DEPARTMENT OF LABOR
Employment and Training Administration

Notice of Availability of Funds and Solicitation for Grant Applications under the Young Parents Demonstration.

Announcement Type: Solicitation for Grant Applications (SGA)
Funding Opportunity Number: SGA/DFA PY-10-12
Catalog of Federal Domestic Assistance (CFDA) Number: 17.261

Key Dates: The closing date for receipt of applications under this announcement is April 29, 2011. Applications must be received no later than 4:00 p.m. Eastern Time.

Addresses: Mailed applications must be addressed to the U.S. Department of Labor, Employment and Training Administration, Division of Federal Assistance, Attention: Latifa Jeter, Grant Officer, Reference SGA/DFA PY 10-12, 200 Constitution Avenue, NW, Room N4716, Washington, DC 20210. For complete application and submission information, including online application instructions, please refer to Section IV – Application and Submission Process.

Summary: The Employment and Training Administration (ETA), U.S. Department of Labor (USDOL, or the Department) announces the availability of approximately $5.5 million authorized by the Consolidated Appropriations Act of 2010[1] to support applicants in providing intensive mentoring services to low-income young parents (both mothers and fathers, and expectant parents ages 16 to 24) participating in workforce development programs. Activities under this SGA are authorized under Section 171(b) of the Workforce Investment Act, which allows for demonstration and pilot projects for the purpose of developing and implementing techniques and approaches, and demonstrating the effectiveness of specialized methods, in addressing employment and training needs.

Applicants must currently be operating a program for young parents that includes educational and occupational skills training, case management and supportive services that lead to family economic self-sufficiency. Funded projects will be encouraged to serve young parents in high-risk categories, including those who are victims of child abuse, children of incarcerated parents, court-involved youth, youth at-risk of court involvement[2], homeless and runaway youth, Indian and Native American youth, migrant youth, youth in or aging out of foster care[3], and youth with disabilities.

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[1] Pub. L. 111-117, Div. D, Title I, 123 Stat. 3227 (Dec. 16, 2009).

[2] Youth and young adults ages 16 to 24 who have been under the supervision of the juvenile justice system, which include: diversion programs, alternative sentencing programs, placed in juvenile correctional facilities or local juvenile detention centers.

[3] Youth in foster care receive "services" in a private home or in group homes that are usually provided by parents – housing, food, clothing, medical care, transportation, and so on. Although foster care is intended to be temporary and the goal is reunification of parents and children, when youth age out of foster care (typically when they reach age 18), they lose all of their foster care services and they must provide them for themselves and transition to independent adult living on their own.

Upon selection, all grantees must agree to participate in a random assignment evaluation designed to test the impact of the mentoring services. Selected applicants must enroll at least 400 participants over two years. (These individuals must be new clients to the applicant's existing program.) A lottery will determine which 200 participants will receive the mentoring services provided by the applicant (or its designated partner) funded under this grant. This gives all 400 an equal chance at getting into the program. The remaining 200 participants will participate in the applicant's existing program but will not receive the mentoring services. Applicants must describe their program enrollment size during the past three years and show that their existing program can enroll at least 400 individuals. If an applicant does not propose enrolling at least 400 individuals under this grant, its application will not be considered. Applicants that fail to provide the number of individuals they expect to enroll on the abstract, see Section VI.B. Part III, will not be considered.

The majority of funds awarded under this demonstration must be used to provide the mentoring services to participants who are randomly assigned to receive such service (the treatment group). Participants who are not a part of the treatment group will be assigned to the control group and will not receive the mentoring service. They must, however, receive services funded by the applicant's existing program. Therefore, grant applicants may use up to 25 percent of grant funds for activities related to the applicant's existing program.

Section I. Funding Opportunity Description

Despite a one-third decline in teen pregnancy since the early 1990's, the United States continues to have one of the highest rates of teen pregnancy and teen births among industrialized nations. To address the issues of early pregnancy and childbearing, in 2009 the Young Parents Demonstration (YPD) provided approximately $10 million in grant funds to 13 competitively-selected programs to provide innovative services to low-income young parents. These 13 selected YPD grantees are using their awarded funds to implement either a mentoring or a training model to increase participants' employment-related outcomes.

In designing this SGA, ETA reviewed the literature (see excerpts below) on the implementation of formal mentoring services and found that the research suggests that formal mentoring services could improve educational and employment outcomes for youth. As an example, the Ready-4-Work Initiative was an ETA pilot project where over 60 percent of participants received an organized mentoring program. Participants who met with a mentor at least once showed stronger outcomes than those who did not participate in a mentoring program. Information on this program can be found at http://www.doleta.gov/RExO/PDF/Ready4Work_Information.pdf or http://www.ppv.org/ppv/mentoring.asp. Therefore, this YPD funding opportunity will focus on the provision of the mentoring services to low-income young parents to ensure

they succeed in the education and training activities in which they enroll and sustain and advance the gains made in education and employment so that they may become economically self-sufficient.

Prior Research on Mentoring – A growing body of research indicates that a supportive relationship between youth and adults, such as a mentoring relationship, is an important ingredient for positive outcomes in academics, social settings, career development, health and safety (Eccles et. al, 2002). While evidence indicates that support and guidance from adults is critical to enable youth to grow into responsible, self-sufficient adults, there is a scarcity of support and guidance from adults in the lives of many youth. This is especially the case with low-income youth. Single parent households, reduced services in school districts, and less than ideal safety conditions in neighborhoods have created environments where there are fewer and fewer supportive adults in the lives of low-income youth (Tierney, et. al, 2000).

Mentoring is often defined as a sustained relationship between a young person and an adult in which the adult provides the young person with support, guidance, and assistance. Formal mentoring relationships are created through planned programs, which can take the form of volunteer or staff mentor models. A range of studies have found that mentoring relationships in organized programs can have positive effects on youth such as increased personal and emotional development, socialization, self-esteem, academic achievement, and personal networks for employment. Several of these studies are cited in Section VII.D.

While many studies on mentoring find that the approach is promising, not all mentoring programs, whether they use volunteers or paid staff, are effective. A survey of the literature finds that successful mentoring programs possess specific components: screening, orientation and training, and support and supervision. In addition, Federal Mentoring Council (FMC) research shows that the key elements of mentoring programs that lead to greater impacts include:

- Mentors have previous relevant experience in helping others,

- Mentors commit to at least twelve months of participation,

- Mentors are carefully trained and supported and receive help structuring activities with mentees,

- The program is monitored for early problem detection,

- Parents are involved as much as possible, and

- Programs are evaluated and flexible to change as necessary.

According to the FMC, preliminary studies show that high quality mentoring has the potential to be a successful intervention strategy to address risk among youth and to

promote positive behaviors and attitudes. Researchers have not yet sufficiently distilled the specific impacts of mentoring alone from the impacts of the programs in which they take place, but have suggested that close, consistent, and enduring mentoring relationships are likely to have positive benefits. A strong connection characterized by mutuality, trust, and empathy that spans a significant time period, and is focused on the young person's interests and preferences is likely to make an impact, while a distant, brief, or inconsistent relationship is not (Rhodes, et. Al, 2008). Also, FMC studies indicate that potential educational benefits consist of: better academic performance, better school attendance and positive attitudes. While potential behavioral benefits include: decreased likelihood of initiating illegal drug and alcohol use, and decreased violent behavior.

A. Program Design – Necessary Existing Program Components

Each applicant must currently be operating a young parents program with the following required components:

- Education, Training, and Employment Strategies – This component must focus on providing young parents with skills and credentials relevant to the industries or occupations in demand in the local labor market;

- Case Management – This component must include: the identification, assessment, and enrollment of young parents; the development of a personalized service strategy that may include personal, educational, or employment-related supports; as well as the identification of appropriate supportive services. Case managers must have a central role in ensuring that project participants receive all of the necessary and appropriate services to overcome any barriers to full project participation;

- Supportive Services – This component should be aimed at reducing barriers to stable participation in education and employment, and may include child care assistance, transportation assistance, mental or physical health care, substance abuse services, parenting education classes, work-based stipends, or other efforts; and
- Follow-Up and Post-Program Transition Services – This component should include: follow-up and retention services intended to sustain and advance the gains made in education and employment outcomes; individualized, consistent follow-up after training and during the retention period for at least one year; and/or intensive follow-up and retention services such as home visits or employer visits in place of periodic phone calls.

B. Program Design - Intensive Mentoring Services

Each applicant may provide the mentoring services or partner with an organization that provides these services. The mentoring service can engage either full-time paid professional mentors or recruit volunteers (who may be paid appropriate compensation)

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to work with the program's young parents starting when they enroll in the program and continuing for 18 months. The mentoring intervention must be designed to help youth in three areas: education, career advancement and personal development. While working with the young parent in a holistic manner, the mentor must strategically guide and motivate the youth to complete the educational, employment and other services that the case managers have deemed appropriate for them. They must also provide the young parent with broader life guidance, such as how to juggle parenting with their other commitments. Prior research suggest that mentors who offer active guidance to youths and make concerted efforts to ensure their overall welfare are more effective (DuBois, et. al, 2010). However, overly directive or task-focused mentors are less effective with youth (Keller, 2005). Therefore, the mentoring services applicants propose to provide under this SGA should strike a balance in their intensity to ensure a young parents' overall success.

The mentoring program should provide the programmatic infrastructure needed to make mentoring successful, namely:

- Screening program mentors in order to select mentors whose personal and work history supports their ability to work with their mentees in a cooperative and non-threatening manner, will be able to keep their 18-month commitment, and will develop a trusting relationship with the youths. Because the mentors will be advising youths about their educational pathway, mentors should have a minimum of some college and/or work experience in occupations that are similar to those in which the youths are interested. If the mentors are paid staff, they must also have at least one year of prior experience in providing mentoring/counseling services to similar at-risk youths and be willing to work a flexible schedule to be able to respond to the youths' needs at various times of the day including weekends.

- Matching Mentors with Mentees to ensure success of the relationship. It is important to establish a consistent matching system that can be used with the proposed mentors and participants to help provide a consistent program. Before matching a mentor with a mentee, program staff should go through all the documentation collected as part of the screening process. Some tools that can assist with a successful matching of mentors and mentees include: 1) a Mentor and Mentee Interest Survey form; 2) gatherings in which mentors and mentees spend time participating in group activities; 3) brief one-to-one chats that give both mentors and mentees an opportunity to identify a partner they seem to identify with, among others; and 4) confidential feedback from mentors and mentees after the gatherings or chats to determine the mentors' and mentees' level of ease with each other, after which program staff will determine the match. Other matching elements to consider in the matching process are: similar gender/ethnicity/culture, language, common interests such as educational or occupational fields, possible needs of the mentee, life experiences, and attitudes among others. Program staff are encouraged to monitor the match very closely for the first three to six months, as both parties

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are likely to need plenty of support as they build a trusting relationship. During such times the Program Staff can play a crucial supportive and facilitative role.

- <u>Orientation and Training of Mentors</u> to provide them with a minimum of six hours of in-depth training before they start meeting with youth. The training must cover: 1) the issues that these young parents will be facing; 2) all program services the young parents will be expected to use and how the mentors should interact with program staff; 3) how best to build a trusting relationship with the young parents; and 4) how best to use that relationship to actively move the youths forward by providing advice in an appropriate manner and advocating for the youths with others, including with program staff. Additional ongoing training may also be provided on specific areas of importance to young parents or to provide peer support opportunities for mentors to discuss challenges and/or share best practices.

- <u>Support and Supervision</u> of the mentors. The primary role of a mentor's supervisor (i.e. mentoring supervisor) is to ensure that each match is proceeding well, that a solid relationship forms, that the relationship endures and is able to overcome difficulties, and that the mentor is helping and supporting the mentee to pursue their educational and career goals. Both mentors and mentees should feel supported by the mentoring supervisor. Therefore, during the first quarter, the mentors should participate in support and/or supervision activities at least two or three times. Support and/or supervision activities may include follow-up calls the supervisor makes to discuss with the mentor how the relationship is developing or it might include a supervisor observing the mentor/mentee interaction and providing feedback, among other activities to be determined by the applicant. The youths should be contacted by the mentoring supervisor at least quarterly. Programs may choose to reduce the level of supervision/support after the first quarter to once or twice a quarter if the relationship appears to be stable.

To ensure mentors and mentees have enough time to develop an enduring relationship, the program must provide the following:

- The mentors and young parents should meet at least 4 hours a month for 18 months. However, applicants that build in more meeting time at the beginning of the relationship in order to get the relationship off on solid footing will be preferred unless there is a good explanation for why the youths do not have the time or the need to meet more often. The applicant must state the maximum caseload each mentor would carry at one time. The number of mentees assigned should enable the mentors: 1) to provide the required level of interaction with the youths; 2) time to advocate for the youths with the program staff and others; and 3) to work a flexible schedule to respond to youths needs.

C. Program Design – Key Partners

Collaboration across organizations is critical to the success of any youth program. A single organization does not typically have the resources to respond to the myriad of issues that affect young parents most in need. Given that applicants must currently be operating a program for young parents, such collaborations may already exist for the provision of the Necessary Existing Program Components described in Section I.A.

Applicants who propose to partner with an organization that provides mentoring services (such as community-based and faith-based organization, or private mentoring services entity) rather than provide such services in-house, must demonstrate through a letter of commitment their partnership with such entity that includes their experience providing mentoring services to youth and collaborating or supporting youth programs, and their relationship with the applicant including the expected duration of such relationship. Applicants must also demonstrate through a letter of commitment their partnership with the local workforce investment board to provide referrals to the young parent program, access to assessments, employment and other career center resources such as job development services to ensure the young parents' success in achieving employment goals. Section IV.B. Part III. – Attachments to the Technical Proposal describes what these letters of commitment must contain.

Other partners, that are beneficial for comprehensive service provision of existing program components, but are not required include: education and training providers such as community colleges, career technical programs, and adult education programs; health and human services agencies including children and family agencies and substance abuse and mental health agencies; and other partners such as community and faith-based organizations that provide supportive services such as financial literacy training, housing assistance, transportation assistance, parenting skills training, childcare assistance, and assistance with food and clothing.

D. Mandatory Participation in the Random Assignment Evaluation

Applicants selected to receive a grant award under this SGA must participate in the rigorous random assignment impact evaluation of the Young Parents Demonstration being conducted by the Capital Research Corporation and its subcontractors, The Urban Institute and Abt Associates Inc. The evaluation will assess the effectiveness of the mentoring services on numerous outcomes, including participants' post-program labor market outcomes.

In addition to the impact analysis, the evaluation also includes an implementation analysis and cost-benefit analysis being conducted by The Urban Institute and its subcontractor, Capital Research Corporation. The implementation analysis will provide contextual information for better understanding the estimated impacts and also any variation in service delivery for any sizeable subgroups served under the demonstration project.

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The evaluation is intended to generate evidence-based knowledge and information for policymakers and decision-makers to determine whether services based on a mentoring model are particularly effective or whether other policies and practices should be chosen to assist young parents. Given the importance of assessing the potential usefulness of a mentoring program model, ETA's priority in designing the demonstration is to ensure that the evaluation yields rigorous evidence about well-defined, tightly-controlled models.

To ensure the integrity of the evaluation's findings, grantees will be responsible for:

- Adhering to the random assignment methodology and participating in all activities related to conducting random assignment within their respective site(s).

- Implementing the demonstration project while meeting the requirements of the evaluation by:

  o Having the operational and organizational capacity to enroll at least 400 participants over two years and randomly assigning participants to a treatment group or a control group. All 400 participants will receive the existing program services, but only the 200 assigned to the treatment group will have access to the mentoring services provided under the grant. Those in the control group will not receive mentoring services under this grant nor by other sources that are provided by the grantee but will have access to the existing program services.

- Working with the evaluation team (and, if appropriate, the grantee's partners) to develop a process through which individuals are: 1) deemed eligible, 2) enrolled in the study, and 3) entered into the selection lottery to determine who gets mentoring services that minimizes the disruption of program operations and meets the needs of the evaluation. (Applicants do not need to describe this process in their application. It will be jointly developed by site staff and members of the evaluation team.). This process will include: explaining the study to potential participants, obtaining their written consent to participate in the study, collecting baseline demographic information and contact information, conducting random assignment using a simple Web-based application, informing study participants of their research group assignment, and ensuring that participants are treated in accordance with their assignment. Grantee staff will carry out the process, with training and support from the evaluation team.

- Identifying an Evaluation Coordinator, who will serve as primary liaison to the evaluation team. This individual will coordinate site visits for the evaluation team and be responsible for overseeing the study enrollment and random assignment process.

- Agreeing that qualitative and quantitative data collected on their site operations and their program participants can be shared between ETA and the evaluators for the purposes of the evaluation.

E. Mandatory Data Collection and Performance Management

All grantees will be required to collect program data necessary to analyze the required outcomes and performance activity of interest to ETA, its Federal partners, and the evaluation contractor. This will involve entering data into a Management Information System (MIS) provided by the evaluation contractor that captures a significant amount of participant-level demographic, service and outcome data. Typically, the data required for an evaluation are similar to the data required for strong program management.

F. Mandatory Grantee Orientation and Training Conference

Within 90 days after grant award, all grantees will be expected to participate in an intensive orientation and training conference organized by the Technical Assistance contractor in consultation with ETA and the evaluation contractor. Grantees should budget travel costs for this purpose on their Budget Information Forms.

Section II. Award Information

A. Award Amount

Under this SGA, ETA intends to award approximately $5.5 million in grant funds. ETA plans to fund approximately four to six grants. Individual grants will range in value from $500,000 to $1.5 million. Applicants are encouraged to submit budgets for quality projects at whatever funding level is appropriate for their project within the range specified above. Any grant application that requests more than $1.5 million will be deemed non-responsive and will not be considered. Please note this is a one-time award and the grant will be for the entire 48-month duration of the program. No additional funding will be available after the original award.

B. Period of Performance

The period of performance will be up to four (4) years from the date of execution of the grant documents. This period of performance will allow for up to six months for initial implementation, up to two years (24 months) of "live" enrollment of at least 400 individuals including 18 months of services for all program participants randomly assigned to receive the intensive mentoring services. Applicants should plan to fully expend grant funds during the period of performance while ensuring full transparency and accountability for all expenditures.

C. Transparency

The Department is committed to conducting a transparent grant award process and publicizing information about program outcomes. Applicants are advised that their application and information related to its review and evaluation (whether or not the application is successful) may be made publically available, either fully or partially. In addition, information about grant progress and results may also be made publicly available.

Section III. Eligibility Information

A. Eligible Applicants

In order to be eligible for consideration under this solicitation, applicants must: 1) currently be operating a program for young parents that includes the Necessary Existing Program Components as described in Section I.A., 2) provide mentoring services or partner with an organization that provides these services as described in Section I.B. and 3) propose to enroll at least 400 individuals under this grant as described in Section I.D. Eligible applicants include:

- A Local Workforce Investment Board;

- A Federally-recognized Indian Tribe; or

- A non-profit provider (such as a community or faith-based organization, industry association, etc.) of workforce system services determined to be tax exempt under section 501(c)(3) of the Internal Revenue Code.

Applicants must provide a letter of commitment from the key partners – an organization that provides mentoring services if the applicant chooses to partner with such entity and a workforce investment board – as discussed in Section I.C.

B. Cost Sharing or Matching

Under this solicitation, matching or leveraged resources are not required. The applicant may provide leveraged resources from key entities to strengthen the service program offered to project participants.

C. Other Eligibility Criteria

Applicants must submit Letters of Commitment that show evidence of partnerships with the key partners as described in Section IV.B.III. – Attachments to the Technical Proposal.

Applicants must be willing to participate in the random assignment study described in Section I.D. – Mandatory Participation in the Random Assignment Evaluation.

Grantees selected under this SGA must comply with the guidance provided by ETA, the Technical Assistance provider and the evaluation contractor.

D. Eligible Participants

The target population for the YPD are low-income young parents (both mothers and fathers and expectant parents ages 16 to 24), including those in high-risk categories such as victims of child abuse, children of incarcerated parents, court-involved youth, youth at risk of court involvement, homeless and runaway youth, Indian and Native American youth, migrant youth, youth in or aging out of foster care, and youth with disabilities. The extent of an applicant's special outreach efforts to recruit high-risk categories of participants will be considered in the evaluation criteria.

Veteran Priority for Participants

The Jobs for Veterans Act (Public Law 107-288) requires grantees to provide priority of service for 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 can be found 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 http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2816.

Section IV. Application and Submission Process

A. How to Obtain an Application Package

This SGA contains all of the information and links to forms needed to apply for grant funding.

B. Content and Form of Application Submission

Proposals submitted in response to this SGA must consist of three separate and distinct parts: (I) a cost proposal; (II) a technical proposal; and (III) attachments to the technical proposal. Applications that do not contain all of the three parts or that fail to adhere to the instructions in this section will be deemed non-responsive and will not be considered. It is the applicant's responsibility to ensure that the funding amount requested is consistent across all parts and sub-parts of the application.

Part I. The Cost Proposal. The Cost Proposal must include the following items:

SF-424, "Application for Federal Assistance" (available at http://www07.grants.gov/agencies/forms_repository_information.jsp). 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 shall be considered the authorized representative of the applicant. All applicants for Federal grant and funding opportunities are required to have a Data Universal Numbering System (D-U-N-S®) number, and must supply their D-U-N-S® Number on the SF-424.   The D-U-N-S® Number is a nine-digit identification number that uniquely identifies business entities. If you do not have a D-U-N-S® Number, you can get one for free through the D&B website: http://fedgov.dnb.com/webform/displayHomePage.do.

The SF-424A Budget Information Form (available at http://www07.grants.gov/agencies/forms_repository_information.jsp). In preparing the Budget Information Form, the applicant 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.

Note that the entire Federal grant amount requested (not just one year) must be included on the SF-424 and SF-424A and budget narrative.   No leveraged resources should be shown on the SF-424 and SF-424A. The amount listed on the SF-424, SF-424A and budget narrative must be the same. Please note, the funding amount included on the SF-424 will be considered the official funding amount requested if any inconsistencies are found. Applications that fail to provide an SF-424 including D-U-N-S® Number, Budget Information Form SF-424A, and a budget narrative will be considered non-responsive and not reviewed.

Regardless of the method of application submission, all applicants must register with the Federal Central Contractor Registry (CCR) before submitting an application. Step-by-step instructions for registering with CCR can be found at http://www.grants.gov/applicants/org_step2.jsp.   An awardee must maintain an active CCR 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 CCR database after the initial registration, the applicant is required to review and update on an annual basis from the date of initial registration or subsequent updates its information in the CCR 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.   Failure to register with the CCR before application submission will result in your application being found non-responsive and not being reviewed.

Part II. The Technical Proposal. The Technical Proposal must demonstrate the applicant's capability to implement the grant project in accordance with the provisions of this Solicitation. The guidelines for the content of the Technical Proposal are provided in Section V of this SGA. The Technical Proposal is limited to 25 double-spaced single-sided 8.5 x 11 inch pages with 12 point Times New Roman font and 1 inch margins. <u>Any materials beyond the specified page limit will not be read</u>. Applicants should number the Technical Proposal beginning with page number 1. Applications that do not include Part II, the Technical Proposal, will be considered non-responsive and not reviewed.

Part III. Attachments to the Technical Proposal. Attachments to the technical proposal do not count against the limit of 25 pages for the Technical Proposal, but may not exceed 18 pages in total. In addition to the Technical Proposal, the applicant must submit the following attachments:

- An abstract, not to exceed two (2) double-spaced single-sided pages 8.5 x 11 inch pages with 12 point Times New Roman font and 1 inch margins, which must include the following: 1) summary of the proposed project, including applicant name; 2) the number of individuals that will be recruited and enrolled; 3) project title; 4) key partners; 5) projected outcomes; and 6) funding level requested;

- If the applicant chooses to provide mentoring services through a partner organization, they must attach a letter of commitment from such organization that includes their: 1) previous experience providing mentoring services to youth; 2) previous experience collaborating with or supporting existing youth programs; and 3) relationship (existing or new) with the applicant's program. The letter must also specify the expected duration of the relationship with the applicant to ensure participants receive the mentoring services described in Section I.B.

- If the applicant is not a Local Workforce Investment Board, it must attach a letter of commitment from the workforce investment board that includes a description of the mechanisms for referring participants and providing access to assessments, employment, and other resources such as job development services.

Applications that do not include the required attachments will be deemed non-responsive and will not be considered. Any additional materials beyond the 18-page limit for attachments will not be reviewed. The required attachments must be affixed and clearly identified as appendices to the application.

Applicants should not send documents separately to ETA, because documents received separately will be tracked through a different system and will not be attached to the application for review. ETA will not accept general letters of support submitted by organizations or individuals that are not partners in the proposed project and that do not directly identify the specific commitment or roles of the project partners. Support letters of this nature will not be considered in the evaluation review process.

C. Submission Date, Times, Process and Addresses

The closing date for receipt of applications under this announcement is **April 29, 2011**. Applications may be submitted electronically on http://www.grants.gov or in hard copy by mail or hand delivery **(including overnight delivery)**. Hard copy applications must be received at the address below **no later than 4:00 p.m. Eastern Time**. Applications submitted on grants.gov must also be successfully submitted (as described below) no later than 4:00 p.m. Eastern Time. Applications sent by e-mail, telegram, or facsimile (FAX) will not be accepted.

Applicants submitting proposals in hard copy must submit an original signed application (including the SF-424) and one (1) ''copy-ready'' version free of bindings, staples or protruding tabs to ease in the reproduction of the proposal by DOL. Applicants submitting proposals in hard copy are also required to provide an identical electronic copy of the proposal on compact disc (CD). If discrepancies between the hard copy submission and CD copy are identified, the application on the CD will be considered the official applicant submission for evaluation purposes. Failure to provide identical applications in hardcopy and CD format may have an impact on the overall evaluation.

If an application is physically submitted by both hard copy and through http://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 http://www.grants.gov. Applications that do not meet the conditions set forth in this notice will be considered non-responsive. No exceptions to the mailing and delivery requirements set forth in this notice will be granted. Further, documents submitted separately from the application, before or after the deadline, will not be accepted as part of the application.

Mailed applications must be addressed to the U.S. Department of Labor, Employment and Training Administration, Division of Federal Assistance, Attention: Latifa Jeter, Grant Officer, Reference SGA/DFA PY 10-12, 200 Constitution Avenue, NW, Room N4716, Washington, DC 20210. Applicants are advised that mail delivery in the Washington area may be delayed due to mail decontamination procedures. Hand-delivered proposals will be received at the above address. All overnight mail will be considered to be hand-delivered and must be received at the designated place by the specified closing date and time.

Applications that are submitted through Grants.gov must be successfully submitted at http://www.grants.gov no later than 4:00 p.m. Eastern Time on the closing date and then subsequently validated by Grants.gov. The submission and validation process is described in more detail below. The process can be complicated and time-consuming. Applicants are strongly advised to initiate the process as soon as possible and to plan for time to resolve technical problems if necessary.

The Department strongly recommends that before the applicant begins to write the proposal, applicants should immediately initiate and complete the "Get Registered" registration steps at http://www.grants.gov/applicants/get_registered.jsp. Applicants should 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 electronic submission in order to avoid unexpected delays that could result in the rejection of an application. The site also contains registration checklists to help you walk through the process. The Department strongly recommends that applicants download the "Organization Registration Checklist" at http://www.grants.gov/assets/Organization_Steps_Complete_Registration.pdf and 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.

As described above, applicants must have a D–U–N–S® Number and must register with the Federal Central Contractor Registry (CCR).

The next step in the registration process is creating a username and password with Grants.gov to become an Authorized Organizational Representative (AOR). AORs will need to know the D-U-N-S® Number of the organization for which they will be submitting applications to complete this process. To read more detailed instructions for creating a profile on Grants.gov visit: http://www.grants.gov/applicants/org_step3.jsp.

After creating a profile on Grants.gov, the E-Biz point of Contact (E-Biz POC) - a representative from your organization who is the contact listed for CCR – will receive an email to grant the AOR permission to submit applications on behalf of their organization. The E-Biz POC will then log in to Grants.gov and approve an applicant as the AOR, thereby giving him or her permission to submit applications. To learn more about AOR Authorization visit: http://www.grants.gov/applicants/org_step5.jsp, or to track AOR status visit: http://www.grants.gov/applicants/org_step6.jsp.

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 you submit the application through Grants.gov, the name of your AOR on file will be inserted into the signature line of the application. Applicants must register the individual who is able to make legally binding commitments for the applicant organization as the AOR; this step is often missed and it is crucial for valid submissions.

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. Within two business days of application submission, Grants.gov will send the applicant two email messages to provide the status of the application's progress through the system. The first email, sent almost immediately, 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. Only applications that have been successfully submitted by the deadline and subsequently successfully validated will be considered. It is the sole responsibility of the applicant 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, sufficient time should be allotted for submission (two business days) 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 sufficient time is not allotted and a rejection notice is received after the due date and time, the application will not be considered.

To ensure consideration, the components of the application must be saved as .doc, .xls, .rtf, or .pdf files. If submitted in any other format, the applicant bears the risk that compatibility or other issues will prevent us from considering the application. ETA will attempt to open the document but will not take any additional measures in the event of problems with opening it. In such cases, the non-conforming application will not be considered for funding.

We strongly advise applicants to use the various tools and documents, including FAQs, which are available on the "Applicant Resources" page at http://www.grants.gov/applicants/resources.jsp.

ETA encourages new prospective applicants to view the online tutorial, "Grant Applications 101: A Plain English Guide to ETA Competitive Grants," available through Workforce3One at: http://www.workforce3one.org/page/grants_toolkit.

To receive updated information about critical issues, new tips for users and other time sensitive updates as information is available, applicants may subscribe to "Grants.gov Updates" at http://www.grants.gov/applicants/email_subscription_signup.jsp.
If applicants encounter a problem with Grants.gov and do not find an answer in any of the other resources, call 1-800-518-4726 to speak to a Customer Support Representative or email "support@grants.gov". The Contact Center is open 24 hours a day, seven days a week. It is closed on Federal holidays.

Late Applications: For applications submitted on Grants.gov, only applications that have been successfully submitted no later than 4:00 p.m. Eastern Time on the closing date and then successfully validated will be considered. Applicants take a significant risk by waiting to the last day to submit by Grants.gov.

Any hard copy application received after the exact date and time specified for receipt at the office designated in this notice will not be considered, unless it is received 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, applicants 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 proposal costs must be necessary and reasonable and in accordance with Federal guidelines. Determinations of allowable costs will be made in accordance with the applicable Federal cost principles. Disallowed costs are those charges to a grant that the grantor agency or its representative determines not to be allowed in accordance with the applicable Federal 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 OMB Circular 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 (ICR) is required when an organization operates under more than one grant or other activity, whether Federally-assisted or not. Organizations must use the ICR supplied by the Federal Cognizant Agency. If an organization requires a new ICR or has a pending ICR, the Grant Officer will award a temporary billing rate for 90 days until a provisional rate can be issued. This rate is based on the fact that an organization has not established an ICR agreement. Within this 90 day period, the organization must submit an acceptable indirect cost proposal to their Federal Cognizant Agency to obtain a provisional ICR.

2. Administrative Costs

Under this SGA, 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 could be direct or indirect costs, and are defined at 20 CFR 667.220. 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 grantee'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, as specified above.

3. Salary and Bonus Limitations

Under Public Law 109-234, none of the funds appropriated in Public Law 109-149 or prior Acts under the heading "Employment and Training Administration" that are available for expenditure on or after June 15, 2006, may be used by a recipient or sub-recipient 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, except as provided for in section 101 of Public Law 109-149. Public Laws 111-8 and 111-117 contain the same limitation on funds appropriated under each of these Laws.   This limitation applies to grants funded under this SGA. The salary and bonus limitation does not apply to vendors providing goods and services as defined in OMB Circular A-133 (codified at 29 CFR Parts 96 and 99). See Training and Employment Guidance Letter number 5-06 for further clarification: http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2262.

4. Intellectual Property Rights

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 sub-grant or contract under the grant or sub-grant; and ii) any rights of copyright to which the grantee, sub-grantee 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. Federal funds may not be used to pay any royalty or licensing fee associated with such copyrighted material, although they may be used to pay costs for obtaining a copy which is limited to the developer/seller costs of copying and shipping. If revenues are generated through selling products developed with grant funds, including intellectual property, these revenues are program income. 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 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. Internal use by an organization and/or personal use by an individual for non-commercial purposes are permissible. All other uses require the prior authorization of the copyright owner."

5. Use of Grant Funds

The majority of grant funds under this solicitation must be used in support of the mentoring services as specified in Section I.B. However, applicants may propose to use up to 25 percent of grant funds to provide the Necessary Existing Program Components listed under Section I.A.

F. Other Submission Requirements

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

Section V. Application Review Process

A. Evaluation Criteria

This section identifies and describes the criteria that will be used to evaluate each applicant's technical proposal. The evaluation criteria are described below:

CRITERIA	POINTS
1. Statement of Need, Description of the Existing Program and Program Performance	25
2. Intensive Mentoring Service Strategy, Program Integration and Participant Recruitment	50
3. Program Management Capacity and Evaluation Readiness	20
4. Linkages with Key Partners	5
TOTAL	100

1. Statement of Need, Description of the Existing Program and Program Performance (25 points)

Applicants must describe the area where the existing program is implemented. The applicant must include information (supported by data source(s)) on the population of the area, including economic indicators such as the poverty rate, the unemployment rate, the school drop-out rate, and the numbers of individuals without a high school

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diploma as well as labor market information.

Applicants must fully describe their existing program and document the past accomplishments of their program by providing annual performance data for each of the past three years. The applicants' description must include the Necessary Existing Program Components described in Section I.A.

Scoring under this criterion will be based on the comprehensiveness of the responses provided to the following:

- A description of the area where the program operates, the population of the area, the economic indicators (poverty rate, unemployment rate, school drop-out rate, and number of 16-24 year olds without a high school diploma) and the labor market information such as career projections in growing industries. Applicants may use Census Tract Data to obtain these indicators. Go to http://factfinder.census.gov and use the link on the left for People. In addition, applicants are encouraged to review TEN 19-10 -- Guide to State and Local Workforce Data: For Analysis and Informed Decision Making.); (5 points)

- A description of the: 1) type of academic credential participants earn while in the program (such as a GED or high school diploma); 2) the presence of innovative and successful strategies that the program has used to address low basic skills of participants including any distance learning and/or credit retrieval that has been used; 3) the integration of the academic program with the occupational skills training component of the program; and 4) the program's linkages to local high schools, community colleges and trade schools (as applicable). (4 points)

- A description of the occupational skills training component of the existing program including: 1) where and how the training is conducted; 2) how the curriculum was developed; 3) whether a career ladder exists; 4) the type of industry-recognized credentials that result from the training; and 5) the involvement of employers and/or industry partners in the development of the training (as applicable). (3 points)

- A description of the case management services that are currently provided including: 1) how participants are identified, assessed and enrolled in the current program; and 2) how individual service plans that include personal, educational or employment-related goals are developed for the young parents to ensure their full program participation. (3 points)

- A description of the support services that are currently available to meet the needs of participants and their children to ensure their participation and retention in the program, including support services coordinated and funded through other service providers such as state programs, non-profit

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organizations, community-based or faith-based organizations or other available resources. Available support services may include: 1) child care assistance; 2) transportation assistance; 3) counseling such as substance abuse counseling and treatment, and mental health counseling; 4) housing assistance; and 5) economic assistance. The description must include what funding sources and/or resources are available to provide such services. (4 points)

- A description, supported by annual performance data for each of the past three years, to demonstrate the applicant's capacity to enroll 400 participants during the two year period of enrollment. The annual performance data must include data on: (3 points)

    o Number of young parents recruited;

    o Number of young parents enrolled;

    o Number and percent of young parents who have completed the program;

    o Number and percent of young parents receiving their GED or high school diploma (please differentiate between the two) while participating in the program;

    o Number and percent of young parents who have entered employment;

    o Employment retention rates at 6 and 12 months (if available); and

    o Number and percent of young parents who have entered post-secondary training and/or apprenticeship programs and percent of who achieved an educational and/or training credential.

- A description of the types of post-program transition services currently offered to participants including: 1) the program's job placement and retention strategy including the types of career exploration and planning activities and how the program works with employers and/or One-Stop Career Centers to identify and create job openings for the young parents served by the program; 2) how follow-up is provided to young parents after completing the program; and 3) how support services are continued post-program. (3 points)

2. Intensive Mentoring Service Strategy, Program Integration and Participant Recruitment (50 points)

Applicants must describe the proposed intensive mentoring services, how the mentoring services will be integrated and delivered, and how young parents will be recruited.

Scoring under this criterion will be based on the comprehensiveness of the responses provided to the following elements and the extent to which they indicate the likely effectiveness of the mentoring service strategy:

- A description of the applicant's proposed intensive mentoring services including all of the elements below, which are described in Section I.B. – Intensive Mentoring Services - to ensure that the mentoring intervention helps youth achieve their educational, employment and personal development goals: (22 points)

  o A screening process to ensure that the selected mentors (either paid professional staff or volunteers) will develop a trusting relationship with the youth;

  o A matching process to ensure the success of the mentor and mentee relationship;

  o An orientation and training of mentors that establishes clear guidelines about the mentoring relationship and goals for the mentors;

  o A support and supervision system for the mentors to ensure that the mentoring services meet program goals;

  o A description of the duration of the mentor/mentee engagement as to ensure mentors and mentees have enough time to develop an enduring relationship; and

  o A description of the planned caseload per mentor and how this level of caseload will be maintained, including how staff attrition will be handled.

- A description of the applicant's capacity to provide mentoring services in-house or through a partnership with another organization (such as a community-based or faith-based organization, or private mentoring services entity), which must describe the applicant's relationship with the organization and the role of the organization in implementing the proposed program and is corroborated by the organization's letter of commitment; (5 points)

- A description, supported by annual performance data for each of the past three years, demonstrating the applicant or its mentoring partner has the capacity to enroll and provide long-term mentoring to 200 participants. Performance data must include data on: (3 points)

  o Number of young people ages 16-24 who received mentoring services each year;

  o The average age of participants ages 16-24 (or the distribution by age); and

- The average duration of the mentor/mentee engagement. If the past average duration is less than 18 months, the applicant must describe its proposed approach to ensure these engagements last at least 18 months as specified in Section I.B.

- Applicants must describe how the intensive mentoring services will be integrated with the existing program, how applicants plan to coordinate and integrate the mentoring services with the program's existing employment and training services, and must describe the participant's flow through the program: (15 points)

  - A description of how the mentoring services will be integrated with the existing program of academic, skills training, career exploration and/or employment to assist young parents to remain engaged in and complete the education and training components.

  - A description of when the mentoring services will become available to the participant and how these services will facilitate a young parent's participation in the program.

  - A description of the service flow that will be used in the overall proposed program to ensure that participants receive the Necessary Existing Core Components (i.e., assessment, case management, referrals, training, etc.) and the intensive mentoring services. The applicant must describe how it determines which specific services participants receive, which partner(s) will provide such services, and how the applicant plans to interact and communicate with all partners.

  - A description of how the mentoring services incorporates follow-up retention services intended to sustain and advance the gains made in education and employment and increase the participants' opportunities for economic self-sufficiency.

- Applicants must provide a description of how eligible young parents will be recruited, including a description of arrangements such as referrals that will be made by other entities: (5 points)

  - A description of the proposed recruitment strategy and how it will ensure that at least 400 eligible young parents are enrolled over two years.

  - A description of the special outreach efforts that will be undertaken to recruit expectant parents and/or young parents from the high-risk categories discussed in Section III.D.

To fully address this criterion, applicants must provide compelling arguments or evidence for why their proposed mentoring service strategy will lead to improved education and employment outcomes. If possible, the applicant should use research

evidence to support the design they propose. If rigorous evidence (i.e., a net impact study based on random assignment and/or published in a peer-reviewed journal, supported by citation) does not exist or the applicant is proposing an innovative untried strategy, the proposal should make a strong case using related research, theories or a strong logic model.

3. Program Management Capacity and Evaluation Readiness (20 points)

The applicant must describe its organization and its qualifications to run the existing program and the intensive mentoring services in a coordinated fashion.

Scoring under this criterion will be based on the extent to which applicants fully describe a project management capacity and evaluation readiness that demonstrates their ability to operate a successful program and to fully participate in the evaluation. The application must include all of the following:

- The applicant's program management structure, including a discussion of the organization's current annual budget, experience operating grants from either Federal or non-Federal sources or private organizations, its ability to handle multiple funding streams, and its capacity for handling the data and performance management requirements associated with monitoring at least 400 participants. This must also include a discussion of the proposed staffing pattern, the qualifications and experience of key staff members (including identification of an evaluation coordinator (or description of how one will be recruited)), and the time commitment, roles, and contributions of all proposed staff (including mentors). (12 points)

- The applicant's past experience as a lead entity and evidence of its success in managing partnerships. (3 points)

- The applicant's capacity to successfully participate in the evaluation of the demonstration grant project or their experience participating in other evaluations, including demonstrating capacity for serving increased numbers of participants in terms of space, service structure, and staffing; hosting evaluation site visits; accurately tracking participants' activities at the individual level; and providing program records and other information, as necessary. (5 points)

4. Linkages with Key Partners (5 points)

Applicants must demonstrate and provide evidence that their planned services for this demonstration project will be implemented by a partnership with the key partner(s). Applicants must have letter(s) of commitment from the key partner(s) attached to their technical proposal to corroborate the applicant's proposed program. If the applicant plans to provide the mentoring services in-house, then the applicant only needs to demonstrate that the proposed program will be implemented in partnership with a workforce investment board. If the applicant plans to partner

with an organization that provides mentoring services, then the applicant must demonstrate that the proposed program will be implemented by a partnership with such an organization and a workforce investment board. Commitments from other partners are encouraged; however letters of commitment are not required.

Scoring under this criterion will be based on the extent to which applicants provide a comprehensive approach and fully describe strong partnership(s) that contain all of the following:

- For the workforce investment board partner, applicants must describe their relationship with the board to provide referrals to the young parent program, access to assessments, employment and other career center resources such as job placement assistance or job development services to ensure the young parents' success in achieving employment goals. The letter of commitment with the workforce investment board must corroborate the applicant's description in the technical proposal. (3 points)

- If other partners are engaged, the applicant must describe such partnership, the role each partner plays and the breadth and depth of each partner's contribution to the proposed project. (2 points)

B. Review and Selection Process

Applications for grants under this Solicitation will be accepted after the publication of this announcement and until the closing date. A technical review panel will carefully evaluate applications against the selection criteria. These criteria are based on the policy goals, priorities, and emphases set forth in this SGA. Up to 100 points may be awarded to an application, depending on the quality of the responses to the required information described in section V.A. The ranked scores will serve as the primary basis for selection of applications for funding, in conjunction with other factors such as geographic balance; the availability of funds; and which proposals are most advantageous to the government. The panel results are advisory in nature and not binding on the Grant Officer. 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 http://www.grants.gov, which constitutes a binding offer by the applicant.

Section VI. Award Administration Information

A. Award Notices

All award notifications will be posted on the ETA Homepage (http://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 proposal.

Selection of an organization as a grantee does not constitute approval of the grant application as submitted. Before the actual grant is awarded, ETA 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. DOL reserves the right to not fund any application related to this SGA.

B. Administrative and National Policy Requirements

    1. Administrative Program Requirements

All grantees will be subject to all applicable Federal laws, regulations, and the applicable OMB Circulars. The grant(s) awarded under this SGA will be subject to the following administrative standards and provisions:

    i. Non-Profit Organizations – OMB Circular A–122 (Cost Principles), relocated to 2 CFR Part 230, and 29 CFR Part 95 (Administrative Requirements)

    ii. Educational Institutions – OMB Circular A–21 (Cost Principles), relocated to 2 CFR Part 220, and 29 CFR Part 95 (Administrative Requirements).

    iii. State, Local and Indian Tribal Governments – OMB Circular A–87 (Cost Principles), relocated to 2 CFR Part 225, and 29 CFR Part 97 (Administrative Requirements).

    iv. Profit Making Commercial Firms – Federal Acquisition Regulation (FAR) – 48 CFR part 31 (Cost Principles), and 29 CFR Part 95 (Administrative Requirements).

    v. All Grant Recipients must comply with the applicable provisions of The Workforce Investment Act of 1998, Public Law No. 105-220, 112 Stat. 936 (codified as amended at 29 U.S.C. 2801 et seq.) and the applicable provisions of the regulations at 20 CFR 660 et seq. Note that 20 CFR part 667 (General Fiscal and Administrative Rules) includes unsuccessful applicant appeal information.

    vi. 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 95.13 and Part 98 (Governmentwide Debarment and Suspension, and drug-free workplace requirements), and, where applicable, 29 CFR Part 96 (Audit Requirements for Grants, Contracts, and Other Agreements) and 29 CFR Part 99 (Audits of States, Local Governments and Non-Profit Organizations).

    vii. 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.

viii. 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.

ix. 29 CFR Part 32 – Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance.

x. 29 CFR Part 35 – Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance from the Department of Labor.

xi. 29 CFR Part 36 – Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance.

xii. 29 CFR Part 37 – Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Investment Act of 1998.

xiii. 29 CFR Parts 29 and 30 – Labor Standards for the Registration of Apprenticeship Programs, and Equal Employment Opportunity in Apprenticeship and Training, as applicable.

2. Other Legal Requirements:

i. Religious Activities

The Department notes that the Religious Freedom Restoration Act (RFRA), 42 U.S.C. Section 2000bb, applies to all Federal law and its implementation. If your 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 Title I of the Workforce Investment Act and maintain that hiring practice even though Section 188 of the Workforce Investment Act contains a general ban on religious discrimination in employment. If you are awarded a grant, you will be provided with information on how to request such an exemption.

ii. 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 OMB Circular A-122).

iii. Transparency Act Requirements

- Applicants must ensure that it has the necessary processes and systems in place to comply with the reporting requirements of the Federal Funding

Accountability and Transparency Act of 2006 (Pub. Law 109-282, as amended by section 6202 of Pub. Law 110-252) (Transparency Act), as follows:

- All applicants, except for those excepted from the Transparency Act under sub-paragraphs 1, 2, and 3 below, must ensure that they have the necessary processes and systems in place to comply with the subaward and executive total compensation reporting requirements of the Transparency Act, should they receive funding.

- Upon award, applicants will receive detailed information on the reporting requirements of the Transparency Act, as described in 2 CFR Part 170, Appendix A, which can be found at the following website: http://edocket.access.gpo.gov/2010/pdf/2010-22705.pdf.

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

(1) Federal awards to individuals who apply for or receive Federal awards as natural persons (i.e., unrelated to any business or non-profit organization he or she may own or operate in his or her name);

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

(3) Federal awards, if the required reporting would disclose classified information.

3. Other Administrative Standards and Provision:

Except as specifically provided in this SGA, DOL/ETA's acceptance of a proposal 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 Circulars require that an entity's procurement procedures must ensure that all procurement transactions are conducted, as much as practical, to provide open and free competition. If a proposal identifies a specific entity to provide services, the DOL's award does not provide the justification or basis to sole source the procurement, i.e., avoid competition, unless the activity is regarded as the primary work of an official partner to the application.

C. Reporting

Grantees must agree to meet DOL reporting requirements. Quarterly financial reports, quarterly progress reports, and MIS data must be submitted by the grantee electronically. The grantee is required to provide the reports and documents listed below:

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. Grantees must use DOL's Online Electronic Reporting System and information and instructions will be provided to grantees.

2. Quarterly Performance Reports

The grantee must submit a quarterly progress report within 45 days after the end of each calendar year quarter. Grantees will be required to submit updated aggregate level MIS data within 45 days after the end of each quarter based on a DOL template that will require quarterly, year-to-date, and program-to-date information on participant demographics at time of enrollment, participant services provided, and interim and long-term participant performance outcomes. This reporting will require post-placement follow-up and tracking of participants.

A government-procured Web-based MIS will be provided to all grantees. Grantees will be required to have industry-standard computer hardware and high speed Internet access in order to use the MIS system. Grant funds may be used with the prior approval of the Grant Officer to upgrade computer hardware and Internet access to enable projects to use the MIS system. The report must include quarterly information about grant activities. The last quarterly progress report that grantees submit will serve as the grant's Final Performance Report. This report should 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 should thoroughly document the training or labor market information approaches used by the grantee. DOL may require additional data elements to be collected and reported on either a regular basis or special request basis. DOL will provide grantees with formal guidance about the data and other information that is required to be collected. Grantees must agree to meet DOL reporting requirements.

3. Quarterly Narrative Reports

The grantee must submit a quarterly narrative report to the designated Federal Project Officer within 45 days after the end of each quarter, providing a detailed account of activities undertaken during that quarter. The quarterly narrative report should be in descriptive form and must include:

- In-depth information on accomplishments, including project success stories, upcoming grant activities, and promising approaches and processes.

- Progress toward performance outcomes, including updates on product, curricula, and training development.

4. Record Retention

Applicants must be prepared to follow Federal guidelines on record retention, which require grantees to maintain all records pertaining to grant activities for a period of not less than three years from the time of final grant close-out.

Section VII. Agency Contacts

For further information about this SGA, please contact Latifa Jeter, Division of Federal Assistance, at (202) 693-3553. Applicants should e-mail all technical questions to jeter.latifa@dol.gov and must specifically reference SGA/DFA PY 10-12, and along with question(s), include a contact name, fax and phone number. This announcement is being made available on the ETA Web site at http://www.doleta.gov/grants and at http://www.grants.gov.

Section VIII. Additional Resources of Interest to Applicants

A. Web-based Resources

DOL maintains a number of web-based resources that may be of assistance to applicants. For example, the CareerOneStop portal (http://www.careeronestop.org), which provides national and state career information on occupations; the Occupational Information Network (O*NET) Online (http://online.onetcenter.org), which provides occupational competency profiles; and America's Service Locator (http://www.servicelocator.org), which provides a directory of our nation's One-Stop Career Centers.

B. Industry Competency Models and Career Clusters

ETA supports an Industry Competency Model Initiative to promote an understanding of the skill sets and competencies that are essential to an educated and skilled workforce. A competency model is a collection of competencies that, taken together, define successful performance in a particular work setting. Competency models serve as a starting point for the design and implementation of workforce and talent development programs. To learn about the industry-validated models visit the Competency Model Clearinghouse (CMC) at http://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.

Career Clusters and Industry Competency Models both identify foundational and technical competencies, but their efforts are not duplicative. The Career Clusters link to specific career pathways in 16 career cluster areas and place greater emphasis on elements needed for curriculum performance objectives; measurement criteria; scope and sequence of courses in a program of study; and development of assessments. Information about the 16 career cluster areas can be found by accessing at http://www.careerclusters.org/.

C. Workforce3One Resources

1. ETA encourages applicants 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 Workforce3One.org at http://www.workforce3one.org/view/2001008333909172195/info

2. ETA encourages applicants to view the online tutorial, "Grant Applications 101: A Plain English Guide to ETA Competitive Grants," available through Workforce3One at http://www.workforce3one.org/page/grants_toolkit.

D. Resources on Mentoring Programs

Applicants interested in learning more about starting mentoring programs are encouraged visit the MENTOR/National Mentoring Partnership website at http://www.mentoring.org/ and reviewing their guide, *Elements of Effective Practice*, and their toolkit, *How to Build a Successful Mentoring Program Using the Elements of Effective Practice*.

For information on the Federal Mentoring Council, its mentoring initiatives and its partners, resources, research findings, and contact information on youth mentoring programs please visit the Federal Mentoring Corporation website at: www.federalmentoringcouncil.gov

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Section IX. Other Information

OMB Information Collection No. 1225-0086

OMB Information Collection No 1225-0086, Expires November 30, 2012.

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. PLEASE DO NOT RETURN THE COMPLETED APPLICATION TO THIS ADDRESS. SEND IT TO THE SPONSORING AGENCY AS SPECIFIED IN THIS SOLICITATION.

This information is being collected for the purpose of awarding a grant. The information collected through this "Solicitation for Grant Applications" will be used by the Department of Labor to ensure that grants are awarded to the applicant best suited to perform the functions of the grant. Submission of this information is required in order for the applicant to be considered for award of this grant.

Signed <u>March 29, 2011</u>, in Washington, D.C. by:

Latifa Jeter
Grant Officer, Employment and Training Administration