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

NOTICE OF AVAILABILITY OF FUNDS AND FUNDING OPPORTUNITY ANNOUNCEMENT FOR:
Applications for a National Employer Policy, Research, and Technical Assistance Center on the Employment of People with Disabilities

ANNOUNCEMENT TYPE: *Initial*

FUNDING OPPORTUNITY NUMBER: *FOA-ODEP-19-01*

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NUMBER: *17.720*

KEY DATES: *The closing date for receipt of applications under this Announcement is* **June 24, 2019**. 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:*** **Mr. Jimmie Curtis,** ***Grant Officer***
> ***Reference:*** **FOA-ODEP-19-01**
> ***200 Constitution Avenue, NW, Room N4716***
> ***Washington, DC 20210***

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

The U.S. Department of Labor's Employment and Training Administration is responsible for the Office of Disability Employment Policy's grant award process.

EXECUTIVE SUMMARY:

The Office of Disability Employment Policy ("ODEP"), U.S. Department of Labor (DOL, or the Department, or we), announces the expected availability of approximately $ 8 million in funds for one cooperative agreement to manage and operate an employer-focused policy development and technical assistance center over a 4 year (48-month) budget period. The first year of funding of $2 million for this cooperative agreement is authorized by the Department of Defense and Labor, Health and Human Services, and Education Appropriations Act, 2019 and Continuing Appropriations Act, 2019, Pub.L. No. 115-245. The organization that is awarded the cooperative agreement as a result of this competition will receive one grant award amount annually for four consecutive years. Our expectation of the availability of approximately $ 8 million in funds for the entire 4 year (48-month) budget period is subject to the availability of Federal funds. This solicitation is a re-competition of an existing cooperative agreement. The work done under the new Center will build upon the prior work of ODEP's Employer Assistance and Resource Network on Disability Inclusion (EARN).

The new Center, which will retain the name EARN, will continue to conduct research; engage with the business community; identify effective policies and practices that support business needs; and provide resources, technical assistance, and training to help public and private sector employers (including Federal contractors) recruit, hire, retain, and advance individuals with disabilities. The new Center will differ from the current, however, in that it will have a stronger focus on policy development, research, and compliance assistance activities that will be driven and developed in collaboration with private sector business entities, including through a network of business intermediary organizations representing groups of employers. The business intermediaries will help drive the focus of policy research and compliance assistance by helping to identify employer needs in the area of disability employment.

The lead applicant must be either 1) a non-profit business school or school that includes human resources or labor-focused programs that is part of a public or private institute of higher education or 2) a non-profit research institution, which can include stand-alone research institutions or a research institution that is part of a public or private institute of higher education. The lead applicant must, at a minimum, form a consortium with the other type of eligible entity. For example, if the lead applicant is a non-profit business school, then a non-profit research institution must be included in the proposed consortium. Similarly, if the lead application is a non-profit research institution, then a non-profit business school or school that includes human resources or labor-focused programs must be included in the proposed consortium. The lead applicant must also include in the consortium business intermediary organizations that represent groups of employers or business professionals, and may include additional, optional partners. Applicants are required to have a formal consortium partnership with entities from the other eligible applicant category, as documented by a formal memorandum of understanding, and have formal letters of support from five (5) business intermediaries interested in partnering with the applicant upon the award date.

I. FUNDING OPPORTUNITY DESCRIPTION

A. PROGRAM PURPOSE

This Announcement solicits applications for one (1) cooperative agreement to continue to manage and operate EARN. The purpose of the new Center is to increase the capacity of employers to recruit, hire, retain, and advance people with disabilities through the identification and dissemination of evidence-based policies and effective practices. The awardee will accomplish this by: 1) engaging with and soliciting input from employers and business intermediaries across multiple industry sectors regarding their most pressing needs, 2) conducting research and policy analysis to identify viable practices and policy solutions to address the problems identified, and 3) collaborating with the business entities to develop and share user friendly and relevant compliance assistance resources tailored to address their needs.

EARN will also conduct research and policy studies to identify and validate effective policy and practice models, translate that knowledge into engaging formats that will be disseminated and utilized broadly by employers, and will provide technical assistance and training to employers of all sizes, both public and private, to aid them in creating inclusive cultures that support the employment of individuals with disabilities. In addition to being able to develop the networks to provide assistance through strategic engagement with business intermediary partners and other targeted business entities, the successful applicant must also have the demonstrated capacity to conduct high quality research and policy analysis and to identify new and innovative areas for research and policy inquiry.

The Department is committed to producing strong evidence on the effectiveness of its grant programs, and full participation (by grantee and any sub-grantees or sub-contractors) in any evaluation initiated by the Department is a condition of all grant awards.

B. BACKGROUND

The Need for EARN and Overview of Required Activities

Research suggests that employing people with disabilities benefits businesses in multiple ways.[1] Some of these include lower turnover, increased tenure or retention, increased productivity, greater market share through a larger customer base, and increased access to a broader pool of skilled workers.[2] In addition, increasing job opportunities for people with disabilities "saves the Federal and state government money by reducing dependency on cash and medical and disability benefits," according to a 2013 Employer Assistance and Resource Network report.[3] For people with disabilities, employment means greater economic self-sufficiency, an opportunity to use their skills, and more active participation in community life.

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[1] Hernandez, B. and McDonald, K. (2007). Exploring the Bottom Line: A Study of the Costs and Benefits of Workers with Disabilities. *The Economic Impact Study.* October 2007. http://bbi.syr.edu/_assets/staff_bio_publications/McDonald_Exploring_the_Bottom_Line_2007.pdf.

[2] Linklow, P., Barrington, L., Bruyère, S., Figueroa, I., and Wright, M. (2012). Leveling the Playing Field: Attracting, engaging, and advancing people with disabilities. *The Conference Board*. https://digitalcommons.ilr.cornell.edu/cgi/viewcontent.cgi?referer=&httpsredir=1&article=1292&context=edicollect

[3] Krepcio, K and Barnett, S. (2013). States as Model Employers of People with Disabilities: A Comprehensive Review of Policies, Practices, and Strategies. http://www.askearn.org/wp-content/uploads/docs/statemodel.pdf.

However, a significant employment gap persists between Americans with and without disabilities. At nearly 20 percent of the population, people with disabilities are one of the nation's largest minority groups.[4] Yet the most recent national disability employment statistics show that only 20.8 percent of people with disabilities participate in the workforce, compared to 68.2 percent of people without disabilities.[5]

To address this issue, the Federal government has taken several actions. For example, in 2014, the Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) promulgated regulations addressing Section 503 of the Rehabilitation Act[6] and the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA).[7] The Section 503 regulations require a Federal contractor to conduct utilization analyses and to apply, for the first time, a seven percent utilization goal to assess whether it is achieving equal employment opportunity for individuals with disabilities. Significant and on-going outreach and technical assistance related to recruitment, accommodations, disclosure, building an inclusive workplace, and increasing retention and return to work will be needed by the Federal contractors impacted by the regulations.

More recently, the Equal Employment Opportunity Commission (EEOC) issued regulations for Section 501 of the Rehabilitation Act that state that the Federal government must adopt employment goals for individuals with disabilities, with sub-goals for individuals with targeted disabilities.[8] In addition, the regulations provide that personal assistance services should be made available to certain employees who need them because of a disability, and establish a number of other requirements designed to improve the recruitment, hiring, retention, and advancement of individuals with disabilities in the Federal workforce.[9]

Activities to be conducted under this cooperative agreement will support the Federal government's efforts to increase employment for individuals with disabilities in both the Federal and private sectors. This will be accomplished by: collaborating with employers, including Federal contractors, to identify and address their most pressing disability employment related needs; conducting policy analysis and research to identify potential policy and practice solutions; and developing and disseminating high-quality, user-friendly compliance/technical assistance tools to assist employers in building a disability inclusive workforce. For example, to support Federal agencies in becoming model employers, the awardee will be expected to collaborate with the EEOC and the Office of Personnel Management (OPM) to analyze existing research, policies, and practices such as those related to Schedule A, Schedule D, as well as other Federal disability employment programs such as selective placement programs, special emphasis programs and other diversity initiatives in order to glean best practices.

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[4] Brault, M. W. (2012). Americans with Disabilities: 2010. *Current Population Reports.* US Census. https://www2.census.gov/library/publications/2012/demo/p70-131.pdf.
[5] https://www.dol.gov/odep.
[6] 41 CFR Part 60–741.
[7] 41 CFR Part 60–300.
[8] "Targeted disabilities" are defined by OPM in the SF-256. https://www.opm.gov/forms/pdf_fill/sf256.pdf.
[9] 29 CFR 1614.

Similarly, through the creation of the Business Intermediary Network, EARN will collaborate with private businesses of all sizes across multiple sectors by engaging with non-profit business intermediary organizations to identify and address their most pressing disability employment-related needs. Business intermediary organizations are broadly defined as trade, professional, or labor associations that are made up of businesses, member companies, and/or individuals that operate in the same market, sector, or industry and have common interests. In addition to creating a broad network of business intermediaries, the Center will create a related Intermediary Leadership Council from across the network's organizations to gather information necessary for EARN to understand and address the needs of employers. The Center will use the Intermediary Leadership Council to ensure that research is relevant and products developed meet the needs of the Business Intermediary Network, and other employers.

Moreover, the Center will also assist Federal contractors in their efforts to include people with disabilities within their workforces, by providing resources to help them comply with Section 503 of the Rehabilitation Act, recommending and supporting the implementation of methods of recognizing outstanding contractors, and in developing and disseminating user friendly and relevant compliance assistance resources tailored to address the specific needs of the contractor community.

The successful applicant will build on the current EARN Inclusion@Work framework. Developed with input from a range of employers with strong track records in disability employment, the Inclusion@Work Framework is an internationally award winning, multimedia policy tool that outlines seven core components of a disability-inclusive workplace, along with a menu of strategies for achieving them. The successful applicant will use the Inclusion@Work framework to help guide its work with business intermediaries and employers, and will develop new content, including tools and resources to help employers take action to build a disability-inclusive workplace.

The new EARN Center will also help inform ODEP's policy development by conducting research and policy analysis, including examination of legislation and regulations, that may facilitate or impede employers in their disability employment efforts. Given the broad scope of work that the Center will be required to perform, the successful applicant must have expert policy knowledge and extensive research expertise. In addition, the successful applicant must have the demonstrated capacity to effectively provide technical assistance to employers across the broad range of issues impacting disability employment. Areas of focus will include, but will not be limited to, key and current topics of interest developed with approval from ODEP such as Return to Work/Stay at Work, small business, apprenticeships, mental health, and opioid addiction.

The Center will also develop, host, manage, maintain and update a comprehensive, engaging, interactive, and accessible web portal. The portal will serve as a repository and dissemination center for employer-focused disability inclusion information and materials, including resources developed by EARN and the Business Intermediary Network funded under this cooperative agreement, and by ODEP and other disability employment policy leaders. In addition to the web portal, EARN will also utilize a wide variety of other strategies such as social media, multi-media, webcasts, webinars, and mobile applications to effectively engage with the business community and expand the reach and impact of its dissemination efforts.

The successful applicant must also develop measures for and collect data on performance outcomes related to its activities. The grantee should continuously assess the effectiveness of its engagement and technical assistance activities, and have a plan to track and report on the effectiveness of its activities and outcomes. ODEP is particularly interested in proposed measures that reflect the dissemination as well as the adoption of materials by employers.

C. Program Authority

This program is authorized by the Department of Defense and Labor, Health and Human Services, and Education Appropriations Act, 2019 and Continuing Appropriations Act, 2019, Pub.L. No. 115-245.

II. AWARD INFORMATION

A. Award Amount and Period of Performance

We expect availability of approximately $8 million over a 48-month budget period to fund one cooperative agreement. You may apply for a ceiling amount of up to $2 million per 12-month budget period. Awards made under this Announcement are subject to the availability of Federal funds.

The period of performance is forty-eight (48) months with an anticipated start date of September 9, 2019. This performance period includes all necessary implementation and start-up activities.

B. Award Type

Funding for the project will be provided in the form of a cooperative agreement, requiring close cooperation and coordination between DOL and the awardee. DOL will have substantial involvement in the administration of the cooperative agreement, and input and approval must be obtained prior to conducting most activities. DOL's involvement in cooperative agreement will consist of:

- Monthly conference calls with awardees throughout the period of performance;
- Prior approval of any related sub-contracts;
- Prior approval of all key personnel appointments and changes;
- Participation in site visits to project areas;
- Providing advice and consultation to project development and management;
- Providing awardees with technical and programmatic support, including training in DOL grant administration monitoring systems, and standard procedures regarding DOL management of cooperative agreements;
- Reviewing, at reasonable times, all required reporting documents pertaining to the project, including required metrics, status and technical progress reports, and

quarterly financial reports. DOL will provide the format for the technical progress reports;

- Oversight and approval of all outward-facing work products, including but not limited to fact sheets, training materials, press releases, and publicity-related materials regarding the project;
- Oversight and approval of all content for print and online resources developed through project activities including clearing topics for material production and final document production (e.g., outreach flyers, training materials, information about the project on the applicant's website).

III. ELIGIBILITY INFORMATION

A. ELIGIBLE APPLICANTS

Eligible applicants are consortia with a lead applicant from one of the following two types of entities: a) non-profit business schools or schools that include human resources or labor-focused programs that are part of a public or private institute of higher education; or b) non-profit research institutions, which can be part of public or private institutes of higher education or independent policy research organizations. At a minimum, the lead applicant must form a consortium with entities from the other eligible applicant category. For example, if the lead applicant is a non-profit business school, then a non-profit research institution must be included in the proposed consortium. Similarly, if the lead application is a non-profit research institution, then a non-profit business school or school that includes human resources or labor-focused programs must be included in the proposed consortium. The lead applicant must also include business intermediary organizations in the consortium. Moreover, additional optional partners may be included.

All applications must clearly identify the lead applicant as well as all other members of the consortium, and specify and document the particular expertise of each consortium member. Among the consortium partners, there must be extensive demonstrated experience and expertise in developing policy, conducting employer-focused research, collaborating with and providing compliance/technical assistance to employers on the full range of disability employment issues, and measuring and evaluating progress towards stated goals. In addition to the requirement that at least five (5) business intermediary organizations submit letters of support for the applicant's proposal and indicating interest in partnering with the grantee, partnerships with additional appropriate organizations and subject matter experts are encouraged to effectively meet the requirements of this FOA.

Furthermore, applicants will receive priority consideration of two (2) bonus points if the lead applicant is physically located within a census tract designated by the Secretary of Treasury as a qualified opportunity zone. For more information on Opportunity Zones, go to: https://www.irs.gov/newsroom/opportunity-zones-frequently-asked-questions.

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

Application Requirement	Instructions	Complete?
The deadline submission requirements are met	Section IV.C	
Eligibility	Section III.A	
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 Federal funds request does not exceed the ceiling amount of $2 million	Section II.A	
SAM Registration	Section IV.B.1	
SF-424, Application for Federal Assistance, including 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	

Memorandum of Understanding (MOU) between Consortium Members	Section IV.B.4	
Formal Letters of Commitment from five (5) business intermediary organizations	Section IV.B.4	

2. Number of Applications Applicants May Submit

We will consider multiple applications from each organization. Specifically, we will consider multiple applications from the same university if the lead applicant is different—for example, if one application is from the business school and the other is from a research institution housed at the same university. If, however, duplicate applications from the same business school or research institution for the same project are successfully submitted, only the last application received by the deadline will be reviewed. If the most recent version of an application is disqualified for any reason, we will not replace it with an earlier version of the application.

Applicants will receive priority consideration of two (2) bonus points if the lead applicant is physically located within a census tract designated by the Secretary of Treasury as a qualified opportunity zone. For more information on Opportunity Zones, go to: https://www.irs.gov/newsroom/opportunity-zones-frequently-asked-questions.

D. OTHER AWARD SPECIFICATIONS

1. *Allowable Use of Funds*

Allowable expenses under the cooperative agreement include reasonable and necessary expenses to plan for and establish infrastructure necessary for effective program implementation and for support of any related evaluation of the EARN TA Center.

Additionally, funds may be used to pay for project staff to work with and support any evaluation conducted in support of the cooperative agreement. Funds may also be used to conduct routine, internal program management activities.

2. Partnerships

The lead applicant must address three types of partnerships:

a. The applicant will outline its approach to establishing and managing the EARN Center as a consortium of organizations. The lead applicant must be either 1) a business school or school that includes human resources or labor-focused programs that is part of a public or private institute of higher education or 2) a research institution that is either part of a public or private institute of higher education or is an independent policy research organization. At a minimum, the lead applicant must form a consortium with entities from the other eligible applicant category. For example, if the lead applicant is a business school, then a non-profit research institution must be included in the proposed consortium. Similarly, if the lead application is a non-profit research institution, then a non-profit business school or school that includes human resources or labor-focused programs must be included in the proposed consortium. The application must include commitments from consortium members, as well as a proposal for how the organizations will work together to meet the goals of the grant.

b. In addition to the required consortium partners, the lead applicant has the flexibility to choose from additional types of entities to serve as partners on various aspects of the EARN Center. These additional partners should have relevant expertise and experience needed to help the EARN Center meet its goals under this award. Optional partners can include a range of entities with subject matter expertise, including but not limited to, nonprofits such as disability-related organizations and policy research organizations, public and private institutes of higher education, and foundations.

c. The applicant will also propose a structure for continued engagement with a network of at least ten (10) intermediaries that allows the intermediaries to connect, work collaboratively, and share information across the newly created network. This structure should include a plan to engage intermediaries when selecting topics for research, designing research approaches, developing research products, and disseminating those products. The applicant must address this plan, and must include letters of support from at least five (5) business intermediaries in the grant application. Formal commitments from the ten (10) required intermediaries will be chosen with input and approval from ODEP after the cooperative agreement is awarded.

IV. APPLICATION AND SUBMISSION INFORMATION

A. How to Obtain an Application Package

This FOA, found at www.Grants.gov and https://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 https://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 https://apply07.grants.gov/apply/forms/sample/SF424B-V1.1.pdf). You do not need to submit the SF-424B with the application.

- **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: https://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.

(See, Appendix A to 2 CFR section 25.)

- **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 can be found at https://www.sam.gov .

  A recipient must maintain an active SAM registration with current information at all times during which it has an active Federal award or an application under consideration. To remain registered in the SAM database after the initial registration, the applicant is required to review and update the registration at least every 12 months from the date of initial registration or 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: https://apply07.grants.gov/apply/forms/sample/SF424A-V1.0.pdf). Please limit information provided in this form to project budget information for the first 12-months of the budget period of the project.

Budget Narrative: The budget narrative must not only provide a description of costs associated with each line item on the SF-424A (which is limited to the first 12-months of the budget period of the project), it must also provide a concise narrative explanation to support the budget request of the entire 48-month budget period of the project. 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: Under the Contractual line item, delineate contracts and subawards separately. Contracts are defined according to 2 CFR 200.22 as a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award. A subaward, defined by 2 CFR 200.92, means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program.

For each proposed contract and subaward, specify the purpose and estimated cost.

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

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

Indirect Costs: If you include indirect costs in the budget, then include one of the following:

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

b) If you intend to claim indirect costs using the 10 percent de minimis rate, please confirm that your organization meets the requirements as described in 2 CFR 200.414(f). Clearly state that your organization has never received a Negotiated Indirect Cost Rate Agreement (NICRA), and your organization is not one described in Appendix VII of 2 CFR 200, paragraph (D)(1)(b).

Applicants choosing to claim indirect costs using the de minimis rate must use Modified Total Direct Costs (see 2 CFR 200.68 below for definition) as their cost allocation base. Provide an explanation of which portion of each line item, along with the associated costs, are included in your cost allocation base. Note that there are various items not included in the calculation of Modified Total Direct Costs. See below the definitions to assist you in your calculation.

2 CFR 200.68 Modified Total Direct Cost (MTDC) means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first $25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of $25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

You will note that participant support costs are not included in modified total direct cost. Participant support costs are defined below.

2 CFR 200.75 Participant Support Cost means direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences, or training projects.

See Section IV.B.4. and Section IV.E.1 for more information. Additionally, the following link contains information regarding the negotiation of Indirect Cost Rates at DOL: https://www.dol.gov/oasam/boc/dcd/index.htm.

Note that the SF-424 and SF-424A must include the first year of funding, and the budget narrative must include the entire Federal grant amount requested (not just one year).

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

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

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

The Project Narrative should cover the entire 48-month performance period. For the first year the narrative should include considerable specificity and detailed milestones. The narrative for the remaining years should describe how the applicant will continue to meet the goals of the FOA and include the timing of major milestones and outcomes. The applicant will be able to modify the proposed work plan for years two through four prior to the funding of those years. The applications received will be reviewed in the context of a 48-month performance period.

Applicants must use the following Section Headers for the Project Narrative:

a. Project Design
   i. Comprehensive Project Work Plan
   ii. Required Components and Services

1. Research and Policy Analysis and Development
2. Compliance/Technical Assistance/Training
3. Create and Support a Business Intermediary Network and Related Leadership council
4. Maintain Positive Relationships with ODEP's Current Partners
5. Plan to Support Federal Contractors in Implementing Section 503
6. Website and Broader Dissemination Plan

b. Expected Outcomes, Outputs & Performance Evaluation
c. Organizational Capacity & Qualifications of Key Personnel
d. Management Operational Plan
e. Budget and Budget Narrative
f. Opportunity Zone – Priority Consideration Bonus Points

(a) Project Design

The successful applicant will describe their comprehensive plan for providing the services and accomplishing the goals discussed in sections I.A. (Program Purpose) and I.B. (Background) of the FOA.

i. Comprehensive Project Work Plan

The Project Narrative must include a detailed Project Work Plan describing the goals, strategies, activities, objectives, measures, and timelines that the consortium will use in implementing the project.

ii. Required Components and Services.

In addition, the project narrative must contain detailed information regarding the consortium's capacity to carry out the following required activities:

1. Research and Policy Analysis and Development

Applicants must have extensive experience and demonstrated capacity to perform evidence-based research and policy analysis related to disability employment. To demonstrate this, the project narrative should include:

a. A detailed explanation of how the consortium is prepared and qualified to conduct high quality research, policy analysis, and policy development activities (including analysis of legislation and regulations) on a wide variety of topics related to disability employment. Relevant topics could include creating disability inclusive corporate cultures; strategies to support the recruitment, hiring, and advancement of people with disabilities;

mental health; Section 503 of the Rehabilitation Act; stigma as an employment barrier; disclosure; self-identification; return on investment; and legal issues. Additionally, the consortium should explain how it is prepared and qualified to translate the research into high-quality, user-friendly compliance/technical assistance tools to assist employers in building a disability inclusive workforce. It is anticipated that the bulk of the topics that will ultimately be the focus of EARN's research and policy development activities will be determined in conjunction with ODEP, based on input provided through engagement with the business intermediary network discussed previously. Samples of prior related research and policy work should be included in the Appendix.

b. A detailed description of the overall strategy the consortium will use to collect data in the information necessary for identifying, validating, and disseminating new and innovative employer-driven policies and practices.

c. A proposal for at least three (3) new research and policy development ideas that the consortium believes will be useful to employers based on their experience and expertise along with a research-based rationale for the selections, related proposed activities and deliverables that will assist and engage employers in implementing recommendations identified in the research.

2. Compliance/Technical Assistance/Training

In this section, the applicant should provide a detailed explanation of why the consortium is prepared and qualified to provide expert-level compliance/technical assistance and high quality training to business intermediaries representing employers of all sizes, both public and private.

In addition, it should also provide a detailed description of its plan for providing compliance/technical assistance, which:

a. identifies its proposed target audiences, and

b. identifies specific topics and types of training, technical assistance, and knowledge transfer activities and deliverables that will be provided.

3. **Creating and Supporting a Business Intermediary Network and Related Leadership Council to Identify and Address Business Needs**

   In this section, applicants must describe in detail how they plan to strategically create, maintain, and engage with a network of at least ten (10) intermediary organizations across multiple sectors and establish a related Intermediary Leadership Council from across the network's organizations to gather information necessary for EARN to understand and address the needs of employers. Business intermediary organizations are broadly defined as trade, professional, or labor associations that are made up of businesses, member companies, and/or individuals that operate in the same market, sector, or industry and have common interests.

   The applicant's plan to work with intermediaries should include:

   a. a strategic approach for identifying the intermediary organizations that will form an intermediary network that can identify and collaborate on the development of best practices to help employers hire people with disabilities. A successful applicant will have existing relationships and/or establish new ones with intermediaries and will identify in its application a minimum of five (5) business intermediaries that provide letters of support indicating an interest in participating in the intermediary network in the application. Formal commitments from the ten (10) required intermediaries will be gathered after the cooperative agreement is awarded;

   b. a proposed structure for continued engagement with this network that will allow the intermediaries to work collaboratively and share information to support EARN's project activities including selecting research topics, designing research approaches, and developing and disseminating policy products and implementation tools.

4. **Maintaining Positive Relationships with ODEP's Current Partners**

   The application must describe the strategy the applicant will use to meaningfully engage business related entities with whom ODEP has pre-existing relationships. Specifically, the applicant should articulate how it will:

a. effectively serve as a liaison between ODEP and "the Circle," an informal group of businesses that meet bi-monthly, as well as with ODEP's business-focused Alliance entities, and;

b. provide ongoing administrative support for the Federal Exchange on Employment and Disability, an interagency working group focused on information sharing, best practices, and collaborative partnerships designed to make the Federal Government a model employer of people with disabilities.

5. Plan to Support Federal Contractors in Implementing Section 503

In this section, the applicant should articulate its detailed plan for supporting Federal contractors in implementing Section 503 of the Rehabilitation Act, recommending and supporting the implementation of methods of recognizing outstanding contractors, and in fostering employment opportunities for individuals with disabilities. Specifically:

a. ODEP and OFCCP are in the process of developing an Excellence in Disability Inclusion Award for outstanding federal contractors. The applicant should describe a plan to engage with those awardees and other contractors in the year following the awards. The purpose of this engagement will be to identify and disseminate best practices in implementing Section 503 from the awardees to the broader contractor community, and to help build a supportive community of contractors for compliance assistance, and;

b. the applicant should describe how it will develop and disseminate user friendly and relevant compliance assistance resources tailored to address the specific needs of the Federal contractor community.

6. Website and Broader Dissemination Plan

The applicant should describe its plan for migrating the existing askEARN.org website to its own systems to ensure continuity of site operations within 30 days of the start of the award. The applicant should also describe its strategy for hosting and maintaining the EARN web portal and disseminating the evidence-based policies and promising practices developed through the EARN Center's Work. The successful applicant must have the capacity to develop, host, manage, maintain and update a comprehensive, engaging, interactive and accessible web portal. In addition, to effectively engage with the business community and expand the reach and impact of its efforts exponentially, the successful applicant will also utilize a variety of other dissemination strategies such as social media, multi-media, webcasts, webinars, and mobile applications.

(b) Expected Outcomes, Outputs, and Performance Evaluation

The applicant should clearly identify the outcome(s) and output(s) that will result from the project. Outcomes are the measurable results of the project. They are the positive benefits, negative changes, or measurable characteristics that occur as a result of project activities or outputs. Outputs are tangible products or services that result from the project.

In addition, applicants should describe the measures, methods, techniques, and tools that will be used to evaluate the project and determine whether or not the project achieved its anticipated outcomes. Moreover, a description should be provided as to how the data will be used to inform program delivery and document the "lessons learned," both positive and negative, from the project.

(c) Organizational Capacity & Qualifications of Key Personnel

Applicants must describe their capacity to effectively manage and carry out the programmatic, fiscal, administrative, and evaluation-related activities described in this FOA. The application must describe the guiding principles of the consortium member organizations and their past experience and track record of performance in conducting relevant policy analysis and research focused on employers, and in collaborating with and providing compliance/technical assistance to employers to help increase competitive integrated employment opportunities for people with disabilities. The applicant must demonstrate a minimum of five years prior experience in managing and implementing projects of similar size and scope. It must also demonstrate an understanding of the needs of the business community as they relate to disability employment.

Applicants must provide evidence of the following:

- A list of the members of the consortium and the lead organization, and documentation of their commitment to work together. This should include a description of the strengths that each consortium member brings to the EARN Center. Such documentation can be provided through signed Memoranda of Understanding (MOU), letters of commitment, or other similar documents included as Appendix Exhibits;

- A list of any additional optional partners, a description of the value they bring to the project, and documentation of their commitment to work together with the consortium and other optional partners.
- Documentation of the consortium members' relevant experience and expertise for carrying out the activities required under the FOA, including resumes;
- Documentation in the Appendix Exhibits of previous Federally and/or non-Federally funded assistance agreements, to include grants and cooperative agreements, similar in size, scope, and relevance to the proposed project, completed within the last five years. If you have not received these types of awards in the last five years, instead describe and document accomplishments while operating a comparable program; and
- Documentation of letters of support from at least five (5) business intermediary organizations that are interested in participating in the EARN Business Intermediary Network, an explanation of how the applicant selected these intermediaries, and a plan to recruit at least five (5) additional business intermediary organizations during the first year of the grant.

The Project Narrative must also describe the proposed staffing for the project and must identify and summarize the qualifications of the personnel who will carry it out. In addition, the applicant must provide an organizational chart for staff that will operate the proposed project. In instances where the project is part of the work of a larger organization, please include a diagram that indicates where the proposed project will fit within the larger organization. (The organizational chart can be an attachment and does not count toward the page limit for the Project Narrative). Resumes of key personnel must be included in the attachments. Key personnel include all individuals playing a substantial role in the project. In addition, the applicant must specify in the application the percentages of time to be dedicated by each key person on the project.

(d) Management Operational Plan

Applicants must submit a detailed Management/Operational Plan that explains their overall project management approach and provides a description of the governance, organizational, and structural functions that will be in place to implement, monitor, and operate the new EARN Center.

Applicants must provide an organizational chart (see required attachments below) demonstrating how the lead applicant will successfully manage this cooperative agreement and how the lead applicant will manage and facilitate the relationships between that entity and all other partnering or participating organizations needed to successfully carry out the requirements of this funding opportunity announcement.

The Management/Operational Plan submitted must:

- Describe the activities to be conducted and budgets for the full 48-month period of performance, with detailed information provided for the first 12-month period;
- Include a detailed timeline for implementation with major milestones; and
- Develop an effective strategy for self-monitoring, risk management, and Continuous Quality Improvement.

(e) Budget and Budget Narrative

Please see **Section IV.B.2**. for information on requirements related to the budget and budget narrative.

(f) Opportunity Zone – Priority Consideration Bonus Points

Opportunity Zones are economically-distressed communities designated under the authority of the Tax Cuts and Jobs Act (Public Law 115-97, enacted December 22, 2017). There are over 8700 of these highest poverty communities across the country. Lead applicants physically located within a census tract designated by the Secretary of Treasury as a qualified opportunity zone will receive priority consideration of two (2) bonus points.

Applicants must clearly state in the abstract if their physical address is located in a qualified Opportunity Zone. The list of designated Opportunity Zones can be found at: https://www.cdfifund.gov/Pages/Opportunity-Zones.aspx.

(4) Attachments to the Project Narrative

In addition to the Project Narrative, you must submit 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 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.

<u>Required Attachments</u>

a. Abstract
   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. Omission of the abstract will not result in your application being screened out, however the lack of the required information in the abstract may. See III.B.1 for a list of items that will result in the screening out of your application. The abstract must include the applicant's name, project title, a description of the area to be served, number of participants to be served, the total cost per participant, and the funding level requested. Lead applicants that are physically located in a qualified Opportunity Zone must clearly state so in the abstract. 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 Memorandum of Understanding/ Letters of Commitment as specified in the FOA
   i. Memorandum of Understanding with Consortium Members (Project Narrative, section c.)
   ii. Letters of support from the five business intermediary organizations that are interested in to participating in the EARN Business Intermediary Network (Project Narrative, section a.ii.3.a)
   iii. Documentation of partnerships with other entities that are not part of the consortium (Project Narrative, section c.)

c. Prior Experience, Staffing, and Management Structure as specified in the FOA
   i. Documentation of prior relevant research and policy work and past experience (Project Narrative, section a.1.a)
   ii. Resumes of Key Personnel (Project Narrative, section c.)
   iii. Organizational Charts

a. Applicants must provide an organizational chart for staff that will operate the proposed project. In instances where the project is part of the work of a larger organization, please include a diagram that indicates where the proposed project will fit within the larger organization. (Project Narrative, section c)
b. Applicants must also provide an organizational chart demonstrating how the lead applicant will successfully manage this cooperative agreement and how the lead applicant will manage and facilitate the relationships between that entity and all other partnering or participating organizations. (Project Narrative, section d.)

d. Information related to the three research and policy development ideas (Project Narrative, section a.ii.1.c.)

e. Information related to previous Federally and/or non-Federally funded assistance agreements, or other comparable programs (Project Narrative, section c.)

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 Negotiated Indirect Cost Rate Agreement approved by your Federal Cognizant Agency, then attach the most recently approved Agreement. (For more information, see Section IV.B.2. and Section IV.E.1.) This attachment does not impact scoring of the application.

C. SUBMISSION DATE, TIMES, PROCESS AND ADDRESSES

We must receive applications under this Announcement by **June 24, 2019**. We must receive your application either electronically on https://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 review applications received after 4:00:00 p.m. Eastern Time on the closing date.

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) or flash drive. If we identify discrepancies between the hard copy submission and CD/flash drive copy, we will consider the application on the CD/flash drive as the official submission for evaluation purposes. Failure to provide identical applications in hardcopy and CD/flash drive format may have an impact on the overall evaluation.

If an application is physically submitted by both hard copy and through https://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 https://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-ODEP-19-01
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 at the **3rd Street Visitor Entrance**. 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 https://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 therefore 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.

a. How to Register to Apply through Grants.gov

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.

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

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

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

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

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

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

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

Grants.gov will **reject applications if the applicant's registration in SAM is expired**. **Only applications that have been successfully submitted by the deadline and later successfully validated will be considered**. It is your 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 (24-48 hours) and, if applicable, additional time to address errors and receive validation upon resubmission (an additional two business days for each ensuing submission). It is important to note that if enough time is not allotted and a rejection notice is received after the due date and time, DOL will not consider the application.

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

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

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

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

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

- **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. If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number.

Late Applications

For applications submitted on Grants.gov, we will consider only applications successfully submitted no later than 4:00:00 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. 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.)

2. **Salary and Bonus Limitations**
None of the funds appropriated under the heading "Office of Disability Employment Policy" in the appropriation statute(s) may be used by a recipient or subrecipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II. This limitation does not apply to contractors providing goods and services as defined in the Audit Requirements of the OMB Uniform Guidance (see 2 CFR 200 Subpart F). Where States are recipients of such funds, States may establish a lower limit for salaries and bonuses of those receiving salaries and bonuses from subrecipients of such funds, taking into account factors including the relative cost-of-living in the State, the compensation levels for comparable State or local government employees, and the size of the organizations that administer Federal programs involved including Office of Disability Employment Policy programs. See Public Law 113-235, Division G, Title I, section 105, and Training and Employment Guidance Letter number 05-06 for further clarification: https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2262 .

3. **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 https://creativecommons.org/licenses/by/4.0 .

   Instructions for marking your work with CC BY can be found at https://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 Office of Disability Employment Policy. 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."***

F. OTHER SUBMISSION REQUIREMENTS

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

V. APPLICATION REVIEW INFORMATION

A. CRITERIA

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

Criterion	Points (maximum)
1. Project Design (See Section IV.B.3.a)	40
2. Expected Outcomes, Outputs, and Performance Evaluation (See Section IV.B.3.b)	10
3. Organizational Capacity & Qualifications of Key Personnel (See Section IV.B.3.c)	25
4. Management Operational Plan (See Section IV.B.3.d)	20
5. Budget and Budget Narrative (See Section IV.B.3.e. Project Budget)	5
TOTAL	**100**
6. Opportunity Zone – Priority Consideration Bonus Points (See Section IV.B.3.f. Opportunity Zone)	**2**
	102

1. **Project Design (up to 40 points)**

   Points will be awarded based on:

   - The extent to which the proposed Comprehensive Project Work Plan clearly articulates a coherent and feasible approach for accomplishing the goals, strategies, activities, objectives, measures, and timelines for the project.
   - The extent to which the design of the proposed project encourages business involvement, is innovative, and reflects the applicant's capacity to

effectively conduct employer-focused research, policy development, and analysis; create and support a Business Intermediary Network and related Leadership Council, develop and disseminate engaging information; maintain positive relationships with ODEP's current partners; and provide compliance assistance/technical assistance/training to employers and business intermediary organizations on disability-employment-related topics, including assisting Federal contractors in implementing Section 503 of the Rehabilitation Act.

- The extent to which the applicant's proposed topics for research and policy inquiry appear relevant and are likely to have an impact on employers' willingness and ability to include people with disabilities within their workforces.
- The extent to which the applicant's proposed approach to website migration, design, development, and content dissemination is detailed, well thought out, and reasonable.
- The strength of the justification for the applicant's approach, including addressing any factors that might accelerate or decelerate the required work.

2. **Expected Outcomes, Outputs, and Performance Evaluation (up to 10 points)**

Points will be awarded based on:

- The extent to which the expected outcomes and outputs are realistic, clearly specified and measurable, and consistent with the expressed need;
- The extent to which the proposed evaluation plan/design includes the use of objective performance measures and methods that will clearly document the project's intended outputs and outcomes and will produce measurable quantitative and qualitative data;
- The extent to which the applicant demonstrates the capacity to evaluate its own work, or has developed a partnership with another organization to do so; and
- The strength and effectiveness of the measures, methods, techniques, and tools proposed to evaluate progress towards achieving the project results.

3. **Organizational Capacity & Qualifications of Key Personnel (up to 25 points)**

Points will be awarded based on:

- The extent to which the applicant documents the consortium's capacity to effectively carry out the programmatic, fiscal, administration, and evaluation- related activities described in the FOA;
- The extent to which the applicant demonstrates the consortium members' and optional partners' expertise.
- The extent to which the lead applicant has past experience and a track record of successfully operating relevant projects of similar size and scope performing employer-focused disability employment policy analysis and research, engaging and developing with, and providing technical assistance to employers (a minimum of 5 years prior experience is required);
- The extent to which the applicant demonstrates and documents that the key

personnel proposed to lead the project have the relevant skills and experience needed to effectively carry out their assigned roles in project activities;

- The extent to which the applicant documents the commitment of the consortium members and optional partners to work together to carry out project activities; and
- The extent to which the applicant demonstrates that the consortium and optional partners have a strong understanding of the needs of the business community as they relate to disability employment.

4. **Management Operational Plan (up to 20 points)**

Points will be awarded based on:

- The extent to which the proposed Management Operational Plan is specific and shows a realistic probability of the applicant's ability to effectively meet the objectives and carry out the proposed project to achieve the desired outcomes on time and within budget. The extent to which staff and partner responsibilities are clearly defined, and the project partners identified by the applicant have the capacity to carry out their part of the project. The extent to which the time allocated to conduct project activities appears adequate, and the timelines and milestones identified for accomplishing project tasks are detailed and reasonable;
- The quality of the descriptions of the proposed activities to be conducted for the full 48-month period of performance, with detailed information provided for the first 12-month period;
- The extent to which the applicant develops an effective strategy for self-monitoring, risk management, and Continuous Quality Improvement;
- The adequacy of mechanisms for ensuring high-quality products and services relating to the scope of work for the proposed project; and
- The extent to which the time commitments of the Project Director and other key project personnel are appropriate and adequate to meet the objectives of the proposed project.

5. **Budget and Budget Narrative (up to 5 points)**

- The proposed budget and budget narrative are carefully developed, with plans for efficient use of funds for not only the first year of the project, but for the entire 48-month budget period of the project.
- That budget is constructed based on data and research regarding the projected costs of particular activities and services.
- Overhead and administrative costs are reasonable and the majority of funding is projected to be used for research, policy development, and technical assistance activities.

6. **Opportunity Zone – Priority Consideration Bonus Points (2 bonus points)**

- Applicants will receive 2 consideration bonus points if the lead applicant is located within a census tract designated by the Secretary of Treasury as a qualified opportunity zone. Applicants must state in their abstract if their physical address is located in a qualified Opportunity Zone as designated by the Secretary of Treasury. Opportunity Zones can be found at: https://www.cdfifund.gov/Pages/Opportunity-Zones.aspx.

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 https://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 its own records and any OMB-designated repository of government-wide eligibility qualification or financial integrity information, such as Federal Awardee Performance and Integrity Information System (FAPIIS), Dun and Bradstreet, and "Do Not Pay." Additionally, 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.

NOTE: As part of the Employment & Training Administration's Risk Review process, The Grant Officer will determine:

- If the applicant had any restriction on spending for any ETA grant due to adverse monitoring findings ; or
- If the applicant received a High Risk determination in accordance with Training and Employment Guidance Letter (TEGL) 23-15.

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

VI. AWARD ADMINISTRATION INFORMATION

A. AWARD NOTICES

All award notifications will be posted on the ETA Homepage (https://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 entities must comply with 29 CFR Part 93 (New Restrictions on Lobbying), 29 CFR Part 94 (Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)), 29 CFR Part 98 (Governmentwide Debarment and Suspension, and drug-free workplace requirements), and, where applicable, 2 CFR Part 200 (Audit Requirements).
c. 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.
d. 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.
e. 29 CFR Part 32—Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance.
f. 29 CFR Part 35— Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance from the Department of Labor.
g. 29 CFR Part 36—Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance.
h. 29 CFR Part 38 – Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Innovation and Opportunity Act.
i. 29 CFR Parts 29 and 30—Labor Standards for the Registration of Apprenticeship Programs, and Equal Employment Opportunity in Apprenticeship and Training, as applicable.
j. General Terms and Conditions of Award—See the following link: https://www.dol.gov/odep/topics/EARN-terms-conditions_4_16_19_OGM_updates.pdf

2. **Other Legal Requirements:**

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.

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).

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: https://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.

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.

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.

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 governmentwide suspension and debarment found at 2 CFR Part 180 and codified by DOL at 29 CFR Part 98.

Closeout of Grant Award

Any entity that receives an award under this Announcement must close its grant at the end of the final year of the grant.

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.

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 Standard Form 425; Federal Financial Form (FFR) is required until such time as all funds have been expended or the cooperative agreement period of performance has expired. Quarterly reports are due 30 days after the end of each calendar year quarter. In addition, awardees must include any sub-award amounts so we can calculate final indirect costs, if applicable. Awardees must use DOL's Online Electronic Reporting System, and information and instructions will be provided to grantees.

2. **Quarterly Performance Reports**

Awardees must submit a quarterly progress report within 30 days after the end of each calendar year quarter. The report must include quarterly information on grant activities, performance goals, and milestones. Information collected from self-monitoring, including required programmatic data elements, must be included in these reports and must include information on the use of cooperative agreement funding and an assessment of model implementation, lessons learned, quality improvements, services provided, and cost estimates. Specific, required programmatic data elements will be determined by DOL.

The last quarterly progress report will serve as the awardee'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 work products, and related results of the project, and must thoroughly document the training or labor market information approaches that you used. Submission requirements will be provided to grantees upon award. We will also provide you with guidance about the data and other information that is required to be collected and reported on either a regular basis or special request basis.

VII. AGENCY CONTACTS

For further information about this FOA, please contact Charese Moore, Grants Management Specialist, Office of Grants Management, at (202) 693-3607. Applicants should e-mail all technical questions to moore.charese@dol.gov and must specifically reference FOA-ODEP-19-01, and along with question(s), include a contact name, fax and phone number. This Announcement is available on the ETA Web site at https://www.doleta.gov/grants and at https://www.grants.gov.

VIII. OTHER INFORMATION

A. WEB-BASED RESOURCES

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

B. INDUSTRY COMPETENCY MODELS AND CAREER CLUSTERS

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

C. WORKFORCEGPS RESOURCES

We encourage you to view the information 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://workforcegps.org.

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

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

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

D. SKILLSCOMMONS RESOURCES

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

IX. OMB INFORMATION COLLECTION

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

Signed April 22, 2019, in Washington, D.C. by:
Jimmie Curtis
Grant Officer, Office of Grants Management