U.S. DEPARTMENT OF LABOR
Employment and Training Administration

NOTICE OF AVAILABILITY OF FUNDS AND FUNDING OPPORTUNITY ANNOUNCEMENT FOR: Disability Employment Initiative Grants

ANNOUNCEMENT TYPE: *Initial*

FUNDING OPPORTUNITY NUMBER: *FOA-ETA*-17-05

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NUMBER: *17.2*07

KEY DATES: *The closing date for receipt of applications under this Announcement is* **July 31, 2017**. We *must receive applications no later than* ***4:00:00 p.m. Eastern Time****.*

ADDRESSES: *Address mailed applications to:*

The U.S. Department of Labor
Employment and Training Administration, Office of Grants Management
Attention: **Jimmie Curtis, *Grant Officer***
***Reference FOA-ETA*-17-05**
200 Constitution Avenue, NW, Room N4716
Washington, DC 20210

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

EXECUTIVE SUMMARY:

The Employment and Training Administration (ETA), U.S. Department of Labor (DOL, or the Department, or we), announces the availability of approximately $15.0 million in grant funds authorized by Section 169, subsection (b), of the Workforce Innovation and Opportunity Act (WIOA) for the Disability Employment Initiative (DEI). We expect to fund approximately 8 grants (as defined in 2 CFR 200.24) to state workforce agencies, ranging from $1.5 million to $2.5 million each. Applicants may apply for up to $2.5 million of funding.

I. FUNDING OPPORTUNITY DESCRIPTION

A. PROGRAM PURPOSE

This Announcement solicits applications for Round VIII of the Disability Employment Initiative (DEI). The purpose of this program is to provide funding to expand the capacity

of American Job Centers (AJCs), also known as One-Stop Centers, to promote the use of existing career pathways to serve two populations: 1) adults (ages 18 and older) with visible, non-visible, and significant disabilities[1], including those who have acquired disabilities in adulthood; and 2) youth (ages 14-24) with visible, non-visible, and significant disabilities, including those who have chronic health conditions.[2] Under this round of DEI funding, grantees will focus on improvements needed to make their existing "career pathways" systems fully inclusive of and accessible to individuals with disabilities.

The DEI seeks to accomplish the following three overarching goals:

1) Increase access to and the participation of individuals with disabilities in WIOA-funded employment and training services, particularly those related to career pathways, in partnership with Vocational Rehabilitation (VR) programs; community colleges and other education entities; human service agencies; and business partners;
2) Improve training and employment outcomes for individuals with disabilities and support businesses; and
3) Increase the number of workforce entities functioning as Employment Networks (ENs).

Allowable Use of Grant Funds

Grant funds may be used to support activities under any of the six career pathways program elements identified in the *Career Pathways Toolkit: A Guide for System Development*[3] and the *Career Pathways Toolkit: An Enhanced Guide and Workbook for System Development*.[4] Grantees must leverage WIOA core programs and other program resources to the greatest extent possible to fund education, employment, and training activities, as well as supportive services for participants. Allowable use of grant funds may include, but are not limited to, the following:

- **Universal Design.** Universally designed services and program activities for individuals either participating in or seeking to access and participate in existing

[1] For purposes of this FOA, individuals with significant disabilities are job seekers who have physical, sensory, mental, cognitive, intellectual, or developmental disabilities; receive Supplemental Security Income (SSI) or Social Security Disability Insurance (SSDI) benefits; and require significant accommodations, supports, and customization of job responsibilities in order to obtain and maintain competitive integrated employment at or above minimum wage.

[2] Chronic conditions are "conditions that last a year or more and require ongoing medical attention and/or limit activities of daily living." Parekh, A. K., Goodman, R. A., Gordon, C., Koh, H. K., and the HHS Interagency Workgroup on Multiple Chronic Conditions (2011). *Managing Multiple Chronic Conditions: A Strategic Framework for Improving Health Outcomes and Quality of Life*. Public Health Reports, 126, 460-471 (internal citations omitted).

[3] For additional information visit https://wdr.doleta.gov/directives/attach/TEN/TEN_17-15_Attachment_Acc.pdf

[4] For additional information visit https://careerpathways.workforcegps.org/resources/2016/10/20/10/11/Enhanced_Career_Pathways_Toolkit

career pathways programs resulting in strengthening the capacity of the American Job Center to serve more individuals with disabilities.

- **Services and Program Activities.** Training (including classroom training and on-the-job training), career services, supportive services that help jobseekers stay in training, benefits counseling, and case management; accessible curriculum design and modifications; strength-based and alternate assessments including the use of discovery[5]; customer-centered service strategies such as person-centered planning, integrated resource teams, individualized learning/career development plans, and customized employment for people with significant disabilities; youth transition-related services; paid and unpaid work experiences; and participation as an EN in the Social Security Administration's (SSA) Ticket to Work Program (TTW).
- **Project Staff.** Disability Resource Coordinators (DRCs) or Disability Program Navigators to enhance knowledge; facilitate cross-agency collaboration, leverage available resources (including through the use of Integrated Resource Teams), and advise the public workforce system on changes needed to make the existing career pathways system fully accessible and inclusive of individuals with disabilities; case managers; and other staff necessary to implement inclusive career pathways systems and programming, including subject matter experts or consultants, if reasonable and necessary to the design of the project.
- **Professional Development.** Necessary staff trainings and capacity building to achieve program goals, including but not limited to expanding the use of universal design strategies and strategies necessary to enhance physical and programmatic accessibility consistent with the requirements of the WIOA Section 188 non-discrimination provisions and its implementing regulations at 29 C.F.R. part 38.[6]
- **Travel.** Necessary travel to conduct activities across the state or local workforce development area(s), as well as the travel costs for the state project lead and local area DRCs to attend one national conference in Washington, D.C.

B. BACKGROUND

WIOA was signed into law on July 22, 2014. It is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. WIOA supersedes Titles I and II of the Workforce Investment Act of 1998 (WIA) (which includes the Adult Education and Family Literacy Act), and it amends the Wagner-Peyser Act (W-P) and the Rehabilitation Act of 1973.

To develop America's talent to meet the recruitment and retention needs of the 21st century workforce, the public workforce system must ensure that individuals with

[5] Customized employment uses the "discovery process." According to DOL's Office of Disability Employment Policy (ODEP), discovery is a process of self-exploration, often facilitated by others, that involves answering questions, reflecting on ideas and past experiences, and identifying issues and challenges. Identifying a job seeker's strengths and uncovering their employment-related goals and experiences is the place to start.

[6] The regulations implementing section 188 of WIOA were promulgated in December, 2016 and became effective January 3, 2017.

disabilities are integrated into its strategies to serve both of its customers: job seekers and employers. Individuals with disabilities continue to be disproportionately long-term unemployed, underemployed, and living in poverty. As of March 2017, the unemployment rate of individuals with disabilities was 10.6 percent, compared to 4.3 percent for individuals without disabilities. The labor force participation rate of individuals with disabilities was 20.4 percent, compared to 68.7 percent for individuals without disabilities.[7]

A number of provisions in WIOA emphasize and increase the requirements for the general workforce development system and the AJCs to meet the needs of job seekers with disabilities, increase their access to high-quality workforce services, and prepare them for competitive integrated employment leading to economic self-sufficiency. WIOA establishes provisions to improve accessibility of the AJCs. For example, the State Workforce Development Board establishes certification criteria to be used by local boards in assessing AJCs once every three years in order to be eligible for infrastructure funding. The certification criteria relate to effectiveness, physical and programmatic accessibility, and continuous improvement.

Under WIOA, partner programs and entities that are jointly responsible for workforce and economic development, educational programs, and other human resource programs collaborate to create a seamless, customer-focused AJC delivery system that integrates service delivery across all programs and enhances access to services. The AJC delivery system includes six core programs: WIOA Title I Adult, Dislocated Worker, and Youth Formula programs; Title II Adult Education and Literacy Act programs; Title III W-P employment services; and Title IV Vocational Rehabilitation programs; as well as other required and optional partners identified in WIOA.

On August 13, 2015, the U.S. Departments of Labor, Education, and Health and Human Services jointly released the *Vision for the One-Stop Delivery System under the Workforce Innovation and Opportunity Act (WIOA)*.[8] The vision reinforced the partnerships and strategies necessary for the AJCs to provide job seekers and workers with the high-quality career services, education, training, and supporting services they need to obtain good jobs and stay employed; and to help businesses find skilled workers and access other supports, including education and training for their current workforce. On January 18, 2017, the

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[7] Bureau of Labor Statistics (2017). Table A-6, Employment status of the civilian population by sex, age, and disability status, not seasonally adjusted. Retrieved April 24, 2017 from http://www.bls.gov/news.release/empsit.t06.htm See also Economic Picture of the Disability Community Project, Key Points on Disability and Occupational Projections Tables, a joint initiative between the Department of Labor's Office of Disability Employment Policy, Employment and Training Administration, Chief Economist, Office of the Secretary, and the White House Council of Economic Advisors. Available at: http://www.dol.gov/odep/pdf/20141022-KeyPoints.pdf

[8] For additional information, refer to Training and Employment Guidance Letter (TEGL) No. 04-15, http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=6455

same joint partners issued further guidance, the *One-Stop Operations Guidance for the American Job Center Network*, to operationalize the vision outlined in their 2015 release.[9] This guidance describes the primary components for understanding and implementing an integrated AJC network in existing regulations.

a. Career Pathways

Section 3(7) of WIOA defines "career pathways" as a combination of rigorous and high-quality education, training, and other services that:

- Aligns with the skill needs of industries in the economy of the state or regional economy involved;
- Prepares an individual to be successful in any of a full range of secondary or postsecondary education options, including apprenticeships registered under the National Apprenticeship Act of 1937;
- Includes counseling to support an individual achieving the individual's education and career goals;
- Includes, as appropriate, education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
- Organizes education, training, and other services to meet the particular needs of an individual in a manner that accelerates the educational and career advancement of the individual to the extent practicable;
- Enables an individual to attain a secondary school diploma or its recognized equivalent, and at least one recognized postsecondary credential; and
- Helps an individual enter or advance within a specific occupation or occupational cluster.

The term career pathways generally refers to a series of connected education and training strategies and support services that enable individuals to secure industry-relevant certification and obtain employment within an occupational area. Career pathways are established by aligning secondary and postsecondary education with workforce development systems and human services at the local, regional, or state level. One critical way in which this alignment occurs is through State and Local Workforce Development Boards responsible for aligning WIOA core programs and developing and improving the workforce system through the creation of career pathways, described in the state plan.

An interagency letter released in April 2012 by the U.S. Departments of Education, Health and Human Services, and Labor established the original framework for career pathways.[10]

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[9] For additional information, refer to Training and Employment Guidance Letter (TEGL) No. 16-16, https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=8772

[10] The Joint Letter on Career Pathways (Training and Employment Notice (TEN) No. 36-11) is available at http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=3536

The letter outlined the six key elements for developing comprehensive career pathways: 1) Build Cross-Agency Partnerships and Clarify Roles; 2) Identify Industry Sectors and Engage Employers; 3) Design Education and Training Programs; 4) Identify Funding Needs and Sources; 5) Align Policies and Programs; and 6) Measure Systems Change and Performance.

DOL has subsequently provided technical assistance and guidance on the implementation of career pathways and the six elements. In September 2015, DOL released a toolkit titled *Career Pathways Toolkit: A Guide for System Development,*[11] which provides a framework, resources, and tools for states and local partners to achieve the six key elements in order to develop, implement, and sustain career pathways systems and programs.

In April 2016, the career pathways initiative was expanded with increased support from 12 Federal agencies that jointly released a letter to foster better coordination of programs and services.[12] Additionally, in October 2016, DOL released *Career Pathways Toolkit: An Enhanced Guide and Workbook for System Development*[13] that further assists state and local leadership teams in operationalizing their career pathways systems through hands-on worksheets against each of the six elements. Applicants seeking funding under this FOA will be required to articulate a comprehensive strategy for promoting the full inclusion of people with disabilities within their current career pathways system and expanding and enhancing that system utilizing the six career pathways elements as an organizational framework.

b. Disability Employment Initiative (DEI)

Since 2010, the Department has awarded over $126 million to 49 projects in 28 states under the DEI to improve education, training, and employment outcomes of youth and adults with disabilities by refining and expanding already identified successful workforce strategies.[14] This funding has facilitated significant efforts to improve the delivery of services to individuals with disabilities through the public workforce system, including efforts to: increase accessibility of the AJCs; improve employment outcomes of individuals with disabilities; expand capacity to serve individuals with disabilities; strengthen opportunities for training front-line and partner staff; maximize use of alternate forms of

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[11] The September 2015 toolkit is available at https://www.doleta.gov/usworkforce/pdf/career_pathways_toolkit.pdf

[12] The April 2016 letter is available at https://careerpathways.workforcegps.org/~/media/WorkforceGPS/careerpathways/Files/Career%20Pathways%20Joint%20Letter%202016.pdf

[13] The October 2016 toolkit is available at https://careerpathways.workforcegps.org/resources/2016/10/20/10/11/Enhanced_Career_Pathways_Toolkit

[14] See https://dei.workforcegps.org/resources/2016/03/22/15/06/Disability_Employment_Initiative_Fact_Sheet_2015

assessment, such as discovery for individuals with significant disabilities; and increase partnerships and collaboration.

Starting in 2014, DOL Round V DEI grantees received funding to increase the participation of youth and adults with disabilities in existing career pathways systems and programs implemented in the AJCs. As described earlier, the career pathways approach provides a framework for weaving together adult education, job training, and postsecondary education services to address businesses' workforce needs, and reorients existing education and workforce services (including those authorized under WIOA), from a myriad of different programs toward one "seamless" system focused on individuals' postsecondary and economic success. As part of that effort, DEI grantees are required to leverage resources from the WIOA core programs as well as other program and partner resources to promote systems integration.

For DEI Round VIII, several key changes will be implemented compared to previous rounds. The most significant change is that this FOA has been restructured to focus on the career pathways framework to provide applicants with more flexibility on the innovative strategies they propose to make their existing career pathways system inclusive and accessible to individuals with disabilities. Other key changes include the following: 1) the disability population focus area of significant disability as introduced in Round V will not be an exclusive targeted population as applicants will now have the flexibility to incorporate this population within Adult or Youth with Disabilities focus areas; 2) in describing the statement of need, applicants must describe the need to enhance the existing career pathways system by addressing the issues needed to make it inclusive and accessible to people with disabilities; and 3) the period of performance has been shortened from 42 months in Round VII to 36 months in Round VIII.

As in previous rounds, DEI will continue to focus on expanding the number of public workforce entities that become ENs under the SSA's TTW program. Under the TTW program, under a Blanket Purchase Agreement (BPA) with SSA, ENs provide employment support services to beneficiaries, or "Ticket holders." ENs receive milestone payments from SSA when Ticket holders they serve work and achieve certain benchmark earnings. Becoming an EN can provide AJCs with a source of highly flexible funding that can be re-invested to provide pre-employment services, job coaching, benefits planning, and ongoing post-employment support services, among many other things.[15] Under this FOA, applicants are encouraged to consider using existing Administrative ENs to assist them in the process of becoming an EN.

Under the Administrative EN model, organizations with different strengths and weaknesses collaborate under an agreement they develop to form a network where the partners divide the EN functions and share in the SSA payments. An Administrative EN can

[15] For additional information visit https://www.choosework.net/findhelp/ For additional information, refer to Training and Employment Notice (TEN) No. 02-14, https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=8525

support organizations such as the AJCs that may not be structured to or prefer not to fulfill the full range of necessary functions. Administrative ENs operate either by keeping a percentage of Ticket payments or charging a flat fee to providers within the network. In return the Administrative EN provides assistance on issues such as managing the suitability process for staff; handling or resolving payment issues; benefits counseling services; and other technical Ticket Program matters. This structure enables the direct service providers within the organization, *i.e.*, the AJC, to focus on those services they best perform.

Alternatively, a state may choose to become an Administrative EN itself, or to have AJCs that are part of the pilot become ENs. A number of AJC operators have already become ENs through the DEI and are accepting Tickets for the provision of training or employment services. Full participation in the TTW program by the public workforce system can provide significant resources for services to individuals with disabilities, and can enhance funding and future sustainability of the DEI projects.

B. Program Authority

This program is authorized by Section 169 of WIOA.

II. AWARD INFORMATION

A. Award Type and Amount

Funding will be provided in the form of a grant.

We expect availability of approximately $15,000,000 to fund approximately 8 grants. The applicant may apply for a ceiling amount of up to $2,500,000. Awards made under this Announcement are subject to the availability of Federal funds. In the event that additional funds become available, we reserve the right to use such funds to select additional grantees from applications submitted in response to this Announcement.

The Department intends to award at least one grant in each of the two population focus areas: 1) adults (ages 18 and older) with visible, non-visible, and significant disabilities, including those who have acquired disabilities in adulthood; 2) youth (ages 14-24) with visible, non-visible, and significant disabilities, including those who have chronic health conditions.

B. Period of Performance

The period of performance is 36 months with an anticipated start date of October 1, 2017. This performance period includes all necessary implementation and start-up activities.

III. ELIGIBILITY INFORMATION

A. Eligible Applicants

The following organizations are eligible to apply:

- State workforce agencies (SWAs) eligible for funding under Title I of WIOA or for funding under the W-P Act.
- Entities described in section 166(c) of WIOA relating to Indian and Native American programs. These entities include Indian tribes, tribal organizations, Alaska Native entities, Indian-controlled organizations serving Indians, or Native Hawaiian organizations. These applicants are not required to partner with Local Workforce Development Boards (LWDBs).

States that received DEI Round VII funds are **not** eligible for funding under this FOA.

The eligibility requirements above are incorporated in the Application Screening Criteria specified in Section III.C.1. In addition to meeting the eligibility requirements, to receive full points in the competition, the organization applying (referred to throughout as the "lead applicant" or "applicant") must identify and demonstrate the commitment of various partners at the state and local level, as described in greater detail in Sections III.B and IV.B.3.a.(2)(i).

The lead applicant will serve as the grantee and have overall fiscal and administrative responsibility for the grant, including any performance of subawardees. This responsibility may not be delegated. As part of their responsibility for the grants, lead applicants will be:

1) the point of contact with the Department to receive and respond to all inquiries or communications under this FOA and any subawards;
2) the entity with authority to draw down funds;
3) the entity responsible for submitting to the Department all deliverables under the grant, including all related technical and financial reports, regardless of which partnership member performed the work;
4) the entity that may request or agree to a revision or amendment of the grant or statement of work;
5) the entity with overall responsibility for carrying out programmatic functions of the grant, as well as the stewardship of all expenditures under the grant;
6) the entity responsible for coordinating with the national evaluator and national technical assistance provider; and
7) the entity responsible for working with DOL to close out the grant.

B. STATE AND LOCAL PARTNERSHIPS

State

The lead applicant must partner with a number of entities at the state level (referred to below as the "DEI Project Leadership Team"), which collectively will provide project leadership to drive better integration of resources at the local level (see Section IV.B.3.a.(2)(i)). Applicants have flexibility as to the types of entities represented on the DEI Project Leadership Team, but in general, this team must include representatives of state-level agencies that are involved in the implementation of career pathways. Such agencies may include, but are not limited to:

- WIOA Title I-B – Adult, Youth and Dislocated Worker employment and training programs;
- WIOA Title II – Adult Education and Literacy;
- WIOA Title III W-P Employment Services; and
- WIOA Title IV-VR Services

Other partnerships that can be highlighted include, but are not limited to, Carl D. Perkins Career and Technical Education Act of 2006; Temporary Aid to Needy Families (TANF); Medicaid; Social Security; Mental Health; and Intellectual/Development Disability agencies.

To receive full points in the competition, the lead applicant must show evidence of substantial commitment and involvement from the entities identified on the DEI Project Leadership Team. In the event that an applicant is funded that did not include such evidence of substantial commitment in the application, the successful applicant will be required to furnish such documentation shortly after award as a condition of the grant.

Local
The lead applicant must also partner with one or more LWDBs, which will implement grant activities at the local level to operationalize career pathways (see Section IV.B.3.a.(2)(i)). For states with only one LWDB, the commitment of its sole LWDB fulfills this requirement. Applicants are required to show the commitment of one or more LWDBs to receive full points in the competition. In addition, the applicant may choose to partner with a number of other entities at the local level; however, the addition of these partners will not result in additional points received in the competition. Such additional local entities may include, but are not limited to:

- One or more agencies with a strong focus on serving individuals with disabilities (the VR Agency and /or other disability-focused agency(ies);
- One or more community college(s), technical institution(s), four-year colleges/universities, or other education partners that will provide the education and training activities;
- One or more business or industry partners (such as business membership associations or Chambers of Commerce) that will participate in: defining the program strategies and goals; providing specific resources to support education and training; providing work-based learning opportunities; or implementing innovative employment strategies, when appropriate; and
- For projects that target youth, one or more local education agency(ies) (LEA) or other partners to facilitate the development of secondary, postsecondary, and career training.

In the event that an applicant is funded that did not include the required evidence of substantial commitment by one or more LWDBs in the application, the successful applicant will be required to furnish such documentation shortly after award as a condition of the grant.

C. 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.

D. OTHER INFORMATION

1. Application Screening Criteria

The applicant 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 applicants to use this checklist to ensure that your application contains all required items. If your application does not meet all of the screening criteria, it will not move forward through the merit review process.

Application Requirement	Instructions	Complete?
The deadline submission requirements are met	Section IV.C	
Eligibility	Section III.A	
If submitted through Grants.gov, the components of the application are saved in any of the specified formats and are not corrupt. (*We will attempt to open the document, but will not take any additional measures in the event of problems with opening*.)	Section IV.C	
Application Federal funds request does not exceed the ceiling amount of $2.5 million	Section II.A	
SAM Registration	Section IV.B.1	
SF-424, Application for Federal Assistance	Section IV.B.1	
SF-424 includes a DUNS Number	Section IV.B.1	
SF-424A, Budget Information Form	Section IV.B.2	
Budget Narrative	Section IV.B.2	
Project Narrative	Section IV.B.3	
Abstract	Section IV.B.4	
Work Plan (sample in attachment 1)	Section IV.B.4	

2. Number of Applications Applicants May Submit

Multiple applications from an applicant are allowed, but each application must select a specific-population focus, either: 1) adults (ages 18 and older) with visible, non-visible, and significant disabilities, including those who have acquired disabilities in adulthood; or 2) youth (ages 14-24) with visible, non-visible, and significant disabilities, including those who have chronic health conditions.

Although applicants may submit more than one application, applicants will only be eligible to receive one award under this competition. Should there be a scenario where multiple applications from a single applicant are highly scored for different population focus areas, the grant officer will make a decision about which application to fund.

If an applicant submits multiple applications for the same population focus area, only the most recent application will be reviewed for that population focus area. If the most recent application for any population focus area is disqualified for any reason, we will not replace it with an earlier application.

3. Eligible Participants

a) Participants Eligible to Receive Training

The intent of this FOA is to fund projects that serve individuals with disabilities. In order to be an eligible participant for this program, an individual must have a disability as defined in Section 3 of WIOA, which is aligned with Section 3 of the American with Disabilities Act of 1990.[16]

b) Veterans' Priority for Participants

38 U.S.C. 4215 requires grantees to provide priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job training program directly funded, in whole or in part, by DOL. The regulations implementing this priority of service are at 20 CFR Part 1010. In circumstances where a grant recipient must choose between two qualified candidates for a service, one of whom is a veteran or eligible spouse, the veterans' priority of service provisions require that the grant recipient give the veteran or eligible spouse priority of service by first providing him or her that service. To obtain priority of service, a veteran or spouse must meet the program's eligibility requirements. Grantees must comply with DOL guidance on veterans' priority. ETA's Training and Employment Guidance Letter (TEGL) No. 10-09 (issued November 10, 2009) provides guidance on implementing priority of service for veterans and eligible spouses in all qualified job training programs funded in whole or in part by DOL. TEGL

[16] For additional information, refer to 42 U.S.C. 12102. Please note that the definition of individual with a disability is different with respect to the Vocational Rehabilitation program where it comes from the Rehabilitation Act. For purposes of the VR program, an individual with a disability is an individual who has a physical or mental impairment which for such individual constitutes or results in a substantial impediment to employment; and who can benefit in terms of an employment outcome from the provision of VR services.

No. 10-09 is available at
http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2816

IV. APPLICATION AND SUBMISSION INFORMATION

A. HOW TO OBTAIN AN APPLICATION PACKAGE

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

B. CONTENT AND FORM OF APPLICATION SUBMISSION

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

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

The applicant 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"

- The applicant must complete the SF-424, "Application for Federal Assistance" (available at http://apply07.grants.gov/apply/forms/sample/SF424_2_1-V2.1.pdf

- In the address field, fill out the nine-digit (plus hyphen) zip code. Nine-digit zip codes can be looked up on the USPS website at https://tools.usps.com/go/ZipLookupAction!input.action

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

In addition, the applicant's Authorized Representative's signature in block 21 of the SF-424 form constitutes assurance by the applicant of compliance with the following requirements in accordance with 29 CFR 38.25.

As a condition to the award of financial assistance from the Department of Labor under Title I WIOA[17] , the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the WIOA, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I—financially assisted program or activity; Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities; The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs. The grant applicant also assures that it will comply with 29 CFR part 38 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIOA Title I-financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIOA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

- **Requirement for DUNS Number**
  All applicants for Federal grant and funding opportunities must have a DUNS number, and must supply their DUNS Number on the SF-424. The DUNS Number is a nine-digit identification number that uniquely identifies business entities. If you do not have a DUNS Number, you can get one for free through the D&B website: http://fedgov.dnb.com/webform/displayHomePage.do

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

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

- **Requirement for Registration with SAM**

[17] The Workforce Innovation and Opportunity Act ("WIOA", Public Law 113-128) was signed into law on July 22, 2014. Most provisions of WIOA became effective July 1, 2015. Grants awarded under this FOA are authorized by the WIOA, and the terms of the WIOA will apply to these grants for the life of the grants.

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

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

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

Use the following guidance for preparing the budget narrative:

Personnel: List all staff positions by title (both current and proposed). Give the annual salary of each position, the percentage of each position's time devoted to the project, the amount of each position's salary funded by the grant, and the total personnel cost for the period of performance.

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

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

Equipment: Identify each item of equipment you expect to purchase which has an estimated acquisition cost of $5,000 or more per unit (or if your capitalization level is less than $5,000, use your capitalization level) and a useful lifetime of more than one year (see

2 CFR 200.33 for the definition of Equipment). List the quantity and unit cost per item. Items with a unit cost of less than $5,000 are supplies, not "equipment". In general, we do not permit the purchase of equipment during the last funded year of the grant.

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

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

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

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

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

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

or

b) if the applicant meets the requirements to use the 10% de minimis rate as described in 2 CFR 200.414(f), then include a description of the modified total direct costs base (see 2 CFR 200.68 for definition) used in the calculation along with the amount of the base, and the total indirect costs requested based on the 10% de minimis rate. See Section IV.B.4. and Section IV.E.1. for more information. Additionally, the following link contains information regarding the negotiation of Indirect Cost Rates at DOL:
http://www.dol.gov/oasam/boc/dcd/index.htm

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

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

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

(3) Project Narrative

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 30 double-spaced single-sided 8.5 x 11 inch pages with Times New Roman 12 point text font and 1 inch margins. The applicant 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. The applicant must use the same section headers identified below for each section of the Project Narrative:

(1) Statement of Need

Applicants must describe, in both quantitative and qualitative terms, the need for the grant award.

- *Population Focus Area*. Each application must select a specific-population focus (adults with disabilities or youth with disabilities) as described in Section II.A. Applicants must describe specific challenges people with disabilities in their state or participating local areas face

in obtaining education/training, participating in existing career pathways programs, and entering employment opportunities. In addition, applicants must incorporate demographic data and participant/beneficiary information for the population identified. Applicants could consider describing the needs of people with significant disabilities within the target population of the state or relevant local areas in existing career pathways programs and in achieving competitive integrated employment outcomes.

- *Targeted Industry Sector / Occupations*. Applicants must provide a clear and compelling justification of the in-demand or emerging industries and occupations targeted by the proposed project. This includes providing relevant labor market information data from credible sources.
- *Need to Enhance the Existing Career Pathways System*. Applicants must describe the need to enhance the existing career pathways system, specifically describing the issues needed to make it inclusive and accessible to people with disabilities. This could include describing existing programmatic or policy challenges in accessing services.

(2) Project Design

Applicants must articulate a comprehensive, coherent, and feasible approach and work plan for promoting the full inclusion of people with disabilities in the target population within their existing career pathways system utilizing each of the six career pathway elements:

(i) Build Cross Agency Partnerships and Clarify Roles

- *DEI Project Leadership Team (State-Level)*. Applicants must identify the state-level entities making up the DEI Project Leadership team and how they will collaborate with those entities to carry out grant-related objectives, including the leveraging of funding, and the modification and expansion of programming, in alignment with the state plan. Applicants must explain how the entities on the DEI Project Leadership Team are involved in the implementation of career pathways within the state. Applicants have flexibility as to the types of entities included on the DEI Project Leadership Team; see Section III.B for examples of state-level agencies that could be included.
- *Partnership with One or More LWDB(s)*. Applicants must identify which LWDB(s) will partner with the lead applicant to implement the project at the local level.
- *Clarify Role of DEI Project Leadership Team and LWDB(s)*. Applicants must submit substantive detailed letters of commitment from state level entities making up the DEI Project Leadership Team and LWDB(s) (as outlined in Section III.B) that are already in place. Such letters of support must collectively demonstrate the commitment of each of these partners and the extent to which each partner understands its roles and responsibilities to support the proposal (see

Section IV.B.4 Attachments to Project Narrative for more information about letters of commitment).

(ii) Identify Industry Sectors and Engage Employers

- *Business Outreach*. Applicants must describe how they will conduct labor market analysis and how they will survey or engage key industry leaders from targeted industries and/or sector partnerships in order to identify the barriers employers face in recruiting, hiring, retaining, upskilling, and promoting individuals with disabilities. Applicants can describe preliminary responses to business needs, such as how they will increase awareness about the low cost of accommodations, make the business case for hiring individuals with disabilities, or engage employers in providing work-based experiences and mentoring.
- *Training Needs within Industry Sectors*. Applicants must describe how they will identify the skills, competencies, and associated training needs of targeted industry sectors so that they can ensure that education and training provided to people with disabilities within the career pathways system meets demand-side needs. This may include identifying tasks businesses need that can be fulfilled through a customized employment approach for individuals with significant disabilities.
- *Business Partnership Strategy*. Applicants must describe how their business partnerships strategy will increase the number and quality of business partnerships, and can result in increased participation and better outcomes for individuals with disabilities in career pathways programs.

(iii) Design Education and Training Programs

Applicants must describe:

- *Disability Population Outreach*. Applicants must describe how they will conduct expansive outreach to recruit their target population (i.e., youth or adults with visible, non-visible, and significant disabilities) to increase their participation in the career pathways system and improve employment opportunities and outcomes. To promote return to work outcomes, populations targeted through outreach efforts could include, but are not limited to: dislocated and newly injured workers, disabled veterans, disability organizations and providers, long-term unemployed individuals with disabilities, and SSDI/SSI beneficiaries.
- *Career Pathways Design.* Applicants must describe the design strategies they will employ to enhance the current career pathways system by making it inclusive of people with disabilities and improving their employment opportunities and outcomes through: universal design, case management, career development and planning, and other strategies. The Department anticipates that program design will be a major focus of activities conducted under the grant.

  For *universal design*, applicants must describe how they will apply universal design principles. Universal design in career pathways service delivery and activities is an important strategy for meeting the needs of a variety of populations, including people with disabilities, and should be an integral

part of the design strategy. Assuring that training facilities, curricula, and materials and equipment are accessible is also imperative to meeting the needs of this population, as are integrated programming and flexibility in service delivery in order to allow for self-paced learning and time availability.

For *case management*, applicants must describe how case management will be utilized. Case management, which is more a process than a service, is an important component to providing career pathways services to individuals with disabilities. For people with disabilities, this case management may involve, among other things, the coordinating of career pathways services across disability-focused and generic agencies through integrated resource teams (IRTs), and linking customers to supportive services they may need. Integrating resources, including through IRTs, has been found to be an effective practice and can be considered a service coordination strategy. The use of Disability Resource Coordinators is another effective service coordination strategy that has previously been utilized in the Disability Employment Initiative and is required under the grant.

For *career development and planning*, applicants must describe how they will provide and expand opportunities for people with disabilities to engage in accessible integrated paid and unpaid work experiences. This could include job-shadowing, youth-adult and career-focused mentoring, pre-apprenticeships, Registered Apprenticeships, and internships. Applicants could further describe how they will work with employers within targeted industries to expand the number and types of credentials and certificates available beyond those currently available within existing career pathways.

In providing comprehensive career development services, ensuring access to academic support services such as tutoring may be necessary to retain some participants with disabilities in their selected career pathways. Similarly, retention services such as a job coach or a mentor may be needed for some persons with disabilities once employment is secured.

For applicants focused on youth, applicants may describe how they will facilitate the successful transition from secondary education (e.g., high schools, alternative high schools, YouthBuild programs, Job Corps programs, career academies, and secondary career technical education programs) to postsecondary education (e.g., occupational certificate programs offered by community colleges, Registered Apprenticeship programs, and two- and four-year degree programs) and/or competitive integrated employment. *The Guideposts for Success*,[18] which have previously been utilized in the

[18] For additional information visit: http://www.ncwd-youth.info/guideposts

Disability Employment Initiative and many other youth transition initiatives, may serve as an organizing framework to structure these activities.

In designing education and training programs, applicants may describe how they will use valid, reliable, and strength-based assessments to ensure full inclusion of people with disabilities. Similarly, alternative assessments such as discovery may be used to meet the needs of individuals with significant disabilities. Customer-centric service delivery is also a particularly important consideration in serving this population, and can be accomplished in a variety of ways, including through the use of Integrated Resource Teams, person-centered planning, individualized learning/career plans, individualized education programs, individualized service strategies, etc. Customized employment is another customer-centric strategy that can be used to meet the needs of both people with significant disabilities and the businesses that employ them. In addition, applicants may describe strategies for assisting people with significant disabilities in moving from segregated employment to competitive integrated employment settings.

- *Flexibly-paced Strategies*. Applicants must describe how integrated education and training will be provided through the project utilizing flexibly-paced strategies that allow students and jobseekers to proceed at the pace that is appropriate for them whether that is accelerated, at a more deliberate pace, or a varying pace based on the subject matter. Such flexibly-paced strategies can include bridge programs, contextualized learning, compressed training, awarding credit for prior learning, dual enrollment (i.e., where students are co-enrolled in integrated adult education and postsecondary occupational training classes), and hybrid learning approaches (e.g., online and classroom-based course designs) to assist the targeted population (whether youth or adults with disabilities) in acquiring the skills needed for success in the career pathways.

- *Comprehensive Support Services*. Applicants must describe how they will provide the services and support needed for individuals with disabilities to enter, re-enter, or maintain employment. For people with disabilities, as for other populations being served through career pathways programs, supportive services may include services intended to provide basic needs such as food, shelter, and child care. Accessible transportation can be a particular barrier for people with disabilities. In addition to meeting basic needs, supportive services for this population may include other types of services such as accommodations; assistive technology; benefits planning; work incentives counseling; financial literacy and asset development strategies; health and mental health services; family involvement; and independent living services.

(iv) Identify Funding Needs and Sources

- *Funding Needs Identification*. Applicants must identify the costs associated with jointly funded services to operate, maintain, and sustain a career pathways system that is inclusive of people with disabilities.
- *Funding Source Identification*. Applicants must identify the sources of funding available from partner and other related public and private resources to support education, training, and supportive services for individuals with disabilities within the career pathways system. Applicants may, for example, describe how braiding of funding across partner agencies, as well as with non-traditional partners such as private and philanthropic organizations, will occur.
- *Employment Network Funding Source*. If already an EN, applicants must demonstrate prior success (e.g., accepting Tickets, serving Ticket Holders, achieving successful employment outcomes for Ticket Holders, Ticket revenue obtained) in participation as an EN at the state or local level. Or, if not already an EN, applicants must present a convincing plan for how the state workforce agency or participating LWDBs will become an EN and actively participate in the TTW program by accepting Tickets and serving Social Security disability beneficiaries who are customers at the AJCs. If a state-level EN exists within the state, applicants may describe how prior success at this level occurred with accepting Tickets, serving Ticket holders, and achieving employment outcomes for Ticket holders. (Given that milestone payments to ENs under the TTW provide a highly flexible funding stream, leveraging the opportunity to become an EN may be part of the applicant's funding strategy.)

(v) Align Policies and Programs

- *Identifying, Aligning, and Reforming Policies*. Applicants must describe how they will identify, align, and pursue changes in state, local, or institutional policies needed to make existing career pathways system inclusive of people with disabilities and improve their employment opportunities and outcomes. This could include the following: 1) providing guidance or policies regarding WIOA's Section 188 and other nondiscrimination provisions, and the Act's requirement in Section 121(g)(1) that local boards certify the physical and programmatic accessibility of the AJCs at least once every three years; 2) promoting coordination and cost-sharing agreements between the core programs and a wide variety of partner programs to foster comprehensive integrated service delivery; 3) establishing disability standing committees to provide consumer input into program design, and incentivizing business involvement in career pathways programs inclusive of persons with disabilities including through tax incentives and training vouchers; 4) imposing state-level prohibitions on sub-minimum wage employment; 5) enacting policies that promote contextualized learning to foster completion of developmental courses and retention within career pathways programming; and 6) realigning policies, funding resources, and service delivery models to promote Employment First efforts to establish competitive integrated employment as the expected outcome for youth and adults with the most significant disabilities. (It is the Department's expectation that applicants receiving funding under this FOA will

incorporate lessons learned and effective practices gleaned from the activities carried out under the grant into the career pathways section of their state and local unified/combined plans.)

- *Disability Resource Coordinators (DRCs)*. Applicants must describe how DRCs will be used to implement administrative procedures to facilitate cross-agency collaboration to promote increased and seamless services to individuals with disabilities. This may include how DRCs will be used to assist in identifying and leveraging disability-related resources and partners to support collaboration on career pathways and advise the public workforce system on how to effectively promote the participation of individuals with disabilities in career pathways systems.
- *Data-based Decision Making*. Applicants must describe how they will establish more robust and accessible career information and advising systems for customers across programs.
- *Professional Development*. Applicants must describe how they will promote professional development and cross-training for workforce staff on service delivery to people with disabilities.

(vi) Measure Systems Change and Performance

Applicants will be required to report on a number of outcome measures (listed in Attachment 2, "Required DEI Outcome Measures"). The Department intends to negotiate outcome targets with successful applicants upon award, and annually thereafter.

- Applicants must provide initial targets for these outcome measures as part of the application. These initial targets will serve as the starting point for post-award performance negotiations.
- In the application, applicants must describe their systems and processes for collecting, analyzing, and reporting data that support these outcome measures, per the following instructions:
    - *Data Identification*. Applicants must identify what data will be used to measure the system, program, and participant outcomes that will result in transparency across partners serving people with disabilities.
    - *Data Collection and Analysis*. Applicants must identify how they will collect, store, track, and analyze data to ensure coordination across partnering agencies and systems serving people with disabilities.
    - *Data Reporting*. Applicants must describe how they will implement a plan for its reporting system to analyze program outcomes in order to better assess the net impact and return on investment of the overall career pathways effort.

(vii) Overall Approach

- *Work Plan*. Applicants must outline a work plan, as also discussed in Section IV.B.4, that describes the scope and detail of how the proposed work will be accomplished, and that accounts for all functions or activities identified in the application. The work plan must outline the activity, milestone, outcome, timeframe, and partner(s) responsible. Applicants are encouraged to refer to the sample work plan template when preparing their work plan

(See Attachment 1); however, applicants are not required to use this sample template and are encouraged to use a work plan that fits their needs.

Applicants might consider further supporting the work plan by submitting a graphic displaying each component of the career pathway program. Such visual documentation, while not required, would help to depict how an individual can enter and advance within a specific career, roadmaps of the specific courses needed to advance along the career pathway, services available to support students, and credentials that participants will earn upon completion.

Applicants could also succinctly describe the sequence of education and training offerings in identified industry(ies) or occupation(s). The applicant may describe identification of multiple entry points that accommodate participants at differing skill levels, including those with very basic skills. This could include identification of multiple exit points at successively higher levels of education and employment that are aligned with industry-recognized portable and stackable credentials earned at these exit points.

(3) Organizational, Administrative, and Fiscal Capacity

- *Infrastructure*. Applicants must provide information on their structure, staffing, and relevant experience, and describe how these factors contribute to their ability to implement the program requirements and meet program expectations.
- *Organizational and Administrative Capacity*. Applicants must provide a detailed description of the lead applicant's capacity to administer the project, including its fiscal and oversight responsibilities, in order to efficiently complete any start-up activities so that grant projects begin, such as adjustments to a career pathway program or professional training no later than six months into the period of performance; its capacity to submit quarterly fiscal and program reporting in a complete and timely fashion; and its ability to make all participant data available to Department. In addition, applicants must provide a detailed description of how the responsibilities will be shared with state level entities making up the DEI Project Leadership Team and LWDB(s) outlined in Section III.B. This could, for example, include a description of how the projects are aligned to the AJC vision and plan for efficient and effective communication between staff and partners at all levels, including how they will complete any start-up activities so that activities to the grant project begin no later than six months into the period of performance.
- *Fiscal Capacity*. Applicants must discuss their capability to sustain project activities after Federal financial assistance has ended. Applicants must explain how they will develop specific strategies for (a) sustaining their successful approaches to promoting the inclusion of individuals with disabilities—

including individuals with significant disabilities if appropriate—in existing career pathways programs, and (b) enhancing the education and employment outcomes of individuals with disabilities beyond the end of the DEI grant. Applicants must also explain how they will replicate or expand the effective practices implemented by the project throughout the public workforce system in the state.

(4) Past Performance – Programmatic Capability

- *Past Experience*. Applicants must describe in qualitative detail any previous evidence and experience of the lead applicant and partner organizations (a) serving the targeted population identified (in Section II.A.), and (b) working with schools or employers to apply the existing career pathways strategies to remove individuals' barriers to training and employment.
- *Outcomes*. Applicants must describe the outcomes of their existing career pathways activities such as sustained funding for career pathways; increasing the number of individuals with family-supporting jobs; increasing the size of the qualified labor pool; improving employment outcomes such as those measured by WIOA primary indicators of performance, such as employment in 2nd quarter after exit, employment in 4th quarter after exit, median earnings in 2nd quarter after exit, credential attainment, and measurable skill gains.

(5) Budget and Budget Justification

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

(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.

The applicant 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. **Abstract:** The applicant must submit an up to two-page abstract summarizing the proposed project, including, but not limited to, the scope of the project and proposed outcomes. The proposed project must include the applicant's name, project title, a description of the area to be served, number of participants to be served, the total cost per participant, and the funding level requested. The Abstract is limited to two-page double-spaced single sided 8.5x11 inch pages with 12 point text font and 1 inch margins. When submitting in grants.gov, this document must be uploaded as an attachment to the application package and specifically labeled "Abstract."

b. **Work Plan:** The applicant must include a work plan and implementation schedule, including staff responsibilities, expected milestones, outcomes, and partners. (A sample work plan, Attachment #1, is attached to the FOA as a possible reference. Although applicants do not need to submit a work plan that matches the format of Attachment #1, if they fail to submit a Work Plan, the application will be screened out and will not move forward through the merit review process).

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 the applicant is 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.

b. **Project/Performance Site Location(s) Form:** Applicants are requested to submit a Project/Performance Site Location(s) Form (available at http://apply07.grants.gov/apply/FormLinks?family=15). This form is in the grants.gov application package. Please note that this is a standard form used for many programs and has a check box for applying as an individual. Disregard this box on the form as individuals are not eligible to apply for this Announcement. This attachment *does not* impact scoring of the application.

c. **Accessibility Policy:** Applicants are requested to provide a weblink or attach a copy of their policy that explains how they provide customers with disabilities with meaningful and effective physical, programmatic, and communications access to the AJC

services delivery system and all WIOA-funded services. This attachment *does not* impact scoring of the application.

d. **Education Institutions' Accessibility Policies**: Applicants are requested to attach copies of the policies of each community college, college, training program, and any other entity that is participating as a partner in the project and that receives Federal funds, explaining how customers with disabilities are provided with meaningful and effective physical, programmatic, and communications access. This attachment *does not* impact scoring of the application.

e. **Letter(s) of Commitment**: Applicants must submit a copy of letter(s) of commitment from, at a minimum: 1) all proposed state-level entities making up the DEI Project Leadership Team (see Section IV.B.3.a.(2)(i)); and 2) each participating LWDB (see Section IV.B.3.a.(2)(i)). Applicants can submit multiple letters to document this commitment, or can submit combined letters. These letters cannot be "form letters"; they must specifically indicate each key partner's knowledge and experience about the proposed project activities, understanding of their areas of responsibility, and ability to impact the success of the project. Strong letters of commitment will also detail non-binding examples of the partners' planned contributions to the grant. Applicants should not include general letters of support with their applications or ask their elected officials to send such letters to the Department. This attachment *impacts* scoring of the application.

C. SUBMISSION DATE, TIMES, PROCESS AND ADDRESSES

We will accept applications under this Announcement until July 31, 2017. The applicant must submit your application either electronically on http://www.grants.gov or in hard copy by mail or in hard copy by hand delivery *(including overnight delivery)* **no later than 4:00:00 p.m. Eastern Time on the closing date**.

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

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

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

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

Address mailed applications to the

U.S. Department of Labor
Employment and Training Administration
Office of Grants Management
Attention: Jimmie Curtis, Grant Officer
Reference FOA-ETA-17-05
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 http://www.grants.gov **no later than 4:00:00 p.m. Eastern Time on the closing date.** Grants.gov will subsequently validate the application.

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

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

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

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

process will alleviate last minute searches for required information and save time.

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

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

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

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

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

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

An application submitted through Grants.gov constitutes a submission as an electronically signed application. The registration and account creation with Grants.gov, with E-Biz POC approval, establishes an AOR. When an application is submitted through Grants.gov, the name of the AOR on file will be inserted into the signature line of the application. The applicant must register the individual who is able to make legally binding commitments for your organization as the AOR; this step is often missed and it is crucial for valid submissions.

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

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

Grants.gov will **reject applications if the applicant's registration in SAM is expired**. **Only applications that have been successfully submitted by the deadline and later successfully validated will be considered**. It is your sole responsibility to ensure a

timely submission. While it is not required that an application be successfully validated before the deadline for submission, it is prudent to reserve time before the deadline in case it is necessary to resubmit an application that has not been successfully validated. Therefore, enough time should be allotted for submission (two business days) and, if applicable, additional time to address errors and receive validation upon resubmission (an additional two business days for each ensuing submission). It is important to note that if enough time is not allotted and a rejection notice is received after the due date and time, DOL will not consider the application.

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

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

We encourage new prospective applicants to view the online tutorial, "Grant Applications 101: A Plain English Guide to ETA Competitive Grants," available through Workforce3One at: http://www.workforce3one.org/page/grants_toolkit

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

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

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

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

Late Applications

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

We will not consider any hard copy application received after the exact date and time specified for receipt at the office designated in this notice, unless we receive it before awards are made, it was properly addressed, and it was: (a) sent by U.S. Postal Service mail, postmarked not later than the fifth calendar day before the date specified for receipt of applications (e.g., an application required to be received by the 20th of the month must be postmarked by the 15th of that month); or (b) sent by professional overnight delivery service to the addressee not later than one working day before the date specified for

receipt of applications. ''Postmarked'' means a printed, stamped or otherwise placed impression (exclusive of a postage meter machine impression) that is readily identifiable, without further action, as having been supplied or affixed on the date of mailing by an employee of the U.S. Postal Service. Therefore, you should request the postal clerk to place a legible hand cancellation ''bull's eye'' postmark on both the receipt and the package. Failure to adhere to these instructions will be a basis for a determination that the application was not filed timely and will not be considered. Evidence of timely submission by a professional overnight delivery service must be demonstrated by equally reliable evidence created by the delivery service provider indicating the time and place of receipt.

D. INTERGOVERNMENTAL REVIEW

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

E. FUNDING RESTRICTIONS

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

1. Indirect Costs

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

Option 1: The applicant 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 "Employment and Training" in the appropriation statute(s) may be used by a recipient or subrecipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II. This limitation does not apply to contractors providing goods and services as defined in the Audit Requirements of the OMB Uniform Guidance (see 2 CFR 200 Subpart F). Where States are recipients of such funds, States may establish a lower limit for salaries and bonuses of those receiving salaries and bonuses from subrecipients of such funds, taking into account factors including the relative cost-of-living in the state, the compensation levels for comparable state or local government employees, and the size of the organizations that administer Federal programs involved including Employment and Training Administration programs. See Public Law 113-235, Division G, Title I, section 105, and Training and Employment Guidance Letter number 05-06 for further clarification:
http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2262

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
http://creativecommons.org/licenses/by/4.0

Instructions for marking your work with CC BY can be found at
http://wiki.creativecommons.org/Marking_your_work_with_a_CC_license

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

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

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

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

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

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

4. WIOA Infrastructure

All required One-Stop partner programs, including all programs funded under Title I of WIOA, and all additional partners must to contribute to the infrastructure costs and certain additional costs of the One-Stop delivery system in proportion to their use and relative benefits received, as required in 20 CFR 678.700 and 678.760. The sharing and allocation of infrastructure costs among One-Stop partners is governed by WIOA sec. 121(h), WIOA's implementing regulations, and the Federal Cost Principles contained in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR part 200 (Uniform Guidance).

The Federal Cost Principles state that a partner's contribution is an allowable, reasonable, necessary, and allocable cost to the program and is consistent with other legal requirements. A list of the required One-Stop partner programs is available at 20 CFR 678.400.

WIOA sec. 169 pilots and demonstration projects are not WIOA title I programs, and therefore are not required partners per sec. 121(b)(1). If the grantee is a required partner or becomes an additional partner, then the grantee will be required to contribute to infrastructure per the requirements described above.

F. OTHER SUBMISSION REQUIREMENTS

Withdrawal of Applications: The applicant 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 (See Section IV.B.3.a.(1) Statement of Need)	15
2. Project Design (See Section IV.B.3.a.(2) Project Design)	50
3. Organizational, Administrative, and Fiscal Capacity (See Section IV.B.3.a.(3) Organizational, Administrative, and Fiscal Capacity)	15
4. Past Performance – Programmatic Capability (See Section IV.B.3.a.(4) Past Performance – Programmatic Capability)	15
5. Budget and Budget Justification (See Section IV.B.2. Project Budget)	5
TOTAL	**100**

1. Statement of Need (up to 15 points)

The extent to which the application demonstrates a comprehensive understanding of the problem and the contributing factors to the problem, as well as the need for the intervention, by (15 points):

i. Population Focus Area (2 points)
Providing a clear and compelling justification of the need for a DEI grant to serve the population focus area identified. This includes describing the specific challenges people with disabilities in their state or participating local areas face in obtaining education/training, participating in career pathways programs, and entering employment. In addition, providing demographic data and participant/beneficiary information for the population focus area that illustrates a compelling need for services.

ii. Targeted Industry Sector/Occupations (5 points)
- Providing a clear and compelling justification of the in-demand or emerging industries and occupations targeted by the proposed project. This includes providing relevant labor market information data and identifying the skills, competencies, and associated training needs that will yield opportunities for project participants to obtain employment in good jobs or advance in their careers.

iii. Need to Enhance the Existing Career Pathways System (8 points)
- Providing a clear and compelling justification of the need to enhance the existing career pathways system, specifically describing the issues needed to make it inclusive and accessible to people with disabilities.

2. Project Design (up to 50 points)

The extent to which the application describes a comprehensive, coherent, and feasible approach and work plan for promoting the full inclusion of people with disabilities in the target population within their existing career pathways system utilizing each of the six career pathway elements:

i. *Build Cross Agency Partnerships and Clarify Roles* (10 points)
- Identifying the state-level entities making up the DEI Project Leadership Team and describing how applicants will collaborate with those entities to carry out grant-related objectives, including the leveraging of funding, and the modification and expansion of programming in alignment with the state plan and how the entities on the DEI Project Leadership Team are involved in the implementation of career pathways within the state;
- Identifying which LWDB(s) will partner with the lead applicant to implement the project at the local level; and
- Demonstrating, in the form of substantive detailed letters of commitment, that state level entities making up the DEI Project Leadership Team and LWDB(s) (see Section IV.B.3.a(2)(i)) are already in place, and the extent to which each partner understands its roles and responsibilities to support the proposal.

ii. *Identify Industry Sectors and Engage Employers* (5 points)
- Demonstrating a clear strategy on how the applicant will conduct labor market analysis, and survey or engage key industry leaders from targeted industries and/or sector partnerships in order to identify the barriers they

face in recruiting, hiring, retaining, upskilling, and promoting individuals with disabilities;
- Demonstrating a clear strategy on how the applicant will identify the skills, competencies, and associated training needs of targeted industry sectors so they can ensure that education and training provided to people with disabilities with the career pathways system meets demand-side needs; and
- Demonstrating how applicant's business partnerships strategy will increase the number and quality of business partnerships, and can result in increased participation and better outcomes of individuals with disabilities in career pathways programs.

iii. *Design Education and Training Programs* (10 points)
- Providing a clear description of an expansive outreach plan for engaging the targeted population (i.e., youth or adults with disabilities) to increase their participation in career pathways system and improve their employment opportunities and outcomes;
- Describing the design strategies that will be employed through the project to enhance the current career pathways system to make it inclusive of people with disabilities and improve their employment opportunities and outcomes through universal design, case management, career development and planning, and other strategies;
- Providing a compelling argument for how integrated education and training will be provided through the project utilizing flexibly-paced strategies that allow students and job seekers to proceed at the pace that is appropriate for them whether that is accelerated, at a more deliberate pace, or a varying pace based on the subject matter; and
- Demonstrating how it will provide the services and supports needed for individuals with disabilities to enter, re-enter, or maintain employment.

iv. *Identify Funding Needs and Sources* (5 points)
- Identifying the costs associated with jointly funded services to operate, maintain, and sustain a career pathways system that is inclusive of people with disabilities;
- Identifying sources available from partner and other related public and private resources to support education, training, and supportive services for individuals with disabilities within the career pathways system; and
- If already an EN, demonstrating prior success (e.g., accepting Tickets, serving Ticket Holders, achieving successful employment outcomes for Ticket Holders, Ticket revenue obtained) in participation as an EN at the state or local level. Or, if not already an EN, presenting a convincing plan for how the state workforce agency or participating LWDBs will become an EN and actively participate in the TTW program by accepting Tickets and serving Social Security disability beneficiaries who are customers of the AJCs.

v. *Align Policies and Programs* (5 points)

- Describing how the applicant will identify, align, and pursue changes in state, local, or institutional policies needed to make its existing career pathways system inclusive of people with disabilities and improve their employment opportunities and outcomes;
- Describing how Disability Resource Coordinators will be used to implement administrative procedures to facilitate cross-agency collaboration to promote increased and seamless services to individuals with disabilities;
- Describing how the applicant will establish more robust and accessible career information and advising systems for customers across programs; and
- Describing how the applicant will promote professional development and cross-training for workforce staff on service delivery to people with disabilities.

vi. *Measure Systems Change and Performance* (5 points)

- Providing initial targets for outcome measures as listed in Attachment 2;
- Identifying what data will be used to measure the system, program, and participant outcomes that will result in transparency across partners serving people with disabilities;
- Describing how the applicant will collect, store, track, and analyze the data to ensure coordination across partnering agencies and systems serving people with disabilities; and
- Describing how the applicant will implement a plan for its reporting system to analyze program outcomes in order to assess the net impact and return on investment of the overall career pathways effort.

vii. *Overall Approach* (10 points)

- Providing a clear and feasible work plan to increase the number of, and improve the outcomes for, individuals with disabilities participating in career pathways programs. The work plan must outline the activity, milestone, outcome, timeframe, and partner(s) responsible.

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

The extent to which the applicant provides a clear and thorough narrative documenting its structure, staffing, and relevant experience and expertise, and clearly explains how these factors contribute to its ability to implement the program requirements and meet program expectations (5 points).

The extent to which the applicant documents its overall organizational capability by clearly demonstrating the lead applicant's capacity (5 points) by:

- Administering the DEI grant, including fiscal and oversight capability;
- Submitting quarterly fiscal and program reporting in a complete and timely fashion; and
- Making all participant data available to the Department.

In addition, applicants must document how responsibilities will be shared with state-level entities making up the DEI Project Leadership Team and LWDB(s) outlined in Section III.B.

The extent to which the applicant provides a compelling argument for the lead applicant's capability to sustain project activities after Federal financial assistance ends (5 points) by:

- Identifying and justifying specific strategies for sustaining its successful approaches to promote the inclusion of individuals with disabilities in existing career pathways programs and to enhance the employment outcomes of individuals with disabilities beyond the end of the DEI grant; and
- Demonstrating how the lead applicant, partner agencies, and subrecipients if applicable, will replicate or expand the effective practices implemented by the project throughout the public workforce system in the state.

4. Past Performance – Programmatic Capability (up to 15 points)

The extent to which the applicant documents that its existing career pathways system has been successful and is well-positioned to carry out grant activities (15 points). The applicant provides a clear and convincing narrative describing its current career pathways system and programs in detail to include:

- Describing in qualitative detail any previous evidence and experience of the lead applicant and partner organizations in (a) serving the target population identified (in Section II.A.), and (b) working with schools or employers to apply the existing career pathways strategies to remove individuals' barriers to training and employment; and
- The outcomes of its existing career pathways activities, such as sustained funding for career pathways programs; increasing the number of individuals with family-supporting jobs; increasing the size of the qualified labor pool; improving employment outcomes such as those measured by the WIOA primary indicators of performance, such as employment in 2nd quarter after exit, employment in 4th quarter after exit, earnings in 2nd quarter after exit, credential attainment, and measurable skill gains.

5. 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. (3 points)

The extent to which key personnel have adequate time devoted to the project to achieve project results. (2 points)

B. REVIEW AND SELECTION PROCESS

1. Merit Review and Selection Process

A technical merit review panel will carefully evaluate applications against the selection criteria to determine the merit of applications. These criteria are based on the policy goals, priorities, and emphases set forth in this FOA. Up to 100

points may be awarded to an applicant, depending on the quality of the responses provided. The final scores (which may include the mathematical normalization of review panels) will serve as the primary basis for selection of applications for funding. The panel results are advisory in nature and not binding on the Grant Officer. The Grant Officer reserves the right to make selections based solely on the final scores or to take into consideration other relevant factors when applicable. Such factors may include the geographic distribution of funds and/or other relevant factors. The Grant Officer may consider any information that comes to his/her attention.

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

2. Risk Review Process

Prior to making an award, ETA will review information available through any OMB-designated repository of government-wide eligibility qualification or financial integrity information, such as Federal Awardee Performance and Integrity Information System (FAPIIS), Dun and Bradstreet, and "Do Not Pay." Additionally, ETA will comply with the requirements of 2 CFR Part 180 codified by DOL at 29 CFR Part 98 [Government-wide Debarment and Suspension (Non-procurement)]. This risk evaluation may incorporate results of the evaluation of the applicant's eligibility (application screening) or the quality of its application (merit review). If ETA determines that an award will be made, special conditions that correspond to the degree of risk assessed may be applied to the award. Criteria to be evaluated include:

(1) Financial stability;
(2) Quality of management systems and ability to meet the management standards prescribed in the Uniform Grant Guidance;
(3) History of performance. The applicant's record in managing awards, cooperative agreements, or procurement awards, if it is a prior recipient of such Federal awards, including timeliness of compliance with applicable reporting requirements and, if applicable, the extent to which any previously awarded amounts will be expended prior to future awards;
(4) Reports and findings from audits performed under Subpart F – Audit Requirements of the Uniform Grant Guidance or the reports and findings of any other available audits and monitoring reports containing findings, issues of non-compliance or questioned costs;
(5) The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on recipients.

VI. AWARD ADMINISTRATION INFORMATION

A. AWARD NOTICES

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

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

B. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

1. Administrative Program Requirements

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

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

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

c. All entities must comply with 29 CFR Part 93 (New Restrictions on Lobbying), 29 CFR Part 94 (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).

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

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

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

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

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

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

2. Other Legal Requirements:

a) Religious Activities

The Department notes that the Religious Freedom Restoration Act (RFRA), 42 U.S.C. Section 2000bb, applies to all Federal law and its implementation. If an applicant organization is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled to receive Federal financial assistance under this grant solicitation and maintain that hiring practice. If a faith-based organization is awarded a grant, the organization will be provided with more information.

b) Lobbying or Fundraising the U.S. Government with Federal Funds

In accordance with Section 18 of the Lobbying Disclosure Act of 1995 (Public Law 104-65) (2 U.S.C. 1611), non-profit entities incorporated under Internal Revenue Service Code Section 501(c) (4) that engage in lobbying activities are not eligible to receive Federal funds and grants. No activity, including awareness-raising and advocacy activities, may include fundraising for, or lobbying of, U.S. Federal, state or local Governments (see 2 CFR 200.450 for more information).

c) Transparency Act Requirements

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

- Except for those excepted from the Transparency Act under sub-paragraphs 1, 2, and 3 below, you must ensure that you have the necessary processes and systems in place to comply with the subaward and executive total compensation reporting requirements of the Transparency Act, should they receive funding.

- Upon award, you will receive detailed information on the reporting requirements of the Transparency Act, as described in 2 CFR Part 170, Appendix A, which can be found

at the following website:
http://edocket.access.gpo.gov/2010/pdf/2010-22705.pdf

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

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

d) Safeguarding Data Including Personally Identifiable Information (PII)

Applicants submitting applications in response to this FOA must recognize that confidentiality of PII and other sensitive data is of paramount importance to the Department of Labor and must be observed except where disclosure is allowed by the prior written approval of the Grant Officer or by court order. By submitting an application, the applicant is assuring that all data exchanges conducted through or during the course of performance of this grant will be conducted in a manner consistent with applicable Federal law and TEGL NO. 39-11 (issued June 28, 2012). All such activity conducted by ETA and/or recipient/s will be performed in a manner consistent with applicable state and Federal laws.

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

1. You must ensure that PII and sensitive data developed, obtained, or otherwise associated with DOL/ETA funded grants is securely transmitted.
2. To ensure that such PII is not transmitted to unauthorized users, all PII and other sensitive data transmitted via e-mail or stored on CDs, DVDs, thumb drives, etc., must be encrypted using a Federal Information Processing Standards (FIPS) 140-2 compliant and National Institute of Standards and Technology (NIST) validated cryptographic module. You must not e-mail unencrypted sensitive PII to any entity, including ETA or contractors.
3. You must take the steps necessary to ensure the privacy of all PII obtained from participants and/or other individuals and to protect such information from unauthorized disclosure. You must maintain such PII in accordance with the ETA standards for information security described in TEGL NO. 39-11 and any updates to such standards we provide to you. Grantees who

wish to obtain more information on data security should contact their Federal Project Officer.

4. You must ensure that any PII used during the performance of your grant has been obtained in conformity with applicable Federal and state laws governing the confidentiality of information.
5. You further acknowledge that all PII data obtained through your ETA grant must be stored in an area that is physically safe from access by unauthorized persons at all times and the data will be processed using recipient issued equipment, managed information technology (IT) services, and designated locations approved by ETA. Accessing, processing, and storing of ETA grant PII data on personally owned equipment, at off-site locations e.g., employee's home, and non-recipient managed IT services, e.g., Yahoo mail, is strictly prohibited unless approved by ETA.
6. Your employees and other personnel who will have access to sensitive/confidential/proprietary/private data must be advised of the confidential nature of the information, the safeguards required to protect the information, and that there are civil and criminal sanctions for noncompliance with such safeguards that are contained in Federal and state laws.
7. You must have policies and procedures in place under which your employees and other personnel, before being granted access to PII, acknowledge their understanding of the confidential nature of the data and the safeguards with which they must comply in their handling of such data as well as the fact that they may be liable to civil and criminal sanctions for improper disclosure.
8. You must not extract information from data supplied by ETA for any purpose not stated in the grant agreement.
9. Access to any PII created by the ETA grant must be restricted to only those employees of the grant recipient who need it in their official capacity to perform duties in connection with the scope of work in the grant agreement.
10. All PII data must be processed in a manner that will protect the confidentiality of the records/documents and is designed to prevent unauthorized persons from retrieving such records by computer, remote terminal or any other means. Data may be downloaded to, or maintained on, mobile or portable devices only if the data are encrypted using NIST validated software products based on FIPS 140-2 encryption. In addition, wage data may only be accessed from secure locations.
11. PII data obtained by the recipient through a request from ETA must not be disclosed to anyone but the individual requestor except as permitted by the Grant Officer or by court order.
12. You must permit ETA to make onsite inspections during regular business hours for the purpose of conducting audits

and/or conducting other investigations to assure that you are complying with the confidentiality requirements described above. In accordance with this responsibility, you must make records applicable to this Agreement available to authorized persons for the purpose of inspection, review, and/or audit.

13. You must retain data received from ETA only for the period of time required to use it for assessment and other purposes, or to satisfy applicable Federal records retention requirements, if any. Thereafter, you agree that all data will be destroyed, including the degaussing of magnetic tape files and deletion of electronic data.

e) Record Retention

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

f) Use of Contracts and Subawards

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

Contract: Contract means a legal instrument by which a non-Federal entity (defined as a state, local government, Indian tribe, institution of higher education (IHE), nonprofit organization, for-profit entity, foreign public entity, or a foreign organization that carries out a Federal award as a recipient or subrecipient) purchases property or services needed to carry out the project or program under a Federal award. The term as used in this FOA does not include a legal instrument, even if the non-Federal entity considers it a contract, when the substance of the transaction meets the definition of a Federal award or subaward (see definition of Subaward below).

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

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

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

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

g) Closeout of Grant Award

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

3. Other Administrative Standards and Provisions

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

4. Special Program Requirements

a) DOL Evaluation

As a condition of grant award, grantees must participate in a national evaluation if required by DOL. The national evaluation may include an implementation assessment across grantees, as well as an impact and/or outcomes analysis of all or selected sites within or across grantees. Conducting an impact analysis could involve random assignment (by lottery) of eligible participants to either treatment group(s) that would receive program services or enhanced program services, or to control group(s) that would receive neither program services nor enhanced program services. The Department may require applicants to collect data elements to aid the evaluation, assess the Return on Investment, and share their understanding of the overall project impact. If selected as a part of the national evaluation, grantees must agree to: (1) make records on participants, employers, and funding available; (2) provide access to program operating personnel, participants, operational and financial records, and any other pertinent documents to evaluate program costs and benefits; (3) allow the evaluators to conduct interviews, focus groups, or surveys of program staff, participants, and/or businesses; (4) facilitate the

assignment by lottery of participants and/or sites to treatment versus control groups (including the possible increased recruitment of potential participants); and (5) follow evaluation procedures as specified by the national evaluator under the direction of DOL, including after the grant period of performance. Grantees may use funds for activities related to the execution of the program evaluation strategy as determined by DOL, such as staff training in collecting participant and program data.

b) Performance Goals

Please note that outcome targets provided by applicants will serve as a starting point for negotiating performance goals after award. Successful applicants will be held to these subsequently negotiated performance goals, and failure to meet those outcomes may result in technical assistance or other intervention by ETA, and may also have a significant impact on decisions about future grants with ETA.

c) Employment Network

By accepting grant funds, the grantee agrees that the SWA, or all of the LWDBs selected to participate in this project, must be an EN or will apply to SSA for EN status within 60 days after receiving DEI funds or enter into an agreement with an administrative EN within 60 days of the grant award. It remains the responsibility of the grantee to work with the LWDBs in attaining EN status. The entity(ies) in the DEI grant that have or subsequently obtain EN status must remain active ENs throughout the grant performance period, according to established SSA performance standards monitored by SSA's contracted Operations Support Manger (OSM).

An EN is an entity that is approved by SSA to serve individuals under its Ticket to Work Program. Once approved by SSA, an EN can accept a Ticket from any individual who qualifies for the TTW Program. Individuals on SSI or SSDI between the ages of 18 and 64 may qualify for the TTW Program. The individual has complete choice regarding the EN to which s/he assigns her/his Ticket, and the EN has complete choice regarding which Ticket(s) to accept, so long as such acceptance decisions are nondiscriminatory. When an individual becomes employed at specified earning levels, the EN receives a series of payments from SSA linked to that individual's employment outcomes. Information on SSA's procedures for requesting EN status is available at: https://yourtickettowork.com/web/ttw/home.

The Department expects DEI grantees to comply with OSM and additional technical assistance guidance throughout the life of the DEI grant. Once a SWA or LWDB becomes an active EN (i.e., accepts and assigns Tickets), TTW Program resources can be used to facilitate the participation in career pathways programs by individuals with disabilities, including Social Security disability beneficiaries.

d) Key Staff

By accepting grant funds, grantees commit to hiring or designating an

individual at the state level who is a full-time DEI state project lead. The DEI state project lead's responsibilities will include, but not be limited to, the following:

i. Identifying and coordinating with the state workforce agency and the identified LWDB(s) to ensure that issues and challenges are addressed and that common goals are achieved (the reference to LWDBs throughout this FOA is not meant to eliminate states with single state workforce areas from the DEI);
ii. Representing the state in administrative communications with the designated ETA Federal Project Officer (FPO), Grant Officer, and National Program Office;
iii. Establishing and coordinating partnerships/linkages with other state-level agencies/institutions/partners in activities, often most effectively engaged at the state level, that may be critical to the success of this grant in making modifications to existing AJC and career pathways system programs to include individuals with disabilities;
iv. Coordinating implementation of TTW administrative activities, such as access to WIOA and W-P individual records and coordination with the SSA or its representatives (e.g., the OSM contractor); and
v. Facilitating implementation of additional data collection and other processes or actions, as the Department may require, for evaluation purposes.

Also, each LWDB that participates in the DEI grant must commit to hiring a new, or designating an existing, full-time staff person(s) as the DRC(s). The DRC(s) must have disability-related and workforce knowledge skills, experience (including experience with the employment of individuals with disabilities and the public workforce system's challenges in effectively serving them), and abilities that can be applied to implementing the project design at the local level. In addition, the DRC must be knowledgeable about career pathways systems and programs. The Department also encourages LWDBs to hire individuals with disabilities for this position. The DRC, among other responsibilities, will:

i. Assist in identifying and leveraging disability-related resources and partners to support collaboration on career pathway efforts;
ii. Advise the public workforce system on how to effectively promote the participation of individuals with disabilities in career pathways systems and programs;
iii. Coordinate with career pathway programs' direct service delivery staff, including career coaches;
iv. Assist LWDB, AJC staff, community college, business, and other partner training (e.g. on such topics as Ticket to Work as a potential source for training funds, accommodations, assistive technology, discovery process, or assessments);
v. Assist the recruitment of individuals with disabilities to participate in career pathways programs and to utilize AJC services;
vi. Help expand the workforce development system's participation as ENs under the TTW Program;

vii. Help Ticket Holders to participate in career pathways programs;
viii. Help ensure that job seekers with disabilities access all the different programs and services they need, including career and training services offered through the AJCs to participate in existing career pathways programs; and
ix. Facilitate an effective approach to leverage resources needed for individuals with disabilities to fully participate in existing career pathway programs and to achieve their employment goals.

e) Accessibility

By accepting grant funds, grantees commit that **all** the participating LWDBs and AJCs comply with Section 188 of the WIOA and its implementing regulations at 29 CFR part 38, including all requirements covering physical, programmatic, and communications accessibility. In addition, all participating community colleges, colleges, and postsecondary training programs receiving Federal financial assistance must comply with the nondiscrimination provisions, pursuant to Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 720 et. seq. as amended by the ADA Amendments Act of 2008 (P.L. 110-325), 42 U.S.C. 12101 et seq. Moreover, all state and local government entities must comply with Title II of the ADA, 42 U.S.C. 12131 et seq.

C. REPORTING

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

1. Quarterly Financial Reports

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

2. Quarterly Performance Reports

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

VII. AGENCY CONTACTS

For further information about this FOA, please contact Ms. Erika Beasley, Grants Management Specialist, Office of Grants Management, at (202) 693-3906. Applicants should e-mail all technical questions to Beasley.Erika@dol.gov and must specifically reference FOA-ETA-17-05, and along with question(s), include a contact name, fax and phone number. This Announcement is available on the ETA Web site at http://www.doleta.gov/grants and at http://www.grants.gov

VIII. OTHER INFORMATION

A. WEB-BASED RESOURCES

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

B. INDUSTRY COMPETENCY MODELS AND CAREER CLUSTERS

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

C. WORKFORCEGPS RESOURCES

ETA encourages applicants to view the information gathered through the conference calls with Federal agency partners, industry stakeholders, educators, and local practitioners. The information on resources identified can be found on WorkforceGPS at: https://workforcegps.org.

ETA encourages 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.

Workforce System Strategies makes it easier for the public workforce system and its partners to identify effective strategies and support improved customer outcomes. The collection highlights strategies informed by a wide range of evidence such as experimental studies and implementation evaluations, as well as supporting resources such as toolkits. These resources are available at https://strategies.workforcegps.org.

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

D. SKILLSCOMMONS RESOURCES

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

IX. OMB INFORMATION COLLECTION

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

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

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

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

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

Signed June 30, 2017 in Washington, D.C. by:
Jimmie Curtis
Grant Officer, Employment and Training Administration

Attachment #1: Sample Work Plan Template

STATE:_____

The work plan must be completed for the 36-month period of performance. The work plan must be completed for each objective included in the project. The size of the work plan template boxes can be expanded, as needed, to accommodate space for information.

Grantee Objective:				
ACTIVITY	**MILESTONE**	**OUTCOME**	**TIMEFRAME**	**PARTNER RESPONSIBLE**

Attachment #2: Required DEI Outcome Measures

1. **Expected Outcomes for the Job Seekers with Disabilities**

To demonstrate improved outcomes for individuals with disabilities and businesses, anticipated outcomes shall include but are not limited to the following:

Applicants focused on adult-specific population:

- Number and percentage increase of reportable individuals with disabilities under the WIOA Title I Adult and Dislocated Worker programs.
- Number and percentage increase of participants with disabilities who enter training under the WIOA Title I Adult and Dislocated Worker programs.
- Number and percentage increase of participants with disabilities who complete training under the WIOA Title I Adult and Dislocated Worker programs.
- Outcomes for the following WIOA primary indicators of performance for participants with disabilities in the WIOA Title I Adult and Dislocated Worker programs:
    1) Employment in the 2nd quarter after exit;
    2) Employment in the 4th quarter after exit;
    3) Median earnings in the 2nd quarter after exit;
    4) Credential attainment within one year after exit; and
    5) Measurable skill gains.

Applicants focused on youth-specific population:

- Number and percentage increase of reportable youth with disabilities under the WIOA Title I Youth program.
- Number and percentage increase of youth with disabilities who enter training under the WIOA Title I Youth program.
- Number and percentage increase of transitioning youth with disabilities who receive work experience opportunities under the Title I Youth program.
- Outcomes for the following WIOA primary indicators of performance for youth with disabilities in the WIOA Title I Youth program:
    1) Employment or placement in education/training in the 2nd quarter after exit;
    2) Employment or placement in education/training in the 4th quarter after exit; and
    3) Median earnings in the 2nd quarter after exit;
    4) Credential attainment within one year after exit; and
    5) Measurable skill gains.

See TEGL 26-15 and TEGL 10-16 for additional guidance on WIOA performance negotiation and performance accountability.

2. Expected Outcomes of Serving the Ticket Holders

Applicants shall also include quantifiable measures for assessing the success of serving Social Security disability beneficiaries by fulfilling the EN requirement, by increasing the:

- Number of SWAs and LWDBs becoming Ticket to Work ENs (further explained in VI.B.4.c);
- Number of Tickets assigned;
- Amount of Ticket revenue;
- Number of Social Security disability beneficiaries participating in career pathways programs;
- Number of SSDI beneficiaries that are employed or received a placement in post-secondary education; and
- Number of milestones achieved in program year.