



U.S. Department of Transportation
Federal Highway Administration

Notice of Funding Opportunity Number HIN-HCWP-2020

“Highway Construction Workforce Partnership Grants”

Issue Date: January 5, 2021

Application Due Date: February 22, 2021

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The U.S. Department of Transportation uses www.grants.gov for issuance of this Notice of Funding Opportunity (NOFO) and for receipt of all applications. Applicants must register and use the system to submit applications electronically. Applicants are encouraged to register in advance of the submission deadline and to register to receive notifications of updates/amendments to this Notice. Approval of user registrations for the site may take multiple weeks. It is the Applicant's responsibility to monitor for any updates to this notice.

SUMMARY INFORMATION

Funding Opportunity Summary:	
Federal Agency Name:	U.S. Department of Transportation (DOT) Federal Highway Administration (FHWA) Center for Transportation Workforce Development 1200 New Jersey Avenue, SE Mail Drop: E65-101 Washington, DC 20590 Attn: clark.martin@dot.gov
Funding Opportunity Title:	Highway Construction Workforce Partnership (HCWP) Grants
Announcement Type:	This is the initial announcement of this funding opportunity. This is not a follow-on notice.
Funding Opportunity Number:	HIN-HCWP-2020
Type of Award:	Multiple Grants
CFDA Number:	20.205 Highway Planning and Construction
Application Due Date:	February 22, 2021 BY 11:59 PM EASTERN
Questions:	clark.martin@dot.gov
Estimated Announcement of Selected Awardees:	June 30, 2021

Funding Opportunity Informational Webinar

The FHWA will host an *Informational Webinar* regarding this funding opportunity to help potential applicants understand the opportunity requirements and answer applicant questions. Participation in this session is not mandatory in order to submit an application under this solicitation. However, we encourage potential applicants to take advantage of this opportunity to gather information regarding this funding opportunity.

To participate in the session on **Wednesday, January 13, 2021 from 2:00 - 3:30 pm EST**, join

<http://connectdot.connectsolutions.com/sr500tpmwebroom>

Call-In Number: 877-873-8018

Passcode: 8009417#

The FHWA will post a recording of the virtual session presentation at
https://www.fhwa.dot.gov/innovativeprograms/centers/workforce_dev/hcwp/

SECTION A - PROGRAM DESCRIPTION

The FHWA requests applications for assistance to result in the award of new grants, supporting the HCWP Program. The CFDA number is 20.205 for this program.

1. STATEMENT OF PURPOSE

The purpose of this grant program is to provide funding to State departments of transportation (State DOT) to establish HCWP Working Groups that will implement and expand successful workforce practices to identify, train, and place individuals into highway construction jobs.

2. LEGISLATIVE AUTHORITY

23 U.S.C. 140(b) - Nondiscrimination.

3. BACKGROUND

The highway industry continues to have substantial needs in identifying, training, and placing individuals into highway construction jobs. Industry surveys indicate that as many as 80 percent of highway contractors have difficulty finding qualified workers. Without a skilled workforce, the industry cannot effectively deliver a safe and efficient highway system.

In October 2016, senior managers representing the Associated General Contractors (AGC) of America, the American Road and Transportation Builders Association (ARTBA), the American Association of State Highway and Transportation Officials (AASHTO), and the FHWA entered into discussions with the U.S. Department of Labor Employment and Training Administration (ETA) to determine how to better utilize the public workforce system to address highway construction industry workforce needs. The ETA manages the Nation's public workforce system through the Workforce Innovation and Opportunity Act (WIOA). The WIOA authorizes and funds 600 State and local Workforce Development Boards, 2500 American Job Centers, and competitive grants for workforce development.

In January 2017, AGC, ARTBA, AASHTO, ETA and FHWA established a national partnership and a 2-year Highway Construction Workforce Partnership Pilot ("Pilot"). The Pilot included six cities (Atlanta, Pittsburgh, Dallas, St. Louis, Denver, and Los Angeles) and six states (Rhode Island, Connecticut, Alabama, South Dakota, Arizona, and Idaho). Each location established a working group composed of industry and workforce system representatives to identify, develop, and implement successful highway industry workforce practices and programs.

The Pilot concluded on December 31, 2018, and transitioned to the HCWP as a national program to encourage representatives from highway organizations, State and local Workforce Development Boards, and other partners to establish HCWP Working Groups and implement programs modeled after the Pilot programs.

The HCWP is a collaborative effort among key highway industry and public workforce system organizations, notably, State and local Workforce Development Boards. The challenges and

processes of providing outreach programs for prospective workers, training, and job placement require the commitment and active engagement of the partners.

The HCWP should be an industry-led activity with active participation by highway industry representatives in all aspects of the HCWP, including defining workforce needs, developing training programs, and, as employers, being actively engaged in job placement. While industry involvement is critical, the other partners have an important role in HCWP Program development and implementation.

The HCWP “Playbook” was developed as a guide for other highway and workforce system representatives to establish HCWP programs. The Playbook describes an HCWP’s organization and operation and includes examples of workforce practices and programs developed and implemented by many of the Pilot Working Groups.

A “Roads to Your Future” website supporting the HCWP outreach campaign is available at: https://www.fhwa.dot.gov/innovativeprograms/centers/workforce_dev/hcwp/

The website includes a link to the Playbook, and additional information, including brief descriptions of proven approaches to highway construction workforce development.

The HCWP grants provide funding for highway industry and workforce system partnership efforts to identify, develop, and promote innovative workforce development policies, processes, and programs for the highway construction industry.

The HCWP grants support State DOTs to achieve the following objectives:

- Establish HCWP Working Group of highway industry and workforce system organization representatives.
- Develop and implement a HCWP Program that aligns highway construction workforce needs with activities and processes to identify, train, and place individuals into highway construction careers.
- Institutionalize successful workforce practices and programs.

4. GOALS

The HCWP Program is an extension of FHWA’s On-the-Job Training Supportive Services (OJT/SS) Program. The OJT/SS Program is designed to increase the effectiveness of on-the-job training programs, with a focus on providing training and job opportunities for minorities and women on Federal-aid highway construction projects. The goals of the HCWP grants are to support outreach efforts, skills training, and job placement for highway workers, especially minorities and women by:

- a. Engaging relevant stakeholders in HCWP Working Groups;
- b. Leveraging existing programs to identify, train, and place workers in highway construction jobs;

- c. Utilizing innovative approaches to identify, train, and place workers in highway construction jobs;
- d. Utilizing funds, other than funds provided through this grant program, to develop or sustain the HCWP;
- e. Addressing workforce issues or problems affecting qualified opportunity zones (<https://www.cdfifund.gov/Pages/Opportunity-Zones.aspx>) designated pursuant to section 1400Z-1 of the Internal Revenue Code of 1986 (26 U.S.C. 1400Z-1); and
- f. Providing opportunities for groups underrepresented in the field of highway construction.

5. STATEMENT OF WORK

The Recipient shall perform the project in accordance with the approved Statement of Work which should include performance goals, indicators, targets, baseline data, data collection, and other outcomes, as contained in the Recipient's approved technical application and incorporated into the award as an attachment.

SECTION B – FEDERAL AWARD INFORMATION

1. FUNDING AND NUMBER OF AWARDS

This notice announces the availability of up to \$4,000,000 in prior fiscal year (carryover) Federal OJT/SS funding to eligible entities for eligible projects.

The Government's obligation under the planned grants is contingent upon the availability of funding from which payment for grant purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available for the award and until the awardee receives notice of such availability, to be confirmed in writing by the Agreement Officer (AO) or authorized FHWA personnel. The funds provided for this program shall remain available until expended.

The Government anticipates making multiple grant awards under this NOFO, subject to the availability of funds. The Government reserves the right to make one award or no awards if determined to be in the best interest of the Government based on applications received.

Selection of an application to receive grant funding is not a commitment of any future funding.

2. TYPE OF AWARD

The planned award type is a grant allocated to State DOTs through project authorization. Upon completion of a project, funds that are not expended will be recovered and returned to FHWA.

3. PERIOD OF PERFORMANCE

The period of performance for these grants will be up to 2 years from the effective date of the allocation.

4. DEGREE OF FEDERAL INVOLVEMENT

The FHWA anticipates being involved with the Recipient during the course of this project. The anticipated Federal involvement will include:

- Technical assistance and guidance to the Recipient;
- Close monitoring of performance;
- Participation in status meetings, including kick-off meeting and annual technical and budget reviews; and
- FHWA Division Office representation on the HCWP Working Group.

SECTION C – ELIGIBILITY INFORMATION

To be selected for a grant award, an applicant must be an Eligible Applicant and the projects must be Eligible Projects.

1. ELIGIBLE APPLICANTS

This opportunity is open to State DOTs. A State DOT may submit more than one grant application; however, only one program proposal may be included in each application.

To be an eligible applicant for the HCWP grant, the State DOT must include a commitment to participate on the HCWP Working Group from at least one representative each from the State DOT, highway construction organizations with representatives from State and/or local chapters, the State and/or local Workforce Development Board, and the State and/or local Department of Labor/Economic Development. The FHWA Division Office will also participate in the HCWP Working Group.

The Working Group may also include other representatives with an interest in highway industry workforce development and that will make substantive contributions to the success of the HCWP. Other external partners may include, but are not limited to:

- Educational institutions, which include entities offering professional accreditation, degree, and/or certification programs, such as universities, community colleges, or vocational and trade schools;
- Labor organizations, such as labor unions and labor management organizations;
- Non-profit organizations that support the mission of highway construction and transportation workforce development; and/or
- Tribal representation or other organizations that represent an affected population of a State or local HCWP Program focus area.

The proposal shall include formal letters of commitment from the HCWP Working Group participating organizations. No letter of commitment is needed from the FHWA Division Office. The letters will not count against the total page count for the proposal.

2. COST SHARE OR MATCHING

Cost sharing or matching is required. The Federal share shall not exceed 80 percent of the total project cost. Therefore, this NOFO requires a minimum non-Federal cost share of 20 percent of the project cost. Cost sharing or matching means the portion of project costs not paid by Federal funds. For a more complete definition, please see 2 CFR part 200.306 (Cost Sharing or matching). Other Federal funds cannot be used as part of the matching funds, unless specifically authorized by the statute under which such funds are provided.

Note: If applicable, any program income generated under the project must be handled in accordance with SECTION F.

3. ELIGIBLE PROJECTS

Eligible projects under this grant program are limited to the following:

- Those that identify, train, and place qualified workers in highway construction careers;
- Those that actively include involvement from partners such as the workforce boards, highway construction associations, and others; and
- Those that identify performance metrics to show the population being reached, number of individuals recruited, and number of job placements as a result of the project.

SECTION D - APPLICATION AND SUBMISSION INFORMATION

1. ADDRESS TO REQUEST APPLICATION PACKAGE

The application materials for this grant program are available at www.Grants.gov under the NOFO number HIN-HCWP-2020. Applicants may also request paper copies of the application materials by:

(a) contacting the following individuals:

Clark Martin, HCWP Program Manager
Federal Highway Administration
Center for Transportation Workforce Development
Email **clark.martin@dot.gov**
Phone **703-235-0537**

or

Karen Bobo, Director
Federal Highway Administration
Center for Transportation Workforce Development
Email **karen.bobo@dot.gov**
Phone **202-366-1333**

or by: (b) sending a request by U.S. mail to the following address:

U.S. Department of Transportation (DOT)
Federal Highway Administration (FHWA)
Center for Transportation Workforce Development
1200 New Jersey Avenue, SE
Mail Drop: E65-101
Washington, DC 20590
Attn: Clark Martin

2. CONTENT AND FORM OF APPLICATION SUBMISSION

The application must include:

- Standard Form 424 (Application for Federal Assistance);
- Standard Form 424A (Budget Information for Non-Construction Programs);
- Standard Form 424B (Assurances for Non-Construction Programs);

- Standard Form LLL (Disclosure of Lobbying Activities) Note: Complete the form even if there is no lobbying to report. If there is no lobbying to report insert none or N/A in the relevant blocks;
- Supplemental Narrative as an attachment to the SF 424 form;
- Key Contacts form to list representatives of HCWP Working Group participating organizations; and
- Letters of commitment from HCWP Working Group participating organizations.

The Supplemental Narrative must be prepared with standard formatting (e.g. a single-spaced document, using a standard 12-point font, such as Times New Roman, with 1-inch margins) and provide the information described in the eight sections below. The narrative should not exceed 15 pages.

Applicants may include, at their option, to facilitate displaying the organization of their application, a one-page cover page, and a second page to include both a Table of Contents and/or a Listing of Tables/Figures. These pages will orient evaluators to the context and contents of the application. In the event a technical application exceeds the page limit, the Government will evaluate only the first pages identified within the limitation above.

The Supplemental Narrative must include the following:

A. Statement of Problem

Briefly describe the highway construction industry workforce issue, problem, or opportunity present within the State, city, or locality that this project will address. Describe how the State DOT and/or its partner organizations identified the issue and how this project will address it.

B. Amount Requested and Proposed Project Duration

This statement must be included either as:

For Fiscal Year [insert Fiscal Year], the [insert State DOT name] requests [insert amount] for this proposal.

Or, if funding is requested for up to 24 months, the language should read:

For Fiscal Years [insert Fiscal Year range, e.g. 2020-2021 or 2021-2022], the [insert State DOT name] requests [insert amount] for this proposal.

C. Needs Assessment

Present relevant data and offer evidence of the industry workforce needs and value of the proposed project (i.e., whether the State surveyed highway contractors, workforce investment boards, labor organizations, State personnel, educational institutions, or received comments or input from these stakeholders or other interested parties). The narrative must demonstrate a clear and specific benefit to highway construction industry workforce development and the Nation's highway program. Please describe how the project will apply to or scale other applications and the benefits the project will provide to another agency, program, or partners, as applicable. Describe any uncertainties, external factors, and potential risks that could affect the schedule, cost, or success of the project.

D. Scope of Work

Provide details of all project activities, goals and metrics, and the deliverables at the end of the project. Explain the plans for the approach and the potential for how the project will benefit workforce and economic development for the region, State, local area(s), or nationally. Describe planned innovative workforce practices and/or programs, including the value-added features of the project, e.g. partnership engagement, leveraging resources, enhanced workforce practices, technological innovations, workforce program/practice efficiencies, or social and community benefits.

Please organize the information into tasks describing how the State DOT will work with its partner organizations to carry out each proposed activity:

1. Establish HCWP Working Group to coordinate the activity and resources necessary to identify, train, and place individuals into highway construction jobs. Working Groups, at a minimum, should include at least one member each from the FHWA Division Office, State DOT, highway construction organizations with representatives from State and/or local chapters, the State or local Workforce Development Board, and the State or local Department of Labor/Economic Development.
2. Describe the distribution of responsibilities among potential partner(s) entities. For example, include responsibilities, such as regular reporting, performance measurement, and technical/management interactions with FHWA. Include a brief description of the role and responsibilities for the HCWP Working Group representatives.
3. Develop an HCWP Program Plan, with Working Group consensus, that aligns recruitment, training and workforce development programs, and job placement with highway construction industry workforce needs.
4. Link program activity to enhanced/effective workforce development practices and actual construction jobs.
5. Describe plans for marketing and outreach, participant recruitment, training programs/resources, and strategies for sharing program development, implementation, and results.
6. Describe how the State DOT will engage in a competitive process to select contractors (e.g. consultants, outreach/marketing support, training organizations), if applicable, and describe the services to be provided by contractors that will aid in the processes to identify, train, and place individuals into highway construction jobs and provide career opportunities.
7. The State DOT and FHWA Division Office staff will regularly evaluate and review the activities contracted or obtained under this grant. The State DOT and division office should develop a well-defined evaluation and monitoring plan prior to project implementation. Include a provision that the State DOT will hold contractors, if applicable, accountable for performance and achieving specific, measurable outcomes, including providing:

- i. A statement of the plans, activities and outcomes of the contractor's work in support of the HCWP Program;
 - ii. The State DOT with monthly or quarterly reports containing sufficient statistical data and narrative content to enable evaluation of both progress and problems;
 - iii. The State DOT and FHWA access to contractor records and the right to audit;
 - iv. A non-collusion certification;
 - v. A requirement that contractors provide all information necessary to support progress payments if such are provided for in the contract;
 - vi. A clause for contractor termination.
 - vii. Nondiscrimination provisions required by Title VI of the Civil Rights Act of 1964 as set forth in FHWA Form PR-1273, and a statement of nondiscrimination in employment because of race, color, religion, age, national origin or sex.
8. Describe the expected duration of the project and any other information that would assist FHWA in understanding and evaluating the project proposal. If the project is a proposal seeking support for an existing project, e.g. HCWP pilot or other existing partner workforce development activity with involvement by the State DOT, the Scope of Work should highlight the changes to the proposed project relative to the new effort.
 9. Include a schedule for completion of tasks assuming a total period of performance.

E. Performance Measures

Describe the plan for recording the outcomes on a quarterly basis, including a description of the activity and accomplishments made during the quarter, particular challenges or difficulties experienced during the quarter, and activity/program plans for the next quarter with a description of how challenges or difficulties will be addressed. As applicable, quarterly reports should include the number of:

1. Individuals who entered into a highway construction skill development/training program(s), noting the number of women, minorities, and disadvantaged individuals;
2. Individuals successfully completing the program(s) and/or achieving an applicable credential(s), noting the number of women, minorities, and disadvantaged individuals;
3. Program participants placed in highway construction jobs and/or advanced incumbent workers, noting the number of women, minorities, and disadvantaged individuals; and
4. Workers retained after 180 days, noting the number of women, minorities, and disadvantaged individuals.

The FHWA prefers quantitative metrics, but qualitative metrics can be used to supplement the quantitative metrics if the State DOT bases the information on experiences of those affected by the program (as opposed to the self-assessment of the applicant or partner agencies). Qualitative metrics could include survey results, exit interviews, and worker tracking (during period of performance only), but not limited to this data.

F. Geographic Location, Target Groups, and Emphasis Areas

The Supplemental Narrative should provide the location(s) of the project(s), geographic area(s), and the minority, women, and/or disadvantaged target group(s) that will be served with this

proposed effort. The State DOT may attach maps or other graphic aids to help support the proposal.

G. Final Deliverables

Proposals must describe the final project deliverables and how they will improve the state of the practice for workforce development within the highway construction industry. The State DOT and its partners must make any final products and project deliverables available to FHWA at no cost.

The FHWA may choose to make project materials available to other State and local HCWP Working Groups and interested parties. A program final report is required (See Section F.3.B.). Other final products and deliverables may include, but are not limited to: Program “Playbooks”; program outlines/descriptions; case studies; class materials; websites; applications and/or software; recruitment materials; flyers; brochures; pictures; and/or reports.

H. Cost Proposal

The cost proposal should show staffing levels, hours, indirect and direct costs for the total project, and the amount of funding requested from FHWA. The cost proposal also must set forth the nature and value of in-kind resources that team members will contribute. Show a line-item budget for the total project, with enough detail to show the various components of the project. Cost share proposals should comply with the cost principles found in 2 CFR part 200, subpart E.

3. UNIQUE ENTITY IDENTIFIER AND SYSTEM FOR AWARD (SAM)

The Applicant is required to: (i) be registered in SAM before submitting its application; (ii) provide a valid unique entity identifier in its application; and (iii) continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency.

The Federal awarding agency may not make a Federal award to an Applicant until the Applicant has complied with all applicable unique entity identifier and SAM requirements. If an Applicant has not fully complied with the requirements by the time the Federal awarding agency is ready to make a Federal award, the Federal awarding agency 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.

4. SUBMISSION DATES AND TIMES

The application must be received electronically through www.grants.gov by the application due date/time listed on page 1 of this NOFO. The deadline stated on page 1 is the date and time by which the agency must receive the full and completed application, including all required sections. The evaluation team will not review any late application unless it determines that doing so is in FHWA’s best interest.

5. INTERGOVERNMENTAL REVIEW

An application under this NOFO is not subject to the State review under E.O. 12372.

6. FUNDING RESTRICTIONS

The FHWA will not reimburse any pre-award costs or application preparation costs under this proposed grant.

7. OTHER SUBMISSION REQUIREMENTS

The Applicant must complete and submit all forms included in the application package for this notice as contained at www.Grants.gov. Applicants must submit their applications via www.Grants.gov under the NOFO number cited herein.

NOTE: Applicants must have a registered Grants.gov account to use the system. Obtaining an account can involve multiple steps and numerous days. Please see the Grants.gov website for detailed instructions, training videos, an online user guide, and a help desk.

In the event of system problems or technical difficulties with the application submittal, Applicants should contact the FHWA point of contact designated on page 1. If Applicants are unable to use the system due to technical difficulties, Applicants must e-mail applications to the FHWA point of contact listed on page 1 no later than the application deadline cited above.

SECTION E - APPLICATION REVIEW INFORMATION

1. CRITERIA

The Government will evaluate applications based on the following selection criteria:

MERIT: FHWA will evaluate and rate the applications against the following technical evaluation criteria. The technical evaluation factors are of equal importance. These criteria are distinct from eligibility criteria (see Section C) that are addressed before an application is accepted for review.

- a. Provides data from sources, such as highway construction organizations' surveys of contractors or Bureau of Labor Statistics projections, that support workforce needs and the HCWP Program.
- b. Demonstrates a cooperative approach with highway industry contractors and/or the representative organizations for job placement. Identifies and describes how the programs would be utilized for job placement from several processes/sources, e.g. contractor, workforce board, employment agency, third party placement company, other.
- c. Encourages the participation of minority groups, disadvantaged individuals, and women.
- d. Addresses gaps in areas with current or projected workforce shortages in fields related to highway construction, including targeting areas and/or occupations with high rates of unemployment.
- e. Defines performance measures and provides process to capture metrics for the program;
- f. Identifies numeric targets linked to the performance measures in Section D.2.E (e.g., 200 program participants will be placed in highway construction jobs within 1 year of receiving HCWP awards). Selected applicants will report performance in meeting these targets in quarterly reports, and will be expected to achieve the stated level of performance or develop and implement corrective action plans.

After applying the above criteria, the Department will take into account the following key Departmental objectives:

- Using innovative approaches to improve safety and expedite project delivery;
- Supporting economic vitality at the national and regional level;
- Utilizing alternative funding sources and innovative financing models to attract non-Federal sources of infrastructure investment;
- Accounting for the life-cycle costs of the project to promote the state of good repair; and
- Beginning projects in a timely manner after award of program funding.

In addition, rural transportation networks, in particular, play a vital role in supporting our national economic vitality. Consistent with the Department's R.O.U.T.E.S. Initiative (<https://www.transportation.gov/rural>), the Department will consider how the activities proposed in the application will address the unique challenges that rural transportation networks face.

2. REVIEW AND SELECTION PROCESS

The grant applications will be evaluated in accordance with the evaluation process discussed below.

The review and selection process will consist of a Technical Review and a Second Level Review (senior FHWA leadership review). In the Technical Review, a team composed of technical staff from FHWA, the U.S. Department of Labor, and the U.S. Department of Education will review all eligible applications. The Technical Review Team will be responsible for evaluating and rating all eligible projects. The evaluation team will review each application against the evaluation criteria in each of the categories and assign a rating of "Qualified," or "Not Qualified," to each application.

To receive a Qualified rating, the project meets the eligibility criteria and (1) provides location/area workforce needs data along with occupation data that support project/proposal action/activity, e.g. national/regional workforce data/studies; (2) identifies and describes the role of key partner organizations, the State DOT, contractor organizations, State/Local Workforce Development Board(s), and the FHWA Division; (3) identifies and describes the role of other partner groups representing education/training, such as community colleges, trade schools, universities, State/local economic development organizations, and underrepresented groups (e.g. Native American, African-Americans, women); (4) identifies underrepresented groups by gender and ethnicity and describes the nature and expected result of the program effort/activity; (5) identifies workforce gaps by occupation and describes effort/activity to target high unemployment areas and expected results from effort/activity; and (6) describes the process for capturing metrics to include the number of individuals contacted through outreach, number recruited, number completing training, number placed, and the number retained for at least 180 days.

Once projects have been assessed and determined to be Qualified, priority consideration will be given based on the following:

- The degree of cost sharing and leveraging of non-Federal funds will also be considered in the evaluation process. Applicants must provide the required matching funds and supporting detail for these funds.

The Second Level Review Team, composed of senior leadership from FHWA, including the FHWA Administrator, will determine which projects to recommend to the Office of the Secretary based on the Technical Review Team's ratings and the key Departmental objectives set forth above.

The final funding decisions will be made by the Secretary of Transportation.

The Department will review and consider applications for funding pursuant to this Notice in accordance with the President's September 2, 2020 memorandum, entitled *Memorandum on Reviewing Funding to State and Local Government Recipients of Federal Funds that Are Permitting Anarchy, Violence, and Destruction in American Cities*, consistent with guidance from the Office of Management and Budget and the Attorney General and with all applicable laws.

The FHWA will seek to fund all applications rated "Qualified." Applications rated "Not Qualified" will not be funded. If the total amount of funding requested for applications exceeds the amount of available funding, FHWA may select one or more independent components of a project to fund. In other words, FHWA may fund an independent component of a project, instead of the full project described in the application, only if that component meets the goals of the program.

If determined necessary to support the evaluation and selection process, FHWA may conduct discussions with Applicants to clarify elements of the technical and budget applications and request additional detailed and itemized cost information.

3. ANTICIPATED ANNOUNCEMENT AND FEDERAL AWARD DATES

The FHWA anticipates making awards on or about June 30, 2021.

SECTION F – FEDERAL AWARD ADMINISTRATION INFORMATION

1. FEDERAL AWARD NOTICES

If a State DOT's application is selected for award, the State DOT will be notified and sent an allocation document. The allocation will provide the amount of contract authority and an equal amount of obligation limitation to the State. The funds will be made available under 23 U.S.C. 140(b) for the specific activities indicated in the application, subject to the availability of funding. Applicants not selected for award will be notified in writing by FHWA.

2. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

General terms, conditions, and governing regulations that apply to this agreement are available online at: <http://www.fhwa.dot.gov/aaa/generaltermsconditions.cfm>

The online list entitled "General Terms and Conditions for Assistance Award (for award effective after June 22, 2015)," shall apply to the resulting award.

A. Public Access to Documents

The Applicant agrees that the resulting deliverables/documentation submitted to FHWA under this grant may be posted online for public access and/or shared by FHWA with other interested parties. The FHWA anticipates the documents cited herein may be posted on an FHWA website or another appropriate website. The State DOT shall ensure resulting deliverables comply with Section 508 of the Rehabilitation Act. See the General Terms and Conditions for Assistance Awards, cited above, for more detail.

B. Indirect Costs

Indirect costs are allowable under this agreement in accordance with the Recipient's Federally Negotiated Indirect Cost Rates as documented in writing and approved by the Recipient's cognizant Government agency. See 2 CFR 200.414 for more information on indirect costs.

This Indirect Cost provision does not operate to waive the limitations on Federal funding provided in this document. The Recipient's audited final indirect costs are allowable only insofar as they do not cause the Recipient to exceed the total obligated funding.

C. Data Rights

The Recipient must make available to FHWA copies of all work developed in performance with this grant, including but not limited to software and data. Data rights under this agreement shall be in accordance with 2 CFR 200.315, Intangible property.

D. Personally Identifiable Information (PII)

Personally Identifiable Information (PII) as defined at 2 CFR 200.79 and 2 CFR 200.82 will not be requested unless necessary and only with prior written approval of FHWA.

E. Key Personnel

The Recipient must keep FHWA apprised of Key Personnel specified for this grant.

F. Program Income

Pursuant to 2 CFR 200.307(e)(2), program income earned during the grant period must be added to the Federal award and used for the purposes and under the conditions of the Federal award, unless otherwise approved by FHWA. Program income must not be used to offset the Federal or Recipient contribution to this project.

G. Designation as Research or Non-Research Agreement

This grant is designated as NON-RESEARCH.

3. REPORTING

A. Quarterly Progress Report

The Recipient must submit an electronic copy of the SF-PPR to the Agreement Officer Representative (AOR) and the Agreement Specialist on or before the 30th of the month following the calendar quarter being reported. Final PPRs are due 90 days after the end of the agreement period of performance. The SF-PPR is available online:
http://www.whitehouse.gov/sites/default/files/omb/grants/grants_forms.html.

Calendar quarters are defined as:

1st: January – March

2nd: April – June

3rd: July – September

4th: October – December

Reports due on or before:

April 30th

July 30th

October 30th

January 30th

The quarterly progress report must include the required certification pursuant to 2 CFR 200.415. The quarterly progress report must consist of the SF-PPR cover page and all of the following required attached information:

To fulfill the SF-PPR Block 10, Performance Narrative requirement, the Recipient must complete the Quarterly Reporting Template (expand as necessary) that will provide a formatted report of:

- a. Work performed for the current quarter;
- b. Work planned for the upcoming quarter;
- c. Description of any problem encountered or anticipated that will affect the completion of the work within the time and fiscal constraints as set forth in this agreement, together with recommended solutions to such problems; or, a statement that no problems were encountered;
- d. As applicable, the reports should include information on performance metrics as well as the number of:
 - Individuals who entered into a highway construction skill development/training program(s), noting the number of women, minorities, and disadvantaged individuals;
 - Individuals successfully completing the program(s) and/or achieving an applicable credential(s), noting the number of women, minorities, and disadvantaged individuals;
 - Program participants placed in highway construction jobs and/or advanced incumbent workers, noting the number of women, minorities, and disadvantaged individuals;
 - Workers retained after 180 days, noting the number of women, minorities, and disadvantaged individuals.
- e. A tabulation, clearly delineated by Federal share, cost share, and total, of the current and cumulative costs expended by cost element (labor, travel, indirect costs, sub-recipient/subcontractor, etc.) by quarter versus budgeted costs;
- f. Budget revisions.

In the SF-PPR Block 11, Other Attachments, include the following information as attached pages:

- a. SF-425, Federal Financial Report, and
- b. SF-425A, Federal Financial Report Attachment (if applicable).

The Recipient must send the reports to the FHWA Division.

B. Final Report

The FHWA requires the Recipient to submit a detailed final report at the end of the project to include a schedule for the project deliverables, statistical data, and narrative sufficient to evaluate whether the project met its projected outcomes. The final report should state if the Recipient met the goals and measures.

The final report must also include, at minimum, the number of individuals affected. "Affected individuals" should be defined in terms that make sense for the proposed project. If applicable, the final report should include the number of:

- a. Individuals who entered into a highway construction skill development/training program(s), noting the number of women, minorities, and disadvantaged individuals;
- b. Individuals successfully completing the program(s) and/or achieving an applicable credential(s), noting the number of women, minorities, and disadvantaged individuals;
- c. Program participants placed in highway construction jobs and/or advanced incumbent workers, noting the number of women, minorities, and disadvantaged individuals; and
- d. Workers retained after 180 days, noting the number of women, minorities, and disadvantaged individuals.

The final report should include a section on lessons learned.

C. Annual Budget Review and Program Plan

If this agreement exceeds 1 year, the Recipient must submit an electronic copy and one hard copy of the Annual Budget Review and Program Plan to the AOR and one electronic copy and one hard copy to the Agreement Specialist 60 days prior to the anniversary date of this agreement. The Annual Budget Review and Program Plan must include the required certification pursuant to 2 CFR 200.415. The Annual Budget Review and Program Plan must provide a detailed schedule of activities, estimate of specific performance objectives, forecasted expenditures, and schedule of milestones for the upcoming year. If there are no proposed deviations from the Approved Project Budget, the Annual Budget Review must contain a statement stating such. The Recipient must meet via teleconference or web conference with FHWA to discuss the Annual Budget Review and Program Plan. Work proposed under the Annual Budget Review and Program Plan must not commence until AO's written approval is received.

SECTION G – FEDERAL AWARDING AGENCY CONTACTS

Address any questions to:

Clark Martin, HCWP Program Manager
Federal Highway Administration
Center for Transportation Workforce Development
Email **clark.martin@dot.gov**
Phone **703-235-0537**

Secondary point of contact is:

Karen Bobo, Director
Federal Highway Administration
Center for Transportation Workforce Development
Email **karen.bobo@dot.gov**
Phone **202-366-1333**

SECTION H – OTHER INFORMATION

1. Protection of Confidential Business Information

All information submitted as part of or in support of any application shall use publicly available data or data that can be made public and methodologies that are accepted by industry practice and standards, to the extent possible. If the applicant submits information that the applicant considers to be a trade secret or confidential commercial or financial information, the applicant must provide that information in a separate document, which the applicant may cross-reference from the application narrative or other portions of the application. For the separate document containing confidential information, the applicant must do the following: (1) state on the cover of that document that it “Contains Confidential Business Information (CBI)”; (2) mark each page that contains confidential information with “CBI”; (3) highlight or otherwise denote the confidential content on each page; and (4) at the end of the document, explain how disclosure of the confidential information would cause substantial competitive harm. The DOT will protect confidential information complying with these requirements to the extent required under applicable law. If DOT receives a Freedom of Information Act (FOIA) request for the information that the applicant has marked in accordance with this section, DOT will follow the procedures described in its FOIA regulations at 49 CFR § 7.29. Only information that is in the separate document, marked in accordance with this section, and ultimately determined to be confidential under § 7.29 will be exempt from disclosure under FOIA.

2. Publication/Sharing of Application Information

Following the completion of the selection process and announcement of awards, DOT intends to publish a list of all applications received along with the names of the applicant organizations and funding amounts requested. Except for the information properly marked as described in Section H.1., DOT may make application narratives publicly available or share application information within DOT or with other Federal agencies if DOT determines that sharing is relevant to the respective program’s objectives.

3. Department Feedback on Applications

The DOT strives to provide as much information as possible to assist applicants with the application process. The DOT will not review applications in advance, but DOT staff are available for technical questions and assistance. Program staff will address questions received at clark.martin@dot.gov throughout the application period. The DOT staff will make reasonable efforts to schedule meetings on projects through [INSERT DATE]. After that date, DOT staff will schedule meetings only to the extent possible and consistent with timely completion of other activities.