U.S. DEPARTMENT OF LABOR
Bureau of International Labor Affairs

Notice of Availability of Funds and Funding Opportunity Announcement for Mexico Awareness Raising Project.

Announcement Type: Initial

Funding Opportunity Number: FOA-ILAB-20-10

Catalog of Federal Domestic Assistance (CFDA) Number: 17.401

Key Dates: The closing date for receipt of applications under this announcement is October 19, 2020. Applications must be received no later than 4:00:00 p.m. Eastern Time.

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

Award decisions are expected to be made between September 30, 2020, and December 31, 2020. **The Department will make its best efforts to make award decisions within this timeframe, but please be aware that there are a variety of circumstances that may occur that could result in a later or earlier than expected award decision.**

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

For complete application and submission information, including online and hard copy application instructions, please refer to section IV.

Executive Summary:
The Bureau of International Labor Affairs (ILAB), U.S. Department of Labor (USDOL, or the Department), announces the availability of approximately $10,000,000 (subject to the availability of federal funds) for one cooperative agreement to fund a technical assistance project in Mexico. The project-level objective is to strengthen awareness of the Mexican labor justice reform among workers, employers, and union leaders.

The project will aim to achieve the following outcomes:

- **Outcome 1**: Increase understanding by workers, employers, and union leaders on how to utilize Mexico's new labor systems to protect labor rights and effectively address labor disputes.

- **Outcome 2**: Build the capacity of the federal and state level Secretariat of Labor and Social Welfare (Secretaría de Trabajo y Prevención Social or STPS) staff and constituents from key institutions to conduct outreach regarding labor rights and implementation of the labor reforms among target audiences.

The duration of the project will be a maximum of 4.5 years (54 months) from the effective date of the award. Eligible Applicants may include any commercial, international, educational, or non-profit organizations, including any faith-based organizations, community-based organizations, or public international organizations (PIOs), capable of successfully fulfilling the objectives identified in the Funding Opportunity Description.

In consideration of potential limitations on proposal development as a result of the impact of COVID-19, applicants selected for award may be required, within the first six months of award, to carry out additional in-country needs assessments and consultations with partners and relevant stakeholders to assess, refine, and/or validate the proposed theory of change, design, and strategies of the project. Applicants should budget accordingly. All refinements will be subject to approval by USDOL.

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I. FUNDING OPPORTUNITY DESCRIPTION

A. PROGRAM PURPOSE

ILAB leads the U.S. Government's (USG) efforts to improve working conditions and fight labor exploitation around the world. ILAB's mission is to promote a fair global playing field for workers in the United States and around the world by enforcing trade commitments, strengthening labor standards, and combating international child labor, forced labor, and human trafficking. ILAB's Office of Trade and Labor Affairs (OTLA) works to make sure that U.S. trade partners fulfill their promises and play by the rules, and that American workers are able to compete on a level playing field by negotiating strong labor provisions in trade agreements and preference programs, monitoring for compliance, enforcing trade agreement and preference program commitments, and sharing technical expertise. See ILAB's webpage for additional information: https://www.dol.gov/agencies/ilab.

This FOA solicits applications to implement a project with the objective of strengthening awareness of the Mexican labor justice reform among workers, employers, and union leaders.

The project will aim to achieve the following outcomes in priority sectors:

- **Outcome 1**: Increase understanding by workers, employers, and union leaders on how to utilize Mexico's new labor systems to protect labor rights and effectively address labor disputes.

- **Outcome 2**: Build the capacity of the federal and state level Secretariat of Labor and Social Welfare (Secretaría de Trabajo y Prevención Social or STPS) staff and constituents from key institutions to conduct outreach regarding labor rights and implementation of the labor reforms among target audiences.

This announcement is for the award of a new cooperative agreement with the specific project objective and outcomes outlined in this FOA. As such, Applicants may not submit applications to renew or supplement an existing project.

B. PROGRAM AUTHORITY

ILAB is authorized to award and administer grants and cooperative agreements by the United States-Mexico-Canada Agreement (USMCA) Supplemental Appropriations Act, 2019 (Pub. L. 116-113, title IX).

C. BACKGROUND INFORMATION

In February 2017, Mexico enacted landmark constitutional reforms that aim to transform its labor justice system by increasing transparency and impartiality to better address violations of labor rights, such as freedom of association and collective bargaining rights. The reforms transfer the responsibility for adjudicating labor disputes from Conciliation and Arbitration Boards (CABs) to new labor courts at the federal level and local labor courts with state-level jurisdiction and specialized labor judges. The reforms also transfer the CABs' responsibility for registering unions and collective bargaining agreements (CBAs) to the Federal Conciliation and Labor Registration Center, a new, independent, impartial, and specialized federal body. This body would also administer conciliation procedures that would be a prerequisite to labor disputes reaching the new labor courts.

On May 1, 2019, the President of Mexico signed into law and published in the National Gazette the necessary legislation to amend the Federal Labor Law (FLL) and fully implement the 2017 constitutional reforms. The law fulfills commitments made by Mexico in the United States-Mexico-Canada Agreement (USMCA). The USMCA's labor chapter includes an Annex ("Worker Representation in Collective Bargaining in Mexico") under which Mexico committed to enact specific legislative actions to provide for the effective recognition of the right to collective bargaining. The reform package affects the country's labor code, judicial branch, and social security regimes and includes a four-year timeline for implementation.

The USMCA Implementation Act focuses on eight key trade subsectors for application of labor reforms: auto-assembly, auto-parts, aerospace, industrial bakeries, electronics, call centers, mining, and steel and aluminum. Not only do these sectors reflect some of the largest categories of Mexican imports to the United States, but many exhibit labor conditions below international labor standards as well as industrial strife. Other concerns in export-oriented supply chains and factories (or *maquiladoras*) include a lack of social security benefits, unjustified firings, lack of freedom to join unions, illegally long work hours, and widespread use of short-term contracts to block workers from obtaining full rights and benefits.[1]

The success of Mexico's labor law reform depends in significant part on the government's ability to communicate effectively to workers, unions, and employers about their new rights, obligations, procedures, institutions, and mechanisms established. Therefore, it is essential to work with the government of Mexico, including federal and state level Secretariat of Labor and Social Welfare (*Secretaría de Trabajo y Prevención Social* or STPS), to design, execute, and sustain effective communication strategies with a multidisciplinary approach that considers the needs of each sector, as well as any relevant sub-populations (e.g., geographical, ethnic, or sex). This approach would involve all stakeholders relevant to the implementation of the labor law reform, and would require coordination with any planned and ongoing projects relating to the reform.

A wide array of awareness-raising methods will be necessary to reach all target audiences. In addition, adept use of the internet and social media will be critical in this effort. According to a 2018 Digital News Report by Reuters Institute and University of Oxford, Mexicans in urban areas most frequently received news from the internet (90 percent), followed by social media (71 percent), television (TV) (62 percent), and print media (45 percent).[2] Radio use has consistently declined, with only 59 percent of households owning a radio in 2017.[3] Sixty percent of Mexico's population accessed the internet in 2019, and around 81 percent of internet users in Mexico access it daily. Using social networking platforms is the most common online activity in Mexico, with Facebook being the most popular platform. In Mexico, the internet is most often accessed via smartphones, with the country having 58.5 million mobile phone internet users as of 2016.[4] Successful campaigns, like a 10-day Facebook campaign with a clever hashtag on sustainable water usage, or the Facebook posts that organized the Matamoros strikes, show the power of social media to influence change in Mexico today.[5]

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[1] U.S. Department of State, Bureau of Democracy, Human Rights, and Labor, 2019 Country Reports on Human Rights Practices: Mexico, available at https://www.state.gov/reports/2019-country-reports-on-human-rights-practices/mexico/.

[2] Reuters Institute & University of Oxford, Digital News Report, available at http://www.digitalnewsreport.org/survey/2018/mexico-2018/.

[3] Statista, Media in Mexico – Statistics & Facts, available at https://www.statista.com/topics/5106/media-in-mexico/#dossierSummary__chapter1.

[4] Statista, Internet usage in Mexico - Statistics & Facts, available at https://www.statista.com/topics/3477/internet-usage-in-mexico/.

[5] Nestle-Waters, https://www.nestle-waters.com/stories/water-use-awareness-campaign-in-mexico.

II. AWARD INFORMATION

A. AWARD TYPE AND AMOUNT

Funding will be provided in the form of a cooperative agreement. Approximately $10,000,000 total costs is expected to be available to fund approximately one award. Applicants may apply for a ceiling amount of up to $10,000,000 total costs. Awards made under this announcement are subject to the availability of federal funds. In the event that additional funds become available, USDOL reserves the right to use such funds to select additional recipients from applications submitted in response to this announcement.

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

- Liaising with in-country USG officials and host country governments on matters related to the project.
- Collaborating substantially on the project strategy and implementation, as well as the development of the project document package.
- Collaborating substantially on the development and implementation of the Comprehensive Monitoring and Evaluation Plan (CMEP) or Performance Monitoring Plan (PMP) and all of its components.
- Providing highly specialized input on the technical definitions and concepts of workers' rights, international labor standards, OSH, industrial relations, social dialogue, collective bargaining, freedom of association, acceptable conditions of work, compliance assistance, non-discrimination, labor courts, labor administration, labor inspection, labor law and judicial reform, legal and policy frameworks, and effective enforcement, among others.
- Being substantially and actively involved in designing research, service provision, and/or capacity-building activities jointly with the recipient.

B. PERIOD OF PERFORMANCE

The period of performance is a maximum of 4.5 years (54 months) from the effective date of the award. This performance period includes all necessary implementation and start-up activities. Only allowable costs incurred during the period of performance may be charged to the federal award (2 CFR 200.309 Period of performance).

III. ELIGIBILITY INFORMATION

A. ELIGIBLE APPLICANTS

The following organizations are eligible to apply:

U.S. organizations:

- Nonprofits, including any faith-based organizations or community-based organizations
- Public/State Controlled Institutions of Higher Education
- Private Institutions of Higher Education
- For-Profit Organizations

Non-U.S. organizations:

- Non-U.S. Entities, including PIOs, as described in 2 CFR 200.46

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

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

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

B. COST SHARING OR MATCHING

Cost sharing or matching is not required for this program. Applications that include any form of cost sharing or matching will not receive additional consideration during the review process. Cost sharing or matching is not one of the application screening criteria. If proposed and approved, cost sharing or matching is subject to all reporting and compliance requirements described in the uniform guidance (e.g., 2 CFR 200.306 Cost sharing or matching and 2 CFR 200 Subpart E Cost Principles).

C. OTHER INFORMATION

1. Application Screening Criteria

Use the following checklist as a guide when preparing the application package to ensure that the application has met all of the screening criteria. Note that this checklist is only an aid for Applicants and should not be included in the application package. It is recommended to use this checklist to ensure that the application contains all required items. If the application does not meet all of the screening criteria, the application will not move forward to the merit review process.

Application Requirement	Instructions	Complete?
The deadline submission requirements are met	Section IV.B.3.a.	
Eligibility	Section III.A	
If submitted through Grants.gov, the components of the application are saved in any of the specified formats and are not corrupt. (USDOL will attempt to open documents, but will not troubleshoot any problems related to opening files.)	Section IV.B.3.b.	

Application does not exceed the ceiling amount of $10,000,000 total costs	Section II.A	
Applicant has registered with the System for Award Management (SAM) and maintains an active account	Section IV.B.2.a	
Completed and signed SF-424, Application for Federal Assistance including a DUNS Number	Section IV.B.2.b	
SF-424A, Budget Information Form	Section IV.B.2.c	
Technical Proposal	Section IV.B.1	
Attachments to Technical Proposal • Abstract • Evidence of Government Support • Work Plan • Sustainability Strategy • Relevant Grant and/or Contract Experience • Evidence of Country Presence • Key Personnel Signed Commitment Letters (2) • Resumes for Key Personnel (2) • Project Management Organizational Chart	Section IV.B.1.e	
Outcomes-based budget	Section IV.B.2.d.	
Budget narrative	Section IV.B.2.d.	

2. Number of Applications to Be Submitted

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

IV. APPLICATION AND SUBMISSION INFORMATION

A. HOW TO OBTAIN AN APPLICATION PACKAGE

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

B. CONTENT AND FORM OF APPLICATION SUBMISSION

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

1. Technical Proposal

Applicants should use their technical expertise to propose how to meet the requirements of the FOA and may provide justification for their choices as they see fit within the requirements of the FOA.

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

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

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

a) Abstract (Executive Summary)

Applicants must submit as an attachment an abstract summarizing the proposed project, including, but not limited to, the Theory of Change, the project objectives, proposed outcomes, sub-outcomes, outputs, and activities. The description of the proposed project must include the Applicant's name, project title, a description of the geographic area to be served (if applicable), number of participants to be served (if applicable), and the funding level requested. The abstract is limited to two double-spaced single sided 8.5 x 11 inch pages with 12-point text font, Times New Roman font style, and 1-inch margins. When submitting in Grants.gov, this document must be uploaded as an attachment to the application package and specifically labeled "Abstract."

b) Table of Contents

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

c) Project Narrative

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

(1) Problem Analysis (6 Points)

Applicants must describe the need for assistance, including the nature and scope of the problems, and the consequences of not addressing the need. The analysis must include relevant cultural, economic, social, demographic, historical, political, labor, and/or legal factors contributing to the problem. The needs assessment must also include a "do no harm" analysis to show how the project strategy has taken into account ways in which project interventions might disproportionally affect different groups, with particular attention to gender. The problem analysis must be supported by relevant empirical data, including citations. Applicants must identify significant gaps in laws, policies, programs, and coordination efforts that contribute to the identified problem and that need to be addressed by the project.

(2) Project Design (26 Points)

(a) Project Strategy (Theory of Change) and Sustainability (19 Points)

The project-level objective is to strengthen awareness of the Mexican labor justice reform among workers, employers, and union leaders. The labor reforms in Mexico must be implemented by 2023, with each year focusing on several states at a time. In year one, applicants will tailor messaging to the first eight states undergoing reforms. In year two, focus should be placed on the next 13 states, and in year three the final 11 states. In support of achieving the objective, the project should be designed to achieve the following outcomes:

Outcome 1: Increase understanding by workers, employers, and union leaders on how to utilize Mexico's new labor systems to protect labor rights and effectively address labor disputes.

Activities under this result will be carried out in partnership with relevant government agencies, as well as civil society and employer organizations, to ensure that workers, employers, and union leaders are informed on the legislative and other labor reform efforts undertaken by the government. The successful applicant will seek out ways to reach these audiences through business associations and civil society organizations as well as through the media. The applicant selected for the award must conduct a baseline survey of key stakeholders (workers, employers, and union leaders) to determine information gaps in order to target messaging appropriately. A gender analysis to better understand knowledge and tailor messaging to key audiences should also be carried out in the baseline. The baseline study should also include general attitudes and practices of workers, employers, and union leaders regarding how labor disputes are typically addressed. It must also include the government's efforts to date to inform stakeholders of the reforms, as well as the effectiveness of those efforts.

Messaging under this outcome must evolve as new systems are rolled out. The applicant must take into consideration the importance of not driving key audiences towards systems not yet established. Additionally, a comprehensive website must be developed in collaboration with STPS. It must include clear graphics for non-Spanish (indigenous language) speakers on where each target group can access necessary information. Materials targeted towards both male and female perspectives should also be considered when developing materials. This website must also consider open source tools, a platform accessible on mobile devices, and literacy and Spanish levels of target audiences. Activities must also include designing an FAQ for each target audience, as well as a simple poster or know your rights cards to be displayed or distributed in all targeted industries with information on workers' rights and how to access new systems.

Outcome 2: Build the capacity of the federal and state level Secretariat of Labor and Social Welfare (Secretaría de Trabajo y Prevención Social or STPS) staff and constituents from key institutions to conduct outreach regarding labor rights and implementation of the labor reforms among target audiences.

The grantee must work with STPS and constituents from key institutions on how to effectively communicate and disseminate information on the new labor reforms to target audiences. Given lack of confidence in old systems, sharing of successes will help build support for the new labor reforms. This outcome must focus on creating a sustainable plan to ensure information flow once the awareness raising campaign ends, including training appropriate STPS staff to maintain the new website. In addition, the grantee will design a training program to successfully transfer to the government all responsibilities for maintaining effective communication on the labor reforms once this awareness-raising project funding ends.

Requirements across outcomes:

Applicants must propose an appropriate strategy to achieve the project-level objective. In addition, applicants must describe all major areas of project intervention. In describing project interventions, applicants are expected to describe specific outputs and activities and how such activities should logically lead to the project's expected objective and outcomes in an interrelated and holistic manner. Applicants must demonstrate how their proposed strategy will address gaps identified in the problem analysis to achieving the specified outcomes, identify any potential barriers, and describe how the project will work to overcome those barriers. Applicants must provide evidence of the effectiveness of their proposed strategy. The proposal should therefore also include a preliminary assessment of the needs, opportunities, and risks of the interventions, as well as potential stakeholders and a description of current relationships with them.

From this assessment and other research, applicants should identify priority sectors to target. Additionally, the applicant should consult with ILAB staff to identify priority sectors.

Applicants must describe how they will incorporate cultural and linguistic factors, as well as male/female perspectives, into any proposed strategy for achieving the project outcomes and must tailor interventions to the identified needs of project participants, communities, and businesses.

Applicants must consider long-term sustainability of efforts in their proposed strategies and must describe their initial design for sustainability, including which outcomes have the potential to be sustained after the end of the project and explain how the responsibility for sustaining them will be embedded in or is expected to transition to local stakeholders and institutions. This plan will be a living document and continue to evolve as interventions and key partners and constituents become more defined.

Applicants must collaborate directly with the STPS at the federal and state levels as well as other constituents from key institutions to build and align this mass media campaign with the rollout of labor reforms. Applicants' strategies must include the design of clear and transparent messaging that effectively disseminates information to key audiences, including those with limited Spanish literacy levels. Successful applicants will consider low-cost methods of reaching targeted audiences—radio and social media, in particular.

Applicants must collaborate with the relevant agencies, including, at a minimum, STPS, the judiciary, the Federal Conciliation and Labor Registration Center, employers and employer associations (with particular focus on small- and medium-sized businesses), unions, and civil society organization. In addition, applicants must work with current ILAB grantees and other donors implementing labor reform-focused projects.

Applicants may, but are not required to, propose activities that support efforts to reduce the impact of COVID-19 on project participants and communities consistent with the strategies under each outcome and the overall project-level objective. For example, labor rights training may include basic safety information for workers during COVID-19 and other potential pandemic situations. If Applicants propose activities to support efforts to reduce the impact of COVID-19, such activities must also be reflected in the work plan, outcome-based budget, and budget narrative.

Applicants must demonstrate that they have undertaken an initial assessment of the needs, resources, interests, influence, and capabilities of all target groups, institutions, organizations, or structures that are deemed vital to sustaining project outcomes, by describing the process of conducting the assessment and the results. The needs assessment and discussion of results should give particular attention to structural inequities and vulnerable groups, and should include a gender analysis.

Applicants must propose a strategy, using a results-based management approach, to achieve the project-level objective and expected outcomes stated above. Applicants may suggest additional outcomes they deem necessary to achieve the project-level objective and a rationale (including supporting evidence) for how they contribute to the achievement of the project's overall objective. The project strategy should present a clear, causally sound, theory of change presented in explicit "if…then" hypotheses between proposed project interventions and desired results. Applicants must also provide evidence of the effectiveness and sustainability of their proposed strategy. In accordance with the "Evidence Act" (Public Law 115–435, Foundations for Evidence-Based Policymaking Act of 2018), such "evidence" may include (1) data, such as administrative, performance, statistical, or financial data; and (2) the results of research, such as program evaluations, research studies, policy analyses, or retrospective reviews, among other things. Applicants must plan for long-term sustainability of outcomes in their proposed strategies. The Applicant's description of the project strategy should address the following:

- Explain the causal relationships and flow of inputs to activities, activities to outputs, outputs to outcomes (short term, medium term, and long term), and the project objectives and goals. If available, note any applicable research that establishes evidence of a causal relationship or correlation between each intervention and its expected outcome.
- Fully justify proposed interventions by explaining their purpose and the problems they are intended to address. Proposed interventions, including the activities and outputs that comprise them, should be fully described and should be ambitious but realistic given the implementing environment, scope of the problems to be addressed, and proposed budget.
- Demonstrate knowledge of political, gender, cultural, or other traditions and norms pertaining to and impacting the interventions proposed in the target sectors, including how these issues will be considered while implementing project activities.
- Demonstrate the long-term sustainability of all efforts and outcomes in the design of the proposal, including which outcomes have the potential to be sustained after the end of the project and explain how the responsibility for sustaining them is expected to transition to local stakeholders, systems, and institutions.
- Identify critical assumptions supporting the causal relationships that are outside the project's control that must hold for the project's strategy to succeed and be sustained after the project, and the likelihood of those assumptions holding true.
- Recognize possible external factors and their potential influence on the project, expected outcomes, and their sustainability.

Sustainability must be the centerpiece of the project strategy. "Sustainability" is concerned with measuring whether the benefits of an activity are likely to continue after donor funding has been withdrawn. Applicants must take into account the likelihood that the benefits or effects of a particular output or outcome will continue after donor funding ends. In developing the project's sustainability strategy, Applicants must consult with key stakeholders to ensure that the proposed strategy takes into account the factors, partners, and institutions that are likely to have the strongest influence over, and the capacity and willingness to sustain, the desired outcomes and impacts. Applicants must submit a Sustainability Strategy as part of the Application using the template provided in Appendix C and in accordance with the Sustainability Guide available on ILAB's website at www.dol.gov/agencies/ilab/resources/grants.

After award, the selected Recipients will be required to report on the progress of the Sustainability Strategy in each of their progress reports and modify or update the strategy as needed. Although there are restrictions on the awarding of subawards or contracts to government entities, to the extent possible, Recipients should consider engaging relevant government agencies through other mechanisms, as well as partnering with other local organizations or associations to strengthen their capacity.

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

(b) Project Targets (7 Points)

Applicants must describe the target populations, institutions, systems, or processes that will be impacted by the project. Applicants must describe how target populations, institutions, sectors, and/or geographic areas, etc. reflect the problem to be addressed and the overall strategy being proposed by the Applicant. Applicants must provide a justification for their selection of a target geographical area(s), as applicable.

The primary target groups are workers, employers, federal and local government leaders, and union leaders; however, the messages of the campaign and method of implementation will differ depending on the target audience. Considerations based on area of the country will need to take into account language (Spanish vs. local indigenous languages), education levels, and specific needs depending on the state; for example, targeting key sectors within the state.

<u>Workers</u>

The campaign will seek to increase workers' awareness and understanding of the labor reform including how it intends to impact their rights and obligations. The media campaign should serve to provide workers with more specific information relevant to their local situations, whenever possible. Such information would include updates related to the implementation of the reform in their particular state, including new procedures, institutions, and mechanisms established under the new system in that state.

<u>Employers</u>

Information will be targeted at employers to raise their awareness regarding new obligations and also the benefits of meeting their responsibilities under the new system, including improved productivity, higher value added, and greater industrial peace. Employers will be encouraged to place campaign posters in their facilities and ensure accurate information is provided to workers.

<u>Union Leaders</u>

Information will be targeted towards union leaders to ensure they are following proper procedures and providing accurate information to workers. They will be expected to train workers on, and to follow, new union guidelines and procedures established in the reform.

<u>Government Leaders</u>

The applicant will target STPS staff and key government constituents to train them on how to effectively communicate and disseminate information on the reforms, sharing successes, rights, and benefits with appropriate audiences.

Civil Society Organizations

The applicant will target civil society organizations to engage them in learning about the labor reforms and conducting outreach to workers and employers to educate them about the labor reforms.

Because of security concerns prevalent in many areas of Mexico, applicants must conduct a "Do No Harm" analysis and propose a strategy to ensure the safety and security of participants and implementers within the target geographic area(s) and of their information. Applicants must describe how they will implement and monitor project activities safely and in accordance with "Do No Harm" principles to prevent or limit negative effects or repercussions from their programming.

3) Work Plan (5 Points)

The work plan must identify major project activities, deadlines for completing these activities, and person(s) or institution(s) responsible for completing these activities for the entire life of the project, as well as a sustainability plan. The work plan must be included graphically as an attachment and correspond to activities identified in the Project Design, budget, and budget narrative. Applicants may choose an appropriate format for their work plan, but the format must include a field/column where the Applicant, if funded, would report on the status of plan items (*e.g.*, not yet started, on track, delayed, completed).

4) Proposed Performance Indicators and Monitoring & Evaluation (M&E) Capacity Statement (12 Points)

Applicants must describe their commitment to M&E and their capacity and approach to deliver the M&E requirements described in this FOA. These requirements include baseline and follow-up surveys, the Performance Monitoring Plan (PMP), development and implementation of a data collection system to systematically collect and report on the data necessary to measure achievement against the performance indicators and to analyze results, collaboration on externally conducted midterm and final evaluations, impact evaluations (if required), and performance reporting. Applicants may use their own staff, a partner organization, or a contractor to carry out these activities (or components of these activities). Applicants must describe in the capacity statement how they will carry out these activities and ensure high quality data and deliverables. Applicants also should briefly address how they will safeguard all project data, particularly any personal data on beneficiaries.

Applicants must confirm in their proposal their commitment to collaborate with USDOL in developing the project's PMP, Results Framework, evaluation and learning activities, and the Sustainability Strategy that will have its own theories, assumptions, and indicators to measure and report progress. Applicants must also describe their commitment to Results-Based Management (RBM) and their capacity and approach to deliver the M&E requirements described in this FOA. These requirements include the following:

- conducting a rigorous process for establishing baseline values for project performance indicators, as applicable;

- development and implementation of the PMP, which includes collection, reporting, and analysis of data on project-specific and USDOL-required performance indicators;
- development of project-specific indicator definitions (as applicable);
- baseline and follow-up surveys (as applicable);
- development and refinement of a sustainability strategy with its own specific theories, assumptions, and indicators to measure and report progress;
- collaboration on required performance evaluations and/or other learning/accountability activities, such as behavioral intervention studies, action research, externally conducted midterm and final performance evaluations, or post-hoc evaluations; and
- an end-of-project analysis of PMP indicator data and final outcomes.

While development of the PMP will occur after award, Applicants must include proposed performance indicators as part of their proposal. USDOL will review the proposed performance indicators to assess the extent to which the proposed indicators are necessary and sufficient to measure progress toward the project objectives. USDOL will work with the recipient to refine those indicators, finalize them, and set targets after the award is made during the development and finalization of a PMP.

The Applicant's M&E section must also include a description of how the work plan will be monitored and reported upon, how deviations from the work plan will be addressed, and, if applicable, special considerations for the externally-managed performance evaluations to occur at the project's mid-point and end-point. Please see OTLA Management Procedures and Guidelines (MPG) for a list of M&E Requirements for projects at https://www.dol.gov/sites/dolgov/files/ILAB/OTLA_2019_06_20_MPG_2019_FINAL.pdf.

d) Organizational Capacity (46 points)

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

(1) Relevant Grant and/or Contract Experience (12 points)

Applicants must describe any experience they or their proposed subrecipients have with implementing projects relevant to this FOA and provide references for past performance, as well as ask their references to complete and submit a past performance questionnaire. Each of these requirements is further explained in the corresponding bulleted item below. Projects included must have been active within seven (7) years of the issuance date of the FOA and no more than a combined total of six (6) projects for the primary Applicant and proposed subrecipients should be provided in the description or used for references.

- Project descriptions should be included in this section of the technical proposal.
- References must be included as an attachment in a Relevant Grant and/or Contract Experience table (see Appendix D for a sample format). USDOL reserves the right to contact any references included in the chart and/or any other references that come to our attention.

- Applicants must ask all listed references to provide information about project performance and administration such as that suggested in the sample past performance questionnaire included as Appendix F. For consideration, references must email this information as a Word document or PDF attachment directly to USDOL at OGM_ILAB@dol.gov by the closing date and time of this announcement. Email submissions must include the following subject line: FOA-ILAB-20-10, Reference, Applicant [*insert applicant name*] *or if applicable* Proposed Subrecipient [*insert sub name*], [*insert reference giver's name and organization*]. USDOL is not responsible for reviewing messages that do not include the proper subject line. Failure by references to submit the requested information by the required date and time will result in its omission from the panel review process and may affect how the application is scored. Applicants are encouraged to follow up with their references directly because USDOL cannot guarantee to confirm receipt of emailed references.

Applicants and/or subrecipients with no relevant past grants and/or contracts experience must include a narrative describing their ability to leverage other previous experience to achieve this FOA's required outcomes. In such cases, Applicants must include an attachment indicating that the list of references is not applicable.

(2) Country Presence (10 points)

Applicants must describe their organization's (and/or subrecipients') existing presence in-country and ability to start up project activities in the target area(s) upon receiving an award (see section IV.B.1.d.3 for more information on partners). Any documents that demonstrate country presence (e.g., official registration of the Applicant's organization and/or subrecipient in the host country, a current Memorandum of Understanding between the Applicant and/or subrecipient and the host government) must be included as an attachment to the Technical Proposal.

Applicants must describe their ability and plans to collaborate directly with relevant national, regional, and/or local government and non-government agencies, and other organizations as relevant to this project in each country, and their past experience working with these stakeholders, including at a minimum, government institutions, employers and/or employers' organizations, workers and workers' organizations, and civil society organizations.

If the Applicant and/or subrecipient do not have country presence, the Applicant must include a narrative explanation in this section indicating why this is the case and explain how it may impact project implementation. The Applicant also must include an attachment indicating that the Country Presence Attachment is not applicable.

(3) Partners (7 Points)

The main project partners will include the STPS and state secretariats of labor (Secretarias de Trabajo), as well as other key government constituents. Applicants must describe their approach for working with organizations in the target country(ies) to implement project activities to advance the objective of the project. Where they exist, Applicants must describe any established partnerships and how they will be leveraged (either formally or informally) during project implementation, including with local organizations that have capacity and experience working on issues related to the objective of the project. Applicants without established in-country partnerships must describe how they will build local partnerships and/or describe any other partnerships that will be leveraged to achieve the project objective.

Applicants that propose formal project implementation partners (i.e., as subrecipients) must include a brief description of such partners, including a description of the partners' role in implementing the proposed project strategy and how this approach will strengthen the overall proposal. Applicants must provide documentation demonstrating these partners' support and commitment to the project. Examples of support could include, but are not limited to, full- or part-time staff dedicated to implementing project activities, materials, meeting space, and/or equipment. If in-country consultations are not possible during preparation of the proposal due to COVID-related limitations on in-country scoping and consultations, Applicants must note this and outline a post-award strategy for engaging specific, relevant partners. Once the private sectors actor(s) are finalized, they must also commit to institutionalize, replicate, and/or scale up the good practices developed by the project.

(4) Personnel (12 Points)

(a) Key Personnel

Key personnel positions are deemed essential to the successful operation of the project and completion of all proposed activities and deliverables. ILAB retains the authority to approve all key personnel changes throughout the life of the award. Key personnel must be available to staff the project no later than 45 calendar days after the award should the Applicant be selected for award.

Applicants must propose candidates with qualifications to successfully implement the proposed strategy. If, due to COVID-related limitations, Applicants are unable during preparation of the their proposal to propose candidates for certain positions to be filled by in-country or local professionals, Applicants must explain this and describe a plan and timeline for hiring those individuals post-award.

Applicants must summarize in the text the candidates' past experience and qualifications to perform the duties of the position and execute the project strategies proposed by the Applicant. ILAB encourages Applicants to hire national/local staff for key personnel positions. If any of the proposed personnel do not meet all the requirements, Applicants must explain how the proposed personnel will still benefit the project and be able to perform the required duties.

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

ILAB has designated the following position(s) as key personnel. Other requirements for each individual position follow:

Project Director:

- Must be directly hired by the recipient, not a subrecipient.
- Devote at least 90 percent of their working time to the project.
- Minimum of ten (10) years of experience in project management, supervision, administration, and implementation of cooperative agreement and/or contract requirements (including meeting deadlines, achieving targets, establishing and maintaining systems for managing project operations, and overseeing the preparation and submission of required reports to donor agencies).
- Experience establishing and maintaining systems for managing project operations.
- Proven success serving in a leadership role for a project addressing labor issues relevant to the project being funded under this cooperative agreement.
- Maintains working relationships with all project stakeholders, and engages in coalition-building and public-private partnership promotion.
- Bachelor's degree, Master's degree, or law or Juris Doctor (J.D.) degree reflecting expertise in areas relevant to this project, such as labor law, public policy, sociology, and project management.
- Fluency in English required (written and oral).
- Fluency in Spanish is required (written and oral).

Monitoring and Evaluation (M&E) Officer:

- Must be directly hired by the recipient, not a subrecipient.
- Devote at least 90 percent of their working time to the project.
- Minimum of five (5) years of professional experience in a senior M&E position responsible for implementing M&E activities of international development projects.
- Proven success in designing, implementing, and operating project M&E systems from project initiation to closeout stages.
- A premium will be placed on the M&E Officer's ability to design a robust M&E plan to measure the impact of the media campaign activities of this project. Relevant experience with providing M&E to media campaigns will be strongly considered.
- Bachelor's or Master's degree in statistics, demography, public policy, international development, economics, or related field. Master's degree or Bachelor's plus an advanced certificate in M&E, statistics, or economics preferred.
- Experience in strategic planning and performance measurement, including indicator selection, target setting, reporting, and developing M&E, and/or performance monitoring plans.
- Experience developing and refining data collection tools.
- Experience managing and providing ongoing training to M&E field officers.
- Experience with data quality assessments and oversight.
- Ability to facilitate and serve as project liaison for externally-managed evaluation or research initiatives.
- Fluency in English required (written and oral).
- Fluency in Spanish is required (written and oral).

Applicants must include as an attachment a signed letter of commitment from each of the proposed key personnel (as identified in this FOA) indicating their commitment to serve on the project for a stated term of service and their availability to commence work within 45 days of award.

Applicants must also submit as an attachment a resume (four (4) pages maximum) for each individual being proposed for each position designated as key personnel in this FOA. Each resume must include the following:

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

(b) Other Professional Personnel

Applicants may propose other professional personnel (other than key personnel) in their application. Applicants may submit resumes to USDOL for such other professional personnel, but it is not required. There is no minimum required level of effort for such other professional personnel. Wherever possible, Applicants should hire national/local staff knowledgeable in the areas of intervention who will be responsible for implementing project activities.

(5) Management Plan (5 Points)

Applicants must discuss their project's management plan, including a narrative description of the structure of the project's management team, key personnel roles, and responsibilities, and the lines of authority between key personnel and other project staff responsible for providing services related to project intervention. If other professional personnel are proposed, their role must be explained in the management plan. If any of the project's personnel would be employed by a subrecipient, the Applicant must provide a rationale for this arrangement and an explanation of the staffing structure.

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

e) Attachments

The following documents must be included with the application package. Those attachments listed here will be excluded from the technical proposal page limit.

- Abstract
- Evidence of Government Support

- Work Plan
- Sustainability Strategy
- Relevant Grant and/or Contract Experience
- Evidence of Country Presence
- Signed Commitment Letter for each of two Key Personnel
- Resume for each of two Key Personnel (four pages maximum each)
- Project Management Organizational Chart

2. Cost Proposal (10 Points)

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

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

As part of the process of developing a cost proposal, the Applicant must have a Data Universal Numbering System (DUNS) number and be registered in System for Award Management (SAM). In addition, the cost proposal must contain the following:

- SF-424 Application for Federal Assistance;
- SF-424A Budget Information;
- Detailed outcome-based budget;
- An accompanying budget narrative; and
- Indirect cost supporting documentation.

a) DUNS and SAM Registration

All Applicants for federal funding opportunities are required to have a DUNS number and must supply their DUNS number on the SF-424. The DUNS number is a nine-digit identification number that uniquely identifies business entities. Entities without a DUNS number can get one for free through the Dun & Bradstreet (D&B) website: http://fedgov.dnb.com/webform/displayHomePage.do.

As authorized under 2 CFR Part 25, recipient organization must notify potential subrecipients that no organization may receive a subaward unless the organization has provided its DUNS number to the recipient.

Applicants must register with SAM before submitting an application. Instructions for registering with SAM can be found at https://www.sam.gov/SAM/. 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 recipient is required to review and update the registration at least every 12 months from the date of initial registration or from the date of subsequent updates to ensure it is current, accurate, and complete. For clarification, the Applicant is the entity that meets the eligibility criteria and has the legal authority to apply and to receive the award. If an Applicant has not fully complied with these requirements by the time the Grant Officer is ready to make a federal award, the Grant Officer may determine that the Applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another Applicant.

b) SF-424 Application for Federal Assistance

Applicants must complete the SF-424, Application for Federal Assistance, available at https://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1. The SF-424 instructions are also available on Grants.gov: https://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1. The SF-424 must clearly identify the Applicant and must be signed by an individual with authority to enter into an award agreement. Upon confirmation of an award, the individual signing the SF-424 on behalf of the Applicant is considered the Authorized Representative of the Applicant. As stated in block 21 of the SF-424 form, signature of the Authorized Representative on the SF-424 certifies that the organization is in compliance with the Assurances and Certifications form SF-424B, available at https://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1. The SF-424B is not required to be submitted with the application.

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

c) SF-424A Budget Information (Non Construction Programs)

Applicants must complete the SF-424A Budget Information Form, available at https://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1.

d) Outcome-Based Budget and Accompanying Budget Narrative (15 Points)

The Cost Proposal must include a summary outcome-based budget, along with individual outcome-based budgets for the Applicant and each proposed subrecipient. The outcome-based budget must correspond to the SF-424 and SF-424A. Where category titles differ between the two, the information included must reflect a consistent proposed use of funds. The outcome-based budget (including USDOL funds and any cost-sharing funds reported on the SF-424 and SF-424A) must comply with federal cost principles. Allowable costs include those specifically defined in 2 CFR Part 200. If selected for funding, the budget and budget narrative will become part of the award, and any costs omitted by the Applicant may not be allowed after award. Applicants may not rely on other contracts, grants, or awards to implement the Applicant's proposed strategy. The budget and budget narrative submitted with the application must include all necessary funds to implement the proposed project strategy. ILAB will not provide any additional funding to cover unanticipated costs.

In addition to general categories required in all projects, such as personnel, travel, equipment, etc., costs must be presented in a manner that is linked to outcomes, outputs, and activities reflected in the Project Design and Work Plan and demonstrate a cost-effective allocation and best use of project funds. Costs linked to outcomes, outputs, and activities must also be broken down by cost category so that they are determinate as necessary, reasonable, allowable, and allocable to the project, i.e., costs should not be exclusively aggregated under an outcome but must also be readily identifiable by traditional cost type and category. Additionally, the budget must provide a breakdown of total administrative costs into direct and indirect administrative costs and allocate the largest proportion of project resources to project activities rather than to direct and indirect administrative costs. The Grant Officer reserves the right to negotiate project and administrative cost levels. For a sample outcome-based budget, please see https://www.dol.gov/agencies/ilab/resources/grants. Applicants may format budgets as they see fit within the requirement for the outcome-based budget described in this FOA.

The cost proposal must also include a **budget narrative** that corresponds to the outcome-based budget. The budget narrative must include a detailed justification, broken down by line item, of all of the Applicant's costs included in the outcome-based budget. The budget narrative must be detailed enough so ILAB can understand how each cost is calculated and how each cost directly relates to the proposed project activity.

As part of the budget narrative, Applicants must include a description of their organization's financial stability; the quality of their management systems; their ability to meet the management standards described in 2 CFR 200; and their ability to effectively implement statutory, regulatory, or other requirements imposed on non-federal entities.

Applicants must use the following guidance in preparing their outcome-based budget:

(1) Personnel

List all staff positions by name, title, and/or proposed role on the project. Give the annual salary of each position, the percentage of each position's time devoted to the project, the amount of each position's salary funded by the award, and the total personnel cost for the period of performance.

The total salaries charged to federal awards are subject to the Standards for Documentation of Personnel Expenses as described in 2 CFR 200.430 Compensation—personal services.

(2) Fringe Benefits

If applicable, provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, retirement, etc.

(3) Travel

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

- Travel by the Project Director and M&E Officer (where applicable) to Washington, D.C., to attend a post-award meeting (New Recipient Orientation). Other key and/or non-key personnel may also be budgeted, and in this case, a justification should be included; and
- Travel by the Project Director based in the field to meet annually with ILAB officials in Washington, D.C. or another site determined by ILAB. M&E Officers (where applicable) must also be budgeted for travel to Washington,

D.C., at least once during the life of the project in addition to the New Recipient Orientation. Other personnel may also be budgeted, and in this case, a justification should be included.

(4) Equipment

Identify each item of equipment that has an estimated acquisition cost of $5,000 or more per unit (or if the Applicant's capitalization level is less than $5,000, use the Applicant's capitalization level) and a useful lifetime of more than one year (see 2 CFR 200.33 for the definition of Equipment). List the item, quantity, and the unit cost per item.

(5) Supplies

Identify categories of supplies (e.g., office supplies) in the detailed budget and list the item, quantity, and the unit cost per item. Supplies include all tangible personal property other than "equipment" (see 2 CFR 200.94 for the definition of Supplies).

(6) Contractual

Under the Contractual line item, delineate contracts and subawards separately. Contracts are defined according to 2 CFR 200.22 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 200.92, 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.

(7) 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.

(8) Project M&E

Applicants must allocate funds to cover the costs associated with project M&E activities. Projects must set aside at least five percent of the project budget's total direct costs to cover the costs associated with project M&E activities. These costs are separate from and do not include any personnel costs related to such activities. This amount must be included as its own line item/category within the outcome-based budget. Allocations associated with M&E must include, at a minimum, the following:

- The development and implementation of a data collection system to systematically collect and report on the data necessary to measure achievement against the performance indicators and analyze results.
- The development and implementation of a system and process for validating monitoring information.

- Support to project M&E processes including project staff in-country travel, costs of hosting workshops (meeting rooms, etc.), training for partners, and other logistical/administrative costs.
- Meeting reporting requirements as discussed in the FOA.
- Funds sufficient to provide administrative support for USDOL-funded and managed external interim and final performance evaluations. The project will be responsible for certain support costs for each evaluation, such as translation of the evaluation report from English into the local language, providing ground transportation for the external evaluator, hosting an evaluation stakeholders meeting, in-country transportation and accommodation costs for staff and other stakeholders' participation in the meeting, and other activities as agreed upon with ILAB.
- Collecting baseline data follow-up surveys, and other data collection as necessary, for the project.

Note:

Costs associated with M&E personnel must be included under the personnel line item and not be included in this budget section. M&E Personnel costs must not be included as part of the required M&E allocation identified above; M&E personnel costs must be treated as an additional cost.

Costs associated with any non-M&E-related travel or research or special studies, as may be required by the FOA or proposed by the project, should not be included in this M&E budget, and must be budgeted for separately.

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

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

(a) Single Audits

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

(b) Attestation engagements for non-PIOs (See Section VI. B. 2.)

Attestation engagements may be required by USDOL to provide additional project oversight of the recipients' validation and monitoring processes, including internal and financial controls and reporting processes. If selected for an attestation engagement, the project may be required to conduct a budget re-allocation to hire an independent contractor to conduct the work, and will be provided with specific requirements for this activity by USDOL. USDOL also reserves the right to directly contract the attestation engagement. In this case, projects may be required to conduct a budget re-allocation for certain support costs which include, but are not limited to, providing ground transportation for the attestation engagement contractor, interpretation for the attestation engagement contractor, and in-country transportation and accommodation for staff who may need to accompany the contractor to facilitate meetings and interviews.

(c) Project-specific audits for PIOs

Project-specific audits may be required by USDOL to provide additional project oversight of the recipients' validation and monitoring processes, including internal and financial controls and reporting processes. If a PIO has existing internal requirements or prohibitions that would not allow USDOL's external attestation engagements and is selected for an attestation agreement, the PIO may request an exception to the normal attestation engagement process. In this case, the Applicant PIO must provide a copy of the internal requirement or regulation prohibiting an attestation engagement. If the award is selected for an attestation engagement during the life of the project, successful Applicants will be required to undertake a budget re-allocation or a cost increase to conduct a project-specific audit. If an exception with supporting documentation is not requested, then the attestation engagement requirements outlined above will apply.

(10) Contingency Provisions

Applicants must not budget for unforeseen costs or contingency provisions except in unusual circumstances as described in 2 CFR 200.433, Contingency Provisions. Instead, Applicants are encouraged to prepare budgets with reasonable estimated cost projections and to request re-budgeting approval during the life of the project as needed.

(11) Value Added Tax (VAT)

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

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

(12) Housing

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

(13) Funds to Host Country Governments

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

(14) Indirect Costs

Applicants may request indirect costs according to federal regulations. Indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective. Indirect cost charges must be based on allowable (i.e., necessary, reasonable, conforming, consistent, and documented) costs based on the applicable cost principles.

e) Indirect Cost Supporting Documentation

The following supporting documentation is required:

- For organizations with a negotiated indirect cost rate agreement (NICRA) approved by the Federally Cognizant Agency (FCA): Please provide an explanation of how the indirect costs are calculated. This explanation should include which portion of each line item, along with the associated costs, are included in the cost allocation base. Also, provide a current version of the NICRA.

- For organizations with no budgeted/claimed indirect costs: Please certify that all requested costs are directly allocable to the proposed project and not supported from any other source.

- For organizations that have never received a negotiated indirect cost rate, with exceptions noted in 2 CFR 200.414(f), and wish to request a de minimis indirect cost rate of 10 percent of modified total direct costs (MTDC) as defined in 2 CFR 200.68: Please confirm that the organization meets the requirements as described in 2 CFR 200.414(f). Clearly, state that the organization has never received a Negotiated Indirect Cost Rate Agreement (NICRA), and the organization is not one described in 2 CFR 200, Appendix VII (D)(1)(b). Provide an explanation of which portion of each line item, along with the associated costs, are included in your cost allocation base. If approved, the de minimis rate must be used consistently for all federal awards and may be used indefinitely or until the organization negotiates a rate.

- For organizations with an expired indirect cost rate or a rate not previously approved by the FCA (except those recipients approved for the de minimis rate), please certify that an indirect cost proposal will be submitted to the FCA within 90 days of award to establish a provisional NICRA. This provisional rate may be effective for a period up to two years until a final NICRA is established. Applicants may choose to include estimated indirect costs in the proposed outcomes-based budget. If the application is selected for award, the Grant Officer will release funds in the amount of 10 percent of salaries and wages to support indirect costs until a provisional rate is available.

3. Submission Date, Times, and Process

a) Submission Date and Times

The closing date for receipt of applications under this announcement is **October 19, 2020**. Applications must be submitted either electronically on https://www.grants.gov/ (preferred method) or in hard copy by mail or in hard copy by hand delivery (including overnight delivery). Hard copy applications must be received at the address stated in the next section **no later than 4:00:00 p.m. Eastern Time on the closing date**. Applications submitted on Grants.gov must also be successfully submitted (as described in a later section) **no later than 4:00:00 p.m. Eastern Time on the closing date**. USDOL cautions Applicants that they should submit applications before the deadline to minimize the risk of late receipt. Applications sent by e-mail, telegram, or facsimile (Fax) will not be accepted.

b) Electronic Submissions (preferred method)

1) How to Submit an Application to USDOL via Grants.gov
As of December 31, 2017, Grants.gov Applicants must apply online using Workspace. Workspace is a shared, online environment where members of an Applicant 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 funding opportunities, refer to https://www.grants.gov/web/grants/applicants/apply-for-grants.html.

2) Register
Applicants are strongly encouraged to immediately initiate and complete the registration steps at https://www.grants.gov/web/grants/applicants/organization-registration.html. Applicants should read through the registration process carefully before registering. These steps may take four weeks or more 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. The site also contains a Grants.gov online user guide with registration, search, and application instructions for all users.

3) Authorized Organizational Representative (AOR) Authorization
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 from SAM.gov, establishes an AOR. When an application is submitted through Grants.gov, the name of the AOR on file will be inserted into the signature line of the application. Applicants must register the individual who is able to make legally binding commitments for the organization as the AOR; this step is often missed and it is crucial for valid submissions.

4) Email Notifications for Receipt and Validation

When a registered Applicant submits an application with Grants.gov, an electronic time stamp is generated when the application is successfully received by Grants.gov. Grants.gov will send the Applicant 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 the Applicant's 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 (two business days) 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, the application will not be considered.

5) File Formats

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

Save all files with descriptive file, names that mirror the required application components described in this FOA, including naming the attachments with their corresponding number. File names should be 50 characters or fewer. Be sure to 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 (i.e., no other attachment may have the same file name). An underscore (example: my_Attached_File.pdf) may be used to separate components of a file name.

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

6) Resources

USDOL strongly advises 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.

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

If there is a problem with Grants.gov and an answer is not available in any of the other resources, call 1-800-518-4726 or 606-545-5035 to speak to a Customer Support Representative or email support@grants.gov. The Contact Center is open 24 hours a day, seven days a week. It is 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.

c) Hard Copy Submissions

Applicants submitting applications in hard copy by mail or overnight delivery must submit an original signed application (including the SF-424) and one (1) ‘‘copy-ready’’ version free of bindings, staples, or protruding tabs to facilitate the reproduction of the application by USDOL. Applicants submitting applications in hard copy are also required to include with the hard copy submission, in the same package, an identical electronic copy of the application (i.e., on compact disc (CD) or USB drive). If discrepancies between the hard copy submission and electronic copy are identified, USDOL reserves the right to consider the application on the electronic copy to be the official Applicant submission for evaluation purposes. Failure to provide identical applications in hard copy and electronic format, in the same package, may have an impact on the overall evaluation.

Applicants are strongly discouraged from submitting applications in more than one way. If an application is submitted by both hard copy and through https://www.grants.gov/, USDOL will review the copy submitted through https://www.grants.gov/.

No exceptions to the mailing and delivery requirements set forth in this notice will be granted. Further, documents submitted separately from the application, before or after the deadline, will not be accepted as part of the application.

Mailed applications must be addressed to:
U.S. Department of Labor
Employment and Training Administration, Office of Grants Management
Attention: Bradley Sickles, Grant Officer
Reference FOA-ILAB-20-10
200 Constitution Avenue, NW, Room N-4673
Washington, DC 20210

Mail delivery in the Washington, D.C. area may be delayed due to mail decontamination procedures.

Hand-delivered applications will be received at the address stated previously, specifically, at the **3rd Street Visitor Entrance**. Applications delivered by hand to other entrances, including the loading dock, are not guaranteed to be accepted. All overnight delivery submissions will be considered to be hand-delivered and must be received at the designated place by the specified closing date and time.

Any hard copy application received after the exact date and time specified for receipt at the office designated in this notice will not be considered, unless it is received before awards are made, it was properly addressed, and it was (a) sent by U.S. Postal Service mail, postmarked not later than the fifth calendar day before the date specified for receipt of applications (e.g., an application required to be received by the 20th of the month must be postmarked by the 15th of that month); or (b) sent by professional overnight delivery service to the addressee not later than one working day before the date specified for receipt of applications. ‘‘Postmarked’’ means a printed, stamped, or otherwise placed impression (exclusive of a postage meter machine impression) that is readily identifiable, without further action, as having been supplied or affixed on the date of mailing by an employee of the U.S. Postal Service. Therefore, Applicants should request the postal clerk to place a legible hand cancellation ‘‘bull’s eye’’ postmark on both the receipt and the package. Failure to adhere to these instructions will be a basis for a determination that the application was not filed in a timely manner and will not be considered. Evidence of timely submission by a professional overnight delivery service must be demonstrated by equally reliable evidence created by the delivery service provider indicating the time and place of receipt.

C. INTERGOVERNMENTAL REVIEW

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

D. FUNDING RESTRICTIONS

All proposed project costs must be necessary and reasonable and in accordance with federal guidelines. Determinations of allowable costs will be made in accordance with the Cost Principles, now found in the Office of Management and Budget’s Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), codified at 2 CFR Part 200 and at 2 CFR Part 2900. Disallowed costs are those charges to an award that the grantor agency or its representative determines not to be allowed in accordance with the Cost Principles or other conditions contained in the award. Applicants, whether successful or not, will not be entitled to reimbursement of pre-award costs.

E. INTELLECTUAL PROPERTY RIGHTS

Pursuant to 2 CFR 2900.13, to ensure that the federal investment of USDOL funds has as broad an impact as possible and to encourage innovation in the development of new learning materials, recipients will be required to license to the public all work created with the support of the award under a Creative Commons Attribution 4.0 (CC BY) license. Work that must be licensed under the CC BY includes both new content created with award funds and modifications made to pre-existing, recipient-owned content using award funds.

This license allows subsequent users to copy, distribute, transmit, and adapt the copyrighted work and requires such users to attribute the work in the manner specified by the recipient. Notice of the license shall be affixed to the work. For general information on CC BY, please visit http://creativecommons.org/licenses/by/4.0. Instructions for marking your work with CC BY can be found at http://wiki.creativecommons.org/Marking_your_work_with_a_CC_license.

Only work that is developed by the recipient in whole or in part with award funds is required to be licensed under the CC BY license. Pre-existing copyrighted materials licensed to or purchased by the recipient from third parties, including modifications of such materials, remain subject to the intellectual property rights the recipient receives under the terms of the particular license or purchase. In addition, works created by the recipient without award funds do not fall under the CC BY license requirement.

The purpose of the CC BY licensing requirement is to ensure that materials developed with award funds result in work that can be freely reused and improved by others. When purchasing or licensing consumable or reusable materials, the recipient is expected to respect all applicable federal laws and regulations, including those pertaining to the copyright and accessibility requirements of the Federal Rehabilitation Act.

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

If applicable, the following standard ILAB disclaimer needs to be on all products developed in whole or in part with award funds:

> "This product was funded by a grant or cooperative agreement from the U.S. Department of Labor's Bureau of International Labor Affairs. The product was created by the recipient and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it."

F. OTHER SUBMISSION REQUIREMENTS

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

V. APPLICATION REVIEW INFORMATION

A. CRITERIA

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

Section IV.B.1. (Technical Proposal) of this FOA has several "section headers" (e.g., IV.B.1.c.2.a), (a) Project Strategy (Theory of Change) and Sustainability). 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 has specific point values assigned. These point values are the number of points possible for the application to earn for the rating factor.

CRITERION	REFERENCE	POINTS
Problem Analysis	IV.B.1.c.1	6 total
Project Design		26 total
Project Strategy and Sustainability Strategy	IV.B.1.c.2.a	19
Targets	IV.B.1.c.2.b	7
Work Plan	IV.B.1.c.3	5 total
Proposed Performance Indicators and M&E Capacity Statement	IV.B.1.c.4	7 total
Organizational Capacity		46 total
Relevant Grant and/or Contract Experience	IV.B.1.d.1	12
Country Presence	IV.B.1.d.2	10
Partners	IV.B.1.d.3	7
Personnel	IV.B.1.d.4	12
Management Plan	IV.B.1.d.5	5
Outcomes-Based Budget and Accompanying Budget Narrative	IV.B.2.d.	10 total
	Total =	100

Standards for Evaluating the Applicant's Response to each Requirement

Section IV.B., Content and Form of Application Submission, provides a detailed explanation of the information an application must include (e.g., a comprehensive technical proposal and cost proposal). Reviewers will rate each "rating factor" based on how fully and convincingly the applicant responds. For each "rating factor" under each "criterion," panelists will determine whether the applicant thoroughly meets, partially meets, or fails to meet the "rating factor," unless otherwise noted in Section IV.B., based on the definitions below:

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

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

B. REVIEW AND SELECTION PROCESS

1. Merit Review and Selection Process

A technical merit review panel will carefully evaluate applications against the selection criteria to determine the merit of applications. Using the point distribution specified above, applications will be evaluated based on how well their technical and cost proposals demonstrate a clear understanding of the needs, gaps, and overall scope of problems, as well as how the application proposes activities that are appropriate, achievable, and where applicable, innovative, in supporting the objective and intended outcomes in this FOA. Up to 100 points may be awarded to an Applicant, depending on the quality of the responses provided. The final scores (which may include the mathematical normalization of review panels where more than one review panel is used) will serve as the primary basis for selection of applications for funding. The panel results are advisory in nature and not binding on the Grant Officer. The Grant Officer reserves the right to make selections based solely on the final scores or to take into consideration other relevant factors when applicable. Such factors may include the geographic distribution of awards, the results of a risk review process (see section V.B.2), past performance information, the status of open audit findings, and other relevant factors. The Grant Officer may consider any information that comes to their attention.

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

2. Risk Review Process

Every application will be evaluated to determine the risks posed by the Applicant. Prior to making an award, USDOL will review information available through any OMB-designated repository of government-wide eligibility qualification or financial integrity information, such as Federal Awardee Performance and Integrity Information System (FAPIIS), D&B, and "Do Not Pay." Additionally, USDOL will comply with the requirements of 2 CFR Part 180 codified at 2 CFR Part 2998 (Non-procurement Debarment and Suspension). This risk evaluation may incorporate results of the evaluation of the Applicant's eligibility (application screening) or the quality of its application (merit review). If USDOL determines that an award will be made, special conditions that correspond to the degree of risk assessed may be applied to the award.

Criteria to be evaluated include the following:

1) Financial stability;
2) Quality of management systems and ability to meet the management standards prescribed in the Uniform Guidance;
3) 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;

4) Reports and findings from audits performed under Subpart F – Audit Requirements of the Uniform Guidance or the reports and findings of any other available audits and monitoring reports containing findings, issues of non-compliance, or questioned costs;
5) The Applicant's ability to effectively implement statutory, regulatory, and other requirements imposed on recipients.

VI. AWARD ADMINISTRATION INFORMATION

A. AWARD NOTICES

Both Applicants selected for award and those not selected will be contacted by USDOL.

Selection of an organization as a recipient does not constitute approval of the application as submitted. Before an award is made, USDOL may enter into negotiations about such items as program components, staffing and funding levels, and administrative systems in place to support award implementation. If the negotiations do not result in a mutually acceptable submission, the Grant Officer reserves the right to terminate the negotiations and decline to fund the application. USDOL reserves the right not to fund any application related to this FOA. USDOL also reserves the right to withdraw the award if activity does not begin upon award and/or as a remedy for non-compliance as described in 2 CFR 200.338-339.

This project is intended to address strengthening awareness of the Mexican labor justice reform among workers, employers, and union leaders in Mexico. This project is intended to address promoting internationally-recognized labor rights in Mexico. The FOA states that this work is to be performed to promote internationally-recognized labor rights in Mexico; however, if ILAB and the recipient(s) determine that the performance to promote internationally-recognized labor rights in Mexico has become impossible as a result of withdrawal of required stakeholder support for the project, or for other reasons outside of the project's control, ILAB and the recipient(s) may confer to determine whether it is desirable and feasible to implement the project with modified activities and/or required government and stakeholder support requirements in order to carry out the purpose of the award in accordance with the USMCA Supplemental Appropriations Act, 2019 (Pub. L. 116-113, title IX). If ILAB and the recipient are unable to mutually agree on a modification to the award(s) to implement performance of a different scope, either ILAB or the recipient may seek to have the award suspended or terminated pursuant to the applicable termination clauses.

B. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

1. General Requirements

Recipients and subrecipients under this FOA shall be subject to the terms outlined in this announcement, the award agreement, the MPG, and any other referenced materials. The MPG provides general management procedures and guidance for recipients of ILAB awards in areas that may not be explicitly detailed in the announcement. See https://www.dol.gov/agencies/ilab/resources/grants.

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

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

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

2. Audits and Attestation Engagements

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

All recipients are subject to project-specific attestation engagements or project-specific audits of the recipients' validation and monitoring processes during the life of the award. Attestation engagements will be conducted in accordance with U.S. Government Auditing Standards and project-specific audits will be conducted in accordance with the International Standards on Auditing, and will include auditors' opinions on (1) compliance with USDOL regulations and the requirements of the award and (2) the accuracy and reliability of the recipient's financial and performance reports.

3. Administrative Standards

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

- Non-Profit Organizations, Educational Institutions, and State, Local, and Indian Tribal Governments
  - 2 CFR Part 200 (Administrative Requirements, Cost Principles, and Audit Requirements)

- For-profit organizations
  - 2 CFR Part 200 (Administrative Requirements and Cost Principles)
  - 48 CFR Part 31 (Cost Principles)
  - 29 CFR 96.32 The Secretary of Labor is responsible for those not covered by 2 CFR 200 Subpart F (Audit Requirements) as discussed in the MPG

- Non-U.S. organizations, including foreign organizations and public international organizations
  - 2 CFR Part 200 (Administrative Requirements and Cost Principles)
  - 29 CFR 96.32 The Secretary of Labor is responsible for those not covered by 2

CFR 200 Subpart F (Audit Requirements) as discussed in the MPG

a) 29 CFR Part 93 Restrictions on Lobbying

b) 29 CFR Part 94 Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)

c) 2 CFR Part 180 and 2 CFR Part 2998 Governmentwide Debarment and Suspension

d) 29 CFR Part 2, subpart D Equal Treatment in Department of Labor Programs for Religious Organizations, Protection of Religious Liberty of Department of Labor Social Service Providers and Beneficiaries

e) 29 CFR Part 31 Nondiscrimination in Federally Assisted Programs of the Department of Labor—Effectuation of Title VI of the Civil Rights Act of 1964

f) 29 CFR Part 32 Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance

g) 29 CFR Part 35 Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance from the Department of Labor

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

i) 49 U.S.C. 40118 Fly America Act

j) The Department of Labor will follow the procedures outlined in the Department's Freedom of Information Act (FOIA) regulations (29 CFR Part 70). If DOL receives a FOIA request for an application, the procedures in DOL's FOIA regulations for responding to requests for commercial/business information submitted to the government will be followed, as well as all FOIA exemptions and procedures. See generally 5 U.S.C. § 552; 29 CFR Part 70.

k) Standard Terms and Conditions of Award

4. Other Legal Requirements:

a) Religious Activities
The Department notes that the Religious Freedom Restoration Act, 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. If a faith-based organization is awarded a grant, the organization will be provided with more information.

b) Lobbying or Fundraising the U.S. Government with Federal Funds
In accordance with Section 18 of the Lobbying Disclosure Act of 1995 (Public Law 104-65) (2 U.S.C. § 1611), non-profit entities incorporated under Internal Revenue Service Code section 501(c) (4) that engage in lobbying activities are not eligible to receive federal funds and grants.

No activity, including awareness-raising and advocacy activities, may include fundraising for, or lobbying of, U.S. federal, state or local governments (see 2 CFR 200.450 for more information).

c) Transparency Act Requirements

Recipients must ensure that they have the necessary processes and systems in place to comply with the reporting requirements of the Federal Funding Accountability and Transparency Act of 2006 (Pub. Law 109-282, as amended by section 6202 of Pub. Law 110-252) (Transparency Act), as follows.

(1) Except for those excepted from the Transparency Act under the following sub-paragraphs 1, 2, and 3, recipients must ensure that they have the necessary processes and systems in place to comply with the subaward and executive total compensation reporting requirements of the Transparency Act, should they receive funding.
(2) Upon award, recipients will receive detailed information on the reporting requirements of the Transparency Act, as described in 2 CFR Part 170, Appendix A, which can be found at http://edocket.access.gpo.gov/2010/pdf/2010-22705.pdf.

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

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

d) Safeguarding Data Including Personally Identifiable Information (PII)

Applicants submitting applications in response to this FOA must recognize that confidentiality of PII and other sensitive data is of paramount importance to the Department and must be observed except where disclosure is allowed by the prior written approval of the Grant Officer or by court order. By submitting an application, Applicants are assuring that all data exchanges conducted through or during the course of performance of this award will be conducted in a manner consistent with applicable federal law.

e) Record Retention

Recipients must be prepared to follow federal guidelines on record retention, which require they maintain all records pertaining to award activities for a period of at least three years from the date of submission of the final expenditure report. See 2 CFR 200.333-.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

Recipients 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, local government, Indian tribe, institution of higher education (IHE), nonprofit 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 defined in 2 CFR 200.22 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 the following definition of Subaward).

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

Subaward: Subaward means an award provided by a recipient 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.

Recipients must follow the requirements of 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, recipients are required to comply with the governmentwide suspension and debarment requirements found in 2 CFR Part 180 and codified by USDOL at 2 CFR Part 2998, including the exceptions described in 2 CFR 180.215 such as exceptions for direct awards to PIOs.

g) Closeout of Award

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

5. Other Administrative Standards

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

6. Special Program Requirements

a) Evaluation

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

b) Performance Goals

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

C. REPORTING

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

1. Quarterly Financial Reports

A Quarterly Federal Financial Report (SF 425, FFR) is required until such time as all funds have been expended or the award period has expired. Quarterly reports are due 30 days after the end of each calendar year quarter. On the final FFR, recipients must include any subaward amounts so final indirect costs can be calculated, if applicable. Recipients must use USDOL's eGrants online electronic reporting system; information and instructions will be provided as part of the final award.

2. Semi-Annual Technical Progress Reports

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

3. Final Technical Report

Recipients must submit a final technical report within 90 days of the period of performance end date. The final technical report is a stand-alone report that provides a complete and comprehensive summary of the achievements during the life of the project.

4. Indirect Cost Rates

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

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

5. Closeout Reports

Within 90 days of completion of the project, the recipient must provide the following project closeout reports:

- Final Technical Progress Report
- Final Technical Report
- Final quarterly FFR
- Final cumulative FFR
- Recipient's Release Form
- Government Property Closeout Inventory Certification

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

VII. AGENCY CONTACTS

Applicants who have a specific question about this FOA may contact Bradley Sickles, Office of Grants Management, at sickles.bradley.a@dol.gov. Applicants must specifically reference FOA-ILAB-20-10, and include a contact name, email address, and phone number. This announcement is being made available at www.grants.gov.

VIII. OTHER INFORMATION

A. OMB INFORMATION COLLECTION

The agency has determined this FOA is not subject to Office of Management and Budget approval under the Paperwork Reduction Act, as fewer than ten (10) responses are anticipated. Send comments regarding this determination to the U.S. Department of Labor, Office of the Chief Information Officer, Attention: Departmental Clearance Officer, 200 Constitution Avenue, N.W., Room N-1301, Washington, DC 20210 or email DOL_PRA_PUBLIC@dol.gov. Note: PLEASE DO NOT RETURN THE COMPLETED APPLICATION TO THIS ADDRESS. SEND IT TO THE SPONSORING AGENCY AS SPECIFIED IN THIS ANNOUNCEMENT. Information collected through this FOA will be used by USDOL to ensure that federal funds are provided to the Applicants best suited to perform the functions of these awards. Submission of this information is required in order for the Applicant to be considered for award.

OMB Information Collection No 1225-0086, Expires July 31, 2022.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 20 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Send comments about the burden estimated or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, to the attention of the Departmental Clearance Officer, 200 Constitution Avenue NW, Room N1301, and Washington, DC 20210. Comments may also be emailed to DOL_PRA_PUBLIC@dol.gov.

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

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

IX. APPENDICES

APPENDIX A: ACRONYMS

AOR	Authorized Organizational Representative
CBA	Collective Bargaining Agreement
CC BY	Creative Commons Attribution 4.0 license
CEACR	Committee of Experts on the Application of Conventions and Recommendations
CFR	Code of Federal Regulations
CMEP	Comprehensive Monitoring and Evaluation Plan
CAB	Conciliation and Administrative Board
DUNS	Dun and Bradstreet Universal Numbering System
ETA	Employment and Training Administration
FCA	U.S. Federal Cognizant Agency
FFR	Federal Financial Report
FLL	Federal Labor Law
FOA	Funding Opportunity Announcement
FOIA	Freedom of Information Act
GO	Grant Officer
GOR	Grant Officer's Representative
ILAB	Bureau of International Labor Affairs
ILO	International Labor Organization
M&E	Monitoring and Evaluation
MPG	Management Procedures and Guidelines
NGOs	Non-governmental Organizations
NICRA	Negotiated Indirect Cost Rate Agreement
OMB	Office of Management and Budget
OSH	Occupational Safety and Health
OTLA	Office of Trade and Labor Affairs
PII	Personally Identifiable Information
PIO	Public International Organization
PMP	Performance Monitoring Plan
RBM	Results Based Management
SAM	System for Award Management
SF	Standard Form
STPS	Secretaría de Trabajo y Prevención Social
TPR	Technical Progress Report
USAID	U.S. Agency for International Development
USDOL	U.S. Department of Labor
USG	United States Government
USMCA	United States-Mexico-Canada Agreement
VAT	Value Added Tax

APPENDIX B: DEFINITIONS

1. "**Acceptable conditions of work**" encompasses minimum wages, hours of work, and occupational safety and health. See 19 USC 3813(6)(E); Trade Act of 2002, Section 2113(6)(E), available at https://www.gpo.gov/fdsys/pkg/USCODE-2011-title19/html/USCODE-2011-title19-chap24-sec3813.htm. ***[May be removed if not applicable to the FOA]***

2. "**Activity**" is a distinct, scheduled portion of work performed during the course of a project.

3. "**Beneficiaries**" is defined as the individuals, groups, or organizations, whether targeted or not, that benefit directly or indirectly from the development intervention.

4. "**Cooperative agreement**" refers to an award instrument where substantial involvement is anticipated between a federal awarding agency and a non-federal recipient entity during the performance of project activities. The level of monitoring and accountability under a cooperative agreement is less than what is required under a contract, but more than what is required under a regular grant.

5. "**Costs**"
    a. "**Direct costs**" are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy. Typical costs charged directly to a federal award, are the compensation of employees who work on that award, their related fringe benefit costs, the costs of materials, and other items of expense incurred for the federal award. For more information, please see https://www.gpo.gov/fdsys/pkg/CFR-2014-title2-vol1/pdf/CFR-2014-title2-vol1-sec200-413.pdf.
    b. "**Indirect costs**" means those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. For more information, please see https://www.gpo.gov/fdsys/pkg/CFR-2014-title2-vol1/pdf/CFR-2014-title2-vol1-part200-appIV.pdf.
    c. There is no universal rule for classifying certain costs as either direct or indirect (F&A) under every accounting system. A cost may be direct with respect to some specific service or function, but indirect with respect to the federal award or other final cost objective. Therefore, it is essential that each item of cost incurred for the same purpose be treated consistently in like circumstances either as a direct or an indirect (F&A) cost in order to avoid possible double-charging of federal awards. Guidelines for determining direct and indirect (F&A) costs charged to federal awards are provided in 2 CFR 200 Subpart E-Cost Principles.

6. "**Cost sharing**" **or** "**matching**" means the portion of project costs not paid by federal funds. See 2 CFR 300.306 Cost sharing or matching for more information.

7. "**Critical assumption**" is a general condition under which the hypothesis or strategy for achieving the project's objectives will hold true.

8. "**Deliverable**" is any unique and verifiable product, result or capability to perform a service that is required to be produced to complete a process, phase, or project.

9. "**Goal**" describes the impact, the ultimate "big picture" changes, that USDOL/ILAB hopes to achieve through the project.

10. “**Inputs**” are the resources invested that allow programs to achieve desired outputs.

11. “**Key stakeholders**” can include, but are not limited to, employers, workers, government administrators, judicial officials, labor inspectors, enforcement units, legislative bodies, parliamentarians, community leaders, national and local policy makers, private sector partners, workers’ and employers’ organizations, industry associations, chambers of commerce, local civil society organizations, religious institutions, international buyers and brands, multi-national corporations, investors, consumers and consumer advocates, and think tanks.

12. “**Monitoring and evaluation**” M&E consists of two basic components —performance monitoring and evaluation— each of which serves distinct purposes. Performance monitoring is the ongoing and systematic tracking of data relating to project activities, outputs, or outcomes and used to determine whether desired results are occurring and whether implementation is on track. Monitoring often relies on indicators, quantifiable measures of a characteristic or condition of people, institutions, systems or processes that may change over time. Evaluation is the systematic collection and analysis of information about the characteristics and outcomes of programs and projects as a basis for assessment of program effectiveness, overall performance, and/or to inform decisions about current and future programming.

13. “**Occupational safety and health**” encompasses issues related to safe and healthy working environments and efforts to prevent workers from occupational injuries, diseases, and deaths.

14. “**Outcome**” is defined as the higher-level results or effects achieved by project activities, typically in the medium-term or long-term timeframe of the project.

15. “**Output**” is defined as the direct result of a project activity, or the goods or services produced by the implementation of an activity.

16. “**Participants**” are individuals that have been provided with direct services.

17. “**Partner**” refers to an organization or entity that assists with implementing or coordinating activities under the cooperative agreement but is not in a subrecipient or subcontractor relationship with the recipient. A partner may also be a beneficiary.

18. “**Program**” is a group of projects managed together in order to gain efficiencies on cost, time, technology, etc. ILAB manages foreign assistance projects through two offices: (1) the Office of Child Labor, Forced Labor, and Human Trafficking; and (2) the Office of Trade and Labor Affairs. Project-level evaluation results are used to inform other projects within these programs.

19. “**Project**” is a set of complementary activities, over an established timeline and budget, intended to achieve a discrete result. In ILAB, foreign assistance projects are typically carried out through cooperative agreements. ILAB’s MPGs state that monitoring and evaluation requirements apply at the project level.

20. “**Project Objective**” is defined as the highest-level result that the project intends to achieve.

21. “**Public International Organization (PIO)**” is defined by the International Organizations Immunities Act, 22 U.S.C. § 288, et seq. PIO also is defined by 2 CFR 200.46 as an organization entitled to enjoy privileges, exemptions, and immunities as an international organization under the International Organization Immunities Act (22 U.S.C. 288-288f).

22. "**Risk**" is an uncertain event or condition that, if it occurs, has a positive or negative effect on one or more project objectives. A risk that would have a positive effect on one or more project objectives is an opportunity. Risk mitigation is a risk response strategy whereby the project team acts to reduce the probability of occurrence or impact of a negative risk, or increase the probability of occurrence or impact of a positive risk.

23. "**Stakeholder**" is an individual, group, or organization who may affect, be affected by, or perceive itself to be affected by a decision, activity, or outcome of a project.

24. "**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.

25. "**Supply chain**" is the chain that comprises all organizations and individuals involved in producing, processing, trading, transporting, and/or distributing a product or commodity from its point of origin to the company and/or to the final retailer.

26. "**Sustainability**" is the likelihood that the benefits or effects of a particular output or outcome will continue after donor funding ends; and the extent to which the project takes into account the factors, partners, and institutions that are likely to have the strongest influence over, capacity, and willingness to sustain the desired outcomes and impacts. This includes an examination of the financial, economic, social, environmental, and institutional capacities of the systems needed to sustain net benefits over time and involves analyses of resilience, risks, and potential trade-offs.

APPENDIX C: SUSTAINABILITY STRATEGY TEMPLATE

Sustainability Planning Matrix Example for a Project

Outcome	Sustainability Strategy	Responsible Organizations	Timeframe	Resources Required	Indicators
Inspector and conciliator skills improved	• Combine inspector and conciliator training in one package.	Labor Directorate	Quarter 1	Based on training plan (estimated $2,000 per inspector or conciliator per year for 20 persons)	Inspector and conciliator training package finalized
	• Develop training plan and budget.	Labor Directorate	Quarter 2		Training plan and budget developed
	• Director of Conciliation, Industry Association, and USDOL encourage Minister to provide funds.	Conciliation Directorate, Industry, Association, USDOL	Quarter 2		Letters and meetings with Labor Minister Labor Minister approves funds

Sustainability Matrix Template

Outcome	Sustainability Strategy	Responsible Organizations	Timeframe	Resources Required	Indicators
1)					
2)					

APPENDIX D: RELEVANT GRANT AND/OR CONTRACT EXPERIENCE

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

APPENDIX E: REQUIREMENTS FOR APPLICATION SUBMISSION

Requirements	FOA Reference	Applicant	Proposed Subrecipient (providing services related to project interventions)
Technical Proposal	Section IV.B.1.	√	
Cost Proposal—Budget Narrative	Section IV.B.2.	√	
Cost Proposal—Outcomes based budget	Section IV.B.2.	√	
Relevant Grant and/or Contract Experience	Section IV.B.1.d.(1). Appendix D	√	√
Documentation of Host Country Presence	Section IV.B.1.d.(2).	√	√
Key Personnel Signed Letters of Commitment	Section IV.B.1.d.(4).	√	√
Other Professional Personnel Resumes, if applicable	Section IV.B.1.d.(4).	√	√
SAM Registration	Section IV.B.2.a.	√	
SF-424	Section IV.B.2.b.	√	
SF-424A	Section IV.B.2.c.	√	
Outcome-Based Budget and Accompanying Budget Narrative	Section IV.B.2.d.	√	√
Indirect Cost Supporting Documentation	Section IV.B.2.e.	√	√

APPENDIX F: PAST PERFORMANCE QUESTIONNAIRE

Funding Opportunity Announcement number: FOA-ILAB-20-10
Applicant organization name (and proposed sub's name if applicable):
Past performance reviewer's name, title, organization:

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

	Unacceptable	Poor	Acceptable	Strong	Exceptional	Not Applicable
1. The Applicant's demonstrated ability to meet its project outcomes, in particular related to improve protection of labor rights in accordance with the recent labor reforms.						
2. The Applicant's demonstrated experience in strengthening the capacity of government and community institutions to improve protection of labor rights in accordance with the recent labor reforms.						
3. The quality and timeliness of Applicant's submitted grant, cooperative agreement, and/or contract deliverables.						
4. The responsiveness of the Applicant and its staff to your organization/agency, including the quality and timeliness of communications about such deliverables.						
5. The performance of the Applicant's key personnel on projects, including whether the Applicant has a history of replacing key personnel with similarly qualified staff, and the timeliness of replacing key personnel.						
6. The Applicant's demonstrated ability to manage the financial aspects of the project, including budget expenditures and burn rates, as well as financial requirements and controls.						

Definitions of rating levels:
Unacceptable - Performance did not meet minimal expectations (even after repeated comments from your organization), including in terms of quality and/or timeliness.
Poor - Performance was weak (e.g., work required significant revision or repeated comments from your organization), but in the end did meet minimal expectations, including in terms of quality and/or timeliness.
Acceptable - Performance met but did not exceed expectations (e.g., work required a normal level of revision or comments by your organization), including in terms of quality and/or timeliness.
Strong - Performance exceeded expectations (e.g., work required minor revision or comments from your organization), including in terms of quality and/or timeliness.

Exceptional - Performance far exceeded expectations (e.g., work required almost no revision or comments from your organization; work products were particularly innovative; organization was among the best performers based on your experience), including in terms of quality and/or timeliness.
Not Applicable - You have no experience with the organization on this issue and are unable to rate it.

Explanation of rating levels:

Factor 1:

Factor 2:

Factor 3:

Factor 4:

Factor 5:

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

Signed September 4, 2020, in Washington, D.C. by:

Bradley Sickles

Grant Officer, Employment, and Training Administration