

U.S. DEPARTMENT OF LABOR

Office of Disability Employment Policy

NOTICE OF AVAILABILITY OF FUNDS AND FUNDING OPPORTUNITY

ANNOUNCEMENT FOR:

Applications for a National Policy Development Center for Preparing Youth and Young Adults with Disabilities for Employment

ANNOUNCEMENT TYPE: *Initial*

FUNDING OPPORTUNITY NUMBER: *FOA-ODEP-19-02*

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

KEY DATES: *The closing date for receipt of applications under this Announcement is July 23, 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: Jimmie Curtis Grant Officer
Reference FOA-ODEP-19-02
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, U.S. Department of Labor (DOL, or the Department, or we), announces the availability of approximately \$4,000,000 in grant funds 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 for one cooperative agreement to manage and operate a youth and young adult focused policy development and technical assistance center. The Center will expand upon the work of ODEP's youth policy team's efforts including the previously funded youth technical assistance center, the National Collaborative on Workforce and Disability for Youth (NCWD/Y).

A critical focus of the Center will be supporting the development, implementation, and integration of evidence-based effective practices and policies for improving transition outcomes for youth and young adults with disabilities. The Center will use the Guideposts for Success as a transition framework and recognize that youth, families, educators, workforce professionals, and other stakeholders must work together to increase employment expectations for youth with disabilities. The Center will build capacity within and across both general and disability-specific youth service delivery systems to improve employment and post-secondary education outcomes for youth with disabilities. To accomplish this goal, the Center will focus on the following three areas, which are described in detail in the Project Narrative. *Section I.A:*

- Strategic Partnerships and Systems Coordination:
- Career Pathways and Work-Based Learning Experiences:
- Professional Development:

I. FUNDING OPPORTUNITY DESCRIPTION

A. PROGRAM PURPOSE

This Announcement solicits applications for one cooperative agreement to manage and operate a policy development center. The purpose of the Center is to increase the capacity of national, state, and local workforce systems to support improved transition and employment-related outcomes for youth and young adults with disabilities through the identification and dissemination of evidence-based policies and practices.

The awardee will accomplish this by: 1) engaging with general and disability-specific youth service delivery systems to identify their most pressing needs related to the transition of youth and young adults with disabilities; 2) conducting research and policy analysis to identify viable practices and policy solutions to address the barriers identified; and 3) collaborating with national, state, and local entities to develop and disseminate concise and user-friendly resources tailored to address their needs.

This FOA solicits innovative applications to improve the capacity within and across both general and disability-specific youth service delivery systems to improve employment and post-secondary education outcomes for youth and young adults with disabilities. Applicants are encouraged to think broadly about recent changes in national and state policy such as the implementation of Workforce Innovation and Opportunity Act, reauthorization of the Perkins Act, efforts to modernize the national apprenticeship system, and passage of the First Step Act as they consider new, strategic ways to remove barriers and promote access to employment for youth and young adults with disabilities.

B. BACKGROUND

Significant progress has been made in the past several decades in removing barriers to education and employment for youth and young adults with disabilities. Legislation such as the

Individuals with Disabilities Education Act, the Americans with Disabilities Act, and the Workforce Innovation and Opportunity Act have all played a role in addressing the physical and programmatic barriers that prevent young Americans with disabilities from accessing the education, transition services, and training that can increase their employment success as they move into adulthood.ⁱⁱⁱ Despite these legislative efforts, youth with disabilities experience poorer transition-related outcomes than their peers without disabilities. Moreover, these disparities persist into adulthood; at every age-group, research demonstrates that Americans with disabilities experience higher unemployment rates, lower earnings, and higher poverty rates than Americans without disabilities.ⁱⁱⁱ

In 2018, according to the U.S. Bureau of Labor Statistics, people without a disability ages 16 to 64 were more than twice as likely to participate in the labor force as people with a disability in the same age group, 76.9 percent versus 33.3 percent.^{iv} The unemployment rate for people with a disability was still about twice that of people with no disability in 2018, 8.0 percent compared with 3.7 percent.^v People with a disability were less likely to work in management, professional, and related occupations than those without a disability (33.7 percent, compared with 40.3 percent).^{vi} These occupational employment patterns have changed little since data were first made available by the Bureau of Labor Statistics in 2009.^{vii}

Research has also shown that youth with disabilities have lower employment expectations than their peers without disabilities. They continue to feel the impact of pre-existing notions of limited career pathways available to people with disabilities, and are less likely to have work-based learning experiences than their peers without disabilities. Evidence consistently demonstrates that paid work-based learning experiences while still in secondary school are one of the biggest predictors of future earnings for youth with disabilities.^{viii} These experiences are critical because they provide youth with the opportunities to experience and practice self-exploration, career exploration, and career planning and management that research has shown can impact the development of their skills and aspirations.^{ix}

To address these issues and to help youth with disabilities successfully transition from high school to post-secondary education and/or employment, ODEP initiated a number of youth-focused policy development and technical assistance activities since the agency's inception. A critical initiative of ODEP's Youth Policy Team was the funding of the National Collaborative on Workforce and Disability for Youth (NCWD/Y) from 2001 to 2019. NCWD/Y conducted research and delivered training and technical assistance to youth-focused demonstration projects and workforce development and other service delivery systems.

During its operation, ODEP's Youth Policy Team and NCWD/Y evolved into a leading resource in the United States on the transition process from school to employment for youth with disabilities. ODEP, in collaboration with the NCWD/Y, identified the Guideposts for Success, which was originally published in 2005 and updated early in 2019. The Guideposts for Success is a set of key educational and career development interventions that can make a positive difference in the lives of all youth, including youth with disabilities. Based on an extensive literature review of research, demonstration projects, and effective practices covering a wide range of programs and services, the Guideposts framework advances that all youth, including those with disabilities, need exposure to: 1) school-based preparatory experiences; 2) career preparation and work-based learning experiences; 3) youth development and leadership; 4) connecting activities, including knowledge of transportation, health care, and financial

planning; and 5) family involvement and support. In addition to articulating the general needs of all youth, the Guideposts for Success also address the specific needs of youth with disabilities within each of the five categories. The Guideposts framework is used in policymaking and service design and delivery at the national, state and local levels.

The Center will build on the capacity developed by ODEP and NCWD/Y by conducting research and analysis; developing national, state, and local level policy solutions; and strategically delivering training and disseminating resources in support of improved transition and employment-related outcomes of youth and young adults with disabilities. Moreover, the Center's policy development efforts will leverage the opportunities presented by changes in the past five years in the legislative landscape for youth and adults with disabilities.

The Center funded through this funding opportunity will build upon the Youth Policy Team and NCWD/Y's past work in the following three areas:

- Strategic Partnerships and Systems Coordination
- Career Pathways and Work-Based Learning Experiences
- Professional Development

C. PROGRAM AUTHORITY

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 (pg 6157-79) authorizes this program.

II. AWARD INFORMATION

A. AWARD AMOUNT AND PERIOD OF PERFORMANCE

We expect availability of approximately \$4,000,000 to fund one cooperative agreement. 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 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.

- 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, cooperative agreement 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 external 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

The following organizations are eligible to apply:

- Independent School District
- Public/State Controlled Institution of Higher Education
- Indian/Native American Tribal Government (Federally Recognized)
- Indian/Native American Tribal Government (Other than Federally Recognized)
- Indian/Native American Tribally Designated Organization
- Public/Indian Housing
- Nonprofit Organization with IRS 501(c)(3) Status
- Private Institution of Higher Education
- Hispanic-serving Institution
- Historically Black Colleges and Universities (HBCUs)
- Tribally Controlled Colleges and Universities (TCCUs)
- Alaska Native and Native Hawaiian Serving Institutions

Eligible applicants must be consortia made up of a minimum of three (3) and any combination of the above entities. Among the consortia partners, there must be demonstrated experience and expertise in conducting research and policy analysis; developing viable policy solutions, developing and sustaining collaborative relationships with national and state level organizations focused on transition-age youth; disseminating information using a variety of methods appropriately tailored to audiences; effectively engaging youth and young adults in leadership roles influencing the work of the organization; and delivering training on issues related to increasing employment opportunities for youth with disabilities.

Consortia partners must bring different transition expertise either by representing a specific stakeholder group (i.e., policymakers, educators, families, and youth) and/or a different system (e.g., juvenile justice, mental health, education, workforce development, etc.). There must be a member of the consortium designated as the lead grant recipient responsible for overall grant management and serving as the fiscal agent.

All applications must clearly identify the lead grant recipient as well as all other members of the consortium and specify what expertise each member brings to the consortium.

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. <i>(We will attempt to open the document, but will not take any additional measures in the event of problems with opening.)</i>	Section IV.C.	
Application Federal funds request does not exceed the ceiling amount of \$4,000,000	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	
Project Logic Model	Section IV.B.4	
Resumes of Key Personnel	Section IV.B.4	
Organization Chart	Section IV.B.4	
Letter of Support and Commitment from three (3) Consortium Partners	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 university’s business school and the other application is from the university’s public policy school housed at the same university. However for duplicate applications from the same business school or public policy school 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.

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 Duns & Bradstreet (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 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>). In preparing the Budget Information Form, you must provide a concise narrative explanation to support the budget request, explained in detail below.

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

Use the following guidance for preparing the budget narrative:

Personnel: – List all staff positions by title (both current and proposed). Give the annual salary of each position, the percentage of each position's time devoted

to the project, the amount of each position's salary funded by the grant, and the total personnel cost for the period of performance.

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

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

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

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

Contractual: 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, SF-424A, and budget narrative must include the entire Federal grant amount requested (not just one year). Applicants must also show cost sharing or match on the SF-424 (line 18b), SF-424A, and budget narrative.

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

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

(3) Project Narrative

A. Preparing the 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:

(1) Statement of Need

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

(2) 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) 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.**

a. **Research and Policy Analysis Development**

Applicants must have extensive experience and demonstrated capacity to perform evidence-based research and policy analysis necessary to advance youth-focused policy development. To demonstrate this, the project narrative should include:

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, regulations, and bills) on a wide variety of topics related to improving employment outcomes for youth and young adults with disabilities. Relevant topics could include disability disclosure, mental health, serving youth and young adults with disabilities in juvenile justice system, the Individuals with Disabilities Education Act, the Workforce Innovation and Opportunity Act; and promoting the inclusion of youth with disabilities in pre-apprenticeship and apprenticeship opportunities, JobCorps, YouthBuild or other topics that the applicants deem relevant to the employment prospects of youth and young adults with disabilities. Additionally, the consortium should explain how it is skilled to do and demonstrate results in translating the research into high-quality, user-friendly resources and tools to assist workforce systems, states, and other relevant stakeholders in integrating effective policies and practices into their systems. It is anticipated that the bulk of the topics that will ultimately be the focus of the Center's research and policy development activities will be determined in conjunction with ODEP, based on input provided through engagement and consultation with the Subject Matter Experts and stakeholders discussed previously. Specific examples of prior related research and policy work should be included in the Appendix.

A detailed description of the overall strategy the consortium will use to identify, develop and validate new and innovative policy and practice models.

A proposal for at least two new research and policy development ideas that the consortium believes will be critical areas of focus for general and disability-specific youth serving systems based on their experience and expertise along with related proposed activities and deliverables that will assist and engage the target audience in implementing policy solutions and practices identified in the research.

b. Strategic Partnerships and Systems Coordination

In this section, the applicant should provide a detailed explanation of why and how the consortium is prepared and qualified to conduct research; develop policy recommendations; and deliver training and technical assistance in a highly collaborative approach to promote increased coordination of youth- serving systems including education and workforce-related entities in support of improved employment-related outcomes for youth and young adults with disabilities. In addition, it should also provide a detailed description of its plan for carrying out each of the following activities:

- Conduct an initial assessment followed by ongoing research and policy analysis on the current state of national and state-level legislation, regulations, and bills that impact the transition and employment-related outcomes of youth and young adults with disabilities.
- Develop a strategy for the Center to advance, through stakeholder engagement activities, policy solutions and practices aligned with the Guideposts for Success and designed to increase states and workforce systems knowledge of, and capacity to support, competitive integrated employment outcomes for youth and young adults with disabilities.
- Engage in collaborative relationships with workforce, disability, and other transition-related stakeholders to support the development, dissemination, and adoption of policy solutions that improve employment outcomes for youth with disabilities.
- Create and maintain a group of subject matter experts (SME) equipped to provide policy development guidance around effective practices in systems coordination, career pathways and work-based learning experiences, and professional development designed to improve transition outcomes for youth with disabilities for target audiences that include national, state, and local level systems serving youth; and disability organizations.
- Develop and disseminate policy solutions and practices to support meaningful inclusion of youth and young adults, with and without identified disabilities, in the policymaking process.
- Develop a strategy for ensuring sustained engagement, leadership, and influence of youth with disabilities in all the Center's policy development work.

c. Career Pathways and Work-Based Learning Experiences

In this section, the applicant should provide a detailed explanation of how they plan to increase the capacity of states, regions, and local workforce areas, along with the educational, workforce-related entities that support their efforts to improve the access of youth and young adults with disabilities into opportunities including career pathways; apprenticeships including registered apprenticeship programs, industry-recognized apprenticeship programs, and pre-apprenticeships; internships;

externships; and other types of work based learning experiences. In addition, it should also provide a detailed description of its plan for carrying out each of the following activities:

- Increase the capacity of the workforce system (including education) to prepare youth with disabilities for college and career readiness and explore in-demand career pathways.
- Develop strategic partnerships between workforce and disability organizations to improve delivery and coordination of transition-related services, including those provided through Pre-Employment Transition Services authorized under the Rehabilitation Act.^x
- Research, develop, and evaluate policies, practices, and tools needed to enhance the capacity of workforce systems to support youth and young adults with disabilities to access a variety of career pathways such as pre-apprenticeship, apprenticeship, and other work-based learning experiences.
- Identify and develop a strategy to address systems-level gaps of knowledge around how to assist youth with disabilities in career exploration, management, and planning as they explore and access career pathways and other work-based learning experiences.
- Convene a community of practice for youth employment policy to increase the capacity of the workforce system to prepare youth and young adults with disabilities for college and career readiness and to explore and gain access to various career pathways.

d. Professional Development

In this section, the applicant should provide a detailed explanation of how they intend to conduct analyses, develop recommendations, and deliver expertise and resources in a highly collaborative manner to increase the capacity of youth-serving systems to provide quality professional development and training to their workforce, which will result in improved services and better outcomes for all youth including youth with disabilities. In addition, it should also provide a detailed description of its plan for carrying out each of the following activities:

- Conduct an analysis of the current state of professional development for youth service professionals that includes an examination of national and state-level policy trends influencing the credentialing; development and delivery of pre-service and in-service training to individuals employed in various workforce settings, including but not limited to vocational rehabilitation, juvenile justice, foster care, mental health, and other systems serving youth and young adults with disabilities.
- Develop and implement a strategy for advancing the adoption of policies and practices that support the delivery of comprehensive professional development for youth service professionals through the use of national, state, or other intermediary organizations.

- Assess the impact of implementation of this comprehensive professional development strategy on the capacity of youth-serving systems to provide quality professional development and training to their workforce in support of improved outcomes for transition age youth and young adults.
- Provide ongoing subject matter expertise to national and state level stakeholders, including ODEP partners, and perform evidence-based research and policy analysis related to disability employment as it relates to comprehensive professional development work and the continued need to increase alignment of professional development trainings across youth systems at national, state, and local levels.

e. Website and Broader Dissemination Plan

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

- host and maintain a complex, robust and accessible website;
- create expert-level training and outreach documents and materials regarding transition for youth with disabilities including in accessible formats (samples of these materials should be included in the attachments); and
- Deliver expert-level, accessible training sessions regarding a broad range of disability employment and transition-related topics.

(3) 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 provide as to how the data will be used to inform program delivery and document the “lessons learned,” both positive and negative, from the project.

(4) Organizational, Administrative and Fiscal Capacity

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 expertise of the members of the consortium and the lead organization as it relates to the Guideposts for Success and experience and track record of performance in conducting relevant policy analysis and research and/or delivering technical assistance in the priority areas of this FOA; and in collaborating with and providing technical assistance to entities to help improve transition and employment-related outcomes for youth and young adults 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 Center. Such documentation can be provided through signed memoranda of understanding (MOUs), 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; and
- 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.

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.

For key personnel named in the application and dedicating greater than 20% effort on the project, documentation must also be provided of all internal and external time commitments. In instances where a staff person is committed on another federally supported project, please provide the project name, federal office, and the amount of committed time for the project year. This information (e.g., Staff: Jane Doe; Project Name: Succeeding in the General Curriculum; Federal Office: Office of Special Education Programs; Time Commitments: 30 percent) can be provided as an attachment to the application. We will not consider for funding any application where key staff are bid above a time commitment level that staff have available to bid (i.e., 100 percent).

(5) 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 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 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
- Articulate an effective strategy for self-monitoring, risk management, and Continuous Quality Improvement.

(6) Past Performance – Programmatic Capability

If an applicant has received federally and/or non-federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements, but not Federal contracts) similar in size, scope, and relevance to the proposed project that have been completed within the last five years of the closing date of this Announcement, please submit a list of no more than three such agreements and include a grantor contact name and telephone number for each. In evaluating applicants under these factors in Section V, we will consider the information you provided and may also consider relevant information from other sources, including information from our files and from current/prior grantors (e.g., to verify and/or supplement the information you provided).

(7) Budget and Budget Justification

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

(8) 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, the applicant 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 resumés or general letters of support. You must submit your application in one package because documents received separately will be tracked separately and will not be attached to the application for review.

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

Required Attachments

- a. Project Logic Model¹
- b. 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.C.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."

- c. Prior Experience, Staffing, and Management Structure
 - i. Documentation of prior relevant research and policy work and past experience
 - ii. Resumes of Key Personnel
 - iii. Organizational Charts

¹ See these links for additional information on logic models: <https://www.cals.uidaho.edu/edcomm/pdf/CIS/CIS1097.pdf> and <https://www.cdc.gov/std/Program/pupestd/Components%20of%20a%20Logic%20Model.pdf>

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.

- d. Applicants must also include letters of commitment and support from the three consortia partners.

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 **July 23, 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-19-02
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 no 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. 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. Statement of Need	10
2. Project Design IV.B.3	35
3. Expected Outcomes, Outputs, and Performance Evaluation IV.B.3	10
4. Organizational Capacity, Administrative, and Fiscal Capacity IV.B.3	20
5. Management Operational Plan IV.B.3	15
6. Past Performance - Programmatic Capability IV.B.3	5
7. Budget and Budget Justification IV.B.3	5
8. Opportunity Zone-Priority Consideration Bonus Points	2
TOTAL	102

The following criteria will be used to assess applications received in response to this announcement:

1. Statement of Need (up to 10 Points)

Points will be awarded based on:

- The extent to which the proposed project will contribute to increase the knowledge and capacity to address issues; barriers; and effective strategies impacting the employment of youth and young adults with disabilities ;
- The likelihood that the proposed project will result in systems change or improvement;
- The extent to which the proposed project is likely to build capacity to develop, advance or improve policies that affect the needs of the target populations as they relate to employment.

2. Project Design (up to 35 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 is collaborative, is innovative, and reflects the applicant's capacity to effectively conduct research; develop policy recommendations; and deliver training and resources in a highly collaborative approach to: promote increased coordination of youth- serving systems including education and workforce-related entities in support of improved employment-related outcomes for youth and young adults with disabilities; to increase the capacity of states, regions and local workforce areas, along with the educational, workforce-related entities that support their efforts to improve the access of youth and young adults with disabilities into opportunities including career pathways; apprenticeships including registered apprenticeship programs, industry-recognized apprenticeship programs, and pre-apprenticeships; internships; externships; and other types of work based learning experiences; and to increase the capacity of youth-serving systems to provide quality professional development and training to their workforce.

3. Expect 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.

4. Organizational Capacity & Qualifications of Key Personnel (up to 20 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' 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 youth-focused disability employment policy analysis and research, engaging and developing with, and providing training and resources to youth-serving systems (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 have a strong understanding of youth and young adults as they transition into postsecondary education and employment.

5. Management Operational Plan (up to 15 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 articulates 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.

6. Past Performance – Programmatic Capability (up to 5 points)

The strength of the past accomplishments achieved operating a comparable program to the proposed project. The extent to which the past performance of the comparable program prepares the organization to undertake the proposed project.

7. Budget and Budget Justification (up to 5 points)

The extent to which the budget is reasonable based on the activities outlined in the project narrative.

8. 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>.

a. REVIEW AND SELECTION PROCESS

i. 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.

ii. 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.

8. 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

i. 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 Part 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—available on ODEP’s website.

ii. Other Legal Requirements:

1. 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.

2. 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).

3. 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 subparagraphs 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.

4. 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.

5. 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.

6. 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.

7. Closeout of Grant Award

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

iii. 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:

i. Quarterly Financial Reports

A Quarterly Financial Status Report (SF-425 Federal Financial Report) is required until such time as all funds have been expended or the grant period has expired. Quarterly reports are due 30 days after the end of each calendar year quarter. On the final Financial Status Report, you must include any subaward amounts so we can calculate final indirect costs, if applicable. You must use DOL's Online Electronic Reporting System and information and instructions will be provided to grantees. For other guidance on ETA's financial reporting, reference Training and Employment Guidance Letter (TEGL) 02-16 and on our webpage at https://www.doleta.gov/grants/financial_reporting.cfm.

ii. Quarterly Performance Reports

You must submit a quarterly progress report within 45 days after the end of each calendar year quarter. The report must include quarterly information on grant

activities, performance goals, and milestones. The last quarterly progress report will serve as the grant's Final Performance Report. This report must provide both quarterly and cumulative information on the grant activities. It must summarize project activities, employment outcomes and other deliverables, and related results of the project, and must thoroughly document the training or labor market information approaches that you used. 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.

9. 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-19-02, 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>.

10. OTHER INFORMATION

a. DEFINITIONS

- *Accessible*: for the purposes of this FOA, the term “accessible” requires work products to be usable by assistive technologies and meet the criteria outlined in Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. 794d), as amended by the Workforce Investment Act of 1998 (P.L. 105-220) August 7, 1998; the Web Content Accessibility Guidelines 2.0 (WCAG 2.0) Level AA; or as specified in subsequent updates to the preceding criteria.
- *Analyses, Research, and Evaluation*: include qualitative or quantitative analyses and/or research that facilitates the development and/or formal evaluation of policy recommendations or development practice recommendations intended to increase employment and/or economic advancement of persons with disabilities. Activities include “rapid response” papers, white papers, literature review papers, survey research findings, documents, meta-analyses papers, environmental scans papers, interim and final reports produced from: case studies, implementation studies, outcome studies, cost-benefit/effectiveness studies, and experimental studies or quasi-experimental studies.
- *Apprenticeship*: Apprenticeship is a career pathway that includes a paid-work component and an educational or instructional component, where an individual can obtain workplace-relevant knowledge and skills. Apprenticeship training is distinguished from other types of workplace training by several factors:
 - (1) Apprentices earn wages from their employers during training;
 - (2) Programs provide on-the-job learning and job-related technical instruction;
 - (3) On-the-job learning is conducted in the work setting under the direction of one or more of the employer's personnel;
 - (4) Training results in an industry-recognized credential.
- *Career Pathways*: a clear sequence, or pathway, of education coursework and/or training credentials aligned with employer-validated work readiness standards and competencies.

For more information, see

https://www.doleta.gov/usworkforce/pdf/career_pathways_toolkit.pdf

- *Competitive Integrated Employment*: as defined by WIOA (29 U.S.C. § 705), Work performed on a full or part time basis for which an individual is:
 - (1) Compensated at not less than federal minimum wage requirements or state or local minimum wage law (whichever is higher) and not less than the customary rate paid by the employer for the same or similar work performed by other individuals without disabilities;
 - (2) At a location where the employee interacts with other persons who are not individuals with disabilities (not including supervisory personnel or individuals who are providing services to such employee) to the same extent that individuals who are not individuals with disabilities and who are in comparable positions interact with other persons; and
 - (3) Presented, as appropriate, opportunities for advancement that are similar to those for other employees who are not individuals with disabilities and who have similar positions.
- *Guideposts for Success*: an evidence-based framework articulating what all youth, including youth and young adults with disabilities, need in order to transition from secondary to post-secondary education and employment. For more information, see <https://www.dol.gov/odep/categories/youth/index-guide.htm>
- *Implementation Tools*: formally developed tools that provide educational or explanatory information to support the adoption and implementation of ODEP- developed and/or recommended practices, policies, strategies, models, or theories. Implementation tools include curricula, learning guides, policy option guides, model practice plans, practice/policy primers, practice/policy briefs, practice/policy implementation guides and policy templates.
- *Individualized Learning Plans (ILPs)*: an individualized learning plan (ILP) is both a document and a process that youth use – with support from school counselors, teachers, and parents – to define their career goals and postsecondary plans in order to inform the student’s decisions about their courses and activities throughout high school.
- *Industry Recognized Apprenticeship*: a customizable model of apprenticeship recognized by an industry organization, higher-education institution, or other leader in setting and instructing in-demand skills. <https://www.apprenticeship.gov/industry-recognized-apprenticeship-program>
- *Intermediary Organization*: a nonprofit entity, which may be part of an industry or sector partnership, that demonstrates expertise in building, connecting, sustaining, and measuring partnerships with entities such as employers, schools, community-based organizations, postsecondary institutions, social service organizations, economic development organizations, Indian tribes or Tribal organizations, and workforce systems to broker services, resources, and supports to youth and the organizations and systems that are designed to serve youth, including— “connecting employers to classrooms; assisting in the design and implementation of career and technical education programs and programs of study; delivering professional development; connecting students to internships and other work-based learning opportunities; and developing personalized student supports.

- *Labor Force*: sometimes referred to as the workforce, the U.S. Bureau of Labor Statistics (BLS) defines this term as all individuals classified as employed or unemployed (persons 16 years or older who had no employment during the prior week, but were available for and made specific efforts to find work during the previous four weeks).
- *Labor Force Participation Rate*: BLS defines the Labor Force Participation Rate as the number of people in the labor force as a percentage of the civilian non-institutional populations 16 years old and over. In other words, it is the percentage of the population that is either working or actively seeking work.
- *Policy Outputs*: include regulations, executive orders, or formal interpretations of policy (for example, Technical Employment Notices (TEN), Technical Employment Guidance Letters (TEGL), or equivalent) related to disability employment. A policy output includes legislative proposals, model legislation, and revisions to existing legislation. Items cleared by agency leadership such as memoranda, circulars, and legislative implementation guidelines as well as Federal, state or local level policy directives are also policy outputs.
- *Pre-Employment Transition Services*: services to students with disabilities who are eligible or potentially eligible for VR services. Required activities include job exploration counseling; work-based learning experiences, which may include in-school or after school opportunities, or experience outside the traditional school setting (including internships), that is provided in an integrated environment to the maximum extent possible; counseling on opportunities for enrollment in comprehensive transition or postsecondary educational programs at institutions of higher education; workplace readiness training to develop social skills and independent living; and instruction in self-advocacy, which may include peer mentoring. After determining that students have received required activities, states may use funds for authorized activities and pre-employment transition coordination activities. For more information, see <https://www2.ed.gov/policy/speced/guid/rsa/supporting/rsa-vr-1-pre-employment-transition-services.pdf>
- *Professional Development*: activities that are an integral part of eligible agency, eligible recipient, institution, or school strategies for providing educators (including teachers, principals, other school leaders, administrators, specialized instructional support personnel, career guidance and academic counselors, and paraprofessionals) with the knowledge and skills necessary to enable students to succeed in career and technical education.
- *Registered Apprenticeship*: a formal employment relationship designed to promote skilled training and learning on the job that is certified by DOL or a federally-recognized State Apprenticeship Agency to meet the basic standards and requirements of DOL. “Hands on” learning takes place in conjunction with related instruction (often in a classroom setting). An apprentice, who completes an OA registered program, is awarded a certificate of completion of apprenticeship. DOL apprenticeship regulations, 29 CFR Part 29, also provide for interim credentialing. For more information, see <https://www.doleta.gov/OA/apprenticeship.cfm>
- *Systems Change*: changes in organizational culture, policies, and procedures within individual organizations or across organizations that enhance or streamline access and reduce or eliminate barriers to needed services by a target population.

- *Work-based-Learning Experiences*: work-based learning means sustained interactions with industry or community professionals in real workplace settings, to the extent practicable, or simulated environments at an educational institution that foster in-depth, firsthand engagement with the tasks required in a given career field, that are aligned to curriculum and instruction.

11. 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 June 20, 2019, in Washington, D.C. by:
Jimmie Curtis
Grant Officer, Office of Grants Management

ⁱ (IDEA; P.L. 108-446)

Most recent reauthorization in 2004. IDEA Part B Section 619 is codified in the U.S. Code at 20 U.S.C. §1419. IDEA Part C is codified at 20 U.S.C. §§1431-1444.

<http://uscode.house.gov/view.xhtml?path=/prelim@title20/chapter33&edition=prelim>

<https://sites.ed.gov/idea/>

ⁱⁱ (ADA Amendments Act; P.L. 110-325) as amended in 2008

ADA 42 U.S.C. §§12101 et seq P.L. 110-325 enacted on September 25, 2008

<https://www.ada.gov/pubs/adastatute08.htm>

<https://www.ada.gov/>

ⁱⁱⁱ Brault, M. W. (2012). Americans with Disabilities: 2010. Household Economic Studies. Current Population Reports. Retrieved from U.S. Census Bureau website: <http://www.census.gov/prod/2012pubs/p70-131.pdf>

National Council on Disability. (2014). National disability policy: A progress report. Retrieved from

http://www.ncd.gov/progress_reports/10312014

^{iv} Kang, J.L., Dunn, M., and Blank, A. (2018). Labor force characteristics of people with a disability. U.S. Bureau of Labor Statistics. <https://www.bls.gov/spotlight/2018/labor-force-characteristics-of-people-with-a-disability/pdf/labor-force-characteristics-of-people-with-a-disability.pdf>

^v Ibid.

^{vi} Ibid.

^{vii} Ibid.

^{viii} Wehman, P., Sima, A. P., Ketchum, J., West, M. D., Chan, F., and Luecking, R. (2015). Predictors of successful transition from school to employment for youth with disabilities. *Journal of occupational rehabilitation*, 25(2), 323-334

^{ix} Federal Partners in Transition. What to know about work-based learning experiences for student and youth with disabilities. <https://www2.ed.gov/about/offices/list/osers/transition/products/fpt-fact-sheet--work-based-experiences--11-5-15.pdf>