

## U.S. DEPARTMENT OF LABOR

### Employment and Training Administration

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

**Women in Apprenticeship and Nontraditional Occupations (“WANTO”) Technical  
Assistance Grant Program**

**ANNOUNCEMENT TYPE:** *Initial*

**FUNDING OPPORTUNITY NUMBER:** *FOA-WB-21-01*

**CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NUMBER:** *17.701*

**KEY DATES:** *The closing date for receipt of applications under this Announcement is  
June 4, 2021. We must receive applications no later than 4:00:00 pm Eastern Time.*

**ADDRESSES:** *Submit all applications in response to this solicitation through  
<https://www.grants.gov>. For complete application and submission information, including online  
application instructions, please refer to Section IV.*

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

# ETA FUNDING OPPORTUNITY ANNOUNCEMENT

## TABLE OF CONTENTS

EXECUTIVE SUMMARY .....	4
I. FUNDING OPPORTUNITY DESCRIPTION.....	5
A. PROGRAM PURPOSE .....	5
B. PROGRAM AUTHORITY .....	7
II. AWARD INFORMATION .....	7
A. AWARD TYPE AND AMOUNT .....	7
B. PERIOD OF PERFORMANCE.....	7
III. ELIGIBILITY INFORMATION .....	8
A. ELIGIBLE APPLICANTS.....	8
B. COST SHARING OR MATCHING.....	8
C. OTHER INFORMATION.....	8
1. Acronyms and Definitions.....	8
2. Application Screening Criteria.....	10
3. Number of Applications Applicants May Submit.....	11
4. Eligible Participants .....	11
IV. APPLICATION AND SUBMISSION INFORMATION .....	12
A. HOW TO OBTAIN AN APPLICATION PACKAGE .....	12
B. CONTENT AND FORM OF APPLICATION SUBMISSION.....	12
1. SF-424, “Application for Federal Assistance” .....	12
2. Project Budget .....	14
3. Project Narrative.....	16
4. Attachments to the Project Narrative .....	20
C. SUBMISSION DATE, TIME, PROCESS, AND ADDRESS .....	22
1. Hardcopy Submission.....	22
2. Electronic Submission through Grants.gov .....	22
D. INTERGOVERNMENTAL REVIEW .....	24
E. FUNDING RESTRICTIONS.....	24
1. Indirect Costs.....	25
2. Intellectual Property Rights.....	25
3. Credential Transparency.....	27
4. Supportive Services .....	27
F. OTHER SUBMISSION REQUIREMENTS .....	28

## ETA FUNDING OPPORTUNITY ANNOUNCEMENT

V.	APPLICATION REVIEW INFORMATION.....	28
A.	CRITERIA .....	28
1.	Statement of Need .....	29
2.	Diversity and Inclusion .....	29
3.	Expected Outputs and Outcomes .....	29
4.	Project Design .....	30
5.	Performance Evaluation .....	30
6.	Organizational, Administrative, and Fiscal Capacity.....	30
7.	Past Performance – Programmatic Capability.....	31
8.	Budget and Budget Narrative .....	31
B.	REVIEW AND SELECTION PROCESS.....	32
1.	Merit Review and Selection Process .....	32
2.	Risk Review Process .....	32
VI.	AWARD ADMINISTRATION INFORMATION.....	35
A.	AWARD NOTICES .....	35
B.	ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS .....	35
1.	Administrative Program Requirements .....	35
2.	Other Legal Requirements.....	36
3.	Other Administrative Standards and Provisions .....	40
4.	Special Program Requirements .....	40
C.	REPORTING .....	41
1.	Quarterly Financial Reports .....	41
2.	Quarterly Performance Reports.....	41
VII.	AGENCY CONTACTS.....	42
VIII.	OTHER INFORMATION .....	42
A.	WEB-BASED RESOURCES .....	42
B.	INDUSTRY COMPETENCY MODELS AND CAREER CLUSTERS.....	42
C.	WORKFORCEGPS RESOURCES .....	43
D.	SKILLSCOMMONS RESOURCES .....	43
IX.	OMB INFORMATION COLLECTION .....	43

## EXECUTIVE SUMMARY

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The Women's Bureau, U.S. Department of Labor (DOL, or the Department, or we), announces the availability of approximately \$3.5 million in grant funds authorized by the Women in Apprenticeship and Nontraditional Occupations ("WANTO") Act of 1992, Pub. L. 102-530, 29 U.S.C. 2501 et seq.; 29 U.S.C. § 13; and the Consolidated Appropriations Act, 2021, for the WANTO Technical Assistance Grant Program.

This program aims to provide technical assistance (TA) to employers and labor unions to encourage employment of women in both apprenticeable occupations and nontraditional occupations (A/NTO), specifically in the following ways:

- Developing (establishing, expanding, and/or enhancing) pre-apprenticeship, youth apprenticeship, Registered Apprenticeship, or other nontraditional skills training programs designed to prepare women for careers in A/NTO;
- Providing ongoing orientations or other resources for employers, unions, and workers on creating a successful environment for women in A/NTO; and/or
- Setting up support groups, facilitating networks, and/or providing supportive services (as defined in section IV.E.3) for women in A/NTO to improve their retention.

Applicants may propose to provide technical assistance to support women's participation and success in the full range of industries in which women are historically underrepresented or where women are disproportionately concentrated in the lower-wage occupations. Such industries include but are not limited to advanced manufacturing, construction, energy, health care, information technology, finance, and transportation. Applicants with experience working with or as an equity intermediary (as defined in section III.C.1) are encouraged to apply as well as applicants with a proposed focus on expanding outreach/recruitment to historically underrepresented communities including but not limited to women of color and women with disabilities. Further information on these criteria and the points awarded to them can be found in Section V.

To be eligible for funds under this grant program, an applicant must be a community-based organization (CBO) as defined in section III.C.1. In awarding grants, the Department will give priority to applications that meet the following criteria per the WANTO Act legislation (the application requirements for this grant can be found in Section IV.B):

- Demonstrate experience preparing women to gain employment in A/NTO;
- Demonstrate experience working with the business community to prepare them to place women in A/NTO;
- Have tradeswomen or women in nontraditional occupations as active members of the organization, as either employees or board members; and
- Have experience delivering TA specifically as defined above, including developing (establishing, expanding and/or enhancing) pre-apprenticeship, apprenticeship, or other nontraditional skills training programs designed to prepare women for careers in A/NTO;

## ETA FUNDING OPPORTUNITY ANNOUNCEMENT

providing ongoing orientations or other resources for employers, unions, and workers on creating a successful environment for women in A/NTO; and setting up support groups, facilitating networks, and/or providing supportive services for women in A/NTO to improve their retention.

Funding in the amount of \$3.5 million will be available to fund projects from \$350,000 to \$750,000 for a two year grant. Each grant award may allow no more than 15 percent for supportive services, as defined in section IV.E.3, to ensure participation in trainings, focus groups, and other technical assistance activities aimed at increasing and maintaining women enrolled in apprenticeships or employed in NTOs. The period of performance is 24 months.

The Department is committed to producing strong evidence on the effectiveness of its grant programs, and full participation (by grantee and any subgrantees or subcontractors) in any evaluation the Department initiates will be a condition of all grant awards.

### **I. FUNDING OPPORTUNITY DESCRIPTION**

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#### **A. PROGRAM PURPOSE**

This Announcement solicits applications for Women's Bureau's WANTO Technical Assistance Grant Program. The purpose of this program is to provide technical assistance (TA) to employers and labor unions to encourage employment of women in Registered Apprenticeship and nontraditional occupations (A/NTO).

Registered Apprenticeship is a proven "earn-and-learn" training model that offers workers a pathway to the middle class and helps companies recruit, develop, and retain a highly skilled workforce. Currently, more than 79,000 women are enrolled in Registered Apprenticeship Programs nationwide, pursuing earn-and-learn experiences across a diverse spectrum of occupations and industries.<sup>1</sup> The average starting wage for a fully proficient worker who completes a Registered Apprenticeship is about \$70,000 per year,<sup>2</sup> and apprentices who complete their training have significantly higher lifetime earnings than similar individuals who do not participate in apprenticeships.<sup>3</sup> Moreover, research indicates that businesses enjoy a return of approximately \$1.47 for every dollar invested in Registered Apprenticeship, with benefits ranging from reduced turnover to increased productivity.<sup>4</sup>

Registered Apprenticeship programs have a long history in skilled trades such as construction. They are also increasingly found in emerging and high-growth industries like advanced

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<sup>1</sup> U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship.

<sup>2</sup> U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship.

<sup>3</sup> An Effectiveness Assessment and Cost-Benefit Analysis of Registered Apprenticeship in 10 States. Mathematica Policy Research, July 2012.

<sup>4</sup> U.S. Department of Labor American Apprenticeship Grants Fact Sheet, 2015.

## ETA FUNDING OPPORTUNITY ANNOUNCEMENT

manufacturing, energy, health care, and information technology. Many of these opportunities lead to careers or career ladders that provide high, family-sustaining wages and quality fringe benefits.

Women are significantly underrepresented in apprenticeship programs, and in high-growth, high-wage occupations generally. While women make up nearly half of the United States labor force,<sup>5</sup> they compose only 12 percent of Registered Apprenticeship Program participants.<sup>6</sup> This statistic underscores both academic research and anecdotal evidence indicating that women face significant barriers to their full and effective participation in A/NTO.

Quality pre-apprenticeship programs can play a valuable role in removing some of those barriers. Pre-apprenticeship programs are designed to prepare individuals to enter and succeed in a Registered Apprenticeship program. They have a documented partnership with at least one Registered Apprenticeship program and employ a variety of approaches and strategies to meet the specific needs of the populations being trained, the various employers and sponsors they serve, and the local labor market. As such, they are an important starting point toward a successful career in A/NTO, particularly for underrepresented job seekers who may not be aware of these options for obtaining good jobs with opportunity for advancement. Youth participating in pre-apprenticeship programs can participate in on-the-job learning opportunities beginning at age 16, and these experiences can count towards entry into an apprenticeship program. These opportunities provide the foundation for young people to choose multiple career pathways.<sup>7</sup>

CBOs are well positioned to develop quality pre-apprenticeship programs that help women prepare for and succeed in A/NTO. CBOs may be well known in their local area and frequently serve as the entry point for individuals seeking to establish a solid career path. Many workforce-oriented CBOs already provide services such as career counseling, access to support services, remedial math and language education, job readiness skills such as critical thinking, and referral to and placement in training programs and jobs. Many also offer certificates and credentialing in conjunction with community colleges. These are the elements necessary for quality pre-apprenticeship programs as well.

Applicants should familiarize themselves with current Department guidance regarding quality pre-apprenticeship programs.<sup>8</sup> TA provided through this grant program should reinforce DOL guidance.

Consistent with the Department's emphasis on funding projects that reflect a broad strategy that incorporates all available resources, applicants are strongly encouraged, but are not required, to

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<sup>5</sup> "Employment status of the civilian population by sex and age: September 2019." Employment Situation, Bureau of Labor Statistics, U.S. Department of Labor.

<sup>6</sup> U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship.

<sup>7</sup> "Youth Apprenticeship Fact Sheet." U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship.

<sup>8</sup> U.S. Department of Labor, Training and Employment Notice No. 13-12 (Nov. 30, 2012): Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources.

## ETA FUNDING OPPORTUNITY ANNOUNCEMENT

include leveraged resources in their program design.<sup>9</sup> These may include, but are not limited to, public sources including WIOA or other Department funding, such as apprenticeship grants and contracts, as well as private funding through foundations, CBOs, or other funding streams. More generally, the Department emphasizes the importance of aligning and integrating WANTO grant activities into broader apprenticeship system expansion and diversification efforts.

The TA provided through this grant program will prepare employers and labor unions to successfully recruit, mentor, train, and retain women in A/NTO and expand women's employment opportunities and labor force participation. As such, this grant program will help employers meet their workforce needs while bolstering women's economic security for themselves and their families and the overall strength of the nation's economy.

### **B. PROGRAM AUTHORITY**

The Women in Apprenticeship and Nontraditional Occupations (WANTO) Act of 1992, Pub. L. 102-530, 29 U.S.C. 2501 et seq.; 29 U.S.C. § 13; and the Consolidated Appropriations Act, 2021, Pub. L. 116-260 authorizes 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 \$3.5 million to fund between four and ten grants with a minimum value of \$350,000. You may apply for a ceiling amount of up to \$750,000. Each grant award may allow no more than 15 percent for supportive services to ensure participation in trainings, focus groups, and other technical assistance activities aimed at increasing and retaining women enrolled in Registered Apprenticeships or employed in NTOs. 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.

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

The period of performance is 24 months and an anticipated start date of October 1, 2021. This performance period includes all necessary implementation and start-up activities.

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<sup>9</sup> See Section III.B for the definition of leveraged resources.

### **III. ELIGIBILITY INFORMATION**

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

The following organizations are eligible to apply:

##### **A.1 Eligible Entities**

Only CBOs as defined in Section III.C.1 are eligible to apply for these grants. A consortium of CBOs may apply as a single applicant, provided the applicant includes a copy of the consortium agreement that specifies which entity will administer the grant.

##### **A.2. Current and Former Grantees**

Recipients of WANTO Act grant program funds awarded under the FY 2020 FOA are NOT eligible to apply for a FY 2021 WANTO grant. These former grantees will be eligible to apply again in FY 2022. Recipients of funds awarded under previous WANTO Act grant programs outside of those who were awarded funds under the FY 2020 FOA are eligible to apply for this funding opportunity. Former WANTO Act grantees must explain, in their “Statement of Need” (see Section IV.B.3), how their proposed TA activities are materially different from those already performed using funds awarded through a WANTO Act grant program. Though materially different, these activities can still build on past performance activities, strengthening or bolstering them, to achieve further results.

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

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

#### **C. OTHER INFORMATION**

##### **1. Acronyms and Definitions**

For the purposes of this FOA, the following terms are defined for the convenience of prospective applicants:

- **Apprentice:** A worker at least 16 years of age, except where a higher minimum age standard is otherwise fixed by law, who is employed to learn an apprenticeable occupation as provided in § 29.4 under standards of apprenticeship fulfilling the requirements of § 29.5.
- **Apprenticeable Occupations:** Occupations that are specified by industry and which must meet the following criteria:
  - Involve skills that are customarily learned in a practical way through a structured, systematic program of on-the-job supervised learning;



## ETA FUNDING OPPORTUNITY ANNOUNCEMENT

- Be clearly identified and commonly recognized throughout an industry;
  - Involve the progressive attainment of manual, mechanical, or technical skills and knowledge which, in accordance with the industry standard for the occupation, would require the completion of at least 2,000 hours of on-the-job learning to attain; and
  - Require related instruction to supplement the on-the-job learning.
- **Apprenticeship Agreement:** A written agreement, complying with § 29.7, between an apprentice and either the apprentice's program sponsor, or an apprenticeship committee acting as agent for the program sponsor(s), which contains the terms and conditions of the employment and training of the apprentice.
  - **Community-Based Organization:** A private non-profit organization (i.e., incorporated under Internal Revenue Service (IRS) §§ 501(c)(3) or 501(c)(4)) (except for § 501(c)(4) organizations that engage in lobbying as described in section VI.B. of this FOA) that is representative of a community or a significant segment of a community and that has demonstrated expertise and effectiveness in the field of workforce development.
  - **Equity Intermediary:** An organization with documented experience and expertise in outreach, recruitment, and engagement of underrepresented communities, including but not limited to women of color and women with disabilities. This organization should have demonstrated experience in the particular barriers and challenges facing these populations, particularly in regards to employment.
  - **National Guidelines for Apprenticeship Standards:** Standards that are suitable for organizations that seek to provide some level of consistency in standards across their affiliates, but wish to allow for some ability to customize programs at the local level. While National Guidelines for Apprenticeship Standards are approved and certified by the Office of Apprenticeship at a national level, programs are registered by local jurisdictions.
  - **National Program Standards:** Apprenticeship programs that are generally appropriate for large national employers that wish to implement the same apprenticeship program across the country in multiple jurisdictions. National Program Standards is a Registered Apprenticeship business model which affords a program sponsor a uniform approach for training nationally with a single point of registration.
  - **Non-Traditional Occupations (NTO):** Those occupations where women account for less than 25 percent of all persons employed in a single occupational group.
  - **Office of Apprenticeship (OA):** The office designated by the Employment and Training Administration to administer the National Apprenticeship System or its successor organization.
  - **Pre-Apprenticeship Program:** A program or set of strategies designed to prepare

## ETA FUNDING OPPORTUNITY ANNOUNCEMENT

individuals to enter and succeed in a Registered Apprenticeship program and has a documented partnership with at least one, if not more, Registered Apprenticeship program(s).

- **Registered Apprenticeship (RA):** A proven model of job preparation that combines paid on-the-job learning with related instruction to progressively increase workers' skill levels and wages. For additional information, see <https://www.apprenticeship.gov/>.
- **Registered Apprenticeship Program:** A plan containing all terms and conditions for the qualification, recruitment, selection, employment, and training of apprentices, as required under 29 CFR part 29 Subpart A and part 30, including such matters as the requirement for a written apprenticeship agreement.
- **Sponsor:** Any person, association, committee, or organization operating an apprenticeship program and in whose name the program is (or is to be) registered or approved.
- **Registration Agency:** OA or a recognized State Apprenticeship Agency that has responsibility for registering apprenticeship programs and apprentices, providing TA, conducting reviews for compliance with 29 CFR part 29 subpart A and part 30, and quality assurance assessments.
- **State Apprenticeship Agency:** An agency of a state government that has responsibility and accountability for apprenticeship within the state. Only a State Apprenticeship Agency may seek recognition by OA as an agency which has been properly constituted under an acceptable law or Executive Order, and authorized by OA to register and oversee apprenticeship programs and agreements for federal purposes.
- **Women's Bureau:** The U.S. Department of Labor Women's Bureau.
- **Youth Apprenticeship:** Apprenticeship programs for youth between the ages of 16-24 which combine academic and technical classroom instruction with work experience through an apprenticeship program. It provides the foundation for youth to choose among multiple pathways – to enroll in college, begin full-time employment, or a combination.

## 2. 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.

## ETA FUNDING OPPORTUNITY ANNOUNCEMENT

Application Requirement	Instructions	Complete?
The deadline submission requirements are met	Section IV.C	
Eligibility	Section III.A	
The components of the application are saved in any of the specified formats and are not corrupt. ( <i>We will attempt to open the document, but will not take any additional measures in the event of problems with opening.</i> )	Section IV.C.2	
Application for Federal funds request does not exceed the ceiling amount of \$750,000 and is above the floor amount of \$350,000	Section II.A	
SAM Registration	Section IV.B.1	
SF-424, Application for Federal Assistance includes a DUNS number	Section IV.B.1	
SF-424A, Budget Information Form	Section IV.B.2	
Budget Narrative	Section IV.B.2	
Project Narrative	Section IV.B.3	
Abstract	Section IV.B.4	
Project Work Plan	Section IV.B.4	
Memorandum of Understanding/Letter of Commitment	Section IV.B.4	
Consortium Agreement (where applicable)	Section IV.B.4	

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

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

### 4. **Eligible Participants**

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

The intent of this FOA is to fund projects that provide TA to employers and/or labor unions to recruit, mentor, train, and employ women in A/NTO, specifically through the development of pre-apprenticeship, apprenticeship, or nontraditional skills training programs.

## ETA FUNDING OPPORTUNITY ANNOUNCEMENT

Applicants must propose a project that focuses on developing (establishing, expanding, or enhancing) a pre-apprenticeship, youth apprenticeship, Registered Apprenticeship, or nontraditional skills training program designed to prepare women for careers in A/NTO, and that will assist employers and/or labor unions in the recruitment, training, and employment of women in A/NTO.

### **b) Veterans' Priority for Participants**

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

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

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

You must ensure that the funding amount requested is consistent across all parts and subparts 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>).

## ETA FUNDING OPPORTUNITY ANNOUNCEMENT

- In the address field, fill out the nine-digit (plus hyphen) zip code. Nine-digit zip codes can be looked up on the USPS website at <https://tools.usps.com/go/ZipLookupAction!input.action>.
- The SF-424 must clearly identify the applicant and must be signed by an individual with authority to enter into a grant agreement. Upon confirmation of an award, the individual signing the SF-424 on behalf of the applicant is considered the Authorized Representative of the applicant. As stated in block 21 of the SF-424 form, the signature of the Authorized Representative on the SF-424 certifies that the organization is in compliance with the Assurances and Certifications form SF-424B (available at <https://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1>). You do not need to submit the SF-424B with the application.

### **a) Requirement for 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 website:

<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 unless the entity has provided its DUNS number.
- Grant recipients may not make a subaward to an entity unless the entity has provided its DUNS number.

(See Appendix A to 2 CFR Part 25.)

### **b) Requirement for Registration with SAM**

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

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

## ETA FUNDING OPPORTUNITY ANNOUNCEMENT

award, the Grant Officer may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

### **2. Project Budget**

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

#### **a) Budget Narrative**

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

Each category should include the total cost for the period of performance. Use the following guidance for preparing the Budget Narrative.

**Personnel:** List all staff positions by title (both current and proposed) including the roles and responsibilities. For each position, give the annual salary, the percentage of time devoted to the project, and the amount of each position's salary funded by the grant.

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

**Travel:** For grantee staff only, specify the purpose, number of staff traveling, mileage, per diem, estimated number of in-state and out-of-state trips, and other costs for each type of travel.

**Equipment:** Identify each item of equipment you expect to purchase that has an estimated acquisition cost of \$5,000 or more per unit (or if your capitalization level is less than \$5,000, use your capitalization level) and a useful lifetime of more than one year (see 2 CFR 200.1 for the definition of Equipment). List the item, quantity, and the unit cost per item.

Items with a unit cost of less than \$5,000 are supplies, not "equipment." In general, we do not permit the purchase of equipment during the last funded year of the grant.

**Supplies:** Identify categories of supplies (e.g., office supplies) in the detailed budget and list the item, quantity, and the unit cost per item. Supplies include all tangible personal property other than "equipment" (see 2 CFR 200.1 for the definition of Supplies).

## ETA FUNDING OPPORTUNITY ANNOUNCEMENT

**Contractual:** Under the Contractual line item, delineate contracts and subawards separately. Contracts are defined according to 2 CFR 200.1 as a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. A subaward, defined by 2 CFR 200.1, means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a federal program.

For each proposed contract and subaward, specify the purpose and activities to be provided and the estimated cost.

**Construction:** Construction costs are not allowed and this line must be left as zero. Minor alterations to adjust an existing space for grant activities (such as a classroom alteration) may be allowable. We do not consider this as construction and you must show the costs on other appropriate lines such as Contractual.

**Other:** Provide clear and specific detail, including costs, for each item so that we are able to determine whether the costs are necessary, reasonable, and allocable. List items, such as stipends or incentives, not covered elsewhere.

**Indirect Costs:** If you include an amount for indirect costs (through a Negotiated Indirect Cost Rate Agreement or De Minimis) on the SF-424A budget form, then include one of the following:

a) If you have a Negotiated Indirect Cost Rate Agreement (NICRA), provide an explanation of how the indirect costs are calculated. This explanation should include which portion of each line item, along with the associated costs, are included in your cost allocation base. Also, provide a current version of the NICRA.

or

b) If you intend to claim indirect costs using the 10 percent de minimis rate, please confirm that your organization meets the requirements as described in 2 CFR 200.414(f). Clearly state that your organization does not have a current negotiated (including provisional) rate, and is not one described in 2 CFR 200, Appendix VII(D)(1)(b).

Applicants choosing to claim indirect costs using the de minimis rate must use Modified Total Direct Costs (see 2 CFR 200.1 below for definition) as their cost allocation base. Provide an explanation of which portion of each line item, along with the associated costs, are included in your cost allocation base. Note that there are various items not included in the calculation of Modified Total Direct Costs. See the definitions below to assist you in your calculation.

## ETA FUNDING OPPORTUNITY ANNOUNCEMENT

- **2 CFR 200.1 Modified Total Direct Cost (MTDC)** means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. Other items may 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 200.1 no longer allows for any subcontracts to be included in the calculation. You will also note that participant support costs are not included in modified total direct cost. Participant support costs are defined below.

- **2 CFR 200.1 Participant Support Cost** means direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences or training projects.

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

<https://www.dol.gov/agencies/oasam/centers-offices/business-operations-center/cost-determination>.

Note that the SF-424, SF-424A, and Budget Narrative must include the entire federal grant amount requested (not just one year).

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

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

### **3. Project Narrative**

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



## ETA FUNDING OPPORTUNITY ANNOUNCEMENT

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

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

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

### **a) Statement of Need**

Describe in both quantitative and qualitative terms the need for technical assistance, including the nature and scope of the problem, and the consequences of not addressing the need. Incorporate demographic data and participant/beneficiary information whenever possible. In particular, be sure to describe the following:

- The geographic region where the TA will be provided, and the workforce needs of the local economy (particularly with respect to A/NTD);
- The need for TA to help employers and/or labor unions prepare women to enter and succeed in A/NTD; and
- How the TA you propose to deliver will assist employers and/or labor unions in preparing women to enter and succeed in A/NTD.

Former WANTO Act Grantees: Also explain how your proposed TA activities are materially different from those already performed using funds awarded through a WANTO Act grant program.

### **b) Diversity and Inclusion**

Clearly identify any proposed focus on expanding outreach/recruitment to historically underrepresented communities including but not limited to women of color and women with disabilities. Also document any plans to successfully increase the number of women from underrepresented communities in pre-apprenticeship, youth apprenticeship, Registered Apprenticeship, and/or nontraditional occupations.

### **c) Expected Outputs and Outcomes**

Clearly identify the output(s) and outcome(s) that will result from the project. Outputs are tangible products or services that result from the project. Outcomes are the positive benefits

## ETA FUNDING OPPORTUNITY ANNOUNCEMENT

or measurable results that occur as the result of project activities or outputs.<sup>10</sup> Applications must specifically address each of the below in addition to any other proposed outputs and outcomes:

- The number of and percentage increase in women expected to enroll in and complete pre-apprenticeship, youth apprenticeship, Registered Apprenticeship, or other nontraditional skills training programs by the end of the grant period as a result of the TA you propose to provide;
- Number of and percentage increase in women served through the grant from underrepresented communities including but limited to women of color and women with disabilities.
- Number of women who secure employment as a result of TA you provide;
- Number of women who secure a job with a higher wage as a result of TA you provide;
- Whether and to what extent products or services developed with TA provided under this grant can or will be sustained beyond the grant period; and

### **d) Project Design**

Propose methods that the project will use to address the stated outputs and outcomes, including those mentioned in IV.B.3.c “Expected Outputs and Outcomes” above and VI.C.2 “Quarterly Reporting” below. Outline a plan of action that describes the scope and detail of how the project will accomplish the proposed work and include timelines for completion of work. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state the reason for taking the proposed approach rather than other approaches. Identify any potential barriers and describe how the project will be able to overcome those barriers. Be sure to address the following:

- Describe the full nature and scope of each type of TA you propose to provide, including the frequency of delivery;
- Describe how you will collaborate with the appropriate or applicable federal and state agencies to ensure your TA is provided in accordance with federal and state law, policy, guidance, and regulations;
- Provide and outline a logic model for how your TA delivery will lead to the employment and/or retention of women in Registered Apprenticeship and nontraditional occupations (A/NTO);
- Identify the employers and/or labor unions to which you intend to provide TA, and describe the extent of their engagement in and commitment to your project; and
- Identify key partners to promote sustainability of the TA after the project concludes.

**Note:** Applicants must provide letters of commitment from employers and/or labor unions to which they propose to provide TA.

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<sup>10</sup> For example, if a community college receives a grant to address a need for more workers in all health-related fields, an output of the project is the creation of three additional courses in health-related fields whereas an outcome of the project is a five percent increase in graduates in health-related fields.

## ETA FUNDING OPPORTUNITY ANNOUNCEMENT

### **e) Performance Evaluation**

Describe the measures, methods, techniques, and tools that will be used to evaluate the project to determine whether (1) the project achieved its anticipated outcomes and (2) to what extent those outcomes can be attributed to the project. Include details on how project participants will participate in evaluation activities. Describe how the data will be used to inform program delivery and document the “lessons learned,” both positive and negative, from the project that will be useful to people interested in replicating the project, if it proves successful. Where applicable to their project goals and objectives, applicants should describe a plan to report on the outcome and output indicators listed in the VI.C.2 (Quarterly Performance Report) section.

### **f) Organizational, Administrative, and Fiscal Capacity**

Provide information on the applicant organization’s current mission, structure, staffing, and relevant experience. Describe how these factors contribute to the ability of the organization to conduct the program requirements and meet program expectations. Include information about any organization(s) under contract with the applicant that will have a significant role in implementing the project. Describe the fiscal and administrative controls in place to properly manage federal funds. Include the organization’s capability to sustain some or all project activities after Federal financial assistance has ended. In this section, also discuss the organization’s experience and capability in the below areas:

- Experience preparing women to gain employment in A/NTO;
- Experience working with the business community to prepare them to place women in A/NTO;
- Experience delivering TA such as establishing, expanding and/or enhancing pre-apprenticeship, apprenticeship, or other nontraditional skills training programs designed to prepare women for careers in A/NTO; providing ongoing orientations for employers, unions, and workers on creating a successful environment for women in A/NTO; and setting up support groups, facilitating networks, and/or providing supportive services for women in A/NTO to improve their retention;
- Has tradeswomen or women in nontraditional occupations as active members of the organization, as either employees or board members; and
- Experience working *with or as an* equity intermediary. If no prior experience in this area, then provide documentation of a partnership with an equity intermediary going forward. Also include information on any existing or proposed partnerships with Minority Serving Institutions including: Hispanic Serving Institutions, Tribal Colleges, and Historically Black Colleges and Universities.

### **g) Past Performance – Programmatic Capability**

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

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

## ETA FUNDING OPPORTUNITY ANNOUNCEMENT

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

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

### **h) Budget and Budget Narrative**

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

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

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

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

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

### **a) Required Attachments**

#### **(1) Abstract**

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

- the applicant's name;

## ETA FUNDING OPPORTUNITY ANNOUNCEMENT

- the project title;
- a description of the area to be served;
- the number of participants to be served;
- the funding level requested;
- the total cost-per-participant;
- a statement of whether the applicant received other ETA grant(s), and if so, a list of other ETA grant(s) funded; and
- a brief summary of the proposed project including, but not limited to, the scope of the project and proposed outcomes.

### **(2) Memorandum of Understanding / Letter of Commitment**

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

### **(3) Project Work Plan**

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

### **(4) Consortium Agreement (if applicable)**

Applicants applying on behalf of a CBO consortium must include a copy of the consortium agreement that specifies which entity will administer the grant. A breakdown in the responsibilities of each CBO should also be included to ensure that the applicant covers all aspects of the proposed TA (see Section III.A).

### **b) Requested Attachments**

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

#### **(1) Indirect Cost Rate Agreement**

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

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

## ETA FUNDING OPPORTUNITY ANNOUNCEMENT

### **(2) Financial System Risk Assessment Information**

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

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

We must receive your application by **June 4, 2021**. You must submit your application electronically on <https://www.grants.gov> **no later than 4:00:00 pm Eastern Time on the closing date.**

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

#### **1. Hardcopy Submission**

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

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

Applicants submitting applications must ensure successful submission **no later than 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 long as four weeks to complete, and this time should be factored into plans for timely electronic submission in order to avoid unexpected delays that could result in the rejection of an application.

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

## ETA FUNDING OPPORTUNITY ANNOUNCEMENT

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

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

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

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

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

- The first email will contain a tracking number and will confirm receipt of the application by Grants.gov.
- The second email will indicate the application has either been successfully validated or has been rejected due to errors.

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

To ensure consideration, the components of the application must be saved as .doc, .docx, .xls, .xlsx, .rtf or .pdf files. If submitted in any other format, the applicant bears the risk that compatibility or other issues will prevent DOL from considering the application. We will

## ETA FUNDING OPPORTUNITY ANNOUNCEMENT

attempt to open the document, but will not take any additional measures in the event of problems with opening.

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

We encourage new prospective applicants to view the online tutorial, “Grant Applications 101: A Plain English Guide to ETA Competitive Grants,” available through WorkforceGPS at <https://strategies.workforcegps.org/resources/2014/08/11/16/32/applying-for-eta-competitive-grants-a-web-based-toolkit-for-prospective-applicants-438?p=1>.

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

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

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

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

### **Late Applications**

We will consider only applications successfully submitted through Grants.gov no later than 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.

## **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



## ETA FUNDING OPPORTUNITY ANNOUNCEMENT

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

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

**Option 2:** Any organization that does not have a current negotiated (including provisional) rate, with the exceptions noted at 2 CFR 200.414(f) in the Cost Principles, may elect to charge a de minimis rate of 10 percent of modified total direct costs (see 2 CFR 200.1 for definition), which may be used indefinitely. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as the non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time. (See 2 CFR 200.414(f) for more information on use of the de minimis rate.)

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

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

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

## ETA FUNDING OPPORTUNITY ANNOUNCEMENT

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

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

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

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

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

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

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

### **3. Credential Transparency**

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

### **4. Supportive Services**

Grantees may spend no more than 15 percent for supportive services to ensure women's participation in technical assistance activities (e.g., outreach sessions, orientation sessions, focus groups, support groups, and pre-apprenticeable/nontraditional occupations skills training) intended to assist labor unions and employers with increasing and retaining women in Registered Apprenticeships and NTOs. Examples of supportive services may include allowances for childcare, housing, and/or transportation to ensure participation at technical assistance activities; job-related equipment and gear to the extent it is provided as a consequence of a technical assistance activity (e.g., a training session on work-related equipment that improves women workers' ability to be employed or retained in a A/NTO); or job-related training tuition costs to the extent the training is provided as technical assistance to an employer or labor union. Please note that while supportive services dollars may be used towards ensuring women's participation at pre-apprenticeable/nontraditional occupations skills training, these funds may not be used to support women's continued enrollment in apprenticeship programs. In offering supportive services, grantees should also provide counseling and resource referral so that participants are aware of services and funding sources that could provide the supports needed for women to be successful in apprenticeship and NTOs in the long term. These include programs such as the Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), Child Care and Development Fund (CCDF), Head Start and Early Head Start, as well as sources of funding potentially available under WIOA and other statutes the Department administers. Additionally, when connecting women interested in apprenticeship and NTOs with program sponsors and employers, grantees should aim to refer women workers to sponsors and employers that offer similar supportive services that could bolster the success of women in apprenticeship and NTOs.

## ETA FUNDING OPPORTUNITY ANNOUNCEMENT

### 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

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#### 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)
1. Statement of Need (See Section IV.B.3.a) Statement of Need)	10 total
2. Diversity and Inclusion (See Section IV.B.3.b) Diversity and Inclusion)	5 total
3. Expected Outputs and Outcomes (See Section IV.B.3.c) Expected Outcomes and Outputs)	15 total
4. Project Design (See Section IV.B.3.d) Project Design)	20 total
5. Performance Evaluation (See Section IV.B.3.e) Performance Evaluation)	10 total
6. Organizational, Administrative, and Fiscal Capacity (See Section IV.B.3.f) Organizational, Administrative, and Fiscal Capacity)	20 total
7. Past Performance – Programmatic Capability (See Section IV.B.3.g) Past Performance – Programmatic Capability)	15 total
8. Budget and Budget Justification (See Section IV.B.3.h) Project Budget)	5 total
<b>TOTAL</b>	<b>100</b>

## ETA FUNDING OPPORTUNITY ANNOUNCEMENT

### 1. **Statement of Need** **(up to 10 points)**

Points will be awarded based on the extent to which the application achieves the following:

- Demonstrates a comprehensive understanding of the need for technical assistance to employers and/or labor unions in preparing women to enter and succeed in A/NTO and the consequences of not addressing this need, based on the quantitative and qualitative information provided; and
- Clearly describes how the proposed TA will meet this need.

If the applicant is a former WANTO Act grantee, points will also be awarded based on whether and the extent to which the proposed TA activities are materially different from those already performed using funds awarded through a WANTO Act grant program, providing information as stated in IV.B(3)(1). All past and current WANTO grantees after 2006 are listed in Attachment 1 for reference.

### 2. **Diversity and Inclusion** **(up to 5 points)**

Points will be awarded to applicants with a proposed focus on expanding outreach/recruitment to historically underrepresented communities including but not limited to women of color and women with disabilities. Also document any plans to successfully increase the number of women from underrepresented communities in pre-apprenticeship, youth apprenticeship, Registered Apprenticeship, and/or nontraditional occupations.

### 3. **Expected Outputs and Outcomes** **(up to 15 points)**

Points will be awarded based on the extent to which the expected outputs and outcomes are realistic, clear, and consistent with the expressed TA need **(5 points)**. Points will also be awarded based on the extent to which the expected outcomes align with those outcomes/outputs listed in section IV.B.(3) and as listed below **(10 points)**.

- The number of and percentage increase in women expected to enroll in and complete pre-apprenticeship, youth apprenticeship, Registered Apprenticeship, or other nontraditional skills training programs by the end of the grant period as a result of the TA you propose to provide **(2 points)**;
- Number of and percentage increase in women served through the grant from underrepresented communities including but limited to women of color and women with disabilities **(2 points)**;
- Number of women who secure employment as a result of TA you provide **(2 points)**;
- Number of women who secure a job with a higher wage as a result of TA you provide **(2 points)**;

## ETA FUNDING OPPORTUNITY ANNOUNCEMENT

- Whether and to what extent products or services developed with TA provided under this grant can or will be sustained beyond the grant period **(2 points)**.

### 4. **Project Design** **(up to 20 points)**

Points will be awarded based on the following criteria:

- The extent to which the application demonstrates a coherent and feasible approach for successfully addressing the identified outputs and outcomes, including those mentioned in IV.B.3.c “Expected Outputs and Outcomes” above and VI.C.2 “Quarterly Reporting” below, and includes reasonable timelines for completion of work **(10 points)**;
- The feasibility of the justification for the approach, including the likelihood of success, and addressing any factors that might accelerate or decelerate the required work **(5 points)**; and
- A clear and convincing assessment identifying potential barriers that may impact the project’s success **(5 points)**.

### 5. **Performance Evaluation** **(up to 10 points)**

Points will be awarded based on the following criteria:

- A clear and detailed description of the measures, methods, techniques, and tools proposed and how they will be effectively used to evaluate progress towards achieving the project results **(5 points)**; and
- The extent to which there is convincing evidence that the measures will be able to assess (1) the extent to which the project outcomes have been met and (2) the extent to which these can be attributed to the project **(5 points)**.

### 6. **Organizational, Administrative, and Fiscal Capacity** **(up to 20 points)**

Points will be awarded based on the following criteria:

- The extent to which the organization demonstrates the capacity to carry out the proposed project, the level of qualifications and experience of personnel to fulfill the needs and requirements of the proposed project, and evidence of strong fiscal and administrative controls to properly manage Federal funds **(3 points)**;
- Demonstrated capability of the organization to sustain project activities after Federal financial assistance ends **(2 points)**;
- A comprehensive description detailing the extent to which the applicant has the following **(10 points)**:
  - Experience preparing women to gain employment in apprenticeable occupations or other nontraditional occupations;
  - Experience working with the business community to prepare them to place women in A/NTO;

## ETA FUNDING OPPORTUNITY ANNOUNCEMENT

- Experience delivering TA such as establishing, expanding, and/or enhancing pre-apprenticeship, apprenticeship, or other nontraditional skills training programs designed to prepare women for careers in A/NTO; providing ongoing orientations for employers, unions, and workers on creating a successful environment for women in A/NTO; and setting up support groups, facilitating networks, and/or providing supportive services for women in A/NTO to improve their retention;
- Tradeswomen or women in nontraditional occupations as active members of the organization, as either employees or board members.
- Experience working with or as an equity intermediary. If no prior experience in this area, then provide documentation of a partnership with an equity intermediary going forward **(5 points)**.

### **7. Past Performance – Programmatic Capability (up to 15 points)**

For applicants who have received three federally or non-federally funded assistance agreements, ETA will assign points for each goal (up to six goals requested) that was met or exceeded (2.5 points per goal).

OR

For applicants who have NOT received three federally or non-federally funded agreements, points will be awarded based on the following:

- The strength of the past accomplishments achieved operating a comparable program to the proposed project (7 points); and
- Clear and convincing explanation as to how the organization's past performance of the comparable program prepares the organization to undertake the proposed project (8 points).

### **8. Budget and Budget Narrative (up to 5 points)**

Points will be awarded based on the extent to which the budget is realistic, logically and clearly demonstrating its alignment based on the activities outlined in the project narrative **(2 points)**. Please see Section IV.B.2 for information on requirements related to the budget and budget justification.

The feasibility of the budget is shown by the extent to which the budget narrative provides a clear description of costs associated with each line item and shows that costs are necessary and reasonable to implement the program **(3 points)**.

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

## ETA FUNDING OPPORTUNITY ANNOUNCEMENT

your application will be judged. The evaluation criteria are based on the information required in the application as described in Sections IV.B.2. (Project Budget) and IV.B.3. (Project Narrative). Reviewers will award points based on the evaluation criteria described below.

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

### **B. 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 their attention.

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

#### **2. Risk Review Process**

Prior to making an award, ETA will review information available through various sources, including its own records and any OMB-designated repository of government-wide eligibility qualification or financial integrity information, such as Federal Awardee Performance and Integrity Information System (FAPIIS), Dun and Bradstreet, and “Do Not Pay.” Additionally, ETA will comply with the requirements of 2 CFR Part 180 codified at 2 CFR Part 2998 (Non-procurement Debarment and Suspension). This risk evaluation may incorporate results of the evaluation of the applicant’s eligibility (application screening) or the quality of its application (merit review). If ETA determines that an award will be made, special conditions that correspond to the degree of risk assessed may be applied to the award. Criteria to be evaluated include the following:

- i. Financial stability;
- ii. Quality of management systems and ability to meet the management standards prescribed in the Uniform Grant Guidance;



## ETA FUNDING OPPORTUNITY ANNOUNCEMENT

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

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

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

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

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

Applicants may use the suggested template or answer the questions in a separate attachment. It is unlikely that an organization will be able to manage a federal grant without the following system/processes in place. Applicants are expected to have these in place before applying for a grant with ETA.

<b>U.S. DEPARTMENT OF LABOR -EMPLOYMENT AND TRAINING ADMINISTRATION (ETA) FUNDING OPPORTUNITY ANNOUNCEMENT: FINANCIAL SYSTEM RISK ASSESSMENT</b>		
	<b>SECTION A: PURPOSE</b>	
<p>The financial responsibility of grantees must be such that the grantee can properly discharge the public trust which accompanies the authority to expend public funds. Adequate administrative and financial systems including the accounting systems should meet the following criteria as contained in 2 CFR 200 and 2 CFR 2900.</p> <p>(1) Accounting records should provide information needed to adequately identify the receipt of funds under each grant awarded and the expenditure of funds for each grant.</p> <p>(2) Entries in accounting records should refer to subsidiary records and/or documentation which support the entry and which can be readily located.</p> <p>(3) The accounting system should provide accurate and current financial reporting information.</p> <p>(4) The accounting system should be integrated with an adequate system of internal controls to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency, and encourage adherence to prescribed management policies.</p>		
	<b>SECTION B: GENERAL</b>	
<p>1. Complete the following items:</p>		

## ETA FUNDING OPPORTUNITY ANNOUNCEMENT

a. When was the organization founded/incorporated ( <i>month, day, year</i> )	b. Principal officers <span style="float: right;">Titles</span>	
c. Employer Identification Number:		
d. Number of Employees Full Time:                  Part Time:		
2. Is the organization or institution affiliated with any other organization: Yes                  No If yes, please provide details as to the nature of the company (for profit, nonprofit, LLC, etc) and if it provides services or products to the organization in relation to this grant.		3. Total Sales/Revenues in most recent accounting period. ( <i>12 months</i> ) \$
<b>SECTION C: ACCOUNTING SYSTEM</b>		
1. Has any Government Agency rendered an official written opinion concerning the adequacy of the accounting system for the collection, identification and allocation of costs under Federal contracts/grants?    Yes        No		
a. If yes, provide name, and address of Agency performing review:		b. Attach a copy of the latest review and any subsequent correspondence, clearance documents, etc.  Note: If review occurred within the past three years, omit questions 2-8 of this Section and Section D.
2. Which of the following best describes the accounting system: <div style="display: flex; justify-content: space-around; width: 100%;"> <span>State administered</span> <span>Internally Developed</span> <span>Web-based</span> </div>		
3. Does the accounting system identify the receipt and expenditure of program funds separately for each contract/grant? <div style="text-align: right;">           Yes    No    Not Sure         </div>		
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? <div style="text-align: right;">           Yes    No    Not Sure         </div>		
5. Are time distribution records maintained for an employee when his/her effort can be specifically identified to a particular cost objective? <div style="text-align: right;">           Yes    No    Not Sure         </div>		
6. If the organization proposes an overhead rate, does the accounting system provide for the segregation of direct and indirect expenses? <div style="text-align: right;">           Yes    No    Not Sure         </div>		
7. Does the organization have an approved indirect cost rate or cost allocation plan? <div style="text-align: right;">           Yes    No    Not Sure         </div> 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: <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 60%;">           a. Total funds available for a grant?           <div style="text-align: right;">             Yes    No    Not Sure           </div>           b. Total funds available for a budget cost category (e.g. Personnel, Travel, etc.)?           <div style="text-align: right;">             Yes    No    Not Sure           </div> </div> </div>		
9. Does the organization or institution have an internal control structure that would provide reasonable assurance that the grant funds, assets, and systems are safeguarded? <div style="text-align: right;">           Yes    No    Not Sure         </div>		
<b>SECTION D: FINANCIAL STABILITY</b>		
1. Is there any legal matter or an ongoing financial concern that may impact the organization's ability to manage and administer the grant? Yes                  No If yes, please explain briefly.		

## ETA FUNDING OPPORTUNITY ANNOUNCEMENT

<b>SECTION E: FINANCIAL STATEMENTS</b>	
1. Did an independent certified public accountant (CPA) ever examine the financial statements?	Yes                      No
2. If an independent CPA review was performed please attach a copy of their latest report and any management letters issued. Enclosed                      N / A	
3. If an independent CPA was engaged to perform a review and no report was issued, please provide details and an explanation below:	
<b>SECTION F: ADDITIONAL INFORMATION</b>	
1. Use this space for any additional information ( <i>indicate section and item numbers if a continuation</i> )	

## VI. AWARD ADMINISTRATION INFORMATION

### A. AWARD NOTICES

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

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

## B. ADMISTRATIVE AND NATIONAL POLICY REQUIREMENTS

## 1. Administrative Program Requirements

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

## ETA FUNDING OPPORTUNITY ANNOUNCEMENT

- i. Non-Profit Organizations, Educational Institutions, For-profit entities and State, Local, and Indian Tribal Governments – 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) and 2 CFR 2900 (DOL’s Supplement to 2 CFR Part 200).
- ii. All entities must comply with 29 CFR Part 93 (New Restrictions on Lobbying), 29 CFR Part 94 (Government wide Requirements for Drug-Free Workplace (Financial Assistance)), 2 CFR Part 180 (OMB Guidance to Agencies on Government-wide Debarment and Suspension (Non-procurement)), and, where applicable, 2 CFR Part 200 (Audit Requirements).
- iii. 29 CFR Part 2, subpart D—Equal Treatment in Department of Labor Programs for Religious Organizations; Protection of Religious Liberty of Department of Labor Social Service Providers and Beneficiaries.
- iv. 29 CFR Part 31—Nondiscrimination in Federally Assisted Programs of the Department of Labor—Effectuation of Title VI of the Civil Rights Act of 1964.
- v. 29 CFR Part 32—Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance.
- vi. 29 CFR Part 35—Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance from the Department of Labor.
- vii. 29 CFR Part 36—Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance.
- viii. 29 CFR Parts 29 and 30—Labor Standards for the Registration of Apprenticeship Programs, and Equal Employment Opportunity in Apprenticeship and Training, as applicable.
- ix. The Department of Labor will follow the procedures outlined in the Department’s Freedom of Information Act (FOIA) regulations (29 CFR Part 70). If DOL receives a FOIA request for your application, the procedures in DOL’s FOIA regulations for responding to requests for commercial/business information submitted to the government will be followed, as well as all FOIA exemptions and procedures. See generally 5 U.S.C. § 552; 29 CFR Part 70.
- x. Standard Grant Terms and Conditions of Award—see the following link:  
<https://www.doleta.gov/grants/resources.cfm>.

## **2. Other Legal Requirements**

### **a) Religious Activities**

The Department notes that the Religious Freedom Restoration Act (RFRA), 42 U.S.C. § 2000bb, applies to all federal law and its implementation. If an applicant organization is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled to receive federal financial assistance under this grant solicitation and maintain that hiring practice. As stated in 2 CFR 2.32(a), religious organizations are eligible on the same basis as any other organization, to seek DOL support or participate in DOL programs for which they are otherwise eligible. Guidance from DOL is found at:

<https://www.dol.gov/agencies/oasam/grants/religious-freedom-restoration-act/guidance>.

## ETA FUNDING OPPORTUNITY ANNOUNCEMENT

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

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

### **c) Transparency Act Requirements**

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

- Except for those excepted from the Transparency Act under subparagraphs 1, 2, and 3 below, you must ensure that you have the necessary processes and systems in place to comply with the subaward and executive total compensation reporting requirements of the Transparency Act, should they receive funding.
- Upon award, you will receive detailed information on the reporting requirements of the Transparency Act, as described in 2 CFR Part 170, Appendix A, which can be found at <https://ecfr.federalregister.gov/current/title-2/subtitle-A/chapter-I/part-170>.

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

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

### **d) Safeguarding Data Including Personally Identifiable Information (PII)**

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

## ETA FUNDING OPPORTUNITY ANNOUNCEMENT

- i. You must ensure that PII and sensitive data developed, obtained, or otherwise associated with DOL/ETA funded grants is securely transmitted.
- ii. To ensure that such PII is not transmitted to unauthorized users, all PII and other sensitive data transmitted via e-mail or stored on CDs, DVDs, thumb drives, etc., must be encrypted using a Federal Information Processing Standards (FIPS) 140-2 compliant and National Institute of Standards and Technology (NIST) validated cryptographic module. You must not e-mail unencrypted sensitive PII to any entity, including ETA or contractors.
- iii. You must take the steps necessary to ensure the privacy of all PII obtained from participants and/or other individuals and to protect such information from unauthorized disclosure. You must maintain such PII in accordance with the 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.
- iv. You must ensure that any PII used during the performance of your grant has been obtained in conformity with applicable federal and state laws governing the confidentiality of information.
- v. You further acknowledge that all PII data obtained through your 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.
- vi. Your employees and other personnel who will have access to sensitive/confidential/proprietary/private data must be advised of the confidential nature of the information, the safeguards required to protect the information, and that there are civil and criminal sanctions for noncompliance with such safeguards that are contained in federal and state laws.
- vii. You must have policies and procedures in place under which your employees and other personnel, before being granted access to PII, acknowledge their understanding of the confidential nature of the data and the safeguards with which they must comply in their handling of such data, as well as the fact that they may be liable to civil and criminal sanctions for improper disclosure.
- viii. You must not extract information from data supplied by ETA for any purpose not stated in the grant agreement.
- ix. 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.
- x. All PII data must be processed in a manner that will protect the confidentiality of the records/documents and is designed to prevent unauthorized persons from retrieving such records by computer, remote terminal, or any other means. Data may be downloaded to, or maintained on, mobile or portable devices only if the data are encrypted using NIST

## ETA FUNDING OPPORTUNITY ANNOUNCEMENT

validated software products based on FIPS 140-2 encryption. In addition, wage data may be accessed only from secure locations.

- xi. PII data obtained by the recipient through a request from ETA must not be disclosed to anyone but the individual requestor, except as permitted by the Grant Officer or by court order.
- xii. You must permit ETA to make onsite inspections during regular business hours for the purpose of conducting audits and/or conducting other investigations to assure that you are complying with the confidentiality requirements described above. In accordance with this responsibility, you must make records applicable to this Agreement available to authorized persons for the purpose of inspection, review, and/or audit.
- xiii. You must retain data received from ETA only for the period of time required to use it for assessment and other purposes, or to satisfy applicable federal records retention requirements, if any. Thereafter, you agree that all data will be destroyed, including the degaussing of magnetic tape files and deletion of electronic data.

### **e) Record Retention**

You must follow federal guidelines on record retention, which require that you maintain all records pertaining to grant activities for a period of at least three years from the date of submission of the final expenditure report. See 2 CFR 200.334-.338 for more specific information, including information about the start of the record retention period for awards that are renewed quarterly or annually, and when the records must be retained for more than three years.

### **f) Use of Contracts and Subawards**

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

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

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

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

## ETA FUNDING OPPORTUNITY ANNOUNCEMENT

**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 200.331-.333 regarding subrecipient monitoring and management. Also see 2 CFR 200.308(c)(6) regarding prior approval requirements for subawards. When awarding subawards, you are required to comply with provisions on government-wide suspension and debarment found at 2 CFR Part 180 and codified at 2 CFR Part 2998.

### **g) Closeout of Grant Award**

Any entity that receives an award under this Announcement must close its grant with 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) ETA Evaluation**

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



## ETA FUNDING OPPORTUNITY ANNOUNCEMENT

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 TEGl 02-16 and our webpage at [https://www.doleta.gov/grants/financial\\_reporting.cfm](https://www.doleta.gov/grants/financial_reporting.cfm).

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

The grantee must submit a quarterly performance report within 45 days after the end of each calendar-year quarter. The report must include quarterly information on interim indicators and performance goals. The last quarterly progress report will serve as the grant's Final Performance Report. This report must provide both quarterly and cumulative information on the grant performance. Submission requirements will be provided to grantees upon award. We will also provide you with guidance about the data and other information that is required to be collected and reported on either a regular basis or special request basis. Where applicable to project goals and objectives, grantees will be asked to report on the following indicators in addition to any other outputs and outcomes discussed in their proposal:

- The number of and percentage increase in women who apply for, are accepted into, enroll in, and/or complete pre-apprenticeship, youth apprenticeship, Registered Apprenticeship, or other nontraditional skills training programs as a result of the TA you provide;
- Number of and percentage increase in women served through the grant from underrepresented communities including but limited to women of color and women with disabilities;
- Number of new pre-apprenticeship programs with a focus on women that were instituted as a result of WANTO funding;

## ETA FUNDING OPPORTUNITY ANNOUNCEMENT

- Number of women who accessed supportive services, if offered, as a result of WANTO funding. Also include the types and amount of supportive services offered as well as the cost of providing these services;
- Number of women who secure a job with a higher wage as a result of TA you provide. If possible, list the starting and ending wages;
- Number of employers and/or labor unions that receive TA that assists them in recruiting, training, and employing women in apprenticeable and/or nontraditional occupations;
- Promising practices or innovative approaches to increasing women's participation and retention in pre-apprenticeship, youth apprenticeship, Registered Apprenticeship, and nontraditional occupations that are developed using WANTO funding;
- Promising practices or innovative approaches to increasing recruitment, outreach, and participation of women from underrepresented communities, including but not limited to women of color and women with disabilities, in pre-apprenticeship, youth apprenticeship, Registered Apprenticeship, and nontraditional occupations;
- Promising innovations to employer hiring practices or work environment (which increase women's participation and retention in youth apprenticeship, Registered Apprenticeship, or nontraditional occupations) that are developed using WANTO funding.

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

## VII. AGENCY CONTACTS

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For further information about this FOA, please contact Marc Purvis, Grants Management Specialist, Office of Grants Management, at (202) 693-3204. Applicants should e-mail all technical questions to [Purvis.Marc@dol.gov](mailto:Purvis.Marc@dol.gov) and must specifically reference FOA-WB-21-01, and along with question(s), include a contact name, fax, and phone number. This Announcement is available on the ETA website at <https://www.doleta.gov/grants> and at <https://www.grants.gov>.

## VIII. OTHER INFORMATION

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### A. WEB-BASED RESOURCES

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

### B. INDUSTRY COMPETENCY MODELS AND CAREER CLUSTERS

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

## ETA FUNDING OPPORTUNITY ANNOUNCEMENT

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

### **C. WORKFORCEGPS RESOURCES**

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

We encourage you to view the online tutorial, “Grant Applications 101: A Plain English Guide to ETA Competitive Grants,” available through WorkforceGPS at <https://strategies.workforcegps.org/resources/2014/08/11/16/32/applying-for-eta-competitive-grants-a-web-based-toolkit-for-prospective-applicants-438?p=1>.

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

We created a technical assistance portal at <https://www.workforcegps.org/resources/browse?id=b8dd0aa1ecfb4b2282d6cd30c7248790> that contains online training and resources for fiscal and administrative issues. Online trainings available include, but are not limited to, Introduction to Grant Applications and Forms, Indirect Costs, Cost Principles, and Accrual Accounting.

### **D. SKILLSCOMMONS RESOURCES**

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

## **IX. OMB INFORMATION COLLECTION**

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OMB Information Collection No 1225-0086, Expires July 31, 2022.

## ETA FUNDING OPPORTUNITY ANNOUNCEMENT

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

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

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

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

Signed April 26, 2021, in Washington, D.C. by:

**Charles L. Cox**

Grant Officer, Employment and Training Administration

## ETA FUNDING OPPORTUNITY ANNOUNCEMENT

### **Attachment 1 – Past and current WANTO grantees**

2007

- Apprenticeship and Non-Traditional Employment for Women
- Hard-Hatted Women
- Playa Vista Job Opportunities and Business Services

2008

- Action for Boston Community Development, Inc.
- Wider Opportunities for Women
- Women in Non Traditional Employment Roles

2010

- Chicago Women in Trades
- Nontraditional Employment for Women
- Pennsylvania Women Work
- State Emergency Response Systems Inc.
- United Communities Against Poverty Inc.
- YWCA of Greater Cincinnati

2012

- Action for Boston Community Development, Inc.
- Chicago Women in the Trades
- Goodwill of North Georgia, Inc.
- Oregon Tradeswomen, Inc.
- West Virginia Women Work, Inc.
- Women in Non Traditional Employment Roles

2014

- Chicago Women in the Trades
- Nontraditional Employment for Women
- Oregon Tradeswomen, Inc.

2016

- Chicago Women in the Trades
- Nontraditional Employment for Women
- Oregon Tradeswomen, Inc.

2017

- Aroostook County Action Program, Inc.
- Career Training Institute
- Full Employment Council, Inc.
- West Virginia Women Work, Inc.

## ETA FUNDING OPPORTUNITY ANNOUNCEMENT

2018

- Aroostook County Action Program, Inc.
- Community Services Agency Metro Washington AFL-CIO
- Chicago Women in Trades
- Vermont Works for Women

2019

- Chicago Women in Trades
- Hampton Roads Workforce Council
- Wisconsin Regional Training Partnership Inc.

2020

- Apprenticeship and Nontraditional Employment for Women
- Center for Employment Training
- Chicago Women in Trades
- Gang Alternatives Inc.
- Goodwill Industries of East Texas Inc.
- Workforce Development Board of Herkimer, Madison and Oneida Counties Inc.