

U.S. DEPARTMENT OF LABOR  
Employment and Training Administration

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**NOTICE OF AVAILABILITY OF FUNDS AND FUNDING OPPORTUNITY**

**ANNOUNCEMENT FOR:** Senior Community Service Employment Program (SCSEP)  
Optional Demonstration Grants on Sector-Based Training for Low-Income Older Adult Workers

**ANNOUNCEMENT TYPE:** Initial

**FUNDING OPPORTUNITY NUMBER:** FOA-ETA-24-12

**CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NUMBER:** 17.235

**KEY DATES:** *The closing date for receipt of applications under this Announcement is 06/10/2024. 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.*

*On September 12, 2023, the Employment and Training Administration (ETA) hosted a Prospective Applicant Webinar (“New Demonstration Evaluation on Sector-Based Training for Low-Income Older Adult Workers”) for the SCSEP Demonstration Grant Awards funding opportunity, which will be competed concurrently with the SCSEP National Grants Competition for PY 2024. The webinar provided an overview of the SCSEP Sector-Based Training Demonstration Grants and gauged interest from potential applicants on their capacity to participate in the pilot evaluation. A pre-recorded copy of the webinar is available at the following link: <https://www.workforcegps.org/events/2023/08/24/14/50/Preview-of-New-Evaluation-on-Sectoral-Training-for-Low-Income-Older-Adults>. While review of this webinar is strongly encouraged to support successful grant applications, it is not mandatory for prospective applicants.*

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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 \$19,000,000 in grant funds authorized by the Older Americans Act (OAA), as amended (42 U.S.C. § 3056 et seq.), for the Senior Community Service Employment Program (commonly referred to as “SCSEP”) Sector-Based Training for Older Workers Demonstration Grants.

Current SCSEP National grantees may apply for additional grant funds as part of a demonstration of sector-based training for older workers (Sector-Based Training for Older Workers Demonstration Grants, or Demonstration Grants), of which ETA plans to conduct a rigorous four-year evaluation study to measure the impact of industry- or sector-based training on employment outcomes for older workers.

This funding is authorized by Title V of the Older Americans Act (OAA), as amended (42 U.S.C. § 3056 et seq.), for the Senior Community Service Employment Program (commonly referred to as “SCSEP”). The Department anticipates awarding up to six demonstration grants ranging from \$2 million to \$5 million to current SCSEP National grantees. Current SCSEP National grantees that apply for the optional Sector Training Demonstration Grants must be selected as an awardee in the *PY 2024 SCSEP National Grant Competition* to receive demonstration grant funding. Funding for the SCSEP Sector-Based Training for Older Workers Demonstration Grants will be referred to as “SCSEP Sector Training Demonstration Grants” under this FOA.

The Senior Community Service Employment Program is a community service and work-based training program for older workers, providing subsidized, part-time, community service training for unemployed, low-income individuals aged 55 or older who have poor employment prospects. Participants are placed in a wide variety of community service assignments (CSAs) at non-profit and public facilities where participants receive on-the-job training (OJT) from partner host sites. The type of training and supportive services that grantees provide vary based on the needs and goals of individual participants, but in general, SCSEP grantees must have service delivery strategies that are designed to effectively prepare participants for placement into unsubsidized employment. The goal of the SCSEP Sector Training Demonstration Grants is to measure the effectiveness of industry or sector-based training as a bridge to unsubsidized employment for older workers.

Separately, ETA announced the availability of approximately \$312 million in grant funds authorized by Title V of the Older Americans Act (OAA), as amended (42 U.S.C. § 3056 et seq.), for the SCSEP National Grants Competition for Program Year (PY) 2024. Additional information on the PY 2024 SCSEP National Grants competition is listed in a separate funding opportunity announcement, “FOA-ETA-24-11,” available at [grants.gov/search-results-detail/352098](https://grants.gov/search-results-detail/352098). Applicants must successfully apply to the National Grant Competition to receive

an award from this Demonstration Grant Competition. Applicants must submit separate applications for both competitions. Refer to the application instructions of both FOAs for specific due dates for each application.

The Department is committed to investing its funds to promote better working conditions for all workers. Accordingly, this funding opportunity requires applicants specifically address The Good Jobs Principles,<sup>[i]</sup> a shared federal vision of job quality describing the elements of a good job. Published in 2022 by the Departments of Labor and Commerce, the Principles have informed billions of the generational investments made in communities through President Biden's Invest in America Agenda. These Principles describe working conditions particularly important to older workers and their ability to thrive through employment, including competitive salaries, predictable schedules, benefits, and creating opportunities for inclusion, accessibility and career advancement.

## **I. FUNDING OPPORTUNITY DESCRIPTION**

### **A. PROGRAM PURPOSE**

The Senior Community Service Employment Program (SCSEP) is the only Federally sponsored employment and training program specifically targeting low-income older individuals who seek to enter or re-enter the workforce. SCSEP participants receive paid work experience at local public or non-profit agencies for approximately 20 hours per week while in community service assignments (CSAs), and other job training activities [42 U.S.C. § 3056(b)(1); 20 CFR part 641, subpart E] outlined in their Individual Employment Plan (IEP). CSAs are provided through a host agency and this type of training is generally offered at the workplace rather than in the classroom setting. The IEP clarifies participants' goals, supportive services needs, and training(s) required in order to attain unsubsidized employment. The dual goals of the SCSEP program are to promote useful work experience opportunities through community service activities, and to move SCSEP participants into unsubsidized employment.

This Funding Opportunity Announcement (FOA) solicits applications for optional SCSEP Sector Training Demonstration Grants, to understand how sector-based occupational training provided to SCSEP participants can help low-income older adults increase their job-readiness, employment, and earnings in unsubsidized employment. The demonstration projects will provide sector-based occupational training, which includes a combination of career navigation, occupational training, and on-the-job training (OJT), and other services to eligible SCSEP participants interested in sector-based training. In general, SCSEP participants are low-income, older individuals who have poor employment prospects, who would benefit from unsubsidized employment in the public or private sector, and who are not job-ready<sup>[ii]</sup> (see section III.C.1 for the technical definition of eligible participants). While DOL does not generally expect that SCSEP applicants will lead or be part of a full-scale regional sector strategy, this FOA requires applicants to demonstrate that they will incorporate and embed key elements of worker-centered, sector-based training into their project design. Worker-centered sector strategies promote systems change and worker power to build an economy based on equity, skills, innovation, and shared prosperity.

Applicants should include the core principles of worker-centered sector-based training into their grant project design, including: 1) strategies for ensuring diversity, equity, inclusion, and accessibility, both through the inclusion of targeted project partners that are primarily minority-serving (such as institutions of higher education, community-based organizations, and employer

partners), as well as by prioritizing recruitment, training, and retention of a workforce that is representative of the local community demographics, in particular historically marginalized, underserved, and underrepresented populations; 2) career pathways that lead to skill and wage progression; and 3) approaches for helping SCSEP participants move into high-quality jobs. These core principles help ensure equitable access to in-demand, quality jobs that are responsive to local and regional employer needs. See additional information about the [sector strategies implementation framework](#), including sector-based service delivery.

Only current SCSEP National grantees that apply for PY 2024 SCSEP National Grant funding are eligible to apply for a SCSEP Sector Demonstration Grant, and an applicant must receive a PY 2024 SCSEP National Grant to be awarded a SCSEP Demonstration Grant. Successful applicants under this FOA will receive funding to carry out a demonstration on sector-based training for older workers. Applicants must submit separate applications for both the *PY 2024 SCSEP National Grant Competition* (FOA-ETA-24-11) and the *SCSEP Sector Training Demonstration Grant* competition (FOA-ETA-24-12) to be considered for the Sector Training Demonstration Grant opportunity.

### **1. Overview of Funding Opportunity: SCSEP Sector Training Demonstration Grants**

The Department strives for as many SCSEP participants as possible to achieve unsubsidized employment, recognizing that they have a broad range of skill sets, interests, and barriers to employment. Through the optional SCSEP Sector Training Demonstration Grants, the Department aims to understand how sector-based training approaches provided to interested SCSEP participants can help low-income older adults increase their job-readiness, employment, and earnings in unsubsidized employment. The available funding will primarily be used to:

1. Create and strengthen partnerships with employers, local workforce development boards, training providers, and other workforce stakeholders to align the skills of older workers with the workforce needs of industry; and
2. Provide training services and supportive services that upskill and prepare older workers for in-demand occupations through sector-based training opportunities.

The participant outcomes that the demonstration seeks to increase, as measured by a third-party evaluator, focus on post-exit unsubsidized employment and earnings; however, other exploratory outcomes such as post-exit job satisfaction, increased job readiness, access to “good” jobs (jobs with employer-provided benefits, improved job security and working conditions, reduction in hiring discrimination, etc.), and reduced social isolation may be captured through the evaluation. Awarded grantees will capture the appropriate data through the Grantee Performance Management System used for performance reporting, also called GPMS, to determine the observable outcomes of the demonstration to measure important process outcomes, including but not limited to, creating and strengthening partnerships for providing sector-based training services and supports.

Like other SCSEP participants, Sector Training Demonstration Grant participants will receive financial support (e.g., wages) and/or supportive services (as defined at 20 CFR 641.545) to promote financial stability while they receive training, paid for through a combination of SCSEP National Grant funds and Demonstration Grant funds (see section IV.E.5, Use of Grant Funds for Participant Wages and Services, for more information about cost allocation between the two

awards). The main Demonstration project costs will include tuition, training instruction costs and fees, career navigation services, and OJT wages for participants.

DOL is interested in learning from the Sector Training Demonstration grantees' experiences; therefore, DOL is funding an evaluation of this demonstration in which successful applicants will be expected to participate. The evaluation team intends to use a randomized controlled trial (RCT) design to better understand to what degree sector training approaches can help low-income older adults who are interested in occupational training increase their unsubsidized employment. This means SCSEP participants (both new enrollees and those already enrolled in a SCSEP program prior to this funding opportunity) who are interested in receiving occupational training and on-the-job training with an employer, and agree to be in the study, will enter into a lottery (that is, be randomly assigned) to either receive the demonstration's sector-focused occupational training in addition to standard SCSEP services ("treatment group"), or standard SCSEP services only ("control group"). Standard services typically provided under SCSEP include community service assignments (CSAs), general and specialized training, case management, and supportive services. Randomization allows for directly comparing treatment and control group outcomes to determine the impact of the sector-based training services program on unsubsidized employment and earnings.

This FOA refers to SCSEP participants throughout the document according to the following categories:

- **“Standard SCSEP participants”** are those who are enrolled only in normal (“standard”) SCSEP services because they are either outside of the geographic area(s) identified for your demonstration, or they are not interested in participating in sector-based training (as determined by assessment). These participants receive standard SCSEP services only.
- **“Demonstration SCSEP participants” or “Demonstration participants”** are those who are identified from a pool of SCSEP participants (both new enrollees and existing participants) as interested in sector-based training and who are located in the geographic area(s) identified in the proposed project demonstration.

As explained above, demonstration participants will be randomly assigned to fall into one of two groups:

- **“Treatment Group”** participants are those assigned by lottery to receive some standard SCSEP services as well as the sector-based demonstration interventions described in this FOA; and
- **“Control Group”** participants are those assigned by lottery to receive standard SCSEP services only.

For more information on the use of funds for each category of participant, see section IV.E.5.

By applying for SCSEP Sector Training Demonstration Grants, applicants agree to implement evaluation procedures in partnership with the evaluation team. ETA will require awarded grantees to support the evaluation activities as follows: 1) develop a plan, in partnership with the evaluator, for recruiting enough participants to meet the study enrollment goal; 2) assess participants' interest in sector training; 3) obtain participant consent to be in the evaluation and participate in random assignment; 4) ensure needed baseline and demonstration activities data, and other evaluation-related data, are collected during the grant period of performance via

DOL's electronic grantee performance management system, GPMS; 5) provide programmatic assurances to access/utilize other data management systems provided by DOL/the evaluator specific to the demonstration and evaluation-related data; and 6) participate in monthly calls to monitor evaluation activities and track participant recruitment.

Meeting participant enrollment goals for the Demonstration will be important for the evaluation; thus, the evaluation team will provide training and technical assistance for introducing sector training opportunities for new and current SCSEP participants. Specifically, the evaluation team will support grantees with conducting assessments of participants' interest in sectoral training, explaining the evaluation to participants, and providing materials for enrolling participants in the evaluation, which includes a consent form to be in the evaluation, a random assignment tool, and a baseline information form that will collect minimal data from the participant prior to random assignment and will be used to ensure the study groups are comparable. The evaluation team will provide grantees with the necessary intake forms and corresponding data management instructions, as well as support grantee learning during the grant period of performance by providing training and technical assistance on evaluation activities throughout the grant duration. The evaluators will also monitor the intake and assessment process to ensure uniformity of approach and comparability of the participants across grantee demonstrations.

## **2. Core Elements of Sector Training Demonstration Grants**

There are numerous models and strategies for providing workers with occupational skills training. Under this FOA, sector-based training is defined as a model that deeply engages employers, targets training to high-growth industries with in-demand jobs, and often leads to industry-recognized credentials. Applicants must propose worker-centered training programs that are industry-driven and responsive to local and regional sector demands in the proposed service area(s). Elements of high-quality sector training for older workers include a labor market needs analysis of which occupations are in-demand, occupational training contextualized to meet the needs of older workers, paid on-the-job training (OJT) to practice new occupational skills and improve readiness for unsubsidized employment, and partnerships with employers, training providers, community-based organizations (CBOs), and the public workforce system at-large. Standard SCSEP participants utilize on-the-job experiences (OJE) or skill-specific training as a way for participants to transition from a CSA to unsubsidized employment. While OJE could focus on specific job-readiness skills for broader employment readiness, OJT is occupationally focused/driven.

Applicants may propose to offer sector training in more than one industry within the scope of their proposed project. Both occupational skills training and OJT are required for all treatment group participants under the Sector Demonstration Grants. The demonstration will run for up to 48 months, starting slightly after the SCSEP National Grants have been awarded. For this demonstration, grantees must offer sector training services that will last up to one year (not to exceed 12 months). While there is no minimum training period required, training should be aligned to participants' IEPs, competency based, connected to a specific occupation, and span an adequate length of time to increase participants' skill(s) and job readiness. The Department expects grantees to plan accordingly for occupational training and OJT offered to participants. Applicants have the flexibility to design projects with the appropriate duration of time necessary for occupational training and OJT. On average, the Department expects occupational instruction will likely take approximately 3-6 months for participants to complete, and OJT will likely span

approximately 3-6 months. (These two activities can occur sequentially or overlap, depending on the design of the applicant's training program). Grantees are allowed a 3-to-6-month planning period to set-up and prepare their demonstrations. Study enrollment begins when the planning period concludes and ends at month 36 of the 48-month project.

The Department is requiring applicants to address eight "core elements" when designing their demonstration projects. These elements must be addressed in an applicant's Project Narrative. (See Project Narrative requirements in section IV.B.3). The core elements are described in detail below

**a. Target Industry(ies), Occupation(s), and Employers based on Local Labor Market Demand**

Grant activities must focus on one or more specified industry sectors and occupations that have in-demand jobs. Grant activities must also include robust strategies for engaging and working with specific employers that are in the target industry(ies) and/or that employ the targeted occupation(s). Demonstration projects must be responsive to the skill needs and hiring demand of employers, and section 1.A.2.e.ii below provides additional information on the Department's expectations for the quantity and quality of employer partnerships under this FOA.

Industry and occupation demand is typically determined using current and projected labor market data (LMI) available for the geographic area in which the grantee plans to offer sector training. DOL maintains a number of web-based resources that may be of assistance to applicants researching LMI. See FOA section VIII.A, Web-Based Resources, for sources of LMI and examples of analytic products that can be used to support investment into a particular industry(ies). Applicants may reference DOL websites (e.g., <https://www.dol.gov/agencies/eta/performance/labor-market-data>), the Bureau of Labor Statistics (BLS) Economy at a Glance website (<https://www.bls.gov/eag/>), which provides customized tables for regions, states and geographic areas (i.e., metropolitan statistical areas or MSAs), as well as other sources of LMI. It is also helpful to consult with partners within the workforce system (e.g. local workforce boards, employers and industry associations, training providers, etc.) on the LMI projections to help refine the industries, occupations, and employers of focus.

The Department encourages applicants to consider sectors and occupations that are in-demand within their designated geographic service area(s) and present opportunities for older workers to obtain stable employment in good jobs in their local economies. The Department encourages applicants to consider occupations with wages that allow for economic independence and that include opportunities for skills growth and wage growth, as well as occupations in the care economy, hospitality sector, and other sectors representing occupations that are critical to our economy's continued growth and vitality, and provide income and support for marginalized populations. The care economy sector encompasses occupations that support home care (also known as direct care or elder care), direct support services related to employment, and childcare. The need for quality jobs in this sector is clear and supported by [Executive Order 14095](#), *Increasing Access to High-Quality Care and Supporting Caregivers*. By 2060, there will be twice as many adults over the age of 65 than in 2016, and projections indicate that there will be 8 million long-term care job openings over the next decade. The hospitality sector, which encompasses occupations within the service industry that includes lodging, food and drink service, event planning, travel and tourism, is also projected to grow over the next decade.

Between 2021 and 2031, nearly one-quarter (23 percent) of all new jobs are expected to be in the leisure and hospitality sector.[\[iii\]](#)

Applicants should identify specific occupations and employers within their chosen industry(ies), and include strategies to improve the job quality of participants' post-training employment opportunities in their applications / project proposals. It is important to consider how well the requirements of the occupation(s) (e.g., physical demands, length of training, work schedule/hours, etc.) align with the workforce needs and abilities of SCSEP participants. This may be determined by showing how occupations in the chosen industry/sector are more likely to have characteristics described in the eight [Good Jobs Principles](#) and align with older workers' abilities and preferences.

### **b. Career Navigation**

Career navigators work one-on-one with Sector Training Demonstration Grant participants to guide and facilitate their training and employment opportunities (career counseling), and develop required partnerships with training providers and employer partners (partnership development). While no universal definition of a navigator exists, common elements include helping individuals navigate "within and across complex and inaccessible systems" (Anderson & McConnell, 2020, p. 4) and coordinate services that reduce barriers to service delivery access for targeted populations.[\[iv\]](#) Navigator activities can be grouped into seven categories: (1) recruitment and uptake, (2) engagement, (3) direct service, (4) referral and direction, (5) partner and system coordination, (6) policy improvement, and (7) capacity building. Applicants may propose a unique combination of these roles and responsibilities for career navigators under the Demonstration Grant project.

Qualifications of the staff proposed as career navigators must be carefully considered, as this position requires strategic partnership-building and case management. These staff may be part of an applicant's existing grantee or local site staff, or newly hired staff; however, their tasks and role in serving the treatment group participants must be distinct and separate from the services provided to all SCSEP participants. The Career Navigator position must not be held by a currently enrolled SCSEP participant as a part of their CSA (e.g., the Career Navigator cannot be a "participant staff" position). Career navigator staff must have professional qualifications and applicants must describe how career navigation services will be provided to treatment group participants (beyond what all SCSEP participants receive), including the number of career navigators they plan to utilize and which specific activities or services they will provide. For example, an applicant could propose two (2) FTE career navigator staff for every 100 treatment group participants. While there is some flexibility in staffing arrangements for career navigators (e.g., a site may prefer to allocate 25 percent of an existing staff member's time to serve the sector demonstration grant participants with career navigator services that are not available to all SCSEP participants), applicants must ensure necessary controls are in place to prevent career navigators from serving both non-treatment group participants and treatment group participants with the same career navigation services. Career navigator responsibilities for treatment group participants include:

- Developing partnerships with employers, training providers, the public workforce system, and other community-based organizations.
- Providing career/training support, including:

- Recruiting and enrolling participants in the study and conducting random assignment;
  - Assessing career interests and alignment with available sector training opportunities;
  - Career counseling and advising to help participants identify what careers or jobs suit their interests and pay well;
  - Supporting enrollment and retention in sector training program(s) with training provider(s);
  - Helping participants identify and apply for OJT opportunities;
  - Coordinating with SCSEP staff on payment of wages for OJT participants;
  - Supporting participants with individualized needs to promote retention in OJT opportunities; and
  - Helping participants identify, connect to, and apply for unsubsidized jobs in their occupation of focus.
- Coordinating with the evaluation team by:
    - Helping conduct study recruitment, assessment of interest, informed consent, and random assignment;
    - Meeting with the evaluation team to monitor and track random assignment and the intervention; and
    - Providing requested data on demonstration participants and supporting other data collection via communication with the demonstration participants.

### **c. Occupational Skills Training**

Occupational skills training targeted to high-growth or high-demand industries with in-demand jobs is a required and key element of this demonstration. Occupational skills training provides classroom instruction (in-person, online, or hybrid) for specific occupational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields. Occupational skills training includes training programs that lead to recognized post-secondary credentials that align with in-demand industry sectors or occupations in the local area. The training may be contextualized for the population being served (e.g., supplemental math or English language instruction combined with the occupational skills being taught). Additional supports such as basic skills education, tutoring or digital skills training may also be provided.

### **d. On-the-Job Training (OJT)**

OJT is paid training provided by an employer to a participant engaged in productive paid work that: 1) provides knowledge or skills essential to the full and adequate performance of the job; 2) is made available through a program that reimburses the employer for a portion of the wage rate of the participant; and 3) is limited in duration based on the requirements of the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate. To help participants succeed, grantees can provide employment supports (in addition to career navigation) to participants during their OJT assignments. Employers typically assign a staff person to each OJT participant, and the site-based staff are available to provide job-specific training, monitor participant performance, and troubleshoot any challenges the participants may encounter on the job. Grantees may also place staff at the OJT sites to support participants.

Grantees and employers should formalize the terms of their OJT opportunities that specify roles and responsibilities, including which party will be responsible for providing which services, such as employment supports to participants.

#### **e. Partnerships for Developing and Supporting Sectoral Training Opportunities**

Strategic partnerships are essential for planning and implementing sectoral training strategies. Given the occupational training and OJT requirements under the Demonstration, applicants are required to have confirmed partnerships with training provider(s) and employer(s). This includes creating and maintaining agreements/relationships with: 1) training providers that offer occupational training (plus paid on-the-job training opportunities, if possible); 2) employers that provide high-quality training experiences and future unsubsidized job opportunities; and 3) the public workforce system and other community partners. All applicants must, at a minimum, establish partnerships for their proposed sector(s) with each of the following:

##### **i. Sectoral Training Providers**

Occupational training in the target sector can be provided by a range of institutions and organizations, including community and technical colleges and systems; nonprofit and community-based organizations that offer job training; unions and labor-management partnerships; and institutions of higher education, as defined in Section 101(a) of the Higher Education Act of 1965 (20 U.S.C. § 1001). Training providers can, but are not required to, include organizations that offer programs that have been approved as WIOA Eligible Training Providers, or training associated with a registered apprenticeship.

Training provider partners must be able to provide classroom instruction of approximately 3-6 months for targeted occupations in the target sector and help support participants with finding on-the-job training opportunities in the same or related occupation. Applicants should consider the cost per participant for training services when selecting training provider partners, in order to accurately budget for training within the grant award range. Training-related costs such as books, equipment, and uniforms may also be needed to support training opportunities, and are allowable grant costs, but these costs will vary based on the training program selected (see subsection g below). Applicants must ensure that their proposed funding request aligns to their anticipated demonstration enrollment goals according to the table in section I.A.2.f., Participant Interest, Engagement and Retention. Training costs per participant should be realistic, supported by market research, and appropriate for the sectors/occupations and training(s) being proposed.

##### **ii. Employers**

This FOA requires that applicants have initial partnership commitments from no less than two (2) employers for each proposed industry sector. Such employers should be representative of the proposed industry sector and may include both private/for-profit and non-profit organizations. Applicants may fulfill this requirement through partnership with an industry/trade association that represents multiple employers. An industry/trade association, also known as an industry trade group, business association, sector association, or industry body, is an organization founded and funded by businesses that operate in a specific industry. Applicants should use LMI to identify the sector(s) their project will focus on and identify employer or industry association partners to help design training for participants, factoring employers' worker skills needs into training curricula. Applicants must work with local

and/or regional employer(s) representing in-demand sectors in their chosen geographic service area(s).

Employer partners will have several roles, including advising on the skills demanded in the sector and specific occupations, assisting in identifying training programs that produce the skills needed on the job, and hosting OJT participants. Applicants should select employer partners that have employment opportunities, and which can commit to hiring program participants upon successful completion of occupational skills training and OJT. Applicants are expected to secure an adequate number of employer partnerships such that they have a reasonable expectation that, collectively, their employer partners will be able to provide enough OJT slots and post-OJT placements for all treatment group participants over the course of the demonstration. In general, employer partners should not commit to more OJT slots than the number of available employment opportunities that they reasonably expect to offer to participants following successful training and OJT. Applicants may also consult with area employers in the proposed target sector(s) to validate skills necessary for target occupations and to review training curriculum.

### **iii. Local Workforce System Partners**

Applicants must collaborate with their local workforce development system partners to implement the demonstration activities. Entities involved in administering the public workforce system established under WIOA, including State and Local Workforce Development Boards, American Job Centers (AJC), and Indian and Native American Program entities eligible for funding under section 166 of WIOA, have expertise in workforce development and may provide leadership and assistance in implementing the demonstration. For example, local workforce development boards/councils may provide guidance to applicants on reliable LMI data sources for the applicant's proposed geographic scope and help to identify education and training institutions that can provide treatment group participants with occupational training. Applicants should consult local workforce partners on good quality training, identifying high-growth sectors/occupations and in demand jobs, and what partner employers are looking for in potential job candidates. Applicants are not expected to co-enroll SCSEP participants into WIOA programs (i.e., WIOA Adult program); however, as appropriate, applicants should plan to make referrals for services, as identified in participants' IEPs, which may result in co-enrollment in WIOA or another program. Examples of demonstration-related activities that AJC and other workforce partners could carry out to help treatment group participants secure unsubsidized employment include:

- Analyzing the need for education and training in the local area, including identifying targeted industries, occupations, and sector strategies;
- Identifying employers for OJT opportunities and helping place treatment group participants into OJT slots;
- Identifying high-quality training providers (including those on the Eligible Training Provider List);
- Providing additional career counseling, career information, job search assistance, job listings, and similar employment-related services and follow-up services; and
- Identifying and referring candidates for SCSEP.

### **f. Participant Interest, Engagement and Retention**

Enrolling enough demonstration participants is critical for learning if and how sector training can be effective for providing training and employment opportunities to low-income older adults. Too few participants engaged in the demonstration could mean the evaluation is not able to determine if sector training has successfully increased participants’ job readiness and increased employment. Applicants must be able to enroll an adequate number of demonstration participants in order to determine whether the demonstration causes an increase in measured outcomes.

For this grant opportunity, applicants must show that they can recruit and enroll a total of at least 400 participants in the study over the course of the four-year grant period of performance, with half randomly assigned into the treatment group and half into the control group (i.e., 200 will receive regular SCSEP plus sector demonstration services; 200 will receive regular SCSEP services, only). Participant enrollment may occur up through month 36 of the 48-month demonstration. (Enrollment concludes at least 12 months before the end of the grant period of performance).

In general, applicants under this FOA must request funding proportionate to the number of participants they expect to enroll in the demonstration. While this FOA does not impose a specific cap on the cost per participant under the demonstration, applicants must ensure that their proposed funding request aligns to their anticipated demonstration enrollment goals according to the following table:

<b>Grant Award Funding Request</b>	<b>Minimum Expected Study Enrollment (combined Treatment &amp; Control groups)</b>
\$2 million - \$2,999,999 million	400
\$3 million - \$3,999,999 million	600
\$4 million - \$5 million	800

Successful applicants must complete assessments of participant interest in sectoral training and participation in the demonstration. Grantees may utilize flexibility in how they recruit participants for the evaluation; however, the evaluation team will provide a common consent form and common assessment of interest processes that will be implemented consistently across all SCSEP Sector Demonstration projects. Additionally, applicants must provide plans for how they will support enrollment goals and participant retention over the course of the demonstration.

To determine how many participants a grantee can enroll in the demonstration, it is necessary to understand the following:

- Level of interest of SCSEP participants in the proposed geographic area(s) in sector training (how many might express interest if offered this opportunity);
- Availability of occupational training and OJT openings or positions for these participants with partnering training providers and employers;
- The number of control group participants the grantee can afford to serve through regular SCSEP National Grant funds, and the number of treatment group participants the grantee can afford to serve through a combination of SCSEP National Grant funds and Sector Demonstration Grant funds (taking into account the number of modified positions for the relevant service area under the PY 2024 SCSEP National Grant, and the requirements specified in section IV.E.5, Use of Grant Funds for Participant Wages and Services).

### **g. Supportive Services (Training-Related Supports)**

Training-related services and supports (commonly referred to as “supportive services” in SCSEP) are those activities or resources designed to provide participants with the supports necessary to enable their successful participation in career and training services or to obtain employment that is retained for at least 12 months. Every SCSEP participant must be assessed for supportive service needs, and grantees must try to meet these needs to the fullest extent feasible. Grant recipients may offer training-related supports/supportive services to participants directly or through partner organizations, based upon the specific needs and the focus of the project plan. Generally, training-related supports/supportive services meet the specific needs of an individual, as evidenced in their IEP, and may include, but are not limited to:

- Linkages to community services, including services offered by partner organizations designed to support grant participants;
- Assistance with transportation;
- Assistance with childcare and/or dependent care;
- Assistance with housing;
- Needs-based payments, which are financial assistance payments given to participants to ensure they are able to participate in the training or to obtain/retain employment;
- Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear;
- Assistance with laptops or tablets, books, fees, school supplies, and other necessary items for students enrolled in training, work-based learning, or other elements of the proposed grant project; and
- Payments and fees for employment and training related applications, tests, or certifications.

### **h. Organizational, Administrative and Fiscal Capacity**

Applicants must have the organizational, administrative, and fiscal capacity to effectively manage a sector demonstration grant project, including fiscal and administrative controls in place to manage federal funds. This FOA requires that applicants describe their past experience providing sector-based training (including OJT or occupational skills training) in the Project Narrative, section IV.B.3.viii.

## **B. PROGRAM AUTHORITY**

Title V of the Older Americans Act of 1965 (OAA), as amended, (42 U.S.C. § 3056 et seq.), authorizes the SCSEP program and provides the funding authority for the *PY 2024 SCSEP National Grant Competition*. Section 502(e) of the OAA [42 U.S.C. § 3056(e)] authorizes this demonstration and evaluation project. Funding awarded to evaluation grants under this competition was appropriated under Division H, Title I of the Consolidated Appropriations Act, 2022 (Pub. L. 117-103), which further authorized the Department to recapture unexpended funds under the authority of section 517(c) of the OAA [42 U.S.C. § 3056o(c)].

## **II. AWARD INFORMATION**

## A. AWARD TYPE AND AMOUNT

Funding will be provided in the form of a grant. Successful applicants for SCSEP Sector Training Demonstration Grants will receive dedicated funding, separate from and in addition to their PY24 SCSEP National Grant award provided under FOA-ETA-24-11.

We expect approximately \$19 million to be available for funding up to six (6) SCSEP Sector Training Demonstration Grants awards in Program Year 2024. In the event that additional recaptured or reserved SCSEP funds become available this program year or in subsequent years, we reserve the right to award additional funding to SCSEP Sector Demonstration grantees.

**Maximum Request for Funding:** SCSEP Sector Demonstration applicants may apply for up to \$5 million in funding. As noted earlier in section I.A.2.f, applicants under this FOA must request funding proportionate to the number of participants they expect to enroll in the demonstration. Applicants proposing to enroll a total of at least 800 participants in the demonstration study may apply for the maximum award amount of \$5 million.

**Minimum Request for Funding:** Applicants must apply for at least \$2 million for SCSEP Sector Training Demonstration Grants funding. Applicants must propose to enroll a total of at least 400 participants in the demonstration study to apply for the minimum award amount of \$2 million.

Note: The Department ensures that SCSEP services are provided equitably within each state through an Equitable Distribution (ED) plan, in accordance with Section 507 of the OAA (42 U.S.C. § 3056e). Grantees may **only** enroll SCSEP participants under their SCSEP Sector Demonstration Grant projects who reside in a county in which they have secured available Authorized Positions through the PY24 SCSEP National Grants competition.

Applicants must apply to provide services under the Demonstration Grant within the same geographic service area (scope) covered under their PY24 SCSEP National Grant application, but may propose to serve the treatment group in a subset of their project's proposed geographic scope. For example, if the applicant is proposing to cover three entire states under their SCSEP National Grant project, the applicant could propose to carry out the demonstration in only one state, or just the western region of one state. Note: Sector Demonstration grantees may be awarded a geographic service area (territory) for their sector demonstration project that is different from the territory they applied for under the PY24 SCSEP National Grant competition. In other words, a Sector Demonstration project may be awarded a different territory than what the applicant applied for under their SCSEP National Grant project. If the awarded geographic scope of the PY24 SCSEP National Grant results in a mismatch between what the grantee proposed to serve under their Sector Demonstration Grant project, the grantee must submit a revised geographic scope for their Sector Demonstration Grant project that falls within the territory awarded for their SCSEP National Grant (if selected for a SCSEP Sector Demonstration grant award).

## B. PERIOD OF PERFORMANCE

The period of performance is 48 months with an anticipated start date of 10/01/2024. This performance period includes all necessary implementation and start-up activities.

The Department will award grants dedicated to SCSEP Sector Training Demonstration projects, separate from and in addition to funding awarded to PY24 SCSEP National Grant competition winners under FOA-ETA-24-11. SCSEP Sector Training Demonstration Grants will be awarded in PY 2024, with an anticipated award date of October 1, 2024. The sector demonstration grants will have a four-year (48 month) period of performance ending on 09/30/2028. The first 3-6 months of the SCSEP Sector Training Demonstration Grant year will serve as the planning period, and participant intake would begin in approximately late-winter 2024/early-spring 2025.

Applicants should budget their requested funds to last for the entire four-year period of performance. The Department may make available additional funding in subsequent years to those awarded grants under this FOA. Such funding can be used for providing training and services to additional participants or expanding to additional employers or sectors. The Department will not grant period of performance extensions for Sector Training Demonstration Grants beyond the 48 months under this FOA.

### III. ELIGIBILITY INFORMATION

#### A. ELIGIBLE APPLICANTS

To be eligible *to apply* for the SCSEP Sector Training Demonstration Grant funding under this FOA, applicants must be a current SCSEP National grantee, having received a direct award in PY 2020 under funding opportunity number FOA-ETA-20-09. To be eligible *to receive an award* for the SCSEP Sector Training Demonstration Grant funding under FOA-ETA-24-12, the applicant must also concurrently apply to and be selected for the *PY 2024 SCSEP National Grant Competition* under funding opportunity number FOA-ETA-24-11 [grants.gov/search-results-detail/352098](https://grants.gov/search-results-detail/352098). Applying for SCSEP Sector Training Demonstration Grants funding is optional.

A SCSEP applicant must be a non-profit organization, Federal public agency, or Tribal organization that demonstrates the ability to administer a multi-state SCSEP program. The following organizations are eligible to apply for SCSEP Sector Demonstration grant funding:

- **Non-Profit Organizations:** A “Nonprofit organization” is an agency, institution, or organization which is, or is owned and operated by, one or more corporations or associations of which no part of the net earnings inures, or may lawfully inure, to the benefit of any private shareholder or individual (42 U.S.C. § 3002(39)).
- **Federal Public Agencies:** Federal agencies must demonstrate that they have the statutory authority to receive other Federal grant funds (also known as gift authority). See 20 CFR 641.809 for further information.
- **Tribal Organizations:** “Tribal organizations” are the recognized governing body of any Indian tribe, or any legally established organization of Indians which is controlled, sanctioned, or chartered by such governing body [42 U.S.C. § 3002(54) and 20 CFR 641.140]. “Indian tribe” means any tribe, band, nation, or other organized group or community of Indians (including Alaska Native village or regional, or village corporation, as defined in or established pursuant to the Alaska Native Claims Settlement Act (Pub. L. 92-203, 85 Stat. 688) which: (A) is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians; or (B) is located on, or in proximity to, a Federal or State reservation [42 U.S.C. § 3002(27); and 20 CFR 641.140].

Examples of eligible applicants include:

- State governments
- County governments
- City or township governments
- Special district governments
- Independent school districts
- Public and State controlled institutions of higher education
- Native American tribal governments (Federally recognized)
- Public housing authorities/Indian housing authorities
- Native American tribal organizations (other than Federally-recognized tribal governments)
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Nonprofits without 501(c)(3) status with the IRS, other than institutions of higher education

To be eligible to *receive an award* for the SCSEP Sector Training Demonstration Grant funding under FOA-ETA-24-12, the applicant must also concurrently apply to and be selected for the *PY 2024 SCSEP National Grant Competition* under funding opportunity number FOA-ETA-24-11 ([grants.gov/search-results-detail/352098](https://grants.gov/search-results-detail/352098)). Applying for SCSEP Sector Training Demonstration Grants funding is optional.

Note: A SCSEP Sector Demonstration Grant application can have one or multiple geographic sites proposed for their service area, and those identified sites must be a subset of the geographic service area the applicant applied for in their *PY 2024 SCSEP National Grant Competition* application(s). For the purpose of this FOA, we consider the proposed sites for the demonstration activities, hereafter referred to as “demonstration sites,” as one or more counties or service areas across a local or regional (within a single state or multi-state) labor market, that the SCSEP applicant bid on during the PY 2024 SCSEP National Grant competition, and for which the applicant expects to enroll Sector Demonstration Grant participants (treatment and control groups). SCSEP Sector Demonstration Grant applicants must identify one or more demonstration sites and show evidence of a concentration of participant interest, occupational alignment, and available training slots (occupational and OJT). Across the identified demonstration site(s), in aggregate, grant applicants are expected to enroll a total of at least 400 demonstration participants (at least 200 participants each in the treatment and control groups) over the course of the four-year period of performance. See section IV.B.4.b, Project Narrative, for additional information on geographic service areas.

## **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.

SCSEP Sector Training Demonstration Grant awards are not subject to the cost-share requirement at 20 CFR 641.809.

## **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.

<b>Application Requirement</b>	<b>Instructions</b>	<b>Complete?</b>
<b>The deadline submission requirements are met</b>	<b>Section IV.C</b>	
<b>Eligibility</b>	<b>Section III.A</b>	
<b>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>)</b>	<b>Section IV.C.2</b>	
<b>Application federal funds request does not exceed the ceiling amount of \$5 million for SCSEP Sector Training Demonstration Grants.</b>	<b>Section II.A</b>	
<b>Active SAM Registration</b>	<b>Section IV.B.1</b>	
<b>SF-424, Application for Federal Assistance</b>	<b>Section IV.B.1</b>	
<b>SF-424 includes a Unique Entity Identifier (UEI)</b>	<b>Section IV.B.1</b>	
<b>SF-424A, Budget Information Form</b>	<b>Section IV.B.2</b>	
<b>Budget Narrative</b>	<b>Section IV.B.2</b>	
<b>Project Narrative</b>	<b>Section IV.B.3</b>	

### **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.

Each applicant may submit only one application for SCSEP Sector Training Demonstration Grant funds. Applicants must start block 15 of the SF-424 form, ‘descriptive title of the application project’ with the wording “SCSEP Sector Demonstration Grant” and explicitly state

in the application that they are applying for ‘SCSEP Sector Demonstration Grant funds.’ If multiple applications are received from the same applicant, the most recently submitted application that met the submission deadline will be accepted and reviewed. If the most recent application is disqualified for any reason, the Department will not replace it with an earlier application submission.

### **3. Eligible Participants**

#### **Participants Eligible to Receive Training**

SCSEP-eligible individuals must meet the following conditions:

- be age 55 or older;
- have an income of no more than 125 percent of the Federal poverty guidelines; and
- be unemployed at the time of program enrollment.

#### **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>.

When selecting eligible individuals for participation in SCSEP (and thus this demonstration), grantees and sub-recipients must give priority to veterans who otherwise meet the program eligibility criteria for SCSEP who have one or more of the eligibility characteristics provided at 20 CFR 641.520 and 20 CFR Part 1010, which mandates the Veterans’ Priority of Service established by section 2 of the Jobs for Veterans Act (38 U.S.C. § 4215). More information regarding Veterans’ Priority of Service under SCSEP is available at: <https://olderworkers.workforcegps.org/>. For additional information on eligible SCSEP participants, including priority to certain individuals, refer to the funding opportunity “*PY 2024 SCSEP National Grants Competition*,” FOA-ETA-24-11, section III.C.2, Eligible Participants.

Please note that eligibility to participate in training under the SCSEP Sector Demonstration Grant (whether in the treatment group or the control group) is subject to the same priority of service and “most-in-need” requirements (as listed at 20 CFR 641.520) as participation under the *PY 2024 SCSEP National Grants Competition*. Priority of service is only applied once in selecting SCSEP National Grant participants. Awarded grantees (and sub-recipients) must apply these priorities in selecting individuals as participants in their SCSEP National Grant projects, and thus the priority selections will carry over to Sector Demonstration Grant projects. Once priorities have been applied to the general pool of SCSEP participants, grantees will determine

which participants are interested in participating in the Sector Demonstration evaluation, and randomly assign those participants to control/treatment groups in the evaluation. Individuals participating in the treatment group of a grantee's SCSEP Sector Training Demonstration are *also* participants under that grantee's SCSEP National Grant, but will receive a different mix of services, as explained throughout this FOA.

The Department anticipates that, within the authorized positions awarded under the SCSEP National Grant, successful applicants to this SCSEP Sector Training Demonstration FOA will serve a combination of participants that includes: 1) standard SCSEP participants who are not interested in and/or do not reside within the service area of the sector training demonstration; 2) SCSEP participants in the control group for the demonstration; and 3) SCSEP participants in the treatment group for the demonstration. Note: Program orientation and CSA is required for all SCSEP participants. Consistent with the guidelines for SCSEP set forth in the [Older Workers Bulletin No. 04-04](#), participants must be in a CSA assignment for at least two weeks before participating in an occupational training or OJT experience.

#### **4. Maintenance of Effort Requirements**

CSAs for SCSEP participants receiving standard SCSEP services (control group), or OJT for participants receiving Sector Training Demonstration grant services (treatment group), is permissible only when grantees meet specific maintenance of effort requirements. Each funded SCSEP project must not: 1) reduce the number of employment opportunities or vacancies that would otherwise be available to individuals not participating in the program; 2) displace currently employed workers (including partial displacement, such as a reduction in the hours of non-overtime work, wages, or employment benefits); 3) impair existing contracts or result in the substitution of Federal funds for other funds in connection with work that would otherwise be performed; or 4) employ or continue to employ any eligible individual to perform the same work or substantially the same work as that performed by any other individual who is on layoff (OAA sec. 502(b)(1)(G); 42 U.S.C. § 3056(b)(1)(G)).

## **IV. APPLICATION AND SUBMISSION INFORMATION**

### **A. HOW TO OBTAIN AN APPLICATION PACKAGE**

This FOA, found at [www.Grants.gov](http://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.

Applying for SCSEP Sector Training Demonstration Grants funding is optional; the Department will not consider this application when determining selections for SCSEP National Grant award selections.

### **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](http://www.sam.gov). If unsure of the legal name of your organization, visit [www.sam.gov](http://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](http://www.sam.gov). If unsure of the EIN or UEI of your organization, visit [www.sam.gov](http://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.

#### **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](https://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 project budget consists of the SF-424A with the SCSEP Sector Training Demonstration Grants amount requested, and the corresponding budget narrative providing a description of the costs associated with the demonstration evaluation. The Budget Narrative must provide a description of costs associated with each line item on the SF-424A, and how it will support the project. All costs included in the budget narrative must be reasonable and appropriate to the project timeline and deliverables.

The project budget (SF-424A and budget narrative) should be submitted as an Attachment and will not count against the application total page limit.

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).

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.

For the SCSEP Sector Training Demonstration Grants, the SF-424, SF-424A, and Budget Narrative must include the entire federal grant amount requested for the four-year period of performance.

The signature of the Authorized Representative on the SF-424 of this grant application also certifies that the organization agrees to adhere to the SCSEP programmatic assurances listed in Appendix D of FOA-ETA-24-11, available at [grants.gov/search-results-detail/352098](https://grants.gov/search-results-detail/352098).

### **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 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.

#### **Project Design - Required Components (up to 100 points)**

To receive full points for the Project Narrative, the applicant must describe how they will meet the stated project requirements listed below and satisfactorily demonstrate that they are using a sound approach to conduct a demonstration evaluation. Applicants must also demonstrate key employer and training provider partnerships through letters of commitment. Note: Full points will not be given for simply repeating the requirements stated below or elsewhere in the Announcement.

Applicants applying for SCSEP Sector Training Demonstration Grants funding must clearly and thoroughly identify the proposed methods that their project will use to implement the demonstration and propose a strategic project design addressing the following eight core elements and budget narrative components:

##### **a. Target Industry(ies), Occupations, and Employers based on Local Labor Market Demand (Up to 12 Points)**

Applicants must focus on sector-based training for in-demand occupations that provide the best prospects for placing SCSEP participants into unsubsidized employment in good jobs. Applicants must describe ways they are preparing participants for good jobs, either through partnership with an employer(s) demonstrating at least two Good Jobs Principles, or through targeting occupational training and OJT opportunities in occupations that frequently reflect higher wages or benefits. Applicants can propose to implement the demonstration across one or more geographic service areas:

- Applicants must clearly identify the local or regional labor market area(s) in their project's demonstration site(s), also referred to as geographic service area(s), and thoroughly describe the rationale for why the identified service area(s) was/were chosen and explain the alignment to the identified sector focus. (2 points)
- Applicants must clearly identify the industry(ies) and/or occupations for which they will provide training and use current and projected LMI to convincingly demonstrate that these are in-demand occupations in their local or regional labor market(s). LMI must show how many jobs are available now, and in the future, how much the jobs pay, and any educational, prior experience or skills requirements. In addition to using LMI, grantees can also show that they consulted with partners of the workforce systems in which they plan to operate their project to determine or refine the proposed industries and occupations. (4 points)
- For each industry or occupation of focus, applicants must include letters of commitment from at least two proposed employer partners (or one industry/trade association that represents multiple employers) for which opportunities for OJT and/or employment are confirmed. Each letter must be from an appropriate official with decision-making authority related to the partner organization's role in the demonstration grant and provide evidence of its commitment to partner with the applicant. Please note that a copy of an e-mail or other form of written commitment can be used in place of a signed letter of commitment. Employer partnerships with relevant sector-based employers may be introduced through referrals from training provider partner(s); however, it is important that awarded applicants establish their own formal agreements (i.e., contract or MOU) with the employer(s) providing OJT for participants. (4 points)
- In selecting industries and occupations, applicants must also be mindful of employment opportunities that are aligned to the [Good Jobs Principles](#) that prioritize job quality and equity for workers, including benefits, stable and predictable living wages, job security and working conditions, and other attributes of good jobs. Applicants must describe ways they will prepare participants for good jobs with working conditions consistent with the Principles, such as through partnering with employers with at least two good jobs practices, targeting training and OJT for work in an occupation that frequently reflect high wages or benefits, or other applicable activities. (2 points)

#### **b. Career Navigation (Up to 10 Points)**

Career Navigators' duties and expected qualifications are described earlier in this FOA (see section I.A.2.b, Career Navigation). The role requires expertise beyond traditional case management services, including partnership building and developing individualized supports for participants. Applicants may propose to hire new staff or reassign existing grantee staff to this role. It is important that career navigators provide demonstration services only to treatment group participants and not to control group participants. This is to ensure that treatment group and control group participants receive different services.

- Applicants must describe the proposed services and supports Career Navigators will use to help treatment group participants obtain unsubsidized employment, including services to be made available to treatment group participants from American Job Centers, training providers, the applicant's organization, and/or community-based organizations. (6 pts)

- Applicants must describe which key staff will provide Career Navigation services, as well as the controls in place to prevent career navigators from serving both control group participants and treatment group participants with the same career navigation services. Applicants must explain how they will have an appropriate ratio of career navigators to participants based on those services, and the budget narrative must match this explanation in terms of how many navigators they plan to support with grant funds. (4 points)

**c. Occupational Skills Training (Up to 20 points)**

Occupational training is a core element of this demonstration. The Department strongly encourages applicants to be aware of sector strategies in their area and build on successful, ongoing sector-based training services for in-demand industries/occupations in their project’s identified service area(s)/demonstration site(s), rather than work with partners to develop new occupational training programs. Potential partners include community and technical colleges and systems; nonprofit and community-based organizations that offer job training; and institutions of higher education, as defined in Section 101(a) of the Higher Education Act of 1965 (20 U.S.C. § 1001).

- Applicants must identify/explain high-quality training programs and partnership(s) in their identified sector(s), including any programs already approved through a state’s WIOA eligible training provider list, and training strategies that support older adult students (e.g., contextualized training or digital skill inclusion). Note: The applicant may choose to partner with an organization that is already providing a program of relevant training to a different target population and collaborate with the partner provider to expand services to include older workers. (6 points)
- For each proposed training provider, applicants must describe the following (10 points):
  - Occupational or sector-based training(s) offered;
  - Capacity to provide training services to treatment group participants;
  - Enrollment requirements (including cost of the training(s) and training-related materials) and how the applicant will facilitate entry for treatment group participants;
  - Durational length of training and number of times per year the provider offers training (with the anticipated start dates);
  - Location of training(s): in-person versus online versus hybrid); and
  - Skills credentialing or industry certification attainment, if applicable.
- Applicants must include letters of commitment from their proposed training provider partner(s) which outline the partner(s)’ contributions to the project. Each letter must be from an appropriate official with decision-making authority related to the partner organization’s role in the demonstration grant and provide evidence of its commitment to partner with the applicant. Please note that a copy of an e-mail or other form of written commitment can be used in place of a signed letter of commitment. (4 points)

**d. On-the-Job Training (OJT) (Up to 16 Points)**

Employers are central to the success of this demonstration, as all treatment group participants will receive both occupational skills training and on-the-job training (OJT) with employer partners. Applicants may propose their own sequence of sector-based OJT and occupational

training that is appropriate to their project proposal. Grantees under this demonstration must work with all employer partners who agree to host OJT to develop a formal contract that specifies the details of the OJT arrangement, including, but not limited to, the portion of the participant's wages each party will pay, the types of services each party will provide, which party will serve as the employer of record during the OJT, and the employer's conditions for hiring or retaining the participant at the conclusion of the OJT.

With respect to services to be provided, the OJT contract may, for example, specify that the grantee is responsible for providing a staff person assigned to OJT participants at the OJT site to support the employer in providing job-specific training, to monitor participants' OJT progress, and/or trouble-shoot challenges employers or participants may encounter. Follow-up supportive services remain available to SCSEP participants after they complete OJT and are hired by the employer into unsubsidized employment. With respect to employer hiring commitments, under general SCSEP grants, OJE contracts between grantees and host employers must include an explicit expectation that the employer will hire the participant at the end of the successful OJE. Similarly, in the Sector Demonstration Grant, OJT contracts must specify that the employer will offer or retain the participant in a job at the conclusion of their successful OJT experience, subject to the conditions specified in the contract.

- Applicants must describe OJT opportunities and identify employer partners to provide OJT in the relevant sectors. Applicants must demonstrate that they have a sound plan to secure enough employer partnerships to have a reasonable expectation that, collectively, their employer partners will be able to place all treatment group participants into an OJT rotation during the course of the demonstration and hire or retain participants in a job after OJT (subject to the terms of the OJT contracts). Applicants must describe relationships with existing employer partners as well as any plans to identify new partners. (6 points)
- For at least two initially proposed OJT sites, applicants must describe the following:
  - The characteristics of the job(s), including hours per week, wages (including the portion of wages each party will pay), length of OJT placement, and location of OJT; (2 points)
  - The number of OJT slots offered by each employer in the initial year of the demonstration, and anticipated slots available for subsequent years; (2 points)
  - Opportunities for permanent employment, as discussed with employer partner(s); (2 points)
  - Supports available to employers to help implement OJT with participants and supports available to participants that demonstrate need during their OJT, including, but not limited to, childcare or transportation supports. (4 points)

**e. Other Partnerships for Developing and Supporting Sectoral Training Opportunities (Up to 6 Points)**

Strategic partnerships are the foundation for successful sectoral training strategies and are therefore essential for developing and implementing the demonstration. Workforce system partners are entities involved in administering the public workforce system established under WIOA and have expertise in workforce development areas that may provide leadership and assistance in implementing the demonstration. Applicants must identify a workforce system partner to help develop their plan for providing sectoral training opportunities.

Examples of activities partners may support include analyzing the need for education and training in the local area, including identifying targeted industries, occupations, or sector strategies; identifying employer partners for OJT opportunities and helping to place treatment group participants into OJT slots; identifying training providers (including community-based organizations and those on the WIOA Eligible Training Provider list); identifying and referring candidates for SCSEP; and helping program participants secure unsubsidized employment upon program completion.

- All applicants must, at minimum, establish partnerships with at least one workforce system partner that can support the demonstration for each of their proposed industry sector(s). Applicants must describe how they will collaborate with their local workforce development system partners in implementing the demonstration activities under the demonstration grant, which may include supporting the demonstration with LMI, information on in-demand skills training and or training providers, referrals for training providers and employer partners within their chosen industries/sectors, and/or other relevant activities. (4 points)
- Applicants must include letters of commitment from proposed workforce system partner(s) which outline the partner(s)' contributions to the project. Each letter must be from an appropriate official with decision-making authority related to the partner organization's role in the demonstration grant and provide evidence of its commitment to partner with the applicant. Please note that a copy of an e-mail or other form of written commitment can be used in place of a signed letter of commitment. (2 points)

#### **f. Participant Interest, Engagement and Retention (Up to 18 points)**

For this grant opportunity, applicants must clearly describe how they plan to recruit and enroll enough demonstration participants to learn if and how sector training can be an effective strategy for providing training and employment opportunities to low-income older adults. Applicants must show that they can recruit and enroll a total of at least 400 demonstration participants during the demonstration and show enrollment projections for each year of the demonstration. The project enrollment period of approximately 2.5 years should start *after* the planning period (around month 6) and conclude before Grant Year 4 (around month 36). Participants may receive training services through the demonstration for up to 12 months. Enrollment can be offered to new SCSEP participants and/or SCSEP participants currently engaged in regular SCSEP services (e.g., program orientation or CSA). Applicants must describe how they will support enrollment and retention in sector training opportunities by addressing the following:

- Applicants must provide evidence of interest of potential participants in the demonstration training and OJT opportunities, such as assessments of the interest level of an existing SCSEP participant pool, or analysis based on services offered to low-income older adults outside of the SCSEP program. (6 points)
- Applicants must describe how they will administer the participant assessments on interest in sectoral training and the demonstration. The evaluator will provide a common instrument for assessing participant interest, however; grantees will be expected to administer the assessment based on guidance provided by the evaluation team. Applicants should describe where demonstration activities fit within the existing program participant flow for both new SCSEP participants and existing SCSEP participants who are interested in the demonstration. Applicants should describe where and how, over the

course of program activities, participants will be introduced to the demonstration, and when random assignment would take place. For existing SCSEP participants, this may include incorporating demonstration materials and communications into existing case management activities. Applicants should provide a rationale for their approach and why they think it will support demonstration participant enrollment. (2 points)

- Applicants must state their willingness to participate fully in the evaluation component of the demonstration. The evaluation component includes but is not limited to: 1) obtaining consent from participants interested in random assignment to the demonstration group (using a template provided by the evaluation study team), 2) gathering data for potential demonstration participants at the time of random assignment, and 3) randomly assigning interested demonstration participants with a tool and associated staff training provided by the evaluation study team. The evaluation component of the demonstration also includes participating in monthly evaluation study calls to ask questions, report any changes in context, and troubleshoot any issues during the grant period of performance. Note: The evaluation team may collect data from grantee and local site staff, partners, and participants to better understand their experiences with the demonstration project. (2 points)
- Applicants must demonstrate capacity to conduct adequate outreach and recruitment activities to enroll a number of participants commensurate with the total federal funding requested under this FOA, consistent with the funding and enrollment guidelines provided in the table in section I.A.2.f, Participant Interest, Engagement and Retention. This includes demonstrating that the applicant has an outreach/recruitment plan to enroll participants into the demonstration and expects to enroll *a minimum* of 400 participants who are interested in the demonstration, randomly assigning half into the treatment group and half into the control group (i.e., 200 will receive demonstration services, and 200 will receive regular SCSEP services). (8 points)

Applicants may use the sample table template below to present annual enrollment projections:

<b>Annual Participant Enrollment Goals</b>	<b>Grant Year 1</b>	<b>Grant Year 2</b>	<b>Grant Year 3</b>	<b>Grant Year 4</b>	<b>Total, All Grant Years</b>
Estimated Number of Interested SCSEP Participants					
Estimated Number of Study Enrollment (Treatment AND Control Group), which must be 400 or more					

**g. Supportive Services (Training-Related Supports) (Up to 6 points)**

Examples of supportive services (training-related supports) are described earlier in section I.A.2.g, Supportive Services (Training Related Supports).

- Applicants must clearly identify and demonstrate how they will provide needed training-related supports to help treatment group participants complete the training and obtain employment. Applicants must also note which of these supports they will provide to participants directly, and which supports they will collaborate with identified project partners to provide. (6 points)

#### **h. Organizational, Administrative and Fiscal Capacity (Up to 8 points)**

Applicants must provide information on how the applicant will manage and staff the demonstration project, specifically addressing the following:

- Applicants must describe how staff members' organizational experience and project management capacity contribute to the ability of the applicant to conduct the demonstration project and its requirements to successfully meet program expectations. Applicants must include a staffing plan or organizational chart as an attachment that outlines key staff who will support the demonstration, their roles and responsibilities, and time allocated to the demonstration grant. (2 points)
- Applicants must describe their fiscal and administrative controls in place to manage federal funds and to accomplish required programmatic, performance, and financial reporting activities. (2 points)
- Applicants must describe their past experience with sector-based training as a strategy to meet desired program goals, including demonstration of outcome achievement. (4 points)

#### **i. Budget and Budget Narrative (Up to 4 Points)**

The Budget and Budget Narrative will be used to evaluate this section. Please see section IV.B.2, Project Budget, for additional information on the Budget and Budget Narrative requirements. The Budget and Budget Narrative do not count against the page limit requirements for the Project Narrative. Applicants will be scored based on the following:

- The extent the proposed expenditures will address all project requirements, including that the applicant is requesting total funds commensurate with the proposed study enrollment numbers, consistent with the table in section I.A.2.f, Participant Interest, Engagement and Retention, and whether key personnel have adequate time devoted to the project to achieve project results. (2 points)
- The extent to which the budget narrative provides a description of costs associated with each line item on the SF-424A to support grant activities. (2 points)

#### **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
- 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
- subrecipient activities, if applicable; and
- 
- activities to be performed

#### **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) Organizational Chart and Staffing Plans**

Submit an Organizational Chart as an attachment to the Project Narrative (see section IV.B.3), including key staff who will support the demonstration, their roles and responsibilities, and time allocated to the demonstration grant.

##### **(2) Letters of Commitment or MOUs**

Provide signed and dated copies of letters of commitment (not letters of support) or Memoranda of Understanding (MOUs) from required partners to implement sector-based

training services, including training providers, employer partners who will offer OJT placements, and workforce system partner(s) who will support the demonstration study. Each letter must be from an appropriate official with decision-making authority related to the partner organization's role in the demonstration grant and provide evidence of its commitment to partner with the applicant. Each required partner that proposes to provide services and/or support the project must provide a letter of commitment. Please note that a copy of an e-mail or other form of written commitment can be used in place of a signed letter of commitment.

These letters must be uploaded as an attachment to the application package and labeled "Letters of Commitment" in order to receive full points for the applicable Project Narrative subsections.

### **(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."

## **C. SUBMISSION DATE, TIME, PROCESS AND ADDRESS**

### **Due Date for Applications:**

June 10, 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](mailto: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.

### **Administrative Cost Limitation**

Under this FOA, there is no administrative cost limitation for an entity that receives a SCSEP Sector Demonstration Grant; however, as with any grant costs, applicants must ensure that associated administrative costs in the project budget are reasonable and necessary.

The functions and activities that constitute administrative costs are defined at 20 CFR 641.856. Such costs include both personnel and non-personnel costs and both direct and indirect costs.

### **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 TEGL 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](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.

### **Use of Grant Funds for Participant Wages, Services, and Other Demonstration Costs**

#### **a. Prohibition on Use of Demonstration Funds to Serve Non-Treatment-Group Participants**

Demonstration grantees must pay for standard SCSEP services for non-treatment group participants (both control group participants and standard SCSEP participants outside of the demonstration) entirely with SCSEP National Grant funds, subject to all of the requirements specified in FOA-ETA-24-11. As such, grantees may not use Sector Demonstration funds to serve, in whole or in part, non-treatment-group participants.

#### **b. Cost Structure for Serving Treatment Group Participants**

Demonstration grantees may use a combination of *PY 2024 SCSEP National Grant Competition* funds and Sector Demonstration funds to serve participants in the treatment group. Grantees

must manage their budgets under both the SCSEP National Grant and the Demonstration Grant to ensure that they have adequate funding to serve treatment group participants, control group participants, and other SCSEP participants, while adhering to the guidelines under this section of the FOA.

In general, the Department expects that Demonstration Grantees will use SCSEP National Grant funding to pay for a significant portion of wages and other standard SCSEP services for treatment group participants, while covering the remaining costs of serving treatment group participants with the Sector Demonstration funds. Such treatment group costs may include, but are not limited to: the costs for providing classroom-based occupational training to treatment group participants; OJT wage reimbursements to employers; the portion of career navigators' and other project staffs' salaries allocable to the Demonstration grant; supportive services to treatment group participants; and other costs associated with and allocable to demonstration grant activities, including the costs of any or all standard SCSEP services for treatment group participants not paid for with SCSEP National Grant funds.

Grantees may, but are not required to, use Sector Demonstration funds to enroll and fully pay for additional treatment group participants that they could not otherwise afford to partially pay for with SCSEP National Grant funds (note that such participants must still reside within the counties within the grant's geographic service area). The Department encourages grantees to consider this practice in situations where additional recruitment is needed to achieve the desired sample size. However, for each treatment group participant enrolled in such instances, grantees must ensure that they enroll a corresponding control group participant for whom 100% of the costs are covered under the SCSEP National Grant.

Note that the portion of OJT wage reimbursements and/or other participant wages or benefit costs paid out of SCSEP National Grant funds will count toward the participant wages and fringe benefits (PWFB) paid under that grant.

Demonstration Grant funds are not subject to cost-sharing requirements or the requirement that 75 percent of grant funds be spent on participant wages and benefits.[\[v\]](#)

### **c. Participation Status of Demonstration Participants and Effect on Equitable Distribution under the SCSEP National Grant**

As specified in the *PY 2024 SCSEP National Grant Competition* FOA, and consistent with OAA rules, the Department ensures that SCSEP services are provided equitably within each State through an Equitable Distribution (ED) plan, which provides the number of authorized positions allocated to each county within each State. For every authorized position, one or more participants can receive services during the program year. Under the SCSEP National Grant, grantees may only enroll participants who reside in a county in which they have secured available authorized positions.

Through the Sector Demonstration under this FOA, as described above, grantees will enroll both control group and treatment group participants following the cost structure guidelines specified in this section of the FOA. With respect to the ED plan described above, control group participants are all considered participants under the SCSEP National Grant, and they each encumber an authorized position under that grant. Similarly, for the purpose of ED, treatment group participants whom the grantee partially serves through SCSEP National Grant funds are considered participants under the SCSEP National Grant, and they also each encumber an

authorized position under that grant. In contrast, treatment group participants whom the grantee wholly serves with Sector Demonstration funds are not considered participants under the SCSEP National Grant, and as such, do not encumber an authorized position under that grant.

A participant is considered “active” in the demonstration throughout the time they are engaged in occupational training, OJT, and job placement activities. They may exit into a job, exit the SCSEP program entirely, or return to be a standard SCSEP participant under the National Grant, with the latter case being dependent on the grantee’s availability of modified positions and the participant’s durational limit. Time spent in sector demonstration activities (e.g., occupational training and OJT) will count against participants’ SCSEP durational limit.

Accordingly, under the framework provided above, Sector Demonstration grantees must continue to manage and comply with the ED rules under the SCSEP National Grant while still allowing for the flexibility to enroll additional treatment group participants to be served purely with Sector Demonstration funding. For some grantees, such an enrollment approach may be necessary to reach the minimum sample size targets under this FOA, and/or such an approach may be desirable in order to enroll a larger sample size to increase the rigor of the evaluation.

**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	Maximum Points
<b>Project Narrative - Project Design (see Section IV.B.3)</b>	<b>Point Breakdown</b>
a. Target Industry(ies), Occupations and Employers based on Local Labor Market Demand (See Section IV.B.3.a)	12 total
b. Career Navigation (See Section IV.B.3.b)	10 total
c. Occupational Skills Training (See Section IV.B.3.c)	20 total

<b>Criterion</b>	<b>Maximum Points</b>
d. On-the-Job Training (OJT) (See Section IV.B.3.d)	16 total
e. Other Partnerships for Developing and Supporting Sectoral Training (See Section IV.B.3.e)	6 total
f. Participant Interest, Engagement and Retention (See Section IV.B.3.f)	18 total
g. Supportive Services (Training-Related Supports) (See Section IV.B.3.g)	6 total
h. Organizational, Administrative and Fiscal Capacity (See Section IV.B.3.h)	8 total
i. Budget and Budget Narrative (See Section IV.B.2)	4 total
<b>TOTAL</b>	<b>100</b>

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:

<b>Standard Rating</b>	<b>Definition</b>	<b>Standard for Calculating Points</b>
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 convincingly satisfies some, but not all, of the stated specifications.	Half Points
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, 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.

Applications for SCSEP Sector Demonstration Grant funding must be submitted as a separate application package from the *PY 2024 SCSEP National Grant Competition* funding under FOA-ETA-24-11. An expert review panel will evaluate applications for SCSEP Sector Demonstration Grant funding against the core elements or factors for consideration described in Section IV.B.3, Project Narrative, which are based on the policy goals, priorities, and emphases set forth in this Announcement.

### **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) <b>FUNDING OPPORTUNITY ANNOUNCEMENT: FINANCIAL SYSTEM RISK ASSESSMENT</b></p>	
	<p><b>SECTION A: PURPOSE</b></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> <p>(3) The accounting system should provide accurate and current financial reporting information.</p> <p>(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</p>	

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

data, promote operational efficiency, and encourage adherence to prescribed management policies.

**SECTION B: GENERAL**

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

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

2. Is the organization or institution affiliated with any other organization:  
Yes      No  
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.

3. Total Sales/Revenues in most recent accounting period. (*12 months*)  
\$

**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) <b>FUNDING OPPORTUNITY ANNOUNCEMENT: FINANCIAL SYSTEM RISK ASSESSMENT</b>			
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	No	Not Sure
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	No	Not Sure
5. Are time distribution records maintained for an employee when his/her effort can be specifically identified to a particular cost objective?	Yes	No	Not Sure
6. If the organization proposes an overhead rate, does the accounting system provide for the segregation of direct and indirect expenses?	Yes	No	Not Sure
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	No	Not Sure
8. Does the accounting/financial system include budgetary controls to preclude incurring obligations in excess of:	Yes	No	Not Sure
a. Total funds available for a grant?	Yes	No	Not Sure
b. Total funds available for a budget cost category (e.g. Personnel, Travel, etc)?			Sure
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	No	Not Sure
<b>SECTION D: FINANCIAL STABILITY</b>			
1. Is there any legal matter or an ongoing financial concern that may impact the organization's ability to manage and administer the grant? If yes, please explain briefly.	Yes	No	
<b>SECTION E: FINANCIAL STATEMENTS</b>			
1. Did an independent certified public accountant (CPA) ever examine the financial statements?	Yes	No	

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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:

	<b>SECTION F: PAYMENT MANAGEMENT SYSTEM ACCOUNT</b>	
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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.

	<b>SECTION G: ADDITIONAL INFORMATION</b>	
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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 Older Americans Act, as amended, 42 U.S.C. § 3056 et. seq., and the applicable regulations at 20 CFR Part 641. Note that 20 CFR Part 641, Subpart I (Grievance Procedures and Appeals Process) provides an appeal process to unsuccessful applicants.
- 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. SCSEP Sector Training Demonstration Grants Evaluation Outcomes**

As part of this demonstration grant, ETA, in collaboration with the DOL Chief Evaluation Office and the evaluation team, plans to conduct a four-year evaluation study to measure the impact of industry- or sector-based training on employment outcomes for older workers.

As noted earlier in the FOA, the Department aims to support an impact study with a companion implementation study involving random assignment of eligible participants into a treatment group that would receive sector-based training services, or into a control group that would receive standard SCSEP services. The Department may require awarded 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, operational and financial records, and any other relevant documents to calculate program costs and benefits; (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; (4) follow evaluation procedures as specified by the evaluation contractor under the direction of DOL; and (5) collect systematic data on process outcomes to distinguish the main effects of the intervention.

#### **d. SCSEP Sector Training Demonstration Grant Performance Goals**

Under this grant, grantee output and performance goals might include:

- Study enrollment
- Enrolled in occupational training
- Completed occupational training
- Credentials awarded
- Enrolled in OJT
- Completed OJT
- Receipt of career navigation services
- Entered into unsubsidized employment
- Earnings

Grantees will enter data for treatment and control group participants under the Demonstration grant into GPMS and the group assignment will be identifiable within GPMS. The Department will provide subsequent information regarding how demonstration participants' performance will factor into overall National Grant performance. The evaluation team will use GPMS to look at characteristics, services, and outcomes for treatment and control groups. Refer to section VI.B.4.b of FOA-ETA-24-11 for the negotiated core performance measures that apply to SCSEP.

## **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**

All ETA award recipients are required to report financial data on the ETA-9130 Financial Report through the U.S. Health and Human Services Payment Management System (PMS). Reporting quarter end dates and the associated due dates for those reports are as follows: quarter ending March 31 is due May 16; quarter ending June 30 is due August 15; quarter ending September 30 is due November 15; and quarter ending December 31 is due February 15. The final financial report must be submitted no later than 120 calendar days after the end of the quarter encompassing the period of performance end date. For additional guidance on ETA's financial reporting, reference [TEGL No. 16-22 and TEGL No. 16-22, Change 1](#).

### **2. Quarterly Performance Reports**

The grantee must submit a quarterly performance report by the 15<sup>th</sup> 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.

#### **GPMS Case Management System**

As a condition of the PY 2024 SCSEP National Grant awards, awarded applicants must collect and report all required SCSEP data on a continuous and timely basis, and must maintain an acceptable level of data accuracy as determined by DOL. National SCSEP grantees must enter the required data (approved by OMB) into the SCSEP grantee performance case management system, GPMS, for all SCSEP participants in a timely and accurate manner. The GPMS case management system tracks participant records beginning at the time of application. Final data for a given quarter must be entered into the case management system within 45 days of the quarter's closing date, as directed by DOL. Final Program Year data must be submitted by the grantee within 90 days after the end of the grant period of performance. (See CFR 641.879 for more details). Grantees must submit a quarterly performance report (QPR) by the 15<sup>th</sup> day of the second month after each calendar-year quarter (i.e., February 15<sup>th</sup>, May 15<sup>th</sup>, August 15<sup>th</sup> and November 15<sup>th</sup>), for all SCSEP participants funded through the *PY 2024 National Grant Competition*. Additional information on the GPMS is provided in FOA-ETA-24-11.

### **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 15<sup>th</sup> 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.

### Joint Quarterly Narrative Report

SCSEP Sector Demonstration Grant awardees must submit a Joint Quarterly Narrative Performance Report (ETA-9179) specific to the Sector Demonstration Grant by the 15<sup>th</sup> day of the second month after each calendar year quarter during which the grant is within the period of performance for the award. (I.e., February 15<sup>th</sup>, May 15<sup>th</sup>, August 15<sup>th</sup> and November 15<sup>th</sup>). Therefore, Sector Demonstration grantees will submit two (2) QNRs for each quarter within the grant period of performance, one specific to the SCSEP Sector Demonstration Grant, and one for the PY24 SCSEP National Grant. The QNR must include information on quarterly grant activities including performance goals and milestones. Grantees are encouraged to report on accomplishments, including project success stories, upcoming grant activities, and promising approaches to achieve program goals. The QNRs should summarize project activities, performance management, strategic partnership activities, employer engagement strategies and outcomes, and other deliverables and related results of the project. Grantees may also report progress toward performance outcomes, including updates on product, curricula, and training development. Applicants must carefully consider what milestones and metrics to track and assess regarding the effectiveness of skills training on employment outcomes for older workers. While the applicant is responsible for defining these milestones and metrics, ETA will provide relevant technical assistance, as needed, on the data and other information that is required to be collected and reported on, either on a regular basis or special request basis, and submission requirements.

## **VII. AGENCY CONTACTS**

For further information about this FOA, please email [SCSEP.OGM@dol.gov](mailto:SCSEP.OGM@dol.gov). Applicants must specifically reference FOA-ETA-24-12, 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](mailto: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 April 10, 2024, in Washington, D.C. by:

Carla Wills

Grant Officer, Employment and Training Administration

## APPENDIX A: Literature Review on Employment for Older Workers

The Department encourages applicants to review the following resources, as appropriate, when developing their project proposals.

- *Literature Review on Older Workers*, “[Workforce Programs Serving Older Workers and Other Populations with Employment Barriers: Older Workers Implementation and Descriptive Study \(dol.gov\)](#).” Urban Institute (2022).
- “New Demonstration Evaluation on Sector-Based Training for Low-Income Older Adult Workers” *WorkforceGPS Webinar Presentation Materials* (<https://www.workforcegps.org/events/2023/08/24/14/50/Preview-of-New-Evaluation-on-Sectoral-Training-for-Low-Income-Older-Adults>)

## APPENDIX B: Resources on Sector Strategies

The Department encourages applicants to review the following resources, as appropriate, when developing their project proposals.

- Hendra, R., Greenberg, D. H., Hamilton, G., Oppenheim, A., Pennington, A., Schaberg, K., and Tessler, B. L. 2016. [Encouraging Evidence on a Sector-Focused Advancement Strategy: Two-Year Impacts from the WorkAdvance Demonstration](#). New York: MDRC.

<https://www.mdrc.org/publication/encouraging-evidence-sector-focused-advancement-strategy>

- Katz, L. F., Roth, J., Hendra, R., and Schaberg, K. 2020. “*Why Do Sectoral Employment Programs Work? Lessons from WorkAdvance.*” Working Paper No. 28248. Cambridge, MA: National Bureau for Economic Research.  
<https://scholar.harvard.edu/lkatz/publications/why-do-sectoral-employment-programs-work-lessons-workadvance>
- Schaberg, K. 2020. “*Meeting the Needs of Job Seekers and Employers: A Synthesis of Findings on Sector Strategies.*” New York: MDRC.  
<https://www.mdrc.org/publication/meeting-needs-job-seekers-and-employers>
- *Health Profession Opportunity Grants (HPOG 1.0) Sector Training Demonstration Grants: Three-Year Impacts Report.* Peck, L.R., et al, Abt Associates for the U.S. Department of Health and Human Services, 2019  
<https://www.acf.hhs.gov/opre/report/health-profession-opportunity-grants-hpog-10-impact-study-three-year-impacts-report>.
- *Sector Strategy Implementation Framework.* ETA Sector Strategies Technical Assistance Initiative, 2016.  
<https://businessengagement.workforcegps.org/resources/2016/04/12/13/53/Sector-Strategies-Implementation-Framework>.

## APPENDIX C: Resources on Evidence-Informed Design Models

The following clearinghouses contain reviews of research studies and provide ratings of the quality of the evidence within a subset of those studies. Note that quality ratings reflect confidence that the interventions examined caused the study’s results; the rating is not a measure of whether the findings are positive.

Applicants may use one or more of these clearinghouses to identify what the available evidence says about the strategies that will more likely lead to successful outcomes and to cite research supporting their program model.

- **DOL’s Clearinghouse for Labor Evaluation and Research (CLEAR)**  
<https://clear.dol.gov/>  
CLEAR identifies and summarizes many types of research, including descriptive, implementation, and impact studies. In addition, CLEAR assesses the quality of research that looks at the effectiveness of particular policies and programs.
- **U.S. Department of Education’s What Works Clearinghouse (WWC)**  
<https://ies.ed.gov/ncee/wwc>  
WWC reviews the existing research on different *programs, products, practices,* and *policies* in education. It uses a systematic review process to identify all of the research on an intervention, assesses the quality of each study, and summarizes the findings from the high-quality studies.
- **U.S. Department of Health & Human Services’ Pathways to Work Evidence Clearinghouse (Pathways Clearinghouse)**  
<https://pathwaystowork.acf.hhs.gov/>  
The Pathways Clearinghouse identifies interventions that aim to improve employment outcomes, reduce employment challenges, and support self-sufficiency for low-income populations, especially Temporary Assistance for Needy Families (TANF) and other

public program recipients. The Pathways Clearinghouse systematically evaluates and summarizes the evidence of the effectiveness, and includes 221 interventions and 295 studies to date.

- USDOL Chief Evaluation Office (CEO) - Completed Reports**  
<https://www.dol.gov/agencies/oasp/evaluation/completedstudies>  
 CEO provides this source for completed studies that have advanced understanding of the U.S. labor market and its role in the global economy. Note that CEO released new studies related to the Trade Adjustment Act Community Colleges and Career Training (TAACCCT) grant programs in December 2020.
- USDOL Office of Policy Development and Research, Division of Research and Evaluation (DRE) Research Publication Database:** A searchable database containing over 400 labor-related publications. See <https://www.dol.gov/agencies/eta/research/publications>
- USDOL Evaluation and Research Hub (Eval Hub):** A community point of access to support workforce development professionals in their efforts to use evaluations to improve workforce system services and strategies and to choose evaluations and research to help inform program policies and evidence-based practices. See <https://evalhub.workforcegps.org/>.

**APPENDIX D: Suggested Project Abstract Format (Optional)**

This FOA requires a results-driven project design framework that details how the project will deliver the intended outcomes, including the required performance measure outcomes and additional outcomes of interest. Applicants may find it helpful to summarize their project framework in an abstract. The template below is a suggested project abstract format. Applicants may tailor this template as needed to fit their proposed application. The abstract may be up to two pages and should be submitted as an application attachment; it will not count against the page limit of the project narrative. DOL will share publicly the abstracts of successful applicants.

**I. Applicant Overview**

<b>Lead Applicant Organization Name:</b>
<b>Project Title/Name and Purpose:</b>
<b>Total Funding Requested for SCSEP Sector Training Demonstration Funds:</b>
<b>Industry Sector(s):</b>
<b>Geographic Area Served:</b>
<b>Intended Beneficiaries:</b>
<b>Number of Proposed Participants:</b>

**II. Project Partnerships**

<b>OCCUPATIONAL SKILLS TRAINING PROVIDER PARTNER(S)</b> <i>(Required for all applicants)</i>	
<i>Insert name(s) of Training Provider Partner(s):</i>	<i>Insert type of organization</i>
<i>[add additional lines as needed]</i>	

<b>EMPLOYER PARTNER(S)</b> <i>(Required for all applicants)</i>	
<i>Insert name(s) of Employer Partner(s):</i>	<i>Insert industry sector</i>
<i>[add additional lines as needed]</i>	
<b>WORKFORCE SYSTEM PARTNER(S)</b> <i>(Required for all applicants)</i>	
<i>Insert name(s) of Workforce System Partner(s):</i>	<i>Insert type of organization</i>
<i>[add additional lines as needed]</i>	

### III. Project Information

<b>Key Performance Outcomes and Goals to be addressed:</b>
<b>Industry-Recognized Credential(s) to be Awarded:</b>
<b>Summary of Program Activities:</b> <i>Describe what will be different at the end of the grant compared to current state</i>
<b>Sub-recipient Activities:</b> <i>Describe activities to be done by sub-recipient(s)</i>

### IV. Public Contact Information

<b>Point of Contact (Name and Title):</b>
<b>Institution:</b>
<b>Address:</b>
<b>Phone Number:</b>
<b>Email Address:</b>

## APPENDIX E: Examples of Good Jobs Principles for Program Design

In 2022, the Departments of Labor and Commerce published The Good Jobs Principles to foster a shared federal vision of job quality. This appendix explains each Good Jobs Principle and provides examples of approaches that support them. The Department encourages applicants to consider these examples in developing proposals according to the instructions provided in the FOA above.

1. *Recruitment and Hiring:* Qualified job 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. This includes minimizing the use of screening and evaluation criteria that could disadvantage the candidacy of persons with disabilities and other barriers that disproportionately affect historically marginalized populations, such as requiring a driver’s license absent a showing that the requirements are job-related and consistent with business necessity. Applicants are evaluated with relevant skills-based requirements. Unnecessary educational, credentials, or experience requirements also are minimized. **Examples of approaches that support this Good Jobs Principle may include, but are not limited to:**

- Applicant partners with employers who implement hiring strategies meant to counter conscious and unconscious biases, and skills-based screening practices that do not eliminate individuals from consideration based solely on degrees.
- Applicant partners with employers who recruit from communities underrepresented in the workforce and building cultural competencies to support such recruitment and retention.

2. *Benefits*: Provide 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 care-giving supports, and others that may arise from engagement with workers. Workers are empowered and encouraged to use these benefits.

**Examples of approaches that support this Good Jobs Principle may include, but are not limited to:**

- Applicant partners with employers who provide benefits to full-time and part-time workers.
- Applicant partners with advocacy organizations and worker organizations to raise awareness and develop participants to be leaders in job quality movements that promote economic security and mobility for workers in identified sector(s).

3. *Diversity, Equity, Inclusion, and Accessibility*: 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 those that include 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-impacted individuals.

**Examples of approaches that support this Good Jobs Principle may include, but are not limited to:**

- Applicant partners with employers and host agencies with anti-harassment policies and trainings.
- Applicant develops materials indicating how partner employers and/or host agencies have addressed barriers to the employment and career progression of individuals from underrepresented communities.
- Applicant partners with community organizations and other entities to inform participants about their rights under employment protection laws.
- Applicant creates or identifies an active community for participants to connect and share their experiences and perspectives on DEIA in the workplace and identify resources.

4. *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. **Examples of approaches that support this Good Jobs Principle may include, but are not limited to:**

- Applicant partners with employers that have a collective bargaining agreement entered by partner employers.
- Applicant partners with employers with commitments to labor peace.

- Applicant partners with employers that respond to and incorporate employee feedback.
- Applicant partners with employers with established project labor agreements, community workforce agreements, or other agreements covering work in the targeted occupation(s) in the planned service area.
- Applicant develops or identifies worker-centered groups where workers come together to amplify voices of workers and mobilize into collective action.

5. *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. **Examples of approaches that support this Good Jobs Principle may include, but are not limited to:**

- Applicant partners with employers and host agencies that have developed employee handbooks and other human resource practices.
- Applicant partners with employers and host agencies that have created established policies on electronic surveillance or typical policies for the target occupation(s) and how the applicant will engage those policies.
- Applicant increases participants' awareness of employment protections and procedures to submit complaints regarding employment violations.

6. *Organizational Culture:* All workers belong, are valued, contribute meaningfully to the organization, and are engaged and respected especially by leadership. **Examples of approaches that support this Good Jobs Principle may include, but are not limited to:**

- Applicant partners with employers and host agencies that review and put into practice actions that foster healthy workplace cultures in the target occupation(s).
- Applicant partners with employers and host agencies with commitments and policies promoting healthy workplace cultures.

7. *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. **Examples of approaches that support this Good Jobs Principle may include, but are not limited to:**

- Applicant partners with employers that have fair and equal pay schedules and career ladders.
- Applicant partners with employers that share average salaries for new hires in the target occupation(s).
- Applicant partners with employers that provide information about the cost of living in the service areas to employees.

8. *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. **Examples of approaches that support this Good Jobs Principle may include, but are not limited to:**

- Applicant partners with employers that have established career ladders or schedules and criteria for regular opportunities for promotion for their employees.
- Applicant partners with employers and host agencies that have skills and training opportunities for their employees.