

U.S. DEPARTMENT OF LABOR
Employment and Training Administration

**NOTICE OF AVAILABILITY OF FUNDS AND FUNDING OPPORTUNITY
ANNOUNCEMENT FOR:** Job Corps Information Technology Academy/Hub

ANNOUNCEMENT TYPE: Initial

FUNDING OPPORTUNITY NUMBER: FOA-ETA-24-16

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NUMBER: 17.287

KEY DATES: *The closing date for receipt of applications under this Announcement is 04/09/2024. We must receive applications no later than 11:59 pm Eastern Time.*

Submit all applications in response to this solicitation through <https://www.grants.gov>. For complete application and submission information, including online application instructions, please refer to Section IV.

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EXECUTIVE SUMMARY

The Employment and Training Administration (ETA), U.S. Department of Labor (DOL, or the Department, or we), announces the availability of approximately \$20,000,000 in grant funds authorized by the Workforce Innovation and Opportunity Act, Section 156 (a) (29 U.S.C. 3193(a)) and Section 189(c) (29 U.S.C. 3249(c)) for Job Corps Information Technology Academy.

Under this Funding Opportunity Announcement (FOA), DOL will award up to five cooperative agreements through a competitive process to awardee(s) as part of a Job Corps Information Technology Academy (JCITA) demonstration project. The purpose of this program is to provide expanded career technical training and career outcomes for Job Corps students, specifically in information technology. Awardee(s) are expected to implement and test innovative training models within the general guidelines required of Job Corps, to identify approaches that could be used at scale across the program.

Eligible applicants for these cooperative agreements are:

- Educational institution;
- National or community-based nonprofit organization;
- Organization functioning as workforce intermediary, such as workforce development board, labor-management organization, and community-based organization;
- Indian and Native American entities eligible for grants under Section 166 of WIOA, including Federally and other than Federally Recognized Tribe, Native American non-profit organizations, and Native Hawaiian and Alaska Native organizations;
- State or local youth service conservation corps; or
- For-profit organizations.

DOL expects to serve a minimum of 1,428 students nationally through the award of one to five cooperative agreements, to awardee(s). The geographic scope of these awards is flexible, and the applicant’s plan should address the specific geographic location(s), and their corresponding Job Corps center(s), which could feasibly be served. The actual geography and centers will be determined by Job Corps at the time of the award. Awardees will be expected to deliver activities in person, at Job Corps centers. Activities may occur off-center if transportation of students is feasible and at the discretion of the DOL. Education-related activities are expected to primarily occur in person. Limited hybrid/virtual instruction or supports may be delivered, if well-designed and implemented, and at the discretion of DOL. The awardee(s) must only serve Job Corps eligible youth and shall provide those enrolled with IT-focused career technical training, career counseling, IT-related wraparound supportive services; relevant work-based-learning

opportunities; and career transition services. DOL expects the awardee(s) to provide these services throughout each student’s participation in the career technical training component at the Job Corps Information Technology Academy (JCITA) and the up-to-12-month employment placement period following separation from the program. Awardees(s) may also fund developmental coursework where necessary for student entry into the career technical training component. The time necessary to complete such coursework does not count against the 12 months allotted for the career technical training component. Separation is defined, for the purpose of the demonstration project, as the successful completion and exit from the career technical training component. All counseling should encompass activities that aim to ensure each student’s employment success.

I. FUNDING OPPORTUNITY DESCRIPTION

A. PROGRAM PURPOSE

The Department’s Job Corps program helps eligible young people between the ages of 16 and 24 complete career technical training, as well as required academic education, that is required to transition into meaningful high-growth careers with family-sustaining wages. Job Corps seeks to give its students the opportunity to realize their full potential, gain new vocational and academic skills, and grow into mature, responsible, and productive adults. The program has trained and educated three million individuals in its more than 50-year history. Currently, Job Corps serves approximately 30,000 youth annually through 123 Job Corps centers throughout the country. Job Corps operates primarily by awarding contracts to operate its training centers, including providing outreach and admissions services, career technical training, employment and career counseling, job placement, and other services. Job Corps is authorized under Subtitle C, Section 141 of the Workforce Innovation and Opportunities Act (WIOA) (29 U.S.C. 3191). WIOA requires Job Corps to prepare students for careers, college, and other post-secondary opportunities. It specifies that the purpose of the Job Corps program is to assist eligible youth in connecting to the labor force by providing them with intensive social, academic, career, and technical education and service-learning opportunities in order for such youth to obtain secondary diplomas or recognized post-secondary credentials that lead to successful careers in in-demand industry sectors or occupations or the Armed Forces that will result in economic self-sufficiency and opportunities for advancement or enrollment in post-secondary education and registered apprenticeship programs. 29 U.S.C. 3191(1)(A).

In FY 2022, the Department launched the Job Corps 2.0 strategic vision with the overarching goal of facilitating a path for its students and graduates to economic security and ensuring that the program is a top choice for young people as they chart their paths. Job Corps 2.0 prioritizes a more student-centered approach to teaching and training its students for high-quality jobs consistent with The Good Jobs Principles, a shared federal vision of job quality published by the Departments of Labor and Commerce and used to guide generational investments in communities as part of the Administration’s Investing in America agenda. (See APPENDIX C- Good Jobs Principles). Job Corps is focused on creating a learning environment that places students—including their education, achievements, outcomes, and successes—first by examining its policies and practices to ensure that the impacts they are producing align with its intent to educate and prepare students for meaningful, sustainable careers. A student-centered learning environment also includes embodying a student-centered perspective—a perspective rooted in the core belief that the students the program serves are worthy and have the potential to be successful.

Building Job Corps 2.0 calls for improving all aspects of the program to ensure that students are adequately prepared for the workforce. This includes academics and skills training, student experience, and transition services that lead to meaningful, sustainable careers. Job Corps 2.0 emphasizes a “student-centered” delivery model that focuses on seven key areas.

1. Modernize the Student Enrollment Process
2. Foster a Positive Student Experience
3. Modernize Training Programs
4. Develop Meaningful Partnerships
5. Ensure Successful Transition to Employment
6. Enhance Federal Oversight of Center Operations
7. Rebrand Job Corps

During the 2021 program Year (July 2021 – June 2022), Job Corps had 251 IT training completers, accounting for 3.6 percent of total training completers across the program. There is strong demand --both from employers and from job seekers-- for IT training and jobs, and Job Corps is prioritizing the adoption and expansion of IT training to create opportunities for students in this emerging sector.

The JCITA demonstration project will further the goal of modernizing training programs within Job Corps but will also promote the following other key priorities:

- Developing and incorporating new in-demand curriculum;
- Establishing high-quality training pathways with clear stages that connect skill and competency gains to wage increases and opportunities for career progression, through quality pre-apprenticeship programs that lead to enrollment in Registered Apprenticeship programs after program completion;
- Address how content is taught to reflect different learning styles and needs; and
- Enhancing the connection to employers and post-secondary education institutions and boosting co-enrollment.

The goal of the demonstration is to focus on creating IT-focused training opportunities for students that lead to job attachment in high-growth and in-demand career pathways. While the awardee must provide more advanced IT-based training beyond current Job Corps offerings and support, direct center services (e.g., housing, food, physical and mental health services, transportation, etc.) shall still be provided by the Job Corps center operator. The training must focus on cutting-edge IT occupational clusters such as programming, cyber security, and data science. The awardee(s) is expected to deliver instruction in person at a Job Corps center or the awardee’s training site and promote and encourage student completion and attainment of industry-recognized credentials. This demonstration aims to test new approaches for Job Corps IT training and services with either a national or regional scope, which will include the following broad service areas:

- Provide students with new and improved training and support at the onset of their enrollment to improve retention, training comprehension, and eventual career readiness. This will include an emphasis on modern, technology-based skill sets which are required to succeed as students and workers.

- Provide students with access to a set of varied, in-demand, and stackable training and credentials that are tied to high-growth and high-wage IT career pathways.
- Provide training on essential employability (i.e., “soft skills”) skills necessary to succeed within an IT career pathway. Formal career readiness will be required as a prerequisite to graduation.
- Provide virtual training and/or support to students, with an emphasis on enabling flexible and self-paced career pathway advancement.
- Provide work-based and experiential learning opportunities for students with partner employers, while center supports are maintained, with the goal of maximum work experience and attachment to the workforce.

The design of this demonstration is to gain insights as to how Job Corps might expand its IT program and training offerings, deliver IT training in more innovative ways, provide higher-quality support, and ensure students in the IT training area receive essential employability skills required for career success in high-quality jobs.

B. PROGRAM AUTHORITY

The Workforce Innovation and Opportunity Act, Sections 156(a) and 189(c) (29 U.S.C. 3193(a), 3249(c) authorizes this program.

II. AWARD INFORMATION

A. AWARD TYPE AND AMOUNT

The Office of Job Corps expects the availability of approximately \$20,000,000 to fund one to five cooperative agreements. Applicants may apply for a ceiling amount of up to \$20,000,000 if the project is national in scope and up to \$10,000,000 if the project is regional/local in scope or serves a center or multiple centers. National projects are those which would provide all minimum required services across all 123 Job Corps centers, and Regional/local projects are those that would provide services to one or more centers based on its funding amount and scope of work. 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 awardees from applications submitted in response to this Announcement.

B. PERIOD OF PERFORMANCE

The period of performance is 48 months with an anticipated start date of 07/01/2024. This performance period includes all necessary implementation and start-up activities.

C. GEOGRAPHIC SCOPE

The JCITA demonstration will focus on providing IT career technical training either nationally, regionally/locally, or within urban or rural areas. Applicants must submit comprehensive strategies on methods to provide training depending on the service reach and geographic location(s).

D. COLLABORATION ACTIVITIES

A cooperative agreement is subject to substantial involvement from the Government. For purposes of this FOA, the Job Corps Information Technology Academy must coordinate with the Office of Job Corps Career Technical Training Unit to determine the trade offerings provided at

any given center in this demonstration project Applicants should consider proposing IT trade offerings in geographic areas where IT jobs are in demand. In addition, the awardee is expected to coordinate and collaborate with local employers and community-based organizations, as needed, to promote workforce system alignment and leverage and maximize resources to best serve Job Corps youth throughout their student journey (see APPENDIX B JOB CORPS JOURNEY MAP). “Job Corps national office representative(s) will serve as a proxy between the awardee and center operator in determining changes to CTT offerings at designated centers within the demonstration.”

III. ELIGIBILITY INFORMATION

A. ELIGIBLE APPLICANTS

Eligible lead applicants for these cooperative agreements are public or private non-profit organizations, for-profit organizations, or public agencies or organizations. Agencies or organizations may include, but are not limited to:

- Private or public educational institutions;
- National or community-based nonprofit organizations;
- Organizations functioning as workforce intermediaries, such as workforce development boards, labor-management organizations, and community-based organizations;
- Indian and Native American entities eligible for grants under Section 166 of the Workforce Innovation and Opportunity Act (WIOA), including Federally and other than Federally Recognized Tribes, Native American non-profit organizations, and Native Hawaiian and Alaska Native organizations;
- State or local youth service conservation corps;
- For-profit organizations and;
- Any other public or private non-profit organization that is eligible to provide education or employment training under a federal program and can meet the requirements articulated in this Announcement.

Partners: All applications must include MOUs or letters of agreement and attach documents clearly identifying the roles and responsibilities of the applicant and each required partner and each optional partner, if any.

Required Partners:

1. National, regional, state, or local employers: Employers with the proven capacity to provide paid Work-Based Learning (WBL)/ pre-apprenticeship to registered apprenticeship opportunities for youth in the demonstration project.
 - a. Applicants with a national focus must have at least five (5) employer partnerships, and applicants with a Regional/local focus must have at least three (3) employer partnerships. It is recommended applicants include documentation identifying how partner employers work toward providing working conditions consistent with The Good Jobs Principles.
2. Training Partner: Organizations with at least five years of past performance in designing, delivering, or supporting IT-focused training.
 - a. The applicant may also be the training partner.

- b. All other applicants that are not, themselves, the training partner must have at least one training partner.

Optional Partners:

1. Workforce Associations: Organizations that connect workforce development professionals and advocates for state and local workforce programs, including the support of state and local workforce development and/or apprenticeship agencies and boards;
2. Community-Based Organizations: Organizations that are representative of a community or significant segments of a community and which provide education, vocational education or rehabilitation, job training, or internship services and programs and includes neighborhood groups and organizations, community action agencies, community development corporations, union-related organizations, and employer-related organizations;
3. Public & Professional Associations: Organizations that gather together individuals working in certain professional fields through a common interest;
4. Professional Consulting Organizations: Organizations that primarily house subject-matter experts/consultants that can provide independent and objective advice to organizations to define and achieve their goals through improved utilization of resources;
5. Apprenticeship Program Sponsor: Any person, employer, association, committee, or organization that operates a Registered Apprenticeship Program. Sponsors can be a single business or a consortium of businesses. Alternatively, the sponsor can be a workforce intermediary, such as an industry association or a labor-management organization. Community colleges and community-based organizations can also serve as sponsors of apprenticeship programs.

Role of the Lead Applicant:

Cooperative agreement(s) will be awarded to the lead applicant, who will serve as the cooperative agreement recipient and have overall fiscal and administrative responsibility for the cooperative agreement. Please note that all elements of 2 C.F.R. Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) and 2 C.F.R. Part 2900 (DOL's Supplement to 2 C.F.R. Part 200) apply to any entity that carries out a federal award as a recipient or sub-recipient, including for-profit organizations serving as partners. This includes the monitoring and examination of their records. In addition, the entity may not earn or keep any profit resulting from federal financial assistance.

The lead applicant must be the organization specified in Section 8 of the SF-424 Application Form, and will be:

- The point of contact with the Department to receive and respond to all inquiries or communications under this FOA and any subsequent cooperative agreement award;
- The entity with authority to withdraw or draw down funds through the Department of Health and Human Services – Payment Management System;
- The entity responsible for submitting to the Department all deliverables under the cooperative agreement, including all technical and financial reports related to the project, regardless of which partnership member performed the work;
- The entity that may request or agree to a revision or amendment of the cooperative agreement or statement of work;

- The entity with overall responsibility for carrying out the programmatic functions of the cooperative agreement, as well as for the stewardship of all expenditures under the cooperative agreement;
- The entity responsible for coordinating with the national evaluator (if there is a national evaluation of the program), including participating in a random assignment evaluation and other studies, if selected by DOL; and
- The entity responsible for working with DOL to close out the cooperative agreement.

See the Funding Opportunity Announcement for complete eligibility information.

B. COST SHARING OR MATCHING

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

C. OTHER INFORMATION

1. Application Screening Criteria

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

Application Requirement	Instructions	Complete?
The deadline submission requirements are met	Section IV.C	
Eligibility	Section III.A	
The components of the application are saved in any of the specified formats and are not corrupt. <i>(We will attempt to open the document, but will not take any additional measures in the event of problems with opening.)</i>	Section IV.C.2	
Application federal funds request does not exceed the ceiling amount of \$10,000,000 for local/regional projects, and \$20,000,000 for national projects.	Section II.A	
SAM Registration	Section IV.B.1	
SF-424, Application for Federal Assistance	Section IV.B.1	

SF-424 includes a Unique Entity Identifier (UEI)	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.3	
Logic Model	Section IV.B.3	
Letters of Commitment for Employer Partners	Section IV.B.3	
Letters of Commitment from Training Partners	Section IV.B.3	

2. Number of Applications Applicants May Submit

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

3. Eligible Participants

The intent of this FOA is to fund projects that provide on-site career technical training to Job Corps-eligible students, preparing them for careers specifically in information technology. Job Corps students are between the ages of 16 and 24 and have met the program eligibility criteria outlined in the Job Corps Policy and Requirements Handbook (PRH), Chapter 1, Outreach and Admissions, Exhibit 1-1 Job Corps Eligibility Requirements, and WIOA section 144 (29 U.S.C. 3194).

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 No. 10-09 is available at <https://www.dol.gov/agencies/eta/advisories/training-and-employment-guidance-letter-no-10-09>.

IV. APPLICATION AND SUBMISSION INFORMATION

A. HOW TO OBTAIN AN APPLICATION PACKAGE

This FOA, found at www.Grants.gov and <https://www.dol.gov/agencies/eta/grants/apply/find-opportunities> 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. SF-424, “Application for Federal Assistance”;
2. Project Budget, composed of the SF-424A and Budget Narrative;
3. Project Narrative; and
4. Attachments to the Project Narrative.

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

1. SF-424, “Application for Federal Assistance”

You must complete the SF-424, “Application for Federal Assistance” (available at <https://www.grants.gov/forms/forms-repository/sf-424-family>).

- 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 organization’s legal name on the SF-424 should match its name registered in the System for Award Management at www.sam.gov. If unsure of the legal name of your organization, visit www.sam.gov to confirm.
- The organization’s Employer Identification Number (EIN) and Unique Entity Identification (UEI) Number should match its information in www.sam.gov. If unsure of the EIN or UEI of your organization, visit www.sam.gov to confirm.
- The SF-424 must clearly identify the applicant and must be signed by an individual with authority to enter into a grant agreement. Upon confirmation of an award, the individual signing the SF-424 on behalf of the applicant is considered the Authorized Representative of the applicant. As stated in block 21 of the SF-424 form, the signature of the Authorized Representative on the SF-424 certifies that the organization is in compliance with the Assurances and Certifications form SF-424B (available at <https://www.grants.gov/forms/forms-repository/sf-424-family>). You do not need to submit the SF-424B with the application.

In addition, the applicant’s Authorized Representative’s signature in block 21 of the SF-424 form constitutes assurance by the applicant of compliance with the WIOA 188 rules issued by the Department at 29 CFR 38.25, which includes the following language:

As a condition to the award of financial assistance from the Department of Labor under Title I WIOA, the grant applicant assures that it has the ability to comply fully with the

nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the WIOA and its implementing regulations at 29 CFR Part 38, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship or 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 as a recipient of WIOA Title I financial assistance [as defined at 29 CFR 38.4(zz)], 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.

a. Requirement for Unique Entity Identifier

All applicants for federal grant funding must have a Unique Entity Identifier (UEI) and must supply their UEI on the SF-424. The UEI is a 12-character (alpha-numeric) code that uniquely identifies all entities. Any entity registering to do business with the government is required to have one. UEIs are issued by SAM.gov and are a part of an entity's record in the Entity Information section of SAM.gov. If you do not have a UEI, you can get one for free at <https://sam.gov>.

Grant recipients authorized to make subawards must meet these requirements related to UEI:

- Grant recipients must notify potential subawardees that no entity may receive a subaward unless the entity has provided its UEI.
- Grant recipients may not make a subaward to an entity unless the entity has provided its UEI.

(See Appendix A to 2 CFR Part 25.)

b. Requirement for Registration with SAM

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

A recipient must maintain an active SAM registration with current information at all times during which it has an active federal award or an application under consideration. To remain registered in the SAM database after the initial registration, the applicant is required to review and update the registration at least every 12 months from the date of initial registration or subsequently update its information in the SAM database to ensure it is

current, accurate, and complete. For purposes of this paragraph, the applicant is the entity that meets the eligibility criteria and has the legal authority to apply and to receive the award. If an applicant has not fully complied with these requirements by the time the Grant Officer is ready to make a federal award, the Grant Officer may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

2. Project Budget

You must complete the SF-424A Budget Information Form (available at grants.gov/forms/forms-repository/sf-424-family). In preparing the Budget Information Form, you must provide a concise narrative explanation to support the budget request, explained in detail below.

a. Budget Narrative

The Budget Narrative must provide a description of costs associated with each line item on the SF-424A. The Budget Narrative should also include a section describing any leveraged resources provided (as applicable) to support grant activities. Leveraged resources are all resources, both cash and in-kind, in excess of this award. Valuation of leveraged resources follows the same requirements as match. Applicants are encouraged to leverage resources to increase stakeholder investment in the project and broaden the impact of the project itself.

The Budget Narrative must demonstrate that the cost-per-participant is at or under \$14,000.

Each category should include the total estimated cost for the period of performance. Use the following guidance for preparing the Budget Narrative.

Personnel: List all staff positions by title (including individuals hired by an employment contract) including the roles and responsibilities. For each position give the annual salary, the percentage of time devoted to the project, and the amount of each position's salary funded by the grant.

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

Travel: For grantee staff only, specify the purpose, number of staff traveling, mileage, per diem, estimated number of in-state and out-of-state trips, and other estimated costs for each type of travel.

Equipment: Identify each item of equipment you expect to purchase that 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 Part 200.1 for the definition of Equipment). List the item, quantity, and the 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 the cost of supplies (e.g., general office supplies, desk/chairs, laptops/printers, other specialty items) in the detailed budget per category. Except for general office supplies, list the item, quantity, and the unit cost per item. Supplies include all tangible personal property other than "equipment" (see 2 CFR Part 200.1 for the definition of Supplies).

Contractual: Under the Contractual line item, delineate contracts and subawards separately. Contracts are defined according to 2 CFR Part 200.1 as a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. A subaward, defined by 2 CFR Part 200.1 means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a federal program.

For each proposed contract and subaward, specify the purpose and activities to be provided, and the estimated cost.

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

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

Indirect Costs: If you include an amount for indirect costs (through a Negotiated Indirect Cost Rate Agreement or De Minimis) on the SF-424A budget form, then include one of the following:

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

or

b) If you intend to claim indirect costs using the 10 percent de minimis rate, please confirm that your organization meets the requirements as described in 2 CFR Part 200.414(f). Clearly state that your organization does not have a current negotiated (including provisional) rate, and is not one described in 2 CFR Part 200, Appendix VII(D)(1)(b).

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

- **Modified Total Direct Cost (MTDC) Definition:** To avoid a serious inequity in the distribution of indirect costs, DOL defines MTDC as all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward or subcontract (regardless of the period of performance of the subawards and subcontracts under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and

fellowships, participant support costs and the portion of each subaward or subcontract in excess of \$25,000.

- You will also note that participant support costs are not included in modified total direct costs. Participant support costs are defined below.
- 2 CFR Part 200.1 Participant Support Cost means direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences or training projects.

See Section IV.B.4. and Section IV.E.1 for more information. Additionally, the following link contains information regarding the negotiation of Indirect Cost Rates at DOL:

<https://www.dol.gov/agencies/oasam/centers-offices/office-of-the-senior-procurement-executive/cost-price-determination-division>.

Indirect-type costs (such as top management salaries, financial oversight, human resources, payroll, personnel, auditing costs, accounting and legal, etc. used for the general oversight and administration of the organization) **must not be classified as direct costs**; these types of costs are recovered as part of charging the de minimis or NICRA rate. Note that the SF-424, SF-424A, and Budget Narrative must include the entire federal grant amount requested (not just one year).

Unallowable Costs

The following supplies and services will be made available to the awardee, at no cost, at Job Corps centers, and should not be included in the Project Budget for activities to be performed on-center. These supplies and services may be included, however, for appropriate activities to be performed at headquarters locations.

- A working laptop for all students.
- Desks and chairs for classrooms.
- Reasonable accommodations/modifications, where needed, to provide students with disabilities the opportunity to successfully complete their training on-center.
- Telephone installation in instructor offices and ongoing service, including local and long-distance service, in support of providing job development, placement, transition supportive services, follow-up activities, and for other official Job Corps business. In addition, cell phones will be provided to instructors when working with students off-center, or at remote areas on-center, to ensure that the need for medical/emergency support can be quickly communicated.
- FAX and copying services in instructor offices. Where this is not possible, other arrangements shall be in place that is convenient for instructors to use such services.
- Safe and adequately equipped vehicles to support training activities/projects, where relevant.
- Mail (postage).
- Trash and garbage collection.
- Utilities.
- Locking file cabinets.

- Computer equipment for each instructor so that they are capable of accessing the Internet, Center Information System (CIS), Career Transition Services (CTS), and the Job Corps Career Development Resource Center (JCCDRC) website.
- Printing.
- DVD/CD players, monitors, and related equipment, as necessary, to support training.
- Secretarial/clerical assistance, when the need is justified.
- Security for career technical training facilities, including on-center Career Technical Skills Training (CTST) sites, outside of normal working hours.
- Maintenance of all buildings, grounds, roads, sidewalks, and equipment for which the center is responsible, in accordance with PRH Chapter 5.8 “Facility Operations and Maintenance.”

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

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

3. Project Narrative

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

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

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

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

a. Statement of Need (Up to 10 Points)

Scoring under this criterion will be based on the extent to which the below factors are clearly and fully addressed. Please be advised, that full points will not be awarded for simply repeating the language in the FOA. For example, the FOA states, in part, "Applicants must demonstrate a comprehensive understanding of the Job Corps program, including Job Corps

eligible students and the services offered at the selected Job Corps Center...". Full points will not be awarded if the application reads, "ABC Non-profit program will demonstrate a comprehensive understanding of the Job Corps program, including Job Corps eligible students." The application must clearly and accurately discuss the required factors:

- Demonstrate a comprehensive understanding of the Job Corps program, including program eligibility, Job Corps students' needs, and the services offered at the proposed Job Corps Center(s), if applying with a Regional/local focus.
- If applying with a national focus, identify Job Corps entire footprint of centers and geographies, and demonstrate that the applicant could provide comprehensive services across the country, as well as connections to work-based learning (WBL), including pre-apprenticeship to registered apprenticeship pathways, and employment opportunities in IT. If applying with a Regional/local focus, identify the subset of Job Corps center(s), and corresponding geographic area(s), where the applicant could provide comprehensive services, as well as connections to work-based learning (WBL), including pre-apprenticeship to registered apprenticeship pathways, and employment opportunities in IT.
- If applying with a national focus, conduct a needs assessment that demonstrates an understanding of the national demand for IT careers. If applying with a Regional/local focus, conduct a needs assessment to demonstrate the demand for IT careers in the geographic location(s) in which center(s) are located for this demo.
- Provide a comprehensive, logical, and clear description of specific service delivery or capacity issues that the proposed project will address.
- Outline the training and credentials that are proposed and the relevant occupations and career pathways that graduates would be able to achieve that lead to high-quality jobs consistent with The Good Jobs Principles. Applicants must also justify their recommendations using labor market information that demonstrates the long-term demand for the relevant occupations and long-term career pathways.
- Describe how the applicant intends to engage with partners for planning and delivering services, operational support, and activities funded by the cooperative agreement, acknowledging that providing expanded career technical training and career outcomes are only one part of a comprehensive set of solutions that address the needs of Job Corps students. Applicants must demonstrate an understanding of how partnerships can be leveraged to develop strategies best suited for the sustainability of employment.

b. Project Goals (Up to 14 Points)

The following are the goals by which projects will be measured to reflect the success of this project:

Training Services (up to 4 points):

- Number of students enrolled in Information Technology Academy (ITA) career technical training (CTT) and percentage of enrolled students who completed the ITA CTT
- Number and percentage of students enrolled in Information Technology Academy (ITA) career technical training (CTT) who earned an ITA-related primary Industry-Recognized Credential (IRC)

- Number and percentage of students enrolled in ITA CTT who completed a paid WBL with an ITA WBL partner.
- The number and percentage of students who are basic skills deficient at entry and who completed an ITA CTT

Placement Services (up to 8 points):

- Number and percentage of ITA CTT graduates who entered a placement during their placement window (as defined in Appendix 501, and within the placement parameters of Chapter 6 of the Job Corps Policy and Requirements Handbook)
- Number and percentage of placed ITA CTT graduates who entered a Full-Time Quality placement during their placement window (as defined in Appendix 501, and within the placement parameters of Chapter 6 of the Job Corps Policy and Requirements Handbook)
- Number and percentage of ITA CTT graduates placed in a job or the military who entered a placement that is job-training match (JTM) during their placement window (as defined in Appendix 501, and within the placement parameters of Chapter 6 of the Job Corps Policy and Requirements Handbook)
- Number and percentage of placed ITA CTT graduates who entered a placement that is with an established ITA-WBL partner during their placement window (as defined in Appendix 501, and within the placement parameters of Chapter 6 of the Job Corps Policy and Requirements Handbook)
- Average hourly wage of ITA CTT graduates who are in a job or military
- The number and percentage of ITA CTT graduates who are in a placement in the second quarter after exit quarter
- The median earnings of ITA CTT graduates who are in a placement in the second quarter after exit quarter.
- The number and percentage of ITA CTT graduates who are in a placement in the fourth quarter after exit quarter.
- The median earnings of ITA CTT graduates who are in a placement in the fourth quarter after exit quarter
- The number and percentage of ITA CTT graduates who are employed by the same employer in the second and fourth quarters after exit quarter

Participant Satisfaction (up to 2 points):

- The percentage of employers and work-based learning partners that are satisfied with the performance of JCITA students.
- The percentage of students who are satisfied with their overall experience participating in the JCITA from the Student Experience Assessment Survey (SEA)

The application must lay out the proposed goals for each of these measures (i.e., what the applicant can feasibly achieve), and a supporting narrative of how the applicant would achieve each measure. To receive full points for this criterion, the applicant must address all the goals enumerated above under the three areas of Training Services, Placement Services, and Participant Satisfaction. An application will receive full points based on whether the application provides proposals for each of the goals and whether the applicant provides a clear and fully responsive narrative to support its proposals. The applicant may also propose additional goals if

desired, but including additional goals outside those enumerated above will not affect scoring for this section.

[1] See Job Corps’ Policy and Requirements Handbook, Appendix 304 for examples of acceptable work-based learning activities: [Appendix 304 Acceptable Work-Based Learning Activities.pdf \(jobcorps.gov\)](#)

c. Project Design (Up to 24 Points)

The following are the minimum project activities and associated outcomes expected of the project. At a minimum, the application must include a comprehensive logic model, as an attachment to the Project Narrative, that must detail the methodologies the applicant will use to execute the minimum activities and achieve the desired outcomes, outlined below. (Up to 16 points) (see APPENDIX A LOGIC MODEL). Additionally, the application should include a narrative that summarizes the applicant’s overall approach and connects the specific tactics and actions detailed in the logic model. (Up to 8 points)

To receive full points under this criterion, the logic model must clearly and fully detail the methodologies to be used in addressing the below-outlined elements and the narrative must provide a comprehensive and clear summary of the applicant's overall approach and clearly connects the tactics and actions in the applicant's logic model.

Theme	Minimum Activities (Up to 2 points)	Desired Outcomes
Outreach and Recruitment	<ul style="list-style-type: none"> • Create and execute a plan for leveraging the awardee(s) network to promote the project, expose interested and eligible young people to Job Corps, and create prospects for enrollment. • Coordinate with the National Office to create and disseminate at least one promotional material directly promoting the JCITA. (e.g., testimonial, video, article, etc.) per month. 	There is an increase in the number of eligible applicants who are aware of Job Corps and its IT Academy, and an increase in the number of prospects for Job Corps
Theme	Minimum Activities (Up to 2 points)	Desired Outcomes
Career Pathway Planning	<ul style="list-style-type: none"> • Create and implement a plan, at the direction of the National Office, to coordinate program activities with student career plan development and execution activities. • Provide career exploration services and activities to prospective students. 	All student participants want to be in the program, understand the structure of the program, and understand the expected outcomes. Program completion will support students in achieving their career goals and milestones.

	<ul style="list-style-type: none"> • Provide all students interested in the program with an overview of the training content and structure, WBL opportunities, and expected career outcomes. 	
Theme: Training Minimum Activities (Up to 10 points)		Desired Outcomes
<ul style="list-style-type: none"> • Design, and receive National Office approval on, a standard curriculum which provides all completers with essential and foundational IT skills (e.g., typing, web browsing, use basic applications, etc.) • Identify, and receive National Office approval on, relevant credentials or badges which will be tied to foundational IT training. • Demonstrate, through research, that all training components and related credentials will provide completers with essential IT skills. 		<p>All students receive a high-quality IT “baseline” which provides essential IT-based skills regardless of career focus, and which serves as the foundation for more extensive IT-based career technical training.</p>
<ul style="list-style-type: none"> • Design, and receive National Office approval on, at least three IT-based training programs and their associated credentials. • Demonstrate, through research and employer testimonials, that all CTT programs and their related credentials are in-demand, lead to high-quality careers, and create opportunities along multiple career ladders. 		<p>Graduates complete programs that lead to in-demand careers in high-growth IT-related sectors.</p>
<ul style="list-style-type: none"> • Design, and receive National Office approval on, curriculum which integrates blended learning concepts. This can include the integration of academic and technical curriculum, and the combined use of in-person, digital, and simulation-based learning. • Demonstrate, through research, how curriculum design reflects currently established educational best practices. • Develop and implement a plan, through National Office oversight, to coordinate career technical training with on-center Academic services. 		<p>Student career technical training is aligned with academic coursework.</p>

<p style="text-align: center;">Theme: Training Minimum Activities (Up to 10 points)</p>	<p style="text-align: center;">Desired Outcomes</p>
<ul style="list-style-type: none"> • Design, and receive National Office approval on, a plan for integrating synchronous and asynchronous virtual training and services across the program. • Develop a paper which captures lessons learned and best practices in delivering virtual training and services. 	<p>Job Corps develops and refines proven practices for virtual training and supports.</p>
<ul style="list-style-type: none"> • Design, and receive National Office approval on, approved credentials to be provided to students, and demonstrate how those credentials are stackable, and how they would create opportunities for specialization along career ladders. • Demonstrate, through research, how credentials received will make graduates marketable and highly employable within relevant in-demand sectors. • Ensure that all program completers receive at least one approved primary industry-recognized credential. 	<p>Program graduates have a strong and holistic set of in-demand skills and credentials which increase their employability and career options.</p>
<ul style="list-style-type: none"> • Execute and maintain written WBL partnership agreements. Applicants with a national focus must have at least five (5) employer partnerships Ex, and applicants with a Regional/local focus must have at least three (3) employer partnerships • Partnership agreements must outline how WBL shall occur and the method in which WBL shall be provided to all students. All WBL shall be supported by employer agreements. • Align all approved training with relevant WBL opportunities with partner employers. • Design and implement a system for pairing students with WBL partners. This should address student career goals and employer screening requirements. • Provide a structured set of supports for students engaged in WBL. • Implement a case management documentation system, through National Office oversight, for delivering and tracking 	<p>Strong, sustainable, and mutually beneficial partnerships with employers are created and sustained, and result in meaningful WBL and employment opportunities for students. At least 90 percent of WBL participants successfully complete their WBL assignment.</p>

<p align="center">Theme: Training Minimum Activities (Up to 10 points)</p>	<p align="center">Desired Outcomes</p>
<p>supportive services provides for all students involved in WBL. This should additionally be used for tracking employer satisfaction, and for mitigating or addressing any issues as they arise.</p>	
<p align="center">Theme: Career Transition Readiness & Career Transition Services Minimum Activities (Up to 10 points)</p>	<p align="center">Desired Outcomes</p>
<ul style="list-style-type: none"> • Develop, and receive National Office approval for a comprehensive curriculum and services which provide “capstone” employability skills (e.g., conflict resolution, budgeting, networking, resume development, etc.) for all enrolled students prior to graduation. • Demonstrate, through research and employer testimonials, that all employability skills training components and related credentials will provide completers with the skills necessary to succeed in a career. • Develop and utilize a career readiness assessment process to ensure that all program completers meet the criteria for career readiness prior to their graduation. 	<p>Graduates exit the program only once they are completely career ready.</p>
<ul style="list-style-type: none"> • Develop and implement a plan for developing and sustaining partnerships with relevant organizations aligned to quality placement outcomes. These include employers, Registered Apprenticeship program sponsors and intermediaries, post-secondary institutions, and the Armed Forces. • Develop and implement a plan, under National Office direction, to coordinate with center Career Transition Services (CTS) staff, partnership development activities, wraparound services, and placement services. • Provide all participants with personalized career transition services that lead to job placement, continued enrollment in post-secondary education, or enrollment in an apprenticeship program. • Provide all participants with job placement and supportive services for up to twelve (12) months following program completion. • Maintain and document direct contact with all participants at least every 30 days during the service period to reassess their needs. 	<p>Coordination occurs with placement partners to transition graduates into quality career outcomes.</p>

Theme: Career Transition Readiness & Career Transition Services Minimum Activities (Up to 10 points)	Desired Outcomes
<ul style="list-style-type: none"> • Provide all participants with ongoing support to ensure continued employment, further education, licensing in the field in which they were certified, and career progression. 	
<ul style="list-style-type: none"> • Develop and implement a plan for developing and sustaining partnerships with relevant wraparound service providers (workforce entities, nonprofits, etc.) that can support students in their transitions. • Assist all participants in identifying and obtaining supportive services within the communities in which they work and live. Supportive services include, but are not limited to, housing, transportation, childcare (if applicable), health care, work clothing and tools, food and nutrition, financial planning, counseling services, job retention services, and legal services. 	<p>Coordination occurs with wraparound service provider partners to ensure employability and life support during graduate transitions.</p>

d. Partnerships (Up to 10 Points)

Fully describe the applicant's vision and strategy on leveraging required and any optional, partnerships in place for the project. This description must include an overview of the role of those partners in the broader project, the services these partners would provide to students, and the impacts of those services on student outcomes. All required partners, as described earlier in this FOA (Section III.A), must be addressed. Additional proposed partnerships with optional partners must also be addressed. Scoring is based on the comprehensiveness of the identified partnership(s) with the mandatory partners for the project, documented through a narrative response, and supported by Letters of Commitment or Memoranda of Understanding for each proposed partner. (Up to 10

e. Organizational, Administrative, and Fiscal Capacity (up to 12 Points)

Account for all operational and management considerations that shall be required for the project. Cite factors that might accelerate or decelerate the work and state the reason for taking the proposed approach rather than other approaches. Identify any potential barriers and describe how the project will be able to overcome those barriers.

The application must fully detail the organization’s operational and management plan for the proposed effort, including details on the organization’s coordination efforts between the recipient, Job Corps staff, and participants. This may include, but is not limited to outlining the following:

- The relationships and communication plan with any sub-recipients, sub-awardees, consultants, or collaborators of the proposed effort, as necessary.
- The approach to project risk management, a description of how project changes will be handled, and how communications will be maintained among project team members.

- The organizational structure, staff roles, and how staff will coordinate with each other, and how staff will coordinate with other DOL and Job Corps staff.
- Processes for entering and maintaining participant data.
- Coordination of services with Job Corps staff/divisions (e.g., Academics, counseling, health, etc.)
- Approaches for addressing specific challenges in program delivery, and the recommendation of changes.
- The logistics for on-site and off-site program coordination.
- The technical and management aspects of the management plan, including systems and practices, such as financial and overall approach to and organization for managing the proposed effort.
- Fiscal and administrative controls in place to manage federal funds, including the applicant's capability to sustain some or all project activities after federal financial assistance has ended.

f. Past Performance – Programmatic Capability (Up to 20 Points)

Provide details on any past experience in leading, managing, and administering similar projects.

Scoring under this criterion is based on the application fully describing the following related to past performance with curriculum design and implementation. (Up to 13 points)

- Experience in developing and delivering synchronous and asynchronous IT training.
- Expertise in utilizing educational technology to design and implement computer-based training.
- Expertise in utilizing cutting-edge training delivery and learning management systems.
- Ability to develop curriculum and training module/course design and development.
- Expertise in project management and coordination of multiple simultaneous projects with various timetables and varying levels of complexity.
- Experience in establishing successful work-based learning projects that provide relevant workplace skills and experience that complement the training.
- Expertise to develop a variety of training models to meet customer needs and programmatic requirements.

Scoring under this criterion is based on the application fully describing the following around past performance in serving youth. (up to 7 points)

- Experience in providing training to a diverse group of organizations and individuals, including the youth population served by Job Corps.
- Experience with young adult learning theory and techniques.
- Experience with classroom-based and student-centered learning techniques.
- Experience with establishing and connecting youth to work-based learning and employment opportunities.

g. Budget and Budget Narrative (Up to 10 Points)

The Budget and Budget Narrative will be used to evaluate this section. Please see Section IV.B.2 for information on the requirements. The Budget and Budget Narrative do not count against the page limit requirements for the Project Narrative.

- i. The extent the proposed expenditures will address all project requirements, and whether key personnel have adequate time devoted to the project to achieve project results. (Up to 5 points)
- ii. The extent to which the budget narrative provides a description of costs associated with each line item on the SF-424A, and that the cost per participant does not exceed \$14,000. It should also include a complete description of leveraged resources provided (as applicable) to support grant activities. (Up to 4 points)
- iii. Whether or not the totals on the SF-424A and the Budget Narrative align. (1 point)

4. Attachments to the Project Narrative

In addition to the Project Narrative, you must submit attachments. You must clearly label all attachments. We will exclude only those attachments listed below from the page limit. The Budget and Budget Narrative do not count against the page limit requirements for the Project Narrative.

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

Save all files with descriptive file names of 50 characters or fewer and use only 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 (e.g., no other attachment may have the same file name). You may use an underscore (example: My_Attached_File.pdf) to separate a file name.

a. Required Attachments

(1) Abstract

You must submit an up to three-page abstract summarizing the proposed project including, but not limited to, the scope of the project and proposed outcomes. Omission of the abstract will not result in your application being disqualified; the lack of the required information in the abstract, however, may impact scoring. See III.C.1 for a list of items that will result in the disqualification of your application. Should you be selected for an award, the information provided in your abstract may be published to a public facing website as a summary of your project. The abstract must include the following:

- the applicant's name
- the project title
- the project purpose
- the required partners
- the geographic scope and a description of the area to be served
- population being served/intended beneficiaries
- the number of participants to be served and expected outcomes

- the funding level requested
- the total cost-per-participant
- sub-recipient activities, if applicable and
- activities to be performed

(2) Logic Model Submit a comprehensive logic model (See Appendix-A Logic Model) which details methodologies on how the applicant will assess the items outlined in the Project Design. Additionally, the application should include a narrative that summarizes the applicant’s overall approach, and which connects the specific tactics and actions detailed in the logic model.

(3) Letters of Commitment from Employer Partners Submit signed and dated Letters of Commitment or Memoranda of Understanding between the applicant and employer partners organizations that propose to provide services to support the program model and lead to the identified outcomes. See Section IV.B.3).

These letters must be uploaded as an attachment to the application package and labeled “Letters of Commitment.”

(4) Letters of Commitment from Training Partners Submit signed and dated Letters of Commitment or Memoranda of Understanding between the applicant and employer partners organizations and/or sub-grantees that propose to provide services to support the program model and lead to the identified outcomes. See Section IV.B.3)

b. Requested Attachments

We request the following attachments, but their omission will not cause us to disqualify the application. The omission of the attachment will, however, impact scoring unless otherwise noted.

(1) Letters of Commitment or MOUs - Optional Partners

Submit signed and dated Letters of Commitment or Memoranda of Understanding between the applicant and partner organizations and/or sub-grantees that propose to provide services to support the program model and lead to the identified outcomes. See Section IV.B.4)

These letters must be uploaded as an attachment to the application package and labeled “Letters of Commitment.”

(2) Resume for the Project Director/Principal and any other key personnel. Submit resumes for the Project Director, Principal, and any other key personnel. See Section IV.B.4)

Resumes must be uploaded as an attachment to the application package and labeled accordingly as “Resume-Position Title”.

(3) Indirect Cost Rate Agreement

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

This document must be uploaded as an attachment to the application package and labeled “NICRA.”

(4) Financial System Risk Assessment Information

All applicants are requested to submit Funding Opportunity Announcement Financial System Risk Assessment Information. See Section V.B.2 for a sample template and additional instructions. This attachment does not impact the scoring of the application.

C. SUBMISSION DATE, TIME, PROCESS AND ADDRESS

Due Date for Applications:

April 09, 2024

You must submit your application electronically on <https://www.grants.gov> **no later than 11:59 p.m. Eastern Time on the closing date.**

Applicants are encouraged to submit their application before the closing date to minimize the risk of late receipt. We will not review applications received after 11:59 p.m. Eastern Time on the closing date. We will not accept applications sent by hard-copy, e-mail, telegram, or facsimile (FAX).

1. Hardcopy Submission

No applications submitted in hardcopy by mail or hand delivery (including overnight delivery) will be accepted for this funding opportunity.

2. Electronic Submission through Grants.gov

Applicants submitting applications must ensure successful submission **no later than 11:59 p.m. Eastern Time on the closing date.** Grants.gov will subsequently validate the application.

The process can be complicated and time-consuming. We strongly advise you 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 by the agency. Rather, grants.gov verifies only the submission of certain parts of an application.

a. How to Register to Apply through Grants.gov

Read through the registration process carefully before registering. These steps may take as long as four weeks to complete, and this time should be factored into plans for timely electronic submission in order to avoid unexpected delays that could result in the rejection of an application.

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

An application submitted through Grants.gov constitutes a submission as an electronically signed application. The registration and account creation with Grants.gov, with E-Biz Point of Contact (POC) approval, establishes an Agency Organizational Representative (AOR). When an application is submitted through Grants.gov, the name of the AOR who submitted

the application is inserted into the signature line of the application, serving as the electronic signature. The E-Biz POC must authorize the individual who is able to make legally binding commitments on behalf of your organization as the AOR; this step is often missed and it is crucial for valid submissions.

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

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

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

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

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

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

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

We encourage new prospective applicants to view the online tutorial, "Grant Applications 101: A Plain English Guide to ETA Competitive Grants," available through WorkforceGPS

at

<https://grantsapplicationandmanagement.workforcegps.org/resources/2022/05/10/15/23/How-to-Apply-for-a-Grant>.

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

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

- 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, 7 days a week but closed on federal holidays. If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number.

Late Applications

We will consider only applications successfully submitted through Grants.gov no later than 11:59 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.**

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.

Indirect Costs

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

Option 1: You may use a NICRA or Cost Allocation Plan (CAP) supplied by the federal Cognizant Agency. If you do not have a NICRA/CAP or have a pending NICRA/CAP, and in either case choose to include estimated indirect costs in your budget, at the time of award the Grant Officer will release funds in the amount of 10 percent of Modified Total Direct Costs (see DOL's definition below) 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 does not have a current negotiated (including provisional) rate, with the exceptions noted at 2 CFR Part 200.414(f) in the Cost Principles, may elect to charge a de minimis rate of 10 percent of modified total direct costs (see DOL's definition below), which may be used indefinitely. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as the non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time. (See 2 CFR Part 200.414(f) for more information on use of the de minimis rate.)

Modified Total Direct Cost definition: To avoid a serious inequity in the distribution of indirect costs, DOL defines MTDC as all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward or subcontract (regardless of the period of performance of the subawards and subcontracts under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward or subcontract in excess of \$25,000.

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 Part 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 ETA programs. See Public Law 113-235, Division G, Title I, section 105, and TEGP number 05-06 for further clarification: <https://www.dol.gov/agencies/eta/advisories/training-and-employment-guidance-letter-no-05-06>.

Intellectual Property Rights

Pursuant to 2 CFR Part 2900.13, to ensure that the federal investment of DOL funds has as broad an impact as possible and to encourage innovation in the development of new learning materials, the grantee will be required to license to the public all work created with the support of the grant under a Creative Commons Attribution 4.0 (CC BY) license. Work that must be licensed under the CC BY includes both new content created with the grant funds and modifications made to pre-existing, grantee-owned content using grant funds.

This license allows subsequent users to copy, distribute, transmit, and adapt the copyrighted work and requires such users to attribute the work in the manner specified by the grantee. Notice of the license shall be affixed to the work. For general information on CC BY, please visit <https://creativecommons.org/licenses/by/4.0>.

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

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

Only work that is developed by the recipient in whole or in part with grant 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 licensing 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 standard ETA disclaimer 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.”

Credential Transparency

The Department wishes to ensure that individuals, employers, educators and training providers have access to the most complete, current and beneficial information about providers, programs credentials, and competencies supported with these public, federal funds. To this end, the Department requires that information about all credentials (including but not limited to diplomas, badges, certificates, certifications, apprenticeships, licenses, and degrees of all levels and types) and competencies (knowledge, skills and abilities) developed or delivered through the use of these public federal funds be made publicly accessible through the use of linked open data formats that support full transparency and interoperability, such as through the use of credential transparency description language specifications. ETA will provide specific guidance and technical assistance on data elements to include in the published open data, such as information about the credential provider, the credential and its associated competencies, delivery mode, geographic coverage, the industry sector(s) and occupation(s) for which the credential was developed, related assessments, related accreditations or other quality assurances where appropriate, costs, and available outcomes.

WIOA Infrastructure

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

F. OTHER SUBMISSION REQUIREMENTS

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

V. APPLICATION REVIEW INFORMATION

A. 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.

Section IV.B.3 (Project Narrative) of this FOA has several "section headers" (e.g. IV.B.3.a), Statement of Need). Each of these "section headers" of the Project Narrative may include one or more "criterion," and each "criterion" includes one or more "rating factors," which provide detailed specifications for the content and quality of the response to that criterion. Each of the

rating factors have specific point values assigned. These point values are the number of points possible for the application to earn for the rating factor.

Criterion	Points (maximum)
a. Statement of Need (See Section IV.B.3.a. Statement of Need)	10 total
b. Project Goals	14 total
c. Project Design	24 total
d. Partnerships	10 total
e. Organizational, Administrative, and Fiscal Capacity (See Section IV.B.3.e. <u>Organizational, Administrative, and Fiscal Capacity</u>)	12 total
f. Past Performance – Programmatic Capability (See Section IV.B.3.f. Past Performance – Programmatic Capability)	20 total
g. Budget and Budget Justification (See Section IV.B.2. Project Budget)	10 total
TOTAL	100

Section IV.B.3, Project Narrative, provides a detailed explanation of the information an application must include (e.g., a comprehensive work plan for the whole period of performance with feasible and realistic dates). Reviewers will rate each “rating factor” based on how fully and convincingly the applicant responds. For each “rating factor” under each “criterion,” panelists will determine whether the applicant thoroughly meets, partially meets, or fails to meet the “rating factor,” unless otherwise noted in Section IV.B.3, based on the definitions below:

Standard Rating	Definition	Standard for Calculating Points
Thoroughly Meets	The application thoroughly responds to the rating factor and fully and convincingly satisfies all of the stated specifications.	Full Points
Partially Meets	The application responds incompletely to the rating factor or the application	Half Points

Standard Rating	Definition	Standard for Calculating Points
	convincingly satisfies some, but not all, of the stated specifications.	
Fails to Meet	The application does not respond to the rating factor or the application does respond to the rating factor but does not convincingly satisfy any of the stated specifications.	Zero Points

In order to receive the maximum points for each rating factor, applicants must provide a response to the requirement that fully describes the proposed program design and demonstrates the quality of approach, rather than simply re-stating a commitment to perform prescribed activities. In other words, applicants must describe why their proposal is the best strategy and how they will implement it, rather than that the strategy contains elements that conform to the requirements of this FOA.

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, availability of funds, number and quality of National applications versus Regional/local applications and other relevant factors. The Grant Officer may consider any information that comes to their attention.

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

2. Risk Review Process

Prior to making an award, ETA will review information available through various sources, including its own records and any OMB-designated repository of government-wide eligibility qualification or financial integrity information, such as Federal Awardee Performance and Integrity Information System (FAPIIS), and Sam.gov. Additionally, ETA will comply with the requirements of 2 CFR Part 180 codified at 2 CFR Part 2998 (Non-procurement Debarment and Suspension). 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 the following:

- i. Financial stability;
- ii. Quality of management systems and ability to meet the management standards prescribed in the Uniform Grant Guidance;
- iii. 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;
- iv. 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;
- v. The applicant’s ability to effectively implement statutory, regulatory, and other requirements imposed on recipients.

NOTE: As part of ETA’s Risk Review process, the Grant Officer will determine the following:

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

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

All applicants are requested to submit the following information as an attachment to their application (suggested template below) for ETA to assess the applicant’s Financial System. This information will be taken into account as one component of ETA’s Risk Review Process. Applicants may use the suggested template or answer the questions in a separate attachment. It is unlikely that an organization will be able to manage a federal grant without the following system/processes in place. Applicants are expected to have these in place before applying for a grant with ETA.

<p>U.S. DEPARTMENT OF LABOR -EMPLOYMENT AND TRAINING ADMINISTRATION (ETA) FUNDING OPPORTUNITY ANNOUNCEMENT: FINANCIAL SYSTEM RISK ASSESSMENT</p>	
	<p>SECTION A: PURPOSE</p>
<p>The financial responsibility of grantees must be such that the grantee can properly discharge the public trust which accompanies the authority to expend public funds. Adequate administrative and financial systems including the accounting systems should meet the following criteria as contained in 2 CFR 200 and 2 CFR 2900.</p> <p>(1) Accounting records should provide information needed to adequately identify the receipt of funds under each grant awarded and the expenditure of funds for each grant.</p> <p>(2) Entries in accounting records should refer to subsidiary records and/or documentation which support the entry and which can be readily located.</p>	

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**FUNDING OPPORTUNITY ANNOUNCEMENT: FINANCIAL SYSTEM RISK
ASSESSMENT**

- (3) The accounting system should provide accurate and current financial reporting information.
- (4) The accounting system should be integrated with an adequate system of internal controls to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency, and encourage adherence to prescribed management policies.

SECTION B: GENERAL

1. Applicant Legal Name (as it appears in SAM.gov):

a. When was the organization founded/incorporated (<i>month, day, year</i>):	b. Principal Officers Names, Title, Email Address President/Chair Board of Directors: Chief Executive Officer: Chief Financial Officer: Accounting/Budget Officer:
c. Employer Identification Number:	
d. Number of Employees Full Time: Part Time:	

<p>2. Is the organization or institution affiliated with any other organization: Yes No</p> <p>If yes, please provide details as to the nature of the company (for profit, nonprofit, LLC, etc) and if it provides services or products to the organization in relation to this grant.</p>	<p>3. Total Sales/Revenues in most recent accounting period. (<i>12 months</i>) \$</p>
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SECTION C: ACCOUNTING SYSTEM

NOTE: Provide a detailed response (on a separate page on your organization's letterhead and signed/dated by a Principal Officer) for any items 2-9 of Section C that have "No" or "Not Sure" answer(s), providing enough information to clearly reflect the expertise of the organization in these areas.

1. Has any Government Agency rendered an official written opinion concerning the adequacy of the accounting system for the collection, identification and allocation of costs under Federal contracts/grants? Yes No

U.S. DEPARTMENT OF LABOR -EMPLOYMENT AND TRAINING ADMINISTRATION (ETA) FUNDING OPPORTUNITY ANNOUNCEMENT: FINANCIAL SYSTEM RISK ASSESSMENT			
a. If yes, provide name, and address of Agency performing review:		b. Attach a copy of the latest review and any subsequent correspondence, clearance documents, etc.	
2. Which of the following best describes the accounting system:		State administered	Internally Developed
			Web-based
3. Does the accounting system identify the receipt and expenditure of program funds separately for each contract/grant?		Yes	N Not Sure
			o
4. Does the accounting system provide for the recording of expenditures for each grant/contract by the component project and budget cost categories shown in the approved budget?		Yes	N Not Sure
			o
5. Are time distribution records maintained for an employee when his/her effort can be specifically identified to a particular cost objective?		Yes	N Not Sure
			o
6. If the organization proposes an overhead rate, does the accounting system provide for the segregation of direct and indirect expenses?		Yes	N Not Sure
			o
7. Does the organization have an approved indirect cost rate or cost allocation plan? If so, who approved it (Federal Cognizant Agency or a Pass-through Entity)? What are the effective dates?		Yes	N Not Sure
			o
8. Does the accounting/financial system include budgetary controls to preclude incurring obligations in excess of:		Yes	N Not Sure
a. Total funds available for a grant?		Yes	o Not Sure
			N
b. Total funds available for a budget cost category (e.g. Personnel, Travel, etc)?			o
9. Does the organization or institution have an internal control structure that would provide reasonable assurance that the grant funds, assets, and systems are safeguarded?		Yes	N Not Sure
			o
SECTION D: FINANCIAL STABILITY			
1. Is there any legal matter or an ongoing financial concern that may impact the organization's ability to manage and administer the grant? Yes No If yes, please explain briefly.			
SECTION E: FINANCIAL STATEMENTS			
1. Did an independent certified public accountant (CPA) ever examine the financial statements? Yes No			

U.S. DEPARTMENT OF LABOR -EMPLOYMENT AND TRAINING ADMINISTRATION
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**FUNDING OPPORTUNITY ANNOUNCEMENT: FINANCIAL SYSTEM RISK
ASSESSMENT**

2. If an independent CPA review was performed please attach a copy of their latest report and any management letters issued. Enclosed N / A

3. If an independent CPA was engaged to perform a review and no report was issued, please provide details and an explanation below:

	SECTION F: PAYMENT MANAGEMENT SYSTEM ACCOUNT	
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1. ETA uses the Department of Health and Human Services Payment Management System (PMS). If your organization has an ETA PMS account, provide the PMS EIN and the PMS account (e.g., 89X7X) where grant funding should be placed if selected for award.

	SECTION G: ADDITIONAL INFORMATION	
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1. Use this space for any additional information *(indicate section and item numbers if a continuation)*

VI. AWARD ADMINISTRATION INFORMATION

A. AWARD NOTICES

All award notifications will be posted on the ETA Homepage at <https://www.dol.gov/agencies/eta/>. 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 not to 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 and 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.

- i. Non-Profit Organizations, Educational Institutions, For-profit entities and State, Local, and Indian Tribal Governments—2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) and 2 CFR Part 2900 (DOL’s Supplement to 2 CFR Part 200).
- ii. 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 provisions of the regulations at 20 CFR Part 675 et. seq. Note that 20 CFR Part 683 (Administrative Provisions) allows unsuccessful applicants to file administrative appeals.
- iii. 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)), 2 CFR Part 180 (OMB Guidance to Agencies on Government-wide Debarment and Suspension (Non-procurement)), and, where applicable, 2 CFR Part 200 (Audit Requirements).
- iv. 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.
- v. 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.
- vi. 29 CFR Part 32—Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance.
- vii. 29 CFR Part 35—Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance from the Department of Labor.
- viii. 29 CFR Part 36—Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance.
- ix. 29 CFR Part 38 – Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Innovation and Opportunity Act.
- x. 29 CFR Parts 29 and 30—Labor Standards for the Registration of Apprenticeship Programs, and Equal Employment Opportunity in Apprenticeship and Training, as applicable.
- xi. The Department of Labor will follow the procedures outlined in the Department’s Freedom of Information Act (FOIA) regulations (29 CFR Part 70). If DOL receives a FOIA request for your application, the procedures in DOL’s FOIA regulations for responding to requests for commercial/business information submitted to the government will be followed, as well as all FOIA exemptions and procedures. See generally 5 U.S.C. § 552; 29 CFR Part 70.

- xii. Standard Grant Terms and Conditions of Award—see the following link:
<https://www.dol.gov/agencies/eta/grants/resources>.

2. Other Legal Requirements

a. Religious Activities

The Department notes that the Religious Freedom Restoration Act (RFRA), 42 U.S.C. § 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. As stated in 29 CFR 2.32(a), religious organizations are eligible on the same basis as any other organization, to seek DOL support or participate in DOL programs for which they are otherwise eligible. Guidance from DOL is found at <https://www.dol.gov/agencies/oasam/grants/religious-freedom-restoration-act/guidance>.

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 Part 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 the Government Funding Transparency Act of 2008, Pub. Law 110-252, Title VI, Chap. 2, Sec. 6202), 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 you 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 <https://www.govinfo.gov/content/pkg/CFR-2021-title2-vol1/pdf/CFR-2021-title2-vol1-part170-appA.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 (e.g., unrelated to any business or non-profit organization he or she may own or operate in his or her name);
2. Federal awards to entities that had a gross income, from all sources, of less than \$300,000 in the entities' previous tax year; and
3. Federal awards, if the required reporting would disclose classified information.

d. Safeguarding Data Including Personally Identifiable Information (PII)

Applicants submitting applications in response to this FOA must recognize that confidentiality of PII and other sensitive data is of paramount importance to the Department of Labor and must be observed except where disclosure is allowed by the prior written approval of the Grant Officer or by court order. By submitting an application, you are assuring that all data exchanges conducted through or during the course of performance of this grant will be conducted in a manner consistent with applicable federal law and [TEGL 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 the handling of confidential information: You must ensure that PII and sensitive data developed, obtained, or otherwise associated with DOL/ETA funded grants is securely transmitted.

- i. 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.
- ii. 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.
- iii. 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.
- iv. 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.
- v. 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.
- vi. 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.

- vii. You must not extract information from data supplied by ETA for any purpose not stated in the grant agreement.
- viii. 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.
- ix. 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 be accessed only from secure locations.
- x. 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.
- xi. 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.
- xii. 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 that you 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 Part 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 or local government, Indian tribe, institution of higher education (IHE), non-profit 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 Part 200.308(c)(6) regarding prior approval requirements for subawards. When awarding subawards, you are required to comply with provisions on government-wide suspension and debarment found at 2 CFR Part 180 and codified at 2 Part CFR Part 2998.

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 <https://www.dol.gov/sites/dolgov/files/ETA/grants/pdfs/GCFAQ.pdf>.

3. Other Administrative Standards and Provisions

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

4. Special Program Requirements

a. ETA Evaluation

As a condition of grant award, grantees are required to participate in an evaluation, if undertaken by DOL. The evaluation may include an implementation assessment across grantees, an impact and/or outcomes analysis of all or selected sites within or across grantees, and a benefit/cost analysis or assessment of return on investment. Conducting an impact analysis could involve random assignment (which involves random assignment of eligible participants into a treatment group that would receive program services or enhanced program services, or into control group(s) that would receive no program services or program services that are not enhanced). We may require applicants to collect data elements to aid

the evaluation. As a part of the evaluation, as a condition of award, grantees must agree to: (1) make records available to the evaluation contractor on participants, employers, and funding; (2) provide access to program operating personnel, participants, and operational and financial records, and any other relevant documents to calculate program costs and benefits; and (3) in the case of an impact analysis, facilitate the assignment by lottery of participants to program services, including the possible increased recruitment of potential participants; and (4) follow evaluation procedures as specified by the evaluation contractor under the direction of DOL.

b. Performance Goals

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

C. REPORTING

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

1. Quarterly Financial Reports

A Quarterly Financial Status Report (ETA 9130) is required until such time as all funds have been expended or the grant period has expired. Quarterly reports are due by the 15th day of the second month after each calendar-year quarter. On the final Financial Status Report, you must include any subaward amounts so we can calculate final indirect costs, if applicable. You must use DOL's Online Electronic Reporting System and information and instructions will be provided to grantees. For other guidance on ETA's financial reporting, reference TEGL 20-19 and our webpage at <https://www.dol.gov/agencies/eta/grants/management/reporting>.

2. Quarterly Performance Reports

The grantee must submit a quarterly performance report by the 15th day of the second month after each calendar-year quarter. The report must include quarterly information on interim indicators and performance goals. 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 performance. Submission requirements will be provided to grantees upon award. We will also provide you with guidance about the data and other information that is required to be collected and reported on either a regular basis or special request basis.

3. Quarterly Narrative Performance Reports

In addition to the Quarterly Performance Report, the grantee must submit the Joint Quarterly Narrative Performance Report Template (ETA 9179) progress report by the 15th day of the second month after each calendar year quarter during which the grant is within the period of performance for the award. The report includes quarterly information regarding accomplishments, including project success stories, upcoming grant activities, and promising approaches and processes, as well as progress toward performance outcomes, including updates on product, curricula, and training development.

VII. AGENCY CONTACTS

For further information about this FOA, please contact Sarah Medley, Grants Management Specialist, Office of Grants Management, at JC_FOA-ETA-24-16@dol.gov. Applicants should e-mail all technical questions to JC_FOA-ETA-24-16@dol.gov and must specifically reference FOA-ETA-24-16, and along with question(s), include a contact name, and phone number. This Announcement is available on the ETA website at <https://www.dol.gov/agencies/eta/grants> and at <https://www.grants.gov>.

VIII. OTHER INFORMATION

A. WEB-BASED RESOURCES

DOL maintains a number of web-based resources that may be of assistance to applicants. These include the CareerOneStop portal (<https://www.careeronestop.org>), which provides national and state career information on occupations; the Service Locator function within the CareerOneStop webpage which provides a directory of the nation's American Job Centers, also known as one-stop centers, (<https://www.careeronestop.org/LocalHelp/service-locator.aspx>); and the Occupational Information Network (O*NET) Online (<https://online.onetcenter.org>), which provides occupational competency profiles.

B. INDUSTRY COMPETENCY MODELS AND CAREER CLUSTERS

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

C. WORKFORCEGPS RESOURCES

We encourage you to view the information on workforce resources gathered through consultations with federal agency partners, industry stakeholders, educators, and local practitioners, and made available on WorkforceGPS at <https://www.workforcegps.org>.

We encourage you to view the online tutorials, “Grant Applications 101: A Plain English Guide to ETA Competitive Grants,” and “Grants Application 101: Budgetary Forms - SF-424, 424A, 424B, and Budget Narrative” available through WorkforceGPS at <https://grantsapplicationandmanagement.workforcegps.org/resources/2022/05/10/15/23/How-to-Apply-for-a-Grant>.

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

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

D. SKILLSCOMMONS RESOURCES

SkillsCommons (<https://www.skillscommons.org>) offers an online library of curriculum and related training resources to obtain industry-recognized credentials in manufacturing, IT, healthcare, energy, and other industries. The website contains thousands of Open Educational Resources (OER) for job-driven workforce development, which were produced by grantees funded through DOL’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 July 31, 2025.

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 50 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, D.C. 20210. Comments may also be emailed to: DOL_PRA_PUBLIC@dol.gov.

PLEASE DO NOT RETURN YOUR GRANT APPLICATION TO THIS ADDRESS. SEND ONLY 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 February 20, 2024, in Washington, D.C. by:
Eric Luetkenhaus

Grant Officer, Employment and Training Administration

APPENDIX A- OFFICE OF JOB CORPS LOGIC MODEL (Suggested Template)

Desired Outcomes		
SHORT-TERM GOALS	MID-TERM GOALS	LONG-TERM GOALS
Inputs	Activities	Outputs

APPENDIX B- OFFICE OF JOB CORPS JOURNEY MAP

- **EXPLORE** – Visit us online at www.JobCorps.gov to learn about Job Corps and how it can advance your career. You'll find information on program benefits, campus life, career training opportunities, and life after graduation.
- **APPLY** - Begin the application process online at Enroll.JobCorps.gov. Your assigned Admissions Representative will help you along the way.
- **ENROLL** - Complete onboarding online or by joining us on campus. After onboarding, you'll create a personalized learning plan to complete your education and hands-on job training.
- **LEARN & TRAIN** - Receive hands-on career technical training in high-growth industries and get a GED or high school diploma if you don't already have one. You'll also learn life skills to help prepare for independent living.
- **GRADUATE & TRANSITION** - Choose the next step that is right for your career. Job Corps will connect you with its network of employers and resources to help you with your transition.
- **START YOUR CAREER** - As you embark on your new journey, keep in touch with Job Corps for any additional support needs and respond to survey requests.

APPENDIX C- Good Jobs Principles

Good jobs are the foundation of an equitable economy that lifts up workers and families and makes businesses more competitive globally. They allow everyone to share in prosperity and support local communities and the entire U.S. economy.

The Departments of Commerce and Labor have partnered to identify what comprises a good job. These eight principles create a framework for workers, businesses, labor unions, advocates, researchers, state and local governments, and federal agencies for a shared vision of job quality. Further, the Department will ensure all grants incorporate the following cross-cutting principles into their projects to support the Department's Good Job principles to ensure quality jobs for all workers:

- **Recruitment and Hiring**: Qualified applicants are actively recruited – especially those from underserved communities. Applicants are free from discrimination, including unequal treatment or application of selection criteria that are unrelated to job performance. Applicants are evaluated with relevant skills-based requirements. Unnecessary educational, credentials, and experience requirements are minimized.
- **Benefits**: Full-time and part-time workers are provided family-sustaining benefits that promote economic security and mobility. These include health insurance, a retirement plan, workers' compensation benefits, work-family benefits such as paid leave and caregiving support, and others that may arise from engagement with workers. Workers are empowered and encouraged to use these benefits.
- **Diversity, Equity, Inclusion, and Accessibility (DEIA)**: All workers have equal opportunity. Workers are respected, empowered, and treated fairly. DEIA is a core value and practiced norm in the workplace. Individuals from underserved communities do not face systemic barriers in the workplace. Underserved communities are persons adversely affected by persistent poverty, discrimination, or inequality, including Black, Indigenous, people of color; LGBTQ+ individuals; women; immigrants; veterans; individuals with

disabilities; individuals in rural communities; individuals without a college degree; individuals with or recovering from substance use disorder; and justice-involved individuals.

- Empowerment and Representation: Workers can form and join unions. Workers can engage in protected, concerted activity without fear of retaliation. Workers contribute to decisions about their work, how it is performed, and organizational direction.
- Job Security and Working Conditions: Workers have a safe, healthy, and accessible workplace, built on input from workers and their representatives. Workers have job security without arbitrary or discriminatory discipline or dismissal. They have adequate hours and predictable schedules. The use of electronic monitoring, data, and algorithms is transparent, equitable, and carefully deployed with input from workers. Workers are free from harassment, discrimination, and retaliation at work. Workers are properly classified under applicable laws. Temporary or contractor labor solutions are minimized.
- Organizational Culture: All workers belong, are valued, contribute meaningfully to the organization, and are engaged and respected, especially by leadership.
- Pay: All workers are paid a stable and predictable living wage before overtime, tips, and commissions. Workers' pay is fair, transparent, and equitable. Workers' wages increase with increased skills and experience.
- Skills and Career Advancement: Workers have equitable opportunities and tools to progress to future good jobs within their organizations or outside them. Workers have transparent promotion or advancement opportunities. Workers have access to quality employer- or labor-management-provided training and education.