

U.S. DEPARTMENT OF LABOR
Employment and Training Administration

NOTICE OF AVAILABILITY OF FUNDS AND FUNDING OPPORTUNITY

ANNOUNCEMENT FOR: Critical Sector Job Quality Grants

ANNOUNCEMENT TYPE: Initial

FUNDING OPPORTUNITY NUMBER: FOA-ETA-23-13

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NUMBER: 17.280

KEY DATES: *The closing date for receipt of applications under this Announcement is 07/17/2023. 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.

This FOA has two closing dates. We must receive your application by 7/17/2023 for the first open period. Based on the availability of funds, a second period will open on 04/01/2024 and close on 07/01/2024. See Section II. Award Information for more information on the first and second open periods.

A pre-recorded Prospective Applicant Webinar and Frequently Asked Questions (FAQ) document will be available on or around 05/31/2023 at:
<https://www.dol.gov/agencies/eta/grants/apply/find-opportunities>.

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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 \$15,000,000 in grant funds authorized by the Workforce Innovation and Opportunity Act (WIOA) sec. 169(c) and appropriated under the Consolidated Appropriations Act, 2022 (Pub. L. 117-103, Div. H) and the Consolidated Appropriations Act, 2023 (Pub. L. 117-328, Div. H) for carrying out Demonstration and Pilot projects related to the employment and training needs of new entrants to the workforce, dislocated workers, and incumbent workers for the Critical Sectors Job Quality Grant Program.

The purpose of this demonstration program is to support transformative efforts to improve job quality and availability of good jobs, particularly for the benefit of historically marginalized populations and communities that have experienced barriers to employment in good jobs. The primary focus of these demonstration grants is expanding job quality in the care, climate resiliency, and hospitality sectors. These demonstration grants will do so through industry-led, worker-centered sector strategies built through labor-management partnerships. The projects funded by these grants will be centered on the needs of workers—designing training models and providing training that promotes equity, job quality, and worker voice.

Applicants must submit projects that connect workers to good jobs as described in the Good Jobs Principles, a shared federal vision of job quality published in June 2022 by the U.S. Departments of Labor and Commerce. Generally, these Principles describe safe, stable, and well-paying jobs that allow workers the opportunity to organize. You can read the full Principles [here](#).

Projects under this announcement will fund both short-term capacity-building planning grants to support initial convening and strategizing for future impacts as well as longer-term implementation grants that will use existing sector partnerships to directly impact job quality within the chosen sector. Both grant types will develop a strategic plan that centers around four core elements: a job quality strategy, the use of strategic partnerships, industry-driven workforce development, and worker voice and engagement. Tier 1 planning grants will be up to \$500,000 for an 18-month period of performance; Tier 2 implementation grants will fund 36-month projects ranging from \$500,000 to \$3,000,000.

I. FUNDING OPPORTUNITY DESCRIPTION

A. PROGRAM PURPOSE

The purpose of the Critical Sectors Job Quality Grant Program is to expand job quality in the care, climate resiliency, and hospitality sectors (described more fully in Section C. Target Industries and Occupations). These sectors represent a cross-section of occupations that are critical to our economy’s continued growth and vitality (care and climate resiliency), and a sector that provides income and support for the most marginalized populations and which was

devastated by the pandemic and continues to struggle to rebound (hospitality). These sectors are vital to the future of work and the American people, but they historically provide jobs at the lower end of the pay scale with few benefits, fewer worker protections, and less stability in scheduling and terms of employment. To improve working conditions in these sectors, this grant program will develop evidence-based workforce strategies that provide employers a pathway to improve employment in these sectors, with a particular focus on workers in underrepresented populations that have faced social, economic, and other barriers to jobs with higher-quality working conditions. Applicants must propose projects that fit in one of two tiers—smaller planning grants or larger implementation grants—both of which require strong partnerships with industry, labor, and local economic leaders.

Good jobs are the foundation of an equitable economy that lifts all workers and families and makes U.S. businesses and the economy more competitive. Good jobs create attractive opportunities that bring skilled workers into the labor market, and many companies recognize that providing quality jobs make them an employer of choice, which is a clear competitive advantage when it comes to recruitment, retention, and the execution of a company’s mission. Historically low unemployment has increased employer competition for talent. Improving job quality better positions employers to retain the workers they have now. Creating more equitable pathways for underrepresented populations enables employers to reach into untapped talent pools to find the workers they need.

In January 2022, the Biden Administration announced the *Good Jobs Initiative*, led by the Department of Labor, to provide critical information to workers, employers, and government entities as they seek to improve job quality and create access to good jobs – free from discrimination and harassment – for all workers and job seekers. [1] Foundational to this initiative are the Good Jobs Principles, jointly identified by the Departments of Commerce and Labor. [2]

Good jobs, for the purposes of this grant program, include those that align with the eight Good Jobs Principles, described below:

- i. **Recruitment and Hiring.** Employers that prioritize good jobs are intentional in their recruitment and hiring activities. They actively recruit applicants from underserved communities, in recruitment drives designed to ensure equal opportunity as set forth under applicable nondiscrimination requirements. Further, applicants are evaluated using skills-based requirements, which may include nontraditional pathways and an emphasis on prior experience. Applicants and employees with disabilities are provided reasonable accommodations, as appropriate. When offering good jobs, employers do not require excessive—as defined by industry and occupational standards—educational, credentialing, and experience requirements.
- ii. **Benefits.** Employers that prioritize good jobs provide both full- and part-time workers with family-sustaining benefits. These include, but are not limited to, health insurance, retirement plans, workers’ compensation benefits, equal access to remote and telework work opportunities, and family benefits (such as paid leave and caregiving supports). Further, workers are empowered and encouraged to use those benefits.
- iii. **Diversity, Equity, Inclusion, and Accessibility (DEIA).** All workers in a good job are respected, empowered, and treated fairly. DEIA is a core value in the workplace, and individuals from underserved populations (i.e., those adversely affected by persistent

poverty, discrimination, or inequality) must not face systemic barriers to advancement. Workers in a good job also receive any necessary disability accommodations without difficulties or additional barriers.

- iv. **Empowerment and Representation.** Workers can form and join unions and can engage in protected activity without fear of retaliation. Workers contribute to decisions about their work and organizational direction. Workers are informed of their rights and ways to resolve any issues that may develop on the job.
- v. **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. Workers also have adequate hours and predictable schedules. Workers are also free from harassment, discrimination, and retaliation at work, including at a minimum complying with EEO regulations. Finally, workers are properly classified under applicable laws; temporary or contractor labor solutions are minimized.
- vi. **Organizational Culture.** All workers belong, are valued, contribute meaningfully to the organization, and are respected. This may be facilitated via strategies such as regular feedback sessions where workers can communicate with responsive, engaged leadership, through a transparent Human Resources infrastructure including processes for sharing concerns.
- vii. **Pay.** All workers are paid a stable and predictable living wage, as determined by the local area cost of living, before overtime, tips, and commissions. Workers' pay is fair, transparent, and equitable (i.e., workers with similar skills and experience are paid the same wage for the same work). Workers' wages grow commensurate with increased skills and experience.
- viii. **Skills and Career Advancement.** Workers have equitable opportunities and tools to progress to future jobs. Workers have transparent promotion or advancement opportunities. Workers have access to high-quality occupational training, such as on-the-job training (OJT), and continuing education opportunities. [3]

Project Tiers

Projects under this announcement will fund both short-term capacity-building planning grants and longer-term implementation grants. Recognizing the capacity building that may be needed to form new partnerships and undertake new activities, potentially in new industry sectors, ETA will fund projects through two separate tiers of funding. The first tier allows for initial planning activities to build capacity for addressing job quality, while the second tier will invest in implementation activities for more established and mature partnerships or intermediaries to expand or scale well-established models. Both tiers require strong partnerships to develop industry-led, worker-centered sector strategies which incorporate the core elements described below.

1. Tier 1: Developing New Partnerships and Programs (Planning Grants)

This tier will provide smaller grants (Up to \$500,000 for 18 months) to support the formation of worker-centered sector partnerships in local or regional economic areas to design workforce strategies to enhance equity and job quality within the care, climate resiliency, and hospitality sectors.

2. Tier 2: Launching Effective Worker-Centered Sector Strategy Programs (Implementation Grants)

This tier will provide larger grants (\$500,000 to \$3 million for 3 years) to invest in established partnerships that have a proven history of implementing sector strategies and are ready to implement specific worker-centered sector strategies that will improve job quality within the care, climate resiliency, and hospitality sectors.

Core Elements

The Critical Sectors Job Quality Grant program builds on evidence-based models for worker-centered sector partnerships (such as California’s High Road Training Partnerships) that have identified key elements that have led to successful outcomes. [4] [5] Central to these models are strong partnerships that involve both industry and worker voice in developing strategies for improving job quality. The Department of Labor is requiring applicants to address “core elements” across these models in their plans to help funded projects accomplish the goals for the Critical Sectors Job Quality Grant program. The four core elements that both tiers of applicants must address are described below: Job Quality Strategy; Strategic Partnerships; Industry-driven Workforce Development; and Worker Voice and Engagement.

1. Job Quality Strategy

A good job helps workers achieve economic stability and mobility, while prioritizing equity and worker voice. Applicants will need to demonstrate how they are integrating the Good Jobs Principles into their workforce strategies, including training design, employer partnerships, and supportive services. All applicants must select **at least two** of the Good Jobs Principles they will focus on during the grant period; applicants may address more than two and it is the goal of this grant program that successful applicants will continue to address job quality, furthering all eight principles, through post-grant sustainability planning. Examples of approaches to address the Good Jobs Principles, which are meant to be illustrative rather than prescriptive, can be found in Appendix C. Applicants must explain why they chose those Good Jobs Principles and how the chosen principles align with the identified workforce needs within the selected critical sector. For Tier 1 applicants, the Department acknowledges that the two principles selected may be preliminary and that applicants may revisit the chosen principles during their planning grant. Tier 2 applicants — those ready to implement a job quality strategy — must describe that strategy and indicate what activities they will undertake to make progress on at least two of the Good Jobs principles. This includes describing how the employers within the partnership will commit to specific actions that increase job quality as defined by the chosen Good Jobs Principles. Key foundational resources for workforce system partners, policymakers, and practitioners are the Department’s Good Jobs Initiative site (<https://www.dol.gov/general/good-jobs>) and the Department’s Training and Employment Guidance Letter (TEGL 07-22), [*Increasing Employer and Workforce System Customer Access to Good Jobs*](#). Helpful non-government resources on job quality include materials published by the [Aspen Institute’s Job Quality Center of Excellence](#), [The Families and Workers’ Fund](#), [Results for America](#), and [The Good Jobs Institute](#).

An important part of the job quality strategy is the identification of the target industry sector and related occupations applicants will be working to improve. Applicants must provide evidence, or an evidence-informed hypothesis and rationale, that proposed activities will lead to improved access to and attainment of good jobs for historically marginalized populations and communities,

including changes in the quality of jobs offered by the employer partners. Any job quality strategy must also provide baseline data on the current state of job quality in the identified sector within the target region, as it relates to the Good Jobs Principles. In addressing the job quality strategy, applicants must describe how they will work with employers and other partners to ensure the jobs for which their programs will train participants will result in jobs that have higher job quality than typical in the industry.

Additionally, applicants must consider end goals for the job quality strategy from the beginning. ETA expects both Tier 1 (planning) and Tier 2 (implementation) applicants will effectively identify and describe the expected end state for job quality at the end of the grant period of performance. This means that applicants must carefully consider what milestones and metrics will be necessary to track and assess the effectiveness of the job quality strategy; this is particularly important for this grant program, as ETA is interested in learning more on how to effectively measure job quality and job quality improvement. While the applicant is responsible for defining these milestones and metrics and they will look different for Tier 1 and Tier 2 grantees, below are some metrics and descriptions that may be beneficial to consider in developing the expected outputs and outcomes (see Section IV.B.3.b) for these grants. Please note, Tier 2 grantees will be expected to submit WIOA performance data, which includes the following:

- Credential Attainment
- Employment Rate 2nd and 4th quarter after participant exit
- Median Wage 2nd quarter after participant exit
- Measurable Skill Gains

More information about WIOA performance reporting can be found at the [WIOA performance Indicators and Measures website](#). Additionally, TEGL 14-18, *Aligning Performance Accountability Reporting, Definitions, and Policies Across Workforce Employment and Training Programs Administered by the U.S. Department of Labor (DOL)*, provides additional context and performance indicator definitions for WIOA. ETA will provide relevant technical assistance, as needed, for grantees. More information on reporting can be found below.

Grantee performance for Tier 1 may include qualitative and quantitative milestones and measures, which will be reported on the Quarterly Narrative Report (QNR), related to these:

- How has the grantee included worker voice in the planning of programs? *This will be measured via qualitative description.*
- How many employers are included in the planning of programs? How were they involved in the design of the program?
- What strategies is the grantee using to address barriers facing marginalized populations in the target sector?
- What metrics for success has the grantee identified for this program? For example, in what ways did employer partners in the grant plan for changes to increase job quality as a defined by the chosen Good Jobs Principles, e.g., increased wages, adjusted worker schedules to be more predictable, added benefits to work compensation, developed mechanisms for worker voice within the business, or addressed a specific DEIA barrier in the workplace?

Grantee performance for Tier 2 may include qualitative and quantitative milestones and measures, which will be reported through both the QNR and a Quarterly Performance Report (QPR), such as these:

- How many individuals were enrolled in a training program as a component of this project? *This is a required performance measure in WIOA and will be reported via QPR.*
- How many individuals from historically underserved communities, as defined by the application, were enrolled in a training program as a component of this project? *This will be reported via QPR.*
- How many individuals enrolled in the program entered employment in the identified sector at above-average wages? *Average wages are determined by local economic factors and should be defined for the targeted occupations within the state in which the local or regional economic area exists.*
- How many exiters that enter the workforce in a related industry indicate they have entered a good job, as defined by the Good Jobs Framework? *This information may be determined via post-exit services or surveys.*
- What metrics for success has the grantee identified for this program? For example, in what ways did employer partners in the grant adopt changes to increase job quality as defined by a specific Good Jobs Principle, e.g., increased wages, adjusted worker schedules to be more predictable, added benefits to work compensation, developed mechanisms for worker voice within the business, or addressed a specific DEIA barrier in the workplace?

2. Strategic Partnerships

Strategic partnerships are the foundation for successful worker-centered sector strategies and are therefore essential for developing and implementing a job quality strategy. Both tiers of this FOA require robust partnerships incorporating the core elements into their design. All applicants must, at minimum, establish partnerships in the target sector with each of the following:

- State or local workforce boards or tribes or tribal nonprofits
- Labor or worker organizations, and
- Industry representatives.

Other partners may be invaluable to this work as well, even if they are not required. These organizations could provide proven practices that create good jobs and economic mobility and offer effective strategies for reaching underrepresented and historically marginalized individuals. Such partners include education and training providers and community-based organizations, including nonprofits that are affiliated with or experts in the target sectors (care, climate resiliency, and hospitality) or that provide service delivery to individuals from historically marginalized populations and communities, including people with disabilities among others. Accordingly, while not required, all applicants must describe how they plan to identify and convene such partners in a thoughtful and strategic manner.

Tier-Specific Partnership Requirements

Robust partnerships are not only helpful to implementing the grant, but also in sustaining activities beyond the grant period of performance.

- Tier 1 applicants may use their funds to help establish their partnerships, although required partners must be identified at the time of application.
- Tier 2 applicants must have already formed partnerships at the time of their grant application, allowing DOL to invest in these projects knowing that infrastructure is in place to maximize the effectiveness of federal funds.

Engagement to Support Equity

Ensuring that these partnerships reach and engage with historically marginalized populations and communities is key. Some strategies to ensure this engagement include:

- Identifying Minority Business Enterprises, Minority-Owned Businesses, Woman-Owned Businesses, Veteran-Owned Businesses, Disabled-Owned Businesses, tribal employers, and small businesses to include as employer partners;
- Collaborating with Historically Black Colleges and Universities (HBCUs), Tribally Controlled Colleges and Universities (TCCUs), and Minority-Serving Institutions (MSIs), which include Predominantly Black Institutions (PBIs), Hispanic-Serving Institutions (HSIs), Native American Non-Tribal Institutions (NANTIs), Alaskan Native or Native Hawaiian-Serving Institutions (ANNHI), and Asian American and Native American Pacific Islander-Serving Institutions (AANAPISIs) as education and training partners;
- Identifying optional partners that work with specific historically marginalized populations, such as women, people of color, Native Americans, justice-impacted individuals, individuals with disabilities, and other populations with employment barriers that hinder movement into career pathways leading to good jobs; and
- Engaging with Civil Rights Organizations, community-based organizations, and worker organizations to identify, recruit, and serve historically marginalized populations and communities, as well as to collaboratively address training needs and to identify on-the-job peer mentors. These organizations can include labor unions and organizations, labor-management partnerships, worker centers and organizations that represent workers in the identified industries or sectors.

3. Industry-Driven Workforce Development

Industry and employer representation are central to the success of this sector strategy. Meeting current workforce and talent needs assures participants can find good jobs at the conclusion of their program. However, perhaps the most important role employer partnerships will play in this project is securing employer commitments to improving job quality in their sectors and taking concrete steps toward doing so. Employers engaged in the initiative must be committed to and supported in making specific changes to the quality of the jobs they offer. Through worker-centered industry sector partnerships, employers collectively develop strategies to address their own workforce challenges. This approach builds sustainable job quality improvements that support recruitment of workers from historically marginalized populations and communities, increase worker retention, train workers in skills that can advance them in career pathways, and assure an agile workforce prepared to meet immediate and future workforce needs.

In forming industry and employer partnerships:

- Tier 1 applicants must demonstrate the methods by which they will identify collective workforce needs in partnership with industry, and the initial work that will be undertaken

by the sector partnership to identify potential education and training strategies that will support good jobs.

- Tier 2 applicants must provide evidence that the jobs for which their projects will train participants are good jobs as defined by the Good Jobs Principles selected for this project. In doing so:
 - Tier 2 applicants must demonstrate the methods by which their existing partnerships identify the collective workforce needs. They must also describe how industry partners will inform the education and training program design necessary to develop the skills aligned with good jobs and career pathway advancement to meet industry demand.
 - Tier 2 applicants also must identify and deliver the training and education needed for workers to enter good jobs, particularly those workers from historically marginalized populations and communities.
 - Tier 2 applicants must demonstrate that their work draws from evidence-based training approaches that combine academic learning with work-based training activities, such as the use of Registered Apprenticeships, paid internships, and on-the-job training.
 - Tier 2 applicants must identify and demonstrate how they will provide needed supportive services for participants to complete the grant program and successfully obtain good jobs.
 - Tier 2 applicants must describe how they will sustain the initial job quality improvements achieved, as well as furthering additional dimensions of job quality to eventually address all eight Good Jobs Principles.

4. Worker Voice and Engagement

Workers and worker organizations are essential members of the job quality strategy, and their input and engagement are key components of the Good Jobs Principles. The vision of job quality described in the Good Job Principles emphasizes that workers should be partners in the workplace, with employers valuing their input on working conditions and allowing them to exercise their right to organize if they so choose.

Applicants for both Tiers must demonstrate how they are embedding worker voice into these grant projects including by engaging worker organizations during the initial grant proposal development phase to align the program design with worker needs and affirming protection of workers' rights (including their right to freely and fairly organize unions and collectively bargain). Building on the initial grant proposal, successful applicants must describe efforts to ensure ongoing engagement of workers and worker organizations throughout the project.

Both Tier 1 and 2 applicants must identify worker organizations in the targeted sector or occupation and strive to include perspectives from historically marginalized populations in the target service area. Additionally:

- Tier 1 applicants will document how worker perspectives have influenced or will influence the strategic planning process for their new partnership.
- Tier 2 applicants must demonstrate how worker voice and engagement is strategically a central component or aspect of the grant project, from initial program design, identification of key job quality principles that should be targeted, and the use of workers

for training design. The applicant also must show how worker engagement provides feedback and evaluation of the grant efforts toward meeting its outcomes.

B. PROGRAM AUTHORITY

The funding for these grants is authorized by the Workforce Innovation and Opportunity Act (WIOA) sec. 169(c) and appropriated under the Consolidated Appropriations Act, 2022 (Pub. L. 117-103, Div. H) and the Consolidated Appropriations Act, 2023 (Pub. L. 117-328, Div. H) for carrying out Demonstration and Pilot projects related to the employment and training needs of new entrants to the workforce, dislocated workers, and incumbent workers.

C. TARGET INDUSTRIES AND OCCUPATIONS

The Critical Sectors Job Quality Grants will fund demonstration projects that aim to improve job quality and availability of good jobs in the care, climate resiliency, and hospitality sectors. Applicants must clearly identify one industry sector on which to focus.

The Critical Sectors Job Quality Grants will target the following industry sectors:

Care

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 COVID-19 pandemic exacerbated worker shortages in these fields — childcare, healthcare, and home care workers (including direct support professionals providing employment-related supports) burnt out from increasingly demanding working conditions during the pandemic that were not matched with family-sustaining wages, leading to record resignations in these professions. [6] [7] [8]

Limited care options for children, older adults, and family members with disabilities push women out of the workplace, as care responsibilities continue to disproportionately fall on women. [9] A June 2022 survey found that nearly 40 percent of female caregivers surveyed either quit their jobs or reduced their hours or work responsibilities due to the pandemic. [10] At the same time, our economy depends on a robust care sector. Absent action to address these care sector worker shortages, “the U.S. will lose about \$290 billion a year in GDP in 2030 and beyond” due to the dual issues of lost wages from potential care sector workers and reduced labor force participation (disproportionately for women) as workers are forced to reduce their work hours or drop out of the labor force to provide care for family members. [11]

Jobs in the care sector are sorely needed but undervalued and of poor quality. There are approximately 1.8 million vacancies for jobs in the care sector (a 15% vacancy rate), but average hourly pay of \$14 per hour and poor benefits make it difficult to recruit individuals into these positions. [12] Those workers who do work in the care sector are disproportionately women of color [13], further exacerbating historical inequities for these individuals. The need for quality jobs in this sector is clear. 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. [14] As we continue to recover from the pandemic, the United States must strengthen its care sector by improving job quality, in order to build back this critical sector workforce. The focus on this sector also supports [Executive Order 14095, Increasing Access to High-Quality Care and Supporting Caregivers](#).

Climate Resiliency

Climate resiliency as a sector supports the ability to anticipate, prepare for or mitigate, and respond to hazardous events, trends, or disturbances related to climate; it includes occupations related to engineering (energy and solar), emergency management, atmospheric and hydrological sciences, and sustainable and renewable construction. These efforts are sometimes in the energy communities that are diversifying their economies away from solely fossil fuels towards clean energy and a broader array of sectors. As those communities undergo economic adjustment, the focus on job quality becomes even more important to ensure economic stability and growth.

This grant, which focuses on improving job quality, can focus on those occupations within the climate resiliency sector that may currently offer low wages, no or poor benefits, or few worker protections. For instance, the climate resiliency sector also includes occupations associated with the immediate after-effects of an emergency, such as hazardous materials removal, debris removal, firefighting, and construction labor and demolition, which have a higher potential of danger and risk to workers.

Earth's climate is changing and will continue to change, the results of which we are already beginning to see through rising temperatures, increased frequency and intensity of precipitation, and increased coastal flooding. [15] Climate change negatively impacts the job quality and safety of many types of workers, such as those who work outside in agriculture and construction during extreme weather, warehousing and manufacturing workers who often work in poorly ventilated enclosed spaces, and emergency response workers in the immediate aftermath of natural disasters and catastrophes. [16] Increased natural disasters and extreme weather events will also create an increased need for individuals who work to prevent, mitigate, and respond to these events. These are necessary but dangerous jobs, which the Department seeks to make safer and more rewarding while also supporting an equitable transition to clean energy that does not leave the most vulnerable populations behind. This grant program supports the Biden Administration's commitment to improving our country's resilience to the impacts of climate change and efforts to mitigate further climate change. [17] [18]

Hospitality

The hospitality sector encompasses a broad category of occupations within the service industry that includes lodging, food and drink service, event planning, travel, and tourism. Hospitality was another industry that was disproportionately affected by the COVID-19 pandemic. According to the Bureau of Labor Statistics, 574,000 long-tenured leisure and hospitality workers were displaced from their jobs between 2019 and 2021, which accounted for nearly half of the increase in displaced workers during that time period. [19] However, the leisure and hospitality sector is projected to grow over the next decade. Between 2021 and 2031, 23.1 percent—nearly one-quarter—of all new jobs are expected to be in the leisure and hospitality sector. [20] Despite this demand for hospitality workers, hourly wages for these workers are significantly lower than the average for all employees (\$20.64 per hour for hospitality workers, compared to \$32.82 per hour for private sector workers at large). [21] Additionally, hospitality occupations have much less work schedule stability than other sectors, with three in four leisure and hospitality workers knowing their schedule less than a month in advance, and more often, less than two weeks in advance. [22]

Applicants for both Tiers must identify which of these three critical sectors they will focus on for this grant project. Tier 2 applicants must outline specific occupations within that industry, which currently are marked by low job quality, that will be part of the job quality strategy and training

model for their proposed project. The Department may take diversity of sectors represented in grants when making final award determinations. See Section IV.B.1. Merit Review and Selection Process for more information.

D. GEOGRAPHIC SCOPE

The geographic scope is the physical service area in which awarded applicants will serve participants. Applicants must identify the geographic scope of the proposed project. All applicants must focus their worker-centered sector strategy on a local or regional economic area that encompasses both the economic region of the target sector, as well as the laborshed of the workers. The identified service area should be tied to not just economic factors but also should align with the historically marginalized populations and communities that are the target population for these grants.

Economic regions are defined primarily by the movement of goods, capital, labor, consumption, and other economic forces within a geographic area. Defining an economic region involves identifying the surrounding area, communities, counties, and municipalities that have similar industry and employment characteristics, looking beyond traditional political boundaries, and identifying the workforce needs of the identified areas and the populations that reside there.

While Tier 1 applicants must focus on a local or regional economic area for their initial sector strategy convening efforts, Tier 2 applicants may expand their existing sector strategy partnership to a broader region or to multiple local or regional areas, as long as the chosen sector is in-demand within the selected labor markets and the strategic local partners are participating in those regions.

E. PROGRAM DESIGN AND ALLOWABLE ACTIVITIES

The Critical Sectors Job Quality Grants will support the planning and implementation of industry-led, worker-centered sector strategies that improve job quality and availability of good jobs in the care, climate resiliency, and hospitality sectors—especially for the historically marginalized populations disproportionately employed in the in-demand but lower paid occupations within these sectors. Successful applicants for Tier 1 will address the goals of the grant program by designing their grant projects from a strategic level, such as describing their planned activities for convening sector partnerships, assessing the current state of job quality within the target sector and the related workforce needs within a specific geographic scope, and/or devising a comprehensive job quality training strategy. Successful Tier 2 applicants will address the goals of the grant program by designing their grant projects from both the strategic level and an operational level, such as incorporating in their plans how they will implement their comprehensive workforce strategy or deploy the training activities.

Tier 1: Developing New Partnerships and Programs (Planning Grants)

To support the development of local or regional worker-centered sector partnerships and to design workforce strategies to enhance equity and job quality within the care, climate resiliency, and hospitality sectors, Tier 1 applicants may propose projects that include, but are not limited to, the following services or activities:

a. **Convening Partners**

- Identifying and convening partners in the care, climate resiliency, or hospitality sectors that are committed to improving job quality. For certain sectors, this can include other public agencies; for instance, in the care sector this can include state Medicaid, aging, disability, and childcare agencies.
- Building relationships among partners and securing letters of commitment, Memoranda of Understanding (MOUs), or partnership agreements to form a worker-centered sector strategy partnership.
- Identifying and recruiting worker representation to actively participate in the sector strategy partnership, including the initial grant project development.

b. **Needs Assessment and Planning**

- Soliciting feedback from employers to identify their needs (i.e., in-demand skills and credentials, job descriptions and roles, number and type of workers needed).
- Soliciting feedback from worker organizations to ensure worker voice is at the center of the sector partnership. *Note:* The Department has resources that can help workers, employers, and other partners to better engage with and support worker voice and rights. As an example, the Department’s Occupational Safety and Health Administration has a workers’ rights resource page that provides key information to workers and employers on worker rights and protections. [23] More recently, the Department has launched the Worker Organizing Resource and Knowledge (WORK) Center to share resources and advocate for effective program models designed with worker voice in mind. [24]
- Otherwise identifying workforce needs in a particular industry. For instance, applicants that target the care sector, and direct care occupations, can consult the resources within the Direct Care Workforce Capacity Building Center hosted by the United States Department of Health and Human Services’ Administration for Community Living.
- Conducting community-based listening sessions within the service area to identify needs of both industry and workers.
- Conducting an initial assessment of the economic region’s strengths and needs related to the target sector.
- Defining key terms (what constitutes a “good job” in the service area) and identifying goals (i.e., secure commitments from 15 employers during the period of performance) for the purposes of the applicant’s sector strategy partnership.
- Identifying potential tools and assets that can be used (i.e., employer incentives, Community Benefits Agreements, etc.) to encourage improved job quality.
- Planning for sustainability of activities, including implementation of the job quality strategy, after the period of performance ends.

c. **Designing Career Pathways**

- Using Labor Market Information (LMI) to identify which occupations are most in-demand in the service area, understanding median wages and wage trajectories for those occupations, and determining which jobs are high-demand but low-quality. This data will inform the choice of target occupation(s).

- Identifying which skills and credentials will be needed to inform subsequent training needs for occupations that meet the Good Jobs Principles.
- Strategically planning how in-demand occupations within the targeted sector fit together along a career pathway that would allow an individual to enter and advance in the workforce, receiving continued wage progression and career advancement opportunity as skills and credential attainment increases. This can include, but is not limited to, the preparations for developing a Registered Apprenticeship program.

d. **Other Capacity Building Activities**

- Hiring and/or training staff (including the costs of salaries and benefits) to assist in the development of a worker-centered sector strategy.

Tier 2: Launching Effective Worker-Centered Sector Strategy Programs (Implementation Grants)

To support established partnerships that are ready to implement worker-centered sector strategies that will improve job quality within the care, climate resiliency, and hospitality sectors, Tier 2 applicants may propose projects that include, but are not limited to, the following services or activities:

a. **Convening Partners**

- Identifying and recruiting worker representatives to actively participate in the sector strategy partnership, including the initial grant project development.
- Convening the sector partners on a routine basis to maintain and sustain partnership throughout the period of performance.
- Engaging partners in the implementation of the grant activities from initial grant project development through training and employment of participants.
- Developing partnership commitments to support long-term impacts for job quality within the identified sector, which may include the development of Community Benefit Agreements, Registered Apprenticeship programs, or providing robust supportive services that allow for training success. In the care sector, this may also include adjusting reimbursement rates for public payers.
- Using data to assist employers with understanding their turnover costs and the return on investment from ensuring good jobs for their workforce.

b. **Designing Career Pathways**

- Using LMI to identify which occupations are most in-demand in the service area for the chosen targeted industry sector.
- Identifying which skills and credentials will be needed to inform subsequent training needs for occupations that meet the Good Jobs Principles.
- Strategically planning how in-demand occupations within the targeted sector fit together along a career pathway that would allow an individual to enter and advance in the workforce, receiving continued wage progression and career advancement opportunity as skills and credential attainment increases.

c. **Training and Work-Based Learning Models**

- Assessing employers' skilled workforce needs and current training alignment with occupations that support job quality. This may include developing Good Jobs Frameworks with employers to crosswalk worker needs with skill development to ensure training certifications will lead to good job opportunities.
- Developing education and training curricula that are skills and competency-based, accessible and which align with in-demand industry certifications to support accelerated skill development and placement.
- Developing evidence-based workforce training in the identified sector that supports the goals of the project and the Good Job Principles to be addressed by the project. The Department encourages applicants to review resources available on the [Clearinghouse for Labor Evaluation and Research's webpage](#) for information on evidence-based workforce training. Some of the allowable training and work-based learning approaches include, but are not limited to:
 - traditional classroom training;
 - work-based learning such as on-the-job training, customized training programs, incumbent worker training, Registered Apprenticeship Programs (RAPs), Pre-apprenticeship programs that articulate to RAPs, paid work experience and paid internships that lead to a recognized postsecondary credential, or other work experiences; or
 - competency-based and online training strategies.

Note: Applicants are encouraged to investigate existing training curricula and approaches, including those housed on the SkillsCommons website at www.skillscommons.org. However, if existing curricula or appropriate tools do not exist that align with, or meet the goals of, the proposed project, grant funds may be used to develop appropriate curricula.

d. **Other Employment-Related Activities**

- Examples of allowable employment-related services are those allowable basic and career services, which include, but are not limited to:
 - In-depth interviewing and evaluation to identify employment barriers and development of individual employment plans; and
 - Career planning (that includes a career pathway approach), job coaching, and job matching services.

More information about allowable Title I basic and career services can be found in [TEGL 19-16](#), which provides guidance on services provided through the Adult and Dislocated Worker formula programs.

e. **Business Services**

- Business services activities for this grant can include providing technical assistance to adapt business practices to increase job quality. This also can include supporting a business becoming a Registered Apprenticeship sponsor, exploring pay scale adjustments and benefit options, adjusting schedules to increase stability and predictability for workers, and providing training on responsibilities for worker safety and health, preventing and addressing harassment in the workplace, and promoting equal opportunity for all.

f. **Participant Supportive Services**

- Supportive services are those activities or resources designed to provide a participant with the resources necessary to enable their participation in career and training services or to gain or retain good jobs. Grant recipients may offer supportive services to participants directly or through partner organizations, based upon the specific needs and focus of the project plan. Generally, supportive service strategies meet the specific needs of an individual and may include, but are not limited to:
 - linkages to community services, including services offered by partner organizations designed to support grant participants;
 - assistance with transportation;
 - assistance with childcare and dependent care;
 - assistance with housing;
 - needs-based payments, which are financial assistance given to participants to ensure they are able to participate in the program or to obtain/retain employment;
 - assistance with uniforms or other appropriate work attire and work-related tools, including such items as eye glasses and protective eye gear;
 - assistance with laptops or tablets, books, fees, school supplies, and other necessary items for students enrolled in training, work-based learning, or other elements of the proposed grant project; and
 - payments and fees for employment and training-related applications, tests, and certifications.

Grantees must have policies and procedures in place governing the provision of supportive services to participants and the supportive services provided under the grant must comply with these organizational policies.

g. **Incentive Payments**

- Critical Sectors Job Quality Grant Program grantees may use up to 1.5 percent of grant funds for the provision of gift cards or other types of incentive payments to participants to compensate them for their time in providing information on grant outcomes (such as credential attainment or employment status, etc.) after they complete their training program that are otherwise not easily available through administrative records, for the purposes of accurately reporting performance outcomes to the Department. Grantees are prohibited from utilizing grant funds to provide incentive payments for any other purpose. These incentive payments must be tied to the goals of the grant. Grantees must have policies and procedures in place governing the provision of incentive payments to participants and the incentives provided under the grant must comply with these organizational policies.

II. AWARD INFORMATION

A. AWARD TYPE AND AMOUNT

Funding will be provided in the form of a grant.

We expect availability of a minimum of \$15,000,000 to fund approximately 5-10 grants for the first open period of funding. The Department reserves the right to change these amounts depending on the quantity and quality of applications submitted. Awards made under this Announcement are subject to the availability of federal funds. In the event that additional funds become available, we reserve the right to use such funds to select additional grantees from applications submitted in response to this Announcement.

ETA intends to award funding to a combination of Tier 1 Planning Grants and Tier 2 Implementation Grants, based on the quality of applications submitted.

Tier 1 Planning Grants will establish and invest in local or regional partnerships that can support the development of worker-centered sector partnerships and to design workforce strategies to enhance equity and job quality within the care, climate resiliency, and hospitality sectors. Individual grant amounts for this tier will be up to \$500,000 with a period of performance of 18 months. **Applications that propose grant amounts more than \$500,000 will be considered nonresponsive and will not be scored.**

Tier 2 Implementation Grants will invest in established partnerships that are ready to implement worker-centered sector strategies that will improve job quality within the care, climate resiliency, and hospitality sectors. Individual grant amounts for this tier will range from \$500,000 to \$3 million with a period of performance of 3 years. **Applications that propose grant amounts more than \$3 million will be considered nonresponsive and will not be scored.**

Applicants may only apply for and propose grant projects under one of the Tiers identified in this FOA; either the Planning Grants or the Implementation Grants but not both. **Applications that propose both tiers will be considered nonresponsive and will not be scored.**

Awards made under this Announcement are subject to the availability of federal funds. Based on the availability of funds, we intend to fund a second open period of funding for these Critical Sectors Job Quality Grants. The same FOA will be used for each round. The second round will open on 4/1/24 and close on 7/1/24. Applications for each round should be prepared and submitted following the requirements and processes outlined in this FOA. All awards made under the current Announcement are subject to the availability of federal funds. In the event that additional funds become available, we reserve the right in each round to use such funds to select additional grantees from applications submitted in response to this Announcement.

B. PERIOD OF PERFORMANCE

The period of performance is 18 months with an anticipated start date of 09/25/2023. This performance period includes all necessary implementation and start-up activities.

The period of performance referenced above is for Tier 1: Developing New Partnerships and Programs (Planning Grants).

The period of performance is 36 months for Tier 2: Launching Effective Worker-Centered Sector Strategy Programs (Implementation Grants). The anticipated start date for Tier 2 grants is 09/25/2023. This performance period includes all necessary implementation and start-up activities.

For Tier 1, the Department expects awarded applicants will undertake start-up activities (such as hiring staff) immediately, and that planning activities will begin no later than three months after the date of grant award.

For Tier 2, the Department expects that hiring appropriate grant project personnel (e.g., project director, etc.) and undertaking start-up activities will begin immediately, and that grantees will begin enrolling participants no later than nine months after the date of grant award.

Start-up activities under both tiers may include promoting the Critical Sectors Job Quality Grants within the targeted service area, partnership building, development of memoranda of understanding, acquisition of supplies, equipment and/or contracts, hiring and training staff. Start-up activities for Tier 2 may include assessing training needs, developing or expanding training activities, outreach and recruitment of participants, implementing a system for tracking and reporting performance outcome measures and tracking indicators, and providing any additional information required by ETA staff.

We strongly encourage applicants to develop their project work plans and timelines to account for this implementation phase accordingly. Grantees must fully expend grant funds during the period of performance. Therefore, applicants must carefully consider their ability to spend the level of funding requested during the allotted time while ensuring full transparency and accountability for all expenditures.

III. ELIGIBILITY INFORMATION

A. ELIGIBLE APPLICANTS

Grants will be awarded to the lead applicant of the Critical Sectors Job Quality Grants. The lead applicant will serve as the grantee and have overall fiscal and administrative responsibility for the grant.

Eligible lead applicants must: (1) meet the definition of one of the nine types of eligible lead applicants described below; (2) establish a partnership that includes the three types of entities described as required partners below to form the Critical Sectors Job Quality Grants Partnership; and (3) function as coordinating intermediaries to sector strategy partners, supporting the assessment of skill needs and workforce trends and working with employers in the target sector to increase good job opportunities for the local or regional economic area. While an eligible lead applicant may represent one of the required partners, it is expected that applicants demonstrate representation from each type of required partner. Therefore, an entity cannot serve as more than one type of required partner in Critical Sectors Job Quality Grants for the purpose of meeting FOA requirements.

1. Eligible Lead Applicants

Organizations that are eligible applicants include:

- 1. Labor Unions and Organizations, Labor-Management Partnerships, and Worker Centers and Organizations** that represent workers in the identified industries or sectors;
- 2. Workforce Intermediaries:** organizations that bring together partners in the workforce system to identify workforce needs; plan, develop, and implement strategies; and raise funds to support these strategies.

3. **State and Local Workforce Development Boards** that administer and provide strategic direction for the workforce investment system established under the WIOA;
4. **Native American Tribal governments** and **Native American Training Program entities** eligible for funding under section 166 of WIOA;
5. **Education/Training Provider(s)**: One or more public or private nonprofit education and training providers, including institutions of higher education as defined in Section 101(a) of the Higher Education Act of 1965 (20 U.S.C. 1001), including Historically Black Colleges and Universities (HBCUs), Tribally Controlled Colleges and Universities (TCCUs), and Minority-Serving Institutions (MSIs), which include Predominantly Black Institutions (PBIs), Hispanic-Serving Institutions (HSIs), Native American Non-Tribal Institutions (NANTIs), Alaskan Native or Native Hawaiian-Serving Institutions (ANNHI), and Asian American and Native American Pacific Islander-Serving Institutions (AANAPISIs); community and technical colleges and systems; and nonprofit and community-based organizations that offer job training, including those organizations that have been approved as WIOA Eligible Training Providers;
6. **Industry-based Intermediaries and Industry Associations**: employer organizations that provide a collective voice for individual businesses within the targeted industries of care, climate resiliency, and hospitality;
7. **National or Community-based Nonprofit Organizations** affiliated with care, climate resiliency, and hospitality sectors including nonprofit trade, industry, or employer associations representing the identified industries or sectors;
8. **State, County, and Local Governments**, including cities, townships, and State Workforce Agencies (the lead state agency responsible for the administration of WIOA Title I activities); and
9. **State Registered Apprenticeship Agencies** (if the geographic scope includes part of a state that is a State Apprenticeship Agency (SAA) state) that support program sponsors and guide partners on each phase of developing a program, connect businesses to training providers, and advise partners on available funding sources to support apprenticeships.

2. Role of Lead Applicant

Lead applicants must identify their institution type in Section 9 of the SF-424 Application for Federal Assistance.

Please note that all elements of 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) apply to any entity that carries out a federal award as a recipient or subrecipient, including for-profit organizations. This includes the monitoring and examination of their records. In addition, the entity may not earn or keep any profit resulting from federal financial assistance.

In the required Abstract (see Section IV.B.4. Attachments to the Project Narrative), you must clearly identify the lead applicant and each member of the partnership. The lead applicant will serve as the grantee, must be the organization specified in Section 8 of the SF-424 Application Form, and will be: (1) the point of contact with the Department to receive and respond to all inquiries or communications under this FOA and any subsequent grant award; (2) the entity with authority to withdraw or draw down funds through the Department of Health and Human Services – Payment Management System (HHS-PMS); (3) the entity responsible for submitting

to the Department all deliverables under the grant, including all programmatic, technical and financial reports related to the project, regardless of which partnership member performed the work; (4) the entity that may request or agree to a revision or amendment of the grant agreement or statement of work; (5) the entity with overall responsibility for carrying out the programmatic functions of the grant, as well as for the stewardship of all expenditures under the grant; (6) the entity responsible for coordinating with the national evaluator, including participating in an evaluation and other studies, if selected by DOL; and (7) the entity responsible for working with DOL to close out the grant.

It is the expectation of the Department that the lead applicant has the organizational capacity to carry out the programmatic functions of the grant, and the Department strongly discourages applications that result in “pass-through” grants (i.e., where the lead applicant sub-awards the majority of grant funds and operational activities to one or several subrecipients). See Section IV.E. Funding Restrictions regarding limitations on subrecipient awards.

3. Worker-Centered Sector Partnerships

Critical Sectors Job Quality Grants require applicants to develop or scale strong sector-based partnerships utilizing a worker-centered sector strategy model that is responsive to the skilled workforce needs of the care, climate resiliency, and hospitality sectors. Applicants for Tier 2 will secure commitments for sustained employer involvement in various aspects of program design and delivery, including defining program goals and activities; adapting business practices to improve job quality; identifying career pathways; informing training design; identifying necessary skills and competencies for targeted occupations; providing resources to support training; and, importantly, committing to interview (at a minimum), hire, promote, and/or retain qualified program participants completing the training, including those from historically marginalized populations and communities.

Applicants must demonstrate strong engagement of the partnership leaders necessary for local or regional workforce planning or training program implementation that supports improved job quality while also addressing workforce needs. To demonstrate the active involvement of the required partnership entities, applicants must provide signed documentation—such as signed letters of commitment, memoranda of understanding, a partnership agreement, or other types of signed agreements—that demonstrate the commitment of each partner. An email or other form of written commitment is also acceptable. Applicants will be scored based on the inclusion of this documentation, as well as the level and quality of involvement in the project as outlined in Section IV.B.3. Project Narrative. Additionally, applicants should consider including additional optional partners that support the goals of this sector partnership.

Required Partners

For this FOA, we encourage applicants to forge robust partnerships to implement the grant and to sustain activities beyond the grant period of performance. The sector partnership must fully represent the entities necessary for a robust sector partnership connected to the workforce development system. While the lead applicant is part of this partnership, and may fill one of these roles, the applicant must make sure that the partnership includes representation from each of the required partners. The required partners for the Critical Sectors Job Quality Grants are labor unions, labor-management organizations, worker centers, or worker organizations; industry and employer partners; and Workforce Development Entities. Again, while a lead entity may represent one of the required partners (for example, the lead applicant may be a union), an entity

cannot serve as more than one type of required partner in the Critical Sectors Job Quality grant partnership. Tier 1 applicants must identify the organizations that they plan to approach to form their worker-centered sector partnership. Tier 2 applicants must identify these required partner organizations and demonstrate they are already committed to the Critical Sectors Job Quality grant partnership.

Required grant partners must include:

- **Labor Unions and Organizations, Labor-Management Partnerships, and Worker Centers and Organizations:** Required entities include worker organizations, labor unions, labor-management organizations representing workers, or worker centers that target populations of workers in the care, climate resiliency, or hospitality sectors. Outside of a union, this could include worker associations, coalitions, alliances, guilds, or another similar worker advocacy group that is not considered a formal union. These entities may identify necessary skills and competencies; provide related skills-based training in collaboration with the required education/training provider; work with employer and education partners to develop new or modifying existing curricula; advise on recruitment, retention, and advancement strategies within an employer or industry; communicate with current and potential workers within the sector; act as mentors and on-the-job trainers to new workers; and may also provide supportive services.
 - To aid in identifying related unions within the target service area(s), applicants can use the Department of Labor’s Office of Labor-Management Standards’ (OLMS) *Union Search Tool*, by which you can search on union type, city, state, zip code, and other criteria to identify labor unions for outreach and partnership. The tool can be found at <https://olmsapps.dol.gov/query/getOrgQry.do>.
- **Industry and Employer Partners:** A representative group of, and no less than two (2), employer partners who are committed to enhancing job quality, recruiting diverse and underserved populations for training and potential hiring, and actively engaging throughout the grant project. An applicant may meet this employer partnership requirement by partnering with an industry/trade association that represents at least two (2) employers in the service area who are committed to enhancing job quality, recruiting diverse and underserved populations for training and potential hiring, and actively engaging throughout the grant project. An industry/trade association, also known as an industry trade group, business association, sector association, or industry body, is an organization founded and funded by businesses that operate in a specific industry.
- **Workforce Development Entities:** Entities involved in administering the public workforce system established under the WIOA, including State and Local Workforce Development Boards (WDBs), American Job Center Operators, and Indian and Native American Program entities eligible for funding under section 166 of WIOA. These organizations have expertise in workforce development and may provide leadership in implementing the following types of activities: (1) understanding and analyzing the need for education and training in the local area, including identifying key employers and industry contacts within the care, climate resiliency, or hospitality industries; (2) addressing hiring needs, identifying target populations, and providing relevant sources of data, including labor market information and other tools or reports; (3) assessing potential participants for the grant program; (4) identifying and referring candidates for education and training in the grant program; (5) developing and delivering training programs; (6)

providing additional supportive services; (7) connecting and placing participants with employers that have job openings; and (8) collecting, tracking, and reporting participant data to ETA.

Optional Partners

We strongly encourage applicants to collaborate with other partners that can support and advance the work of proposed training programs and applicants must address the strategies by which they will do so. These include training providers (including public and private non-profit Institutions of Higher Education, as defined in Section 101(a) of the Higher Education Act of 1965 (20 U.S.C. 1001)); nonprofit organizations specializing in one of the three industry sectors; State agencies with the responsibility for supporting public interests aligned with the target critical sectors or that set wage rates or other occupational standards such as state Medicaid agencies; foundations and philanthropic organizations; local, county, or state agencies administering federal funding (such as funding from the Departments of Health and Human Services, Education, Commerce, Energy, and Transportation, the Environmental Protection Agency, or the National Science Foundation); Economics Development Agencies, including the District Organization of an EDA-designated Economic Development District (EDD); Mental Health and Disability Agencies; Civil Rights Organizations, as well as other community-based organizations that represent and serve historically marginalized populations, such as individuals with disabilities, justice-impacted individuals, and people of color; and organizations that aid immigrant, refugee, asylee and Special Immigrant Visa (SIV) populations. Further description of some of the ways in which equity-focused organizations can be engaged can be found in Section I.A. under Core Element 2: Strategic Partnership.

B. COST SHARING OR MATCHING

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

Applicants for both tiers are strongly encouraged to leverage additional funds to support the project but leveraged resources are not required.

For both tiers, leveraged resources can come from a variety of sources, including, but not limited to, businesses, industry associations, labor organizations, community-based organizations, education and training providers, philanthropic organizations, and/or federal, state, and local government programs.

Reporting Leveraged Resources

DOL grantees must track and report leveraged resources quarterly on the ETA Form 9130. The ETA Form 9130 may be found at http://www.doleta.gov/grants/financial_reporting.cfm.

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	
Applicant has identified at least two Good Jobs Principles to be addressed through the Job Quality Strategy.	Section I.A	
The components of the application are saved in any of the specified formats and are not corrupt. (<i>We will attempt to open the document, but will not take any additional measures in the event of problems with opening.</i>)	Section IV.C.2	
Application federal funds request does not exceed the ceiling amount of \$500,000 for Tier 1 applicants or \$3 million for Tier 2 applicants.	Section II.A	
Applicant has clearly identified which Tier (1 or 2) the application is for and only has submitted application for one Tier.	Section II.A	
SAM Registration	Section IV.B.1	
SF-424, Application for Federal Assistance	Section IV.B.1	
SF-424 includes a UEI Number	Section IV.B.1	
SF-424A, Budget Information Form	Section IV.B.2	
Budget Narrative	Section IV.B.2	

Project Narrative	Section IV.B.3	
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2. Number of Applications Applicants May Submit

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

3. Eligible Participants

The intent of this FOA is to support transformative efforts for the public workforce system – states, tribal entities, and local workforce boards working in partnership with industry and worker organizations to improve job quality and availability of good jobs, particularly for the benefit of historically marginalized populations and communities that have disproportionately faced barriers to good jobs. These demonstration grants will support industry-led, worker-centered sector strategies built through labor-management partnerships aimed at improving job quality in key sectors, including the care, climate resiliency, and hospitality sectors.

This grant program will train participants who are new entrants to the workforce, dislocated workers, or incumbent workers. A participant is any individual who is determined eligible for and receives a grant-funded service beyond a determination of eligibility.

For the purposes of this FOA, the following definitions apply:

- **New entrants to the workforce:** For the purposes of this FOA, we consider “new entrants to the workforce” to refer to those who have never worked before or who have been out of the workforce for a long enough time to make it as if they are entering the workforce for the first time. For example, this may include, but is not limited to, the long-term unemployed and justice-involved individuals. Also eligible, consistent with Federal and state wage and employment laws, are youth who are enrolled in their junior or senior year of high school and who could be employed before or within six months after the end of the grant lifecycle, and youth who have dropped out of school and are seeking their first full-time job. In particular, consistent with this FOA’s focus on targeting historically marginalized populations and communities, programs serving youth populations should identify and target opportunity youth, as defined in Appendix B: Key Definitions, to align with ETA’s [Youth Employment Works](#) strategy.
- **Dislocated workers:** For the purposes of this FOA, this term refers to individuals who were terminated or laid-off or have received a notice of termination or lay-off from employment; or were self-employed but are now unemployed.
- **Incumbent workers:** For the purposes of this FOA, this term refers to currently employed individuals who need training to secure full-time employment, advance in their careers, or retain their current positions.

For the purposes of this FOA, establishing and documenting incumbent worker eligibility is the responsibility of the grantee or a designated grant partner and not of the participating employer. Grantees or their designated grant partner must establish and document the eligibility of all participants, including incumbent worker participants, and must maintain the necessary records to support grant monitoring.

Within these eligible participant categories (new entrants, dislocated workers, and incumbent workers), applicants must specifically target historically marginalized populations and communities within the local or regional economic area served by the grant, especially those that are reflective of the local and regional economic area being served, including women, people of color, justice-involved individuals, individuals with disabilities, or other populations who will benefit from improved job quality and career advancement opportunities within the target critical sectors.

Veterans' Priority for Participants

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

IV. APPLICATION AND SUBMISSION INFORMATION

A. HOW TO OBTAIN AN APPLICATION PACKAGE

This FOA, found at www.Grants.gov and <https://www.dol.gov/agencies/eta/grants/apply/find-opportunities> contains all of the information and links to forms needed to apply for grant funding.

B. CONTENT AND FORM OF APPLICATION SUBMISSION

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

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

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

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

You must complete the SF-424, “Application for Federal Assistance” (available at <https://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1>).

- 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.
- 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/web/grants/forms/sf-424-family.html#sortby=1>). You do not need to submit the SF-424B with the application.

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

As a condition to the award of financial assistance from the Department of Labor under Title I WIOA, the grant applicant assures that it has the ability to comply fully with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the WIOA and its implementing regulations at 29 CFR Part 38, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship or status as a lawfully admitted immigrant authorized to work in the United States, or participation in any WIOA Title I—financially assisted program or activity; Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color, and national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities; The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The grant applicant also assures, that as a recipient of WIOA Title I financial assistance [as defined at 29 CFR 38.4(z)], it will comply with 29 CFR part 38 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIOA Title I-financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIOA Title I-financially assisted program or activity. The

grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

Similarly, the applicant's Authorized Representative's signature in block 21 of the SF-424 form constitutes assurance by the applicant of compliance with all WIOA requirements, including the requirement at sec. 181(b)(7) of WIOA that the recipient will not use any of the grant funds to "assist, promote, or deter union organizing."

a. Requirement for Unique Entity Identifier

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

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

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

(See Appendix A to 2 CFR Part 25.)

b. Requirement for Registration with SAM

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

A recipient must maintain an active SAM registration with current information at all times during which it has an active federal award or an application under consideration. To remain registered in the SAM database after the initial registration, the applicant is required to review and update the registration at least every 12 months from the date of initial registration or subsequently update its information in the SAM database to ensure it is current, accurate, and complete. For purposes of this paragraph, the applicant is the entity that meets the eligibility criteria and has the legal authority to apply and to receive the award. If an applicant has not fully complied with these requirements by the time the Grant Officer is ready to make a federal award, the Grant Officer may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

2. Project Budget

You must complete the SF-424A Budget Information Form (available at <https://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1>). In preparing the Budget Information Form, you must provide a concise narrative explanation to support the budget request, explained in detail below.

a. Budget Narrative

The Budget Narrative must provide a description of costs associated with each line item on

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

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 (as 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 or subcontracts under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward or subcontract in excess of \$25,000.
 - You will also note that participant support costs are not included in modified total direct costs. Participant support costs are defined below.
 - 2 CFR Part 200.1 Participant Support Cost means direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences or training projects.

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

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

Indirect-type costs (such as top management salaries, financial oversight, human resources, payroll, personnel, auditing costs, accounting and legal, etc. used for the general oversight

and administration of the organization) must not be classified as direct costs; these types of costs are recovered as part of charging the de minimis or NICRA rate. Note that the SF-424, SF-424A, and Budget Narrative must include the entire federal grant amount requested (not just one year).

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

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

3. Project Narrative

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

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

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

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

NOTE: Full points will not be given for simply repeating the requirements stated below or elsewhere in the Announcement. For example, if the applicant is asked, “Describe in detail how strategies to expand diversity, equity, inclusion and accessibility to recruit participants will be implemented,” applications will not score the full points (and zero points may be received) for simply stating, “We will implement strategies to expand diversity, equity, inclusion, and accessibility in our participant recruitment.” To receive full points, the applicant must thoroughly and convincingly describe, in their own words, the process or procedures their institution will use and what evidence is available to show those processes are effective for meeting the stated requirement.

Project Narrative for Tier 1 Planning Grant Applicants

This Project Narrative applies only to Tier 1 Planning Grant applicants. See separate Project Narrative for Tier 2 Implementation Grant Applicants.

a. Statement of Need for Tier 1 Applicants (Up to 20 Points)

i. Identification of and Justification for Proposed Sector(s) of Focus (8 points)

- Applicants must clearly identify which sector the project will focus on (care, climate resiliency, or hospitality) and convincingly show that the sector is an in-demand sector in the local or regional labor market. (4 points)
- Applicants must thoroughly and with detail describe how current job quality in the chosen sector measures against the eight Good Job Principles (described in Section I.A. Program Purpose) and how improved job quality can positively impact employment in the sector for both workers and employers. (4 points)

ii. Target Service Area (4 points)

- Applicants must clearly identify the local or regional economic area that is the target service area for the project. Applicants must thoroughly and convincingly describe the rationale for why the identified service area was chosen and how it aligns with the sector focus.

iii. Focus on Serving Historically Marginalized Populations (8 points)

- Applicants must describe the population(s) that will be the focus of the job quality strategy and demonstrate with convincing evidence that the target population resides or works in the proposed service area. Applicants must describe how the job quality strategy will impact historically marginalized populations and communities, including how the target populations will benefit from increased job quality through wages, benefits, or other indicators of Good Jobs in proportion to the community average, or how the job quality focus will create good jobs for this population in the service area.

b. Project Design for Tier 1 (Up to 40 Points)

Applicants must clearly and thoroughly identify the proposed methods that the project will use to build the capacity for improved job quality through the identification and convening of a worker-centered sector strategy partnership. Applicants must propose a strategic plan through their sector strategy partnership that identifies the key activities to be undertaken, the short and longer-term milestones for the grant project, and key job quality measures that will be used to track grant progress in meeting milestones. Applicants must use the four core elements of the Project Design to develop this strategic plan.

i. Job Quality Strategy (10 points)

- Applicants for Tier 1 must describe how they will build on their initial assessment of the current state of job quality within the identified sector. Applicants must describe how and what data sources will be used to develop a comprehensive workforce plan that will address the barriers and inequities within the identified sector. This may include developing a comprehensive workforce study to understand the barriers facing historically marginalized populations in the target sector within the economic region, as well as opportunities for career growth within the sector, or consulting with the workers or worker organizations in the sector to obtain this information. (4 points)
- Applicants must identify which Good Jobs Principles (a minimum of two) they will focus on through their worker-centered sector strategy partnership and explain why they have

chosen the selected principles. Applicants must describe how the chosen principles align with the workforce needs within the selected critical sector (as identified in Section IV.B.3(a)i). (4 points)

- Applicants must also thoroughly describe the evidence or anticipated impact of how the job quality strategy will improve the job quality for historically marginalized populations and communities targeted by this grant, including specific actions that may be taken by employers in the sector. (2 points)

ii. **Strategic Partnerships (12 points)**

- Applicants for Tier 1 must describe how they will identify and convene the required partners in a strategic and coordinated manner to identify the policies and actions that can be implemented to grow good job opportunities or adopt good jobs practices into existing jobs for the target population. This may include initial development of Registered Apprenticeship programs or providing robust supportive services that allow for training success. (2 points)
- Applicants must describe the role that each required and optional partner will hold within the sector partnership, including commitments to share data on workforce pay, benefits, organizational culture, and worker safety, among others, and to undertake a gap analysis to identify key equity and job quality gaps within occupations in the identified sector within the service area. (6 points)
- Applicants must demonstrate that they plan to pursue partnerships with organizations that serve historically marginalized populations and communities as either required and/or optional partners. These may include, but are not limited to, national or community-based nonprofit organizations that serve underrepresented and marginalized communities; tribes and tribal nonprofits; employer partners such as Minority Business Enterprises, Minority-Owned Businesses, Woman-Owned Businesses, Veteran-Owned Businesses, and small businesses; or education and training partners, such as HBCUs, TCCUs and MSIs including PBIs, HSIs, NANTIs, ANNHIs, and AANAPISIs. (2 points)
- Applicants must describe how they will incorporate diverse worker voice and lived experience into the sector partnership in a comprehensive manner. (2 points)

iii. **Industry-driven Workforce Development (8 points)**

- Applicants must describe how they will begin discussions with employers and industry representatives to develop a work plan that aligns with the specific workforce needs of employers to create a job quality continuum from which progress in creating good jobs can be measured. (6 points)
- Applicants must thoroughly and convincingly describe how they will work with employers and other required partners to identify potential education and training needs that will support good jobs. (2 points)

iv. **Incorporation of Worker Voice (10 points)**

- Applicants must describe how they will identify worker representation from diverse and underserved populations that reflect the target service area to support the worker-centered sector strategy partnership. Applicants must describe a feasible strategy to recruit these representatives. (4 points)

- Applicants must describe the process for including worker voice and lived experience by identifying how the worker perspective will be documented and shared and the opportunities for recommendation and revision from workers during key strategic partnership planning and development. (6 points)

c. Expected Outcomes and Outputs for Tier 1 (Up to 16 Points)

Applicants must identify the key job quality measures that will be used to track grant progress in meeting milestones. As noted, Tier 1 applicants will be expected to submit a QNR to ETA to report on their outcomes and outputs. More information on QNRs can be found [here](#).

- Applicants must identify the expected milestones and metrics that will be used to assess their performance for each Good Jobs principle chosen against the planned project goals. (6 points)
- Applicants must thoroughly describe how the identified milestones and metrics align with job quality improvement within the identified sector. (6 points)
- Applicants must describe the internal process they will use to track targets and goals that relate to the identified minimum of two Good Jobs Principles to be addressed. (4 points)

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

Provide information on:

- i. How the applicant will manage and staff the project. Describe how staff, organizational experience, and management contribute to the ability of the applicant to conduct the project and its requirements and meet program expectations. (4 points)
- ii. Applicant’s current and expected capacity to facilitate and convene diverse stakeholders with potentially competing priorities to support effective collaboration that identifies shared goals and expected outcomes. (4 points)
- iii. The applicant’s fiscal and administrative controls in place to manage federal funds and to accomplish required programmatic, performance, and financial reporting activities. Include the applicant’s capability to sustain some or all project activities after federal financial assistance has ended. (4 points)

e. Past Performance – Programmatic Capability for Tier 1 Project Success (Up to 10 Points)

It is important that applicants have the expertise and experience to develop and carry out a successful project that meets both the needs of the identified critical sector and their target population(s). Therefore, applicants must address their prior experience or successes where applicable and provide clear and relevant information to support their proposal. Where an applicant does not have specific prior experience, they may provide alternative evidence that they will be able to successfully implement or achieve their programmatic plans for elements of the FOA. Successful Tier 1 applicants will provide evidence of their:

- Background or experience demonstrating the ability to understand and support individuals from historically marginalized populations and communities as defined in the Statement of Need and assessing the relevant barriers to employment in good jobs. (4 points)

- Demonstration of prior experience and credibility as a sector or strategic partnership convener, including collaborative setting of goals, effectively managing competing priorities, and tracking partner commitments (resources, time, money). (4 points)
- Prior experiences in developing or implementing projects designed to address workforce or economic challenges that reflect the organization’s ability to successfully carry out the Critical Sectors Job Quality Grant within expected timeframes and budget. (2 points)

f. Budget and Budget Narrative for Tier 1 (Up to 2 Points)

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

- i. The extent the proposed expenditures will address all project requirements, effective budgeting of key personnel, a description of costs associated with each line item on the SF-424A, and a complete description of leveraged resources provided (as applicable) to support grant activities.

Project Narrative for Tier 2 Implementation Grant Applicants

This Project Narrative applies only to Tier 2 Implementation Grant applicants. A separate Project Narrative for Tier 1 Planning Grant applicants is above.

a. Statement of Need for Tier 2 (Up to 20 Points)

i. Identification of and Justification for Proposed Sector(s) of Focus (8 points)

- Applicants must clearly identify which sector the project will focus on (care, climate resiliency, or hospitality) and the related occupations for which they will provide and convincingly show that the sector is an in-demand sector in the local or regional labor market. (4 points)
- Applicants must thoroughly and with detail describe how current jobs in the chosen sector measure against the eight Good Job Principles (described in Section I.A. Program Purpose) and how improved job quality can positively impact employment in the sector for both workers and employers. (4 points)

ii. Target Service Area (4 Points)

- Applicants must clearly identify the local or regional economic area that is the target service area for the project. Applicants must thoroughly and convincingly describe the rationale for why the identified service area was chosen and how it aligns with the sector focus.

iii. Focus on Serving Historically Marginalized Populations (8 points)

- Applicants must describe the target population that will be the focus of the job quality strategy and demonstrate with convincing evidence that the target population resides or works in the proposed service area. Applicants must describe how the job quality strategy will impact historically marginalized populations and communities, including how the target populations will obtain increases in job quality indicators such as wages and

benefits in the identified sector (such as for women and people of color) or how the job quality focus will create good jobs for this population in the service area.

b. Project Design for Tier 2 (Up to 40 Points)

Applicants must clearly and thoroughly identify the proposed methods that the project will use to build the capacity for improved job quality through the identification and convening of a worker-centered sector strategy partnership. Applicants must propose a strategic plan through their sector strategy partnership that identifies the key activities they will undertake, the short and longer-term milestones for the grant project, and key job quality measures that will be used to track grant progress in meeting milestones. Applicants must use the four core elements of the Project Design to develop this strategic plan.

i. Job Quality Strategy (12 points)

- Applicants for Tier 2 must describe the current state of job quality within the identified sector, using Labor Market Information and other identified qualitative and quantitative sources to provide a comprehensive picture of the quality of jobs in the identified sector related to the Good Jobs Principles (as described in Section I.A. Program Purpose). (6 points)
- Applicants must identify which Good Jobs Principles (a minimum of two) they will focus on through their worker-centered sector strategy partnership and thoroughly explain why they have chosen the selected principles. Applicants must describe how the chosen principles align with the workforce needs within the selected critical sector (as identified in Section IV.B.3(a)i) and how the initial efforts to improve job quality may be built out to eventually address all eight Good Jobs Principles. (6 points)

ii. Strategic Partnerships (6 points)

- Applicants for Tier 2 must provide a comprehensive description of the worker-centered sector partnership, including identifying all required partners and providing Memoranda of Understanding (MOUs) or Letters of Commitment, as well as identifying other optional partners, including those that directly support and represent historically marginalized populations and communities as identified in Section III.A.3. Applicants must describe partner roles and thoroughly and convincingly explain how each partner will support the development of the initial job quality assessment, program design and implementation, training activities that support the applicant's proposed training track, and other allowable activities and services specified in Section I.E. Applicants must thoroughly and convincingly describe how they will convene the required partners in a strategic and coordinated manner to identify the policies and actions that can be implemented to grow good job opportunities for the target population. (2 points)
- Applicants must thoroughly describe the role that each required and optional partner will hold within the sector partnership, including commitments to train and hire; share data on workforce pay, benefits, and other job quality metrics as identified in the applicant's job quality strategy; adopt employment changes that increase job quality; and undertake a gap analysis to identify key equity and job quality gaps within occupations in the identified sector within the service area. (2 points)
- Applicants must describe how they will incorporate diverse worker voice and lived experience into the sector partnership in a comprehensive and centered manner, including

how workers will be represented and included in the strategic partnership collaboration. (2 points)

iii. **Industry-driven Workforce Development (12 points)**

- Applicants must describe how they will support employers, industry representatives, and union or other worker-focused organizations to assess workforce and training needs to increase job quality within their workforce. (2 points)
- Applicants must describe the worker-centered training model and how it will make an impact on the availability of good jobs in the sector, particularly related to the identified Good Jobs Principles (a minimum of 2) that are the focus of the grant project and how the training model can be sustained to work toward addressing all eight Good Jobs Principles within the chosen sector. (4 points)
- Applicants must thoroughly describe how they will engage with employers and industry representatives within the chosen sector to develop and implement training and hiring models that lead to good jobs while addressing the job vacancies that they need to fill, the skills needed to fill those jobs, and the competencies and skills that are needed for upskilling and promotion along quality career pathways to create a job quality continuum from which progress in creating good jobs can be measured. (4 points)
- Applicants must describe how the training model is responsive to the needs of the target population, including addressing skills gaps to support career pathway advancement, providing necessary supportive services for success, and ensuring participant feedback on the training. (2 points)

iv. **Incorporation of Worker Voice (10 points)**

- Applicants must thoroughly describe how they will identify worker representation from diverse and underrepresented populations that reflect the target service area to support the worker-centered sector strategy partnership. Applicants must thoroughly describe a feasible strategy to recruit these representatives. (4 points)
- Applicants must thoroughly describe how worker voice and engagement is strategically part of each aspect of the grant project, from initial program design, identification of key job quality principles that should be targeted, use of workers for training design, and to provide feedback and evaluation of the grant efforts toward meeting its outcomes. (6 points)

c. Expected Outcomes and Outputs for Tier 2 (Up to 16 Points)

Applicants must use a collaborative data plan developed through their sector strategy partnership that identifies the key job quality and WIOA performance measures that will be tracked to measure grant success and must thoroughly and convincingly describe how these measures will demonstrate job quality growth through demonstrated improvement in at least two of the eight principles of Good Jobs as identified by the applicant. Applicants must also describe how they will use WIOA performance data, collected through the required workforce development entities, to track hiring and advancement into good jobs for participants trained by the program. As noted, Tier 2 applicants will be expected to submit a QNR and a QPR to ETA to report on their outcomes and outputs. More information on QNRs can be found [here](#), and more information about QPRs will be provided to successful applicants.

- Applicants must identify the expected milestones and metrics for each Good Jobs principle chosen that will be used to assess their performance against the planned project goals. (6 points)
- Applicants must thoroughly describe how the identified milestones and metrics align with job quality improvement within the identified sector. (6 points)
- Applicants must describe how they will use the required data plan to track targets and goals that relate to the identified minimum of two Good Jobs Principles to be addressed. (4 points)

d. Organizational, Administrative, and Fiscal Capacity for Tier 2 (up to 12 Points)

Provide information on:

- i. How the applicant will manage and staff the project. Convincingly describe how staff, organizational experience, and management contribute to the ability of the applicant to conduct the project and its requirements and meet program expectations. (4 points)
- ii. Applicant's current and expected capacity to facilitate and convene diverse stakeholders with potentially competing priorities to support effective collaboration that identifies shared goals and expected outcomes. (4 points)
- iii. Describe the applicant's fiscal and administrative controls in place to manage federal funds and to accomplish required programmatic, performance, and financial reporting activities. Include the applicant's capability to sustain some or all project activities after federal financial assistance has ended. (4 points)

e. Past Performance – Programmatic Capability for Tier 2 Project Success (Up to 10 Points)

It is important that applicants have the expertise and experience to develop and carry out a successful project that meets both the needs of the identified critical sector and their target population(s). Therefore, applicants must address their prior experience or successes where applicable and provide clear and relevant information to support their proposal. Successful Tier 2 applicants will provide evidence of how their existing sector partnership has addressed the below:

- Ensuring ongoing engagement and quality leadership of a sector or strategic partnership, including collaborative setting of goals, managing competing priorities, and tracking partner commitments (resources, time, money). (2 points)
- Identifying and supporting specific needs of individuals from historically marginalized populations and communities as defined in the Statement of Need and assessing and addressing the barriers to employment in good jobs. (2 points)
- Engaging employers and/or worker organizations to address issues related to job quality within specific sectors or occupations. (2 points)
- Collaboratively designing and delivering in-demand skills training models that successfully result in certifications and credentials for learners with diverse prior experience and knowledge. (2 points)
- Developing or implementing projects designed to address workforce or economic challenges that reflect the organization's ability to successfully carry out the Critical Sectors Job Quality Grant within expected timeframes and budget. (2 points)

f. Budget and Budget Narrative for Tier 2 (Up to 2 Points)

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

- i. The extent the proposed expenditures will address all project requirements, effective budgeting of key personnel, a description of costs associated with each line item on the SF-424A, and a complete description of 20 percent required leveraged resources provided to support grant activities.

4. Attachments to the Project Narrative

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

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

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

a. Required Attachments

(1) Abstract

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

- the applicant's name
- the project title
- a description of the area and target populations to be served
- the target sector for the grant
- the funding level requested
- the required partners included (for Tier 2 only)
- a brief summarization of the proposed project including but not limited to, the scope of the project and proposed outcomes

b. Requested Attachments

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

(1) Letters of Commitment or MOUs (for Tier 2 only)

Submit signed and dated Letters of Commitment or Memoranda of Understanding between the applicant and partner organizations and/or sub-grantees that propose to provide services to support the program model and lead to the identified outcomes. Applicants may also submit dated emails that contain the required information and are sent from an authorized representative of the partner organization. See Section IV.B.3.b.ii

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

(2) 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.”

(3) Financial System Risk Assessment Information

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

C. SUBMISSION DATE, TIME, PROCESS AND ADDRESS

Due Date for Applications:

July 17, 2023

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

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

1. Hardcopy Submission

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

2. Electronic Submission through Grants.gov

This FOA has two closing dates. We must receive your application by 07/17/2023 to be considered for the first open period and, based on the availability of funds, 07/1/2024 to be considered for the second open period. You must submit your application electronically on <https://www.grants.gov> no later than 11:59 p.m. Eastern Time on the closing dates. Grants.gov

will subsequently validate the application. 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 dates. We will not accept applications sent by hard-copy, e-mail, telegram, or facsimile (FAX).

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

a. How to Register to Apply through Grants.gov

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

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

An application submitted through Grants.gov constitutes a submission as an electronically signed application. The registration and account creation with Grants.gov, with E-Biz Point of Contact (POC) approval, establishes an Agency Organizational Representative (AOR). When an application is submitted through Grants.gov, the name of the AOR who submitted the application is inserted into the signature line of the application, serving as the electronic signature. The E-Biz POC must authorize the individual who is able to make legally binding commitments on behalf of your organization as the AOR; this step is often missed and it is crucial for valid submissions.

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

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

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

- The first email will contain a tracking number and will confirm receipt of the application by Grants.gov.

- The second email will indicate the application has either been successfully validated or has been rejected due to errors.

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

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

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

We encourage new prospective applicants to view the online tutorial, “Grant Applications 101: A Plain English Guide to ETA Competitive Grants,” available through WorkforceGPS at <https://grantsapplicationandmanagement.workforcegps.org/resources/2022/05/10/15/23/How-to-Apply-for-a-Grant>.

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

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

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

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

Late Applications

We will consider only applications successfully submitted through Grants.gov no later than 11:59 p.m. Eastern Time on the closing dates 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 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 2 CFR Part 200.1 for definition), 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.)

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.

Sub-Recipient Awards

The Department expects the lead applicant has the organizational capacity to implement the proposed program design. The Department discourages applications that result in a “pass-through” of grant funds to a third-party entity (i.e., where the lead applicant sub-awards the majority of grant funds and operational activities to a single subrecipient). Experience has shown that grant projects where the lead applicant is only nominally involved with operational aspects of the grant, delegating grant administration and operational control to a pass-through entity, increases the risk for compliance and performance-related issues that can negatively impact grant performance and sustainability of the program.

Applicants that include subrecipients are strongly encouraged to ensure there is adequate staff and resources allocated to manage and oversee any subrecipients. Additionally, applicants that have allocated a majority of the total grant award to one or more subrecipients will be assessed during the post-award ETA compliance review process to ensure effective grants management.

In the Budget Narrative (under the "Contractual" line item), applicants must clearly outline all sub-recipient allocations. (See Section IV.B.2.a.)

F. OTHER SUBMISSION REQUIREMENTS

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

V. APPLICATION REVIEW INFORMATION

A. CRITERIA

We have instituted procedures for assessing the technical merit of applications to provide for an objective review of applications and to assist you in understanding the standards against which your application will be judged. The evaluation criteria are based on the information required in the application as described in Sections IV.B.2. (Project Budget) and IV.B.3. (Project Narrative). Reviewers will award points based on the evaluation criteria described below.

Section IV.B.3 (Project Narrative) of this FOA has several “section headers” (e.g. IV.B.3.a), Statement of Need). Each of these “section headers” of the Project Narrative may include one or more “criterion,” and each “criterion” includes one or more “rating factors,” which provide detailed specifications for the content and quality of the response to that criterion. Each of the rating factors have specific point values assigned. These point values are the number of points possible for the application to earn for the rating factor.

Criterion	Points (maximum)
1. Statement of Need (See Section IV.B.3.a. Statement of Need)	20 total
2. Project Design (See Section IV.B.3.b. Project Design)	40 total
3. Expected Outputs and Outcomes (See Section IV.B.3.c. Expected Outcomes and Outputs)	16 total
4. Organizational, Administrative, and Fiscal Capacity (See Section IV.B.3.d. Organizational, Administrative, and Fiscal Capacity)	12 total
5. Past Performance – Programmatic Capability for Project Success (See Section IV.B.3.e. Past Performance – Programmatic Capability for Project Success)	10 total
6. Budget and Budget Justification	2 total

Criterion	Points (maximum)
(See Section IV.B.3.f. Budget and Budget Narrative)	
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.

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, diverse representation of three target sectors, and other relevant factors. The Grant Officer may consider any information that comes to their attention.

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

2. Risk Review Process

Prior to making an award, ETA will review information available through various sources, including its own records and any OMB-designated repository of government-wide eligibility qualification or financial integrity information, such as Federal Awardee Performance and Integrity Information System (FAPIIS), and Sam.gov. Additionally, ETA will comply with the requirements of 2 CFR Part 180 codified at 2 CFR Part 2998 (Non-procurement Debarment and Suspension). This risk evaluation may incorporate results of the evaluation of the applicant's eligibility (application screening) or the quality of its application (merit review). If ETA determines that an award will be made, special conditions that correspond to the degree of risk assessed may be applied to the award. Criteria to be evaluated include the following:

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

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

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

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

All applicants are requested to submit the following information as an attachment to their application (suggested template below) for ETA to assess the applicant's Financial System. This information will be taken into account as one component of ETA's Risk Review Process. Applicants may use the suggested template or answer the questions in a separate attachment. It

is unlikely that an organization will be able to manage a federal grant without the following system/processes in place. Applicants are expected to have these in place before applying for a grant with ETA.

<p>U.S. DEPARTMENT OF LABOR -EMPLOYMENT AND TRAINING ADMINISTRATION (ETA) FUNDING OPPORTUNITY ANNOUNCEMENT: FINANCIAL SYSTEM RISK ASSESSMENT</p>		
		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>		
		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:	
c. Employer Identification Number:	Chief Executive Officer:	
d. Number of Employees Full Time: Part Time:	Chief Financial Officer: Accounting/Budget Officer:	
2. Is the organization or institution affiliated with any other organization: Yes No		3. Total Sales/Revenues in most recent

<p>U.S. DEPARTMENT OF LABOR -EMPLOYMENT AND TRAINING ADMINISTRATION (ETA) FUNDING OPPORTUNITY ANNOUNCEMENT: FINANCIAL SYSTEM RISK ASSESSMENT</p>	
<p>If yes, please provide details as to the nature of the company (for profit, nonprofit, LLC, etc) and if it provides services or products to the organization in relation to this grant.</p>	<p>accounting period. (12 months) \$</p>
<p>SECTION C: ACCOUNTING SYSTEM</p>	
<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>	
<p>1. Has any Government Agency rendered an official written opinion concerning the adequacy of the accounting system for the collection, identification and allocation of costs under Federal contracts/grants? Yes No</p>	
<p>a. If yes, provide name, and address of Agency performing review:</p>	<p>b. Attach a copy of the latest review and any subsequent correspondence, clearance documents, etc.</p>
<p>2. Which of the following best describes the accounting system: State Internally Web-based administered Developed</p>	
<p>3. Does the accounting system identify the receipt and expenditure of program funds separately for each contract/grant? Yes No Not Sure</p>	
<p>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</p>	
<p>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</p>	
<p>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</p>	
<p>7. Does the organization have an approved indirect cost rate or cost allocation plan? Yes No Not Sure</p> <p>If so, who approved it (Federal Cognizant Agency or a Pass-through Entity)? What are the effective dates?</p>	
<p>8. Does the accounting/financial system include budgetary controls to preclude incurring obligations in excess of:</p> <p>a. Total funds available for a grant? Yes No Not Sure</p>	

<p>U.S. DEPARTMENT OF LABOR -EMPLOYMENT AND TRAINING ADMINISTRATION (ETA) FUNDING OPPORTUNITY ANNOUNCEMENT: FINANCIAL SYSTEM RISK ASSESSMENT</p>		
<p>b. Total funds available for a budget cost category (e.g. Personnel, Travel, etc)?</p>		
<p>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?</p>		<p>Yes No Not Sure</p>
<p>SECTION D: FINANCIAL STABILITY</p>		
<p>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.</p>		<p>Yes No</p>
<p>SECTION E: FINANCIAL STATEMENTS</p>		
<p>1. Did an independent certified public accountant (CPA) ever examine the financial statements? Yes No</p>		
<p>2. If an independent CPA review was performed please attach a copy of their latest report and any management letters issued. Enclosed N / A</p>		
<p>3. If an independent CPA was engaged to perform a review and no report was issued, please provide details and an explanation below:</p>		
<p>SECTION F: ADDITIONAL INFORMATION</p>		
<p>1. Use this space for any additional information (<i>indicate section and item numbers if a continuation</i>)</p>		

VI. AWARD ADMINISTRATION INFORMATION

A. AWARD NOTICES

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

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

B. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

1. Administrative Program Requirements

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

- i. Non-Profit Organizations, Educational Institutions, For-profit entities and State, Local, and Indian Tribal Governments—2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) and 2 CFR Part 2900 (DOL's Supplement to 2 CFR Part 200).
- ii. All recipients must comply with the applicable provisions of the Workforce Innovation and Opportunity Act (WIOA), Public Law No. 113-328, 128 Stat. 1425 (codified as amended at 29 U.S.C. 3101 et. seq.) and the applicable provisions of the regulations at 20 CFR Part 675 et. seq. Note that 20 CFR Part 683 (Administrative Provisions) allows unsuccessful applicants to file administrative appeals.
- iii. All entities must comply with 29 CFR Part 93 (New Restrictions on Lobbying), 29 CFR Part 94 (Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)), 2 CFR Part 180 (OMB Guidance to Agencies on Government-wide Debarment and Suspension (Non-procurement)), and, where applicable, 2 CFR Part 200 (Audit Requirements).
- iv. 29 CFR Part 2, subpart D—Equal Treatment in Department of Labor Programs for Religious Organizations; Protection of Religious Liberty of Department of Labor Social Service Providers and Beneficiaries.
- v. 29 CFR Part 31—Nondiscrimination in Federally Assisted Programs of the Department of Labor—Effectuation of Title VI of the Civil Rights Act of 1964.
- vi. 29 CFR Part 32—Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance.
- vii. 29 CFR Part 35—Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance from the Department of Labor.
- viii. 29 CFR Part 36—Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance.

- ix. 29 CFR Part 38 – Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Innovation and Opportunity Act.
- x. 29 CFR Parts 29 and 30—Labor Standards for the Registration of Apprenticeship Programs, and Equal Employment Opportunity in Apprenticeship and Training, as applicable.
- xi. The Department of Labor will follow the procedures outlined in the Department’s Freedom of Information Act (FOIA) regulations (29 CFR Part 70). If DOL receives a FOIA request for your application, the procedures in DOL’s FOIA regulations for responding to requests for commercial/business information submitted to the government will be followed, as well as all FOIA exemptions and procedures. See generally 5 U.S.C. § 552; 29 CFR Part 70.
- xii. Standard Grant Terms and Conditions of Award—see the following link:
<https://www.dol.gov/agencies/eta/grants/resources>.

2. Other Legal Requirements

a. Religious Activities

The Department notes that the Religious Freedom Restoration Act (RFRA), 42 U.S.C. § 2000bb, applies to all federal law and its implementation. If an applicant organization is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled to receive federal financial assistance under this grant solicitation and maintain that hiring practice. As stated in 29 CFR 2.32(a), religious organizations are eligible on the same basis as any other organization, to seek DOL support or participate in DOL programs for which they are otherwise eligible. Guidance from DOL is found at <https://www.dol.gov/agencies/oasam/grants/religious-freedom-restoration-act/guidance>.

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

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

c. Transparency Act Requirements

You must ensure that you have the necessary processes and systems in place to comply with the reporting requirements of the Federal Funding Accountability and Transparency Act of 2006 (Pub. Law 109-282, as amended by the Government Funding Transparency Act of 2008, Pub. Law 110-252, Title VI, Chap. 2, Sec. 6202), as follows.

- Except for those excepted from the Transparency Act under sub-paragraphs 1, 2, and 3 below, you must ensure that you have the necessary processes and systems in place to comply with the subaward and executive total compensation reporting requirements of the Transparency Act, should you receive funding.
- Upon award, you will receive detailed information on the reporting requirements of the Transparency Act, as described in 2 CFR Part 170, Appendix A, which can be

found at <https://www.govinfo.gov/content/pkg/CFR-2021-title2-vol1/pdf/CFR-2021-title2-vol1-part170-appA.pdf>.

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

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

d. Safeguarding Data Including Personally Identifiable Information (PII)

Applicants submitting applications in response to this FOA must recognize that confidentiality of PII and other sensitive data is of paramount importance to the Department of Labor and must be observed except where disclosure is allowed by the prior written approval of the Grant Officer or by court order. By submitting an application, you are assuring that all data exchanges conducted through or during the course of performance of this grant will be conducted in a manner consistent with applicable federal law and [TEGL 39-11](#) (issued June 28, 2012). All such activity conducted by ETA and/or recipient(s) will be performed in a manner consistent with applicable state and federal laws.

By submitting a grant application, you agree to take all necessary steps to protect such confidentiality by complying with the following provisions that are applicable in governing the handling of confidential information: You must ensure that PII and sensitive data developed, obtained, or otherwise associated with DOL/ETA funded grants is securely transmitted.

- i. To ensure that such PII is not transmitted to unauthorized users, all PII and other sensitive data transmitted via e-mail or stored on CDs, DVDs, thumb drives, etc., must be encrypted using a Federal Information Processing Standards (FIPS) 140-2 compliant and National Institute of Standards and Technology (NIST) validated cryptographic module. You must not e-mail unencrypted sensitive PII to any entity, including ETA or contractors.
- ii. You must take the steps necessary to ensure the privacy of all PII obtained from participants and/or other individuals and to protect such information from unauthorized disclosure. You must maintain such PII in accordance with the ETA standards for information security described in TEGL NO. 39-11 and any updates to such standards we provide to you. Grantees who wish to obtain more information on data security should contact their Federal Project Officer.
- iii. You must ensure that any PII used during the performance of your grant has been obtained in conformity with applicable federal and state laws governing the confidentiality of information.
- iv. You further acknowledge that all PII data obtained through your ETA grant must be stored in an area that is physically safe from access by unauthorized persons at all times and the data will be processed using recipient-issued equipment, managed information technology (IT) services, and designated locations approved by ETA.

- Accessing, processing, and storing of ETA grant PII data on personally owned equipment, at off-site locations, (e.g., employee's home), and non-recipient managed IT services, (e.g., Yahoo mail), is strictly prohibited unless approved by ETA.
- v. Your employees and other personnel who will have access to sensitive/confidential/proprietary/private data must be advised of the confidential nature of the information, the safeguards required to protect the information, and that there are civil and criminal sanctions for noncompliance with such safeguards that are contained in federal and state laws.
 - vi. You must have policies and procedures in place under which your employees and other personnel, before being granted access to PII, acknowledge their understanding of the confidential nature of the data and the safeguards with which they must comply in their handling of such data, as well as the fact that they may be liable to civil and criminal sanctions for improper disclosure.
 - vii. You must not extract information from data supplied by ETA for any purpose not stated in the grant agreement.
 - viii. Access to any PII created by the ETA grant must be restricted to only those employees of the grant recipient who need it in their official capacity to perform duties in connection with the scope of work in the grant agreement.
 - ix. All PII data must be processed in a manner that will protect the confidentiality of the records/documents and is designed to prevent unauthorized persons from retrieving such records by computer, remote terminal, or any other means. Data may be downloaded to, or maintained on, mobile or portable devices only if the data are encrypted using NIST validated software products based on FIPS 140-2 encryption. In addition, wage data may be accessed only from secure locations.
 - x. PII data obtained by the recipient through a request from ETA must not be disclosed to anyone but the individual requestor, except as permitted by the Grant Officer or by court order.
 - xi. You must permit ETA to make onsite inspections during regular business hours for the purpose of conducting audits and/or conducting other investigations to assure that you are complying with the confidentiality requirements described above. In accordance with this responsibility, you must make records applicable to this Agreement available to authorized persons for the purpose of inspection, review, and/or audit.
 - xii. You must retain data received from ETA only for the period of time required to use it for assessment and other purposes, or to satisfy applicable federal records retention requirements, if any. Thereafter, you agree that all data will be destroyed, including the degaussing of magnetic tape files and deletion of electronic data.

e. Record Retention

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

f. Use of Contracts and Subawards

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

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

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

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

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

You must follow the provisions at 2 CFR 200.330-.332 regarding subrecipient monitoring and management. Also see 2 CFR Part 200.308(c)(6) regarding prior approval requirements for subawards. When awarding subawards, you are required to comply with provisions on government-wide suspension and debarment found at 2 CFR Part 180 and codified at 2 Part CFR Part 2998.

g. Closeout of Grant Award

Any entity that receives an award under this Announcement must close its grant with ETA at the end of the final year of the grant. Information about this process may be found in ETA's Grant Closeout FAQ located at

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

3. Other Administrative Standards and Provisions

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

provide goods or services, the award does not provide the justification or basis to sole-source the procurement (i.e., avoid competition).

4. Special Program Requirements

a. ETA Evaluation

As a condition of grant award, grantees are required to participate in an evaluation, if undertaken by DOL. The evaluation may include an implementation assessment across grantees, an impact and/or outcomes analysis of all or selected sites within or across grantees, and a benefit/cost analysis or assessment of return on investment. Conducting an impact analysis could involve random assignment (which involves random assignment of eligible participants into a treatment group that would receive program services or enhanced program services, or into control group(s) that would receive no program services or program services that are not enhanced). We may require applicants to collect data elements to aid the evaluation. As a part of the evaluation, as a condition of award, grantees must agree to: (1) make records available to the evaluation contractor on participants, employers, and funding; (2) provide access to program operating personnel, participants, and operational and financial records, and any other relevant documents to calculate program costs and benefits; and (3) in the case of an impact analysis, facilitate the assignment by lottery of participants to program services, including the possible increased recruitment of potential participants; and (4) follow evaluation procedures as specified by the evaluation contractor under the direction of DOL.

b. Performance Goals

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

C. REPORTING

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

1. Quarterly Financial Reports

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

2. Quarterly Performance Reports

The grantee must submit a quarterly performance report by the 15th day of the second month after each calendar-year quarter. The report must include quarterly information on interim indicators and performance goals. The last quarterly progress report will serve as the grant's

Final Performance Report. This report must provide both quarterly and cumulative information on the grant performance. Submission requirements will be provided to grantees upon award. We will also provide you with guidance about the data and other information that is required to be collected and reported on either a regular basis or special request basis.

Grant recipients under Tier 2 are required to submit their Participant Individual Record Layout (PIRL) files utilizing ETA-9172 through the Workforce Integrated Reporting System (WIPS). The PIRL specifies the participant-level data to be provided by grantees for performance reporting. [Training and Employment Guidance Letter \(TEGL\) 14-18](#) provides further detail regarding performance measures and reporting. Grantees must maintain source documentation for each grant participant in accordance with federal record retention policies. Unemployment Insurance (UI) wage records are utilized to determine program exit outcomes for Median Earnings after Exit, Employment Rate Second Quarter after Exit, Employment Rate Fourth Quarter after Exit, and Employment Retention Rates.

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.

Grant recipients identify the performance measures they will collect and share as part of their proposed project in each application, based on their proposed performance outcomes and outputs, and will utilize the Quarterly Narrative Report to report on goals, outcomes, and outputs described in the approved grant proposal in WIPS. The final Quarterly Narrative Report summarizes accomplishments for the entire grant period.

VII. AGENCY CONTACTS

For further information about this FOA, please contact Anu Mathew, Grants Management Specialist, Office of Grants Management, at DOL-ETA-DWG@dol.gov. Applicants should e-mail all technical questions to DOL-ETA-DWG@dol.gov and must specifically reference FOA-ETA-23-13, 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.

The Career Trajectories and Occupational Transitions Dashboard (Career Trajectories and Occupational Transitions Dashboard | U.S. Department of Labor (dol.gov) <https://www.dol.gov/agencies/oasp/evaluation/resources/career-trajectories-and-occupational-transitions-dashboard> is an interactive tool that allows users to view data from four nationally representative longitudinal surveys and online career profiles that capture workers' career trajectories and transitions as they occur in the labor market. The dashboard focuses on “mid-level” occupations – those that typically require education or experience beyond a high school diploma or equivalent, but less than a four-year degree.

B. INDUSTRY COMPETENCY MODELS AND CAREER CLUSTERS

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

C. WORKFORCEGPS RESOURCES

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

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

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

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

Accrual Accounting.

D. SKILLSCOMMONS RESOURCES

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

IX. OMB INFORMATION COLLECTION

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

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

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

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

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

Signed 05/16/2023 in Washington, D.C. by:
Jenifer McEnery
Grant Officer, Employment and Training Administration

APPENDIX A: ADDITIONAL RESOURCES

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

Good Jobs Resources

American Rescue Plan Good Jobs Challenge

<https://www.eda.gov/funding/programs/american-rescue-plan/good-jobs-challenge>

Good Jobs Principles

<https://www.dol.gov/general/good-jobs/principles>

TEGL No. 07-22

<https://www.dol.gov/agencies/eta/advisories/tegl-07-22>

Results for America: The Job Quality Playbook

<https://jobquality.results4america.org/>

U.S. Department of Health and Human Services' Administration for Community Living

<https://acl.gov/programs/direct-care-workforce>

END NOTES

- [1] <https://www.dol.gov/newsroom/releases/osec/osec20220121>
- [2] <https://www.dol.gov/general/good-jobs/principles>
- [3] <https://www.dol.gov/sites/dolgov/files/ETA/advisories/TEGL/2022/TEGL%2007-22/TEGL%2007-22%20%28Accessible%20PDF%29.pdf>
- [4] <https://cwdb.ca.gov/initiatives/high-road-training-partnerships/>
- [5] https://www.labor.ucla.edu/wp-content/uploads/2021/05/Eval-Report_The-High-Road_UCLA-Labor-Center_FINAL.pdf
- [6] <https://www.americanprogress.org/article/the-child-care-sector-will-continue-to-struggle-hiring-staff-unless-it-creates-good-jobs/#:~:text=U.S.%20economy%20strong.-,Child%20care%20workers%20have%20not%20been%20coming%20back%20in%20large,nonfarm%20employment%20have%20been%20recovered>
- [7] <https://www.forbes.com/sites/debgordon/2022/05/17/amid-healthcares-great-resignation-burned-out-workers-are-pursuing-flexibility-and-passion/?sh=7f8fe4267fda>
- [8] <https://www.politico.com/news/magazine/2022/07/28/elder-care-worker-shortage-immigration-crisis-00047454>
- [9] <https://www.nytimes.com/2022/07/07/business/economy/women-labor-caregiving.html>
- [10] <https://rapidsurveyproject.com/our-research/forced-out-of-work-pandemics-effect-on-women-and-work>
- [11] <https://www.bcg.com/publications/2022/solving-the-care-crisis>
- [12] <https://www.bcg.com/publications/2022/solving-the-care-crisis>
- [13] <https://www.epi.org/blog/care-workers-are-deeply-undervalued-and-underpaid-estimating-fair-and-equitable-wages-in-the-care-sectors/>
- [14] <https://www.phinational.org/policy-research/key-facts-faq/>
- [15] <https://nca2018.globalchange.gov/chapter/2/>
- [16] <https://www.epa.gov/climateimpacts/climate-change-and-health-workers#key>
- [17] <https://www.whitehouse.gov/briefing-room/statements-releases/2022/10/06/fact-sheet-biden-harris-administration-strengthens-the-federal-governments-resilience-to-climate-change-impacts/>

- [18] <https://www.whitehouse.gov/briefing-room/presidential-actions/2021/01/27/executive-order-on-tackling-the-climate-crisis-at-home-and-abroad/>
- [19] <https://www.bls.gov/opub/ted/2022/displaced-workers-in-leisure-and-hospitality-rose-sharply-from-2019-to-2021.htm>
- [20] <https://www.bls.gov/opub/ted/2022/leisure-and-hospitality-projected-to-mostly-recover-pandemic-driven-employment-losses.htm>
- [21] <https://www.bls.gov/charts/employment-situation/employment-and-average-hourly-earnings-by-industry-bubble.htm>
- [22] <https://www.brookings.edu/blog/up-front/2020/08/18/unpredictable-work-hours-and-volatile-incomes-are-long-term-risks-for-american-workers/>
- [23] <https://www.osha.gov/workers>
- [24] <https://www.dol.gov/general/workcenter>
- [25] <https://www.whitehouse.gov/briefing-room/presidential-actions/2021/06/25/executive-order-on-diversity-equity-inclusion-and-accessibility-in-the-federal-workforce/>
- [26] <https://www.federalregister.gov/documents/2023/02/22/2023-03779/further-advancing-racial-equity-and-support-for-underserved-communities-through-the-federal>
- [27] <https://youth.gov/youth-topics/opportunity-youth>

APPENDIX B: KEY DEFINITIONS

For the purpose of this FOA, the following key terms are defined for applicants:

Accessibility – The design, construction, development, and maintenance of facilities, information and communication technology, programs, and services so that all people, including people with disabilities, can fully and independently use them. Accessibility includes the provision of accommodations and modifications to ensure equal access to employment and participation in activities for people with disabilities, the reduction or elimination of physical and attitudinal barriers to equitable opportunities, a commitment to ensuring that people with disabilities can independently access every outward-facing and internal activity or electronic space, and the pursuit of best practices such as universal design. [25]

Career pathway program – Offer a clear sequence, or pathway, of education coursework and/or training credentials aligned with employer-validated work readiness standards and competencies, and integrate academic and occupational skills training.

Career pathway system – The cohesive combination of partnerships, resources and funding, policies, data, and shared accountability measures that support the development, quality, scaling, and dynamic sustainability of career pathways and programs for youth and adults. To realize the potential of career pathways, stakeholders must work simultaneously and iteratively on both the programmatic and systems levels.

Equity – For the purposes of this FOA, the term “equity” means the “consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer

(LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.” [26]

Equity gap – A significant and persistent inequity or disparity in the employment or educational opportunities offered to individuals who belong to one of the marginalized communities described in Executive Order 14091.

Historically marginalized communities – Populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life, as exemplified by the list in the preceding definition of “equity.”

Opportunity youth – Young people between the ages of 16 to 24 years old who are disconnected from school and work. [27]

Sector strategy – Career pathway education and training programs align with the skill needs of industries important to the regional or state economies in which they are located and reflect the fact that employers in the targeted industry sectors are actively engaged in determining the skill requirements for employment or career progression in high-demand occupations.

Worker-centered sector strategy – A worker-centered sector strategy is a systems approach to workforce development that involves a public-private partnership that creates a comprehensive infrastructure of support for the sector in which employers; education and training providers; labor unions, labor-management partnerships, and other worker organizations; workforce development entities; and workers collaboratively address occupation needs in real time and prepare for the future of work with a focus on equity; job quality; and attracting, training, hiring, and retaining skilled workers, especially from underserved communities. By engaging worker voices, this approach ensures workforce development and employment opportunities are accessible to and shaped by marginalized communities—including communities of color and low-paid workers—offer jobs with family-sustaining wages and benefits, ensure workplaces are safe and healthy, and that workers have agency and voice and are treated with dignity and respect.

Worker-centered sector partnership – Public-private partnership that creates a comprehensive system of support for the industry, in which employers, education and training providers, labor unions, workforce development entities, and workers collaboratively develop training strategies to address occupations in care, climate resiliency, and hospitality sectors in real time and prepare for the future of work.

Worker voice – Employing strategies that may include but are not limited to giving workers a free and fair choice to join and form a union; consulting workers on the development and implementation of workplace safety and health plans; and creating a mechanism to solicit feedback from workers in the design and implementation of the training program.

APPENDIX C: EXAMPLE APPROACHES TO SUPPORT GOOD JOBS PRINCIPLES

The Critical Sectors Job Quality Grant Program requires all applicants to select at least two of the Good Jobs Principles on which they will focus during the grant period. Applicants may address more than two, and it is the goal of this grant program that successful applicants will

continue to address job quality, furthering all eight principles in the medium and long-term through post-grant sustainability planning.

The eight Good Jobs Principles are described below, with examples for how each principle may be considered and addressed:

1. **Recruitment and Hiring.** Employers that prioritize good jobs are intentional in their recruitment and hiring activities. They actively recruit applicants from underserved communities, in recruitment drives designed to ensure equal opportunity as set forth under applicable nondiscrimination requirements. Further, applicants are evaluated using skills-based requirements, which may include nontraditional pathways and an emphasis on prior experience. Applicants and employees with disabilities are provided reasonable accommodations, as appropriate. When offering good jobs, employers do not require excessive—as defined by industry and occupational standards—educational, credentialing, and experience requirements.
 - Examples of approaches that support this Good Jobs Principle may include, but are not limited to:
 1. Hiring strategies meant to counter conscious and unconscious biases.
 2. Screening practices that do not eliminate individuals based on educational credentialing.
 3. Applicant or partner employer efforts to recruit from communities underrepresented in the workforce that take into account cultural competencies that relevant to these populations' history attaining and retaining jobs.
2. **Benefits.** Employers that prioritize good jobs provide both full- and part-time workers with family-sustaining benefits. These include, but are not limited to, health insurance, retirement plans, workers' compensation benefits, equal access to remote and telework work opportunities, and family benefits (such as paid leave and caregiving supports). Further, workers are empowered and encouraged to use those benefits.
 - Examples of approaches that support this Good Jobs Principle may include, but are not limited to:
 1. Partner employer benefits pamphlets, which clearly outline what benefits a potential worker would receive upon employment.
 2. Typical benefits provided for competitive employment opportunities in the project's target occupation(s).
 3. Other materials or information indicating the project aligns with this Principle.
3. **Diversity, Equity, Inclusion, and Accessibility (DEIA).** All workers in a good job are respected, empowered, and treated fairly. DEIA is a core value in the workplace, and individuals from underserved populations (i.e., those adversely affected by persistent poverty, discrimination, or inequality) must not face systemic barriers to advancement. Workers in a good job also receive any necessary disability accommodation without difficulties or additional barriers.

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

1. Examples of partner employers' anti-harassment policies and trainings.
2. Materials indicating how partner employers or employer occupation(s) have addressed barriers to the employment and career progression of individuals from underrepresented communities.
3. Other materials or information indicating the project aligns with this Principle.

4. **Empowerment and Representation.** Workers can form and join unions and can engage in protected activity without fear of retaliation. Workers contribute to decisions about their work and organizational direction. Workers are informed of their rights and ways to resolve any issues that may develop on the job.

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

1. Collective bargaining agreements entered by partner employers.
2. Partner employers' commitments to labor peace.
3. Partner employers' policies for responding to and incorporating employee feedback.
4. Community workforce agreements or other agreements covering work in the targeted occupation(s) in the planned service area.
5. Other materials or information indicating the project aligns with this Principle.

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. Workers also have adequate hours and predictable schedules. Workers are also free from harassment, discrimination, and retaliation at work, including at a minimum complying with EEO regulations. Finally, 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:

1. Partner employers' employee handbooks and other human resource practices.
2. Partner employers' policies on electronic surveillance or typical policies for the target occupation(s) and how the applicant will engage those policies.
3. Other materials or information indicating the project aligns with this Principle.

6. **Organizational Culture.** All workers belong, are valued, contribute meaningfully to the organization, and are respected. This may be facilitated via strategies such as regular feedback sessions where workers can communicate with responsive, engaged leadership, through a transparent Human Resources infrastructure including processes for sharing concerns.

- Examples of approaches that support this Good Jobs Principle may include, but are not limited to:
 1. Media reports on widely adopted practices that foster healthy workplace cultures in the target occupation(s), with indication of how these practices are being adopted by partner employers.
 2. Partner employer commitments and policies promoting healthy workplace cultures.
 3. Labor peace or union engagement.
 4. Other materials or information indicating the project aligns with this Principle.

- 7. **Pay.** All workers are paid a stable and predictable living wage, as determined by the local area cost of living, before overtime, tips, and commissions. Workers' pay is fair, transparent, and equitable (i.e., workers with similar skills and experience are paid the same wage for the same work). Workers' wages grow commensurate with increased skills and experience.
 - Examples of approaches that support this Good Jobs Principle may include, but are not limited to:
 1. Partner employers' pay schedules and career ladders.
 2. Average salaries for new hires in the target occupation(s) or industry(s) contextualized by information about the cost of living in the service areas.
 3. Other materials or information indicating the project aligns with this Principle.

- 8. **Skills and Career Advancement.** Workers have equitable opportunities and tools to progress to future jobs. Workers have transparent promotion or advancement opportunities. Workers have access to high-quality occupational training, such as on-the-job training (OJT), and continuing education opportunities.
 - Examples of approaches that support this Good Jobs Principle may include, but are not limited to:
 1. Career ladders or schedules and criteria for regular opportunities for promotion with partner employers.
 2. Skills training opportunities in the target occupation(s) or industry(s).
 3. Other materials or information indicating the project aligns with this Principle.