

U.S. DEPARTMENT OF LABOR  
Employment and Training Administration

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**NOTICE OF AVAILABILITY OF FUNDS AND FUNDING OPPORTUNITY  
ANNOUNCEMENT FOR:  
YouthBuild**

**ANNOUNCEMENT TYPE:** *Initial*

**FUNDING OPPORTUNITY NUMBER:** *FOA-ETA-18-04*

**CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NUMBER:** *17.274*

**KEY DATES:** *The closing date for receipt of applications under this Announcement is September 18, 2018. We must receive applications no later than 4:00:00 p.m. Eastern Time.*

**ADDRESSES:** *Address mailed applications to:*

***The U.S. Department of Labor  
Employment and Training Administration, Office of Grants Management  
Attention: Brinda Ruggles, Grant Officer  
Reference FOA-ETA-18-04  
200 Constitution Avenue, NW, Room N4716  
Washington, DC 20210***

*For complete application and submission information, including online application instructions, please refer to Section IV.*

**EXECUTIVE SUMMARY:**

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The Employment and Training Administration (ETA), U.S. Department of Labor (DOL), announces the availability of approximately \$85 million in grant funds authorized by the **Workforce Innovation and Opportunity Act (WIOA) (Pub. L. 113-128) for YouthBuild.**

Under this Funding Opportunity Announcement (FOA), DOL will award grants through a competitive process to organizations providing pre-apprenticeship services that support education, occupational skills training, and employment services to at-risk youth, ages 16 to 24, while performing meaningful work and service to their communities. In addition to construction skills training, YouthBuild applicants may include occupational skills training in other in-demand industries. This expansion into additional in-demand industries is the Construction Plus component, a priority in this grant competition.

In Fiscal Year (FY) 2018, DOL hopes to serve approximately 5,250 participants during the grant period of performance, with approximately 85 projects awarded across the country.

Individual grants will range from \$700,000 to \$1.1 million and require a 25 percent match from applicants, using sources other than Federal funding. The grant period of performance for this FOA is 40 months, including a four-month planning period and a twelve-month follow-up period.

## **I. FUNDING OPPORTUNITY DESCRIPTION**

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### **A. PROGRAM PURPOSE**

This Announcement solicits applications for the YouthBuild program. The purpose of this program is to fund organizations to provide a pre-apprenticeship program model that encompasses education, occupational skills training, leadership development, and post-program placement opportunities to at-risk youth. YouthBuild is a community-based alternative education program for youth between the ages of 16 and 24 who are high school dropouts, adjudicated youth, youth aging out of foster care, youth with disabilities, migrant farmworker youth, and other disconnected youth populations. The YouthBuild program simultaneously addresses multiple core issues important to youth in low-income communities: affordable housing, leadership development, education, and employment opportunities in in-demand industries and apprenticeship pathways. The YouthBuild model balances project-based academic learning and occupational skills training to prepare disadvantaged youth for career placement. The academic component assists youth who are often significantly behind in basic skill development in obtaining a high school diploma or State high school equivalency credential. The occupational skills training component prepares at-risk youth for apprenticeship and other career pathways and/or further education or training. It also supports the goal of increasing affordable housing within communities by teaching youth construction skills learned by building or significantly renovating homes for sale or rent to low-income families or transitional housing for homeless families or individuals.

Under WIOA, Apprenticeship and Career Pathways are greatly emphasized as strategies to increase employment opportunities. In the DOL WIOA Final Rule at 20 CFR 688.120, YouthBuild programs funded by DOL are recognized as pre-apprenticeship programs. Grantees funded under this announcement are expected to develop program models that align with pre-apprenticeship as described in part 688 of the Final Rule:

Pre-apprenticeship, as defined in § 681.480, means a program designed to prepare individuals to enter and succeed in an apprenticeship program registered under the Act of August 16, 1937 (commonly known as the “National Apprenticeship Act”; 50 Stat.664, chapter 663; 29 U.S.C. 50 *et seq.*)(referred to in this part as a “registered apprenticeship” or “registered apprenticeship program”) and includes the following elements:

- 1) Training and curriculum that aligns with the skill needs of employers in the economy of the State or region involved;

- 2) Access to educational and career counseling and other supportive services, directly or indirectly;
- 3) Hands-on, meaningful learning activities that are connected to education and training activities, such as exploring career options, and understanding how the skills acquired through coursework can be applied toward a future career;
- 4) Opportunities to attain at least one industry-recognized credential; and
- 5) A partnership with one or more registered apprenticeship programs that assists in placing individuals who complete the pre-apprenticeship program in a registered apprenticeship program.

Grantees awarded under this announcement should be actively developing the connection points described above to develop relationships and pathways that lead to employment and placements in registered and industry-certified apprenticeships.

To support this career pathway focus, DOL strongly encourages YouthBuild applicants to develop program proposals that include occupational skills training in other in-demand industries in addition to construction skills training and is providing priority consideration points for Construction Plus proposals. This expansion into additional in-demand industries is referred to in YouthBuild as the Construction Plus component, and is a focus of this Administration. DOL offered Construction Plus in recognition that YouthBuild participants pursue fields beyond construction after exiting the program. The Construction Plus component creates an expanded opportunity for training in in-demand fields that benefits participants and local employers.

The Construction Plus model allows YouthBuild grantees to use DOL grant funds for training in additional in-demand industries with the goal of attaining industry-recognized certifications, hands-on work experience in the industry setting, and direct entry into apprenticeships or direct hiring into these industries. Since Construction Plus began in 2012, YouthBuild grant programs have used DOL funds to provide training in diverse industries and occupations, including healthcare, internet technology, hospitality and retail services, and logistics. Construction Plus programs must use the same five pre-apprenticeship elements listed above to develop their construction plus pathways.

YouthBuild programs are required partners of American Job Centers, or one-stop centers. All YouthBuild programs must adhere to the requirements of being a one-stop partner. Partnering with American Job Centers provides an opportunity for YouthBuild grantees to develop the necessary partnerships for Construction Plus training. It also supports participant success through job development support, employer connections, basic assessment and referral services, supportive service provision, and transition services for post-exit placements and continuing education and training.

WIOA places a strong emphasis on the role of employers in successful workforce development strategies, and requires grantees to report on their effectiveness in serving employers. Grantees awarded under this announcement are expected to actively develop

new employer relationships and strengthen existing connections, both in construction and non-construction industries. As a required one-stop partner, YouthBuild grantees will benefit from accessing and leveraging the strengths of the American Job Center network to support participant success.

Because one of the goals of the YouthBuild program is to provide affordable housing, all YouthBuild grant programs must offer construction skills training. Construction skills training is central to the overall philosophy of the YouthBuild program and can provide a visible transformational experience for young people who have rarely had opportunities to see tangible and positive results from their efforts. All applicants must demonstrate their commitment to increasing the supply of permanent housing for homeless and/or low-income individuals and families, which benefits the community where the affordable housing is built or renovated, and also provides youth with an opportunity to give back to their communities and work and learn in a team environment. YouthBuild grantees must accomplish this goal by having a sufficient number of youth enrolled in and completing the construction skills training component to enable the program to build or substantially renovate at least one unit of housing within the grant period of performance. Each program must also have access to a work site to use for on-site construction training. The construction work sites built and renovated by YouthBuild participants must only be constructed for homeless and/or low-income individuals and families to reside in. Please note that the requirements of the YouthBuild regulations at 20 CFR 688.730 require a minimum of a 5-year restrictive covenant.

To build or substantially renovate at least one unit of housing requires the new construction or substantial renovation of single-family homes or apartment/condominium/townhouse complexes, or the construction or substantial renovation of a single dwelling within a complex. Substantial renovation includes those activities that will provide YouthBuild participants with significant construction experience and knowledge that will prepare them for entry-level employment in the construction industry and are tied to the construction curriculum used by the program. Painting or cleaning apartments and simple weatherization tasks do not constitute substantial renovation or a sufficiently comprehensive level of construction training to satisfy the requirement that each program build or substantially renovate a unit of housing, and thus, do not qualify as work sites. For guidance on qualifying work sites, please refer to Training and Employment Guidance Letter (TEGL) No. 06-15: [http://wdr.doleta.gov/directives/corr\\_doc.cfm?docn=6610](http://wdr.doleta.gov/directives/corr_doc.cfm?docn=6610).

The YouthBuild Final Rule (20 CFR part 688) was published on August 19, 2016. This regulation clarifies the requirements of the YouthBuild program as authorized under WIOA for program providers and participants. The regulation sets the standards under which YouthBuild program providers can carry out the goals of the program. The YouthBuild regulation can be found at <https://www.gpo.gov/fdsys/pkg/FR-2016-08-19/pdf/2016-15975.pdf>. For more information on the YouthBuild program, please go to: [www.doleta.gov/youth\\_services/YouthBuild.cfm](http://www.doleta.gov/youth_services/YouthBuild.cfm).

## **B. PROGRAM AUTHORITY**

Section 171(i) of WIOA (Pub. L. 113-128) and 20 CFR part 688 authorize this program.

## **II. AWARD INFORMATION**

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

Funding will be provided in the form of a grant.

We expect availability of approximately \$85,000,000 to fund approximately 85 grants. You may apply for an amount ranging from \$700,000 to a ceiling amount of up to \$1.1 million. 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.

Due to the complex nature of the YouthBuild program model and the interest in expanding YouthBuild beyond construction skills training, this FOA is focused on ensuring that an adequate number of established YouthBuild programs are funded while newly-funded YouthBuild programs establish effective operation and delivery of services outlined in each of the required program components. Therefore, DOL intends to award at least 50 percent of the total available funding for this grant competition to eligible applicants that the DOL YouthBuild program has previously funded and which have demonstrated success in the program. The remainder of funds will be awarded to qualifying organizations not fitting this description, further described in Section III.A. below.

DOL's intended mix of grant awards will ensure that organizations with little experience with a DOL YouthBuild grant have an opportunity to implement a new DOL YouthBuild program, while allowing for continued support to the existing, previously-funded YouthBuild grants that have demonstrated success.

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

The period of performance is forty (40) months with an anticipated start date of January 1, 2019. This performance period includes all necessary implementation and start-up activities. This includes:

- A planning period of up to four months to complete the planning milestones below;
- Two years of active program services (education, occupational skills training, and youth leadership development activities) for one or more cohorts of youth; and
- An additional twelve months of follow-up support services and tracking of participant outcomes for each cohort of youth.

Applicants are required to describe, as an attachment to the application, the activities they expect to undertake during the planning period in order to ensure that they may begin active program services on schedule. Applicants may be prepared to start the active program services sooner than described above. If so, they must explain the rationale for why the planning period is less than four months; beginning active programs services earlier does not shorten the period of performance. A minimum of five percent of total funds should be reserved for the twelve-month follow-up period. Grantees must fully expend grant funds during the period of performance. Therefore, applicants must carefully consider their ability to spend the level of funding requested during the allotted time while ensuring full transparency and accountability for all expenditures.

Grantees must ensure the achievement of the following milestones during the planning period:

- Hiring of or committing of additional core program staff (including the Project Director, Construction Trainer(s), Classroom Teacher(s), Case Manager(s), Job Developer(s) positions), if needed;
- Reaching out to the Local Workforce Development Board or American Job Center to discuss MOU requirements, such as the infrastructure costs and plans for collaborating with other required partners, including employers, at a minimum;
- Solidifying relationships with all necessary partners for the successful delivery of services;
- Initiating recruitment and outreach efforts for enrollment of participants;
- Reconfirming work site financing and access (see Section IV.B.4.(b) for more information); and
- Reconfirming match sources and amounts.

Note that while the core program staff described above do not need to be in place at the time of application, DOL expects applicants to describe the plan to recruit and train for each core position.

The Federal Project Officer (FPO) will review the completion of these milestones within the grant's planning period. DOL may subject grantees who have not met these milestones to corrective action.

### **C. OUTCOMES**

DOL expects YouthBuild grantees awarded under this FOA to track and report on the primary indicators of performance as listed in WIOA Section 116(b)(2)(A)(ii). The YouthBuild program is held to the six WIOA primary indicators of performance for youth. These indicators are:

- 1) Education and Employment Rate – Second Quarter After Exit;
- 2) Education and Employment Rate – Fourth Quarter After Exit;
- 3) Median Earnings – Second Quarter After Exit;

- 4) Credential Attainment;
- 5) Measurable Skill Gains; and
- 6) Effectiveness in Serving Employers

Additional information on these performance indicators can be found in Training and Employment Guidance Letter (TEGL) 10-16, Change 1: “Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Title I, Title II, Title III and Title IV Core Programs,” found at [https://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=3255](https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=3255).

This FOA evaluates applicants based on the Workforce Investment Act performance indicators as that is the historical data available to assist in determining future grant success. However, applicants should be prepared to demonstrate success with the six performance indicators above, which will be used to evaluate applicants in future grant competitions.

### **III. ELIGIBILITY INFORMATION**

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#### **A. ELIGIBLE APPLICANTS**

Eligible applicants for these grants are public or private non-profit agencies. These organizations include rural, urban, or Native American agencies that have previously served disadvantaged youth in a YouthBuild or other similar program. These agencies or organizations may include, but are not limited to:

- Community and faith-based organizations with IRS 501(c)(3) non-profit status;
- An entity carrying out activities under WIOA, such as a local workforce development board or one-stop center partner program;
- Educational institutions, including a local school board, public school district, or community college;
- A community action agency;
- A State or local housing development agency;
- Any Indian and Native American entity eligible for grants under Section 166 of WIOA, including Federally and other than Federally-Recognized Tribes, Native American non-profit organizations, and Native Hawaiian and Alaska Native organizations;
- A community development corporation;
- A State or local youth service conservation corps; and
- Any other public or private non-profit entity that is eligible to provide education or employment training under a Federal program and can meet the required elements of the grant.

Grantees who received funding from the FY 2017 YouthBuild competition [FOA-ETA-17-03] are funded through December 2020, and these grantees (based on their unique Employer Identification Numbers) are not eligible to participate in this competition. Additionally, only one grant will be awarded to an individual organization. An individual organization must have a unique Employer Identification Number and its program services shall not be administered at the same location as any other YouthBuild grantee.

Among eligible applicants listed above, the applicant agency or organization must also maintain a local presence in any identified target communities to be served.

### **Applicant Types**

This FOA distinguishes between previously-funded applicants (those applicants that have previously received at least one YouthBuild grant from DOL which is near completion and provides sufficient performance outcomes for review) and new applicants (those applicants that have never received a DOL YouthBuild award, have not received an award within the last six grant cycles, or have not yet completed their first DOL YouthBuild grant). Carefully consider the requirements below and apply under the appropriate category (Category A or Category B), being sure to respond to the application instructions (project narrative, evaluation criteria, and attachments) that correspond to your category.

This FOA refers to previously-funded applicants as “**Category A** applicants.” DOL intends to award at least 50 percent of the available grant funds to applicants in Category A. A Category A applicant must meet the following requirements, as of the date of publication of this FOA:

- a) At least one of the applicant’s previous YouthBuild grants must have been awarded from a competition that took place in FY 2012, 2013, 2014, or 2015; and
- b) The applicant must not have received an award in the FY 2017 (FOA-ETA-17-03) competition.

Note that applicants previously funded by DOL’s YouthBuild program, but **not** within the past six grant competitions (i.e. the applicant has not received a YouthBuild award since FY 2011 or earlier), will now be considered as new applicants who must apply under Category B. Previously, these applicants would have still been considered as Category A applicants. This change will provide applicants who have not been funded under the YouthBuild program in recent years to demonstrate growth and increased success in serving disconnected youth through improved organizational capacity, implementation of best practices, and more relevant performance outcomes than those available prior to FY 2012.

This FOA refers to new applicants as “**Category B** applicants.” DOL intends to award up to 50 percent of grant funds for awards to applicants in Category B. All applicants that do not meet the requirements for Category A above must apply as Category B. Category B applicants fall into one of these categories:

- a) Applicants that did not receive a YouthBuild award in FY 2012, 2013, 2014 or 2015 but received a DOL YouthBuild award in one or more of the following grant competitions: FY 2007, 2008, 2009, 2010, 2011 and/or 2016; or
- b) Applicants that have never received a DOL YouthBuild award.

Grantees that were funded by DOL for the first time in FY 2016 are included with new applicants because DOL will not have sufficient information to fairly evaluate their application against previously-funded applicants. During this competition, these grantees will not have completed their grant’s active service cycle (as defined by the two-year period during which they are enrolling and serving active participants). The performance outcomes for YouthBuild are long-term in nature, and DOL will not have sufficient information on the performance of FY 2016 grantees to evaluate them based on their past performance.

As noted in the previous section, grantees funded in FY 2017 (FOA-ETA-17-03), regardless of any previous grant awards from DOL for YouthBuild funding, are not eligible to participate in this competition under Category A or Category B and should not respond to this FOA. The following chart summarizes the requirements specified in this section:

<b>Applicant Type:</b>	<b>Category A</b>	<b>Category B</b>	<b>Not Eligible to Apply</b>
<b>Grant Classes Included:</b>	Those funded at least once in FYs 2012, 2013, 2014 or 2015	<ul style="list-style-type: none"> <li>• FY 2016 First-Time Grantees</li> <li>• Applicants last funded by DOL’s YouthBuild program in FY 2011 or earlier</li> <li>• Applicants last funded in FY 2011 or earlier prior to receiving a FY 2016 grant award</li> <li>• Those never funded by the DOL YouthBuild program</li> </ul>	Any applicant who received an FY 2017 DOL-funded YouthBuild grant
<b>Percent of Grant Funds Available:</b>	At least 50 percent	Up to 50 percent	N/A

**B. MATCHING**

This program requires matching funds. Such funds may be in the form of cash or in-kind contributions and equal to 25% of the total Federal share of costs. Any resources

contributed to the project in addition to matching funds will be considered leveraged resources. Section IV.B.2 provides more information on leveraged resources.

To be allowable as part of match, an expenditure must be an allowable charge for Federal grant funds and considered necessary and reasonable to accomplish the project or program objectives. DOL will make determinations of allowable costs in accordance with the applicable Federal Cost Principles as indicated in Section IV.E. If the cost would not be allowable as a grant-funded charge, then DOL cannot count it toward the applicant’s matching funds.

The recognition of documentation of match has changed since the release of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards: Final Rule at 2 CFR part 200 and OMB’s approved exceptions for DOL at 2 CFR 2900.

**2 CFR 2900.8 Cost sharing or matching** states that: *In addition to the guidance set forth in 2 CFR 200.306(b) for Federal awards from the Department of Labor, the non-Federal entity accounts for funds used for cost sharing or match within their accounting systems as the funds are expended. It is no longer sufficient or adequate to receive and report monies as match; the monies must be expended on the program in order for it to be counted as match. Expenditures of match funds must be reported on the recipient share section of the ETA-9130 Form.*

Additionally, in accordance with 2 CFR 200.306, match amount must be verifiable from the non-Federal entity’s records, not included as contributions for any other Federal award, are necessary and reasonable for accomplishment of project or program objectives and not provided by the Federal government under another Federal award.

DOL encourages applicants to leverage additional resources beyond the required match to supplement grant activities. Applicants must count and document as leveraged resources any cash or in-kind commitments beyond 25 percent of the grant award amount required as matching funds.

Both matching and leveraged resources can come from a variety of sources, including but not limited to: the public sector (e.g., State or local governments); the non-profit sector (e.g., community organizations, faith-based organizations, or education and training institutions); the private sector (e.g., businesses or industry associations); the investor community (e.g., angel networks or economic development entities); and the philanthropic community (e.g., foundations).

**Examples of Match Sources that Do Not Qualify:**

Funding Source	Type of Match	Reason Match does not Qualify
Work site	Applicant lists full value of home as in-kind match	Only the portion of match that involves direct training of YouthBuild participants

		can be applied toward match – not the full value of the house.
Federal funds from another agency or through pass-through entity	Applicant lists pass-through grant as match (e.g. using Department of Education funds that were passed through to a local school district as match)	Federal funds do not qualify as a match source, even where the immediate funder was not Federal. In this case, a Federal agency awarded funds to a non-profit which then provided them to the applicant to be used on the current grant. These funds are still Federal in source. Federal funds cannot be used to meet a matching requirement unless expressly authorized by that Federal agency. It is the responsibility of the grant recipient to confirm and document such authority in its records.
Work Site	Applicant lists value of “sweat equity” from volunteer labor to finish the construction of low-income housing that was used for training.	Volunteer services furnished by third-party professional and technical personnel, consultants, and other skilled and unskilled labor may only be counted as cost sharing or matching if the service is an integral and necessary part of an approved project or program. The value of the sweat equity of volunteers is not integral and necessary for training participants and is not considered an allowable match.
The rental value of an office laptop	An in-kind rental rate of a laptop over the three-year life of the grant at a monthly rate that cumulatively is much higher than the value of buying the same equipment outright (i.e.	Overvaluation of match – the value of any match contribution cannot be more than the actual value of the match product and must also account for devaluation over time (i.e. a laptop match

	valuing a monthly rental of a laptop at \$70/month over three years (36 months) of the grant = a total rental valuation of \$2,520 per laptop when a comparable purchase of the laptop would be \$700)	valuation must account for the devaluation of the laptop in year 3 compared to year 1).
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For the purposes of the grant application, match letters of commitment must contain:

- Letterhead of contributing agency;
- Written signature of authorized individual at the contributing agency, dated between the publication date and application date of this FOA;
- Total dollar value of commitment, per year of grant and full period of performance;
- The source of match funds; and
- Detailed calculations showing how the total dollar value was derived
  - For match based on participants served, the calculation should be:  $\_ \text{ participants enrolled} \times \_ \text{ cost of training/class/session per participant per year} \times \_ \text{ years of the commitment} = \text{total commitment}$ 
    - Example: XYZ Community College is committing 10 slots per year in a computer programming class. The match commitment letter must read:  $10 \text{ slots} \times \$500 \text{ per slot} \times 2 \text{ years} = \$10,000$
  - For match based on staff time, the calculation should be:  $\_ \text{ hours per year (or percentage of FTE)} \times \_ \text{ hourly rate (or annual salary)} \times \_ \text{ years of commitment} = \text{total commitment}$ 
    - Example: Applicant is committing Executive Director for 20% of the FTE over the life of the grant. The match commitment letter must read:  $20\% \times \$75,000 \text{ per year} \times 3 \text{ years} = \$45,000$
  - For match based on a set resource, the calculation should be:  $\_ \text{ monthly rate} \times \_ \text{ months per year} \times \_ \text{ years of commitment} = \text{total commitment}$ 
    - Example: ABC Organization is committing office space for the program. The match commitment letter must read:  $800 \text{ square feet} \times \$2.00/\text{sq. ft.} \times 12 \text{ months} \times 3 \text{ years} = \$57,600.$

The valuation process of in-kind match includes determining the fair market value of an expenditure at the time of donation, appraising donated space and buildings, and determining the value of personnel services. The value of personnel services will depend, in part, on the staff person's role on the grant relative to their role in the overall organization. Calculations must be clear and able to be replicated by reviewers. Applicants proposing to use their own non-Federal resources to provide match must also have a letter of commitment that details the same information as above.

These letters of commitment are critical during the application process but are not sufficient nor do they meet the supporting documentation requirements of matching as specified in 2 CFR 200.306. DOL recognizes match at the time it is expended as specified at 2 CFR 2900.8 and not when it is earned or received. Additionally, the grant recipient must apply the same supporting documentation requirement to tracking match expenditures as it would grant expenditures.

**Matching Waiver for U.S. Insular Areas, Pursuant to 48 U.S.C. §1469a(d)**

Pursuant to 48 U.S.C. § 1469a(d), for the purposes of this FOA, DOL does not require any match for grants made to the governments of American Samoa, Guam, the U.S. Virgin Islands, and the Commonwealth of the Northern Mariana Islands. Accordingly, DOL does not require these areas to include a match commitment in their applications and these applications will not be screened out on that basis. However, even though DOL does not require matching funds from these areas, it encourages these areas to leverage resources, including dollars from Federal sources.

**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.	
Application for Federal funds request is within the grant award range of \$700,000 to \$1.1 million	Section II.A.	

SAM Registration	Section IV.B.1	
SF-424, Application for Federal Assistance	Section IV.B.1	
SF-424 includes a DUNS Number	Section IV.B.1	
SF-424 lists the match amount on line 18b.	Section IV.B.2	
SF-424A, Budget Information Form	Section IV.B.2	
Budget Narrative	Section IV.B.2	
Project Narrative	Section IV.B.3	
Separate Work Site Description(s) (ETA-9143) with required attachments for <b>each</b> work site (no more than 3 work sites should be submitted)	Section IV.B.3(B)(2)	
Match Narrative	Section IV.B.2	

## 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 only consider 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 FOA is to fund projects that provide education/training services to any individual who:

- 1) Is between the ages of 16 and 24 on the date of enrollment; **and**
- 2) Is a member of a low-income family, and/or a youth in foster care (including youth aging out of foster care), and/or an offender, and/or a youth who is an individual with a disability, and/or a child of an incarcerated parent, and/or a migrant youth; **and**
- 3) Is a school dropout, or an individual who was a school dropout and has subsequently reenrolled (as provided in WIOA Sec. 171(e)(1) Eligible Participants);

As it relates to determining which youth are considered out-of-school youth, DOL does not consider providers of Adult Education under YouthBuild programs to be “schools.” Therefore, WIOA youth programs may consider a youth to be an out-of-school youth for purposes of WIOA Youth program eligibility if they are attending Adult Education provided under YouthBuild.

Up to, but not more than, 25 percent of the participants in the program may be youth who do not meet criteria 2 or 3 above, but they **must**:

- Be basic skills deficient, despite attainment of a high school diploma or its State-recognized equivalent; or
- Have been referred by a local secondary school for participation in a YouthBuild program leading to the attainment of a high school diploma.

NOTE: Male participants aged 18 or older must register for the U.S. Selective Service System ([www.sss.gov](http://www.sss.gov)) before services can be provided. If they turn 18 while participating, they must register at that time.

#### ***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).

#### **4. Cost per Participant**

DOL expects that the cost per participant will be between \$15,000 and \$18,000, and must not exceed \$18,000. DOL calculates the expected cost-per-participant by dividing the total DOL grant award by the number of participants the grantee expects to enroll.

#### **5. Target Community Service Area**

Please note that DOL evaluates applications on the need of the proposed service area. For YouthBuild programs, DOL considers not only the need for the services to youth

participants in this area, but also the area's need for affordable housing. Applicants must refer to one contiguous service area or closely located communities within a metropolitan service area, defined by the zip codes to be served. If an applicant proposes to serve multiple service areas that are not contiguous or closely located, they must document that there is a local organizational presence (office or office sharing agreement with a non-YouthBuild organization) in a physical space sufficient to provide program services, including work site access, within each service area proposed. Applicants should provide as a separate attachment, a map of the zip codes being served, as produced by <https://www.unitedstateszipcodes.org/> or a similar web site.

DOL expects applicants to provide services only within their proposed service area(s), both in terms of recruitment and enrollment of youth and the work sites used by grantees for construction training. Grantees may, however, recruit and enroll up to 20 percent of eligible youth from beyond the targeted service area, if necessary. Work sites must be within a reasonable commuting distance of the target community at a minimum but grantees should focus on securing work sites within the target community where possible.

## **6. Industry-Recognized Credentials**

Participants in the YouthBuild program are expected to attain a stackable and portable credential, certification, or degree that employers recognize and use in hiring decisions. A credential is considered stackable when it is part of a sequence of credentials that can be accumulated over time and move an individual along a career pathway or up a career ladder. A credential is considered portable when it is recognized and accepted as verifying the qualifications of an individual in other settings - either in other geographic areas, at other educational institutions, or by other industries or employing companies. Refer to guidance from TEGL 15-10 (<http://wdr.doleta.gov/directives/attach/TEGL15-10.pdf>) regarding industry-recognized credentials. The term credential refers to an attestation of qualification or competence issued to an individual by a third party (such as an educational institution or an industry or occupational certifying organization) with the relevant authority or assumed competence to issue such a credential. WIOA includes a credential attainment performance indicator for which YouthBuild programs will be accountable. The WIOA Final Rule and TEGL 10-16, Change 1 ([https://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=3255](https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=3255)) "Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Title I, Title II, Title III and Title IV Core Programs," define the credential attainment measure. Any credential proposed in the application that is determined not to qualify for the purposes of the credential attainment measure will require a modification to the grant agreement after award.

Examples of credentials that may qualify include:

- Educational Diplomas and Certificates (typically for one academic year or less of study);

- Educational Degrees, such as an associate's (2-year) or bachelor's (4-year) degree;
- Apprenticeship Certificate;
- Occupational Licenses (typically, but not always, awarded by State government agencies); and
- Industry-recognized or professional association certifications, also known as personnel certifications.

## **7. Construction Plus Expectations**

As described previously, YouthBuild grantees are strongly encouraged to expand into Construction Plus programming. Construction Plus allows programs to meet the needs of employers in high-growth industries locally, while also meeting the diverse needs and interests of youth served. Construction Plus is an intentional approach to training youth that aligns with the traditional construction model of YouthBuild while allowing for the development of training programs in a diversity of other in-demand fields as well. In choosing to provide this additional YouthBuild component, DOL wants applicants to clearly understand what Construction Plus encompasses.

One goal of the Construction Plus model is to use the strengths of the pre-apprenticeship model and provide training in in-demand industries for participants who are not interested in pursuing a construction career or in local areas where construction may not be as much of a growth industry as other fields. In order to be considered a Construction Plus program, YouthBuild grantees must provide additional industry training, either directly by the applicant or through a contract in which DOL grant funds are used in support of the training, industry-recognized certification attainment, training providers, or staff. YouthBuild funds may also pay for stipends or subsidized wages during the required Construction Plus work experience. The Construction Plus component must also include a focus on training for the attainment of industry-recognized certification. Note some YouthBuild programs and applicants may have strong referral partnerships that allow them to refer YouthBuild participants to training partners focused on non-construction sectors during or after exit. However, this is not Construction Plus and is instead a referral partnership or a placement outcome, depending on when the partner services occur.

Programs that propose to provide additional certifications that do not rise to the level of industry-recognized credentials described above, such as CPR or ServSafe, are not providing a Construction Plus component and cannot count those credentials as participant outcomes. Programs that are proposing to do specialized construction industry training, such as weatherization, solar paneling, and green building are also not doing Construction Plus, as these are still considered to be part of the construction industry and are therefore, a component of the traditional YouthBuild program model. DOL recommends that applicants review TEGL 15-10, "Increasing Credential, Degree, and Certificate Attainment by Participants of the Public Workforce System" for additional information on qualifying credentials. This TEGL describes the attributes of qualifying industry-recognized credentials and can be found at <https://wdr.doleta.gov/directives/attach/TEGL15-10.pdf>.

DOL also recommends that applicants review TEGL 07-14, "Guidance for Implementing the Construction Plus Component of the YouthBuild Program." This TEGL includes a synopsis of what Construction Plus entails, including key considerations for determining viable industries and credential pathways, and can be found at [https://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=5631](https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=5631).

## **8. Travel and Technical Assistance**

All applicants should include in their budget funds to cover travel to DOL-sponsored technical assistance training events, as required. DOL expects YouthBuild programs to be able to attend any DOL-sponsored (not to be confused with YouthBuild USA-sponsored) training events, which may occur in each year of program operation. This could include a national New Grantee Orientation during the first year of their grant award; a Management Information System (MIS) training in the first year of grant award and as new staff are hired; construction train-the-trainer events, as needed; and a regional peer-to-peer training event each year which may be held in the six ETA regional office cities.

Applicants should budget for different levels of staff to obtain any needed specialized training, such as that offered either at learning exchanges or in specific training programs. For example, DOL offers construction training certification several times a year in various locations across the country. In addition to sending the construction supervisor, grantees may consider sending the classroom instructor(s) as well, to create stronger connections between educational and construction components of YouthBuild programs.

Applicants may also budget grant funds for participation in other non-DOL sponsored events, such as those sponsored by YouthBuild USA or other government or non-governmental entities. Applicants must only allocate funds to travel outside of DOL-sponsored events if the amount is reasonable and the event will provide a direct benefit to the program.

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

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

This FOA, found at [www.Grants.gov](http://www.Grants.gov) and [https://www.doleta.gov/grants/find\\_grants.cfm](https://www.doleta.gov/grants/find_grants.cfm), contains all of the information and links to forms needed to apply for grant funding.

### **B. CONTENT AND FORM OF APPLICATION SUBMISSION**

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

- (1) The SF-424 "Application for Federal Assistance;"
- (2) Project Budget;
- (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 web site 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.

In addition, the applicant’s Authorized Representative’s signature in block 21 of the SF-424 form constitutes assurance by the applicant of compliance with the following requirements in accordance with 29 CFR 38.25.

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

assistance (as defined at 29 CFR 38.4(zz)), it will comply with 29 CFR part 38 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIOA Title I-financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIOA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

- **Requirement for DUNS Number**

All applicants for Federal grant and funding opportunities must have a DUNS number, and must supply their DUNS Number on the SF-424. The DUNS Number is a nine-digit identification number that uniquely identifies business entities. If you do not have a DUNS Number, you can get one for free through the D&B web site: <https://fedgov.dnb.com/webform/displayHomePage.do>.

Grant recipients authorized to make subawards must meet these requirements related to DUNS Numbers

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

(See, Appendix A to 2 CFR Section 25.)

- **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 can 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.

**Budget Narrative:** The budget narrative must provide a description of costs associated with each line item on the SF-424A. It should also include a description of leveraged resources provided (as applicable) to support grant activities.

Use the following guidance for preparing the budget narrative:

**Personnel:** List all staff positions by title (both current and proposed). Give the annual salary of each position, the percentage of each position's time devoted to the project, the amount of each position's salary funded by the grant, and the total personnel cost for the period of performance.

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

**Travel:** Specify the purpose, 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 which 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 200.33 for the definition of Equipment). List the quantity and 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 categories of supplies (e.g. office supplies) in the detailed budget and list the quantity and unit cost per item. Supplies include all tangible personal property other than "equipment" (see 2 CFR 200.94 for the definition of Supplies).

**Contractual:** Under the Contractual line item, delineate contracts and subawards separately. Contracts are defined according to 2 CFR 200.22 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 200.92, 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 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 any item, such as stipends or incentives, not covered elsewhere here.

**Indirect Costs:** If you include indirect costs in the budget, 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 has never received a Negotiated Indirect Cost Rate Agreement (NICRA), and your organization is not one described in Appendix VII of 2 CFR 200, paragraph (D)(1)(b).

Applicants choosing to claim indirect costs using the de minimis rate must use Modified Total Direct Costs (see 2 CFR 200.68 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 below the definitions to assist you in your calculation.

**2 CFR 200.68 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 only be excluded 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 200.68 no longer allows for 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 200.75 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/oasam/boc/dcd/index.htm>.

As mentioned in Section II.B., the proposed budget must ensure that adequate funding (a minimum of five percent) is set aside to support the required twelve-month follow-up period. The budget should adequately reflect this allotment. The maximum percentage of funds that may be used for supervision and training of participants on the rehabilitation of community and other public use facilities is 15 percent [WIOA Section 171(c)(2)(C)(i)].

Note that the SF-424, SF-424A, and budget narrative must include the entire Federal grant amount requested (not just one year). Applicants must also show match on the SF-424 (line 18b), SF-424A, and budget narrative.

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

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

**Match Narrative:** The match narrative must describe match funding, including the total amount of match, for all match sources. The information on match sources must clearly indicate the origin of the match and that it is not from otherwise unallowable Federal funding. The match narrative must also describe the use of all match funding to ensure it is to be expended on allowable grant costs. The narrative should also indicate whether match sources are cash or in-kind. Applicants must determine the value of all in-kind match by using a valuation process. This narrative does not replace the requirement for letters of commitment for all match funding. These letters of commitment must follow the format and contain the information described in Section III.B.

### **3. Project Narrative**

#### A. Preparing the 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 25 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 additional narrative beyond the specified 25 page limit to the project narrative, during 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

The application must identify the proposed target service area and the number of youth ages 16 to 24 that the applicant expects to serve. For the proposed service area, applicants must provide the information identified below. For specific instructions on how to locate the information requested in Section IV B.3(A)(1) and (2) below, please see Section VIII. Other Information.

**(1) Unemployment Rate:**

The applicant must provide weighted average unemployment rate (rounded to one decimal place) of the combined cities or towns identified as part of the target community(ies), (based on zip codes) compared to the national unemployment rate as of the latest available comparable data. The national unemployment rate for youth ages 16 – 24 against which DOL will evaluate applicants is: 13.8 percent (using 1-year American Community Survey (ACS) estimates as of 2016). For specific instructions on how to locate and calculate the information requested here, please see Section VIII. These data are broken into two youth age subsets: 16 – 19 and 20 – 24. Applicants must calculate the weighted average unemployment rate for these two age groups by adding the unemployed population for each age group together, and then dividing by the total population of both age groups. Applicants are required to provide, as an attachment, the print-out of the ACS data source information used.

If applicants are serving a community that spans more than one zip code, they should add each age group’s unemployed population numbers together for each zip code and divide the total by the total population of 16-24 year olds for all the zip codes combined to find the weighted average unemployment rate for the combined zip codes.

EXAMPLE:

	<b>Zip Code 1</b>	<b>Zip Code 2</b>	<b>WEIGHTED AVERAGE UNEMPLOYMENT RATE</b>
<b>16-19 year-old Unemployment Rate</b>	25.4 percent	7.7 percent	N/A
<b>20-24 year-old Unemployment Rate</b>	14.6 percent	6.3 percent	N/A
<b>Total estimated population aged 16 -19</b>	17,205	33,234	N/A
<b>Total estimated population aged 20-24</b>	22,719	43,674	N/A

<b>Total number of youth unemployed 16-19</b>	17,205 x 0.254 = 4,370	33,234 x 0.077 = 2,559	N/A
<b>Total number of youth unemployed 20-24</b>	22,719 x 0.146 = 3,317	43,674 x 0.063 = 2,751	N/A
<b>TOTAL Unemployment Rate</b>	4,370 + 3,317 = <b>7,687</b>  17,205 + 22,719 = <b>39,924</b>	2,559 + 2,751 = <b>5,310</b>  33,234 + 43,674 = <b>76,908</b>	<b>7,687 + 5,310 = 12,997</b>  <b>39,924 + 76,908 = 116,832</b>  <b>12,997/116,832 = AVERAGE: 11.1 percent</b>

Applicants must use Census data for the national unemployment rate and for the local areas to be served. This data can be found through the U.S. Census' Web site at <http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml>.

To assist with the weighted average calculations, applicants are encouraged to use the formatted Excel spreadsheet in Attachment D and available for download at [www.doleta.gov/youth\\_services/youthbuild.cfm](http://www.doleta.gov/youth_services/youthbuild.cfm).

**(2) Poverty Rate:**

The application must provide, across all zip codes that make up the proposed area the applicant intends to serve, the weighted average poverty rate from the poverty data available at <http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml>. Please see the example in Section IV B.3(A)(1) above for information about how to calculate the weighted average. For specific instructions on how to locate and calculate this information, please see Section VIII. Other Information. Applicants are required to provide, as an attachment, the print-out of the American Community Survey data source information used.

To assist with the weighted average calculations, applicants are encouraged to use the "Weighted Average Worksheet" available for download at [www.doleta.gov/youth\\_services/youthbuild.cfm](http://www.doleta.gov/youth_services/youthbuild.cfm).

**(3) Graduation Rate:**

The applicant must compare the average high school graduation rate from all high schools located within or serving the zip codes covered by the target community which the applicant intends to serve to the national graduation rate of 83 percent (based on the National Center for Education Statistics (NCES) from the class of 2016). Applicants are required to use State-level data sources to identify the graduation rate for their local

community and must cite the specific source used, as well as provide, as an attachment, the print-out of the data source information.

Where State-level data are not available, the applicant must use an alternative data source and provide the rationale for using the alternate source, the citation for that source, and the print-out of the data source information for independent verification.

To assist with the average high school graduation rate calculations, applicants are encouraged to use the “Weighted Average Worksheet” available for download at [www.doleta.gov/youth\\_services/youthbuild.cfm](http://www.doleta.gov/youth_services/youthbuild.cfm).

**(B) Construction Skills and Other Occupational Skills Training Focus**

All YouthBuild applicants must describe where and how they will conduct occupational skills training, the curriculum(a) used, and the industry-recognized credentials that participants will attain. All applicants must ensure that participants have access to work experience opportunities such as the construction work sites or other hands-on work experience if the applicant proposes additional Construction Plus industries. Applicants must also describe the use of work site safety training as outlined by the Occupational Safety and Health Administration (OSHA) to ensure youth safety and responsibility on work sites.

**(1) Skills Training Requirements:**

**Construction Training Plan** (submit as an attachment to the Project Narrative; see Attachment B of this FOA for an example of this template): For all applicants, DOL requires detailed information on the specific training activities that they plan to implement to successfully meet the performance outcomes in the FOA. Applicants must provide a Construction Training Plan as an attachment to the Project Narrative. The Construction Training Plan is intended to ensure the delivery of a comprehensive training program for YouthBuild participants. Construction skills training is one of the most complex aspects of the YouthBuild model and applicants must take into consideration and plan for contingencies that may prevent the proposed training from taking place. The Construction Training Plan must describe: 1) the project in summary; 2) the overall scope of the construction skills training including objectives and goals; 3) the training strategy including the type of training, the skills training curricula, the use of project-based learning, and the training schedule, including the division between classroom-based and work site-based skills training; 4) the roles and responsibilities for all of the staff involved in preparing and conducting the training, including ensuring the certification of construction trainers; 5) a contingency plan to ensure that alternate training can be quickly implemented should barriers arise, such as inclement weather, loss of work sites, or the loss of certified construction trainers or program partners; 6) information about the

training materials, including the standards and guidelines that ensure the use of quality industry-recognized curricula and certifications; and 7) how the construction training component will ensure that all work sites have the required restrictive covenant clause in place (described in Section IV.B.3(B)(2) Work Site Qualification).

**Need for Affordable Housing:** Applicants must provide a narrative describing the condition and availability of affordable housing in the community, including a description of existing housing, such as the number and percentage of substandard and/or overcrowded units, rent burden (defined as average housing cost divided by average income), and/or the incidence of homelessness.

**Other Occupational Skills Training:**

Applicants planning to offer Construction Plus may provide the training directly or through a contract. If the applicant proposes to provide the training directly, they must demonstrate their capacity by describing relevant previous training experience, staff expertise, work experience opportunities, and employer partnerships that will be available in the chosen industry(ies). If planning to contract the Construction Plus training, the applicant must describe the plan for procurement of a qualified training provider(s).

Additionally, applicants must provide information on the industry(ies) in which they plan to offer training. The applicant must include local labor market data that supports the decision to provide occupational skills training in the additional targeted field(s). The applicant must describe all the training curricula that will be used and the industry-recognized credential(s) that will result from the training. The applicant must describe how the additional occupational skills selected will benefit the target community(ies) and why the skills training and proposed credentials will be a good fit for YouthBuild participants. The applicant must describe how industry partners have or will be engaged in the design of the program. In particular, the applicant must demonstrate a capacity to work with employers to identify local or regional hiring needs and design training programs that are responsive to those needs. Applicants that are pursuing Construction Plus industries should include as an attachment to the technical proposal a signed Construction Plus Field Proposal (see Attachment C of this FOA for an example of this template). Applicants must provide information for each additional field proposed beyond construction.

All applicants must complete a minimum of one unit of affordable or transitional housing for low-income or homeless individuals or families during the grant period of performance. Toward this goal, all applicants choosing Construction Plus must guarantee that a sufficient number of students will enroll in and complete construction skills training during the grant period of performance. It is up to these applicants to determine the threshold number of participants that they will need during the program cycle to complete at least one unit of housing. However, all applicants must ensure that every participant will have hands-on work experience, whether on a construction work site or professional setting of their in-demand industry training.

If the applicant does not use the suggested Construction Plus Field Proposal template, at a minimum, the attachment must be signed and must address: 1) the occupational skills training proposed; 2) what industry-recognized certification(s) will result; 3) how employers will be involved in training/hiring; 4) the curriculum or training strategy to be used; 5) how many youth the program anticipates training in the new industry; and 6) how the program will incorporate community service, youth leadership development, and work experience opportunities into the occupational skills training.

## **(2) Work Site Qualification:**

The applicant must provide a separate ETA-9143 form, with subsequent attachments, for each qualifying work site. Instructions on how to complete the ETA-9143 form and all required attachments can be found in Attachment E. A letter of commitment must be provided from each funding source indicating what is being provided, its dollar value, and the site where this will be applied. If any unit is currently occupied, the applicant must provide as an attachment a narrative that identifies who is occupying the property, the estimated cost of relocation, the relocation funding source, and the contact information of who will be providing relocation assistance. For each work site, the applicant must provide proof of ownership or a letter from the owner of the property granting them access. The applicant must also provide the roles and responsibilities, including specific training activities that youth will perform on each work site. Applicants may submit up to three separate work site forms. If applicants use the same work site form for separate properties (i.e. multiple addresses or parcels on one ETA-9143 form), the work site will not be considered or reviewed.

Applicants must only include one property address (or parcel number) per work site form and all related attachments must be included for each work site submission. ETA-9143 work site forms that include multiple property addresses on the same form are not allowed and will not be considered or reviewed. **Applicants that do not provide any work site form submissions that meet the requirements to be reviewed will be considered non-responsive.**

Sections 7 and 8 of ETA-9143 request information about the property owner or property management company(ies) allowing access to the housing site(s) for on-site construction training. Evidence of site access is:

- If the applicant has a contract or option to purchase the property, the application must include a copy of the contract or option; or
- If the applicant owns the property, a copy of the deed or other documentation showing proof of ownership (a letter from the applicant does not serve as proof of ownership); or
- If a third party owns the property or has a contract or option to purchase, that third party must provide a letter stating the nature of the ownership and specifically provide access to the property for the purposes of the program and

the time frame in which the property will be available. In the case of a contract or option, the application must include a copy of the document.

Applicants should include completed ETA-9143 forms (including all required attachments) for each proposed work site as attachments to the Project Narrative and they do not count against page limitations.

All properties rehabilitated or constructed using DOL YouthBuild grant funds require a restrictive covenant clause that ensures that for a period of at least five years, all residential housing that is constructed or rehabilitated with DOL YouthBuild funds will be rented or sold to low-income or homeless individuals or families. For further information on the restrictive covenant requirements, see 20 CFR 688.730.

Applicants should also note that participating on construction work sites that use funding from HUD triggers Davis-Bacon and Related Acts (DBRA). DBRA prevailing wage rates are generally equivalent to journeyman-level wages and may be prohibitive for YouthBuild programs to pay participants.

DBRA rules are quite complex and cover a number of different statutes within HUD. There are exemptions within some of these statutes under which prevailing wage rates do not apply. Determining exactly which units of a construction project may be funded with HUD assistance is also quite complex. It does not necessarily have to mean the construction itself is supported by HUD funding but rather, could mean that rental assistance to residents is supplemented by HUD. Review TEGL 11-16, "YouthBuild Compliance with Davis-Bacon and Related Acts (DBRA)," found at [https://wdr.doleta.gov/directives/corr\\_doc.cfm?docn=6026](https://wdr.doleta.gov/directives/corr_doc.cfm?docn=6026), for additional guidance.

### (C) Project Design

The applicant should identify and describe the various components of the proposed program, how these components integrate with each other, and how youth will progress through the program.

Applicants may propose to serve all participants directly or they may use subrecipients to carry out some portion of the required services. Where subrecipients are going to be used, the application should specifically indicate that. Applicants must also have a variety of partners to support participant success and these are specifically addressed in IV.B.3(C)(5).

Applicants planning on co-enrolling participants in WIOA services must describe the approach to co-enrollment. For example, applicants may consider co-enrollment of YouthBuild participants aged 18 and older into the Adult formula system for assessments, referrals, access to Individual Training Accounts and other career

training opportunities. Applicants may also consider co-enrollment of YouthBuild participants into the Youth formula program for access to additional resources including financial literacy, entrepreneurship training, and paid and unpaid work experience.

Given the connection between education and earnings, the applicant should describe a rigorous and challenging academic component, and must provide participants with opportunities to transition to post-secondary education and/or advanced occupational skills training. Applicants also must describe the design and integration of the required program components, including education, occupational skills training, youth leadership development, career exploration and planning, post-program support and follow-up, and community service learning opportunities.

One key component of an effective YouthBuild program is project-based learning. Project-based learning involves an activity of extended duration, resulting in a product, presentation, or performance. It typically has a time line and milestones, and other aspects of formative evaluation as the project proceeds. Project-based learning emphasizes interdisciplinary and student-centered activities. Unlike traditional, teacher-led classroom activities, students often must organize their own work and manage their own time in a project-based class and the learning concepts are applied to real life situations. Benefits of project-based learning include a greater depth of understanding of concepts, broader knowledge base, improved communication and interpersonal/social skills, enhanced leadership skills, increased creativity, and improved writing skills.

Within project-based learning, there is a subset of objectives that specifically focuses on a solution to a known problem, referred to as “problem-based learning.” Problem-based learning focuses on the problem and the process, while project-based learning focuses on the product. In problem-based learning, a specific problem is defined by the course instructor. Students work individually or in teams over a period of time to develop solutions to this problem. Applicants should consider the many ways in which project-based and problem-based learning may be applied to the YouthBuild curriculum, both in the classroom and on the work site, to enhance the engagement and learning outcomes for participants.

The applicant must structure their program to provide YouthBuild program participants education services and activities for at least 50 percent of the youth participation period. They must also provide work and skill development activities in occupational skills training

for at least 40 percent of the youth participation period, which includes both time spent on the construction work sites or other hands-on work experience, as well as classroom training related to the occupational field. The 50-40 percent time allocation applies at the program level and not to the actual time that any one participant spends in a component. Applicants can use the remaining 10 percent to further strengthen the vocational training component or the education services, or they can use this time for a distinct youth leadership development or community service learning component. Community service and youth leadership are core aspects of the YouthBuild model and generally should be integrated throughout the education and occupational skills training.

Applicants must also describe the required twelve-month follow-up period. Follow-up services may include regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise. All participants must be offered an opportunity to receive follow-up services that align with their individual service strategies. Furthermore, follow-up services must be provided to all participants for a minimum of 12 months unless the participant declines to receive follow-up services or the participant cannot be located or contacted. Follow-up services must include more than only a contact attempted or made for securing documentation in order to report a performance outcome. Under YouthBuild, allowable follow-up services may include the following program elements:

- (a) Supportive services;
- (b) Adult mentoring;
- (c) Financial literacy education;
- (d) Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and
- (e) Activities that help youth prepare for and transition to postsecondary education and training.

**(1) Education and Occupational Skills Training Alignment:**

The applicant must describe the academic training that it will offer to YouthBuild participants, including a description of the type of academic instruction that it will offer and evidence that this instruction will result in a high school diploma or other State-recognized high school equivalency degree.

The applicant must describe how the educational and occupational skills training curricula will be integrated and aligned. If project-based or problem-based learning strategies will be incorporated, these must be described, as well.

Applicants must also describe the qualifications and experience of teaching staff, use of partner organizations, where appropriate, for education and occupational skills training components, and how it will determine that a student has mastered a skill.

The applicant must describe work readiness and career exploration opportunities offered to youth and how educational and career counseling will be provided.

The applicant must also describe the involvement of industry and apprenticeship partners in the design of the education and occupational skills training components, to ensure that skills learned match the needs of employers and equip youth to enter apprenticeship programs.

### **(2) Post-Program Placement and Follow-Up Services:**

Applicants must describe the post-program transition services that they will offer to prepare youth for employment placements (including apprenticeship) and/or educational placements, including the use of assessments of college and career readiness, the need for ongoing supportive and post-program services, and opportunities for advanced training.

Applicants must describe how they will ensure that all youth participants are offered follow-up support and services in an ongoing manner during the twelve month post-exit period. Applicants must also describe the integrated approach to post-program placement planning and follow-up strategies to support ongoing communication and tracking for youth during the follow-up period.

Applicants must also describe how they will link participants to opportunities with local community colleges and four-year colleges particularly for youth who may receive a high school State equivalency degree, rather than a traditional high school diploma.

### **(3) Employer Engagement Strategy:**

Applicants must explain their use of labor market information and/or employer-provided information to inform education/training.

Applicants must also describe their approach for targeting employers and the outreach strategy, as well as any distinct approaches used to target specific industry employers and/or union trades, including through apprenticeship programs. Applicants must also describe how employers will be engaged in work experience and career exploration activities with youth participants.

Applicants must describe their approach to working with their local Workforce Development Board to leverage employer partnerships through board members. Applicants must also describe their approach to accessing industry employers through the business liaisons/job developer staff at the American Job Center.

Applicants must also describe the approach for ongoing communication with, and feedback from, employers, to ensure the needs of employers are being met by the program's engagement strategy.

**(4) Community Service Learning and Leadership Development:**

Applicants must describe the community service learning and leadership development opportunities that they will provide for youth in the program. These activities must be integrated into all occupational skills training opportunities, including construction and other skills training programs, as relevant.

Applicants must describe how they will use youth participants' input to determine leadership and community service opportunities and how they will encourage youth participants in decision making related to community service and leadership, such as through youth policy councils or other leadership initiatives.

Applicants must explain how these projects and leadership opportunities are integrated with the educational and occupational skills training components of the program. They must also describe how they will train staff in the leadership curriculum(a) used and the underlying principles of youth leadership development, and how to encourage youth participant input in program activities.

**(5) Partners:**

Applicants must identify and describe the key partners who the applicant anticipates will help implement and operate the proposed YouthBuild project.

The applicant must specify clear roles for each partner, and describe the activities that each partner will undertake, including the strategy for ongoing communication between and with the partners and how partners will be trained in the program model. The roles for key partners must be verified through a signed letter of commitment submitted by each partner including any resources committed, match or otherwise, as appropriate. For more details on what match commitment letters must contain, see Section III.B. Letters of commitment will not count against the 25-page limit of the Project Narrative.

Applicants must describe any existing partnerships with apprenticeship programs in demand industries and how they will train and connect participants to these career pathway opportunities. Where such partnerships do not yet exist, applicants should describe plans to develop such pathways.

Applicants must describe how they will fulfill the responsibilities of a required one-stop partner program, including making their services available in an American Job Center. Applicants should specifically address how co-enrollment into additional WIOA-funded programs, including the Adult and Youth Formula programs, will be strategically implemented.

**(6) Outreach, Recruitment, Selection, and Retention:**

Applicants must describe how they will recruit and select eligible youth as participants for the YouthBuild program, including methods for outreach, referral, and selection that appeal to a diverse population of youth to ensure full enrollment.

The applicant must also describe the targeted approach for recruiting young women (including women with dependent children), including past successful efforts to recruit women into non-traditional (predominantly male) career pathway programs, such as construction. If applicable, Construction Plus applicants must also describe efforts to engage men into non-traditional (predominantly female) career pathways for men (e.g. nursing). For more information regarding non-traditional careers for men and women, consult <https://www.dol.gov/wb/factsheets/nontra2008.htm> and [https://www.dol.gov/wb/stats/occ\\_gender\\_share\\_em\\_1020\\_txt.htm](https://www.dol.gov/wb/stats/occ_gender_share_em_1020_txt.htm).

Applicants must list anticipated barriers to successful participant retention in the program and describe approaches for addressing common barriers for at-risk youth.

**(7) Staffing Plan:**

Applicants must provide a staffing plan that reflects how it will staff the YouthBuild program during the full period of performance (as described in Sec. II.B. Period of Performance). This includes a staffing strategy during start-up phase, active program services, and the follow-up phase and how they will retain staff.

The staffing plan must highlight key positions during the start-up phase that are currently staffed and highlight its strategy for hiring open positions. The plan should also highlight the staffing structure during the follow-up stage and how this strategy may differ. Where staff are shared among multiple programs of an organization, applicants must indicate in the staffing plan how the organization will track staff time and ensure sufficient resources for the necessary effort. The staffing plan must include, at a minimum, a Project Manager/Director, a Case Manager, and a Job Developer/Placement Specialist, either through direct employment or contracting. Applicants must also explain how the program will quickly accommodate staff turnover if the need arises.

**(8) Organizational, Administrative, and Fiscal Capacity:**

The applicant must provide information on how they will manage the program, including the applicant's current mission, structure, and relevant experience. Describe how these factors contribute to the ability of the applicant to administer the program and meet expected outcomes. Include any previous experience implementing projects of similar design or magnitude. Describe the applicant's fiscal and administrative controls in place to manage Federal funds.

(D) Budget, Budget Justification and Match Narrative

Please see Section IV.B.2. for information on requirements related to the budget, budget justification, and match narrative. The budget,

budget justification, and match narrative do not count against the page limitation for the Project Narrative.

(E) Past Performance – Programmatic Capability for Category A Applicants

**(1) Performance Goals**

Organizations that have previously received and completed a YouthBuild grant award from DOL will receive points based on past performance demonstrated by the Quarterly Performance Report (ETA-9136) and Quarterly Financial Report (ETA-9130). Applicants do not need to submit these two reports as attachments; DOL will use data previously submitted through the YouthBuild MIS and the DOL financial reporting system. In the event that the current quarter’s requested report is not submitted or available, the most recent previous report will serve this purpose. The four performance measures that are evaluated under this criterion are: placement in education or employment, certificate/degree attainment, literacy/numeracy gains, and retention in education or employment.

Applicants should refer to the chart below to determine which reports will be reviewed for their most recently-completed grant from 2015 or earlier.

<b>YouthBuild Grantees (for the Period of Performance):</b>	<b>Quarterly Performance Report (ETA-9136) and Quarterly Financial Report (ETA-9130) Will Be Reviewed for Period Ending:</b>
September 1, 2012 – December 31, 2015	December 31, 2015 (Q2 of PY15)
July 15, 2013 – November 14, 2016	December 31, 2016 (Q2 of PY 16)
August 11, 2014 – December 30, 2017	December 31, 2017 (Q2 of PY 17)
October 1, 2015 – January 31, 2019	December 31, 2017 (Q2 of PY 17)

If the applicant’s organization has received multiple YouthBuild awards, DOL will base scoring in this section on performance shown by the ETA-9136 and ETA-9130 for the most recently completed grant.

**(2) Spending Rate Analysis:**

Spending grant funds within the original period of performance indicates that the applicant organization has the ability to adequately deploy the resources provided by DOL and

manage a budget effectively. DOL will complete this analysis; applicants do not need to provide any supporting documentation.

The spending rate analysis will take into account the expected grant startup period of approximately four months, during which grantee spending is typically lower. DOL will base this analysis on the applicant's most recent completed grant. For example, if the applicant's organization received an award in 2012 and in 2014, DOL will use information regarding the spending rate from the 2014 grantee reports.

### **(F) Past Performance - Programmatic Capability for Category B Applicants**

#### **(1) Performance Goals:**

Category B applicants must provide data from a previous project, according to the following guidelines. If the Category B applicant has completed one or more DOL grant(s) as the direct grant recipient within the past five years, they must provide the performance data from the most recently completed DOL grant. Category B applicants that have not completed any DOL grant as the direct grant recipient within the last five years must choose a recently completed grant similar in size, scope, and relevance to the YouthBuild program completed within the last five years (which may include DOL grants for which they were a sub-recipient), as of the closing date of this Announcement (includes Federally or non-Federally-funded assistance agreements; Federally-funded assistance agreements include Federal grants and cooperative agreements but not Federal contracts).

Category B applicants must submit a brief description of the completed grant for which they are submitting past performance data, including the overall objectives of the grant, population served, funding amount, and grantor. Each Category B applicant must also submit a chart of past performance for the most recently-completed relevant grant that identifies and describes four performance metrics and the performance outcomes for the grant, as specified above. Category B applicants should use the performance metrics most similar to:

1. Employment/education placement;
2. Degree/certificate attainment;
3. Literacy/numeracy gains; and
4. Retention in education or employment.

ETA views these four metrics as important to demonstrate successful career outcomes for youth. These four metrics also align with the Workforce Investment Act performance indicators that the previously-funded applicants are being evaluated against in this FOA and will provide a demonstration of how the applicant's past success in a similar program has prepared its organization to succeed in operating a YouthBuild project. Applicants must choose at least three out of these four metrics (or substantially similar metrics) in demonstrating past performance.

Applicants may substitute a different metric for one of the four listed above, if not all of the above metrics are available and the substitute metric was required by the grantor. In the chart, Category B applicants must identify the total number of participants enrolled in the program and the performance outcome for each metric, displayed as both a fraction (i.e., the numerator equal to the number of program participants who achieved the identified metric and the denominator equal to the total program participants eligible for the identified metric) and a percentage. Category B applicants will receive points based on past performance demonstrated in the attached performance chart. The performance chart attachment must clearly identify the four metrics being used (with at least three being the same as or sufficiently similar to the four ETA metrics listed above) and must include a definition for how the outcome is calculated (i.e. the numerator and denominator for the outcome). DOL reserves the right to disqualify metrics provided that are determined not to be sufficiently similar to the metrics required above and award zero points for non-qualifying metric.

When providing the description of performance metrics, it is expected that, at a minimum, the applicant will specify the population and outcome of the numerator and those eligible for the outcome in the denominator. For example, if using the employment/education placement metric, the performance metric description might be: Participants ages 18-21 who were placed into unsubsidized jobs within one year of program completion *divided by* all participants ages 18-21 that were served by the program and completed within the past year.

**(2) Spending Rate Analysis:**

Category B applicants must submit, as part of the chart of past performance described above, the percentage of grant funds spent for their most recently-completed grant. Category B applicants will receive points for spending rate analysis, as demonstrated in the chart they provide.

We encourage applicants to use a single chart that provides all information requested in Sections IV.B.3.(F)(1) and (2) above. Below is an example of such a chart:

<b>Name of Previous Grantor Organization:</b>					
<b>Grantor Contact - Name, Title, Organization, E-mail Address, and Telephone Number:</b>					
<b>Project Title and Grant Number:</b>					
<b>Project Period of Performance:</b>					
<b>Performance Goals</b>					
<b>Metric</b>	<b>Total Number of Participants Served by Grant</b>	<b>Total Number of Participants Successfully</b>	<b>Defined Numerator (number who achieved the outcome)</b>	<b>Percentage Rate of Actual Achievement</b>	

		<b>Achieving Metric Outcome</b>	<b>/Denominator (total number who were served) for Metric</b>	
<i>Example: Unsubsidized Employment Placement</i>	<i>60</i>	<i>40</i>	<i>40/60</i>	<i>67%</i>
1. [Name of Metric (i.e. Employment/ Education Placement)]				
2. [Name of Metric (i.e. Degree/Certificate Attainment)]				
3. [Name of Metric (i.e. Literacy/ Numeracy Gains)]				
4. [Name of Metric (i.e. Retention in Education or Employment)]				

**Spending Rate Analysis**

<b>Grant Funds Received:</b>	<b>Grant Funds Spent:</b>	<b>Percentage Rate of Spending:</b>
<i>Example: Grant Funds Received: \$1,000,000</i>	<i>Grant Funds Spent by the End of Period of Performance: \$800,000</i>	<i>Percentage Rate of Spending: \$800,000/ \$1,000,000 = 80%</i>

**(G) Priority Consideration Points for Construction Plus:**

DOL is strongly encouraging YouthBuild grantees to use the YouthBuild model of pre-apprenticeship to provide additional in-demand industry(ies) training beyond construction. Applicants who provide a qualifying Construction Plus proposal as described in Sections III.C.7 and IV.B.3(B)(1) will receive two priority consideration points.

**4. Attachments to the Project Narrative**

In addition to the Project Narrative, you must submit attachments. All attachments must be clearly labeled as Attachments. We will only exclude those attachments listed below from the page limit.

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 less and only use 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 (i.e., no other attachment may have the same file name). You may use an underscore (example: my\_Attached\_File.pdf) to separate a file name.

### **Required Attachments**

#### a. Abstract

You must submit a no more than two-page abstract summarizing the proposed project, including, but not limited to, the scope of the project and proposed outcomes. Omission of the abstract will not result in your application being screened out, however the lack of the required information in the abstract may. See III.C.1 for a list of items that will result in the screening out of your application. The abstract must include the following:

- Applicant name;
- Project title;
- Number of participants to be served;
- Total cost per participant;
- Funding amount request;
- Whether the application is being submitted as an urban, rural, or Native American application;
- The target community service area, as identified by zip codes;
- Whether the applicant is applying as a Category A previously-funded applicant or Category B new applicant;
- Whether the applicant is applying for Construction Plus;
- If the applicant is a government entity in a territory that is eligible for the matching waiver and intends to waive match, as described in Section III.B. Matching; and
- Any experience with Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u).

The Abstract is limited to two-page double-spaced single sided 8.5x11 inch pages with 12 point text font and 1 inch margins. When submitting in grants.gov, this document must be uploaded as an attachment to the application package and specifically labeled "Abstract."

- b. **Work Site Description:** The applicant must submit a minimum of one and a maximum of three signed Work Site Description Form(s) (ETA-9143) including all required attachments, which describes the planned work site(s) that the applicant will use for on-site housing rehabilitation and construction training for youth participants. This form can be found at [http://www.doleta.gov/youth\\_services/youthbuild.cfm](http://www.doleta.gov/youth_services/youthbuild.cfm) by selecting "Form ETA-9143" under the YouthBuild Applications Forms section. All applicants must use the ETA-9143 form available at the above web site, which has an expiration date of August 31, 2018. **Expired versions of the work site form are not acceptable.** Applicants should submit up to 3 separate work site forms for consideration as only three work site forms will be reviewed. Note that Attachment E provides instructions for completing ETA-9143 and all required attachments.

Note that before finalization of the grant award document, and before grant funds are released, grantees must be able to reconfirm information about the work site(s) and the applicant's access to the property(ies). DOL may also require this same re-verification process of grantees after their first year of performance in order to ensure that necessary work sites are still available during the grant cycle.

Applicants should note that there is a second section of the Work Site Description Form, called the "Housing Census Form." Applicants do not need to fill this out at the time of application or award. DOL will require this census from awarded applicants in August of each year for the past 12-month period as a means of tracking the total units of housing completed by YouthBuild programs.

- c. **Match Narrative:** The match narrative must describe match funding, including the total amount of match, as well as all match sources. The information on match sources must clearly indicate the origin of the match and that it is not from otherwise unallowable Federal funding (i.e. do not include U.S. Department of Education school funds, Corporation for National and Community Service AmeriCorps funds, U.S. Department of Housing and Urban Development Community Development Block Grants, etc. as match). The match narrative must also describe the use of all match funding to ensure it is to be expended on allowable grant costs. The narrative should also indicate whether match sources are cash or in-kind. This narrative does not replace the

requirement for letters of commitment for all match funding. These letters of commitment must follow the format and contain the information described in Section III.B.

### **Requested Attachments**

We request the following attachments, but their omission will not cause us to screen out the application. Furthermore, if the omission of the attachment will impact scoring, the description of the attachment will note such an impact.

- a. **Indirect Cost Rate Agreement:** If you are requesting indirect costs based on a Negotiated Indirect Cost Rate Agreement approved by your Federal Cognizant Agency, then attach the most recently approved Agreement. (For more information, see Section IV.B.2. and Section IV.E.1.) This attachment does not impact scoring of the application.
- b. **Signed Letters of Commitment:** Signed letters from partners supporting the response to Section IV.B.3(C)(5). This attachment will impact scoring as specified in the evaluation criteria.
- c. **Four-Month Planning Period Description:** As described in Section II.B. Period of Performance, applicants should provide a timeline for completing critical activities within the four-month planning period. This attachment does not impact scoring of the application.
- d. **Source Documentation for Statement of Need Data:** Applicants should provide print-outs of the sources of all data (including American Community Survey data and the Attachment D Excel spreadsheet) used for the youth unemployment rate, poverty rate, and graduation rate data so that DOL may validate data and calculations. If an applicant must use alternate sources, the applicant must explain this in the project narrative, along with the citation used and the print-out for that data source. This attachment impacts scoring of the application.
- e. **Proof of 501(c)(3) or other Non-Profit Status:** Entities applying as a non-profit organization should provide verification of 501(c)(3) or other non-profit status. This attachment does not impact scoring of the application.
- f. **Construction Training Plan:** Applicants should provide a construction training plan that lays out the capacity of the grantee to deliver the required construction skills training through

detailed descriptions of the timing of training and roles and responsibilities of staff and partners. DOL limits this training plan to no more than three double-spaced pages. A construction training plan template can be found in Attachment B. This attachment impacts scoring as specified in the evaluation criteria.

- g. **Construction Plus Description:** Applicants selecting Construction Plus must attach the optional template in Attachment C or an alternative document that contains all requested information from the Construction Plus Field Proposal template for each Construction Plus industry proposed. Each attached template or alternative document must be no longer than two pages. **The Construction Plus Field Proposal must be included as an attachment for any applicant wishing to be considered a Construction Plus program and must describe all additional skills training beyond construction skills training.** This attachment impacts scoring as specified in the evaluation criteria.
- h. **Past Performance Chart (For Category B Applicants Only):** Category B applicants must include a past performance chart that specifies the performance goals and spending rate analysis information for a previous grant (see Section IV.B.3(F)). In the chart, applicants must also provide the grantor name, project title, grant number, and project period of performance, along with the name, title, organization, e-mail address, and telephone number of an individual from the previous grantor entity or agency who had oversight for the program. This attachment impacts scoring as specified in the evaluation criteria.
- i. **Zip Code Map:** Provide a map of the zip codes being served, as produced by <https://www.unitedstateszipcodes.org/> or a similar web site. This attachment does not impact scoring of the application.
- j. **Proof of Local Presence for Non-Contiguous Service Areas (if applicable):** If applicants are proposing to serve multiple service areas that are not contiguous or closely located, they must provide as documentation of local organizational presence a rental agreement or proof of ownership of office space in each separate service area. This documentation must include the address of each property and the property must not be co-located with other existing YouthBuild programs. Address(es) should correspond to service area(s) identified throughout application. This attachment does not impact scoring of the application.

- k. **A completed Funding Opportunity Announcement Financial System Assessment:** All applicants are requested to submit Funding Opportunity Announcement Financial System Assessment information. See Section V.B(2) for a sample template and additional instructions. This attachment does not impact the scoring of the application.

**C. SUBMISSION DATE, TIMES, PROCESS AND ADDRESSES**

We will accept applications under this Announcement until **September 18, 2018**. We must receive your application either electronically on <https://www.grants.gov> or in hard copy by mail or in hard copy by hand delivery (*including overnight delivery*) **no later than 4:00:00 p.m. Eastern Time on the closing date.**

Applicants are encouraged to submit their application before the closing date to ensure that the risk of late receipt of the application is minimized. We will not review applications received after 4:00:00 p.m. Eastern Time on the closing date. We will not accept applications sent by e-mail, telegram, or facsimile (FAX).

**1. Hardcopy Submission**

All applications submitted by mail or overnight delivery submissions **must be received** at the designated place by the specified closing date and time. Applicants submitting applications in hard copy by mail or overnight delivery must submit a “copy-ready” version free of bindings, staples or protruding tabs to ease in the reproduction of the application by DOL. Applicants submitting applications in hard copy must also include in the hard copy submission an identical electronic copy of the application on compact disc (CD) or flash drive. If we identify discrepancies between the hard copy submission and CD/flash drive copy, we will consider the application on the CD/flash drive as the official submission for evaluation purposes. Failure to provide identical applications in hardcopy and CD/flash drive format may have an impact on the overall evaluation.

If an application is physically submitted by both hard copy and through <https://www.grants.gov>, a letter must accompany the hard-copy application stating which application to review. If no letter accompanies the hard copy, we will review the copy submitted through <https://www.grants.gov>.

We will grant no exceptions to the mailing and delivery requirements set forth in this notice. Further, we will not accept documents submitted separately from the application, before or after the deadline, as part of the application.

Address mailed applications to the:  
U.S. Department of Labor  
Employment and Training Administration

Office of Grants Management  
Attention: Brinda Ruggles, Grant Officer  
Reference FOA-ETA-18-04  
200 Constitution Avenue, NW, Room N4716  
Washington, DC 20210

Please note that mail decontamination procedures may delay mail delivery in the Washington DC area. We will receive hand-delivered applications at the above address at the **3<sup>rd</sup> Street Visitor Entrance**. All overnight delivery submissions will be considered to be hand-delivered and must be received at the designated place by the specified closing date and time.

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

Applicants submitting applications through Grants.gov must ensure successful submission **no later than 4:00:00 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 only verifies 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 much 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 POC approval, establishes an AOR. When an application is submitted through Grants.gov, the name of the AOR that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC must authorize the individual who is able to make legally binding commitments on behalf of your organization as the AOR; this step is often missed and it is crucial for valid submissions.

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

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

For access to complete instructions on how to apply for opportunities, refer to: <https://www.grants.gov/web/grants/applicants/apply-for-grants.html>

When a registered applicant submits an application with Grants.gov, an electronic time stamp is generated within the system when the application is successfully received by Grants.gov. Grants.gov will send the applicant AOR an email acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) with the successful transmission of the application, serving as proof of their 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 sole 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,

- **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, seven days a week. However, it is 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**

For applications submitted on Grants.gov, we will consider only applications successfully submitted no later than 4:00:00 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.

We will not consider any hard copy application received after the exact date and time specified for receipt at the office designated in this notice, unless we receive it before awards are made, it was properly addressed, and it was: (a) sent by U.S. Postal Service mail, postmarked not later than the fifth calendar day before the date specified for receipt of applications (e.g., an application required to be received by the 20th of the month must be postmarked by the 15th of that month); or (b) sent by professional overnight delivery service to the addressee not later than one working day before the date specified for receipt of applications. "Postmarked" means a printed, stamped or otherwise placed impression (exclusive of a postage meter machine impression) that is readily identifiable, without further action, as having been supplied or affixed on the date of mailing by an employee of the U.S. Postal Service. Therefore, you should request the postal clerk to place a legible hand cancellation "bull's eye" postmark on both the receipt and the package. Failure to adhere to these instructions will be a basis for a determination that the application was not filed timely and will not be considered. Evidence of timely submission by a professional overnight delivery service must be demonstrated by equally reliable evidence created by the delivery service provider indicating the time and place of receipt.

### **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% 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% 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, which you may apply to do at any time. (See 2 CFR 200.414(f) for more information on use of the de minimis rate.) For WIOA grants, all costs charged as a result of the de minimis rate will be counted towards the administrative cost limitation specified below.

##### **2. Administrative Costs**

Under this FOA, an entity that receives a grant to carry out a project or program may not use more than **10** percent of the amount of the grant to pay administrative costs associated with the program or project. Administrative costs are for the performance of administrative functions in carrying out activities

under Title I of WIOA that are not related to the direct provision of workforce investment services (including services to participants and employers). Such costs include both personnel and non-personnel costs and both direct and indirect costs. Administrative costs do not need to be identified separately from program costs on the SF-424A Budget Information Form. However, they must be tracked through the recipient's accounting system. To claim any administrative costs that are also indirect costs, the applicant must obtain an Indirect Cost Rate Agreement from its Federal Cognizant Agency or be eligible to use the 10 percent de minimis rate, as specified above.

### **3. Salary and Bonus Limitations**

None of the funds appropriated under the heading "Employment and Training" in the appropriation statute(s) may be used by a recipient or subrecipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II. This limitation does not apply to contractors providing goods and services as defined in the Audit Requirements of the OMB Uniform Guidance (see 2 CFR 200 Subpart F). Where States are recipients of such funds, States may establish a lower limit for salaries and bonuses of those receiving salaries and bonuses from subrecipients of such funds, taking into account factors including the relative cost-of-living in the State, the compensation levels for comparable State or local government employees, and the size of the organizations that administer Federal programs involved including Employment and Training Administration programs. See Public Law 113-235, Division G, Title I, Section 105, and Training and Employment Guidance Letter number 05-06 for further clarification:

[https://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=2262](https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2262).

### **4. 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 grants 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 license 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 DOL 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 needs to be on all products developed in whole or in part with grant funds:

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

## **5. WIOA Infrastructure**

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

## **6. Use of Grant Funds for Participant Wages**

Under Sec. 171(c)(2) of WIOA (Pub. L. 113-128), grantees may use funds to provide need-based payments, stipends, wages, or benefits to help enable program participants to participate in the program. Need-based payments, stipends, wages, and benefits provided under YouthBuild grants must accord with the policies and procedures of the grantee organization. Wages can compensate youth at the same rates (including periodic increases) as similar trainees or employees in the construction fields, and rates must accord with all applicable laws. Stipends can provide a weekly living allowance to those participating in the program, designed to help with transportation, living expenses, day care, etc. Per Section 181(a)(2) of WIOA, payments to participants in the YouthBuild program do not count as income for the purposes of determining eligibility for and the amount of income transfer and in-kind aid provided to participants through any Federal or Federally-assisted program, except as provided under the Social Security Act. Need-based payments refer to additional payments (beyond regular stipends for program participation) that are based on defined needs that enable youth to participate in the program.

Under 20 CFR 688.320(a)(7)(ii), to provide need-based payments, the grantee must have a written policy in place, which defines: 1) eligibility; 2) the amounts; and 3) the required documentation and criteria for payments. This policy must be applied consistently to all program participants.

Please note that there are legal and financial obligations activated by paying participants wages or stipends. DOL encourages applicants to seek legal and/or accounting counsel before setting up or changing the funding system at your program for YouthBuild participants to ensure compliance with IRS and DOL requirements, and to help participants determine their income tax liability.

## **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:

Criterion	Points (maximum)	
	Category A Applicants	Category B Applicants
<b>A. Statement of Need</b> <u>(See Section IV.B.3.(A) Statement of Need)</u>	<b>18 Points Total</b>	<b>18 Points Total</b>
1. Unemployment Rate 2. Poverty Rate 3. Graduation Rate	6 6 6	6 6 6
<b>B. Construction Skills and Other Occupational Skills            Training Focus</b> <u>(See Section IV.B.3.(B) Construction            Skills and Other Occupational Skills Training Focus)</u>	<b>14 Points Total</b>	<b>14 Points Total</b>
1. Skills Training Requirements 2. Work Site Qualification	6 8	6 8
<b>C. Project Design</b> <u>(See Section IV.B.3.(C) Project Design)</u>	<b>35 Points Total</b>	<b>35 Points Total</b>
1. Education and Occupational Skills Training Alignment 2. Post-Program Placement and Follow-Up Services 3. Employer Engagement Strategy 4. Community Service Learning and Leadership Development	10 7 3 3	10 7 3 3

5. Partners	4	4
6. Outreach, Recruitment, Selection, and Retention	3	3
7. Staffing Plan	2	2
8. Organizational, Administrative, and Fiscal Capacity	3	3
<b>D. Budget and Budget Justification (See Section IV.B.2. Project Budget)</b>	<b>5 Points Total</b>	<b>5 Points Total</b>
<b>Category A Applicants Only</b>	<b>28 Points Total</b>	
E. Past Performance – Programmatic Capability (see Section IV.B.3.(E))		
1. Performance Goals:		
a) Placement in Education or Employment	6	
b) Certificate/Degree Attainment	6	
c) Literacy/Numeracy Gains	6	
d) Retention in Education or Employment	6	
2. Spending Rate Analysis	4	
<b>Category B Applicants Only</b>		<b>28 Points Total</b>
F. Past Performance – Programmatic Capability (see Section IV.B.3.(F))		
1. Performance Goals:		
a) Metric 1		6
b) Metric 2		6
c) Metric 3		6
d) Metric 4		6
2. Spending Rate Analysis		4
<b>TOTAL</b>	<b>100</b>	<b>100</b>
G. Priority Consideration for Construction Plus (see Sections III.C.7 and IV.B.3.(B)(1))	<b>2</b>	<b>2</b>
<b>TOTAL</b>	<b>102</b>	<b>102</b>

**(A) Statement of Need (up to 18 points)**

**(1) Unemployment Rate (Maximum 6 points):**

DOL will score applicants based on the weighted average youth unemployment rate across the zip codes that the applicant proposes to serve.

- If the weighted average unemployment rate for youth ages 16 to 24 years for the proposed zip codes is greater than 13.8 percent: 6 Points.
- If the weighted average unemployment rate for youth ages 16 to 24 years is between 11.0 and 13.8 percent: 4 Points.
- If the weighted average unemployment rate for youth ages 16 to 24 years is between 7.0 and 10.9 percent: 2 Points.
- If the weighted average unemployment rate for youth ages 16 to 24 years is less than 7.0 percent: 0 Points.

**(2) Poverty Rate (Maximum 6 points):**

DOL will score applicants based on the weighted average poverty rate across the zip codes that the applicant proposes to serve.

- If the weighted average poverty rate is 15 percent or more across all zip codes to be served: 6 Points.
- If the weighted average poverty rate is between 10 percent and 14.99 percent across all zip codes to be served: 4 Points.
- If the weighted average poverty rate is between 5 percent and 9.99 percent across all zip codes to be served: 2 Points.
- If the weighted average poverty rate is less than 5 percent across all zip codes to be served: 0 Points.

**(3) Graduation Rate (Maximum 6 points):**

DOL will score applicants based on the average graduation rate across the proposed cities and/or towns the applicant proposes to serve.

- If the average graduation rate for the schools located in the proposed cities or towns is 63.00 percent or below: 6 Points
- If the average graduation rate for the schools located in the proposed cities or towns is 63.01 percent to 73.00 percent: 4 Points
- If the average graduation rate for the schools located in the proposed cities or towns is 73.01 percent to 82.99 percent: 2 Points
- If the average graduation rate for the schools located in the proposed cities or towns is 83.00 percent or above: 0 Points

**(B) Construction Skills and Other Occupational Skills Training Focus (up to 14 points):**

**(1) Skills Training Requirements (Maximum 6 points):**

- The extent to which applicants indicate they will ensure sufficient youth will participate in the construction skills training to build or renovate at least one unit of housing over the grant period of performance.
- The extent to which the Construction Training Plan responds to the criteria described in Section IV.B.3.(B)(1).
- The need for affordable housing in the proposed community(ies) and how the community could benefit from affordable housing.
- The strength and feasibility of the applicant’s plan in demonstrating the quality of the proposed occupational skills training, as well as evidence that the applicant can ensure a steady supply of work sites, provide access to work experience opportunities, and link community service learning to the industries in which training occurs.
- The extent to which the applicant clearly describes the use of work site safety training as outlined by OSHA.

**Construction Plus:** The following criteria only apply to applicants who plan to also offer Construction Plus training in additional occupational industry(ies).

- The capacity of the applicant to provide additional high-quality industry training directly, as indicated by relevant previous training experience, staff expertise, work experience opportunities, and employer partnerships available in the chosen industry(ies). If not internal capacity, the strength of the procurement plan for contracting the Construction Plus training.
- The degree to which the applicant demonstrates that the credential(s) resulting from the occupational skills training is industry-recognized.
- The extent of the benefit that the community(ies) will derive from the participation of youth in occupational skills training within the selected industry(ies).
- The extent to which the local labor market data demonstrates a clear and compelling case for the selection of training in high-demand industries with career pathways in the community(ies) to be served.
- The extent to which the information in the Construction Plus Field Proposal(s) responds to the qualifications of Construction Plus as described in Section III.C.7 and the criteria described in Section IV.B.3.(B)(1).

**(2) Work Site Qualification (Maximum 8 points):** DOL will score this section based on the completeness of the required documents provided. All parts of the Work Site Description (not including the Annual Housing Census starting on page 3 of the form) need to be submitted for each work site (Please see Attachment E for instructions and a link to the form ETA-9143, which includes Attachment 1, Attachment 1A, Attachment 1B, Attachment 1C, and Attachment 1D). Applicants will be evaluated on the accuracy of the completed work site forms. Specifically, panelists will evaluate ETA-9143 documents on the following criteria:

- For all work sites included (up to three), Attachment 1 of form ETA-9143 has the work site address, the current owner’s name, and is signed by a person listed on the SF-424: 0 or 2 points

- For all work sites included (up to three), Attachment 1A of form ETA-9143 has the applicant's name and work site address as listed on Attachment 1, the applicant provides a letter of commitment from each Provider/Donor listed, and the funding amounts listed in the top Resources chart are the same as those listed in the bottom Documentation of Housing Resources chart: 0 or 2 points
- For all work sites included (up to three), the applicant has provided one of the following: 1) a Deed or tax bill, if they are the owner; 2) a contract or option to buy documentation if under contract to purchase the property; or 3) a letter that contains the a) name of the owner and explicitly stating that they own the property, b) complete address of the property, c) allowing access to the property, d) signed, and e) dated (using current date) if the property is owned by a third party. 0 or 2 points
- For all work sites included (up to three), Attachment 1D of form ETA-9143 must provide a detailed description of the roles and responsibilities and the specific construction training activities the youth will undertake at each individual work site. 0 or 2 points

**(C) Project Design (up to 35 points)**

**(1) Education and Occupational Skills Training Alignment (Maximum 10 points):**

- The extent to which the applicant has demonstrated the quality of the academic instruction and how the academic instruction will ensure the attainment of a high school diploma and/or a State-recognized high school equivalency degree.
- The extent to which the applicant describes the integration of educational and occupational skills training curricula.
- The quality of the applicant's plan to use project-based learning strategies to support contextual learning.
- The degree to which the applicant describes work readiness and career exploration opportunities offered to youth and the method for delivering educational and career counseling.
- The extent to which the applicant has fully described the qualifications and experience of teaching staff and the use of partner organizations, where appropriate, for education and occupational skills training components, and how the applicant will determine that a participant has mastered a skill.
- The extent to which the applicant has demonstrated the involvement of industry and apprenticeship partners in the design of education and occupational skills training curricula.

**(2) Post-Program Placement and Follow-Up Services (Maximum 7 points):**

- The extent to which the post-program transition process for participants is feasible, detailed, and thorough.
- The feasibility of the strategy to offer follow-up services ongoing for twelve months to all participants.

- The degree of integration of post-program planning with follow-up services for participants.
- The strength of the post-program connections to local community and four-year colleges for post-program placements of participants, particularly those who may receive a State-recognized high school equivalency degree rather than a traditional high school diploma.
- The strength of the description of opportunities that the applicant will provide for work experience and career exploration, including the use of employer partnerships to provide such opportunities and lead to post-program placement opportunities.
- The degree to which a clear and feasible plan is demonstrated to ensure the placement of participants into post-program employment and the use of the Job Developer role to engage potential employers, ensure that youth that get employment placements are meeting employer expectations, and create a network of employment opportunities, including internships and unsubsidized employment.

**(3) Employer Engagement Strategy (Maximum 3 points):**

- The extent to which the use of labor market information and/or employer-provided information is incorporated into education and training curricula, including work experience opportunities.
- The strength of the approach for targeting employers and the outreach strategy.
- The degree to which specific industry employers and/or union trades are targeted for outreach, including in the context of their apprenticeship programs.
- The degree to which local Workforce Development Board members are being leveraged to strengthen employer partnerships.
- The strength of the approach to accessing industry employers through the business liaisons/job developer staff at the American Job Center.
- The degree to which employers are thoughtfully engaged in work experience and career exploration activities with youth participants.
- The strength of the approach for ensuring ongoing communication with, and feedback from, employers, in order to meet the needs of employers.

**(4) Community Service Learning and Leadership Development (Maximum 3 points):**

- The degree to which the strategy for community service learning includes input from youth participants and is effectively integrated into the education and occupational skills training components of the program.
- The effective description of youth leadership development opportunities, including how the applicant will engage youth in the decision-making process through youth policy councils or other leadership initiatives.
- The strength and effectiveness of staff training on the leadership curriculum used and/or principles underlying youth leadership development and encouragement of youth participants' input in program activities.

**(5) Partners (Maximum 4 points):** DOL will score this section based on the quality of partnerships, not the quantity. In order to receive the full four points, applicants must demonstrate partnerships with one or more businesses or employers (including those with apprenticeship opportunities such as a joint apprenticeship program), State or local governments, or institutions of higher learning.

- The extent to which the applicant has identified and described how each partner will support planning of the program, as well as implementation and operation of the program in meeting performance goals.
- The strength of the comprehensive strategy for communication among partners and providing technical assistance to partners.
- The extent to which an applicant has included a letter of commitment from each partner that clearly specifies their role, as well as their resources contributed to the project (if applicable).
- The extent to which the applicant has fully described apprenticeship opportunities for participants, including the detailed description of apprenticeable fields, partnering agencies, and the industry-recognized certifications expected to result.
- The strength of the applicant's explanation of how it will fulfill the responsibilities of one-stop partner programs, including making services available in American Job Centers.
- The extent to which the applicant describes a comprehensive strategy for co-enrollment across other WIOA-funded programs.

**(6) Outreach, Recruitment, Selection, and Retention (Maximum 3 points):**

- The strength and effectiveness of the recruitment strategy described, including methods for outreach, referral, and selection in a manner that will ensure diverse and full enrollment.
- The adequacy of the applicant's targeted approach for recruiting young women as well as the success of past efforts to recruit eligible young women (including young women with dependent children) into the YouthBuild program and into non-traditional career fields, such as construction.
- If applying to include a Construction Plus component, the strength of the proposed efforts to engage young men into non-traditional career pathways, such as the fields of nursing and child care.
- The extent to which the plan identifies potential barriers and describes strategies to support participant retention.

**(7) Staffing Plan (Maximum 2 points):**

- The strength and sufficiency of the personnel proposed for each phase of the project, such that the full period of performance is adequately staffed, including the staffing strategy for the start-up phase, the operational phase, and follow-up phase.
- The extent to which the plan describes effective plans for the hiring of the required key personnel (see Section IV.B.3(C)(7)), staff retention strategies, and

staff turnover plans, and demonstrates an effective level of support for participant needs.

- The strength of the plan for the hiring or inclusion of existing staff in the required staff roles and the extent to which the required roles are assigned effective leadership roles in the program model.

**(8) Organizational, Administrative, and Fiscal Capacity (Maximum 3 points):**

- The demonstration of an effective plan for the management of the program, including the applicant's current mission, structure, and relevant experience.
- The applicant provides strong evidence of their ability to administer the program and meet expected outcomes, including any previous experience implementing projects of similar design or magnitude, as well as the strength of the applicant's fiscal and administrative controls to manage Federal funds.

**(D) Budget and Budget Justification (up to 5 points)**

- The extent to which the budget is reasonable based on the activities outlined in the project narrative. (3 points)
- The extent to which key personnel have adequate time devoted to the project to achieve project results. (2 points)

**(E) Past Performance – Programmatic Capability for Category A Applicants (up to 28 points)**

**CATEGORY A APPLICANTS SECTION ONLY.**

As stated in Section IV.B.3(E)(1), Category A applicants will be evaluated based on performance from previously-submitted Quarterly Performance Reports, as pulled from the YouthBuild MIS.

**(1) Performance Goals (Maximum 24 points):**

**a. Placement in Education or Employment (Maximum 6 points):**

- Category A applicants with a placement rate of 75.00 percent or higher will receive 6 points for this subsection.
- Category A applicants with a placement rate of 70.00 percent - 74.99 percent will receive 5 points for this subsection.
- Category A applicants with a placement rate of 65.00 percent - 69.99 percent will receive 4 points for this subsection.
- Category A applicants with a placement rate of 60.00 percent - 64.99 percent will receive 3 points for this subsection.
- Category A applicants with a placement rate of 55.00 percent - 59.99 percent will receive 2 points for this subsection.
- Category A applicants with a placement rate of 50.00 percent – 54.99 percent will receive 1 point for this subsection.

- Category A applicants with a placement rate of 49.99 percent or below will receive 0 points for this subsection.

**b. Certificate/Degree Attainment (Maximum 6 points):**

- Category A applicants with a certificate/degree attainment rate of 75.00 percent or higher will receive 6 points for this subsection.
- Category A applicants with a certificate/degree attainment rate of 70.00 percent - 74.99 percent will receive 5 points for this subsection.
- Category A applicants with a certificate/degree attainment rate of 65.00 percent - 69.99 percent will receive 4 points for this subsection.
- Category A applicants with a certificate/degree attainment rate of 60.00 percent - 64.99 percent will receive 3 points for this subsection.
- Category A applicants with a certificate/degree attainment rate of 55.00 percent - 59.99 percent will receive 2 points for this subsection.
- Category A applicants with a certificate/degree attainment rate of 50.00 percent - 54.99 percent will receive 1 point for this subsection.
- Category A applicants with a certificate/degree attainment rate of 49.99 percent or below will receive 0 points for this subsection.

**c. Literacy/Numeracy Gains (Maximum 6 points):**

- Category A applicants with a literacy/numeracy gain of 75.00 percent or higher will receive 6 points for this subsection.
- Category A applicants with a literacy/numeracy gain of 70.00 percent - 74.99 percent will receive 5 points for this subsection.
- Category A applicants with a literacy/numeracy gain of 65.00 percent - 69.99 percent will receive 4 points for this subsection.
- Category A applicants with a literacy/numeracy gain of 60.00 percent - 64.99 percent will receive 3 points for this subsection.
- Category A applicants with a literacy/numeracy gain of 55.00 percent - 59.99 percent will receive 2 points for this subsection.
- Category A applicants with a literacy/numeracy gain of 50.00 percent - 54.99 percent will receive 1 point for this subsection.
- Category A applicants with a literacy/numeracy gain of 49.99 percent or below will receive 0 points for this subsection.

**d. Retention in Education or Employment (Maximum 6 points):**

- Category A applicants with a retention rate of 75.00 percent or higher will receive 6 points for this subsection.
- Category A applicants with a retention rate of 70.00 percent - 74.99 percent will receive 5 points for this subsection.
- Category A applicants with a retention rate of 65.00 percent - 69.99 percent will receive 4 points for this subsection.
- Category A applicants with a retention rate of 60.00 percent - 64.99 percent will receive 3 points for this subsection.

- Category A applicants with a retention rate of 55.00 percent - 59.99 percent will receive 2 points for this subsection.
- Category A applicants with a retention rate of 50.00 percent - 54.99 percent will receive 1 points for this subsection.
- Category A applicants with a retention rate of 49.99 percent or below will receive 0 points for this subsection.

**(2) Spending Rate Analysis During the Original Period of Performance  
(Maximum 4 points):**

- For organizations that received a YouthBuild award in FY 2011, 2012, or 2013 DOL will award points as follows:
  - Category A applicants that expended at least 98 percent of grant funds and met 100 percent of their match requirement (25 percent of the grant award) will receive 4 points.
  - Category A applicants that expended at least 90 percent but less than 98 percent of grant funds and met 100 percent of their match requirement (25 percent of the grant award) will receive 3 points.
  - Category A applicants that expended at least 80 percent but less than 90 percent of grant funds and met 100 percent of their match requirement (25 percent of the grant award) will receive 2 points.
  - Category A applicants that expended less than 80 percent of grant funds will receive 0 points.
  - Category A applicants that did not meet 100 percent of their match requirement (25 percent of the grant award), regardless of the percentage of funds expended, will also receive 0 points.
- For programs that received a YouthBuild award in FY 2014, we will award points as follows:
  - Category A applicants that expended at least 75 percent of grant funds by December 31, 2015 and have reported no less than 50 percent of the match requirement will receive 4 points.
  - Category A applicants that expended at least 60 percent of grant funds by December 31, 2015 and have reported no less than 50 percent of the match requirement will receive 3 points.
  - Category A applicants that expended at least 50 percent of grant funds by December 31, 2015 and have reported no less than 50 percent of the match requirement will receive 2 points.
  - Category A applicants that expended less than 50 percent of grant funds by December 31, 2015 and/or have reported less than 50 percent of the match requirement will receive 0 points.

**(F) Past Performance – Programmatic Capability for Category B Applicants  
(up to 28 points)**

**CATEGORY B APPLICANTS SECTION ONLY.**

All Category B applicants must provide grantor contact information on the performance chart attachment. Applicants that do not provide this information will receive 0 points for subsections a-d below.

**(1) Performance Goals (Maximum 24 points):**

As stated in Section IV.B.3(F)(1), applicants must choose at least three (3) out of the four (4) metrics identified in that section (or substantially similar metrics) in demonstrating past performance. For the fourth metric, applicants must provide another performance metric, which may be the fourth metric from the list specified in Section IV.B.3.(F)(1) or another different metric from their grantor. Applicants will receive 0 points for any metric that does not meet these requirements.

**a. Metric 1 (i.e. Employment/Education Placement) (Maximum 6 points):**

- Category B applicants with an outcome rate of 75.00 percent or higher will receive 6 points for this subsection.
- Category B applicants with an outcome rate of 70.00 percent - 74.99 percent will receive 5 points for this subsection.
- Category B applicants with an outcome rate of 65.00 percent - 69.99 percent will receive 4 points for this subsection.
- Category B applicants with an outcome rate of 60.00 percent - 64.99 percent will receive 3 points for this subsection.
- Category B applicants with an outcome rate of 55.00 percent - 59.99 percent will receive 2 points for this subsection.
- Category B applicants with an outcome rate of 50.00 percent – 54.99 percent will receive 1 point for this subsection.
- Category B applicants with an outcome rate of 49.99 percent or below will receive 0 points for this subsection.

**b. Metric 2 (i.e. Degree/Certificate Attainment) (Maximum 6 points):**

- Category B applicants with an outcome rate of 75.00 percent or higher will receive 6 points for this subsection.
- Category B applicants with an outcome rate of 70.00 percent - 74.99 percent will receive 5 points for this subsection.
- Category B applicants with an outcome rate of 65.00 percent - 69.99 percent will receive 4 points for this subsection.
- Category B applicants with an outcome rate of 60.00 percent - 64.99 percent will receive 3 points for this subsection.
- Category B applicants with an outcome rate of 55.00 percent - 59.99 percent will receive 2 points for this subsection.
- Category B applicants with an outcome rate of 50.00 percent – 54.99 percent will receive 1 point for this subsection.
- Category B applicants with an outcome rate of 49.99 percent or below will receive 0 points for this subsection.

**c. Metric 3 (i.e. Literacy/Numeracy Gains) (Maximum 6 points):**

- Category B applicants with an outcome rate of 75.00 percent or higher will receive 6 points for this subsection.
- Category B applicants with an outcome rate of 70.00 percent - 74.99 percent will receive 5 points for this subsection.
- Category B applicants with an outcome rate of 65.00 percent - 69.99 percent will receive 4 points for this subsection.
- Category B applicants with an outcome rate of 60.00 percent - 64.99 percent will receive 3 points for this subsection.
- Category B applicants with an outcome rate of 55.00 percent - 59.99 percent will receive 2 points for this subsection.
- Category B applicants with an outcome rate of 50.00 percent – 54.99 percent will receive 1 point for this subsection.
- Category B applicants with an outcome rate of 49.99 percent or below will receive 0 points for this subsection.

**d. Metric 4 (i.e. Retention in Education or Employment) (Maximum 6 points):**

- Category B applicants with an outcome rate of 75.00 percent or higher will receive 6 points for this subsection.
- Category B applicants with an outcome rate of 70.00 percent - 74.99 percent will receive 5 points for this subsection.
- Category B applicants with an outcome rate of 65.00 percent - 69.99 percent will receive 4 points for this subsection.
- Category B applicants with an outcome rate of 60.00 percent - 64.99 percent will receive 3 points for this subsection.
- Category B applicants with an outcome rate of 55.00 percent - 59.99 percent will receive 2 points for this subsection.
- Category B applicants with an outcome rate of 50.00 percent – 54.99 percent will receive 1 point for this subsection.
- Category B applicants with an outcome rate of 49.99 percent or below will receive 0 points for this subsection.

**(2) Spending Rate Analysis during the Original Period of Performance (Maximum 4 points):**

- Category B applicants that expended 98 percent or more of the grant funds for their most recently completed grant will receive 4 points.
- Category B applicants that expended at least 90 percent but less than 98 percent of the grant funds for their most recently completed grant will receive 3 points.
- Category B applicants that expended at least 80 percent but less than 90 percent of the grant funds for their most recently completed grant will receive 2 points.
- Category B applicants that expended less than 80 percent of the grant funds for their most recently completed grant will receive 0 points.

**(G) Priority Consideration Points for Construction Plus (2 points):**

Applicants will receive two priority consideration points if they propose to offer high-quality qualifying occupational skills training in in-demand industries beyond construction, as described in Sections III.C.7 and IV.B.3(B)(1).

**B. REVIEW AND SELECTION PROCESS**

**1. Merit Review and Selection Process**

A technical merit review panel will carefully evaluate applications against the selection criteria to determine the merit of applications. These criteria are based on the policy goals, priorities, and emphases set forth in this FOA. Up to 100 points may be awarded to an applicant, depending on the quality of the responses provided. The final scores (which may include the mathematical normalization of review panels) will serve as the primary basis for selection of applications for funding. The panel results are advisory in nature and not binding on the Grant Officer. The Grant Officer reserves the right to make selections based solely on the final scores or to take into consideration other relevant factors when applicable. Such factors may include the geographic distribution of funds and/or other relevant factors. The Grant Officer may consider any information that comes to his/her attention.

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

**2. Risk Review Process**

Prior to making an award, ETA will review information available through 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, ETA will comply with the requirements of 2 CFR Part 180 codified by DOL at 29 CFR Part 98 [Government-wide Debarment and Suspension (Non-procurement)]. This risk evaluation may incorporate results of the evaluation of the applicant's eligibility (application screening) or the quality of its application (merit review). If ETA determines that an award will be made, special conditions that correspond to the degree of risk assessed may be applied to the award. Criteria to be evaluated include:

- (1) Financial stability;
- (2) Quality of management systems and ability to meet the management standards prescribed in the Uniform Grant Guidance;
- (3) 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;

- (4) 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;
- (5) The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on recipients.

NOTE: As part of the Employment & Training Administration's Risk Review process, The Grant Officer will determine:

- If the applicant had any restriction on spending for any ETA grant due to adverse monitoring findings ; or
- If the applicant received a High Risk determination in accordance with Training and Employment Guidance Letter (TEGL) 23-15, "The Process for Making High Risk Determinations after Award and the Associated Risk Mitigation Procedures."

Depending on the severity of the findings and whether the findings were resolved, the Grant Officer may at his/her discretion, elect to not 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 (suggested template below) for DOL to assess the applicant's Financial System. This information will be taken into account as one component of ETA's Risk Review Process. Applicants may use the suggested template or answer the questions in a separate attachment. It is unlikely that an organization will be able to manage a Federal grant without the following system/processes in place. Applicants are expected to have these in place before applying for a grant with ETA.

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

**SECTION A: PURPOSE**

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.

- (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.
- (2) Entries in accounting records should refer to subsidiary records and/or documentation which support the entry and which can be readily located.
- (3) The accounting system should provide accurate and current financial reporting information.
- (4) The accounting system should be integrated with an adequate system of internal controls to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency, and encourage adherence to prescribed management policies.

**SECTION B: GENERAL**

1. Complete the following items:

<p>a. When was the organization founded/incorporated (<i>month, day, year</i>)</p>	<p>b. Principal officers <span style="float: right;">Titles</span></p>
<p>c. Employer Identification Number:</p>	<p>d. Number of Employees Full Time:          Part Time:</p>
<p>2. Is the organization affiliated with any other organization:    Yes    No If yes, please provide details as to the nature of the company (for profit, non-profit, LLC, etc) and if it provides services or products to the organization in relation to this grant.</p>	

**SECTION C: ACCOUNTING SYSTEM**

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

<p>a. If yes, provide name, and address of Agency performing review:</p>	<p>b. Attach a copy of the latest review and any subsequent correspondence, clearance documents, etc.</p>
<p>Note: If review occurred within the past three years, omit questions 2-8 of this Section and Section D.</p>	

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?	Yes	No	Not Sure
b. Total funds available for a budget cost category (e.g. Personnel, Travel, etc)?	Yes	No	Not Sure
9. Does the organization have an internal control structure that would provide reasonable assurance that the grant funds, assets and systems are safeguarded?	Yes	No	Not Sure

**SECTION D: FINANCIAL STABILITY**

1. Is there any legal matter or an ongoing financial concern that may impact the organization's ability to manage and administer the grant?      Yes      No  
If yes, please explain briefly.

**SECTION E: FINANCIAL STATEMENTS**

1. Did an independent certified public accountant (CPA) ever examine the financial statements?      Yes      No

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

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

**SECTION F: ADDITIONAL INFORMATION**

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

## **VI. AWARD ADMINISTRATION INFORMATION**

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### **A. AWARD NOTICES**

All award notifications will be posted on the ETA Homepage (<https://www.doleta.gov>). 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 to not 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, 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:

- a. 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 2900 (DOL's Supplement to 2 CFR Part 200)
- b. All recipients must comply with the applicable provisions of the Workforce Innovation and Opportunity Act (WIOA), Public Law No. 113-328, 128 Stat. 1425 (codified as amended at 29 U.S.C. 3101 et seq.) and the applicable provisions of the regulations at 20 CFR 675 et seq. Note that 20 CFR part 683 (Administrative Provisions) allows unsuccessful applicants to file administrative appeals.
- c. 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)), 29 CFR Part 98 (Governmentwide Debarment and Suspension, and drug-free workplace requirements), and, where applicable, 2 CFR Part 200 (Audit Requirements).

- d. 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.
- e. 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.
- f. 29 CFR Part 32—Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance.
- g. 29 CFR Part 35— Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance from the Department of Labor.
- h. 29 CFR Part 36—Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance.
- i. 29 CFR Part 38 – Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Innovation and Opportunity Act.
- j. 29 CFR Parts 29 and 30—Labor Standards for the Registration of Apprenticeship Programs, and Equal Employment Opportunity in Apprenticeship and Training, as applicable.
- k. 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 29 CFR § 70.26.
- l. General Terms and Conditions of Award—See the following link: <https://www.doleta.gov/grants/pdf/17StandTermsConds.pdf>
- m. Special Terms and Conditions of Award.

## 2. Other Legal Requirements:

### ***a) Religious Activities***

DOL notes that the Religious Freedom Restoration Act (RFRA), 42 U.S.C. Section 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. If a faith-based organization is awarded a grant, the organization will be provided with more information.

### ***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) 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 DOL 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 NO. 39-11 (issued June 28, 2012). All such activity conducted by ETA and/or recipient/s will be performed in a manner consistent with applicable State and Federal laws.

By submitting a grant application, you agree to take all necessary steps to protect such confidentiality by complying with the following provisions that are applicable in governing their handling of confidential information:

1. You must ensure that PII and sensitive data developed, obtained, or otherwise associated with DOL/ETA funded grants is securely transmitted.
2. To ensure that such PII is not transmitted to unauthorized users, all PII and other sensitive data transmitted via e-mail or stored on CDs, DVDs, thumb drives, etc., must be encrypted using a Federal Information Processing Standards (FIPS) 140-2 compliant and National Institute of Standards and Technology (NIST) validated cryptographic module. You must not e-mail unencrypted sensitive PII to any entity, including ETA or contractors.
3. You must take the steps necessary to ensure the privacy of all PII obtained from participants and/or other individuals and to protect such information from unauthorized disclosure. You must maintain such PII in accordance with the ETA standards for information security described in TEGL NO. 39-11 and any updates to such standards we provide to you. Grantees who wish to obtain more information on data security should contact their Federal Project Officer.
4. 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.
5. You further acknowledge that all PII data obtained through your ETA grant must be stored in an area that is physically safe from

access by unauthorized persons at all times and the data will be processed using recipient issued equipment, managed information technology (IT) services, and designated locations approved by ETA. Accessing, processing, and storing of ETA grant PII data on personally owned equipment, at off-site locations e.g., employee's home, and non-recipient managed IT services, e.g., Yahoo mail, is strictly prohibited unless approved by ETA.

6. 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.
7. 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.
8. You must not extract information from data supplied by ETA for any purpose not stated in the grant agreement.
9. Access to any PII created by the ETA grant must be restricted to only those employees of the grant recipient who need it in their official capacity to perform duties in connection with the scope of work in the grant agreement.
10. 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 only be accessed from secure locations.
11. PII data obtained by the recipient through a request from ETA must not be disclosed to anyone but the individual requestor except as permitted by the Grant Officer or by court order.
12. 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.

13. You must retain data received from ETA only for the period of time required to use it for assessment and other purposes, or to satisfy applicable Federal records retention requirements, if any. Thereafter, you agree that all data will be destroyed, including the degaussing of magnetic tape files and deletion of electronic data.

***d) Record Retention***

You must follow Federal guidelines on record retention, which require you to 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.

***e) 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, local government, Indian tribe, institution of higher education (IHE), nonprofit 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 governmentwide suspension and debarment found at 2 CFR Part 180 and codified by DOL at 29 CFR Part 98.

***f) Closeout of Grant Award***

Any entity that receives an award under this Announcement must close its grant with ETA at the end of the final year of the grant. Information about this process may be found in ETA's Grant Closeout FAQ located at <https://www.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 pertaining documents to calculate program costs and benefits; (3) in the case of an impact analysis, facilitate the assignment by lottery of participants to program services (including the possible increased recruitment of potential participants); and (4) follow evaluation procedures as specified by the evaluation contractor under the direction of DOL.

***b) Performance Goals***

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

**C. REPORTING**

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

**1. Quarterly Financial Reports**

A Quarterly Financial Status Report (ETA 9130) is required until such time as all funds have been expended or the grant period has expired. Quarterly reports are due 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 ETA's financial reporting, reference Training and Employment Guidance Letter (TEGL) 02-16 and on our webpage at [https://www.doleta.gov/grants/financial\\_reporting.cfm](https://www.doleta.gov/grants/financial_reporting.cfm).

**2. Quarterly Narrative Progress Reports**

The grantee must submit a quarterly narrative progress report within 45 days after the end of each calendar year quarter during which the grant is within the period of performance for the award. The report must include quarterly information regarding grant activities. This report must provide a detailed account of activities undertaken during that quarter. The quarterly progress report will be a standard report template that all grantees must use. This report template will be shared with grantees in advance of reporting deadlines. This report will contain:

- i. In-depth information on accomplishments, including project success stories, upcoming grant activities, and promising approaches and processes.
- ii. Progress toward performance outcomes, including updates on product, curricula, and training development.

### 3. Quarterly Performance Reports

You must submit a quarterly progress report within 45 days after the end of each calendar year quarter. The report must include quarterly information on grant activities, performance goals, and milestones. 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 activities. It must summarize project activities, employment outcomes and other deliverables, and related results of the project, and must thoroughly document the training or labor market information approaches that you used. 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.

## VII. AGENCY CONTACTS

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For further information about this FOA, please contact Katie Neupane, Grants Management Specialist, Office of Grants Management, at (202) 693-3160. Applicants should e-mail all technical questions to [Neupane.Katie.E@dol.gov](mailto:Neupane.Katie.E@dol.gov) and must specifically reference FOA-ETA-18-04, and along with question(s), include a contact name, fax and phone number. This Announcement is available on the ETA Web site at <https://www.doleta.gov/grants> and at <https://www.grants.gov>.

## VIII. OTHER INFORMATION

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### A. INSTRUCTIONS FOR FINDING UNEMPLOYMENT DATA USING THE AMERICAN FACTFINDER:

1. Go to <http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml>. For best results, use Mozilla Firefox or Google Chrome. Mozilla Firefox can be downloaded for free at <http://www.mozilla.org/en-US/firefox/all-older.html> and Google Chrome can be downloaded for free at <https://www.google.com/chrome/browser/desktop/>.
2. Scroll down the page until you see "What We Provide" under "Using American FactFinder." This feature is halfway down the left side of the Main page. Under the "What We Provide" section, select the "get data" link next to American Community Survey.
3. In the box next to "Refine your search results," type **S2301 EMPLOYMENT STATUS** in the **topic and table name box** and the **zip code** for the service area in which the community(ies) you plan to serve is located in the **State, county or place box**. Click "Go."

4. In the list of results, select the **most recent** year's ACS 1-year, 3-year or 5-year estimates. If the 1-year estimates are not available, use the most recent 3-year or 5-year estimates.
5. Use the **unemployment rate** estimate for the population ages 16 to 19 years and ages 20 to 24 years to determine the total number of youth who are unemployed in each age group by multiplying the total estimate population of that age group by the unemployment rate for the same population. Add the two numbers together to determine the total number of youth aged 16 to 24 that are unemployed within the zip code.
6. Divide the total population aged 16 to 24 that are unemployed, as determined in step 5, by the total population aged 16 to 24 (as determined by adding the total estimate population for 16 to 19 and 20 to 24) to provide a weighted average rate of youth unemployment in the targeted area(s).
7. If serving an area that encompasses multiple zip codes, add up the total estimated number of youth who are unemployed in each age group together (as in step 5) for each zip code and divide this total number by the total estimated population aged 16 to 24 for all zip codes. Divide the total estimated number of youth unemployed by the total estimated population across the zip codes to determine the weighted average unemployment rate for the proposed service area.

**B. INSTRUCTIONS FOR FINDING POVERTY DATA USING THE AMERICAN FACTFINDER:**

1. Go to <http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml>. For best results, use Mozilla Firefox or Google Chrome. Mozilla Firefox can be downloaded for free at <http://www.mozilla.org/en-US/firefox/all-older.html> and Google Chrome can be downloaded for free at <https://www.google.com/chrome/browser/desktop/>.
2. Scroll down the page until you see "What We Provide" under "Using American FactFinder." This feature is halfway down the left side of the Main page. Under the "What We Provide" section, select the "get data" link next to American Community Survey.
3. In the box next to "Refine your search results," type **S1701 POVERTY STATUS IN THE PAST 12 MONTHS** in the **topic and table name box** and the **zip code** for the service area in which the community(ies) you plan to serve is located in the **state, county or place box**. Click "Go."
4. In the list of results, select Table **S1701 POVERTY STATUS IN THE PAST 12 MONTHS** for the **most recent** ACS 1-year, 3-year or 5-year dataset. If the 1-year estimates are not available, use the most recent 3-year or 5-year estimates.
5. Use the **percent below poverty level estimate** for the total population for whom poverty status is determined to provide the poverty rate(s) for your target area.

6. If serving an area that encompasses multiple zip codes, add the **below poverty level estimate** for the total population for whom poverty status is determined for each zip code to be served. Add the total estimated population for whom poverty status is determined for each zip code. Divide the total number below poverty level across the zip codes being targeted by the total population for whom poverty status is determined. This is your weighted average poverty rate for the proposed service area.

**C. WEB-BASED RESOURCES**

DOL maintains a number of web-based resources that may be of assistance to applicants. For example, 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.careeronestop.org/LocalHelp/service-locator.aspx>), which provides a directory of our nation's American Job Centers.

**D. INDUSTRY COMPETENCY MODELS AND CAREER CLUSTERS**

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

**E. WORKFORCEGPS RESOURCES**

We encourage you to view the information gathered through the conference calls with Federal agency partners, industry stakeholders, educators, and local practitioners. The information on resources identified can be found 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.

**F. 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 web site contains thousands of Open Educational Resources (OER) for job-driven workforce development which were produced by grantees funded through the US Department of Labor'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.

**G. CAREER PATHWAYS TOOLKIT**

As part of WIOA's broader initiative to better integrate resources across federal, State and local resources, DOL released a revamped and revised "Career Pathways Toolkit: A Guide for System Development" in September 2015, available here: [https://wdr.doleta.gov/directives/attach/TEN/TEN\\_17-15\\_Attachment\\_Acc.pdf](https://wdr.doleta.gov/directives/attach/TEN/TEN_17-15_Attachment_Acc.pdf).

Career pathways are an effective strategy to help workers acquire marketable skills and industry recognized credentials by encouraging greater collaboration across adult education, post-secondary education, and other workforce partners. The model can be adapted for youth and adults and individuals in multiple circumstances.

**H. YOUTHBUILD-RELATED GUIDANCE RESOURCES**

Applicants should refer to the following advisories for policy and guidance related to YouthBuild. All documents are available at <http://wdr.doleta.gov/directives/>.

- **TEGL 26-16** - Guidance on the use of Supplemental Wage Information to implement the Performance Accountability Requirements under the Workforce Innovation and Opportunity Act
- **TEGL 17-16** - Infrastructure Funding of the One-Stop Delivery System
- **TEGL 16-16** - One-Stop Operations Guidance for the American Job Center Network
- **TEGL 11-16** - YouthBuild Compliance with Davis-Bacon and Related Acts (DBRA)
- **TEGL 10-16, Change 1** - Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Title I, Title II, Title III and Title IV Core Programs
- **TEN 08-16** - Implementation of an Integrated Performance Reporting System for Multiple Employment and Training Administration (ETA) and Veterans' Employment and Training Service (VETS) Administered Programs

- **TEGL 06-15** - Qualifying Work Sites and Construction Projects for YouthBuild Grantees
- **TEGL 07-14** - Guidance for Implementing the “Construction Plus” Component of the YouthBuild Program
- **TEGL 35-12** - Definition and Guidance on Allowable Construction Credentials for YouthBuild Programs
- **TEN 13-12** - Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources
- **TEGL 15-10** - Increasing Credential, Degree, and Certificate Attainment by Participants of the Public Workforce System
- **TEGL 05-10** - Match and Allowable Construction and Other Capital Asset Costs for the YouthBuild Program
- **TEGL 14-09** - Mental Toughness/Orientation Allowable Costs in a YouthBuild Program
- **TEN 44-07** - Providing Strategies to the One-Stop Career Center System on Collaborating with YouthBuild Programs

## **IX. OMB INFORMATION COLLECTION**

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OMB Information Collection No 1225-0086, Expires May 31, 2019.

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, DC 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. ONLY SEND 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 September 18, 2018, in Washington, D.C. by:  
Brinda Ruggles  
Grant Officer, Employment and Training Administration

**Attachment A: Checklist for Submittal**

<b>Requirements/Required Attachments</b>	<b>Category A Applicants</b>	<b>Category B Applicants</b>	<b>Screen-out Factor</b>
The deadline submission requirements are met	✓	✓	✓
If submitted through Grants.gov, the components of the application are saved in any of the specified formats and are not corrupt. (DOL will attempt to open the document, but will not take any additional measures in the event of problems with opening.)	✓	✓	✓
Application applies for a funding amount within the grant award range of \$700,000 to \$1.1 million	✓	✓	✓
Applicant has registered with SAM and maintains an active account	✓	✓	✓
Signed SF-424, Application for Federal Assistance that includes DUNS Number	✓	✓	✓
Signed SF-424 lists the match amount of exactly 25 percent of the requested Federal funding amount on line 18b. (any additional amount mistakenly placed on line 18b will be considered leveraged resources)	✓	✓	✓
SF-424A, Budget Information Form	✓	✓	✓
Budget Narrative	✓	✓	✓
Project Narrative	✓	✓	✓
Two-Page Abstract	✓	✓	
Work Site Form(s) (ETA-9143) with all attachments	✓	✓	✓
Match Narrative	✓	✓	✓

<b>Requested Attachments</b>	<b>Category A Applicants</b>	<b>Category B Applicants</b>	<b>Screen-out Factor</b>
<b>Construction Training Plan</b>	✓	✓	
<b>Construction Plus Field Proposal Abstract addition</b>	✓ (if applying as Construction Plus)	✓ (if applying as Construction Plus)	
<b>Past Performance Chart</b>		✓	
<b>Proof of 501(c)(3) or Other Non-Profit Status</b>	✓	✓	
<b>Indirect Cost Rate Agreement</b>	✓	✓	
<b>Source Documentation for Statement of Need Data</b> (including American Community Survey data and the Attachment D Excel spreadsheet)	✓	✓	
<b>4-Month Planning Period Description</b>	✓	✓	
<b>Commitment Letters from Partners</b>	✓	✓	
<b>Zip Code Map</b>	✓	✓	
<b>Proof of Local Presence for Non-Contiguous Service Areas</b>	✓ (if applicable)	✓ (if applicable)	
<b>Financial System Assessment</b>	✓	✓	

## Attachment B: Construction Training Plan Sample Template

Sections of Training Plan	What To Include
<b>Introduction</b>	A brief summary of the training project and how it will be used for project implementation.
<b>Training Scope Including Objectives, Goals and Assumptions</b>	Include the major objectives for the training project along with the goals and any assumptions made related to implementation.
<b>Training Strategy</b>	Describe the applicant's training strategy including the use of project- and problem-based learning in the classroom, the curriculum(a) to be used, and the skill development activities in occupational skills training for at least 40 percent of the time during which participants participate in the program, which includes both time spent on the construction work sites or other hands-on work experience, as well as classroom training related to the occupational field.
<b>Roles and Responsibilities</b>	Include a discussion of those who are supporting the implementation of the construction training, including the specific tasks that are needed to successfully launch, deliver, and sustain the training. This is a subset of the training task from the project plan and should provide the very detailed tasks needed to complete the training including the start and end dates for each.
<b>Contingency Plan</b>	Outline how training will be implemented and sustained despite barriers and problems that emerge. The training for this grant must begin expeditiously and this contingency plan allows for alternate training to be implemented, if necessary. Specifically, the applicant should describe how additional work sites will be quickly secured should the housing partner fall through or approved sites become no longer available or viable for the on-site construction component.
<b>Training Materials, Design, and Standards</b>	Describe the industry-recognized construction credentials that will be used for training. Describe the materials that will be used during the training courses, how and who will design the materials and a quality control process for ensuring materials are up-to-date, accurate, and effective.
<b>Restrictive Covenant Clause</b>	Describe how awarded applicants will ensure that all properties rehabilitated or built with DOL YouthBuild funds will use the restrictive covenant clause and enforce it.

# YouthBuild (YB) 2018 Funding Opportunity Announcement ATTACHMENT C

## CONSTRUCTION PLUS Field Proposal

*Applicant must complete one form for each proposed additional occupational field beyond construction.*

Applicant organization name & address:

Project type (*select one*):       Rural       Urban       Tribal

Occupational field:

Previously offered this Construction Plus field (*select one*):       Yes       No

Evidence of industry need (local labor market data with citations):

Anticipated number of youth to be trained in this industry:

Intended industry-recognized credential(s):

How will training be provided? (*select one*):       Directly by grantee       Through a contract

Planned training and curriculum approach:

Anticipated length of training:

Linked occupations (i.e., for healthcare, Home Health Aide, CNA, EMT, RN, Nurse Practitioner, etc.):

Have apprenticeship opportunities been developed? (*select one*):       Yes       No

If yes, identify apprenticeship partners:

Where will work-based learning occur and which partner(s)/employer(s) will provide it?

Additional partners and their roles in training:

Printed name of grant application authorized representative:

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Signature of authorized representative:

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Title: \_\_\_\_\_ Date: \_\_\_\_\_

## Attachment D: Weighted Average Unemployment Rate Worksheet

### INSTRUCTIONS

For each zip code (ZC) you serve, fill in the unemployment rates (e.g. for a 16.2% rate, enter 16.2) and the populations in the green boxes below.

The red boxes will update according to the information you provide, and the weighted average unemployment rate will appear in the yellow box.

	ZC 1	ZC 2	ZC 3	ZC 4	ZC 5	ZC 6	ZC 7	ZC 8	ZC 9	ZC 10
16-19 year-old unemployment rate										
20-24 year-old unemployment rate										
Total estimated population aged 16-19										
Total estimated population aged 20-24										
Total number of youth unemployed 16-19	0	0	0	0	0	0	0	0	0	0
Total number of youth unemployed 20-24	0	0	0	0	0	0	0	0	0	0
Total estimated population aged 16-24	0	0	0	0	0	0	0	0	0	0
Total number of youth unemployed 16-24	0	0	0	0	0	0	0	0	0	0
<b>WEIGHTED AVERAGE UNEMPLOYMENT RATE</b>	<b>#####</b>									

### Attachment D: Weighted Average Poverty Rate Worksheet

<b>WEIGHTED AVERAGE POVERTY RATE</b>										
<b>INSTRUCTIONS</b>										
For each zip code (ZC) you serve, fill in the poverty rates (e.g. for a 21.3% rate, enter 21.3) and the populations in the green boxes below.										
The red boxes will update according to the information you provide, and the weighted average poverty rate will appear in the yellow box.										
	ZC 1	ZC 2	ZC 3	ZC 4	ZC 5	ZC 6	ZC 7	ZC 8	ZC 9	ZC 10
Poverty rate										
Zip code population										
Total number of residents in poverty	0	0	0	0	0	0	0	0	0	0
<b>WEIGHTED AVERAGE POVERTY RATE</b>	<b>#####</b>									

### Attachment D: Weighted Average and Simple Average Graduation Rate Worksheet

<b>WEIGHTED AVERAGE GRADUATION RATE</b>										
<b>INSTRUCTIONS</b>										
For each high school/district (HS/D) you serve, fill in the graduation rates (e.g. for a 75.2% rate, enter 75.2) and the populations in the green boxes below.										
The red boxes will update according to the information you provide, and the weighted average graduation rate will appear in the yellow box.										
	HS/D 1	HS/D 2	HS/D 3	HS/D 4	HS/D 5	HS/D 6	HS/D 7	HS/D 8	HS/D 9	HS/D 10
Graduation rate										
High school/district population*										
Total number of graduates	0	0	0	0	0	0	0	0	0	0
<b>WEIGHTED AVERAGE GRADUATION RATE</b>	<b>#####</b>									
<b>SIMPLE AVERAGE GRADUATION RATE</b>										
	HS/D 1	HS/D 2	HS/D 3	HS/D 4	HS/D 5	HS/D 6	HS/D 7	HS/D 8	HS/D 9	HS/D 10
Graduation rate										
<b>SIMPLE AVERAGE GRADUATION RATE</b>	<b>#####</b>									
*if this information is unavailable, please use SIMPLE AVERAGE calculator above										

## **Attachment E: Instructions for (ETA - 9143) Attachments 1, 1A, 1B, 1C, and 1D**

**EACH qualified work site (as identified by address or parcel number) must have its own ETA-9143 with all required attachments**

### **Attachment 1 (Separate form required for each work site)**

- Applicant Name – Name of the applicant/grantee listed on the SF-424
- Program/Project Name & Address – Program/Project name and the physical mailing address of the applicant/grantee as listed on the SF-424
  1. The physical address of a single work site or parcel.
  2. The number of housing units to be produced or renovated at that single property.
  3. Select the type(s) of housing to be produced.
  4. Indicate whether or not the housing is for homeless, low-income, or very-low income persons.
  5. This field refers to Attachment 1A, Individual Housing Project Site Estimate and Documentation of Resources. Please see instructions for completing this attachment below.
  6. Indicate if the site is new construction and/or rehabilitation.
  7. If any of the units are currently occupied, select yes and provide a relocation narrative and label as attachment 1B. The requirements for attachment 1B can be found below.
  8. Write the name of the current owner of the property/work site.
  9. This field refers to Attachment 1C, Documentation of Site Access. The instructions for attachment 1C can be found below.
  10. This field refers to Attachment 1D, Detailed Work Description. The instructions for attachment 1D can be found below.
  11. Name the entity who will own and manage the property after the work is complete.
- Applicant Signature – Filled out, dated, and signed by the Authorized Representative that signed the SF-424 with their title and organization

### **Attachment 1A (Separate form required for each work site)**

- Applicant Name – Name of the applicant/organization that is listed on the SF-424
- Address of the Property – The work site physical address or parcel number
- Grant Activities/Resources – Provide the resource amounts and where they are coming from as it pertains to this site. If YouthBuild grant funds are included, a separate attachment must be included to document the uses of YouthBuild grant funds.
- Documentation of Housing Resources – List all providers, whether they are providing cash or in-kind, the dollar value, and a letter of commitment for **each** funding source.
  - The commitment letter(s) should be on organizational letter head with a signature and date. Within the letter it should state what it is they are committing, whether it's cash or in-kind, and the dollar value of the

commitment. The letter should also include the physical address of the site(s) where those contributions are being applied.

- Both charts on this form should add up to the same total.

**Attachment 1B (Only required if a work site is currently occupied – separate for each occupied work site)**

- Submit a narrative that:
  - Identifies the individual(s) or organization occupying the property on the date of submission of this application
  - States whether relocation of occupants is necessary and provides rationale for determination. If relocation is necessary, include:
    - Estimated cost of relocation
    - Funding source for relocation
    - Organization providing the relocation assistance, along with the contact person's name and phone number

**Attachment 1C (Separate form required for each work site)**

- Submit Documentation of Access if the applicant/grantee is the owner by:
  - Supplying a Deed or tax bill. The address in the documents must be consistent with all accompanying attachments for that particular work site. A letter is not considered proof of ownership for grantee organizations.
- Submit Documentation of Access if a third party owns the property by:
  - Submitting a letter from the property owner stating that YouthBuild participants will be allowed access to site(s) for onsite construction training. If the third party owner is an organization, the letter must be on the organization's letterhead. As with proof of ownership, the address must match on all accompanying attachments for that particular work site. At a minimum, the letter of access must state: a) the name of the owner, explicitly stating that they own the property, b) complete address of the property, c) verification of access to the property, d) signature of owner, and e) date (using current date). 0 or 2 points
- Submit Documentation of Access if the applicant has a contract or option to purchase the property by:
  - Submitting a copy of the contract or option.

**Attachment 1D (Separate form required for each work site)**

- Detailed Work Description
  - Submit a detailed description of the roles and responsibilities and the specific construction training activities youth will perform as participants on the specified work site.

**\*The ETA-9143 form can be found here:**

**[http://www.doleta.gov/youth\\_services/youthbuild.cfm](http://www.doleta.gov/youth_services/youthbuild.cfm)**