children. [Source](#).

**Perkins IV:** A principal source of federal funding to states and discretionary grantees for the improvement of secondary and postsecondary career and technical education programs across the nation. The purpose of the Act is to develop more fully the academic, career, and technical skills of secondary and postsecondary students who elect to enroll in career and technical education programs. [Source](#).

**Policy Brief:** For the purposes of this FOA, the term “policy brief” provides a summary of policy options for youth disability employment. Briefs may include analysis, strategy and policy development, policy enactment, and policy implementation. A policy brief may also address elements of promising practice. The practical aspect of a brief includes a practice summary on evidence-based aspects of youth disability employment.

**Pre-Apprenticeship:** A program or set of strategies designed to prepare individuals for entry into Registered Apprenticeship Programs (RAP) or other job opportunities. Pre-apprenticeships may last from a few weeks to a few months and may or may not include wages or stipend. Pre-apprenticeship programs have varied program elements; however, at the core, places an individual on a pathway to employability through a RAP. [Source](#).

**Rapid Research Response:** Means the ability to begin and conclude an ambitious but finite research project quickly alongside the fast dissemination of available results to the research community and other audiences. [Source](#).

**Registered Apprenticeship** is an industry-driven, high-quality career pathway validated by the U.S. Department of Labor where employers can develop and prepare their future workforce, and individuals can obtain paid work experience, classroom instruction, and a portable, nationally recognized credential (29 CFR Part 29, Subpart A, and 29 CFR Part 30). [Source](#)

**Technical Assistance:** Also known as “TA” and commonly referred to as consulting, is the process of providing targeted support to an organization with a development need or problem. It is an effective method for building the capacity of an organization. [Source](#).

**Transition:** Per 34 CFR 300.43 transition services are:

- A coordinated set of activities for a student, designed to be within a results-oriented process that is focused on improving the academic and functional achievement of the student to facilitate the student’s movement from school to post-school activities including post-secondary education, vocational education, integrated employment including supported employment, continuing and adult education, adult services, independent living or community participation.
- The coordinated set of activities shall be based upon the individual student's needs, taking into account the student's strengths, preferences, and interests and shall include instruction, related services, community experiences, the development of employment and other post-school adult living objectives, and when appropriate, acquisition of daily living skills and functional vocational evaluation.

**Underrepresented Populations:** For the purposes of this FOA, this term may include people with disabilities, women, people of color (Black/African American, Hispanic/Latino, American Indian, and Alaska Native), as established in 29 CFR Part 30, where that population’s participation in Registered Apprenticeship Programs is less than would be expected given the

availability of such individuals for apprenticeship in the relevant industry, occupation, or recruitment area. [Source](#).

**Underserved Communities:** Populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life. [Source](#).

**Workforce Innovation and Opportunity Act:** A United States public law that replaced the previous Workforce Investment Act of 1998 as the primary federal workforce development legislation to bring about increased coordination among federal workforce development and related programs. [Source](#).

**Work-based Learning:** A sustained interaction with industry or community professionals in real workplace settings, to the extent practicable, or simulated environments at an educational institution that foster in-depth, firsthand engagement with the tasks required in a given career field, that are aligned to curriculum and instruction. [Source](#).

**Youth Employment Works Strategy:** The Youth Employment Works strategy centers on three goals:

- Ensuring the workforce system offers seamless access to job opportunities and supportive services for young people entering the labor force from all pathways.
- Encouraging partners across all public and private sectors to invest in workforce training and job services for all young people.
- Guaranteeing all young people – especially so called “opportunity youth,” between 16 and 24 who are neither employed nor enrolled in school who face barriers to accessible jobs – have access to paid work experiences aligned with high-quality career pathways that are safe and age appropriate. [Source](#).