U.S. DEPARTMENT OF LABOR
Employment and Training Administration

NOTICE OF AVAILABILITY OF FUNDS AND FUNDING OPPORTUNITY ANNOUNCEMENT FOR:
Indian and Native American Employment and Training Programs – Assistance to Unique Populations in Alaska and Hawaii

ANNOUNCEMENT TYPE: *Initial*

FUNDING OPPORTUNITY NUMBER: *FOA-ETA-17-04*

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NUMBER: *17.265*

KEY DATES: *The closing date for receipt of applications under this Announcement is* **April 7, 2017**. We *must receive applications no later than* ***4:00:00 p.m. Eastern Time****.*

ADDRESSES: *Address mailed applications to:*

> ***The U.S. Department of Labor***
> ***Employment and Training Administration, Office of Grants Management***
> ***Attention:*** **Jimmie Curtis,** ***Grant Officer***
> ***Reference FOA-ETA*-16-15**
> ***200 Constitution Avenue, NW, Room N4716***
> ***Washington, DC 20210***

For complete application and submission information, including online application instructions, please refer to Section IV.

EXECUTIVE SUMMARY:

The Employment and Training Administration (ETA), U.S. Department of Labor (DOL, or the Department, or we), announces the availability of approximately $497,000 in grant funds authorized by Section 166(k) of the Workforce Innovation and Opportunity Act (WIOA) for the Indian and Native American Employment and Training Program – Assistance to Unique Populations in Alaska and Hawaii.

This program is intended to support entities with demonstrated experience and expertise in developing and implementing employment and training programs for the unique populations who reside in Alaska or Hawaii. This funding opportunity will focus on developing programs designed to strengthen learning opportunities for Native Hawaiian and/or Alaska Native youth and young adults ages 14 to 24 to develop the skills needed to be prepared for jobs in high-growth, in-demand occupations and industries. It specifically will focus on those skills gained by studying science, technology, engineering, and math—subjects collectively known as STEM. The goal of these grants is to strengthen and develop culturally, linguistically, and geographically appropriate education, employment, and

training programs with a focus on increasing Native Hawaiian and/or Alaska Native enrollment in STEM-related certificates and degree programs; in turn strengthening their potential for employment in high-growth, in-demand occupations and industries.

I. FUNDING OPPORTUNITY DESCRIPTION

A. PROGRAM PURPOSE

This Announcement solicits applications for the Indian and Native American Employment and Training Program – **Assistance to Unique Populations in Alaska and Hawaii**. The purpose of this program is to support entities with demonstrated experience and expertise in developing and implementing programs for the unique populations who reside in Alaska or Hawaii, to improve job training and workforce development activities for such unique populations. Specifically, this program is geared towards creating culturally, linguistically, and geographically appropriate programs with the goal of strengthening and developing STEM related education, employment, and training programs for Native youth and young adults.

Only 81 percent of Asian-American high school students and 71 percent of white high school students attend high schools where a full range of math and science courses are offered (Algebra I, geometry, Algebra II, calculus, biology, chemistry, and physics). The access to these courses for American Indian, Native Alaskan, Black and Hispanic high school students are significantly worse[1]. Not enough youth have access to quality STEM learning opportunities and too few students see these disciplines as springboards for their careers. The United States is falling behind internationally, ranking 29th in math and 22nd in science among industrialized nations.[2] Only 16 percent of American high school seniors are proficient in math and interested in a STEM career.[3] Even among those who do go on to pursue a college major in the STEM fields, only about half choose to work in a related career.

Twenty-two percent of American Indians and Alaska Natives ages 25 and older have not finished high school, and only thirteen percent have completed a bachelor's degree or higher, compared to twenty nine percent of the U.S. population who have a bachelor's degree or higher.[4] For Native American youth, this translates to fewer opportunities to complete college or career training and move into meaningful jobs. For Native American

[1] *ibid*
[2] U.S. Department of Education, Science, Technology, Engineering and Math: Education for Global Leadership. Accessed: http://www.ed.gov/stem.
[3] *Ibid*.
[4] 2010-2012 American Community Survey 3-year estimates, U.S. Census Bureau, U.S. Department of Commerce (Nov. 14, 2013). Cited in: Executive Office of the President, 2014 Native Youth Report. (December 2014). Accessed: https://www.whitehouse.gov/sites/default/files/docs/20141129nativeyouthreport_final.pdf.

communities, this means fewer opportunities to develop leaders who can build stronger tribal economies and contribute to the overall rebuilding of Native nations.

The negative effects of poverty, the troubled history of Indian education, and the many systemic challenges affecting Native youth have resulted in lower academic and educational outcomes and fewer educational opportunities than their peers.[5] While progress has been made, American Indians, Alaska Natives and Native Hawaiians continue to have poorer educational outcomes than the general population by nearly all measures:

- American Indian/Alaskan Native high school graduation rate is 67 percent, the lowest of any racial/ethnic demographic group across all schools.[6]
- Bureau of Indian Education schools have a graduation rate of 53 percent, compared to a national average of 80 percent.[7]
- Native American students score lower than other students in mathematics. A National Indian Education study in 2011 found that American Indian/Alaska Native fourth graders scored 16 points lower on average in mathematics than non-American Indian/Alaska Native students and eighth graders scored 19 points lower.[8]
- American Indian and Alaska Native youth are the least likely of all student populations to attend a high school that offers Advanced Placement courses.[9]
- Eighty-one percent of American Indian and Native-Alaskan English learners are enrolled in English language instruction programs, compared to 92 percent of their Latino and black peers.[10]

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[5] 2014 Native Youth Report. Executive Office of the President. The White House. Washington, D.C. (December 2014). Accessed: https://www.whitehouse.gov/sites/default/files/docs/20141129nativeyouthreport_final.pdf.

[6] Indian Students in Public Schools - Cultivating the Next Generation: Hearing on Indian Education Before the Senate Committee on Indian Affairs, 113th Congress (2014) (testimony of William Mendoza, Executive Director, White House Initiative on American Indian and Alaska Native Education). Cited in: 2014 Native Youth Report. Executive Office of the President. The White House. Washington, D.C. (December 2014). Accessed: https://www.whitehouse.gov/sites/default/files/docs/20141129nativeyouthreport_final.pdf.

[7] Stetser, M.C. and Stillwell, R. U.S. Department of Education, National Center for Education Statistics, Public High School Four-Year On-Time Graduation Rates and Dropout Rates: School Years 2010-11 and 2011-12. (April 2014), Accessed: http://nces.ed.gov/pubs2014/2014391.pdf. Cited in: 2014 Native Youth Report. Executive Office of the President. The White House. Washington, D.C. (December 2014). Accessed: https://www.whitehouse.gov/sites/default/files/docs/20141129nativeyouthreport_final.pdf.

[8] National Center for Education Statistics. U.S. Department of Education, National Indian Education Study 2011: The Educational Experiences of American Indian and Alaska Native Students at Grades Four and Eight (2011), at http://nces.ed.gov/nationsreportcard/pdf/studies/2012466.pdf. Cited in: 2014 Native Youth Report. Executive Office of the President. The White House. Washington, D.C. (December 2014). Accessed: https://www.whitehouse.gov/sites/default/files/docs/20141129nativeyouthreport_final.pdf.

[9] Theokas, C. and Saaris, R. The Education Trust, Finding America's Missing AP and IB Students. (June 2013), http://www.edtrust.org/sites/edtrust.org/files/Missing_Students.pdf. Cited in: 2014 Native Youth Report. Executive Office of the President. The White House. Washington, D.C. (December 2014). Accessed: https://www.whitehouse.gov/sites/default/files/docs/20141129nativeyouthreport_final.pdf.

- While there is less data available on Native Hawaiians, the U.S. Census Bureau reports that in 2014, 20.9 percent of Native Hawaiians and Other Pacific Islanders age 25 and older had a bachelor's degree or higher compared with 30.1 percent for the total population. In addition, 6.6 percent of Native Hawaiians and Other Pacific Islanders age 25 and older had obtained a graduate or professional degree in 2014 compared with 11.4 percent for the total population of this age.[11]

This new funding opportunity will complement other efforts to address education, training, and employment needs and will focus on developing programs designed to strengthen learning opportunities for Native Hawaiian and/or Alaska Native youth and young adults ages 14 to 24 to develop the skills needed to be prepared for jobs in high-growth, in-demand occupations and industries. Specifically, it will increase Native youth enrollment in education, employment, and training programs with a focus on STEM. These programs must be culturally, linguistically, and geographically appropriate. Examples of activities may include:

- Development of a sustainable community-led approach to providing STEM education, employment, training programs, and support services for Native Hawaiian and/or Alaska Native youth and young adults and that will have a positive impact on the workforce in Alaska and Hawaii.
- Development of career pathway programs that provide a clear sequence of education courses and credentials that meet the skill needs of STEM related industries.
- Development of partnerships and collaborations among tribes, State and Local Workforce Boards, American Job Centers, Community Colleges and Universities, K-12 schools, tribal and federal government units (e.g., Indian Health Service,, American Indian Science and Engineering Society and National Academy of Science) to support training in STEM fields.
- Career exploration activities that allow participants opportunities to interact with professionals in STEM industries/occupations that are particularly relevant, which may include, but are not limited to:
    - work-based learning opportunities;
    - youth leadership development;
    - career exploration, planning, and academic counseling services;
    - post-program support and follow-up;
    - field trips;
    - community service learning opportunities; and
    - internships.

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[10] *Ibid*.

[11] U.S. Census Bureau, PROFILE AMERICA FACTS FOR FEATURES, Asian/Pacific American Heritage Month, May, 2016. https://www.census.gov/content/dam/Census/newsroom/facts-for-features/2016/cb16-ff.07_asian_pacific.pdf

- Mentoring programs, job shadowing, and research opportunities for Native Hawaiian and/or Alaska Native youth and young adults in STEM related fields.
- Tuition for STEM training at private or public training institutions.
- Adaption and/or creation of STEM related curriculum for relevance to Native Hawaiian and/or Alaska Native communities.
- Recruiting and retaining Native Hawaiian and/or Alaska Native youth and young adults interested in post-secondary education in STEM related fields.

We will award up to two grants of no more than $248,500 each with one grant targeting populations in Alaska and one grant targeting populations in Hawaii. We will select grantees based on the strength of their application. In addition, due to the funding amounts being awarded under this FOA we envision that this FOA will supplement and/or leverage existing resources and/or established programs that provide similar employment and training related services to Alaska Native and Native Hawaiian youth and young adults.

B. PROGRAM AUTHORITY

Section 166(k) of WIOA (Pub. L. 113 -128) authorizes this program.

II. AWARD INFORMATION

A. AWARD TYPE AND AMOUNT

Funding will be provided in the form of a grant.

We expect availability of approximately $497,000 from program year (PY) 2016 funds to award approximately two grants in fiscal year 2017. You may apply for a ceiling amount of up to $248,500. Awards made under this Announcement are subject to the availability of Federal funds. Section 166(k)(2) of WIOA provides authorization to appropriate funds for this program through 2020. In the event that additional funds become available in future fiscal years, we reserve the right to add such funds to existing grant awards or select additional grantees from applications submitted in response to this Announcement. Given the amount of the awards, this funding is intended to supplement/leverage existing resources and/or established programs that provide similar employment and training related services to Alaska Native and Native Hawaiian youth and young adults.

B. PERIOD OF PERFORMANCE

The base period of performance is 12 months with an anticipated start date of April 1, 2017. Grant awards will be made for an initial base period of one year, with up to two additional option years contingent on the availability of funds and satisfactory progress towards achieving the goals and objectives of the grant. This performance period includes all necessary implementation and start-up activities.

Applicants are expected to start delivering program services as soon as possible upon receipt of funds. Therefore, applicants must carefully consider their ability to spend the level of funding requested during the base period of performance while ensuring full transparency and accountability for all expenditures. Applicants must submit a timeline of

critical activities to be completed as part of the required Program Calendar described in Section IV.B.4. "Attachments to the Project Narrative." (Also see Section V.A.3)

III. ELIGIBILITY INFORMATION

A. ELIGIBLE APPLICANTS

The following organizations are eligible to apply:

- Public/State Controlled or Private Institution of Higher Education
- Indian/Native American Tribal Government (Federally Recognized)
- Indian/Native American Tribal Government (Other than Federally Recognized)
- Indian/Native American Tribally Designated Organization
- Nonprofit Organization with IRS 501(c)(3) Status
- Tribally Controlled Colleges and Universities (TCCUs)
- Alaska Native and Native Hawaiian Serving Institutions
- A consortium of eligible entities which meets the legal requirements for a consortium described in 20 C.F.R. 684.200 (a) and (e).

Among eligible applicants listed above, the applicant agency or organization must serve unique populations who reside in Alaska or Hawaii and also demonstrate experience and expertise in developing and implementing job training programs and workforce development activities to serve such populations.

B. COST SHARING OR MATCHING

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

C. OTHER INFORMATION

1. Application Screening Criteria

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

Application Requirement	Instructions	Complete?
The deadline submission requirements are met	Section IV.C	
If submitted through Grants.gov, the components of the application are saved in any of the specified formats and are not corrupt. (*We will attempt to open the document, but will not take any additional measures in the event of problems with opening*.)	Section IV.C.	
Application for Federal funds request does not exceed the ceiling amount of $248,500	Section II.A	
SAM Registration	Section IV.B.1	
SF-424, Application for Federal Assistance	Section IV.B.1	
SF-424 includes a DUNS Number	Section IV.B.1	
SF-424A, Budget Information Form	Section IV.B.2	
Budget Narrative	Section IV.B.2	
Project Narrative	Section IV.B.3	
Abstract	Section IV.B.4	
Signed Letters of Commitment	Section IV.B.4	
Program Calendar	Section IV.B.4	

2. **Number of Applications Applicants May Submit**

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

3. **Eligible Participants**

The intent of this FOA is to fund projects that provide employment and training activities to Alaska Natives and/or Native Hawaiians to help them pursue or advance in full-time employment during the grant period of performance. You must propose a project that focuses on providing services to Alaska Native and/or Native Hawaiian youth and young adults ages 14 to 24.

IV. APPLICATION AND SUBMISSION INFORMATION

A. How to Obtain an Application Package

This FOA, found at www.Grants.gov and http://www.doleta.gov/grants/find_grants.cfm , contains all of the information and links to forms needed to apply for grant funding.

B. Content and Form of Application Submission

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

(1) The SF-424 "Application for Federal Assistance" ;
(2) Project Budget;
(3) Project Narrative; **and**
(4) Attachments to the Project Narrative**.**

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

(1) SF-424, "Application for Federal Assistance"

- You must complete the SF-424, "Application for Federal Assistance" (available at: http://apply07.grants.gov/apply/forms/sample/SF424_2_1-V2.1.pdf .
- In the address field, fill out the nine-digit (plus hyphen) zip code. Nine-digit zip codes can be looked up on the USPS website at https://tools.usps.com/go/ZipLookupAction!input.action .

- The SF-424 must clearly identify the applicant and must be signed by an individual with authority to enter into a grant agreement. Upon confirmation of an award, the individual signing the SF-424 on behalf of the applicant is considered the Authorized Representative of the applicant. As stated in block 21 of the SF-424 form, the signature of the Authorized Representative on the SF-424 certifies that the organization is in compliance with the Assurances and Certifications form SF-424B (available at: http://apply07.grants.gov/apply/forms/sample/SF424B-V1.1.pdf). You do not need to submit the SF-424B with the application.

In addition, the applicant's Authorized Representative's signature in block 21 of the SF-424 form constitutes assurance by the applicant of compliance with the following requirements in accordance with 29 CFR 37.20.

As a condition to the award of financial assistance from the Department of Labor under Title I WIOA[12] , the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the WIOA, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I—financially assisted program or activity; Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities; The Age Discrimination in Employment Act of 1975, as amended, which prohibits discrimination on the basis of age; and Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs. The grant applicant also assures that it will comply with 29 CFR part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIOA Title I-financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIOA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

- **Requirement for DUNS Number**
  All applicants for Federal grant and funding opportunities must 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. If you do not have a DUNS Number, you can get one for free through the D&B website: http://fedgov.dnb.com/webform/displayHomePage.do .

  Grant recipients authorized to make subawards must meet these requirements related to DUNS Numbers
  - Grant recipients must notify potential subawardees that no entity may receive a subaward from you unless the entity has provided its DUNS number to you.
  - Grant recipients may not make a subaward to an entity unless the entity has provided its DUNS number to you.

[12] The Workforce Innovation and Opportunity Act ("WIOA", Public Law 113-128) was signed into law on July 22, 2014. The Department of Labor promulgated regulations to implement WIOA on August 19, 2016, and those regulations become effective on October 18, 2016 (see 81 Fed. Reg. 55792-56070 and 56072-56469). Grants awarded under this FOA are authorized by the WIOA, and the terms of the WIOA and its implementing regulations will apply to these grants for the life of the grants.

(See, Appendix A to 2 CFR section 25 located at: https://www.gpo.gov/fdsys/pkg/CFR-2014-title2-vol1/pdf/CFR-2014-title2-vol1-part25-appA.pdf)

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

  A recipient must maintain an active SAM registration with current information at all times during which it has an active Federal award or an application under consideration. To remain registered in the SAM database after the initial registration, the applicant is required to review and update the registration at least every 12 months from the date of initial registration or subsequently update its information in the SAM database to ensure it is current, accurate, and complete. For purposes of this paragraph, the applicant is the entity that meets the eligibility criteria and has the legal authority to apply and to receive the award. If an applicant has not fully complied with these requirements by the time the Grant Officer is ready to 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.

(2) Project Budget

You must complete the SF-424A Budget Information Form (available at: http://apply07.grants.gov/apply/forms/sample/SF424A-V1.0.pdf). In preparing the Budget Information Form, you must provide a concise narrative explanation to support the budget request, explained in detail below.

Budget Narrative: The budget narrative must provide a description of costs associated with each line item on the SF-424A. It should also include a description of leveraged resources provided (as applicable) to support grant activities.

Use the following guidance for preparing the budget narrative:

> **Personnel:** List all staff positions by title (both current and proposed). 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 grant, and the total personnel cost for the period of performance.
>
> **Fringe Benefits**: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement, etc.

Travel: Specify the purpose, mileage, per diem, estimated number of in-state and out-of-state trips, and other costs for each type of travel.

Equipment: Identify each item of equipment you expect to purchase which has an estimated acquisition cost of $5,000 or more per unit (or if your capitalization level is less than $5,000, use your capitalization level) and a useful lifetime of more than one year (see 2 CFR 200.33 for the definition of Equipment). List the quantity and unit cost per item. Items with a unit cost of less than $5,000 are supplies, not "equipment". In general, we do not permit the purchase of equipment during the last funded year of the grant.

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

Contractual: Identify each proposed contract and specify its purpose and estimated cost. If applicable, identify any subrecipient agreements, including purpose and estimated costs. See Section VI.B.2.f. for more information on the distinction between contractor and subrecipient.

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

Other: List each item in sufficient detail for us to determine whether the costs are reasonable or allowable. List any item, such as stipends or incentives, not covered elsewhere here.

Indirect Costs: If you include indirect costs in the budget, then include either

a) the approved indirect cost rate with a copy of the Negotiated Indirect Cost Rate Agreement (NICRA), a description of the base used to calculate indirect costs along with the amount of the base, and the total indirect costs requested,

or

b) if you meet the requirements to use the 10% de minimis rate as described in 2 CFR 200.414(f), then include a description of the modified total direct costs base (see 2 CFR 200.68 for definition) used in the calculation along with the

amount of the base, and the total indirect costs requested based on the 10% de minimis rate. See Section IV.B.4. and Section IV.E.1. for more information. Additionally, the following link contains information regarding the negotiation of Indirect Cost Rates at DOL: http://www.dol.gov/oasam/boc/dcd/index.htm.

Note that the SF-424, SF-424A, and budget narrative must include the entire Federal grant amount requested (not just one year). [If cost sharing or match is required, include the following sentence.] Applicants must also show cost sharing or match on the SF-424 (line 18b), SF-424A, and budget narrative.

Do not show leveraged resources on the SF-424 and SF-424A. You should describe leveraged resources in the budget narrative.

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

(3) Project Narrative

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

The Project Narrative is limited to 20 double-spaced single-sided 8.5 x 11 inch pages with Times New Roman 12 point text font and 1 inch margins. You must number the Project Narrative beginning with page number 1.

Below are the major sections of the project narrative that applicants must address. Section V.A provides specific information for each section header and assigns a maximum rating score to each section. Applicants should carefully read Section V.A and address each section header thoroughly in order to get the maximum rating score.

(1) Statement of Need
(2) Expected Outcomes and Outputs
(3) Project Design
(4) Third Party Evaluation
(5) Organizational, Administrative, and Fiscal Capacity

(6) Past Performance – Programmatic Capability
(7) Budget and Budget Justification

(4) Attachments to the Project Narrative

In addition to the Project Narrative, you must submit required attachments. All attachments must be clearly labeled as Attachments. We will only exclude those attachments listed below from the page limit.

You must not include additional materials such as resumes or general letters of support. You must submit your application in one package because documents received separately will be tracked separately and will not be attached to the application for review.

Save all files with descriptive file names of 50 characters or less and only use 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). You may use an underscore (example: my_Attached_File.pdf) to separate a file name.

Required Attachments

a. Abstract

1. You must submit an up to two-page abstract summarizing the proposed project, including, but not limited to, the scope of the project and proposed outcomes. The proposed project must include the applicant's name, project title, a description of the area to be served, the funding level requested, the estimated number of participants to be served, estimated average cost per participant (which shall not exceed $5,000). The abstract must also include estimated program performance/outcome goals which are:
    - The estimated number of participants that will obtain a credential and;
    - The estimated number of participants that will be employed or in a STEM related education or training program in the 2nd quarter after exit.
    - The total median earnings of participants in the second quarter after exit.

   Additional information on performance/outcome goals are provided in section VI.B.4.b. The Abstract is limited to two-page double-spaced single sided 8.5x11 inch pages with 12 point text font 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. Signed Letters of Commitment:
If the Project Design in section V.A.3 describes key partnerships, you must submit signed letters from such partners in order to support the response to Section V.A.3.

c. Program Calendar:
As described in Section V.A.3, you must include a comprehensive program calendar that specifically includes a timeline for completing critical activities which may not exceed base period of performance.

Requested Attachments

We request the following attachments, but their omission will not cause us to screen out the application. Furthermore, if the omission of the attachment will impact scoring, the description of the attachment will note such an impact.

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

C. SUBMISSION DATE, TIMES, PROCESS AND ADDRESSES

We will accept applications under this Announcement until **April 7, 2017**. You must submit your application either electronically on http://www.grants.gov or in hard copy by mail or in hard copy by hand delivery *(including overnight delivery)* **no later than 4:00:00 p.m. Eastern Time on the closing date**.

Applicants are encouraged to submit their application before the closing date to ensure that the risk of late receipt of the application is minimized. We will not accept applications sent by e-mail, telegram, or facsimile (FAX).

Applicants submitting applications in hard copy by mail or overnight delivery must submit a ''copy-ready'' version free of bindings, staples or protruding tabs to ease in the reproduction of the application by DOL. Applicants submitting applications in hard copy must also include in the hard copy submission an identical electronic copy of the application on compact disc (CD). If we identify discrepancies between the hard copy submission and CD copy, we will consider the application on the CD as the official submission for evaluation purposes. Failure to provide identical applications in hardcopy and CD format may have an impact on the overall evaluation.

If an application is physically submitted by both hard copy and through http://www.grants.gov, a letter must accompany the hard-copy application stating which application to review. If no letter accompanies the hard copy, we will review the copy submitted through http://www.grants.gov .

We will grant no exceptions to the mailing and delivery requirements set forth in this notice. Further, we will not accept documents submitted separately from the application, before or after the deadline, as part of the application.

Address mailed applications to the

U.S. Department of Labor
Employment and Training Administration
Office of Grants Management
Attention: Jimmie Curtis, Grant Officer
Reference FOA-ETA-17-04
200 Constitution Avenue, NW, Room N4716
Washington, DC 20210

Please note that mail decontamination procedures may delay mail delivery in the Washington DC area. We will receive hand-delivered applications at the above address. 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.

Applicants submitting applications through Grants.gov must ensure successful submission at http://www.grants.gov **no later than 4:00:00 p.m. Eastern Time on the closing date.** Grants.gov will subsequently validate the application.

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

- We strongly recommend that before you begin to write the application, you immediately initiate and complete the "Get Registered" registration steps at http://www.grants.gov/web/grants/register.html .

You should read through the registration process carefully before registering. These steps may take as much as **four weeks** to complete, and this time should be factored into plans for timely electronic submission in order to avoid unexpected delays that could result in the rejection of an application. The site also contains the Step-By-Step Guide to Organization Registration to help applicants walk through the process.

- We strongly recommend that you download the Guide at: http://www.grants.gov/documents/19/18243/GrantsgovOrganizationRegistrationGuide.pdf/be70525d-59aa-45ee-b196-5e8951faca0a and prepare the information requested before beginning the registration process. Reviewing and assembling required information before beginning the registration process will alleviate last minute searches for required information and save time.

As described earlier in Section IV.B.1., you must have a **DUNS Number** and you must **register with SAM.gov** before submitting an application.

The next step in the registration process is creating a username and password with Grants.gov to become an Authorized Organizational Representative (AOR). AORs will need to know the DUNS Number of the organization for which they will be submitting applications to complete this process.

- To read more detailed instructions for creating a profile on Grants.gov visit: http://www.grants.gov/web/grants/applicants/organization-registration/step-3-username-password.html

After creating a profile on Grants.gov, the E-Biz point of Contact (E-Biz POC) - a representative from your organization who is the contact listed for SAM – will receive an email to grant the AOR permission to submit applications on behalf of their organization. The E-Biz POC will then log in to Grants.gov and approve an individual as the AOR, thereby giving him or her permission to submit applications.

To learn more about AOR Authorization visit: http://www.grants.gov/web/grants/applicants/organization-registration/step-4-aor-authorization.html,

or to track AOR status visit: http://www.grants.gov/web/grants/applicants/organization-registration/step-5-track-aor-status.html

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 POC approval, 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. You must register the individual who is able to make legally binding commitments for your organization as the AOR; this step is often missed and it is crucial for valid submissions.

When a registered applicant submits an application with Grants.gov, an electronic time stamp is generated within the system when the application is successfully received by Grants.gov. Within two business days of application submission, Grants.gov will send the applicant two email messages to provide the status of the application's progress through the system.

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

Grants.gov will **reject applications if the applicant's registration in SAM is expired**. **Only applications that have been successfully submitted by the deadline and later successfully validated will be considered**. It is your sole 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, DOL will not consider the application.

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

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

We encourage new prospective applicants to view the online tutorial, "Grant Applications 101: An Overview of the Application Process," available through WorkforceGPS at: https://www.workforcegps.org/resources/2016/05/27/13/39/Grant_Applications_101-_An_Overview_of_the_Application_Process

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

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

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

The Grants.gov Contact Center is open 24 hours a day, seven days a week. However, it is closed on Federal holidays.

Late Applications

For applications submitted on Grants.gov, we will consider only applications successfully submitted no later than 4:00 p.m. Eastern Time on the closing date and then successfully validated. You take a significant risk by waiting to the last day to submit through Grants.gov.

We will not consider any hard copy application received after the exact date and time specified for receipt at the office designated in this notice, unless we receive it 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, you 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 timely 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.

D. INTERGOVERNMENTAL REVIEW

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

E. FUNDING RESTRICTIONS

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

1. **Indirect Costs**

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

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

Option 2: Any organization that has never received a negotiated indirect cost rate, with the exceptions noted at 2 CFR 200.414(f) in the Cost Principles, may

elect to charge a de minimis rate of 10% of modified total direct costs (see 2 CFR 200.68 for definition) which may be used indefinitely. If you choose this option, this methodology must be used consistently for all Federal awards until such time as you choose to negotiate for an indirect cost rate, which you may apply to do at any time. (See 2 CFR 200.414(f) for more information on use of the de minimis rate.) For WIOA grants, all costs charged as a result of the de minimis rate will be counted towards the administrative cost limitation specified below.

2. **Administrative Costs**

Under this FOA, an entity that receives a grant to carry out a project or program may not use more than **15** percent of the amount of the grant to pay administrative costs associated with the program or project. Administrative costs are for the performance of administrative functions in carrying out activities under Title I of WIOA that are not related to the direct provision of workforce development services (including services to participants and employers). Such costs include both personnel and non-personnel costs and both direct and indirect costs. Administrative costs do not need to be identified separately from program costs on the SF-424A Budget Information Form. However, they must be tracked through the recipient's accounting system. To claim any administrative costs that are also indirect costs, the applicant must obtain an Indirect Cost Rate Agreement from its Federal Cognizant Agency or be eligible to use the 10 percent de minimis rate, as specified above.

3. **Salary and Bonus Limitations**

None of the funds appropriated under the heading "Employment and Training" in the appropriation statute(s) may be used by a recipient or subrecipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II. This rate can be found on the Office of Personnel Management (OPM) website located at: https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2016/executive-senior-level. Rates are adjusted annually and the website is updated annually. The rate for calendar year 2016 is $185,100. This limitation does not apply to contractors providing goods and services as defined in the Audit Requirements of the OMB Uniform Guidance (see 2 CFR 200 Subpart F). Where States are recipients of such funds, States may establish a lower limit for salaries and bonuses of those receiving salaries and bonuses from subrecipients of such funds, taking into account factors including the relative cost-of-living in the State, the compensation levels for comparable State or local government employees, and the size of the organizations that administer Federal programs involved including Employment and Training Administration programs. See Public Law 113-235, Division G, Title I, section 105, and Training and Employment Guidance Letter number 05-06 for further clarification: http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2262.

4. **Intellectual Property Rights**

Pursuant to 2 CFR 2900.13, to ensure that the Federal investment of DOL funds has as broad an impact as possible and to encourage innovation in the

development of new learning materials, the grantee will be required to license to the public all work created with the support of the grant 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 the grant funds and modifications made to pre-existing, grantee-owned content using grant funds.

This license allows subsequent users to copy, distribute, transmit and adapt the copyrighted Work and requires such users to attribute the Work in the manner specified by the grantee. 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

Questions about CC BY as it applies to this specific funding opportunity should be submitted to the ETA Grants Management Specialist specified in Section VII.

Only work that is developed by the recipient in whole or in part with grants funds is required to be licensed under the CC BY license. Pre-existing copyrighted materials licensed to, or purchased by the grantee from third parties, including modifications of such materials, remain subject to the intellectual property rights the grantee receives under the terms of the particular license or purchase. In addition, works created by the grantee without grant 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 funds provided by these grants result in work that can be freely reused and improved by others. When purchasing or licensing consumable or reusable materials, the grantee is expected to respect all applicable Federal laws and regulations, including those pertaining to the copyright and accessibility provisions of the Federal Rehabilitation Act.

Separate from the 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 grant, including a subaward or contract under the grant or subaward; and ii) any rights of copyright to which the recipient, subrecipient or a contractor purchases ownership under an award (including, but not limited to, curricula, training models, technical assistance products, and any related materials). Such uses include, but are not limited to, the right to modify and distribute such products worldwide by any means, electronically or otherwise. The grantee may not use Federal funds to pay any royalty or license fee for use of a copyrighted work, or the cost of acquiring by purchase a copyright in a work, where the Department has a license or rights of free use in such work. If revenues are generated through selling products developed with grant funds,

including intellectual property, DOL treats such revenues as program income. Such program income is added to the grant and must be expended for allowable grant activities.

If applicable, the following needs to be on all products developed in whole or in part with grant funds:

> "This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the grantee 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."

5. **WIOA Infrastructure**

All one-stop partner programs including all programs funded under title I of WIOA are required to contribute to the infrastructure costs and certain additional costs of the one-stop delivery system in proportion to their use and relative benefits received as required in 20 CFR 678.700 and 678.760. The sharing and allocation of infrastructure costs between one-stop partners is governed by WIOA sec. 121(h), WIOA's implementing regulations, and the Federal Cost Principles contained in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR part 200 (Uniform Guidance). The Federal Cost Principles state that a partner's contribution is an allowable, reasonable, necessary, and allocable cost to the program and is consistent with other legal requirements. A list of the required one-stop partner programs is available at 20 CFR 678.400

F. OTHER SUBMISSION REQUIREMENTS

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

V. APPLICATION REVIEW INFORMATION

A. RATING CRITERIA

We have instituted procedures for assessing the technical merit of applications to provide for an objective review of applications and to assist you in understanding the standards against which your application will be judged. The evaluation criteria are based on the information required in project narrative and budget narrative. Reviewers will award points based on the evaluation criteria described below:

Criterion	Points (maximum)
1. Statement of Need (See item 1 below)	5
2. Expected Outcomes, and Outputs (See item 2 below)	5
3. Project Design (See item 3 below)	37
4. Third Party Evaluation (See item 4 below)	10
5. Organizational, Administrative, and Fiscal Capacity (See item 5 below)	15
6. Past Performance – Programmatic Capability (See item 6 below)	20
7. Budget and Budget Justification (See item 7 below)	8
TOTAL	**100**

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

Points will be awarded based on the extent to which the applicant:

- Provides a brief and succinct statement of the purpose of proposed project followed by a detailed description of the geographic service area/target population to be served and the associated poverty rates, educational levels and unemployment rates for such areas/populations. Applicants also should include industry and workforce data in the community, and other unique characteristics of the service area/target population (such as any cultural and/or language factors) that may influence the design and delivery of the program. (3 points)
- Fully describes training methods which are sufficiently robust to successfully implement the proposed project and identifies any gaps in these methods. (2 points)

2. **Expected Outcomes and Outputs (up to 5 points)**

Points will be awarded based on the extent to which the applicant:

- Clearly identifies the overall goals and expected levels of achievement toward these goals which must include the three performance outcome goals provided in the abstract (see IV.B.4.a.1) and detailed in VI.B.4.b below. Also include milestones, outputs, and outcome(s) that will result from this project such as the number of participants served, average cost per participant, participants achieving an educational outcome in a STEM

related field etc. Outcomes should be realistic and attainable in relation to the funding amount. Unrealistically high outcomes may have a negative impact on scoring just as applications with very low expectations for outcomes may have a negative impact on scoring. Applicants should ensure that outcomes and outputs identified here align with the outcomes and outputs identified in the abstract (see required abstract in IV.B.4.a) (5 points).

3. **Project Design (up to 37 points)**

Points will be awarded based on the extent to which the applicant:

- Reflects a coherent and feasible approach for successfully addressing the identified barriers and outcomes of the service area/ target population, and includes reasonable timelines for completion of work. (6 points)
- Demonstrates that the project is linguistically, culturally, and geographically appropriate for Native Hawaiian and/or Alaska Native youth and young adults. (6 points)
- Details the education and training activities it will provide in STEM subjects which may be through certification or college degree programs, on-the-job training or subsidized work experience activities. Also describe efforts to leverage resources such as co-enrolling participants in other employment and training programs such as state, tribal and local community programs (8 points)
- Explains how the project design is informed by the existing evidence base on disadvantaged youth-serving workforce development and education programs, and in particular those programs that train youth in STEM fields (4 points).
- Identifies and describes the key partners, their qualifications, experience, roles in the project and particularly any partnerships and/or collaboration efforts with the State workforce system (i.e., the state and local workforce development boards, American Job Centers etc.). Where such partnerships do not yet exist, applicants should describe plans to develop such partnerships. (5 points)
- Describes how it will recruit, select and retain eligible Native Hawaiian and/or Alaska Native youth and young adults as participants for the program, including methods for outreach, referral, and selection to ensure full enrollment. (4 points)
- Develops a comprehensive program calendar that outlines a realistic timeline for completing critical activities (see required program calendar in IV.B.4.c. (4 points)

4. **Third Party Evaluation (up to 10 points)**

Points will be awarded based on:

- The strength and effectiveness of the measures, methods, techniques, and tools proposed to evaluate progress towards achieving the project results including the ability to specifically evaluate project results related to STEM. (5 points)
- The extent to which there is evidence that the measures will be able to assess to what extent the project outcomes have been met and the extent to which data will be used to inform program delivery and document lessons learned. (5 points)

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

Points will be awarded based on:

- The extent to which the applicant demonstrates capacity to manage the project with qualified staff and a qualified project manager and effectively track the programmatic, fiscal, and administrative progress of the proposed project, including any sub-contracts. (8 points)
- The strength of the fiscal and administrative controls to properly manage Federal funds. The capability of the organization to sustain project activities after Federal financial assistance ends. (5 points)
- How well the program will quickly accommodate staff turnover if the need arises. (1 point)
- The degree to which an organizational chart reasonably describes the composition of the applicant's organization. (1 point)

6. **Past Performance – Programmatic Capability (up to 20 points)**

Points will be awarded based on the extent to which the applicant:

- Provides information on existing employment and training grants, training programs, training curriculum etc. that the entity has experience and expertise in developing and implementing especially job training programs and workforce development activities that serve Native Hawaiian and/or Alaska Native youth and young adults. (10 points)
- Provides information on past accomplishments achieved in operating a comparable program to the proposed project. The extent to which the past performance of the comparable program prepares the organization to undertake the proposed project. (10 points)

7. **Budget and Budget Justification (up to 8 points)**

Points will be awarded based on the extent to which the applicant:

- Provides budget that is reasonable based on the activities outlined in the project narrative. (4 points)
- Have key personnel devoted to the project to achieve project results. (4 points)

B. REVIEW AND SELECTION PROCESS

1. Merit Review and Selection Process

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

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

2. Risk Review Process

Prior to making an award, ETA 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), Dun and Bradstreet, and "Do Not Pay." Additionally, ETA will comply with the requirements of 2 CFR Part 180 codified by DOL at 29 CFR Part 98 [Government-wide Debarment and Suspension (Non-procurement)]. This risk evaluation may incorporate results of the evaluation of the applicant's eligibility (application screening) or the quality of its application (merit review). If ETA determines that an award will be made, special conditions that correspond to the degree of risk assessed may be applied to the award. Criteria to be evaluated include:

(1) Financial stability;
(2) Quality of management systems and ability to meet the management standards prescribed in the Uniform Grant 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 Grant 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, or other requirements imposed on recipients.

VI. AWARD ADMINISTRATION INFORMATION

A. AWARD NOTICES

All award notifications will be posted on the ETA Homepage (http://www.doleta.gov). Applicants selected for award will be contacted directly before the grant's execution. Non-selected applicants will be notified by mail or email and may request a written debriefing on the significant weaknesses of their application.

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

B. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

1. Administrative Program Requirements

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

a. Non-Profit Organizations, Educational Institutions, For-profit entities and State, Local and Indian Tribal Governments – 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) and 2 CFR 2900 (DOL's Supplement to 2 CFR Part 200)

b. All recipients must comply with the applicable provisions of the Workforce Innovation and Opportunity Act (WIOA), Public Law No. 113-328, 128 Stat. 1425 (codified as amended at 29 U.S.C. 3101 et seq.). Note that section 186(a) of WIOA allows unsuccessful applicants to file administrative appeals.

c. All entities must comply with 29 CFR Part 93 (New Restrictions on Lobbying), 29 CFR Part 94 (Government-Wide Requirements for Drug-Free Workplace (Financial Assistance)), 29 CFR Part 98 (Government-Wide Debarment and Suspension, and Drug-Free Workplace requirements), and, where applicable, 2 CFR Part 200 (Audit Requirements).

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. 29 CFR Part 38 – Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Innovation and Opportunity Act.
j. 29 CFR Parts 29 and 30—Labor Standards for the Registration of Apprenticeship Programs, and Equal Employment Opportunity in Apprenticeship and Training, as applicable.
k. General Terms and Conditions of Award—See the following link: https://www.doleta.gov/grants/pdf/2016template.pdf

2. **Other Legal Requirements:**

a) Religious Activities

The Department notes that the Religious Freedom Restoration Act (RFRA), 42 U.S.C. Section 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

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

- Except for those excepted from the Transparency Act under sub-paragraphs 1, 2, and 3 below, you must ensure that you

have the necessary processes and systems in place to comply with the subaward and executive total compensation reporting requirements of the Transparency Act, should they receive funding.

- Upon award, you will receive detailed information on the reporting requirements of the Transparency Act, as described in 2 CFR Part 170, Appendix A, which can be found at the following website: 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 of Labor and must be observed except where disclosure is allowed by the prior written approval of the Grant Officer or by court order. By submitting an application, you are assuring that all data exchanges conducted through or during the course of performance of this grant will be conducted in a manner consistent with applicable Federal law and TEGL NO. 39-11 (issued June 28, 2012). All such activity conducted by ETA and/or recipient/s will be performed in a manner consistent with applicable state and Federal laws.

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

1. You must ensure that PII and sensitive data developed, obtained, or otherwise associated with DOL/ETA funded grants is securely transmitted.
2. To ensure that such PII is not transmitted to unauthorized users, all PII and other sensitive data transmitted via e-mail or stored on CDs, DVDs, thumb drives, etc., must be encrypted using a Federal Information Processing Standards (FIPS) 140-2

compliant and National Institute of Standards and Technology (NIST) validated cryptographic module. You must not e-mail unencrypted sensitive PII to any entity, including ETA or contractors.

3. You must take the steps necessary to ensure the privacy of all PII obtained from participants and/or other individuals and to protect such information from unauthorized disclosure. You must maintain such PII in accordance with the ETA standards for information security described in TEGL NO. 39-11 and any updates to such standards we provide to you. Grantees who wish to obtain more information on data security should contact their Federal Project Officer.
4. You must ensure that any PII used during the performance of your grant has been obtained in conformity with applicable Federal and state laws governing the confidentiality of information.
5. You further acknowledge that all PII data obtained through your ETA grant must be stored in an area that is physically safe from access by unauthorized persons at all times and the data will be processed using recipient issued equipment, managed information technology (IT) services, and designated locations approved by ETA. Accessing, processing, and storing of ETA grant PII data on personally owned equipment, at off-site locations e.g., employee's home, and non-recipient managed IT services, e.g., Yahoo mail, is strictly prohibited unless approved by ETA.
6. Your employees and other personnel who will have access to sensitive/confidential/proprietary/private data must be advised of the confidential nature of the information, the safeguards required to protect the information, and that there are civil and criminal sanctions for noncompliance with such safeguards that are contained in Federal and state laws.
7. You must have policies and procedures in place under which your employees and other personnel, before being granted access to PII, acknowledge their understanding of the confidential nature of the data and the safeguards with which they must comply in their handling of such data as well as the fact that they may be liable to civil and criminal sanctions for improper disclosure.
8. You must not extract information from data supplied by ETA for any purpose not stated in the grant agreement.
9. Access to any PII created by the ETA grant must be restricted to only those employees of the grant recipient who need it in their official capacity to perform duties in connection with the scope of work in the grant agreement.

10. All PII data must be processed in a manner that will protect the confidentiality of the records/documents and is designed to prevent unauthorized persons from retrieving such records by computer, remote terminal or any other means. Data may be downloaded to, or maintained on, mobile or portable devices only if the data are encrypted using NIST validated software products based on FIPS 140-2 encryption. In addition, wage data may only be accessed from secure locations.
11. PII data obtained by the recipient through a request from ETA must not be disclosed to anyone but the individual requestor except as permitted by the Grant Officer or by court order.
12. You must permit ETA to make onsite inspections during regular business hours for the purpose of conducting audits and/or conducting other investigations to assure that you are complying with the confidentiality requirements described above. In accordance with this responsibility, you must make records applicable to this Agreement available to authorized persons for the purpose of inspection, review, and/or audit.
13. You must retain data received from ETA only for the period of time required to use it for assessment and other purposes, or to satisfy applicable Federal records retention requirements, if any. Thereafter, you agree that all data will be destroyed, including the degaussing of magnetic tape files and deletion of electronic data.

e) Record Retention

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

f) Use of Contracts and Subawards

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

Contract: Contract means a legal instrument by which a non-Federal entity (defined as a state, 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 used in this FOA does not include a legal instrument, even if the non-Federal entity considers it a contract,

when the substance of the transaction meets the definition of a Federal award or subaward (see definition of Subaward below).

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

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

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

You must follow the provisions at 2 CFR 200.330-.332 regarding subrecipient monitoring and management. Also see 2 CFR 200.308(c)(6) regarding prior approval requirements for subawards. When awarding subawards, you are required to comply with provisions on government-wide suspension and debarment found at 2 CFR Part 180 and codified by DOL at 29 CFR Part 98.

g) Closeout of Grant Award

Any entity that receives an award under this Announcement must close its grant with ETA at the end of the final year of the grant. Information about this process may be found in ETA's Grant Closeout FAQ located at: http://www.doleta.gov/grants/docs/GCFAQ.pdf.

3. **Other Administrative Standards and Provisions**

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

4. **Special Program Requirements**

a) ETA Evaluation

We may require that the program or project participate in an evaluation of overall performance of ETA grants and require the cooperation of the recipient as a condition of award.

b) Performance Goals

This FOA provides three specific outcome goals which are:

- The percentage of participants that will obtain a credential. This outcome is calculated as the percent of participants enrolled in education or training *(*excluding OJT) who obtain a post-secondary credential or high school diploma or equivalent by the 4th quarter after exit. Those obtaining a high school diploma or equivalent count as a success only if they are employed or in education or training leading to a recognized post-secondary credential within the year.
- The percentage of participants that will be employed or in a STEM related education or training program. This outcome is measured as a rate and is calculated as the percent of all enrolled participants that are placed in a STEM related education or training program during the course of participation or placed in employment and are still employed the 2nd quarter after exit.
- The total median earnings of participants in the second quarter after exit. This outcome is calculated by obtaining the quarterly earnings for each participant that was employed in the 2nd quarter after exit and reporting the median earnings amount.

Please note that applicants will be held to outcomes provided and failure to meet those outcomes may result in technical assistance or other intervention by ETA, and may also have a significant impact on decisions about future grants with ETA.

C. REPORTING

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

1. **Quarterly Financial Reports**

A Quarterly Financial Status Report (ETA 9130) is required until such time as all funds have been expended or the grant period has expired. Quarterly reports are due 45 days after the end of each calendar year quarter. On the final Financial Status Report, you must include any subaward amounts so we can calculate final indirect costs, if applicable. You must use DOL's Online Electronic Reporting System and information and instructions will be provided to grantees.

2. **Quarterly Performance Reports**

You must submit a quarterly progress report within 45 days after the end of each calendar year quarter. The report must include quarterly information on grant activities, performance goals (see performance goals specified in VI.B.4.b above), and milestones. The last quarterly progress report will serve as the grant's final performance report. This report must provide both quarterly and cumulative information on the grant activities. It must summarize project activities, employment outcomes and other deliverables, and related results of the project, and must thoroughly document the training or labor market information approaches that you used. We will provide you with additional guidance about the data and other information that is required to be collected and reported on either a regular basis or special request basis.

VII. AGENCY CONTACTS

For further information about this FOA, please contact Marc Purvis, Grants Management Specialist, Office of Grants Management, at (202) 693-3204. Applicants should e-mail all technical questions to Purvis.Marc@dol.gov and must specifically reference FOA-ETA-17-04, and along with question(s), include a contact name, fax and phone number. This Announcement is available on the ETA Web site at: http://www.doleta.gov/grants and at http://www.grants.gov.

VIII. OTHER INFORMATION

A. TRANSPARENCY

DOL is committed to conducting a transparent grant award process and publicizing information about program outcomes. Posting grant applications on public websites is a means of promoting and sharing innovative ideas. For all applications in this grant competition, we will publish the Abstracts required by Section IV.B.4., and selected information from the SF-424 for all applications on the Department's public website or similar publicly accessible location. Additionally, we will publish a version of the Project Narrative required by Section IV.B.3. for all those applications that are awarded grants, on the Department's website or a similar location. We will publish no other attachments to the application. We will not publish the Project Narratives and Abstracts until after we have announced the grant recipients. In addition, information about grant progress and results may also be made publicly available.

DOL recognizes that grant applications sometimes contain information that an applicant may consider proprietary or business confidential information, or may contain personally identifiable information (PII). Proprietary or business confidential information is information that is not usually disclosed outside your organization and disclosing this information is likely to cause you substantial competitive harm.

PII is any information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records, and any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information[13].

Abstracts will be published in the form originally submitted, without any redactions. Applicants should not include any proprietary or confidential business information or PII in this summary. In the event that an applicant submits proprietary or confidential business information or PII, DOL is not liable for the posting of this information contained in the Abstract. The submission of the grant application constitutes a waiver of the applicant's objection to the posting of any proprietary or confidential business information contained in the Abstract. Additionally, the applicant is responsible for obtaining all authorizations from relevant parties for publishing all PII contained within the Abstract. In the event the Abstract contains proprietary or confidential business information or PII, the applicant is presumed to have obtained all necessary authorizations to provide this information and may be liable for any improper release of this information.

By submission of this grant application, the applicant agrees to indemnify and hold harmless the United States, the U.S. Department of Labor, its officers, employees, and agents against any liability or for any loss or damages arising from this application. By such submission of this grant application, the applicant further acknowledges having the authority to execute this release of liability.

In order to ensure that proprietary or confidential business information or PII is properly protected from disclosure when DOL posts the winning Project Narratives, applicants whose Project Narratives will be posted will be asked to submit a second redacted version of their Project Narrative, with any proprietary, confidential commercial/business information, and PII redacted. You should remove all non-public information about the applicant's and consortium members' staff (if applicable) as well.

The Department will contact the applicants whose Project Narratives will be published by letter or email, and provide further directions about how and when to submit the redacted version of the Project Narrative.

Submission of a redacted version of the Project Narrative will constitute permission by the applicant for DOL to make the redacted version publicly available. We will also assume that by submitting the redacted version of the Project Narrative, the applicant has obtained the agreement to the applicant's decision about what material to redact of all persons and entities whose proprietary, confidential business information or PII is

[13] OMB Memorandum 07-16 and 06-19. GAO Report 08-536, *Privacy: Alternatives Exist for Enhancing Protection of Personally Identifiable Information*, May 2008, http://www.gao.gov/new.items/d08536.pdf.

contained in the Project Narrative. If an applicant fails to provide a redacted version of the Project Narrative within 45 days of DOL's request, DOL will publish the original Project Narrative in full, after redacting only PII. (Note that the original, unredacted version of the Project Narrative will remain part of the complete application package, including an applicant's proprietary and confidential business information and any PII.)

We encourage applicants to maximize the grant application information that will be publicly disclosed, and to exercise restraint and redact only information that clearly is proprietary, confidential commercial/business information, or PII. The redaction of entire pages or sections of the Project Narrative is not appropriate, and will not be allowed, unless the entire portion merits such protection. Should a dispute arise about whether redactions are appropriate, DOL will follow the procedures outlined in the Department's Freedom of Information Act (FOIA) regulations (29 CFR Part 70).

DOL will protect redacted information in grant applications from public disclosure in accordance with Federal law, including the Trade Secrets Act (18 U.S.C. § 1905), FOIA, and the Privacy Act (5 U.S.C. § 552a). If DOL receives a FOIA request for your application, the procedures in DOL's FOIA regulations for responding to requests for commercial/business information submitted to the government will be followed, as well as all FOIA exemptions and procedures. See 29 CFR § 70.26. Consequently, it is possible that application of FOIA rules may result in release of information in response to a FOIA request that an applicant redacted in its "redacted copy."

B. WEB-BASED RESOURCES

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

C. INDUSTRY COMPETENCY MODELS AND CAREER CLUSTERS

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

D. WORKFORCEGPS RESOURCES

1. We encourage you to view the information gathered through the conference calls with Federal agency partners, industry stakeholders, educators, and local practitioners. The information on resources identified can be found on WorkforceGPS at: https://www.workforcegps.org/resources/2016/05/27/14/00/Applying_for_ETA_Competitive_Grants-_A_Web-Based_Toolkit-for_Prospective_Applicants.

2. We encourage you to view the online tutorial, "Grant Applications 101: A Plain English Guide to ETA Competitive Grants," available through WorkforceGPS at: https://www.workforcegps.org/resources/2016/05/27/13/39/Grant_Applications_101-_An_Overview_of_the_Application_Process.

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

4. We created a technical assistance portal at: https://www.workforcegps.org/resources/browse?id=B8DD0AA1ECFB4B2282D6CD30C7248790 that contains online training and resources for fiscal and administrative issues. Online trainings available include, but are not limited to, Introduction to Grant Applications and Forms, Indirect Costs, Cost Principles, and Accrual Accounting.

IX. OMB INFORMATION COLLECTION

OMB Information Collection No 1225-0086, Expires May 31, 2019.

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.

PLEASE DO NOT RETURN YOUR GRANT APPLICATION TO THIS ADDRESS. ONLY SEND 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.

Information collected through this FOA will be used by the DOL 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.

Signed March 9, 2017 in Washington, D.C. by:
Jimmie Curtis
Grant Officer, Employment and Training Administration