Appendix F

ETA

Layoff, Retraining and Reemployment Information

Title III of the Job Training Partnership Act (JTPA)

Purpose

To assist individuals through the Economic Dislocation and Worker Adjustment Assistance (EDWAA) which amended Title III of the Job Training Partnership Act (JTPA), and provides funds to States and local substate grantees so they can help dislocated workers find and qualify for new jobs.

Who Is Eligible?

Workers who lose their jobs because of plant closures or mass layoffs, long-term unemployed persons with limited job opportunities in their fields, farmers, ranchers, and other self-employed persons who become unemployed due to general economic conditions. Under certain circumstances, states may also authorize service for displaced homemakers. Also included are workers who were laid off due to the Defense Economic Adjustment, Diversification, Conversion, and Stabilization Act resulting in base closings and readjustments and the Clean Air Act.

Where to Get Help

Contact your local Substate Area (SSA) Coordinator.
For more information read the EDWAA fact sheet and JTPA fact sheet prepared by the Department of Labor.
Other assistance may be obtained from EDWAA coordinators or Service Delivery Area (SDA) coordinators.

Benefits and Services

A variety of benefits and reemployment services are available to unemployed workers. Programs vary from state to state but all are required

(1) to provide rapid response assistance
Each state receives notices of plant closures and mass layoffs covered under the Worker Adjustment and Retraining Notification (WARN) Act and responds with on-site services to displaced workers. States may also help set up labor-management committees at the workplace and coordinate efforts to avoid dislocations.

(2) to deliver, coordinate, and integrate basic readjustment services and support services
Readjustment includes outreach and intake, testing and counseling, labor market information, job search and placement, supportive services such as child care and transportation allowances, and relocation assistance.

(3) to provide retraining services
Displaced workers receive one or more of the following: occupational skills, on-the-job training, basic and remedial education, entrepreneurial training, and literacy/language training.

(4) to provide needs-related payments
Workers who have exhausted their UI benefits may receive special payments while they complete training programs.

(5) to provide for coordination with the unemployment compensation system and cross-referral for resources provided by other agencies

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Please send your comments regarding content or style to Title III Pagemaster and comments relating to technical issues to Webmaster.

Comments relating to policy will not be acted upon.

any part can be recovered; to identify the possible concealment or improper transfer of assets; and to identify and consider present and potential income and current assets for enforced collection proceedings.

Agency: Employment Standards Administration.

Title: Applications to Employ Special Industrial Home workers and Workers with Disabilities.

OMB Number: 1215–0005 (Extension).

Frequency: On-Occasion.

Affected Public: Individuals of households; Business or other for profit; Not-for-Profit institutions; Farms; State, Local, or Tribal Government.

Number of Respondents: 8,600.

Estimated Time Per Respondent:

	Minutes	Respondents
WH–2	30	100
WH–226–MIS	45	8,500
WH–226A–MIS	45	*8,500

* A total of 20,000 copies of this form will be completed by 8,500 respondents.

Total Burden Hours: 21,425.

Total Annualized capital/startup costs: 0.

Total annual costs (operating/maintaining systems or purchasing services): 3,000.

Description: The WH–2 is used by employers to obtain certificates to employ individual Home workers in one of the restricted homework industries: knitted outerwear, women's apparel, jewelry manufacturing, gloves and mittens, button and buckle manufacturing, handkerchief manufacturing and embroideries. Upon application by the home worker and the employer, certificates may be issued to the employer authorizing employment of an individual home worker, provided it is shown that the worker is unable to adjust to factory work because of age and physical or mental disability or is unable to leave home because the worker is required to care for an invalid in the home . . . etc.

The WH–226 and the supplemental data form WH–226A–MIS are used by employers to obtain authorization to employ workers with disabilities in competitive employment, in sheltered workshops, and in hospitals or institutions at subminimum wages which are commensurate with those paid to nondisabled workers.

Pauline D. Perrow,

Acting Departmental Clearance Officer.

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DEPARTMENT OF LABOR

Employment and Training Administration

Job Training Partnership Act, Title III, Demonstration Program: Contextual Learning Demonstration Program

AGENCY: Employment and Training Administration, Labor.

ACTION: Notice of Availability of Funds and Solicitation for Grant Applications (SGA).

SUMMARY: The U.S. Department of Labor (DOL), Employment and Training Administration (ETA), announces a demonstration program to test the viability of innovative training strategies in reducing the time required for individuals with low basic skills to develop the skills needed to qualify for quality jobs in occupations and industry settings with long-term growth potential. This demonstration program is targeting workers who have been dislocated from declining industries and who have not only non-transferrable, obsolete job skills, but also low basic skills. This demonstration program has two special emphases: The use of contextual learning strategies to develop basic literacy skills in conjunction with the development of vocational skills, and strategies to develop such skills with limited-English-speaking populations.

The program will be funded with Secretary's National Reserve funds appropriated for Title III of the Job Training Partnership Act (JTPA) and administered in accordance with 29 CFR part 95 and 97 as applicable.

This notice describes the application submission requirements, the process that eligible entities must use to apply for funds covered by this solicitation, how grantees are to be selected, and the responsibilities of grantees. It is anticipated that up to $10 million will be available for funding the projects covered by this solicitation, that seven to twelve projects will be selected for funding, and that the maximum grant award will not exceed $1 million.

All information required to submit a grant application under this solicitation is contained in this announcement.

DATES: The closing date for receipt of applications is May 10, 1999 at 2 p.m. (Eastern Time) at the address below. Except as provided below, grant applications received after this date and time will not be considered.

ADDRESSES: Applications shall be mailed to: U.S. Department of Labor; Employment and Training Administration; Division of Federal Assistance; Attention: Willie E. Harris, Reference: SGA/DAA 99–008; 200 Constitution Avenue, NW, Room S–4203; Washington, DC 20210.

FOR FURTHER INFORMATION CONTACT: Mr. Willie E. Harris, Division of Federal Assistance. Telephone (202) 219–8706, extension 119 (this is not a toll-free number). Questions may also be faxed to Mr. Willie E. Harris, Grant Management Specialist, Fax Number: (202) 219–8739. All inquiries sent via fax should include the SGA number (DFA 99–008) and a contact name and phone number.

SUPPLEMENTARY INFORMATION:

This announcement consists of five parts. Part I describes the authorities and purpose of the demonstration program and identifies demonstration policy. Part II describes the application process and provides guidelines for use in applying for demonstration grants. There is no separate application package. Part III includes the Government Requirement/Statement of Work for the demonstration projects. Part IV describes the selection process, including the criteria that will be used in reviewing and evaluating applications. Part V describes the grantee's responsibilities related to program monitoring, reporting and evaluation.

Part I. Background

A. Authorities

Section 323 of JTPA (29 U.S.C. 1662b) authorizes the use for demonstration programs of funds reserved under section 302 of JTPA (29 U.S.C. 1652) and provided by the Secretary for that purpose under section 322 of JTPA (29 U.S.C. 1662a). Demonstration program grantees shall comply with all applicable federal and state laws and

regulations in setting up and carrying out their programs.

B. Purpose

Global competition and expanding technology are contributing to a dynamism in the workplace that presents significant challenges as well as opportunities for many workers. Skills related to continuous learning, communications, and independent problem-solving are critical to job and career success. As never before, basic literacy skills are a pre-requisite for most employment opportunities, and certainly for most jobs that pay a reasonable wage.

Projects funded through this solicitation are to provide retraining and related services—consistent with the allowable use of JPTA Title III funds as defined in sections 314(c), 314(d), and 314(e) of the Act—designed to help eligible dislocated workers with low basic skills transition into quality jobs with a 90 percent wage replacement rate for the workers. Projects must be designed to accomplish the following objectives:

- Develop (if necessary) and implement curricula that integrate the learning of basic literacy skills with the learning of vocational skills;
- Develop (if necessary) and implement training methods that accelerate the learning process and shorten the time period required to meet employer hiring requirements; and
- Implement training strategies for the acquisition of skills that are driven by the hiring requirements of local employers and that entail the development of skills—both basic and vocational—in a workplace setting.

Applications should incorporate curricula and training strategies that can be effectively used with limited English-speaking populations and that are transferrable for use in the broader workforce development system. Curricula should include aspects of contextual training, which integrates literacy into technical training in order that skills learned have an obvious payoff in terms of preparing workers for occupations. Both curricula developed and training strategies proposed may differ, depending upon whether basic skills combined with occupational training are taught to a native-English-speaking or non-native-English-speaking population. Applicants must justify the selection of a particular type of curriculum based upon citations of sound research findings and/or demonstrated experience, and the needs of the target population.

C. Demonstration Policy

1. Grant Awards

DOL anticipates awarding seven to twelve grants. Individual grant awards will not exceed $1 million. It is anticipated that awards will be made by June 30, 1999. Award decisions will be published on the Internet at ETA's Home Page at http://www.doleta.gov.

2. Eligible Applicants

Subject to the provisions of this section, any organization capable of fulfilling the terms and conditions of this solicitation may apply. Under Lobbying Disclosure Act of 1995, Section 18, an organization described in section 501(c)(4) of the Internal Revenue code of 1986 which engages in lobbying activities shall not be eligible for the receipt of Federal funds constituting an award grant or loan. This is a risk free Federal program; therefore, all for profit organizations that apply will not be able to receive a fee if awarded a grant.

Any applicant who is not a JTPA Title III substate grantee will be required to demonstrate evidence of partnership or coordination with the substate grantee(s) in the proposed service area for the delivery of comprehensive services to the target group. Such evidence may include memoranda of agreement or understanding and letters of commitment. Applicants are also encouraged to work with local Adult Basic Education providers.

3. Eligible Participants

All individuals receiving retraining and related services must be eligible dislocated workers as defined at JTPA section 301(a)(1), and 314(h)(1) of the Job Training Partnership Act. These sections of the law may be viewed at http://www.doleta.gov/regs/statutes/jtpalaw.htm.

Proposed projects should target subgroups of the eligible population based on factors such as (but not limited to) occupation, industry, and specific barriers to reemployment. Proposed projects will be expected to target individuals whose basic skills are low and well below the hiring standards of area employers.

4. Allowable Activities

Funds provided through this demonstration are limited to the costs of developing/refining training curricula in accordance with the requirements defined in this solicitation, providing services of the type described at section 314(c), (d) and (e) of JTPA, and administering the project. Supportive services are defined in section 4(24) of JTPA.

Grant funds may not be used for the cost of any services or activities that would have been provided in the absence of the requested grant. Applicants may budget limited amounts of grant funds to work with technical experts or consultants to provide advice and develop more complete project plans after a grant award. The level of detail in the project plan may affect the amount of funding provided.

5. Coordination

Applicants will be expected to plan and coordinate the delivery of services under this demonstration project with the delivery of services under other programs (public or private), available to all or part of the target group. At a minimum, projects will be expected to link or collaborate with any existing USDOL funded One-Stop/Career Center initiative and/or local JTPA Substate Grantee located within the project area. Applicants are encouraged to coordinate with local Adult Basic Education providers.

6. Period of Performance

The period of performance shall be 24 months from the date of execution by the Government. Delivery of services to participants shall commence within 90 days of execution of a grant.

7. Option to Extend

DOL may elect to exercise its option to extend these grants for an additional one (1) or two (2) years of operation, based on the availability of funds, successful program operation, and the needs of the Department.

Part II. Application Process and Guidelines

A. Submission of Applications

An original and three (3) copies of the application shall be submitted. The application shall consist of two (2) separate and distinct parts: Part I, the Financial Proposal, and Part II, the Technical Proposal.

Each grant application must follow the format outlined in this part and should include:

(1) Information that indicates adherence to the provisions described in Part I, Background (Authorities, Purpose, and Demonstration Policy) and Part II, Application Process and Guidelines, of this announcement; and

(2) Other information that the applicant believes will address the selection criteria identified in Part IV this solicitation.

1. Financial Application

Part I, the Financial Proposal, shall contain the SF–424, "Application for

Federal Assistance" (Appendix A) and the "Budget Information" (Appendix B). The Federal Domestic Assistance Catalog number is 17.246.

The budget shall include on separate pages detailed breakouts of each proposed budget line item, including detailed administrative costs and costs for one or more of the following categories as applicable: basic readjustment services, supportive services, and retraining services. For each budget line item that includes funds or in-kind contributions from a source other than the grant funds, identify the source, the amount, and in-kind contributions, including any restrictions that may apply to these funds.

Applicants must justify that proposed costs are reasonable. The impact of innovation on costs should be explained. Grant applications will be evaluated for the reasonableness of proposed costs, considering the proposed target group, services, outcomes, management plan, and coordination with other entities.

2. Technical Proposal

Part II, the technical proposal, shall demonstrate the offeror's capabilities in accordance with the required elements of the proposal outlined below. The technical proposal should contain information sufficient to respond to the objectives of the solicitation, the statement of work and the evaluation criteria.

A grant application shall be limited to twenty (20) double-spaced, single-side, 8.5-inch x 11-inch pages with 1-inch margins. Attachments shall not exceed ten (10) pages. Text type shall be 11 point or larger. Applications that do not meet these requirements will not be considered. Each application shall include the Checklist provided as Appendix C, a Timeline outlining project activities, and an Executive Summary not to exceed two pages. No Cost Data or Reference to Price Shall be Included in The Technical Proposal.

Applicants are advised that discussions may be necessary in order to clarify any inconsistency or ambiguity in their applications. The final decision on awards will be based on what is most advantageous to the Federal Government as determined by the ETA Grant Officer. The Government may elect to award grant(s) without discussion with the applicant(s). The applicant's signature on the Application for Federal Assistance (Standard Form) S-424 constitutes a binding offer.

B. Hand-Delivered Applications

Applications should be mailed no later than five (5) days prior to the closing date for the receipt of applications. However, if applications are hand-delivered, they must be received at the designated place by 2 p.m., Eastern Time on the closing date for receipt of applications. All overnight mail will be considered to be hand-delivered and must be received at the designated place by the specified time and closing date. Telegraphed and/or faxed proposals will not be honored. Applications that fail to adhere to the above instructions will not be honored.

C. Late Applications

Any application received at the office designated in the solicitation after the exact time specified for receipt will not be considered unless it:

(1) Was sent by U.S. Postal Service registered or certified mail not later than the fifth calendar day before the closing date specified for receipt of applications (e.g., an offer submitted in response to a solicitation requiring receipt of application by the 30th of January must have been mailed by the 25th); or

(2) Was sent by U.S. Postal Service Express Mail Next Day Service—Post Office to Addressee, not later than 5 p.m. at the place of mailing two working days prior to the date specified for receipt of application. The term "working days" excludes weekends and U.S. Federal holidays.

The only acceptable evidence to establish the date of mailing of a late application sent by U.S. Postal Service registered or certified mail is the U.S. postmark on the envelope or wrapper and on the original receipt from the U.S. Postal Service. Both postmarks must show a legible date or the proposal shall be processed as if it had been mailed late. "Postmark" means a printed, stamped, or otherwise placed impression (exclusive of a postage meter machine impression) that is readily identifiable without further action as having been supplied and affixed by an employee of the U.S. Postal Service on the date of mailing. Therefore, applicants should request the postal clerk to place a legible hand cancellation "bull's eye" postmark on both the receipt and the envelope or wrapper.

The only acceptable evidence to establish the date of mailing of a late application sent by "Express Mail Next-Day Service—Post Office to Addressee" is the date entered by the post office receiving clerk on the "Express Mail Next Day Service—Post Office to Addressee" label and the postmarks on both the envelope and wrapper and the original receipt from the U.S. Postal Service. "Postmark" has the same meaning as defined above. Therefore, an applicant should request the postal clerk to place a legible hand cancellation "bull's eye" postmark on both the receipt and the envelope or wrapper.

D. Withdrawal of Applications

Applications may be withdrawn by written notice or telegram (including mailgram) received at any time before award. Applications may be withdrawn in person by the applicant or by an authorized representative thereof, if the representative's identity is made known and the representative signs a receipt for the proposal.

Part III Government Requirement/ Statement of Work

A. Project Service Area

Describe the area in which the project will operate. Projects funded through this solicitation will be expected to be based in local labor markets. Provide an explanation of the economic and labor market circumstances in the local area that make it an appropriate candidate for this demonstration program.

B. Target Population

Describe the proposed target population for the project. The description should include: number of individuals to be served through the project; date(s) of dislocation or the length of time the target group has been unemployed; occupations and wages of jobs from which they were dislocated; and specific barriers to reemployment. To the extent that the applicant expects to serve individuals who are not yet dislocated but are likely to be during the initial stages of the grant period, the applicant must justify why it believes that such dislocations are likely to occur. The description should also include information to support the planned level of participation in the project (i.e., number of eligibles within target group in the local area, indications of the need for assistance).

C. Available Jobs

Identify the occupations that are targeted for job placement of project participants and provide a brief explanation of the appropriateness of these occupations given local labor market conditions, wage replacement potential for the target group and upward mobility/job retention opportunities. Identify sources of the occupational information or data used. Anecdotal data should not be used. Information from the Bureau of Labor

Statistics (BLS) available through a variety of web sites including BLS, O*NET and America's Labor Market Information System (ALMIS), should be considered as a key source of documentation. In addition, State Occupational Information Coordinating Committee (SOICC) and JTPA Substate Grantee/One-Stop Center program information may be used.

D. Project Design

(1) Purpose. Describe the specific purpose or purposes of the proposed project and how these relate to the objectives of this solicitation. Describe how contextual learning will be integrated into the design of curricula and into training proposed.

(2) Outreach and recruitment. Identify the methods that will be used to contact and recruit members of the target group for participation in this project and the organizations who will be responsible for the outreach/recruitment activities. Describe why the methods and organizations will be effective in achieving the planned participation levels for the project. Applicants that are not JTPA Title III substate grantees should partner with the appropriate JTPA Title III substate grantee(s) to plan and implement effective outreach and recruitment strategies.

(3) Eligibility determination. Identify the organization which will responsible for determining the eligibility of individuals for participation in this project and the experience of the organization in determining the eligibility of individuals for JTPA Title III assistance. Applicants who are not JTPA Title III substate grantees should partner with the appropriate JTPA Title III substate grantee(s) to carry out eligibility determination.

(4) Selection criteria. Identify the criteria that will be used, and the organization(s) that will be responsible for selecting those individuals to be served by the project from among the total number of eligible persons recruited for the project. Describe how this process will achieve the specific purpose(s) of the proposed project, including, as appropriate, targeted assistance to individuals with limited English-speaking ability.

(5) Assessment. Identify assessment tools and/or methods that will be used to determine the skills and aptitudes of individual participants. Specifically identify the tools that will be used to measure English-speaking proficiency, and for limited English-speaking individuals, the basic skills levels of the individual. Describe the approaches or methods that will be used to relate prior experience(s) to employer hiring requirements. Describe the specific strategies and methods for measuring skills acquisition during the training process.

(6) Services to be provided. Describe the service process to be used on the project. The description should include identification of the services to be provided from the time of selection of participants through placement of those participants in jobs, the sequencing of services in the overall process, the criteria/decision points for determining the appropriateness of specific services for an individual participant, and the organization(s) which will be responsible for providing specific services. The process description may be supported by a participant flowchart.

(7) *Contextual learning training strategies.* Describe how experiential, integrated and other effective adult learning methods will be used in implementing education and training services to be provided to participants. Describe how these methods are expected to: (a) Shorten the calendar time required for individuals to acquire the skills needed to qualify for targeted employment opportunities; (b) increase the relevance/responsiveness of training to the job performance requirements of employers; and (c) increase the direct participation of employers in the training process. Specifically describe strategies that will be used to teach limited English-speaking individuals with low basic skills in their native language.

(8) *Supportive services.* Identify supportive services, including needs-related payments, to be provided to participants. Describe how the need for such services will be determined on an individual basis and why such services are expected to be needed to facilitate participation in the project by the target group. Also identify any limits on the amount of such services that can be received by any individual participant.

(9) *Post-placement services.* Identify any services to be provided subsequent to job placement. Describe the rationale for the services and why such services will be necessary for participants to be successfully placed into jobs and to retain those jobs. The identification should include services to be funded from sources other than the grant.

E. Planned Outcomes

Identify the specific project outcome measures that will be used to determine the success of the project. For each measure, identify the planned outcome level to be achieved by the project.

Outcome measures must include, but are not limited to:

(1) The number of participants to receive services through the project;

(2) The number of participants to receive training using contextual learning strategies;

(3) The number of participants to be placed into permanent employment [a minimum entered employment rate of 80 percent is required];

(4) The average wage at placement and the wage replacement rate for participants placed into permanent employment (a minimum wage replacement rate of 90 percent is required);

(5) Customer satisfaction with the project services (a minimum of 80 percent of participants must indicate satisfaction with the services received through the project).

The applicant may propose additional measurable, performance-based outcomes that are relevant to the project and that may be readily assessed during the period of performance of the project. When proposed, the applicant must provide an explanation of how such additional measures are relevant to the purpose of the demonstration program.

F. Implementation Plan

(1) Identify the critical activities, time frames and responsibilities for effectively implementing the project that will occur within the first 90 days after the award of the grant.

(2) Include a completed monthly schedule that shows the cumulative number of participants, enrollments in education and training activities, enrollments in contextual learning training activities, permanent placements into unsubsidized employment, receiving post-placement services, and terminations.

G. Collaboration/Leveraging of Resources

(1) Identify other State and local organization(s) which are collaborating and/or contributing resources to the design and implementation of the proposed project. Describe the role and contributions of each. Contributions may include but are not limited to such contributions as the development of training modules; payment of tuition costs for training; support for child care or transportation; and provision of staff time and training facilities, equipment and materials at no cost to the project. Particular attention should be paid to the potential contributions available through adult basic education and T Adjustment Assistance programs, if applicable.

(2) Provide evidence which indicates that the collaboration described can reasonably be expected to occur. Such

evidence could include letters of agreement, memoranda of understanding, or formally established advisory councils.

(3) Describe activities that may be undertaken to link activities to program interventions under this grant to employer, industry, or curriculum/ learning centers currently designing and developing occupational/job skill standards and certifications. Such activities should focus on linking employers involved in grant activities with any employer, industry, or trade and worker association that has already developed or is developing skill standards certifications in order to maximize the use of knowledge that has been gained about skills and their relationship to contextual learning.

H. Consultation

The application must describe the working relationship with the local JTPA substate grantee(s), or One-Stop/ Career Center entities where present. Prior to commencing operations, grant award recipients that are not JTPA substate grantees will be required to submit a jointly signed Memorandum of Understanding with substate grantees describing such working relationship. The application must also include evidence of consultation, such as a letter, on the project concept with applicable labor organizations where 20 percent or more of the targeted population is represented by one or more labor organizations, or where the training is for jobs in which a labor organization represents a substantial number of workers engaged in similar work.

I. Innovation

Identify any elements in the proposed project design that are innovative. Describe why the elements are considered to be innovative and how they are expected to improve current methods being used to provide reemployment services to the target group.

J. Project Management Plan

Applicants must be able to demonstrate that they have systems capable of satisfying the administrative and grant management requirements for the use of JTPA funds as defined in 20 CFR part 627 subpart D. The application must include the following information:

(1) *Structure.* Describe the management structure for the project. The description must include: (a) A staffing plan that describes each position and the percentage of time to be assigned to this project; (b) an organizational chart that clearly indicates the working and responsibility/ accountability relationships among project management and operational components, including, as appropriate, those at multiple sites of the project.

(2) Relationship to prior experience. Describe the specific experience of the applicant and other key organizations involved in the project with contextual learning training strategies and providing reemployment assistance to low skilled and/or limited English-proficient populations. Describe how proposed training provider(s) will be selected. Past performance of providers, qualifications of instructors, accreditation of curricula, and similar matters should be addressed as appropriate.

(3) *Accountability systems.* Describe the mechanisms to ensure financial accountability for grant funds and performance accountability relative to job placements, in accordance with standards for financial management and participant data systems in 29 CFR part 95 or 97, as appropriate, and 20 CFR 627.425. Explain the basis for the applicant's administrative authority over the management and operational components. Describe how information will be collected to determine the achievement of project outcomes as indicated in section E of this part; and report on participants, outcomes, and expenditures. (If the applicant is not a current DOL grantee, this information is subject to verification prior to grant award.)

(4) *Customer satisfaction measurement system.* Describe the process and procedures that will be used to obtain feedback from individual participants and from employers on the responsiveness and effectiveness of the services provided. The description should include an identification of the types of information to be obtained, the method(s) and frequency of data collection, and how the information will be used in implementing and managing the project.

(5) *Monitoring and performance management.* Describe the procedures that will be used to effectively control and management project performance and the use of grant funds. The description should identify areas to be reviewed, frequency, and responsibilities.

(6) *Grievance procedure.* Describe the grievance procedure to be used for grievances and complaints from participants, contractors, and other interested parties, consistent with the requirements at section 144 of JTPA and 20 CFR 631.64(b) and (c).

Part IV. Evaluation Criteria

Selection of grantees for awards will be made after careful evaluation of grant applications by a panel of experts. Panel results will be advisory in nature and not binding on the ETA Grant Officer. Panelists shall evaluate proposals for acceptability based upon overall responsiveness in accordance with the factors below.

A. Target Population. (20 points)

The description of the characteristics and reemployment barriers of the target group to be served is clear and meaningful, and sufficiently detailed to determine the potential participants' service need. A significant number of eligible dislocated workers who possess these characteristics are available for participation within the project area. Sufficient information is provided to explain how the number of dislocated workers to be enrolled in the project was determined. The recruitment plan supports the number of planned enrollments. The target population is appropriate for the specific purpose of the proposed project, including the relative literacy and numeracy deficiencies. Extent to which target population is characterized by limited-English-speaking ability.

B. Service Plan and Cost. (25 points)

The scope of services to be provided is consistent with the demonstration program and project purposes and goals. The scope of services to be provided is adequate to meet the needs of the target population given:

(1) Their characteristics and circumstances, including their English proficiency and other basic skill needs;

(2) The jobs in which they are to be placed relative to targeted wage at placement goals;

(3) The match between documented shortages in particular skills or industries and the training planned;

(4) The documentation provided specifying that training meets or is developed based on industry driven skill standards or certifications; and (5) the length of program participation planned prior to placement.

Documentation and reliability of job availability is based upon recognized, reliable and timely sources of information.

Identification is provided of the specific sources and amounts of other funds which will be used, in addition to funds provided through this grant, to implement the project. The application must include information on any non-JTPA resources committed to this project, including employer funds,

grants, and other forms of assistance, public and private. Value and level of external resources being contributed, including employer contributions, to achieve program goals will be taken into consideration in the rating process.

C. Experience and Management Capability. (15 points)

The applicant (as a part of a collaborative approach) has experience working with experiential and integrated learning strategies, specifically with a limited-English proficient population. The management structure and management plan for the proposed project will ensure the integrity of the funds requested. The project work plan demonstrates the applicant's ability to effectively track project progress with respect to planned performance and expenditures. Sufficient procedures are in place to use the information obtained by the project operator(s) to take corrective action if indicated. In addition, review by appropriate labor organizations, where applicable, is documented.

The proposal includes a method of assessing customer feedback for both participants and employers involved, and establishes a mechanism to take into account the results of such feedback as part of a continuous system of management and operation of the project.

D. Collaboration. (10 points)

The proposal includes information describing direct participation by JTPA substate grantees and One-Stop/Career Center entities (where present) in the planning and management of this grant. Evidence of participation of employers whose positions are targeted under the grant is present. Evidence of coordination with other appropriate programs and entities for project design or provision of services. Evidence is presented that ensures cooperation of coordinating entities, as applicable, for the life of the proposed project. The project includes a reasonable method of assessing and reporting on the impact of such coordination, relative to the demonstration purpose and goals and the specific purpose and goals of the proposed project.

E. Innovation. (20 points)

The proposal demonstrates innovation in the concept(s) to be tested, the project's design, and/or the services to be provided. "Innovation" refers to the degree to which such concept(s), design and/or services are not currently found in dislocated worker programs. The project includes a reasonable method of assessing and reporting on the impact of such innovation, relative to the demonstration program and project purposes and goals.

F. Replicability. (10 points)

The proposal provides evidence that, if successful, activities supported by the demonstration grant will be continued after the expiration date of the grant, using JTPA Title III formula-allotted funds or other public or private resources. Evidence that the strategies are usable in other local operating environments.

Part V. Monitoring, Reporting and Evaluation

A. Monitoring

The Department shall be responsible for ensuring effective implementation of each competitive grant project in accordance with the Act, the regulations, the provisions of this announcement and the negotiated grant agreement. Applicants should assume that at least one on-site project review will be conducted by Department staff, or their designees. This review will focus on the project's performance in meeting the grant's programmatic goals and participant outcomes, complying with the targeting requirements regarding participants who are served, expenditure of grant funds on allowable activities, collaboration with other organizations as required, and methods for assessment of the responsiveness and effectiveness of the services being provided. Grants may be subject to their additional reviews at the discretion of the Department.

B. Reporting

DOL will arrange for or provide technical assistance to grantees in establishing appropriate reporting and data collection methods and processes. An effort will be made to accommodate and provide assistance to grantees to be able to complete all reporting electronically.

Applicants selected as grantees will be required to provide the following reports:

1. Monthly and Quarterly Progress Reports
2. Standard Form 269, Financial Status Report Form, on a quarterly basis
3. Final Project Report including an assessment of project performance. This report will be submitted in hard copy and on electronic disk utilizing a format and instructions to be provided by the Department.

C. Evaluation

DOL will arrange for or conduct an independent evaluation of the outcomes, impacts, and benefits of the demonstration projects. Grantees must agree to make available records on participants and employers and to provide access to personnel, as specified by the evaluator(s) under the direction of the Department.

Signed at Washington, DC, this 25th day of March 1999.

Janice E. Perry,

Grant Officer, Division of Federal Assistance.

Appendices

1. Appendix A—Application for Federal Assistance (Standard Form 424) (Internet link)
2. Appendix B—Information (Internet link)
3. Appendix C—Application Checklist (Internet link)

Web site address is http://www.doleta.gov

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