

U.S. DEPARTMENT OF LABOR  
Women's Bureau

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**NOTICE OF AVAILABILITY OF FUNDS AND FUNDING OPPORTUNITY ANNOUNCEMENT  
FOR: FOSTERING ACCESS, RIGHTS, AND EDUCATION (FARE) GRANT PROGRAM**

**ANNOUNCEMENT TYPE:** Initial

**FUNDING OPPORTUNITY NUMBER:** FOA-WB-22-14

**CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NUMBER:** 17.700

**KEY DATES:** *The closing date for receipt of applications under this Announcement is 07/01/2022. We must receive applications no later than 11:59 p.m. 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.*

*The U.S. Department of Labor's Employment and Training Administration is responsible for the Women's Bureau grant award process.*

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### EXECUTIVE SUMMARY

The Women's Bureau, U.S. Department of Labor (DOL, or the Department, or we), announces the availability of approximately \$2,000,000 in grant funds authorized by the 29 U.S.C. § 13 and

the Consolidated Appropriations Act, FY2022, Pub. L. 117-103 for the Fostering Access, Rights, and Equity (FARE) grant initiative.

This program will allow award recipients to undertake projects to assist marginalized and underserved women workers in understanding and accessing their employment rights, public services, and benefits. The grants will build on the successes of recent promising initiatives to enlist trusted messengers and community groups to reach working women, including but not limited to women of color, women with disabilities, justice-impacted women, individuals who identify as LGBTQ, marginalized workers in female-dominated sectors hard-hit by the pandemic, ethnic minorities, immigrants, workers with limited English proficiency, older adults, and workers experiencing intimate partner violence, substance abuse issues, homelessness, or chronic poverty.

The primary purpose of these grants is to provide crucial outreach, education, and improved benefits access and must be used for:

- Providing outreach to women who are paid low wages at work, and otherwise marginalized and underserved.
- Disseminating educational materials through varied platforms, including social media, in-person or virtual events, brochures and leaflets, one-on-one consultations, and other outreach.
- Assisting women workers with navigating and calculating benefits.
- Connecting and referring women workers to additional services, benefits, and/or legal assistance as needed, reasonable, and/or available.
- Helping women to become focal points for rights, benefits, and assistance in their own communities (i.e., a train-the-trainer model for navigation).
- Collecting stories about how the grant activities have improved working women's lives.

To be eligible for funds under this grant program, the applicant must be a nonprofit organization. Applicants should provide evidence that they are a community-based organization, worker group, union, or other non-profit organization with deep ties to women-dominated, low-paid sectors of the workforce able to provide women workers with knowledge and improved access to workplace and safety net benefits, and can quickly implement their proposed activities under the FARE grant initiative.

The Women's Bureau expects availability of approximately \$2 million to fund approximately six to eight grants, with a minimum value of \$250,000. Applicants may apply for a ceiling amount of \$350,000. The period of performance will be 18 months.

The Department is committed to producing strong evidence on the effectiveness of its grant programs; therefore, grant awards will come with a condition that recipients, as well as any subrecipients and subcontractors, must fully participate in any evaluation the Department initiates.

## **I. FUNDING OPPORTUNITY DESCRIPTION**

## **A. Program Purpose**

This Announcement solicits applications for the **Fostering Access, Rights, and Education (FARE) Grant Program**.

The Women's Bureau, U.S. Department of Labor (DOL) announces an opportunity for nonprofit organizations with strong ties to underserved communities to participate in the Fostering Access, Rights, and Equity (FARE) grant initiative. This program will allow award recipients to undertake projects to assist underserved and marginalized low-income women workers in understanding and accessing their employment rights, public services, and benefits. The grants will build on the successes of recent promising initiatives to enlist trusted messengers and community groups to reach working women, including but not limited to women of color, women with disabilities, and justice-impacted women.

## **Background**

For many working women, especially underserved and marginalized low-income women workers, the current system of employment rights and benefits does not adequately protect or serve them. Studies have found that many women workers have not been able to [assert their employment rights](#) or [access all of their available benefits](#). One [study](#), for example, found that women, noncitizens, Hispanic, and Black workers were much more likely to experience minimum wage violations during the 2008 – 2010 recession. A 2021 [survey](#) found that nearly a third of Black women workers expressed concern about speaking up about unsafe working conditions, and that women of color were substantially more likely to have their requests for paid sick and family leave denied compared to other workers. Marginalized workers often cannot risk retaliation or losing their jobs and are reluctant to file a complaint.

Longstanding workplace discrimination and barriers have hampered women's success in the workplace, and the COVID-19 pandemic greatly exacerbated these [economic inequalities](#). Essential women workers, who are disproportionately women of color, play a critical role in the economy, but are [often paid less than men](#), and [lack access](#) to paid leave, child care, and other supports necessary for their economic stability and advancement.

Research has shown that [targeted education](#) and [outreach](#) can greatly improve women workers' benefit take-up rates. Education and outreach are especially important in a pandemic economy, where many workers are struggling economically. These grants will build on the success of the DOL's [Susan Harwood Training Grant Program](#), which provides funding to nonprofit organizations to deliver training to eligible workers and employers on a single targeted occupational safety and health topic. The [Harwood grants](#) help workers recognize, avoid, and prevent safety and health hazards on the job, especially those in high-hazard industries or in small businesses.

Nonprofit organizations with strong ties to underserved communities are uniquely positioned to design place-based strategies that still can be scaled to address the needs of large populations of women workers who are paid low wages. Such efforts have shown success. For example, the Center for Law and Social Policy worked with the San Francisco Office of Labor Standards Enforcement and multiple key community-based organizations to investigate, conduct outreach, and [improve access to sick leave](#) among non-English speaking restaurant workers and other

workers.

Community partnerships are highly effective at boosting participation in social programs. The Affordable Care Act created new publicly-funded navigators to assist individuals—especially vulnerable and low-income populations—to learn about, and access, health coverage.

[Subsequent research](#) has indicated that navigators increased health insurance enrollment and also helped to build trust in the health reform program. U.S. Department of Agriculture-supported [outreach](#) for the Supplemental Nutritional Assistance Program, particularly through community-based organizations, has also increased take-up of benefits and expedites review and approval as applications arrive to state agencies in a more complete manner. Finally, labor organizations and other worker advocacy organizations [facilitate access](#) to unemployment insurance, and research indicates that union assistance to jobless workers helps to close racial and educational gaps in access to benefits—by making workers aware of their eligibility for unemployment insurance, helping workers to apply for benefits, and assisting workers with ongoing recertification requirements.

### **FARE Grants**

The Women’s Bureau invites community-based organizations, worker groups, unions, and other non-profit organizations with deep ties to women-dominated, low-paid sectors of the workforce to provide women workers with knowledge and improved access to workplace and safety net benefits to apply under the FARE grant initiative. Applicants should propose a project to assist women who are paid low wages at work, and otherwise marginalized and underserved in understanding and accessing their employment rights, public services, and benefits.

The primary purpose of these grants is to provide crucial outreach, education, and improved benefits access and must be used for the key program activities listed below:

- Providing outreach to women who are paid low wages at work, and otherwise marginalized and underserved.
- Disseminating educational materials through varied platforms, including social media, in-person or virtual events, brochures and leaflets, one-on-one consultations, and other outreach.
- Assisting women workers with navigating and calculating benefits.
- Connecting and referring women workers to additional services, benefits, and/or legal assistance as needed, reasonable, and/or available.
- Helping women to become focal points for rights, benefits, and assistance in their own communities (i.e., a train-the-trainer model for navigation).
- Collecting stories about how the grant activities have improved working women’s lives.

Applicants must partner with other community-based and non-profit organizations that will enable them to reach vulnerable workers, improve benefits take up and enrollment, deter violations, and improve compliance with worker protections in state and Federal law. Working together, the partners will serve as trusted intermediaries to disseminate information, educate workers, and help workers access benefits. The experience of health insurance navigation provides support for this model, and navigation has been most successful where community-based navigators have close and ongoing contact with state marketplaces and insurance agencies.

The grant funds will be used to conduct outreach that focuses on women workers, including but not limited to women of color, women with disabilities, justice-impacted women, individuals who identify as LGBTQ, marginalized workers in female-dominated sectors hard-hit by the pandemic, ethnic minorities, immigrants, workers with limited English proficiency, older adults, and workers experiencing intimate partner violence, substance abuse issues, homelessness, or chronic poverty.

The applicant's proposed project must address one of the following areas of focus:

- Paid Family and Medical Leave/Sick Leave – Eleven states plus the District of Columbia have state laws for paid family and medical leave. Sixteen states plus the District of Columbia and 37 cities have enacted laws requiring paid [sick days](#). Additionally, some state laws allow victims of domestic violence to take leave from work under certain circumstances. [Women workers](#) are not always aware of the laws providing paid sick and family leave, the purposes and family members it can be used for, or how to access the leave. The grantee can provide additional outreach and education on available rights and benefits based on state-level paid leave laws, plus facilitate benefit access.
- Family and Medical Leave Act (FMLA) – Awareness of the FMLA's benefits has increased over time since its passage in 1993, but there is still work to be done. A recent [study](#) found that while 76 percent of workers surveyed have heard of the FMLA, many misunderstood their eligibility for leave. Women workers often are more likely to bear the burden of caring for children, elders, and other family members and could benefit from greater understanding and access to FMLA leave. Women workers could also benefit from learning more about the available avenues for addressing domestic violence under the FMLA.
- Earned Income Tax Credit (EITC) and Child Tax Credit (CTC) – Women don't always know that they qualify for the earned income tax credit or the child tax credit benefits. Recent and prospective changes to the CTC may be challenging and confusing for some workers. In addition, [due to complex rules and frequent IRS audits](#), free tax help is vitally important.
- Workplace Harassment – Studies show that survivors of gender-based harassment in the workplace often experience physical and mental health problems, career interruptions, and lower earnings, among other negative consequences. Women face an even [higher risk of harassment](#) in certain industries, including the [restaurant](#) and hospitality industries, and nontraditional industries such as construction and the trades. Women workers could benefit from learning more about the available avenues for addressing and preventing workplace harassment, as well as information and comprehensive services for survivors of workplace harassment. In addition, grantees could direct women to the [Occupational Safety and Health Administration's](#) resources, including prevention programs, regarding workplace violence, harassment, intimidation, or other threatening disruptive behavior that occurs at the work site.
- Wage Payment/Overtime/Classification – Women who are paid low wages often are fearful about raising issues about proper payment of wages for fear of retaliation or losing their jobs, and could benefit from information and assistance from trusted intermediaries. Research shows that minimum wage violations and failing to pay workers for all hours worked (i.e. overtime, paid breaks, legislatively required leave, etc.), increases in times of

economic downturns. Workers who are paid low wages, in particular women of color, are especially [vulnerable](#) because they fear an inability to find new employment if they lose their jobs after raising issues. Moreover, the pandemic caused a rise in the “platform based” economy as more people are ordering in or using shopping apps. Women workers could benefit from learning more about their workplace rights and the available avenues for addressing and remediating violations.

- Pay Equity and Pay Transparency – Women continue to earn less than men and the wage gap is even greater for women of color. Many systemic issues are at the root of lower wages for working women across nearly all occupations and at every level of education. Pay transparency is one tool that can help [close the gap](#). Although federal law and many state laws protect the right to discuss salaries, many employers discourage the practice, preventing workers from being paid fairly. Women workers could benefit from outreach, education, and assistance on these issues.
- Discrimination in the Workplace – Workers are not always aware of the employment rights available to them. They also may be hesitant or fearful to invoke their rights or obtain the legal assistance they need. For example, a pregnant woman in a low-paid, physically demanding job may not know she can request a reasonable accommodation or what steps to take if it is denied. Employment rights are based on a wide range of federal and state laws, which include, but are not limited to, protection against discrimination based on pregnancy, sexual orientation, gender identity, race, ethnicity, religion, sex, disability, age, and status as a protected veteran. In some instances, discrimination against employees or job applicants who experience domestic or dating violence may be considered sex-based discrimination under Title VII of the Civil Rights Act and/or disability discrimination under the Americans with Disabilities Act. Workers have reported increased discrimination since the pandemic, as well as an increased [economic toll](#) on [vulnerable populations](#). Women workers could benefit from education and referral to legal assistance on these issues.
- Worker Organizing – [Unionized women](#) earn higher wages, experience a smaller wage gap, and have better employer-sponsored benefits and greater job security during economic crises. Union membership also ensures workers that their voices are heard in their workplaces, their communities, and beyond. Women who have been struggling economically could benefit from worker organizing and resulting assistance on these issues.
- Unemployment Insurance – Many women workers who are paid low wages have seen their unemployment benefits held up or are uncertain if they are eligible. In some cases, they may also need help finding legal representation. Additionally, some states have laws that explicitly provide unemployment insurance to domestic violence victims in certain circumstances. Depending on the jurisdiction and circumstances, women who are impacted by domestic violence in the workplace could benefit from resources and assistance in navigating claims for unemployment insurance.
- Health Care – Community health workers, including [Promotores](#) (community health workers who work in Spanish-speaking communities), help vulnerable communities get access to needed services. Most recently, community health workers have assisted with COVID-19 information and access to testing and vaccines in rural and urban areas for undocumented and marginalized communities.

- Eligible Benefits, including Child Care, under the American Rescue Plan and other Federal Legislation – Cash assistance and worker protection policies passed under COVID response packages went woefully under-utilized. Grassroots organizations, government officials, employers, and other intermediaries can facilitate greater use of these benefits by working to educate workers and other eligible populations about their availability and application processes. For example, the \$15 billion in the American Rescue Plan for the Child Care Development Block Grant, which can be accessed for three years after enactment, represents a critical benefit for working parents if they know about it and can access it. In addition, working women would benefit from information on child care financial assistance options and other programs to help with the cost of child care.

Promoting access to these benefits and rights in turn promotes women’s ability to attach and ascend through the workforce, and therefore is aligned with Congress’ authorization that the Women’s Bureau grant funds “to serve and promote the interests of women in the workforce,” in the Consolidated Appropriations Act, FY2022, Pub. L. 117-103. The Women’s Bureau will award funds to qualifying organizations whose application demonstrates capabilities to achieve the program’s objectives and performance expectations, including relevant experience in recruiting women who have been severely impacted by the pandemic and who will benefit from the proposed activities; delivering and administering adult training programs; managing grants; and employing subject matter experts. Applicants are required to submit proposals outlining project design and cost; existing organizational capacity; the capability to reach the target population; and the ability to execute quickly and produce results in the near term.

Through the grant reporting process described in VI.C.2, the grantees will report on the ground-level barriers faced by workers in accessing rights and benefits, as well as the grantees’ challenges, best practices, outputs, and outcomes. The Women’s Bureau will facilitate the sharing of this information with other FARE grantees, community partners, and within DOL to further broaden women’s access to employment rights and benefits.

Fair and equal employment and access to benefits are a core pre-requisite to women’s economic security, and are cornerstones of the Women’s Bureau’s mission, which was created in 1920 by Public Law 66-259. Our mission is to develop policies and standards and conduct inquiries to safeguard the interests of working women, advocate for their equality and economic security for themselves and their families, and promote quality work environments.

The FARE grant program supports the Women’s Bureau’s and the Department of Labor’s mandate to implement the provisions of Executive Order 13985, which charges the Department with identifying and addressing barriers to more equitable access to public benefits, services, and protections. Not only will the navigation and assistance services help to directly connect workers with needed assistance, but the process will help inform a more complete picture of the burdens faced by disadvantaged populations and the approaches that hold promise for improving outcomes on each of these domains. More generally, evidence gathered will be applied to future grant programs at DOL aimed at other community partnerships.



## **B. Program Authority**

This program is authorized by 29 U.S.C. § 13 and the Consolidated Appropriations Act, FY2022, Pub. L. 117-103.

## **II. AWARD INFORMATION**

Funding will be provided in the form of a G (Grant)

### **A. AWARD TYPE AND AMOUNT**

We expect availability of approximately \$2,000,000 to fund approximately six to eight grants. 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.

Applicants must apply for at least \$250,000 in grant funds. Funding requests must not exceed \$350,000.

### **B. PERIOD OF PERFORMANCE**

The period of performance is 18 months with an anticipated start date of 09/30/2022. This performance period includes all necessary implementation and start-up activities.

## **III. ELIGIBILITY INFORMATION**

### **A. ELIGIBLE APPLICANTS**

**The following organizations are eligible to apply:**

12 (Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education)

13 (Nonprofits without 501(c)(3) status with the IRS, other than institutions of higher education)

### **B. COST SHARING OR MATCHING**

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

## **C. OTHER INFORMATION**

### **1. Application Screening Criteria**

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

<b>Application Requirement</b>	<b>Instructions</b>	<b>Complete?</b>
The deadline submission requirements are met	Section IV.C	
Eligibility	Section III.A	

If submitted through Grants.gov, the components of the application are saved in any of the specified formats and are not corrupt. <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 \$350,000 and is at or above the floor of \$250,000	Section II.A	
SAM Registration	Section IV.B.1	
SF-424, Application for Federal Assistance	Section IV.B.1	
SF-424 includes a Unique Entity Identifier (UEI) Number	Section IV.B.1	
SF-424A, Budget Information Form	Section IV.B.2	
Budget Narrative	Section IV.B.2	
Project Narrative	Section IV.B.3	
Abstract	Section IV.B.4	
Letter of Commitment	Section IV.B.4	

## **2. Number of Applications Applicants May Submit**

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

## **3. Eligible Participants**

### **a. Participants Eligible to Receive Training**

The intent of this grant is to fund projects that will benefit and assist working women, with a particular focus on underserved and marginalized women workers who are paid low wages at work, including but not limited to women of color, women with disabilities, justice-impacted women, individuals who identify as LGBTQ, marginalized workers in female-dominated sectors hard-hit by the pandemic, ethnic minorities, immigrants, workers with limited English proficiency, older adults, and workers experiencing workplace harassment or domestic violence, substance abuse issues, homelessness, or chronic poverty. For purposes of this FOA, “woman” or “women” is to be interpreted in the most inclusive manner, with participant eligibility to be inclusive of transgender women and non-binary individuals.

**b. Veterans' Priority for Participants** 38 U.S.C. 4215 requires grantees to provide priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job training program directly funded, in whole or in part, by DOL. The regulations implementing this priority of service are at 20 CFR Part 1010. In circumstances where a grant recipient must choose between two qualified candidates for a service, one of whom is a veteran or eligible spouse, the veterans' priority of service provisions require that the grant recipient give the veteran or eligible spouse priority of service by first providing him or her that service. To obtain priority of service, a veteran or spouse must meet the program's eligibility requirements. Grantees must comply with DOL guidance on veterans' priority. ETA's Training and Employment Guidance Letter (TEGL) No. 10-09 (issued November 10, 2009) provides guidance on implementing priority of service for veterans and eligible spouses in all qualified job training programs funded in whole or in part by DOL. TEGL No. 10-09 is available at [https://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=2816](https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2816).

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

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

This FOA, found at [www.Grants.gov](http://www.Grants.gov), contains all of the information and links to forms needed to apply for grant funding. Additional resources on how to apply for grants can be found at [www.dol.gov/grants](http://www.dol.gov/grants).

##### **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 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.

### **a. Requirement for Unique Entity Identifier**

As of April 4, 2022, the DUNS Number has been replaced by the Unique Entity Identifier (UEI), a new, non-proprietary number assigned by SAM.gov. Applicants must list this number on the SF-424. To learn more about UEI requirements, visit the U.S. General Service Administration (GSA), Unique Entity Identifier Update webpage: <https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/iae-systems-information-kit/unique-entity-identifier-update>.

If the grant award or cooperative agreement recipient is authorized to make subawards under this award, then the recipient: 1.) must notify potential subrecipients that no entity (see definitions below) may receive a subaward from the grant award recipient until the entity has provided its Unique Entity Identifier to the recipient; and 2.) must not make a subaward to an entity unless the entity has provided its Unique Entity Identifier to the grant or cooperative agreement recipient. Subrecipients are not required to obtain an active SAM registration but must obtain a Unique Entity Identifier.

(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 estimated 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 cost for the period of performance. Use the following guidance for preparing the Budget Narrative.

**Personnel:** List all staff positions by title (both current and proposed) 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 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 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 categories 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 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 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 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 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 200, Appendix VII(D)(1)(b).

Applicants choosing to claim indirect costs using the de minimis rate must use Modified Total Direct Costs (see 2 CFR 200.1 below for definition) 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.

- **2 CFR 200.1 Modified Total Direct Cost (MTDC)** means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards 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 in excess of \$25,000. Other items may be excluded only when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

The definition of MTDC in 2 CFR 200.1 no longer allows any sub-contracts to be included in the calculation. You will also note that participant support costs are not included in modified total direct cost. Participant support costs are defined below.

- **2 CFR 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/business-operations-center/cost-determination>.

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, DOL 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 15 double-spaced single-sided 8.5 x 11 inch pages with Times New Roman 12-point text font and 1-inch margins. You must number the Project Narrative beginning with page number 1.

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

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

#### **a. Statement of Need**

##### **(Up to 10 points)**

- i. Identify one area of focus from the list in Section I.A.2 (reiterated below) and clearly define the proposed geographic service area. Explain clearly in both qualitative and quantitative terms the need to address the chosen area of focus by documenting the needs of working women impacted by the pandemic in a proposed geographic service area, as well as the challenges and barriers they faced before the pandemic. (Up to 5 points)
  - Paid Family and Medical Leave/Sick Leave,
  - Family and Medical Leave Act (FMLA),
  - Earned Income Tax Credit (EITC) and Child Tax Credit (CTC),
  - Workplace Harassment,
  - Wage Payment/Overtime/Classification,
  - Pay Equity and Pay Transparency,
  - Discrimination in the Workplace,
  - Worker Organizing,
  - Unemployment Insurance,
  - Healthcare, or

- Eligible Benefits, including Child Care, under the American Rescue Plan and Other Federal Legislation
- ii. Explain clearly how the proposed grant activities will make a difference in the lives of marginalized women, as well as those of their families. (Up to 5 points)

**b. Expected Outcomes and Outputs (Up to 15 points)**

- i. Clearly identify the outcome(s) and output(s) that will result from the project. Outcomes are the measurable results of the project. They are the positive benefits or negative changes or measurable characteristics that occur as a result of project activities or outputs. Outputs are tangible products or services that result from the project. Identify the outcomes and outputs in a manner that is realistic, clear, and consistent with the expressed need, and in alignment with the proposed project and activities. (Up to 5 points)
- ii. This section must specifically address the following measures, with a focus on underserved and marginalized women workers who are paid low wages, including but not limited to women of color, women with disabilities, justice-impacted women, individuals who identify as LGBTQ, marginalized workers in female-dominated sectors hard-hit by the pandemic, ethnic minorities, immigrants, workers with limited English proficiency, older adults, and workers experiencing intimate partner violence, substance abuse issues, homelessness, or chronic poverty (Up to 10 points):
  - Number of women who will be reached through outreach activities;
  - Number of women and/or size and type of the audience to whom educational information will be disseminated;
  - Number of women who will be connected to navigation services and to benefit calculator services;
  - Number of women who will benefit from rights and benefits activities, including those who gain access to or enroll in benefits, and those who are referred to additional services, benefits, and/or legal assistance;
  - Whether and to what extent best practices or services developed under this grant can or will be sustained beyond the grant period; and
  - Any systemic change anticipated to result from the grant activities.

**c. Project Design (Up to 25 points)**

Propose methods and activities that the project will use to address the objectives of the grant. Outline a plan of action that describes the scope and detail of how the project will accomplish the proposed work. Describe a coherent and feasible approach for achieving the outputs and outcomes identified by the applicant in response to section IV.B.3.b “Expected Outputs and Outcomes” and section VI.C.2 “Quarterly Reporting.” (Up to 5 points)

In addition, this section must specifically:

- i. Describe in detail a feasible and realistic approach for successfully addressing the identified need/area of focus. The overall design must clearly reflect the FARE initiative’s goals and demonstrate the ability for a quick start-up. Include anticipated challenges and barriers, plus a contingent strategy addressing the potential delays and barriers. (Up to 5 points)



ii. Clearly identify how the project will reach the target population and how it will expand outreach to and recruitment of those historically underrepresented communities. (Up to 5 points)

iii. Describe fully the activities to take place in each of the following categories, demonstrating a robust project that supports both the objectives of the grant initiative and the identified area of focus. The activity description for each category must include the proposed deliverables, the major milestones, the methods used to calculate/track participant counts, and a timeline for implementation of all grant activities throughout the grant period of performance (Up to 10 points):

- Outreach Activities: Describe fully that the applicant's deep ties, as well as the partner organizations' ties to women-dominated, low-paid sectors of the workforce, demonstrating that the entities can effectively connect with the target populations using various methods. Clearly explain the outreach strategy proposed to reach and assist the maximum number of women within the target population. Include a description of any community-based navigators/efforts used to reach vulnerable populations.
- Dissemination of Educational Information: Describe in detail the challenges pertaining to the targeted population in the proposed geographic service area, and the information/educational materials required to address the identified needs. Explain fully the applicant's ability to communicate effectively and serve as a trusted intermediary to the targeted participants. Explains clearly the applicant's ability and experience in using varied dissemination methods across multiple platforms, such as social media, in-person or virtual events, brochures and leaflets, one-on-one consultations, etc.
- Rights and Benefits Activities: Describe in detail the applicant's ability to help women access their rights and benefits, with a clear, viable plan to improve benefits take-up and enrollment, deter violations, improve compliance, and connect/refer women to additional services, benefits, and assistance. Include a description of the plan to train women to become benefits navigators or provide assistance in their own communities to ensure women access their rights and benefits.

#### **d. Performance Evaluation (Up to 10 points)**

This section must provide the following:

- i. Describe the measures, methods, techniques, and tools that will be used to determine whether or not the project achieved its anticipated results, and the extent to which the outcomes can be attributed to the project. (Up to 5 points)
- ii. Describe in detail how project participants will participate in evaluation activities. Describe how the project data will be used to inform program delivery and document the "lessons learned," both positive and negative, that may be useful to entities interested in replicating successes of the project. Successful applicants receiving awards must collect stories from women about whether and how the grant activities have improved their lives, and all applicants must explain planned methods to obtain/track this information throughout the project period of performance. (Up to 5 points)

**e. Organizational, Administrative, and Fiscal Capacity (Up to 23 points)**

Provide information on the applicant's current mission, structure, staffing, and relevant experience. Describe how the applicant will manage and staff the project. Describe how organizational experience, grant or comparable project management experience, staffing, and management contribute to the ability of the applicant to conduct the project and its requirements and meet program expectations. Describe the applicant's fiscal and administrative controls in place to manage federal funds. Include the applicant's capability to sustain some or all project activities after federal financial assistance has ended. (Up to 8 points)

This section must also provide the following information:

- i. A comprehensive description detailing the extent to which the applicant has the experience, expertise and ability to reach the target population, execute quickly, produce results in the near term, and achieve the program's objectives and performance goals. (Up to 5 points)
- ii. A comprehensive list of partner organizations that fully describes their roles and capabilities, including subject matter experts, strategies to overcome barriers, experience reaching and providing training and/or assistance to marginalized workers who will benefit from the proposed activities, and the organizational capability to achieve the described goals. (Up to 5 points)
- iii. Demonstrate the applicant's ability, referencing past experience as applicable, in documenting the project's promising practices as well as challenges, in order to inform future grant initiatives. Include a clear explanation of a viable plan for staying in touch with participants after they exit the program in order to measure impact. (Up to 5 points)

**f. Past Performance – Programmatic Capability (Up to 12 points)**

Points will be awarded based on the extent to which the application achieves the following, as further described below:

- i. For applicants who have received three federally or non-federally funded assistance agreements, points will be assigned for each goal (up to six goals requested) that was met or exceeded (Up to 2 points per goal).

OR

- ii. For applicants who have NOT received three federally or non-federally funded agreements, points will be awarded based on the following:
  1. The strength of the past accomplishments achieved operating a comparable program to the proposed project (Up to 6 points); and
  2. Clear and convincing explanation as to how the organization's past performance of the comparable program prepares the organization to undertake the proposed project (Up to 6 points).

**If you have received federally and/or non-federally funded assistance agreements**

(assistance agreements include federal grants and cooperative agreements) similar in size, scope, and relevance to the proposed project that have been completed within the last five years of the closing date of this Announcement, please submit a list of no more than three such agreements and include a grantor contact name and telephone number for each. For each agreement, provide two significant performance goals and the outcomes of those goals in order to demonstrate if and how the applicant successfully completed and managed each agreement. The outcomes must

clearly demonstrate in numerical form if, in fact, the goals were met or exceeded. In evaluating applicants under these factors in Section V, we will consider the information you provided and may also consider relevant information from other sources, including information from our files and from current/prior grantors (e.g., to verify and/or supplement the information you provided).

**If you have not received any federally and/or non-federally funded assistance agreements or have received fewer than three agreements**, then you must describe and document past accomplishments achieved operating a comparable program. Explain how your experience operating a comparable program prepared you to undertake the complexities of operating the proposed project. Describe how long the comparable program has been in operation, and include a grantor or third party contact name and telephone number for each, as applicable.

**g. Budget and Budget Narrative (Up to 5 points)**

The SF-424A and Budget Narrative will be used to evaluate this section. Please see Section IV.B.2 for information on the requirements. The SF-424A and Budget Narrative do not count against the page limit requirements for the Project Narrative. The SF-424A and Budget Narrative must:

- Demonstrate realistic, reasonable costs that are both in alignment with the activities as outlined in the project narrative and necessary to implement the project (Up to 2 points); and
- Include the required information outlined in section IV.B.2 (Up to 3 points).

**h. Organizational Job Quality Factors (Up to 2 Bonus Points)**

An organization that provides a supportive environment for its employees is in the best position to help promote the interests of women in the workforce. Accordingly, applicants may submit information on their organization's operation and management practices to assure that they are best positioned to be effective grantees. Demonstrate your organization's commitment to quality jobs and equity for your employees by either explaining the use of the following practices, or by including your organization's equity plan as a separate document. Omission of any practices will result in zero bonus points.

- Describe whether workers can form and join unions of their choosing, exercising collective voice.
- Describe any violations found within the past two years under the National Labor Relations Act, Fair Labor Standards Act, Occupational Safety and Health Act, Service Contract Act, Davis-Bacon Act, or Title VII of the Civil Rights Act, excluding those that are currently under appeal or have otherwise been vacated, and any steps taken to improve your workforce practices following these violations.
- Describe what steps you have taken to protect against discrimination or unequal treatment for your workers and remove discriminatory barriers within your organization. These can include evidence of fair opportunities for qualified workers with transparent, non-discriminatory, reportable job applicant screening methods and encourage the hiring of people who have exposure to the criminal justice system when this information is voluntarily shared, without requiring that criminal background check be shared to make this determination.
- Describe any practices pertaining to family-sustaining pay, pay equity, and fair opportunities for wage progression; set starting wages at a minimum of \$15 an hour, and

provide clear opportunities for wage progression with skill progression or increased experience.

- Describe any family-sustaining benefits that promote economic security and mobility, including health insurance, retirement savings plans, work-family benefits (such as paid family and medical leave), paid sick leave, other paid time off, mental health supports, and caregiving supports such as flexible schedules, telework, childcare facilitation, and/or back-up childcare.
- Describe any steps you have taken to ensure conditions at work foster safety, stability, community, and respect for worker privacy; that demonstrate high worker safety standards; that allow workers to request fair and predictable schedules, including set minimum hours without fear of retaliation; and that conform to standards on the storage, sale, and use of employee data collection.

Acceptance of an applicant's materials responsive to this section does not in any way constitute legal review and/or approval of such materials.

#### **4. Attachments to the Project Narrative**

In addition to the Project Narrative, you must submit attachments. All attachments must be clearly labeled. We will exclude only those attachments listed below from the page limit. The Budget and Budget Justification 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. The abstract must include the following:

- the applicant's name;
- purpose of the project;
- activities to be funded by the grant;
- expected outcomes of the project;
- intended beneficiaries of the project; and
- subrecipient activities, if applicable.

##### **2. Memorandum of Understanding / Letter of Commitment**

Applicants must provide letters of commitment from entities with which they propose to partner. These letters must be uploaded as an attachment to the application package and labeled “Letter of Commitment.”

## **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. Indirect Cost 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.

When submitting in grants.gov, this document must be uploaded as an attachment to the application package and labeled, “Indirect Cost Rate Agreement.”

### **2. 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.

### **3. Project Work Plan**

All applicants are requested to provide a project work plan detailing how and when you will implement your project. State your project goal, describe the strategies and/or tactics you will use to achieve this goal, identify specific and measurable objectives, list activities you will undertake to achieve these objectives, and provide the estimated cost of each activity with a separate break-out of FARE funds and outside funds (if applicable). Be sure to address plans for reaching the population of interest. Lastly, identify any outcomes you propose to measure, including those required by the FOA as detailed in the Reporting Section VI.C.

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

We must receive your application by 07/01/2022. 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 e-mail, telegram, or facsimile (FAX).

### **1. Hardcopy Submission**

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

### **2. Electronic Submission through Grants.gov**

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

The process can be complicated and time-consuming. You are strongly advised to initiate the process as soon as possible and to plan for time to resolve technical problems. Note that validation does not mean that your application has been accepted as complete or has been accepted for review 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.

**a. 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 acknowledgment of receipt and a tracking number (GRANTXXXXXXXXX) 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://strategies.workforcegps.org/resources/2014/08/11/16/32/applying-for-eta-competitive-grants-a-web-based-toolkit-for-prospective-applicants-438?p=1>.

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

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

- call 1-800-518-4726 or 606-545-5035 to speak to a Customer Support Representative or
- email [support@grants.gov](mailto:support@grants.gov).

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

### **Late Applications**

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

## **D. INTERGOVERNMENTAL REVIEW**

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

## **E. FUNDING RESTRICTIONS**

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

### **1. Indirect Costs**

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

**Option 1:** 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 salaries and wages to support indirect costs. Within 90 days of award, you are required to submit an acceptable indirect cost proposal or CAP to your federal Cognizant Agency to obtain a provisional indirect cost rate. (See Section IV.B.4. for more information on NICRA submission requirements.)

**Option 2:** Any organization that has never received a negotiated indirect cost rate, with the exceptions noted at 2 CFR 200.414(f) in the Cost Principles, may elect to charge a de minimis rate of 10 percent of modified total direct costs (see 2 CFR 200.68 for definition), which may be used indefinitely. If you choose this option, this methodology must be used consistently for all federal awards until such time as you choose to negotiate for an indirect cost rate, for which you may apply at any time. (See 2 CFR 200.414(f) for more information on use of the de minimis rate.)

### **2. Intellectual Property Rights**

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



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

Instructions for marking your work with CC BY can be found at [https://wiki.creativecommons.org/Marking\\_your\\_work\\_with\\_a\\_CC\\_license](https://wiki.creativecommons.org/Marking_your_work_with_a_CC_license).

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

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

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

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

If applicable, the following standard 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 Women’s Bureau. 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.”**

### **3. 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.

#### **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.

<b>Criterion</b>	<b>Points (maximum)</b>
1. Statement of Need (See Section IV.B.3.a.)	10
2. Expected Outcomes and Outputs (See Section IV.B.3.b.)	15
3. Project Design (See Section IV.B.3.c.)	25

4. Performance Evaluation (See Section IV.B.3.d.)	10
5. Organizational, Administrative, and Fiscal Capacity (See Section IV.B.3.e.)	23
6. Past Performance – Programmatic Capability (See Section IV.B.3.f.)	12
7. SF-424A Budget and Budget Narrative (See Section IV.B.2.)	5
8. Bonus Points for Organizational Job Quality Factors (See Section IV.B.3.h.)	2
<b>TOTAL</b>	<b>102</b>

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

<b>Standard Rating</b>	<b>Definition</b>	<b>Standard for Calculating Points</b>
Thoroughly Meets	The application thoroughly responds to the rating factor and fully and convincingly satisfies all of the stated specifications.	Full Points
Partially Meets	The application responds incompletely to the rating factor or the application convincingly satisfies some, but not all, of the stated specifications.	Half Points/Partial Points, commensurate with the extent to which applicant response addresses rating factor.
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 102 points may be awarded to an applicant, depending on the quality of the responses provided. The final scores (which may include the mathematical normalization of review panels) will serve as the primary basis for selection of applications for funding. The panel results are advisory in nature and not binding on the Grant Officer. The Grant Officer reserves the right to make selections based solely on the final scores or to take into consideration other relevant factors when applicable. Such factors may include the geographic distribution of funds, and other relevant factors. The Grant Officer may consider any information that comes to their attention.

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

## **2. Risk Review Process**

Prior to making an award, DOL 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), Dun and Bradstreet, and "Do Not Pay." Additionally, DOL 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 DOL 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 DOL's Risk Review process, the Grant Officer will determine the following:

- If the applicant had any restriction on spending for any DOL 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 DOL to assess the applicant's Financial System. This information will be taken into account as one component of DOL'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 DOL.

U.S. DEPARTMENT OF LABOR -EMPLOYMENT AND TRAINING ADMINISTRATION (ETA) <b>FUNDING OPPORTUNITY ANNOUNCEMENT: FINANCIAL SYSTEM          ASSESSMENT</b>		
<b>SECTION A:</b>		
<b>PURPOSE</b>		
<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>		
<b>SECTION B:</b>		
<b>GENERAL</b>		
1. Complete the following items:		
a. When was the organization founded/incorporated (month, day, year)	b. Principal officers	Titles
c. Employer Identification		

Number:				
d. Number of Employees Full Time: Part Time:				
2. Is the organization or institution affiliated with any other organization:      Yes      No If yes, please provide details as to the nature of the company (for profit, nonprofit, LLC, etc) and if it provides services or products to the organization in relation to this grant.			3. Total Sales/Revenues in most recent accounting period. (12 months) \$	
<b>SECTION C: ACCOUNTING SYSTEM</b>				
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				
a. If yes, provide name, and address of Agency performing review:		b. Attach a copy of the latest review and any subsequent correspondence, clearance documents, etc.		
		Note: If review occurred within the past three years, omit questions 2-8 of this Section and Section D.		
2. Which of the following best describes the accounting system:	State administered	Internally Developed	Web-based	
3. Does the accounting system identify the receipt and expenditure of program funds separately for each contract/grant?	Yes		No	Not Sure
4. Does the accounting system provide for the recording of expenditures for each grant/contract by the component project and budget cost categories shown in the approved budget?	Yes		No	Not Sure
5. Are time distribution records maintained for an employee when his/her effort can be specifically identified to a particular cost objective?	Yes		No	Not Sure
6. If the organization proposes an overhead rate, does the accounting system provide for the segregation of direct and indirect expenses?	Yes		No	Not Sure
7. Does the organization have an approved indirect cost rate or cost allocation plan?	Yes		No	Not Sure

If so, who approved it (Federal Cognizant Agency or a Pass-through Entity)? What are the effective dates?			
8. Does the accounting/financial system include budgetary controls to preclude incurring obligations in excess of: a. Total funds available for a grant? b. Total funds available for a budget cost category (e.g. Personnel, Travel, etc)?	Yes Yes	No No	Not Sure Not Sure
9. Does the organization or institution have an internal control structure that would provide reasonable assurance that the grant funds, assets, and systems are safeguarded?	Yes	No	Not Sure
<b>SECTION D: FINANCIAL STABILITY</b>			
1. Is there any legal matter or an ongoing financial concern that may impact the organization's ability to manage and administer the grant? Yes No If yes, please explain briefly.			
<b>SECTION E: FINANCIAL STATEMENTS</b>			
1. Did an independent certified public accountant (CPA) ever examine the financial statements? Yes No			
2. If an independent CPA review was performed please attach a copy of their latest report and any management letters issued. Enclosed N / A			
3. If an independent CPA was engaged to perform a review and no report was issued, please provide details and an explanation below:			
<b>SECTION F: ADDITIONAL INFORMATION</b>			
1. Use this space for any additional information ( <i>indicate section and item numbers if a continuation</i> )			

## VI. AWARD ADMINISTRATION INFORMATION

### A. AWARD NOTICES

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 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).
- iii. 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.
- iv. 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.
- v. 29 CFR Part 32—Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance.
- vi. 29 CFR Part 35—Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance from the Department of Labor.
- vii. 29 CFR Part 36—Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance.
- viii. 29 CFR Part 38 – Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Innovation and Opportunity Act.
- ix. 29 CFR Parts 29 and 30—Labor Standards for the Registration of Apprenticeship Programs, and Equal Employment Opportunity in Apprenticeship and Training, as applicable.
- x. 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.
- xi. Standard Grant Terms and Conditions of Award—see the following link: <https://www.doleta.gov/grants/resources.cfm>.

While the primary purpose of these grants is to provide crucial outreach, education, and improved benefits access for marginalized and underserved women workers, all grant-funded programs and activities must provide for equal opportunity without regard to race, color, national origin, disability, age, or sex (including gender identity or sexual orientation) in accordance with 29 C.F.R. Parts 31-32; 35-36.



## **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 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://edocket.access.gpo.gov/2010/pdf/2010-22705.pdf>.

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

- 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);
- Federal awards to entities that had a gross income, from all sources, of less than \$300,000 in the entities' previous tax year; and
- 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 DOL 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:

- i. You must ensure that PII and sensitive data developed, obtained, or otherwise associated with DOL/ETA funded grants is securely transmitted.
- ii. 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 DOL or contractors.
- iii. 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 DOL 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.
- iv. 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.
- v. You further acknowledge that all PII data obtained through your DOL 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 DOL. Accessing, processing, and storing of DOL 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 DOL.
- vi. 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.
- vii. 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.
- viii. You must not extract information from data supplied by DOL for any purpose not stated in the grant agreement.

- ix. Access to any PII created by the DOL 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.
- x. 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.
- xi. PII data obtained by the recipient through a request from DOL must not be disclosed to anyone but the individual requestor, except as permitted by the Grant Officer or by court order.
- xii. 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.
- xiii. You must retain data received from DOL 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 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 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 CFR Part 2998.

#### **g. Closeout of Grant Award**

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

### **3. Other Administrative Standards and Provisions**

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

### **4. Special Program Requirements**

#### **a. DOL Evaluation**

As a condition of grant award, grantees 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 DOL, and may also have a significant impact on decisions about future grants with DOL.

### **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 is required until such time as all funds have been expended or the grant period has expired. Quarterly reports are due 45 days after the end of each calendar-year quarter. On the final Financial Status Report, you must include any subaward amounts so we can calculate final indirect costs, if applicable. You must use DOL's Online Electronic Reporting System and information and instructions will be provided to grantees. For other guidance on financial reporting, reference TEGL 02-16 and [https://www.doleta.gov/grants/financial\\_reporting.cfm](https://www.doleta.gov/grants/financial_reporting.cfm).

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

The grantee must submit a quarterly performance report within 45 days after the end of 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.

Where applicable to project goals and objectives, grantees will be asked to report on the following:

##### **a. Program Burden and Equity Reporting**

As a condition of grant participation, the grant recipient and their community organization and other partners will provide information through quarterly reports on the populations they are serving and the systematic obstacles they are encountering to broader benefit and rights take-up. This information should reflect the different policies for which community organizations are conducting outreach. Grant recipients and DOL may compile this information in a form that would permit systematic equity assessments to inform potential changes to program administration and management as part of DOL's equity efforts.

##### **b. Implementation Evaluation**

In addition to reporting on program burdens and barriers, supported organizations will report through quarterly narrative and quarterly participant data reports on their implementation of their funded efforts, including funded activities, assistance provided, and populations served, reporting on demographics of populations served or assisted where possible. Grant recipients, for their part, will use program data in partnership with DOL to monitor program usage outcomes associated with community organization outreach. Grant recipients and their community organization partners may also be asked to participate in qualitative interviews with the DOL or a contracted evaluation team to study the roll-out of their activities.

The final quarterly report must contain an update on whether the grantee met the Expected Outputs and Outcomes discussed in IV.B.3.d and a detailed explanation if they did not meet these goals.

## **VII. AGENCY CONTACTS**

For further information about this FOA, please contact Sharon Porter, Grants Management Specialist, Office of Grants Management at \_\_\_\_\_. Applicants should email all technical questions to Porter.Sharon.D@dol.gov and must specifically reference FOA-WB-22-14, and along with question(s), include a contact name and phone number. This Announcement is available 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 Occupational Information Network (O\*NET) Online (<https://online.onetcenter.org>), which provides occupational competency profiles; and America's Service Locator (<https://www.servicelocator.org>), which provides a directory of our nation's American Job Centers (formerly known as One-Stop Career Centers).

### **B. INDUSTRY COMPETENCY MODELS AND CAREER CLUSTERS**

DOL 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://workforcegps.org>.

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



<https://strategies.workforcegps.org/resources/2014/08/11/16/32/applying-for-eta-competitive-grants-a-web-based-toolkit-for-prospective-applicants-438?p=1>.

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://www.workforcegps.org/resources/browse?id=b8dd0aa1ecfb4b2282d6cd30c7248790> 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, 2022.

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

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

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

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

Signed 05/18/2022 in Washington, D.C. by:  
Carla Wills  
Grant Officer, Employment and Training Administration