

U.S. DEPARTMENT OF LABOR

Employment and Training Administration

**NOTICE OF AVAILABILITY OF FUNDS AND FUNDING OPPORTUNITY
ANNOUNCEMENT FOR:** Senior Community Service Employment Program (SCSEP)
National Grants Competition for Program Year (PY) 2024

ANNOUNCEMENT TYPE: Initial

FUNDING OPPORTUNITY NUMBER: FOA-ETA-24-11

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NUMBER: 17.235

KEY DATES: *The closing date for receipt of applications under this Announcement is 05/06/2024. 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 for a pilot (optional) SCSEP demonstration grant funding opportunity, “New Demonstration Evaluation on Sector-Based Training for Low-Income Older Adult Workers.” The Sector Demonstration Evaluation will study the effect of sector-based training on older worker’s employment outcomes. The webinar provided an overview of the 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>. Funding for the SCSEP Sector Demonstration Evaluation Grants will be competed under a separate announcement from the “SCSEP National Grants Competition for PY 2024” funding opportunity. The SCSEP Sector Demonstration Evaluation Grant funding opportunity is related to the SCSEP National Grant Competition, as both funding opportunities will require applicants to operate SCSEP projects that serve SCSEP-eligible older workers, and the Sector Demonstration Grants will provide awarded applicants an opportunity to test new approaches to serving older workers. **Only current SCSEP National Grantees are eligible to apply for the optional SCSEP Sector Demonstration Grants.** Current SCSEP National Grantees that are interested in the pilot demonstration grant funding opportunity are strongly encouraged to review the webinar to support successful grant application under the SCSEP Sector Demonstration Grant funding opportunity (FOA-ETA-24-12). Additional information on the SCSEP Sector Demonstration Grants is available at [grants.gov/search-results-detail/352104](https://www.grants.gov/search-results-detail/352104).

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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 \$312,000,000 in grant funds authorized by the 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”) National Grants Competition for Program Year (PY) 2024.

The Department anticipates awarding approximately 10-22 national grants, ranging from \$2 million to \$50 million, to organizations that will provide workforce development activities to support older workers in developing skills and obtain unsubsidized employment. The period of performance is 48 months and starts July 1, 2024, and ends June 30, 2028. Funding for PY 2024 National Grants will be referred to as “SCSEP National Grant Competition” under this funding opportunity announcement (FOA). SCSEP grantees must provide a 10 percent non-federal match.

A portion of the funding for SCSEP National Grants is set aside to fund competitive applicants with the ability to provide employment services to older Native Americans or Asian-Americans and Pacific Islanders. Note that for the PY 2024 SCSEP National Grant competition, the Department is increasing the available funding amounts for such set-aside applicants.

Note that ETA is requesting applications in order to make new SCSEP National Grant awards for PY 2024. The actual level of funding depends on final congressional action on the FY 2024 appropriation. However, we are inviting application now to allow enough time to complete the grant process if and when Congress appropriates funds for this program.

SCSEP is a community service and work-based training program for older workers. It provides subsidized, part-time, community service training for unemployed, low-income individuals aged 55 or older who have poor employment prospects. Through this program, older workers have access to SCSEP services and employment assistance through American Job Centers (AJCs). Recognizing that SCSEP participants have a broad range of skill sets, interests, and barriers to employment, participants are placed in a wide variety of community service assignments (CSAs) at non-profit and public facilities, including day-care centers, senior centers, schools, and hospitals, where participants receive on-the-job training (OJT) from the host sites. The CSAs are intended to serve as a bridge to unsubsidized employment and promote employee self-sufficiency.

The Department strives for as many participants as possible to achieve unsubsidized employment, recognizing that SCSEP participants have a broad range of skill sets, interests, and barriers to employment. The Department is interested in proposed projects that will take a worker-centered approach to preparing participants for unsubsidized employment that: 1) include innovative and holistic solutions to address the unique needs, goals, and barriers to employment for SCSEP participants; 2) focus on particular sectors that are in-demand in the community and present viable opportunities for long-term, stable employment in good jobs for SCSEP participants; 3) meaningfully incorporate input from employers regarding their skill needs and input from participants regarding their needs and goals; and 4) include effective strategies for providing practical, short-term training opportunities for in-demand occupations that utilize on-the-job experiences (OJE) and/or skill-specific training.

In conjunction with the CSA, SCSEP grantees provide or help coordinate training and supportive services that support participants' ability to reach the program and employment goals identified in their IEPs. 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.

Awarded grantees are generally required to expend at least 75 percent of grant funds on participant wages and fringe benefits; however, grantees may request a waiver to use a greater portion of grant funds on additional training and supportive services (ATSS), such that they may spend not less than 65 percent of total funds for participants' wages and fringe benefits. Under this FOA, the Department is modifying its approach to generally allow for multi-year ATSS request approvals, eliminating the need to obtain a new approval for each program year. This approach will facilitate longer-term use of ATSS by grantees, allowing them to be more strategic in long-term project planning.

This FOA asks applicants to describe how they can promote and advance the [Good Jobs Principles](#) (principles that comprise a good, quality job) in their SCSEP projects and develop and incorporate strategies to help SCSEP participants learn about, prepare for, and obtain higher-quality jobs. This could include incorporating information on job quality into career search, discussing job quality considerations with employer partners, and/or incorporating job quality into community service assignments. Through this FOA, the Department is also seeking applications that include strategies to increase equity in participant recruitment and service delivery. Such strategies could include identifying training providers and/or other partners that work closely with historically marginalized populations, including veterans, returning citizens, people with disabilities or people of color, and/or identifying Minority Business Enterprises as employer partners.

Additionally, ETA is separately announcing in a different funding opportunity the availability of approximately \$19 million in grant funds to apply for optional awards as part of a demonstration of sector-based training for older workers. ETA plans to conduct a rigorous four-year evaluation study that will measure the impact of industry or sector-based training on employment outcomes for older workers. 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 also be awarded a Sector Demonstration Grant. For the purposes of this FOA, current National Grantees are those entities

that, at the time of application, currently operate a direct, ETA-funded SCSEP National grant program as a DOL grantee, having been awarded a grant in the *PY 2020 SCSEP National Grant Competition*). The Department anticipates awarding approximately 6-8 demonstration grants, ranging from \$2 million to \$5 million, to current SCSEP National grantees for the study. Current SCSEP National grantees are encouraged to apply for the optional SCSEP Sector Demonstration Grants, as it offers an opportunity to test a new approach for serving SCSEP participants with additional funds. Applicants must submit separate applications for both the SCSEP National Grant competition and SCSEP Sector Demonstration Grant to be considered for both funding award opportunities. Additional information and funding application instructions for the “SCSEP Sector Demonstration Grants” are listed under a separate Announcement No. FOA-ETA-24-12, available at grants.gov/search-results-detail/352104.

I. FUNDING OPPORTUNITY DESCRIPTION

A. PROGRAM PURPOSE

This announcement solicits applications for SCSEP National Grants for the four-year cycle beginning with Program Year 2024.

SCSEP National Grant Competition for PY 2024

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. Program 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\(b\)\(1\)\(D\)](#), OAA sec. 502(b)(1)(D)). Participants gain valuable work experience providing assistance to community-based organizations, and in turn, employers benefit from an expanded pool of experienced, dependable workers in their local/regional economies. The dual goals of the SCSEP program are to promote useful opportunities through work experience training in community service activities and to move SCSEP participants into unsubsidized employment. The subsections below provide additional information regarding the Department’s specific priorities and focus areas under this FOA.

Preparation for Unsubsidized Employment in Appropriate Sectors

The Department strives for as many participants as possible to achieve unsubsidized employment, recognizing that SCSEP participants have a broad range of skill sets, interests, and barriers to employment. The Department is interested in proposed projects that will take a worker-centered approach to preparing participants for unsubsidized employment that: 1) include innovative and holistic solutions to address the unique needs, goals, and barriers to employment for SCSEP participants; 2) focus on particular sectors that are in-demand in the community and present viable opportunities for long-term, stable employment in good jobs for SCSEP participants; 3) meaningfully incorporate input from employers regarding their skill needs and input from participants regarding their needs and goals; and 4) include effective strategies for providing practical, short-term training opportunities for in-demand occupations that utilize on-the-job experiences (OJE) and/or skill-specific training. The worker-centered approach ensures that workforce development and employment opportunities are accessible to and shaped by

marginalized workers and seek to offer quality jobs with family-sustaining wages and benefits, that workplaces are safe and healthy, and that workers have agency and voice and are treated with dignity and respect. Applicants should effectively utilize subject-matter experts from industry, education, state workforce agencies, labor market and economic research entities, aging and disability service organizations, job developers (or similar role), and/or other areas to inform and assist in skills training and work experience design, finding appropriate community service assignments (CSAs) and/or employment opportunities, and assisting participants in obtaining unsubsidized employment, particularly in good jobs.

To ensure an appropriate fit between participants, the trainings and CSAs offered, and job placement opportunities, the Department expects applicants to take a worker-centered approach to ensure participants are at the center of the grant program's training and employment strategies. Applicants must propose effective strategies to assess the participant pool and identify those participants whose individualized employment plans (IEPs) contain a goal of unsubsidized employment into good jobs that is attainable with additional support and training. Applicants should also include effective strategies to address participants' barriers to employment such as disability, limited English proficiency, former incarceration, or low literacy skills. All SCSEP participants must have a goal of unsubsidized employment in their initial IEP. For participants for whom a goal of unsubsidized employment cannot be realistically attained through SCSEP alone, the Department expects applicants to propose other effective strategies and services to help participants achieve self-sufficiency, such as referrals to other services or programs, as identified in their IEPs.

As noted above, the Department encourages applicants to consider sectors and occupations that are in-demand and present opportunities for older workers to obtain stable employment in good jobs. In addition to jobs with consistently strong wages, the Department also encourages applicants to consider preparing participants for occupations that are critical to our economy's continued economic growth and vitality, and for which adequate preparation can help participants navigate to good jobs, such as in the care economy. The care 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 \(E.O.\) 14095](#), *Increasing Access to High-Quality Care and Supporting Caregivers*. As the Executive Order notes, 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. Applicants should identify specific occupations within their chosen industry(ies), and include strategies to improve job quality in CSAs, training, and/or on-the-job experiences in their applications/project proposals.

Flexible, High-Quality Community Service Assignments

A core feature of SCSEP is the placement of participants in Community Service Assignments (CSA), which are part-time, temporary, employment opportunities completed at host agency sites. Through CSAs, participants gain valuable skills, increase their confidence to (re)enter the workforce, and earn income while assisting local organizations who provide needed services within their community. Program participants are compensated for hours worked at their CSA sites, being paid the highest applicable required wage (using project grant funds) between: the minimum wage applicable under the Fair Labor Standards Act of 1938; the State or local

minimum wage for the most nearly comparable covered employment; or the prevailing rate of pay for persons employed in similar public occupations by the same employer.^[i]

Consistent with the previous PY 2020 SCSEP National Grant competition, applicants may continue to propose alternative types of CSAs that enable the provision of SCSEP services in-person, via remote or telework arrangements, and/or via hybrid approaches. Selected awardees are required to ensure that all CSAs provide adequate supervision, development of needed soft skills, provision of appropriate training aligned to participants' IEPs, and access to any digital tools and/or broadband connectivity necessary for the work assigned. Grantees implementing remote or hybrid assignments must also ensure that all participants are served equitably, including those who are not able to participate in remote, telework, or hybrid flexible work arrangements.

Strategic Use of Training and Supportive Services

In conjunction with the CSA, SCSEP grantees provide or help coordinate training and supportive services that support participants' ability to reach the program and employment goals identified in their IEPs. 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. Service delivery strategies must take into account the job requirements of in-demand occupations in the communities served, identify skill gaps and other barriers to employment among the SCSEP-eligible population, and design and offer training opportunities that address the identified skills gaps.

The OAA authority at 42 U.S.C. § 3056(c)(6)(C) allows grantees to request to use grant funds on additional training and supportive services ("ATSS"). As in past SCSEP funding competitions, successful applicants have the option to submit a separate ATSS request for these activities. However, as explained in further detail in section VI.B.4.c of this FOA, the Department is modifying its approach with this PY 2024 funding competition to generally allow for multi-year ATSS request approvals. This approach will facilitate longer-term use of ATSS by grantees, allowing them to be more strategic in long-term project planning. Applicants that plan to submit an ATSS request should include proposed activities and estimated expenditures in their FOA applications, in both the Budget and Project Narrative sections, as appropriate.

ATSS activities can include participant training, supportive services, or a combination of both. In general, the Department expects that proposed additional training components will prepare participants with skills relevant for employment in in-demand jobs and help participants overcome financial and logistical barriers to successful participation in SCSEP. See section VI.B.4.c, Special Program Requirements, for additional information on ATSS.

Focus on Job Quality and Equity

The [Good Jobs Initiative](#),^[ii] led by the Department of Labor provides critical information to workers, employers, and government agencies to help improve job quality and create access to good jobs, free from discrimination and harassment for all working people and particularly for underserved communities. Published by the Department and the Department of Commerce in 2022, The [Good Jobs Principles](#)^[iii] establish a shared federal vision for the essential elements of a quality job. These Principles have helped inform billions of awards through the Biden-Harris Administration's Invest in America Agenda, which has leveraged generational investments in

American communities to strengthen working conditions and expand the availability of stable, family-sustaining employment opportunities for all workers.

The Principles address issues that are vital to SCSEP's goals of improving the employment outcomes of low-income older Americans. The Principles' elements of a stable, quality employment opportunity include transparent and stable wages, predictable work schedules, benefits promoting economic stability and mobility, and inclusive and accessible opportunities for career advancement. This funding opportunity requires applicants to describe how they will work with host agencies to identify ways to incorporate one or more Good Jobs Principles into host agency agreements, and to note whether targeted industry sectors tend to offer working conditions consistent with the Principles. In addition to these required application components, the Department encourages applicants to more broadly describe how they can promote and advance the Good Jobs Principles in their SCSEP projects, and incorporate strategies to help SCSEP participants learn about, prepare for, and obtain high quality jobs. Additionally, the Department encourages applicants to describe how they will incorporate worker voice into their training and employment strategies. For both job quality and worker voice, these efforts could include educating participants on job quality indicators (i.e., competitive wages or employee benefits) to better inform their job search efforts, discussing job quality considerations with employer partners, and working with host agencies to identify ways to address job quality in participant assignments. For more detailed explanation of each Good Jobs Principle, as well as examples of relevant potential strategies and activities that applicants might incorporate into their proposals, see Appendix E.

Under this FOA, as defined in [E.O. 14091](#) and first defined in E.O. 13985, the term "equity" means the "consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that often have been denied such treatment." An equity gap exists when there is significant and persistent inequity or disparity for marginalized communities, in that individuals who belong to these communities are denied a full opportunity to participate in aspects of economic, social, and civic life, including employment or educational opportunities.^[iv] All workers should be respected, empowered, treated fairly, and should not face systemic barriers to advancement. Through this FOA, the Department is seeking applications that include strategies to increase equity in participant recruitment and service delivery. Such strategies could include identifying training providers and/or other partners that work closely with historically marginalized populations, including veterans, returning citizens, people with disabilities, people of color, and/or identifying Minority Business Enterprises as employer partners. Section 515 of the OAA requires that DOL conduct an analysis in SCSEP of the levels of participation and the outcomes achieved by minority individuals for each grantee by service area and in the aggregate. The results of this analysis are captured in the SCSEP Minority Report (Vol. 2), which provides a comparison of the participation of minority groups in SCSEP to their proportion in the population, and the employment outcomes of minorities in SCSEP compared to non-minorities. In drafting their project narratives, applicants should refer to findings from the Minority Report (available at <https://www.dol.gov/agencies/eta/seniors/performance>) and other relevant sources of equity data to help shape their statement of need and project design.

Performance Measurement

Section VI of this FOA explains how ETA will establish the performance goals for National Grantees under this grant competition. Program success is measured by the extent to which grantees meet or exceed the seven core performance measures outlined in section 513 of the OAA, as amended, (42 U.S.C. § 3056k) and the SCSEP regulations (20 CFR 641.710). For more information about the SCSEP program, visit: <https://dol.gov/agencies/eta/seniors> or review 20 CFR Part 641.

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 SCSEP National Grant competitions.

ETA is requesting applications in order to make new SCSEP National Grant awards for PY 2024. The actual level of funding depends on final congressional action on the FY 2024 appropriation. We are inviting application now to allow enough time to complete the grant process if and when Congress appropriates funds for this program.

II. AWARD INFORMATION

A. AWARD TYPE AND AMOUNT

Funding for SCSEP National Grants will be provided in the form of a grant to awarded applicants.

Under this Funding Opportunity Announcement (FOA), ETA will award competitive grants to national non-profit organizations, Federal public agencies, or Tribal organizations that demonstrate the ability to administer a multi-state SCSEP program. We expect availability of approximately \$312 million to fund approximately 10–22 SCSEP National Grants, including statutory set-asides for at least one award to an Indian/Native American organization and at least one award to an Asian and Pacific Islander organization, as required by section 506(a)(3) of the OAA, as amended (42 U.S.C. § 3056d(a)(3)). A portion of the funding for SCSEP National Grants is set aside to fund competitive applicants with the ability to provide employment services to older Native Americans or Asian-Americans and Pacific Islanders. Applicants for these statutory set-asides will hereafter be referred to as “Set-Aside applicants,” and general applicants for grant funding will be referred to as “General Applicants.” Note that for the PY 2024 SCSEP National Grant competition, the Department is increasing the available funding amounts for set-aside applicants serving the populations described above, as further explained below.

Awards made under this Announcement are renewable annually for a total of four years (48 months) based on annual Departmental application requirements and are subject to the availability of federal funds. In the event that additional PY 2024 funds become available, we reserve the right to use such funds to select additional SCSEP National grantees from applications submitted in response to this Announcement. Alternatively, we reserve the right to decrease award amounts as needed, based on fiscal year congressional appropriation funding. Provided below are the detailed specifications for award types, amounts, and the requirements for bidding on authorized positions.

1. General Applicants

a) Maximum Request for Funding: General applicants may apply for up to \$50 million and must apply to provide services in more than one state.

b) Minimum Request for Funding: To deliver services more efficiently, DOL has identified a suggested minimum funding level for this FOA, consistent with prior SCSEP competitions. These requirements are based on the National grantees' share of the total PY 2023 SCSEP appropriation of \$405,000,000. By statute, National grantees receive 78 percent of the total SCSEP appropriations, and the remaining 22 percent is reserved for grants to states, which are not included in this FOA. Applicants must apply for 10 percent, and are encouraged to apply for at least 20-25 percent, of the allocation of authorized positions in one of the states of the application for maximum operational efficiency, but applicants who fail to do so will not be penalized.

- Applicants must apply for at least 10 percent of a state's authorized positions or \$1,600,170 (which equates to a minimum of 165 positions), whichever is larger.
- If a state has fewer than 165 authorized positions (e.g., Idaho, Nevada, or Wyoming), the applicant must apply for the entire state.

Note: The SCSEPAppl system requires applicants to meet the 10 percent minimum funding request threshold to successfully submit a bid. Examples of how applicants may apply for bids to meet the minimum threshold are provided in SCSEPAppl.

c) Bidding Requirements: The online application and bidding instructions are located at www.SCSEPAppl.org. The online portal shows all National grantee authorized positions by county, and provides a mechanism for grantees to electronically bid on available positions. In conjunction with the minimum request for funding, applicants must adhere to the following requirements when bidding for authorized positions within SCSEPAppl:

- Applicants must apply for all the authorized positions in a county.[\[v\]](#) (See item 5, 'Allocation Formula Calculations,' for additional information below).
- Applicants may request positions across multiple counties in a state, but the counties requested must be contiguous.
- Applicants may apply for more than one group of contiguous counties in a state (applicable to larger states), but each group of contiguous counties must meet the minimum state funding requirements.
- Applicants must list their requests for the number of authorized positions and geographic areas to be served by county and state through an online application portal. No paper bid submissions will be accepted.

DOL will review each applicant's final bid in SCSEPAppl.org when making final determinations about the allocation of authorized positions among grantees.

2. Set-Aside Applicants

a) Maximum Request for Funding: Set-aside applicants may apply for up to \$6,875,882 or 709 authorized positions, equivalent to the total amount of funding available for Indian/Native American and Asian and Pacific Islander set-aside organizations (totaling \$13,751,764 or 1,418 slots for both set-asides combined).

b) Minimum Request for Funding: There is no minimum funding request by state or county for Set-Aside applicants. Applicants may indicate the number of positions they propose to serve in each county, without regard to geographic contiguity. Although Set-Aside applicants are exempt from minimum funding requirements, they should consider program management and effectiveness when selecting in which state(s) and county(ies) to place their bid(s). A Set-Aside applicant that chooses to serve a small number of authorized positions in counties that are not contiguous may have challenges running an effective SCSEP program spanning across multiple jurisdictions.

3. Equitable Distribution

The Department ensures that SCSEP services are provided equitably within each State through an Equitable Distribution (ED) plan, in accordance with Section 507(b) of the OAA, as amended (42 U.S.C. § 3056e(b)). The Department uses U.S. Census Bureau data aggregated by county and annual program appropriations to calculate the number of authorized positions allocated to each county within each State. The number of authorized positions for State grantees and National grantees combined is proportional to the number of eligible SCSEP participants in the county (people ages 55 and over, whose income level is at or under 125 percent of the Federal Poverty Level), compared to the state's SCSEP-eligible population. For every authorized position, one or more program participants can receive services during the program year. Grantees may **only** enroll SCSEP participants who reside in a county in which they have secured available authorized positions.

4. Location of Authorized Positions

The number of authorized positions by county and State is listed at www.SCSEPPapply.org. The Department determines the allocation of authorized positions among the states and the proportion within each state allocated to National grantees by the process described in section 506 of the OAA as amended, (42 U.S.C. § 3056d). All counties in each state must receive an equitable share of SCSEP services through a combination of services provided by National grantees and State grantees; therefore, the Department suggests that all grant applicants consult with the state grantees regarding which specific geographic areas the awarded grantee intends to serve.

The Department may require grantees to serve one or more counties they did not identify/ select in their application to serve, or, to accept fewer or more positions in a county than requested in their application, in adherence of the statutory obligation of minimizing disruption of services (42 U.S.C. § 3056l(c)(9)-(10)). Specifically, the Department will select the eligible applicants to receive grants based on the following:

- The applicant's ability to minimize disruption in services for participants and in community services provided; and
- Any additional criteria that the Secretary considers to be appropriate in order to minimize disruption in services for participants.

The Department reserves the right to make final decisions on the grantees in an area and may take into consideration special local conditions and otherwise unforeseen circumstances, including combining metropolitan statistical areas across State borders, to ensure effective, equitable, and efficient service delivery to all counties served.

5. Allocation Formula Calculations

Applicants can calculate the estimated amount of funds allocated to a state (by county) using the “cost per authorized position” formula in section 506(g)(1) of the OAA, as amended (42 U.S.C. § 3056d(g)(1)). Calculations must be based on the number of authorized positions for PY 2023, as a result of equitable distribution, rather than the number of enrolled participants that currently exists in the county. The unit cost is approximately \$9,698 per authorized position, per 12-month period, based on the Federal minimum wage.^[vi] The cost per position (cpp) is an estimate; however, it is a useful tool for applicants to determine their funding request under this proposal.

Example: A county has 61 available authorized positions. Therefore, the funding request proposal for a 12-month period would be \$9,698 (CPP) x 61 (APs) = \$591,578 (total funding requested).

B. PERIOD OF PERFORMANCE

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

SCSEP National Grants are renewable annually for a total of four (4) years (48 months) based on annual Departmental application requirements and subject to the availability of funding, with an anticipated award date of July 1, 2024. The grant may be extended for a fifth year at the Department’s discretion, contingent upon the grantee meeting or exceeding the minimum negotiated performance measures (see 20 CFR 641.700), as allowed under section 514(a) of the OAA, as amended (42 U.S.C. § 3056l(a)). Grantees must plan to fully expend each annual SCSEP National Grant during the grant award period of performance (generally, July 1 through June 30 of the subsequent calendar year). DOL does not anticipate period of performance extensions for SCSEP National Grants under this FOA.

The Department anticipates having a 4-month transition phase from approximately July 1, 2024 to October 31, 2024, during which SCSEP participants will be transitioned from previous grantees to the new awardees, as necessary. Successful applicants would thus begin direct service to SCSEP participants in their awarded counties on November 1, 2024. The dates of this transition period are subject to change based on the actual date of award and other relevant factors. Additional information on the SCSEP transition phase is provided in section VIII.F of this FOA.

III. ELIGIBILITY INFORMATION

A. ELIGIBLE APPLICANTS

To be eligible for SCSEP National Grant funding under this FOA, an applicant must be a non-profit organization, Federal public agency, or Tribal organization that demonstrates the ability to administer a multi-state SCSEP program (20 CFR 641.400(a)), as specified in section II.A.4. The Department reserves the right to award a grant to only one applicant per State, and to award an applicant funds to serve only one state. This does not, however, permit an applicant to apply to provide services in only one state. In keeping with the direction provided by Congress under

the OAA, as amended, the following organizations are eligible to apply for SCSEP National Grant competition 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 Section IV.B.4.a.4.
- **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(56)]. “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) 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).

To be eligible for SCSEP National Grant funding under this FOA, an applicant must be a non-profit organization, Federal public agency, or Tribal organization that demonstrates the ability to administer a multi-state SCSEP program (20 CFR 641.400(a)), as specified in section II.A.4. The Department reserves the right to award a grant to only one applicant per State, and to award an applicant funds to serve only one state. This does not, however, permit an applicant to apply to provide services in only one state. In keeping with the direction provided by Congress under the OAA, as amended, the following organizations are eligible to apply for SCSEP National Grant competition 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 Section IV.B.4.a.4.
- **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(56)]. “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) 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).

For the purpose of this FOA:

- *Current grantees* are those entities that, at the time of application, currently operate a direct, ETA-funded SCSEP National Grant program as a DOL grantee, having been awarded a grant in the previous PY 2020 SCSEP National Grant competition.
- *New applicants* are those entities that do not, at the time of application, currently operate an ETA-funded SCSEP program as a grantee. Entities that, at the time of application, only partner with a current SCSEP grantee as a sub-recipient or contractor, and do not currently operate a direct award from ETA, must submit their application(s) as a “new applicant.”

There are three (3) categories for which applicants may apply to receive a grant under this FOA. Applicants applying for more than one category must submit separate applications for each category. Please note that regardless of the category selected, all successful applicants must equitably serve any qualified SCSEP-eligible individual in the areas that they are serving. Applicants may apply to receive a grant under one or more of the following three categories:

1. General SCSEP National Grant Funds

The Department will accept applications for General SCSEP National Grant funds from nonprofit organizations, federal public agencies, and tribal organizations. General applicants must start block 15 of the SF-424 form, ‘descriptive title of the application project’ with the word “General,” and explicitly state in the application that they are applying for ‘General SCSEP National Grant funds.’

2. Indian/Native American Set-Aside Grant Funds

The Department will accept applications for “national grants to public or nonprofit national Indian [Native American] aging organizations with the ability to provide community service work-based training for eligible individuals who are Indians,” as required by 42 U.S.C. § 3056d(a)(3). The law defines the word “Indian” as a person who is a member of an Indian tribe [42 U.S.C. § 3002(26) and 20 CFR 641.140]. Additionally, the law treats set-aside grants as a subset of the SCSEP National Grants (42 U.S.C. § 3056d(a)(3)). (See 42 U.S.C. § 3056d(g)(5) and 20 CFR 641.140 for the definition of “National grantee”; see also 20 CFR 641.400(a) and 20 CFR 641.410(b)). Therefore, as with general SCSEP National Grant applicants, set-aside SCSEP National Grant applicants must show that the applicant is capable of administering a multi-state program (20 CFR 641.400(a)), however; applicants need not show that they are capable of administering a program that serves every part of the nation.

Set-Aside applicants must start block 15 of the SF-424 form, ‘descriptive title of application project,’ with the words “Indian/Native American” and explicitly state in the application that they are applying for ‘Indian/Native American SCSEP National Grant funds.’

3. Asian and Pacific Islander Set-Aside Grant Funds

The Department will accept applications for “Asian and Pacific Islander national grant funds from public or nonprofit Asian and Pacific Islander aging organizations with the ability to provide community service work-based training to older Asian Americans and Pacific Islanders,” as required by 42 U.S.C. § 3056d. The law defines the phrase “Asian American and Pacific Islander” as individuals having origins in any of the original peoples of the Far

East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands [42 U.S.C. § 3056p(a)(6)]. Additionally, as with the Indian/Native American set-aside grants discussed above, the law treats these API set-aside grants as a subset of the SCSEP National Grants. Therefore, as with general SCSEP National Grant applicants, applicants for API set-aside grants under the SCSEP National Grants funding competition must show that they are capable of administering a multi-state program (20 CFR 641.400(a)), however; applicants need not show that they are capable of administering a program that serves every part of the nation.

Set-Aside applicants must start block 15 of the SF-424 form, ‘descriptive title of application project’ with the words “Asian and Pacific Islander” and explicitly state in the application that they are applying for ‘Asian American and Pacific Islander SCSEP National Grant funds.’

For details regarding applicant eligibility for the optional SCSEP Sector Demonstration Grants, see FOA-ETA-SCSEP-24-12, section III.A, Eligible Applicants.

B. COST SHARING OR MATCHING

SCSEP National Grants require cost sharing or funds matching (20 CFR 641.809). Cost sharing funds may be in the form of cash or in-kind contributions, or a combination of the two, and must be, at minimum, equal to ten percent of the total cost of activities carried out under a SCSEP National grant. Applications that do not include any form of cost sharing or match will be removed from the competition and will not proceed to panel review for further consideration. Selected awardees will be financially responsible if they fail to meet the cost-share requirement at 20 CFR 641.809. The Department considers any resources contributed to the project beyond the funds provided by the agency in addition to cost share funds as leveraged resources. (Section IV.B.2.A provides more information on leveraged resources).

Applicants must identify intended sources of this non-Federal share in the Project Budget (Budget Narrative). Compliance with this requirement will be determined by examining expenditures of SCSEP funds in accordance with 20 CFR 641.876. The cost share requirement must be fully met by the time that all SCSEP funds have been expended by the grantee, or by the grant period of performance end date. Some applicants may qualify for an exemption from the non-Federal share requirements. Please see FOA section IV.B.4.a.3 for more information.

C. OTHER INFORMATION

1. Application Screening Criteria

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

Application Requirement	Instructions	Complete?
The deadline submission requirements are met	Section IV.C	
Eligibility	Section III.A	
The components of the application are saved in any of the specified formats and are not corrupt. <i>(We will attempt to open the document, but will not take any additional measures in the event of problems with opening).</i>	Section IV.C.2	
Application for federal funds request does not exceed the ceiling amount of \$50 million for SCSEP National Grant award	Section II.A	
Active SAM Registration	Section IV.B.1	
SF-424, Application for Federal Assistance	Section IV.B.1	
SF-424 includes a Unique Entity Identifier (UEI)	Section IV.B.1	
SF-424 lists the cost sharing or match amount on line 18b	Section IV.B.2	
SF-424A, Budget Information Form	Section IV.B.2	
Budget Narrative	Section IV.B.2	
Project Narrative	Section IV.B.3	
Attachment: General SCSEP National Grant applicants submitted their project plans (copy of application) to applicable State Governor(s) of state(s) in which they propose to operate SCSEP. (Attach copy of certified mail receipt to application).	Section IV.B.4	
Attachment: Copy of statutory provision (Federal Public Agencies, only) demonstrating they have the statutory authority to receive other Federal grant funds (also known as gift authority)	Section IV.B.4.a.2	
Attachment: Copy of non-Federal Share Exemptions for the cost-share requirement at 20 CFR 641.809 (if applicable).	Section IV.B.4.a.3	

This only applies to applicants that have a statutory exemption to their non-Federal share requirement at 20 CFR 641.809		
Bids for Authorized Positions submitted via SCSEPPapply.org by the application submission deadline <i>(Applicant's successful submission confirmation is available online at SCSEPPapply.org)</i>	Section IV.B.1.c	

2. Number of Applications Applicants May Submit

Eligible applicants for the SCSEP National Grant funds may submit applications in the set-aside categories (Indian/Native American or Asian and Pacific Islander) and/or general category. Therefore, applicants could be eligible to submit up to three (3) separate applications to DOL for SCSEP National Grant funding under this FOA (under the General, Indian/Native American set-aside, and/or Asian and Pacific Islander set-aside applicant categories), and an eligible applicant could receive up to three separate awards under this competition. Note: DOL will disqualify applications submitted by ineligible applicants. If multiple applications are received in one category from the same applicant, the Department will accept and review the most recently submitted application that met the submission deadline. 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

The intent of this FOA is to fund projects that provide services to eligible SCSEP participants who have poor employment prospects, would benefit from unsubsidized employment in the public or private sector, and are not job-ready.[\[vii\]](#)

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.

When selecting eligible individuals for participation in SCSEP, grantees and sub-recipients must give priority to individuals who have one or more of the following characteristics, as provided in 20 CFR 641.520:

- are 65 years of age or older;
- have a disability;
- have limited English proficiency;
- have low literacy skills;
- reside in a rural area;
- are veterans (or eligible spouses of veterans) for purposes of the Jobs for Veterans Act, Pub. L. 107-288 (38 U.S.C. § 4215(a));

- have low employment prospects;
- have failed to find employment after using services provided under the Workforce Innovation and Opportunity Act of 2014 (WIOA, Pub. L. 113-128);
- are homeless or at risk for homelessness; and/or
- are formerly incarcerated individuals, as defined in 20 CFR 641.140.

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>.

More information regarding Veterans' Priority of Service is available at: https://www.workforcegps.org/resources/2015/04/21/12/48/Veterans_Priority_of_Service_Computer_Based_Training_Modules.

4. Maintenance of Effort Requirements

A community service assignment (CSA) for a SCSEP participant receiving standard SCSEP services is permissible only when it does not violate 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 § 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 and <https://www.dol.gov/agencies/eta/grants/apply/find-opportunities> contains all of the information and links to forms needed to apply for grant funding.

B. CONTENT AND FORM OF APPLICATION SUBMISSION

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

1. SF-424, “Application for Federal Assistance”;
2. Project Budget, composed of the SF-424A and Budget Narrative;
3. Project Narrative; and
4. Attachments to the Project Narrative.

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

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

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

- In the address field, fill out the nine-digit (plus hyphen) zip code. Nine-digit zip codes can be looked up on the USPS website at <https://tools.usps.com/go/ZipLookupAction!input.action>.
- The organization’s legal name on the SF-424 should match its name registered in the System for Award Management at www.sam.gov. If unsure of the legal name of your organization, visit www.sam.gov to confirm.
- The organization’s Employer Identification Number (EIN) and Unique Entity Identification (UEI) Number should match its information in www.sam.gov. If unsure of the EIN or UEI of your organization, visit www.sam.gov to confirm.
- The SF-424 must clearly identify the applicant and must be signed by an individual with authority to enter into a grant agreement. Upon confirmation of an award, the individual signing the SF-424 on behalf of the applicant is considered the Authorized Representative of the applicant. As stated in block 21 of the SF-424 form, the signature of the Authorized Representative on the SF-424 certifies that the organization is in compliance with the Assurances and Certifications form SF-424B (available at <https://www.grants.gov/forms/forms-repository/sf-424-family>). You do not need to submit the SF-424B with the application.

If applying for the optional SCSEP Sector Demonstration Grants funding, do not include the additional funding amount requested for Sector Demonstration Grants on the SF-424 form for this SCSEP National Grant competition funding. Applicants must submit Sector Demonstration Grant funding applications separately, following the instructions outlined in FOA-ETA-24-12.

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.

c. Requirement to Bid on Authorized Positions

All applicants must enter their requested Authorized Positions (bids) into an online tool. The online tool and instructions are available at SCSEPPapply.org. The online tool shows all National grantee authorized positions by county, along with the current enrollment in those counties, and provides a mechanism for grantees to bid electronically on those authorized positions. DOL will review each applicant's final bid in SCSEPPapply.org when making final determinations about the allocation of authorized positions among grantees. (See Section II.A.4 for more information on SCSEPPapply). Hard-copy requests for authorized positions will not be accepted.

2. Project Budget

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

a. Budget Narrative

The Budget Narrative must provide a description of costs associated with each line item on the SF-424A. It must also include a section on the required match with a complete description of projected match, the source and how it will be spent on the project. 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 and associated match. 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.

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 award amount requested for the first year of the SCSEP National Grant period of performance. Applicants must also show cost sharing or matching funds on the SF-424 (line 18b), SF-424A, and Budget Narrative. Do not show leveraged resources on the SF-424 and SF-424A. You should describe leveraged resources in the Budget Narrative.

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

3. Project Narrative

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

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

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

To receive full points for the Project Narrative, the applicant must describe how they will meet the stated project requirements and satisfactorily demonstrate that they are using a sound approach.

Note: Eligible applicants interested in applying for optional SCSEP Sector Demonstration Grant funding must provide a separate project narrative in accordance with the instructions provided in FOA-ETA-24-12, "SCSEP Sector Demonstration Grants."

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

Project Narrative– Required Sections (up to 100 points)

a. Statement of Need (Up to 10 Points)

To receive full points under this rating factor, you must demonstrate, in both quantitative and qualitative terms, the need for particular services, supports and assistance for the SCSEP-eligible population that resides within your chosen geographic scope service area(s), and the consequences of not addressing the identified needs. Incorporate demographic data and participant information whenever possible. All data sources must include citations that enable the identification and verification of data.

Specifically, you must:

- i. Clearly identify the proposed geographic service area(s) of the applicant’s bid and describe the socioeconomic and demographic characteristics of the SCSEP-eligible population for the specific states/counties within the service area(s). Explain any specific needs of the SCSEP-eligible population and how your organization is prepared to meet those needs through their SCSEP project. (2 points)
- ii. Provide a complete description of the community service needs of the proposed service area, and identify community service assignments (CSAs) that you will target for SCSEP participants, which may include alternative community service assignments (including assignments with flexible remote or telework arrangements) as described in Section I.A. (4 points)
- iii. Provide a detailed description of the current economic conditions and future employment outlook of the proposed service area, including identification of the growth or high-demand sectors or occupations targeted for community service assignments and/or unsubsidized employment opportunities for SCSEP participants. Also, describe how you will access timely labor market information throughout the project, as it relates to identifying labor market demand, skills transferability, and current and projected job openings. (4 points)

b. Project Design (Up to 46 Points)

Throughout this section, you must demonstrate a cohesive, well-designed approach to implementing the project. You must incorporate the following project design elements that will address the unique needs of the targeted population and proposed service area(s):

i. Outreach, Recruitment, and Assessment (up to 8 points)

- Describe a comprehensive and feasible plan to recruit SCSEP participants and the roles that AJCs and any other partners will play in the recruitment of eligible participants. Include in your plan how you will use the Minority Report and/or other information to identify inequities in service, including recruitment of and services provided to, eligible participants that possess at least one of the priority characteristics (e.g., veterans, minorities, people with disabilities, Indians or Native Americans, and others specified in Section III.E.3) and use that knowledge to improve your outreach and recruitment activities. (4 points)
- If proposing to serve areas with substantial populations with barriers to employment, explain how you will give special consideration when selecting sub-recipients and/or

partner organizations with demonstrated expertise in serving minorities and individuals with barriers to employment. If you are providing services directly, describe how you will effectively serve minorities and individuals with significant barriers to employment. (2 points)

- Detail your effective strategy to ensure participants will receive an initial comprehensive assessment, and a reassessment at least twice every 12-months, to develop and maintain their IEPs. Clearly identify how training activities and host agency job rotations will be consistent with participants' IEPs. (2 points)

ii. Training and Preparing Participants for Unsubsidized Employment (up to 8 points)

- Describe your evidence-informed strategies (and cite the evidence for those strategies), for the provision of general and specialized training and/or on-the-job experience (OJE), outside of the community service assignment, while participants are engaged in the program. Describe how you will incorporate input from industry experts to ensure that training addresses relevant skills demanded by employers in high-growth sectors, noting if these sectors tend to offer working conditions consistent with The Good Jobs Principles. Additionally, describe how you will incorporate worker voice into the training design by gathering input from program participants about their needs and goals. Describe how your choice of training will help participants obtain unsubsidized employment and become self-sufficient. If applicable, include training that you plan to provide under an ATSS request. (4 points)
- Clearly describe your evidence-informed strategies (and cite the evidence for those strategies), for working with employers and utilizing work-based learning activities to help participants attain their employment goals, while at the same time, addressing the needs of employers. (4 points)

Some of these activities may include but are not limited to:

- Using OJE and skill-specific training;
- Inviting employers to provide input on your SCSEP program design; and
- Encouraging employers to prioritize hiring qualified SCSEP participants into job openings.

iii. Working with Host Agencies to Provide Flexible, High-Quality Community Service Assignments (Up to 10 points)

- Describe a clear strategy to maintain strong relationships with current host agencies (if applicable) and/or recruit new host agencies that can provide an appropriate array of training opportunities for participants that will assist them in becoming job ready. These host agencies must be committed to assisting participants in gaining soft skills, removing barriers to employment, and preparing participants for success in the workplace. If you are proposing to serve smaller, rural counties, describe how you will overcome barriers to recruiting host agencies in those geographically hard to serve counties. (4 points)
- Describe a strong plan for how you will deliver personalized and adaptive community service assignments that build on participants' interests and prior knowledge to ensure the assignments provided are consistent with participants' IEPs and training needs to attain their employment and other goals. As applicable, describe your strategy for coordinating

remote and/or hybrid community service assignments that equitably use technology to enable flexible work arrangements for participants. (4 points)

- Describe how you will work with host agencies to identify ways to incorporate one or more Good Jobs Principles into host agency agreements for community service assignments to promote stronger working conditions and employment outcomes for program participants. This could include agreement terms regarding principles centered around Diversity, Equity, Inclusion, and Accessibility (DEIA), jobs that provide skills or career advancement, or recruitment and selection of particular host agencies based on job quality considerations, and/or other approaches. (2 points)

iv. Supporting Participants and Addressing Barriers to Employment (Up to 12 points)

- Describe your proposed evidence-informed strategies (and cite the evidence for those strategies) for providing an appropriate array of supportive services for SCSEP participants. Describe how your choice of these services will effectively serve participants with substantial barriers to employment, including individuals with disabilities, and enable participants to successfully engage in the program without unnecessary obstacles. If applicable, include the description of supportive services you plan to include under an ATSS request. See 20 CFR 641.545 for an explanation of supportive services. (6 points)
- Describe your strategies to ensure that historically marginalized populations are appropriately supported to successfully participate in SCSEP. Include your strategies for providing initial assessments of participants and your plan for meeting participants' IEP goals before they reach their Individual Durational Limit (IDL) of 48 months. Identify any potential barriers, including language proficiency, to moving participants into unsubsidized employment and include an effective strategy to overcome those barriers. (4 points)
- Explain how you will coordinate services with existing partners and develop new partners to help defray or provide at no cost or at a reasonable cost, supportive services necessary to enable participants to engage in employment-related activities, including supportive services provided to successful program exiters in their first year of unsubsidized employment. (2 points)

v. Partnerships (Up to 8 points)

- Describe a strong plan to leverage existing relationships and/or develop new relationships with existing employer partners and/or workforce intermediaries and describe how you will determine their workforce needs to help them hire older workers from your SCSEP program. Provide at least one example of how you have done so in the past. Provide evidence of these partnerships by attaching Memoranda of Understanding, Memoranda of Agreement, and/or signed Letters of Commitment (not simply letters of support) to the application that describe the relationship and the roles and responsibilities of each party. (These attachments do not count against the page limit for the Project Narrative). (4 points)
- Demonstrate that you have an appropriate mix of additional partners to effectively support the proposed activities under the project. At minimum, you must explain how you will leverage partnerships with Area Agencies on Disability and Aging and AJCs in order to maximize training, supportive services, and employment opportunities for

participants. Other key partners may include, but are not limited to, educational institutions (especially community colleges), vocational rehabilitation providers, centers for independent living, adult education providers, unions or organizations dedicated to worker voice, employers, and others within and outside the public workforce system. (4 points)

c. Organizational, Administrative and Fiscal Capacity (Up to 28 Points)

Scoring under this section will be based upon how well you address the following rating factors:

i. Capacity to Manage Core Organizational Functions and Program Operations (Up to 12 points)

To receive full points under this rating factor, you must describe and demonstrate your capacity to effectively manage a SCSEP project, or similar program functions and operations, including program data, fiscal capacity, and reporting/audit procedures, by addressing the following specifications:

- Include a comprehensive staffing plan/organizational chart (as an attachment) demonstrating the time key staff is dedicated to SCSEP will be sufficient to ensure effective program direction, fiscal management, and reporting for the program. “Key staff” are individuals who provide programmatic, fiscal, performance, and project management functions. These positions should align with key staff positions listed in the Budget Narrative. Applicants without key staff already in place must describe the qualifications and experience that they will require for key staff positions hired under this award. (2 points)
 - The staffing plan must include a description of each staff member’s roles and responsibilities on the project, relevant background, and experience with SCSEP or a similar program.
 - Describe the required qualifications and time commitment of the applicant’s day-to-day project manager.
 - Describe how staffs’ organizational and management experience contribute to the ability of the applicant to conduct the project and its requirements and meet program expectations.
- Clearly demonstrate your capacity to effectively manage program operations internally and through sub-recipients and local staff, if applicable, including identifying a plan for efficient communication regarding policies and procedures for SCSEP data collection, program performance, participant services, and fiscal management. Identify the type and frequency of substantive training that internal program staff and sub-recipients will receive on program policy, DOL guidance and directives, and performance and fiscal reporting. Explain how this choice of training and frequency is based on the needs of program and/or sub-recipient staff, and will provide them with the skills needed to successfully run the program. (4 points)
- Describe your process and schedule for monitoring sub-recipients and/or local projects to ensure they are meeting program requirements. Describe monitoring tools and procedures and explain how tools are used effectively to track subrecipients’ operations against performance objectives and financial requirements. (2 points)

- Describe how your tracking systems will effectively mitigate issues of performance, data collection, or fiscal management (internally and/or for sub-recipients) and if issues do occur, how you will appropriately enforce corrective actions. (2 points)
 - Describe your system to track forecasted and actual enrollment in conjunction with forecasted and actual participant wages and fringe benefits.
 - Describe how your tracking systems will help ensure that the grant is managed to provide adequate and consistent hours in CSA for participants, serve the maximum number of participants possible, and avoid under-spending or over-spending.
 - Describe at least one instance where you and/or a sub-recipient on a local project have needed to improve performance on a performance measure. Detail the steps you took to address this situation and what results were achieved.

Provide a clear and reasonable strategy to continue services for participants (such as supportive services, community service assignment, etc.) and maintain accurate reporting systems when facing unexpected challenges (e.g., due to a natural disaster). (2 points)

ii. Capacity to Manage Data (Up to 4 points)

SCSEP uses the Grantee Performance Management System (GPMS) for collecting, managing and reporting program data. The Department expects that awarded grantees will use the GPMS to track and analyze training, earnings, and employment outcomes of program participants. To receive full points under this rating factor, you must describe your capacity to collect and manage data in a way that ensures consistent, accurate, and expeditious reporting, as required by the Department, by addressing the following specifications:

- Describe your capability to effectively use SCSEP’s grantee performance management system (GPMS), including past experience in using similar systems (e.g., SPARQ, the SCSEP Performance And Results Quarterly system) if relevant, and to ensure the validity and accuracy of data produced over the course of the grant. (4 points)
 - *Current grantees* must explain how they have used/will use SCSEP’s case management system (GPMS) to track performance data; describe in detail their history of data entry timeliness and accuracy, including their rejection rate for PY 2021 (available in SPARQ); describe whether or not they have completed SCSEP data validation for the past two years; and explain how they have used the results of the data validation process to improve data collection and reporting and/or program implementation.
 - *New applicants* must explain factors that are relevant to their successful use of SCSEP’s case management system (GPMS) to track performance data, such as how applicants will ensure the accuracy and timeliness of data entry, their current process for conducting data validation, and how they ensured the quality of the data collected and reported for similar programs over multi-year periods. At minimum, new applicants must provide at least two consecutive years of program data for the most recently available data. If data are not available for the past two program years (PY 2022 and PY 2021), earlier program year data may be presented. New applicants should also include how they have used past data collection to improve data reporting or program implementation.

iii. Financial Capacity and Stability (Up to 8 points)

To receive full points under this rating factor, you must thoroughly and satisfactorily demonstrate fiscal and administrative controls in place to manage federal funds and your capacity to run a SCSEP program, including your ability adjust to potential changes in funding. Address the specifications below:

- Clearly demonstrate financial capacity to administer SCSEP by providing evidence of strong accounting systems, fiscal controls, previous grant funds management, and a review of audited financial statements. Applicants should submit a recently completed financial risk assessment form (see Section IV.B.4.b) that includes detailed descriptions of the below capabilities. (2 points)
 - Your capacity for start-up of financial activities early in the project;
 - The fiscal controls you have in place for auditing and accountability procedures, including fiscal management information systems;
 - Your accounting system's present ability to handle multiple funding streams;
 - Your system to track planned expenditures that will allow you to compare actual expenditures and accrued expenses in real-time to planned or estimated expenditures;
 - Your system to track forecasted and actual enrollment in conjunction with forecasted and actual participant wages and fringe benefits; and
 - Your capability to sustain some or all project activities after federal financial assistance has ended.
- Describe your past experience in effectively implementing a new program or handling an increase in funding for an existing program, and how that experience can assist you to administer a successful program under this award. (2 points)
- Clearly describe strategies for how the applicant will prevent fraud or criminal activity within their organization and how they will prevent any serious administrative deficiencies (such as deficiencies with monitoring activity results and submitting timely reports to the Department). (2 points)
- Demonstrate a strong plan to respond to potential reductions in funding while minimizing disruption to participants. If applicable, provide an example of when you encountered this challenge in the past, how you addressed it, and what you might do differently (if anything). (2 points)

iv. Reporting and Audits (Up to 4 points)

To receive full points under this rating factor, you must thoroughly describe your fiscal reporting procedures and audits and convincingly satisfy the specifications below. Include detailed descriptions of:

- How you plan to ensure that all grant funds are spent throughout the program year in an efficient manner, and your ability to make participant financial data available to the Department (e.g., timesheets, receipts, etc.). Include details on the timeliness of your quarterly fiscal and program reporting for SCSEP and/or other projects, if applicable. (2 points)

- The number and type of audit findings you have had in the past three years and a thorough explanation of how you have addressed, or are in the process of addressing, the findings. Include your most recent audited financial statements and, if applicable, the accompanying management letter, as attachments. (See Section IV.B.4.b for additional information on attachments). (2 points)

d. Budget and Budget Narrative (Up to 4 Points)

To receive full points under this rating factor, you must thoroughly satisfy the specifications below through your Budget and Budget Narrative. The Budget and Budget Narrative do not count against the page limit requirements for the Project Narrative. (See Section IV.B.2 for more detailed information on the required content of the Project Budget).

Demonstrate that the proposed budget is reasonable and feasible based on the activities proposed in the Project Narrative:

- Describe the extent to which the proposed expenditures will address all project requirements, and demonstrate that the budget will cover activities proposed in the Project Narrative, including that key personnel will have an appropriate amount of time devoted to the project to achieve project results, and that the budget will appropriately support the training activities and supportive services that eligible participants will receive while engaged in the program. (Up to 2 points)
- Describe, in the Budget Narrative, costs associated with each line item on the SF-424A and include the cost-per-participant information. Budget Narrative should also include a complete description of the projected match funds expenditures, delineated by the same expenditure categories, and leveraged resources provided (as applicable) to support grant activities. (Up to 2 points)

e. Past Performance - Programmatic Capability (Up to 10 Points)

Section 514(c) of the OAA [42 U.S.C. § 3056l(c)] requires that grants be awarded on the basis of applicants' prior program performance and other relevant factors. The Department will consider past performance in administering a SCSEP grant (in the case of current grantees), a similar grant (in the case of new applicants with prior grant experience), or comparable evidence provided by new applicants without any prior grant experience. There are different instructions depending on your past grant experience. Applicants must use the below information to determine which instructions are applicable to their organization.

I. Current Grantees - Assessing Past Performance

For current SCSEP grantees, except where otherwise noted, scores will be based solely on an analysis of performance on the specific measures listed below, using data available in SPARQ and GPMS. SPARQ was the grantee performance management system used for SCSEP through program year 2021. Current SCSEP grantees should not write a narrative about past performance. No data or data narrative provided by the applicant will be considered in assessing past performance. For each measure, except as otherwise noted, the average performance will be determined using the SPARQ data for program year 2021 and GPMS data for program year 2022. (Program Year 2023 data will not be used as PY 2023 is currently in progress as of the time of this FOA publication). For the SCSEP Minority

Report, which always lags by one year, the last two complete program years' available data will be used. In this case, SPARQ data from PY 2020 and PY 2021 will be used..

II. New Applicants - Assessing Past Performance

New applicants must describe prior performance in a comparable program and provide detailed data on the specific measures listed below. The data can be submitted in a past performance chart (described later in this section and in section IV.B.4, Attachments), or an alternate format that is organized and succinct. The description must present data on past performance, if any, in administering any State- or Federally-funded employment and training, community service, or comparable job readiness program. The description must provide the data specified under each measure/factor and the applicant must certify the accuracy and completeness of the data. The past performance (chart) should include the applicant's data certification. We will rate applicants with non-SCSEP grant experience based on the most recent performance data available from similar multi-year programs they have administered. New applicants should provide data for the two most recently completed program years available. If data are not available for the past two program years (PY 2022 and PY 2021), earlier program year data of the comparable program may be presented.

For each factor within each measure, new applicants will receive no points if the past performance program data does not meet a threshold standard of: 1) being similar to SCSEP, and 2) having acceptable data. Similar programs are those that comprehensively serve targeted populations with significant barriers to employment. Data submitted should be of sufficient quality to permit a meaningful analysis of the performance addressed by each factor and sub-item. New applicants will receive no points if the data quality analysis reveals deficiencies such as in validity, reliability, relevance, method of reporting, and consistency. New applicants must certify the accuracy and completeness of the data submitted. The data self-certification should include:

- Program/Grant name;
- Program funder and contact information;
- Source of the data and the period of performance (dates) the data cover;
- Whether the data were submitted to the program's funder; and
- Whether the data are publicly available and, if so, provide website/location.

All applicants will receive points based on past performance data in the following measures, or alternate measures for new applicants:

- i. Unsubsidized employment;
- ii. Prior performance on SCSEP core measures (in aggregate);
- iii. Community service employment; and
- iv. Greatest number served and most in-need served (see definition below).

Criteria (i), (iii), and (iv) measure actual performance in absolute terms, while criterion (ii) addresses performance compared to negotiated goals for the core measures, and actual performance on the customer satisfaction measures for PYs 2021 and 2022. Refer to Section IV.B.4.b, 'Special Program Requirements – Performance Goals,' for a detailed description of the SCSEP performance measures for PY 2023.

i. Unsubsidized Employment (Up to 4 points)

Current Grantees: Do not submit any data for this element; the Department will use available SPARQ data (PY 2021) and GPMS data (PY 2022) to assess the following factors:

a) Placement into unsubsidized employment

- The average actual performance on the rate of employment in the second quarter after the exit quarter (PY 2021 and PY 2022);
- The average actual performance on the rate of employment in the fourth quarter after the exit quarter (PY 2021 and PY 2022);
- Average score on participant customer satisfaction survey (PY 2021 and PY 2022), questions 7, 18 and 19:
Question 7 “helped me obtain supportive services to meet my employment goals”;
Question 18 “helped prepare me for success in workforce”;
Question 19 “helped me in finding employment.”

b) Placement into unsubsidized employment for most-in-need and minority participants

- The average most-in-need rate of individuals who achieved employment in the second quarter after the exit quarter (PY 2021 and PY 2022);
- The average rate of employment in the second quarter after exit for minorities (PY 2021 and PY 2022).

New Applicants: Describe in detail your recent experience (preferably completed within prior two program years, or between July 2021 – June 2023), placing participants, including those who are hardest to serve, into unsubsidized employment. Provide the data for each factor specified below. Wherever the data exist, please respond to the following measures with regard to the two most recently completed program years:

a) Placement into unsubsidized employment

- The average actual performance on the common measures entered employment rate, rate of employment in the second quarter after the exit quarter, or a similar measure;
- The average actual performance on the common measures employment retention at 6 months, the rate of employment in the fourth quarter after the exit quarter, or a similar measure;
- Responses to surveys of participants that indicate the program helped the participant obtain needed supportive services, helped prepare the participant for success in the workplace, provided help in finding employment; and
- Other relevant information.

b) Placement into unsubsidized employment for participants who are most-in-need

- The average number of specified barriers to employment, or other characteristics that render them most-in-need, of individuals who entered employment or achieved employment in the second quarter after the exit quarter. (See list of barriers to employment below in sub-section IV.B.3.f.iv);

- The average rate of entered employment or employment in the second quarter after the exit quarter for minorities.

ii. Prior Performance on SCSEP Core Measures (in aggregate) (Up to 2 points)

Current Grantees: Do not submit any data for this element. The Department will use available and relevant data from SPARQ and GPMS to assess the following factors:

a) Average aggregate percent of goal on the SCSEP core measures for PY 2021 and PY 2022, calculated based on the following measures:

- Service to Most in Need
- Effectiveness in Serving Employers, Participants, and Host Agencies

b) Participant customer satisfaction survey, average score on PY 2021 and PY 2022 American Customer Satisfaction Index (ACSI); and

c) Host agency customer satisfaction survey, average score on PY 2021 American Customer Satisfaction Index (ACSI).

New Applicants: Describe in detail your ability to meet the SCSEP core measures of performance listed below by describing your recent performance on comparable performance measures applicable to your program. Wherever the data exist (preferably between July 2021 – June 2023), please answer with regard to the two most recently completed program years:

a) Ability to address the following SCSEP core measures:

- Data on measures of placement, employment in the second quarter after the exit quarter, employment in the fourth quarter after the exit quarter, and median earnings, if available. Please provide the definition of each measure provided, including the numerator and denominator;
- Percentage of goals achieved, as established by the funder, for all reported performance measures, if available;
- Customer satisfaction of program participants, if available;
- Customer satisfaction of organizations providing community service, training sites, or similar opportunities, if available.

iii. Community Service Employment (Up to 2 points)

Current Grantees: Do not submit any data for this element. The Department will use relevant and available data from SPARQ (PY 2021) and GPMS (PY 2022), and the customer/host agency satisfaction surveys to assess the following factors:

a) Community service assignments are geographically convenient and appropriate for participants:

- Average score on Participant customer satisfaction survey (PY 2021 and PY 2022) questions 10 and 8:

Question 10 “assignment convenient”; and

Question 8 “someone I can talk to at my assignment.”

b) Ability to engage host agencies and contribute to the general welfare of the community:

- Average score on Host Agency customer satisfaction survey (PY 2021) questions 8, 15 and 11:
 - Question 8 “participants were a good match”;
 - Question 15 “ability to provide services”; and
 - Question 11 “program stayed in touch to make sure assignment went well”;
- Average actual performance on the community service measure.

New Applicants: Describe in detail your experience administering a program comparable to SCSEP in its complexity and duration that provides community service assignments or employment and training services, such as on-the-job training or longer-term work experiences, for eligible individuals in the communities in which the individuals reside, or in nearby communities, “that will contribute to the general welfare of the community.” Wherever the data exist (preferably between July 2021 – June 2023), please answer with regard to the two most recently completed program years:

a) Community service or training site assignments are geographically convenient and appropriate for participants:

- Responses to surveys of participants, or other relevant information, that indicate the opportunity provided was appropriate (e.g., questions about the utility of the opportunity, the appropriateness of the opportunity, having someone in the program to talk to, or other questions of similar nature, if available); and
- Data showing the average distance from participants’ residences to the CSA/training opportunity, if available.

b) Ability to engage training sites and contribute to the general welfare of the community:

- Number of different training, community service, or similar work experience sites, if available;
- Responses to surveys of organizations providing opportunities for training, community service, or similar opportunities, or other relevant information that indicate helpfulness of the program operator, the utility of the program to the training site, and the site’s satisfaction with program participants, if available.

iv. Greatest Number Served and Most-in-Need (up to 2 points)

We will determine your ability to serve the greatest numbers, with a focus on those with significant barriers to employment, based on past performance in administering a SCSEP grant, in the case of current grantees, or a similar program, in the case of new applicants.

As listed in 20 CFR 641.710(g) and in 42 U.S.C. § 3056p, participants are characterized as being “most-in-need” if they:

- have a severe disability;
- are frail, as defined in 20 CFR 641.140;
- are age 75 or older;

- meet the eligibility requirements for, but do not receive, benefits under Title II of the Social Security Act (42 U.S.C. § 401 et seq.);
- live in an area with persistent unemployment and are individuals with severely limited employment prospects;
- have limited English proficiency;
- have low literacy skills;
- have a disability;
- reside in a rural area;
- are veterans;
- have low employment prospects;
- have failed to find employment after utilizing services provided under the Workforce Innovation and Opportunity Act of 2014 (WIOA, Pub. L. 113-128);
- are homeless or at risk of homelessness; or
- are formerly incarcerated, as defined in 20 CFR 641.140.

Current Grantees: Do not submit any data for this element; the Department will use available SPARQ (PY 2021) and GPMS (PY 2022) data to assess the following factors:

a) Ability to serve the greatest number of eligible individuals

- The average actual performance on the service level measure.

b) Ability to serve individuals with the greatest economic need and greatest social need, including “most-in-need” individuals described above (as listed at 20 CFR 641.710(g):

- The average percentage of participants whose incomes were at or below 100% of the Federal Poverty Level at the time of enrollment;
- The average percentage of participants without a high school (HS) degree/diploma;
- The average percentage of all possible instances where minorities were enrolled at a rate significantly less than their incidence in the population; and
- The average actual performance on the most-in-need measure.

New Applicants: Describe in detail your experience serving individuals in a program that is comparable to SCSEP in its complexity and duration for each of the factors specified below.

Wherever the data exist (preferably between July 2021 – June 2023), please answer with regard to the two most recently completed program years:

a) Ability to serve the greatest number of eligible individuals

- Provide the number of individuals served under a comparable grant or program, compared to the expected number that the funding was designed to support.

b) Ability to serve individuals with the greatest economic need and greatest social need, and other “most-in-need” individuals described above (as listed at 20 CFR 641.710(g)

- The average percentage of participants meeting eligibility or service requirements, if any, put in place by the funding source for participants with incomes at or near the Federal Poverty Level at the time of enrollment;

- The average percentage of participants at applicable thresholds of the Federal Poverty Level (e.g., below 100%, at 100%, no more than 125%);
- The average percentage of participants who were without a HS degree/diploma;
- The average percentage of participants who were minorities, especially the percentage served in proportion to their incidence in the population; and
- The average percentage of individuals served who had each of the barriers to employment, as described above or at 20 CFR 641.710(g), or have other characteristics that the program defines as “most-in-need” (and the rationale for any additional characteristics).

ETA views the above indicators as the most critical to demonstrating that the applicant’s past success in a similar program has prepared its organization to succeed in operating a SCSEP project. Applicants may substitute a different indicator if the substituted indicator is applicable to the specific past performance required in this FOA.

New applicants must identify their past performance indicators, if different from the four measures included in the past performance section, and the indicator outcomes. Data for each performance indicator must be displayed as both a fraction and a percentage. (I.e., the numerator is equal to the number of program participants who achieved the identified indicator (Outcome), and the denominator is equal to the total program participants expected to achieve the identified indicator (Goal)). This information may be presented in a Past Performance Chart.

DOL will award zero points for non-qualifying past performance indicators.

f. Spending Rate Analysis (Up to 2 points)

Current Grantees: Do not submit any data for this element; The Department will pull spend rate analysis data for current SCSEP National grantees.

New Applicants: New applicants must submit the total grant amount and the percentage of grant funds spent during the original period of performance for their grant specified above.

- Applicants that expended at least 90 percent of the grant funds for their most recently completed grant will receive 2 points.
- Applicants that expended at least 80 percent but less than 90 percent of the grant funds for their most recently completed grant will receive 1 point.
- Applicants that expended less than 80 percent of the grant funds for their most recently completed grant will receive 0 points.

New applicants should submit this information as an attachment. Below is a sample format for the spend rate analysis chart. This chart is optional for use and intended for new applicants.

Spending Rate Analysis			
Grant Funds Received:	Grant Funds Spent by end of the Original Period of Performance:	Total Spent / Total Grant Funds	Percentage Rate of Spending:
<i>Example: \$1,000,000</i>	<i>\$800,000</i>	<i>\$800,000/ \$1,000,000</i>	<i>80%</i>

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.

In your Grants.gov application, you must attach the following documents under the “Required Attachments” section and label the attachments as follows:

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 type of applicant (indicate “National” or Set-Aside”)
- the project title
- the project purpose
- the geographic 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
- point of contact information

The abstract is a brief summarization of the proposed project including project partners, targeted industry sectors, geographic scope, capacity-building and equity-centered performance goals, and expected project outcomes. The geographic scope is the physical service area in which awarded applicants will serve participants. *See Appendix C for a sample abstract template.*

(2) Submission of Application to the Governor – Certified Mail Receipt

The Department requires that applicants send their application via certified mail to the Governors of each state for which they propose to serve participants. Applicants must retain the certified mail receipt and provide a copy(ies) of it as an attachment to their application. The Department does not require applicants submitting a Pacific Islander and Asian-American or Indian/Native American set-aside grant application to submit copies of their applications to the Governors under this section, however, set-aside applicants are encouraged to voluntarily comply with this provision.

For more information regarding this submission, please review section IV.F.2.

(3) Copy of Statutory Provision (Federal Public Agency applicants, only)

If the applicant is a federal agency, it must submit a clearly identifiable copy of the statutory provision that permits it to receive other Federal funds.

(4) Non-Federal share Exemptions (if applicable)

(a) Economically Depressed Areas

Applicants seeking to apply in “economically depressed areas” may be exempted from the non-Federal share requirement (20 CFR 641.809(f)) and must attach a copy of the determination made by the Secretary of Labor in consultation with the Secretary of Commerce and the Secretary of Health and Human Services that the counties for which they are applying are economically depressed areas, see section 502(c)(1)(B) of the OAA (42 U.S.C. § 3056(c)(1)(B)).

(b) Federal Public Agency Applicants

Federal agencies that have a statutory exemption to their non-Federal share requirement must attach a copy of that exemption. Please see 20 CFR 641.809 for further information.

(c) Emergency or Disaster Project

Applicants seeking exemption from Federal share requirement (20 CFR 641.809(f)) must alert the Secretary of Labor of the emergency or disaster project. The Secretary will provide the exemption based on further guidance issued by the Department. Also see section 502(c)(1)(A) of the OAA (42 U.S.C. § 3056(c)(1)(A)).

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) Past Performance Documentation

This attachment must include both the Chart of Past Performance and the Grantor Verification Letter (if the chart is not signed by the Grantor).

New Applicants, Only. See Section IV.B.3.e for which applicants are to submit this documentation and additional instructions.

New Applicants must include signed copies of the “Certification of Accuracy” with the data submitted for Past Performance.

See Section IV.B.3.f for additional instructions on how applicants are to submit past performance documentation. New applicants should submit past performance documentation according to the instructions for new applicants in Section IV.B.3.f.II, Past Performance.

These documents must be uploaded as an attachment to the application package and labeled “Past Performance.”

(2) Letters of Commitment or MOUs

Submit signed and dated Letters of Commitment or Memoranda of Understanding between the applicant and all required partner organizations, optional partner organizations, and/or sub-grantees that propose to provide services to support the program model and lead to the identified outcomes. Letters of Commitment or Memoranda of Understanding describe services, referrals, cost share with key partners, and describes the relationship and obligations of each party. Applicants should include signed Letter(s) of Commitment (not letters of support) from employer partners that commit to OJE contracts. Please note that an e-mail or other form of written commitment can be used in place of a signed Letter of Commitment, signed Memoranda of Understanding, and/or a signed Memoranda of Agreement. See Section IV.B.3.a for additional information on letters of commitment. These letters must be uploaded as an attachment to the application package and labeled “Letters of Commitment.” Failure to attach these documents will impact scoring of the application.

(3) Indirect Cost Rate Agreement

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

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

(4) Financial System Risk Assessment Information

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

(5) Financial Statements

Applicants must submit their audited financial statements for the last three years and, if applicable, the accompanying management letters. Detail the number and type of audit findings identified in the past three years. Failure to attach these documents will impact scoring of the application.

(6) Financial System Risk Assessment Information

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

(7) Organizational Chart and Staffing Plans

Submit the Organizational Chart as described in the Project Narrative (Project Design), section IV.B.3.c.i. Failure to attach these documents will impact scoring of the application.

C. SUBMISSION DATE, TIME, PROCESS AND ADDRESS

Due Date for Applications:

May 06, 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.

As stated in Section II.A, your application submission must include a final bid for the counties you propose to serve (submitted through [SCSEPapply.org](https://www.scsepapply.org)) **no later than 4:00 p.m. Eastern Time on the announcement closing date.** Applicants are strongly advised to initiate the authorized positions bidding process as soon as possible, and to plan for time to resolve technical problems, if necessary. We strongly recommend that you submit your final bids through [SCSEPapply.org](https://www.scsepapply.org) at least three (3) business days prior to the application submission deadline, in case you encounter technical challenges with your equipment or the website. Your application in response to this FOA will not be considered complete if your official bid is not submitted through [SCSEPapply](https://www.scsepapply.org) by the deadline.

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/applicant-registration>. 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 [grants.gov/applicants/workspace-overview](https://www.grants.gov/applicants/workspace-overview). For access to complete instructions on how to apply for opportunities, refer to [grants.gov/applicants/grant-applications/how-to-apply-for-grants](https://www.grants.gov/applicants/grant-applications/how-to-apply-for-grants).

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 grants.gov/applicants/applicant-faqs.

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 grants.gov/connect/manage-subscriptions/.

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

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

The Grants.gov Contact Center is open 24 hours a day, 7 days a week but closed on federal holidays. If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number.

Late Applications

We will consider only applications successfully submitted through Grants.gov no later than 11:59 p.m. Eastern Time on the closing date and then successfully validated. **You take a significant risk by waiting to the last day to submit through Grants.gov.**

D. INTERGOVERNMENTAL REVIEW

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

E. FUNDING RESTRICTIONS

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

Indirect Costs

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

Option 1: You may use a NICRA or Cost Allocation Plan (CAP) supplied by the federal Cognizant Agency. If you do not have a NICRA/CAP or have a pending NICRA/CAP, and in either case choose to include estimated indirect costs in your budget, at the time of award the Grant Officer will release funds in the amount of 10 percent of Modified Total Direct Costs (see DOL's definition below) to support indirect costs. Within 90 days of award, you are required to submit an acceptable indirect cost proposal or CAP to your federal Cognizant Agency to obtain a provisional indirect cost rate. (See Section IV.B.4. for more information on NICRA submission requirements.)

Option 2: Any organization that does not have a current negotiated (including provisional) rate, with the exceptions noted at 2 CFR Part 200.414(f) in the Cost Principles, may elect to charge a de minimis rate of 10 percent of modified total direct costs (see DOL's definition below), which may be used indefinitely. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as the non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time. (See 2 CFR Part 200.414(f) for more information on use of the de minimis rate.)

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

Administrative Cost Limitation

Under this FOA, an entity that receives a SCSEP National Grant is limited to 13.5 percent of the amount of the grant to pay administrative costs associated with the project. Subject to

Departmental approval, administrative costs may be increased up to 15 percent based on the requirements in 20 CFR 641.870.

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. Administrative costs do not need to be identified separately from program costs on the SF-424A Budget Information Form. However, they must be tracked through the recipient's accounting system. To claim any administrative costs that are also indirect costs, the applicant must obtain an Indirect Cost Rate Agreement from its federal Cognizant Agency or be eligible to use the 10 percent de minimis rate, as specified above. For WIOA grants, all costs charged as a result of the de minimis rate will be counted towards the administrative cost limitation specified below.

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.

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

Only work that is developed by the recipient in whole or in part with grant funds is required to be licensed under the CC BY license. Pre-existing copyrighted materials licensed to or purchased by the grantee from third parties, including modifications of such materials, remain subject to the intellectual property rights the grantee receives under the terms of the particular license or

purchase. In addition, works created by the grantee without grant funds do not fall under the CC BY licensing requirement.

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

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

If applicable, the following standard ETA disclaimer needs to be on all products developed in whole or in part with grant funds.

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

Credential Transparency

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

developed, related assessments, related accreditations or other quality assurances where appropriate, costs, and available outcomes.

WIOA Infrastructure

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

Use of Grant Funds for Participant Wages

Grantees must spend a minimum of 75 percent of their SCSEP Federal grant funds on participant wages and fringe benefits. Subject to Departmental approval, a grantee may use up to 10 percent of SCSEP Federal Grant funds to provide additional training and supportive services (ATSS) to participants (see 20 CFR 641.874). Grantees must pay participants the highest applicable required wage for time spent in orientation, training, and community service assignments. Participant wages are based on the highest applicable required wage, either the Federal minimum wage applicable under the Fair Labor Standards Act of 1938; the State or local minimum wage for the most nearly comparable covered employment; or the prevailing rate of pay for persons employed in similar public occupations by the same employer (20 CFR 641.565). Generally, grantees pay participants' wages every two weeks. See Section II.A of this FOA for funding calculation information.

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.

STANDARDS FOR EVALUATING APPLICANT CRITERIA REQUIREMENTS

Criterion	Points (maximum)
1. Statement of Need (See Section IV.B.3.a.)	10 total
2. Project Design (See Section IV.B.3.b)	46 total
3. Organizational, Administrative and Fiscal Capacity (See Section IV.B.3.c)	28 total
4. Budget and Budget Justification (See Section IV.B.3.d.)	4 total
5. Past Performance - Programmatic Capability (See Section IV.B.3.e)	10 total
6. Spending Rate Analysis (See Section IV.B.3.f.)	2 total
TOTAL	100

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

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

Note: The 'Past Performance' metrics will be scored on separate scoring rubrics.

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.

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.

U.S. DEPARTMENT OF LABOR -EMPLOYMENT AND TRAINING ADMINISTRATION (ETA) FUNDING OPPORTUNITY ANNOUNCEMENT: FINANCIAL SYSTEM RISK ASSESSMENT		
	SECTION A: PURPOSE	
<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 data, promote operational efficiency, and encourage adherence to prescribed management policies.</p>		

<p>U.S. DEPARTMENT OF LABOR -EMPLOYMENT AND TRAINING ADMINISTRATION (ETA) FUNDING OPPORTUNITY ANNOUNCEMENT: FINANCIAL SYSTEM RISK ASSESSMENT</p>		
SECTION B: GENERAL		
1. Applicant Legal Name (as it appears in SAM.gov):		
a. When was the organization founded/incorporated (<i>month, day, year</i>):	b. Principal Officers Names, Title, Email Address President/Chair Board of Directors: Chief Executive Officer: Chief Financial Officer: Accounting/Budget Officer:	
c. Employer Identification Number:		
d. Number of Employees Full Time: Part Time:		
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. (<i>12 months</i>) \$
SECTION C: ACCOUNTING SYSTEM		
<p><i>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.</i></p>		
1. Has any Government Agency rendered an official written opinion concerning the adequacy of the accountings system for the collection, identification and allocation of costs under Federal contracts/grants? Yes No		
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

U.S. DEPARTMENT OF LABOR -EMPLOYMENT AND TRAINING ADMINISTRATION (ETA) FUNDING OPPORTUNITY ANNOUNCEMENT: FINANCIAL SYSTEM RISK ASSESSMENT		
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: a. Total funds available for a grant? b. Total funds available for a budget cost category (e.g. Personnel, Travel, etc)?	Yes	No Not Sure Yes No Not 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
SECTION D: FINANCIAL STABILITY		
1. Is there any legal matter or an ongoing financial concern that may impact the organization's ability to manage and administer the grant? If yes, please explain briefly.	Yes	No
SECTION E: FINANCIAL STATEMENTS		
1. Did an independent certified public accountant (CPA) ever examine the financial statements?	Yes	No
2. If an independent CPA review was performed please attach a copy of their latest report and any management letters issued.	Enclosed	N / A
3. If an independent CPA was engaged to perform a review and no report was issued, please provide details and an explanation below:		
SECTION F: PAYMENT MANAGEMENT SYSTEM ACCOUNT		

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

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

**SECTION G:
ADDITIONAL
INFORMATION**

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>.

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.

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.

Note: Through the SCSEP Sector Demonstration Grants, the Department will award funds to a subset of SCSEP National Grant competition winners to specifically participate in an impact study with a companion implementation study. Additional information on the evaluation is available in FOA-ETA-24-12.

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.

In addition, grantees that fail to meet 80% of their aggregate goals on the seven SCSEP core measures listed below are required to implement a corrective action plan. Grantees that fail to meet 80% of their aggregate goals for four consecutive years are barred from participating in the next competition. Grantees that fail to make satisfactory progress in meeting their annual performance goals may receive additional conditions of award for the subsequent grant year that specify the specific improvements required for the grantee to be in compliance with their grant.

Negotiated goals for the SCSEP core performance measures will apply to all grantees and will be incorporated into the final grant agreement. Grantees cannot receive annual grant awards without negotiated goals and are subject to consequences for failing to meet them, including being barred from the subsequent competition for repeated failure to meet their negotiated goals. See 20 CFR 641.740(b).

Current grantees that are successful in this competition will have performance measure goals for PY 2024 and PY 2025 that reflect prior performance and will be negotiated in the Spring of 2024. Grantees may request to re-negotiate adjustments to these goals after the awards have been made, based on factors such as changes to their service areas that impact populations with barriers to employment, poverty, and unemployment in the geographic service areas.

New grantees will be assigned the average national grantee goals as targets for PY 2024, subject to adjustments during the program year, based on factors such as populations with barriers to employment, poverty, and unemployment in the geographic service area(s) served. New grantees will also negotiate PY 2025 goals during this period of adjustment. The seven negotiated core performance measures that apply to SCSEP are listed below. Note that we have provided the most recent national negotiated performance goals for each measure below, however; these levels are subject to change based on future economic conditions and other relevant factors.

(1) Service Level

Service Level represents the number of participants served beyond the number of Authorized Positions. For example, a proposed PY 2024 program goal of 160 percent would require a grantee that has 100 APs to serve at least 160 new or existing participants at some time

during the program year. The negotiated service level goal for PY 2023 is approximately 134 percent.

(2) Community Service

“Hours of community service employment” is defined as the total number of hours of community service provided by SCSEP participants divided by the number of hours of community service funded by the grantee’s grant, after adjusting for differences in minimum wage among the States and areas. Paid training and paid sick hours are excluded from this measure. The negotiated goal for PY 2023 is approximately 74 percent.

(3) Service to Most-in-Need

We require grantees to give special consideration to enrolling individuals who qualify as having the greatest need. “Most-in-need” (or the number of participating individuals described in section 518(a)(3)(B)(ii) or (b)(2) of the OAA as amended, 42 U.S.C. § 3056p(a)(3)(B)(ii) and (b)(2)) is calculated by counting the total number of specified barriers to employment for all participants and dividing by the number of participants served. (See Section I.A for more information). The nationwide goal for PY 2023 is an average of approximately three (3) most-in-need factors per participant.

(4) Unsubsidized Employment, Second Quarter after Exit

“Q2 Employment” is the number of participants who are in unsubsidized employment during the second quarter after the quarter in which they exit the program, divided by the number of participants who exited two quarters earlier. The nationwide target for PY 2023 is approximately 32 percent.

(5) Unsubsidized Employment, Fourth Quarter after Exit

“Q4 Employment” is the number of participants who are in unsubsidized employment during the fourth quarter after the quarter in which they exit the program, divided by the number of participants who exited two quarters earlier. The nationwide target for PY 2023 is approximately 27 percent.

(6) Median Earnings

Median Earnings is defined by the following formula: Of those participants who are employed in the second quarter after the quarter of exit, calculate the median value of the earnings in the second quarter after the exit quarter. The nationwide target for PY 2023 is approximately \$3,421.

(7) Effectiveness in Serving Employers, Participants, and Host Agencies

Effectiveness is defined as the average American Customer Satisfaction Index (ACSI)[\[viii\]](#) score on the surveys administered to these three customer groups. The index is created by combining the responses to three questions that are common to the three SCSEP surveys. It is designed to address different dimensions of customers’ experience. For PY 2023, the goals are approximately 86 for employers, 85 for participants, and 83 for host agencies.

c. Additional Training and/or Supportive Services (ATSS)

Section 502(c)(6)(C) of the OAA [42 U.S.C. § 3056(c)(6)(C)] permits SCSEP grantees to request approval from ETA to use additional program funds for costs associated with participant training and supportive services. Approved requests allow grantees to use up to an additional 10 percent of funds for additional training and supportive services, allowing grantees to spend not less than 65 percent for participants' wages and fringe benefits, rather than the standard 75 percent minimum. In general, ETA expects ATSS training components will provide training that prepares participants with skills relevant for employment in in-demand occupations in their community. Further, ETA expects that ATSS supportive services components will supplement and enhance the supportive services provided through primary grant funds, enabling more participants to mitigate and overcome financial and/or logistical barriers to SCSEP participation.

In the past, ATSS requests were required with the grant document submission at the beginning of each new program year under the grant's period of performance. In an effort to allow long-term strategic planning for use of ATSS funds, ETA encourages applicants to consider submitting ATSS requests that span the duration of the grant cycle (up to four years) under the initial program year 2024 funding application process. This approach remains consistent with the current SCSEP regulations while allowing for greater continuity and less year-to-year planning burden for grantees. This change will help grantees more successfully support participants by providing continuity of service offerings from year to year, promoting the stability of employment for staff directly charged with implementing ATSS, and streamlining the annual DOL/ETA grant review and approval processes.

To conduct ATSS activities, grantees must submit and receive ETA's approval for a distinct ATSS request that follows the instructions provided by ETA in relevant guidance. Applicants should submit official ATSS requests at a later date, such as in response to a program year allotment TEGL that ETA anticipates publishing after awards are announced under this FOA. If ETA approves the ATSS request, we will grant conditional approval for each of the subsequent three years under the grant period of performance, given the grantee provides supporting documentation that addresses how the funds improved their efforts to achieve the goals set forth in their ATSS request, how the ATSS request was successfully implemented/utilized during the current/past year, and the required quarterly narrative reports documenting the use of funds for ATSS were submitted to the Department. As noted above, applicants that plan to submit an ATSS request in response to a future allotment TEGL should incorporate the relevant ATSS activities and associated costs into their funding applications in response to this FOA (within the project and budget narrative sections, as appropriate). Note: Selection for an award under this FOA does not constitute automatic approval of the proposed ATSS request; grantees must still receive distinct ATSS approval from ETA as described above.

In general, provided that a grantee's planned use of ATSS funds remains substantially similar from one program year to the next, the life of an approved ATSS request will align with the schedule for the SCSEP National Grant competition, beginning on the effective date of participant transfers resulting from the 2024 competition for National grantees, and will expire on June 30, 2028.

If a grantee's planned use of ATSS funds for a subsequent program year changes substantially, such that it would require the grantee to amend its budget beyond the budget

flexibility specified in the grant terms, or that it would require the grantee to request a modification to its statement of work, ETA will require such a grantee to submit an updated ATSS request for reconsideration. (Any ATSS request that results in a change of more than 10 percent to any particular line-item on the SF-424A, and/or that would require a grantee to submit a statement of work amendment, would require an updated ATSS request). Further, grantees that do not submit an ATSS request through the PY 2024 Funding Allotment TEGL will still have the option to submit a request subsequently according to the process specified in the SCSEP regulations and/or subsequent annual allotment TEGLs.[\[ix\]](#)

See Attachment V, ‘Optional Special Requests,’ of [TEGL 18-22](#), *Program Year (PY) 2023 Planning Instructions and Allotments for Senior Community Service Employment Program (SCSEP) State, Territorial, and National Grantees*, for an example of detailed instructions and application requirements for ATSS requests. The approval for an updated ATSS request, or an initial ATSS request submitted after the PY24 Funding Allotment TEGL, would then be in effect through the remainder of the grant period of performance end date (June 30, 2028), subject to the same limitations discussed above.

Important Considerations for ATSS Request Proposals

As noted above in this FOA, applicants that plan to request ATSS approval should include their planned ATSS activities and expenditures in their applications to this FOA in both the Budget Narrative and Project Narrative, as appropriate.

As in past SCSEP competitions, successful applicants that wish to do so **MUST** submit a separate ATSS request for Grant Officer approval *after* receiving an award under this FOA. Official ATSS requests should be submitted by grantees at such later date in response to the forthcoming PY24 SCSEP Funding Allotment TEGL. Applicants should note the following important considerations in planning to submit ATSS requests:

- a. **Adhere to allowable training activities.** Participant training costs under an ATSS request may include, but are not limited to, the reasonable costs of instructors, classroom rental, training supplies, materials, equipment, tuition, grant staff salaries and wages that directly support the development, design, coordination, execution, and improvement of participant training, and other costs that are directly related to participant training. Such training may be provided on the job, in a classroom setting, in a virtual setting, or according to other appropriate arrangements. Note that such costs must include the wages of participants receiving the benefit of ATSS, but should not include activities such as general staff development, or activities that relate to participant training only indirectly or tangentially.
- b. **Adhere to allowable supportive services.** Participant supportive services under an ATSS request may include, but are not limited to, the payment of reasonable costs of transportation, health, mental health, and medical services, special job-related or personal counseling, incidentals (such as work shoes, badges, uniforms, eyeglasses, and tools), child and adult care, temporary shelter, follow-up services, and grant staff salaries and wages that directly support the design, coordination, delivery, and improvement of supportive services.
- c. **Assurances regarding programmatic funds.** Through submission of an ATSS request, consistent with 20 CFR 641.874(a)(4), you agree that any remaining grant funds (i.e., funds *other than* those allocated for ATSS, participant wages and fringe benefits, and

administrative costs) will be used for participant training, job placement assistance, participant supportive services, outreach, recruitment and selection, intake, orientation, and assessment. You also agree that no ATSS funds may be used to pay for any administrative costs, consistent with 20 CFR 641.874(a)(3).

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 15th day of the second month after each calendar-year quarter. The report must include quarterly information on interim indicators and performance goals. The last quarterly progress report will serve as the grant's Final Performance Report. This report must provide both quarterly and cumulative information on the grant performance. Submission requirements will be provided to grantees upon award. We will also provide you with guidance about the data and other information that is required to be collected and reported on either a regular basis or special request basis.

GPMS Case Management System: Grantees must enter the required data approved by OMB into the SCSEP grantee performance management system (GPMS) in a timely and accurate manner. The GPMS case management system tracks participant records beginning at the time of application. The primary use of the case management system is to track participant training and employment, generate Workforce Integrated Performance System (WIPS) and internal QPR reports, alert grantees when follow-ups are required, provide performance evaluation information, and lead grantees to program improvement. 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 200 CFR 641.879 for more details). As a condition of the grant, awarded applicants must collect and report all SCSEP required data on a continuous and timely basis and must maintain an acceptable level of data accuracy as determined by DOL. Applicants must ensure that all local providers have Internet access and the ability to use all the functions in the case management system.

Social Security Numbers: For the purpose of performance indicator reporting, grantees are required to collect and submit participant-level data to ETA, including Social Security Numbers (SSNs), on all individuals that receive grant-funded services. The GPMS uses

SSNs to determine unique SCSEP participants, for whom unique system identification numbers are then generated. The GPMS encrypts the SSNs and does not re-transmit them. Please note: Although grantees are required to ask participants for their SSN, a participant cannot be denied services if they choose not to disclose this information.

3. Quarterly Narrative Performance Reports

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

The QNR must include information on grant activities including performance goals and milestones. Grantees are encouraged to report on accomplishments, including project success stories, upcoming grant activities, and promising approaches and processes, including updates on product, curricula, and training development. 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. ETA will provide guidance 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 upon grant award.

4. Equitable Distribution Reports

National grantees must prepare an individual Grantee Equitable Distribution (ED) Report annually and must also participate with the State grantee in the development of the State Equitable Distribution report. Both ED reports (ETA-8705(a) and ETA-8705(b)) are approved by OMB. The State ED report provide a basis for determining the collective progress made by all SCSEP grantees operating projects in the state toward providing equitable service to eligible persons in each county, based on the location of all authorized positions in each state. The Grantee ED Report provides the same information at the individual grantee level. Applicants must acknowledge that they are required to participate in the development of the State ED report for each state in which the grantee operates a SCSEP project, and will also submit an individual Grantee ED report to the Department. As a condition of any award under this FOA, the grantee will comply with (1) the requirement to submit data for the ED report, for each state in which they operate a SCSEP project, and (2) that they will not make any change in the location of authorized positions as set forth in their individual Grantee ED report and the State ED report, without DOL approval. In order to comply with the ED requirements, grantees may be required to increase enrollment in some counties and may not be able to fill authorized positions that become vacant in other counties, as necessary to comply with the distribution of authorized positions required by ED. The ETA National Office will review and return to a grantee an inadequate ED report. Failure to address the deficiencies may result in a grantee receiving additional conditions of award for the subsequent grant year that specify the specific improvements required for the grantee to be in compliance with its grant. Compliance with ED is a condition of the initial grant award and each annual grant renewal. Data required for the Equitable Distribution Reports are provided by the GPMS.

VII. AGENCY CONTACTS

For further information about this FOA, please contact SCSEP.OGM@dol.gov, Grants Management Specialist, Office of Grants Management, at 000-000-0000. Applicants should e-mail all technical questions to SCSEP.OGM@dol.gov and must specifically reference FOA-ETA-24-11, 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.

E. NOTICE TO INCUMBENT NATIONAL GRANTEES AND STATE GRANTEES

With the publication of this FOA, incumbent National grantees and State grantees are notified that we will not approve any movement of authorized positions due to Equitable Distribution, or for any other reasons, until the completion of the PY 2024 Grant competition. Once awards are announced, we anticipate that no transfers of participants will be permitted until the new awards are effective on November 1, 2024.

A) Transition of SCSEP Participants

We expect the activities required for the transition of participants from incumbent grantees to new providers to take place beginning in July 2024, with an effective grant transfer date of November 1, 2024 for all transferred participants. For the period from July 1, 2024 through October 31, 2024, only incumbent grantees will receive funding and provide services. The process for the transfer of participants will start after the PY 2024 awards are executed. Incumbent grantees and new awardees will work together to ensure an orderly and seamless transition of participants. Incumbent grantees will receive new grants to cover the period from July 1, 2024 through October 31, 2024 to continue operating their existing grants through the transition period. Additional guidance will be forthcoming on the transition and transfer process. When participants are transferred from one grantee to another as a result of this competition, the enrolled participants must be allowed to continue in the program with minimum disruption. Therefore, by applying for funds under this FOA, selected applicants agree to continue the enrollment of incumbent SCSEP participants, and must offer incumbent SCSEP participants transferred to the awarded grantee as a result of the competition the opportunity to continue in SCSEP in the same geographic area, and with the same host agency for up to 90 days (i.e., "right of first refusal"), and must apply whichever is the more favorable option of the recipient

grantee's or the transferring grantee's IDL policy for 90 days after any transfer. At the end of the 90-day period, selected grantees may choose to move transferred participants into new host agencies, or they may continue to use the current host agencies.

Participants will remain enrolled in SCSEP with the incumbent grantee until the transition period is completed (November 1, 2024). We will require such former (incumbent) grantees to identify all SCSEP participants in GPMS (the case management system) who must be transferred to other grantees, and grantees must ensure that these participants are entered into a bulk transfer spreadsheet or other medium/database as required by DOL, by the timelines specified. By November 1, 2024, all affected participants will appear in the GPMS case management system as enrolled with the proper grantee.

We are committed to minimizing disruptions to the extent possible and require that new applicants and current grantees reflect this commitment, as required by 42 U.S.C. § 3056l(c)(9)-(10). We will work with grantees to promote a seamless transition if there is a new grantee in an area. We will support the transition by providing technical assistance, participant and host agency data, and transition costs (pending availability of funds), in accordance with 2 CFR part 200.[\[x\]](#) We will require successful applicants and incumbent grantees to ensure minimum disruptions to participants, including continuous payment of wages during the transition (42 U.S.C. § 3056l(c)(10)). We expect new grantees to assume payroll responsibilities on November 1, 2024. Successful applicants must plan to make the first payment to participants in the first or second week of November 2024.

B) Transition of SCSEP Projects: Roles and Responsibilities of Parties

The Department

In addition to the responsibilities described immediately above and throughout this FOA, we will be responsible for instituting regularly scheduled conference calls that include ETA National and Regional Department staff and national grantees.

SCSEP National Grantees

The selected national grantees must:

- Maintain open lines of communication with the States and attend any State or Federally scheduled conference calls;
- Ensure that all participants have the right of first refusal for their existing work-based community service assignments and are accorded the more liberal IDL policy for up to 90 days;
- Ensure that wage payments to participants are made in a timely manner;
- Determine how and when participants will be notified of changes in successor grantee in accordance with instructions issued by the Department;
- Establish procedures to transfer hard copy records to successor grantees, as applicable;
- Ensure that all participants who must be transferred to a new grantee are identified and properly entered into the case management system transfer utility or some other database as specified by DOL by the specified time;
- Ensure that all required policies and procedures are in place, including but not limited to: IDL, necessary sick leave, approved breaks in participation, termination, and grievance;
- Maintain privacy of individual records; and
- Coordinate with other grantees when receiving and transferring existing SCSEP participants.

IX. OMB INFORMATION COLLECTION

OMB Information Collection No 1225-0086, Expires July 31, 2025.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 50 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

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

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

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

Signed 03/07/2024 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).
- “*Preview of New Evaluation on Sectoral Training for Low-Income Older Adults.*” 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 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 their effectiveness, and includes 221 interventions and 295 studies to date.

- **USDOL Chief Evaluation Office (CEO) - Completed Reports**

<http://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 C: Suggested Abstract Format

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. The template below is a suggested format. Applicants may tailor this template as needed to fit their proposed application. The abstract may be up to two pages and is provided as an attachment. DOL will share publicly the abstracts of successful applicants.

Applicant Overview

Lead Applicant Organization Name:
Project Title/Name and Purpose:
Total Funding Requested for SCSEP Program Grant:
Type of Applicant: <i>Indicate 'National' or 'Set-Aside'</i>
Geographic Area(s) Served:
Intended Beneficiaries:

SCSEP Partnerships

WORKFORCE DEVELOPMENT SYSTEM PARTNER(S) <i>(Required for all applicants)</i>	
<i>Insert name(s) of Workforce Development System Partner(s) and their project contributions:</i>	<i>Insert type of organization</i>
<i>[add additional lines as needed]</i>	
EMPLOYER PARTNER(S) <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>	
ADDITIONAL PARTNER(S)	
<i>Insert name(s) of Optional Partner(s) and their project contributions:</i>	<i>Insert type of organization</i>
<i>[add additional lines as needed]</i>	

Project Information

Key Project Goals to be addressed: <i>Include the number of participants to be served, the funding level requested, the total cost per participant, etc.</i>
Summary of Program Activities: <i>Describe skills training, community service assignments, on the job experiences, and other supportive services included in the project design, provided by the grantee or partners.</i>
Sub-recipient Activities: <i>Describe activities to be done by sub-recipient(s), if applicable.</i>
Industry-Recognized Credential(s) or Certifications to be Awarded:
Performance Outcomes: <i>Describe the scope of the what the project intends to accomplish.</i>

Description of participants to be served:

Public Contact Information

Point of Contact's Name and Title:
Institution:
Address:
Phone Number:
Email Address:

APPENDIX D: SCSEP Programmatic Assurances

You must certify that you will conform to these assurances throughout the period of the grant by checking each of the assurances below. These assurances apply fully to any sub-recipient, local project, or grantee staff involved in the delivery of services.

You agree to the following terms:

Recruitment and Selection of Participants

- Develop and implement methods to recruit and select eligible participants to assure maximum participation in the program.
- Use income definitions and income inclusions and exclusions for SCSEP eligibility as described in TEGL No. 12-06 to determine and document participant eligibility.
- Develop and implement methods to recruit minority populations to ensure at least proportional representation in your assigned service area, as listed in the latest Minority Report.
- Develop and implement strategies to recruit applicants who have priority of service as defined in Older Americans Act section 518(b), 42 U.S.C. § 3056p(b) and by the Jobs for Veterans Act, Pub. L. 107-288, and the VOW (Veterans Opportunity to Work) to Hire Heroes Act of 2011, Pub. L. 112-56, Title II, 38 U.S.C. § 4215.

Individuals with priority of service are those who:

- Are covered persons in accordance with the VOW (covered persons who are SCSEP-eligible must receive services instead of, or before all, non-covered persons);
- Are 65 years or older;
- Have a disability;
- Have limited English proficiency;
- Have low literacy skills;
- Reside in a rural area;
- Have low employment prospects;
- Have failed to find employment after utilizing services provided under Title I of the Workforce Innovation and Opportunity Act (WIOA);
- Are homeless or are at risk of homelessness; or
- Are formerly incarcerated.

See 20 CFR 641.520.

Assessment

- Assess participants at least twice per 12-month period, or more frequently if appropriate.
- Use assessment information to determine the most appropriate community service assignments for participants.

Individual Employment Plan (IEP)

- Establish an initial goal of unsubsidized employment for all participants.
- Update the IEP at least as frequently as assessments occur (at least twice per 12-month period).
- Modify the IEP as necessary to reflect other approaches to self-sufficiency, if it becomes clear that unsubsidized employment is not feasible.
- For participants who will reach the individual durational limit or would not otherwise achieve unsubsidized employment, include a provision in the IEP to reflect other approaches to self-sufficiency, including transition to other services or programs.
- Rotate participants to a new host agency (or a different assignment within the host agency) based on a rotation policy approved by the Employment and Training Administration (ETA) in the grant agreement and only after making an individualized determination that the rotation is in the best interest of the participant. Such rotation must further the acquisition of skills listed in the IEP.

Community Service Assignment

- Base the initial community service assignment on the assessment made at enrollment.
- Select only designated 501(c)(3) organizations or public agencies as host agencies.
- Put in place procedures to ensure adequate supervision of participants at host agencies.
- Ensure safe and healthy working conditions at the community service assignment through annual monitoring of the host agency site and annual safety consultation with the participant at the host agency site.

Recertification of Participants

- Recertify the income eligibility of each participant at least once every 12 months, or more frequently if circumstances warrant.

Physical Examinations

- Offer physical examinations to participants upon program entry, and each year thereafter, as a benefit of enrollment.
- Obtain a written waiver from each participant who declines a physical examination.
- Do not obtain a copy or use the results of the physical examination to establish eligibility or for any other purpose.

Host agencies

- Develop and implement methods for recruiting new host agencies to provide a variety of training options that enable participants to increase their skill level and transition to unsubsidized employment.
- Comply with Maintenance of Effort: Ensure that community service assignments do not reduce the number of employment opportunities or vacancies that would otherwise be available to individuals who are not SCSEP participants. You must specifically ensure that community service assignments do not:
 - Displace currently employed workers (including partial displacement, such as a reduction in non-overtime work, wages, or employment benefits).

- Impair existing contracts or result in the substitution of Federal funds for other funds in connection with work that would otherwise be performed.
- Assign or continue to assign a participant to perform the same work, or substantially the same work, as that performed by an individual who is on layoff.

Orientation

Provide orientations for participants and host agencies, providing information on:

- Project goals and objectives
- Participant rights and responsibilities
- Community service assignments
- Opportunities for paid training outside the community service assignment
- Available supportive services
- Availability of free physical examinations

Local staff must address the topics listed above and provide additional orientation to participants on:

- SCSEP goals and objectives
- Grantee and local project roles, policies, and procedures
- Holiday and sick leave
- Assessment process
- Development and implementation of IEPs
- Evaluation of participant progress
- Health and safety issues related to each participant's assignment
- Role of supervisors and host agencies
- Maximum individual duration policy, including the possibility of an extension, if applicable, and the documentation required to support an extension
- Termination policy
- Grievance procedure

Wages

- Provide participants with the highest applicable required wage (state or local minimum wage for the most nearly comparable covered employment, Federal minimum wage under the Fair Labor Standards Act of 1938, or the prevailing rate of pay for persons employed in similar public occupations by the same employer), for time spent in orientation, training, and community service assignments. [42 U.S.C. § 3056(b)(1)(J) and 20 CFR 641.565(a)]

Participant Benefits

- Provide workers' compensation, other benefits required by state or Federal law (such as unemployment insurance), and the costs of physical examinations.
- Provide compensation for scheduled work hours during which the participant's host agency is closed for Federal holidays, which may be paid or in the form of rescheduled work time, and establish written policies related to this compensation.
- Establish written policies relating to approved breaks in participation and any necessary sick leave that is not part of an accumulated sick leave program.
- Not use grant funds to pay the cost of pension benefits, annual leave, accumulated sick leave, or bonuses.

Procedures for Payroll and Workers' Compensation

- Make all required payments for participant payroll and pay workers' compensation premiums on a timely basis.
- Ensure that host agencies do not pay workers' compensation costs for participants.

Durational Limits

Maximum Average Project Duration - 27 Months

- Maintain average project duration of 27 months or less, unless ETA approves an extension to 36 months.

*Maximum Individual Participant Duration - 48 Months**

- Allow participants to participate in the program no longer than 48 months (*or no longer than 60 months, as approved by ETA under special circumstance), whether or not consecutively, unless your approved policy allows for an extension and the participant meets the extension criteria.
- Notify participants of your policy pertaining to the maximum duration requirement, including the possibility of an extension if applicable, at the time of enrollment and each year thereafter, and whenever ETA has approved a change of policy.
- Provide 30-day written notice to participants prior to durational limit exit from the program.

Transition Services

- Develop a system to transition participants to unsubsidized employment or other assistance before each participant's maximum enrollment duration has expired.
- Begin transition planning for participants who will exit for durational limit at least 3-6 months prior to their exit date.

Termination Policies

- Provide a 30-day written notice for all involuntary terminations that states the reason for termination and informs the participants of grievance procedures and right to appeal.
- Maintain written termination policies in effect and provide to participants at enrollment:
 - Provision of false eligibility information by the participant
 - Incorrect initial eligibility determination at enrollment
 - Income ineligibility determined at recertification
 - Participant has reached individual durational limit
 - Participant has become employed while enrolled
 - IEP-related termination
 - Cause (must be approved by ETA prior to implementation)

Equitable Distribution

- Comply with the equitable distribution plan for each state in which the grantee operates and only make changes in the location of authorized positions within a state in accordance with the state equitable distribution plan and with prior ETA approval.
- Comply with the authorized position allocations/equitable distribution listed at GPMS.
- Collaborate with all grantees authorized to serve in a state in which you operate a SCSEP project to achieve compliance with authorized positions while minimizing disruption to the participants.

Over-Enrollment

- Manage over-enrollment to minimize impact on participants and avoid layoffs.

Administrative Systems

- Ensure representation at all ETA-sponsored required grantee meetings.
- Communicate grant policy, data collection, and performance developments and directives to staff, sub-recipients, and local project operators on a regular basis.
- Activities to support implementing data integration tools and any associated costs.
- Develop a written monitoring tool that lists items you will review during monitoring visits with sub-awardees, and provide this tool to sub-recipients and local project operators.
- Develop an annual monitoring schedule, unless the federal project officer approves a different standard; notify sub-recipients and local project operators of monitoring plans; and monitor sub-recipients and local project operators on a regular basis.
- Develop and provide training to increase sub-recipients' and local project operators' skills, knowledge, and abilities.
- When appropriate, prescribe corrective action and follow-up procedures for sub-recipients and local project operators to ensure that identified problems are remedied.
- Monitor the financial systems and expenditures, including sub-recipients and local project operators on a regular basis to ensure compliance with cost allocations as specified in the regulations.
- Ensure that sub-recipient and local project operators receive adequate resources to effectively operate local projects.
 - Purchasing or upgrading instructional training supplies and equipment (with prior approval of the grant officer) and/or educational technologies that will contribute to the instructional purpose in training courses supported by the grant.
 - Hiring and/or training instructors or staff (including the costs of salaries and benefits) to assist in the development and/or delivery of new or adapted industry-specific skills training, including online and remote training, and the establishment of internships or Registered Apprenticeships at employer sites.
- Train sub-recipients and local project operators on SCSEP financial requirements to help them effectively manage their own expenditures, and provide general financial training as needed.
- Ensure that all financial reports are accurate and submit them in a timely manner, as required.
- Ensure full implementation and monitoring of requirements for customer satisfaction surveys, including participant, host agency and employer surveys.
- Develop a written plan for both disaster response and recovery so that the project may continue to operate and provide services under emergency circumstances.

Collaboration and Leveraged Resources

- Collaborate with other organizations to maximize opportunities for participants to obtain workforce development, education, and supportive services to help them move into unsubsidized employment. These organizations may include but are not limited to: workforce development boards, American Job Centers, vocational rehabilitation providers, disability networks, basic education and literacy providers, and community colleges.

Supportive Services

- Provide supportive services, as needed, to help participants participate in their community service assignment and to obtain and retain unsubsidized employment.
- Establish criteria to assess the need for supportive services and to determine when participants will receive supportive services, including after obtaining unsubsidized employment.

Sub-Recipient Selection (if Applicable)

- In selecting sub-recipients in areas with a substantial population of individuals with barriers to employment, national grantees will give special consideration to organizations with demonstrated expertise in serving individuals with barriers to employment (including former recipients of national grants), as defined in the statute.

Complaint Resolution

- Establish and use written grievance procedures for complaint resolution for applicants, employees, sub-recipients, and participants.
- Provide applicants, employees, sub-recipients, and participants with a copy of the grievance policy and procedures.

Maintenance of Files and Privacy Information

- Maintain participant files for three (3) program years after the program year in which the participant received his/her final follow-up activity.
- Ensure that all participant records are securely stored by the grantee or sub-recipient and access is limited to appropriate staff in order to safeguard personal identifiable information.
 - Adopt standard policies for complying with standard practices or agreements for disclosing Personally Identifiable Information (PII) through written agreements, and other PII and records management practices.
- Ensure that all participant medical records are securely stored by the grantee or sub-recipient separately from all other participant records and access is limited to authorized staff for authorized purposes.
- Establish safeguards to preclude tampering with electronic media (e.g., personal identification numbers and GPMS or other data system logins).
- Ensure that ETA/SCSEP National Office is immediately notified in the event of any potential security breach of personally identifiable information, whether electronic files, paper files, or equipment are involved.
- Comply with and ensure that authorized users under the grant comply with all GPMS and other data system access and security rules.

Documentation

- Maintain all documentation required for compliance with record retention rules set forth in the first bullet of the prior section, Maintenance of Files and Privacy Information.
- Maintain documentation of waivers of physical examinations by participants.
- Maintain documentation of the provision of complaint procedures to participants.
- Maintain documentation of eligibility determinations and re-certifications.
- Maintain documentations of terminations and reasons for termination.
- Maintain records of grievances and outcomes.
- Maintain records required for data validation.
- Maintain documentation of monitoring reports for sub-recipients and host agencies.

Data Collection and Reporting

- Ensure the collection and reporting of all SCSEP required data according to specified time schedules.
 - Integrate data on participants in industry/skills-based training into institutional and statewide data systems.
 - Integrate data on attainment of industry-recognized credentials into the common set of institution-wide reporting elements.
- Ensure the use of the Office of Management and Budget-approved SCSEP data collection forms and the SCSEP electronic data collection and evaluation system, GPMS, or the successor data system as designated by ETA.
- Ensure at the grantee or sub-recipient level that those capturing and recording data are familiar with the latest instructions for data collection, including ETA administrative issuances (e.g., Training and Employment Guidance Letters, Data Collection and Data Validation Handbooks, and the Older Worker Community of Practice guidance).
- Ensure data are entered directly into the GPMS, or the successor data system as designated by ETA.
- Legally obligate sub-recipients to turn over complete data files in the specified electronic format, as well as hard copy case files, to the grantee when sub-recipients cease to administer SCSEP.
- Legally obligate new sub-recipients to collect and enter complete data related to any participants whom they acquire upon becoming sub-recipients, including any participants who are still in the project transition period.

If the grantee is not in compliance with any of the assurances above, provide information on a separate attachment indicating what specific steps the grantee is taking to conform to these standard grant requirement(s).

The signature of the Authorized Representative on the SF-424 of this grant application also certifies that the organization agrees to adhere to the programmatic assurances listed above in this Appendix D.

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 retainment.

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 caregiving 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.