

U.S. DEPARTMENT OF LABOR
EMPLOYMENT AND TRAINING ADMINISTRATION

GRANT / AGREEMENT
NOTIFICATION OF
AWARD/OBLIGATION

Under the authority of the *Workforce Investment Act*, this grant or agreement is entered into between the above named *Grantor Agency* and the following named *Awardee*, for a project entitled - **COOPERATIVE AGREEMENT UNDER THE DISABILITY EMPLOYMENT INITIATIVE.**

Name & Address of Awardee: STATE OF FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY 107 EAST MADISON STREET TALLAHASSEE, FLORIDA 32399	Agreement #: DI-23798-12-75-A-12 CFDA #: 17.207 Accounting Code: 1630-2012-0501791212BR201201790901125OS007A0000AOWI00AOWI00-A90200-410010-ETA-DEFAULT TASK-1630-2012-0501791212BR201201790901125OS007A0000AOWI00AOWI00-A90200-410010-ETA-DEFAULT TASK- Mod Amount: \$3,291,410.00 \$110,714.00 EIN: 364706134 DUNS #: 968930664
--	--

The Period of Performance shall be from **October 01, 2012 thru September 30, 2015.**
Total Government's Financial Obligation is **\$3,402,124.00** (unless other wise amended).
Payments will be made under the Payments Management System, and can be automatically drawn down by the awardee on an as needed basis covering a forty-eight (48) hour period.

In performing its responsibilities under this grant agreement, the awardee hereby certifies and assures that it will fully comply with the following regulations and cost principles, including any subsequent amendments:

Uniform Administrative Requirements:

29 CFR Part 97, for State/Local Governments and Indian Tribes; OR
29 CFR Part 95, for Institutions of Higher Education, Hospitals and other Non-Profit Organizations and Commercial Organizations.

Cost Principles:

2 CFR 225, for State/Local Governments and Indian Tribes;
2 CFR 220, for Institutions of Higher Education; OR
2 CFR 230, for Non-Profit Organizations.
48 CFR Part 31.

90-day indirect

Other Requirements (As Applicable):

29 CFR Part 96 and 99, Single Audit Act
29 CFR Part 93, Lobbying Certification
29 CFR Part 37, Nondiscrimination and Equal Opportunity Requirements
29 CFR Part 98, Debarment and Suspension; Drug Free Workplace
20 CFR Part 652 et al., Workforce Investment Act
Wagner-Peyser Act
Grant Award Document, Parts I through IV, and attachments.

The awardee's signature below certifies full compliance with all terms and conditions as well as the above stated grant regulations and certifications, and that this document has not been altered.

Signature of Approving Official - **AWARDEE**

Signature of Approving Official - **DOL / ETA**

See SF 424 for Signature

(Signature / Date)

No Additional Signature Required

(Type Name and Title)

DONNA KELLY September 28, 2012
Grant Officer

Application for Federal Assistance SF-424

*** 1. Type of Submission:**

- Preapplication
- Application
- Changed/Corrected Application

*** 2. Type of Application:**

- New
- Continuation
- Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

*** 3. Date Received:**

08/13/2012

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

*** a. Legal Name:**

State of Florida Department of Economic Opportunity

*** b. Employer/Taxpayer Identification Number (EIN/TIN):**

36-4706134

*** c. Organizational DUNS:**

9689306640000

d. Address:

*** Street1:**

107 East Madison Street

Street2:

*** City:**

Tallahassee

County/Parish:

Leon

*** State:**

FL: Florida

Province:

*** Country:**

USA: UNITED STATES

*** Zip / Postal Code:**

32399-4137

e. Organizational Unit:

Department Name:

Workforce Services

Division Name:

Workforce Services

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Mr.

*** First Name:**

James

Middle Name:

Lr.

*** Last Name:**

Finch

Suffix:

Title:

Statewide Contracts Administrator

Organizational Affiliation:

*** Telephone Number:**

(850) 245-7485

Fax Number:

(850) 245-7399

*** Email:**

james.finch@deo.myflorida.com

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

A: State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

Employment and Training Administration

11. Catalog of Federal Domestic Assistance Number:

17.207

CFDA Title:

Employment Service/Wagner-Peyser Funded Activities

*** 12. Funding Opportunity Number:**

SGA-DFA-PY-11-11

* Title:

Notice of Availability of Funds and Solicitation for Grant Applications for Cooperative Agreements Under the Disability Employment Initiative

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Florida's Disability Employment Initiative

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

List of Congressional Districts for partic

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="3,569,000.00"/>	3,402,124 <i>8</i>
* b. Applicant	<input type="text" value="0.00"/>	
* c. State	<input type="text" value="0.00"/>	
* d. Local	<input type="text" value="0.00"/>	
* e. Other	<input type="text" value="0.00"/>	
* f. Program Income	<input type="text" value="0.00"/>	
* g. TOTAL	<input type="text" value="3,569,000.00"/>	3,402,124 <i>0</i>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

- Yes
- No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:
Middle Name:
* Last Name:
Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: * Date Signed:

Administrative Costs

Pursuant to 20 CFR 667.210(b), grantees are advised that there is a 10% limitation on administrative costs on funds administered under this grant. In no event, may administrative costs exceed 10% of the total award amount. The cost of administration shall include those disciplines enumerated in 20 CFR 667.220(b) and (c).

Sec. 667.220 What Workforce Investment Act title I functions and activities constitute the costs of administration subject to the administrative cost limit?

(a) The costs of administration are that allocable portion of necessary and reasonable allowable costs of State and local workforce investment boards, direct recipients, including State grant recipients under subtitle B of title I and recipients of awards under subtitle D of title I, as well as local grant recipients, local grant subrecipients, local fiscal agents and one-stop operators that are associated with those specific functions identified in paragraph (b) of this section and which are not related to the direct provision of workforce investment services, including services to participants and employers. These costs can be both personnel and non-personnel and both direct and indirect.

(b) The costs of administration are the costs associated with performing the following functions:

(1) Performing the following overall general administrative functions and coordination of those functions under WIA title I:

- (i) Accounting, budgeting, financial and cash management functions;
- (ii) Procurement and purchasing functions;
- (iii) Property management functions;
- (iv) Personnel management functions;
- (v) Payroll functions;
- (vi) Coordinating the resolution of findings arising from audits, reviews, investigations and incident reports;
- (vii) Audit functions;
- (viii) General legal services functions; and
- (ix) Developing systems and procedures, including information systems, required for these administrative functions;

(2) Performing oversight and monitoring responsibilities related to WIA administrative functions;

(3) Costs of goods and services required for administrative functions of the program, including goods and services such as rental or purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space;

(4) Travel costs incurred for official business in carrying out administrative activities or the overall management of the WIA system; and

(5) Costs of information systems related to administrative functions (for example, personnel, procurement, purchasing, property management, accounting and payroll systems) including the purchase, systems development and operating costs of such systems.

(c)(1) Awards to subrecipients or vendors that are solely for the performance of administrative functions are classified as administrative costs.

(2) Personnel and related non-personnel costs of staff who perform both administrative functions specified in paragraph (b) of this section and programmatic services or activities must be allocated as administrative or program costs to the benefiting cost objectives/categories based on documented distributions of actual time worked or other equitable cost allocation methods.

(3) Specific costs charged to an overhead or indirect cost pool that can be identified directly as a program cost are to be charged as a program cost. Documentation of such charges must be maintained.

(4) Except as provided at paragraph (c)(1), all costs incurred for functions and activities of subrecipients and vendors are program costs.

(5) Costs of the following information systems including the purchase, systems development and operating (e.g., data entry) costs are charged to the program category:

- (i) Tracking or monitoring of participant and performance information;
- (ii) Employment statistics information, including job listing information, job skills information, and demand occupation information;
- (iii) Performance and program cost information on eligible providers of training services, youth activities, and appropriate education activities;
- (iv) Local area performance information; and
- (v) Information relating to supportive services and unemployment insurance claims for program participants;

(6) Continuous improvement activities are charged to administration Or program category based on the purpose or nature of the activity to be improved. Documentation of such charges must be maintained.

As a condition of award, within 60 days the grantee is required to develop and submit a revised SF-424A, Budget Narrative, and Statement of Work in accordance with the revised funding amount. Additionally, the following aspects have been identified and should be addressed accordingly.

- The proposal indicates that the project plans to sub contract with the National Disability Institute and Michael Roush to provide TA on asset development. The NDI Consulting, Inc. is the funded TA Center for the DEI projects. Therefore, additional TA efforts must be coordinated with NDI Consulting, Inc. to ensure there is no duplication of efforts and justification of need must be documented.
- In the outcomes section include measurable outcomes for:
number of persons earning an industry-recognized credential; 2)
number of persons obtaining a Work Readiness Credential; and 3)
number of AJC customers who are co-enrolled with AJC partners.

A Federal Project Officer (FPO) is assigned to each grant to Serve as the grantee's direct contact. The contact information for the FPO assigned to this grant is found in Part IV, Special Conditions. The FPO will assist in addressing the concerns listed above and will be available throughout the life of the grant to assist with grant-related concerns, e.g., questions, and initiating modifications to the grant.

**The Solicitation for
Grant Applications for this
competition is attached and
hereby incorporated into
this Grant Agreement.**

U.S. DEPARTMENT OF LABOR

Employment and Training Administration

Notice of Availability of Funds and Solicitation for Grant Applications for Cooperative Agreements Under the Disability Employment Initiative

Announcement Type: Solicitation for Grant Applications (SGA)

Funding Opportunity Number: SGA/DFA PY-11-11

Catalog of Federal Domestic Assistance (CFDA) Number: 17.207

Key Dates: The closing date for receipt of applications under this announcement is **June 1, 2012**. Applications must be received no later than 4:00 p.m. Eastern Time.

Addresses: Mailed applications must be addressed to the U.S. Department of Labor, Employment and Training Administration, Office of Grants Management, Attention: BJai Johnson, Grant Officer, Reference SGA/DFA PY 11-11, 200 Constitution Avenue, NW, Room N4716, Washington, DC 20210. For complete application and submission information, including online application instructions, please refer to section IV.

Summary:

The Employment and Training Administration (ETA), in coordination with Department of Labor's (DOL's) Office of Disability Employment Policy (ODEP), announces the availability of approximately \$20 million for a third round of cooperative agreements to state agencies that administer the Workforce Investment Act (WIA) of 1998. These funds provide an opportunity for states to develop and implement a plan for improving effective and meaningful participation of persons with disabilities in the workforce. DOL is using this funding to make six to ten grant awards designed to: 1) improve educational, training, and employment opportunities and outcomes of youth and adults with disabilities who are unemployed, underemployed, and/or receiving Social Security disability benefits; and 2) help these individuals with disabilities find a path into the middle class through exemplary and model service delivery by the public workforce system. The DOL will award DEI grants for a three-year period of performance.

The Appropriation Committee Senate Report 111-66 on H.R. 3292, the Bill that proposed the DEI, states the purpose of the DEI as follows:

"these funds... will improve the accessibility and accountability of the public workforce development system for individuals with disabilities. The Committee further expects these funds to continue promising practices implemented by disability program navigators, including effective deployment of staff in selected states to: improve coordination and collaboration among employment and training and asset development programs carried out at a state and local level, including the Ticket to Work program and build effective community partnerships that leverage public and private resources to better serve individuals with disabilities and improve employment outcomes."

The DEI was established under the Consolidated Appropriations Act of 2010, Public Law 111-117. Funds for this SGA were appropriated in the Department of Labor Act 2012, Division F of

the Consolidated Appropriations Act of 2012, Public Law 112-74. This solicitation provides background information and describes the application submission requirements, outlines the process that eligible entities must use to apply for funds covered by this solicitation, and outlines the evaluation criteria used as a basis for selecting the grantees.

I. Funding Opportunity Description

A. Overview of DOL Initiatives

On September 30, 2010, ETA awarded funds, using both ETA and ODEP money, to nine states (Alaska, Arkansas, Delaware, Illinois, Kansas, Maine, New Jersey, New York, and Virginia) for 3 years to implement the first round of DEI projects. On September 30, 2011, ETA awarded funds, using both ETA and ODEP funds, to seven additional states (California, Ohio, Hawaii, South Dakota, Tennessee, Washington State, and Wisconsin) for 3 years to implement the second round of DEI projects. To date, ETA has awarded approximately \$41 million in competitive grants under the DEI to WIA-administering agencies. Information on DEI projects can be found at <https://disability.workforce3one.org>. This SGA funds a third round of DEI projects.

Previous DOL grants to improve employment outcomes of individuals with disabilities through systems change in the public workforce system include ETA's Work Incentive Grants (WIG), the Disability Program Navigator Initiative (DPN), and employment service models, such as ODEP's Customized Employment, Workforce Action (Olmstead), the START-UP Initiative, and State Intermediary Youth grants. DOL has incorporated a number of promising practices from these grants into this SGA. In addition, Federal, state, and local systems have developed numerous other successful employment service models, and this SGA incorporates these promising practices as well.

Systems Change Models. From Program Years (PY) 2000 through 2010, DOL/ETA funded 65 WIGs and 51 DPN Initiative cooperative agreements to states, the District of Columbia, Puerto Rico, Guam, and the Virgin Islands to improve services in the One-Stop Career Center system and improve employment outcomes of persons with disabilities. WIGs were competitively awarded to state and local workforce areas that addressed systemic issues in the workforce system and resulted in the development of numerous tools and protocols to improve services to job seekers with disabilities. By 2003, DOL shifted the focus of the WIG funds toward supporting a full-time, dedicated staff person with disability expertise because this strategy had shown promise in expanding the capacity of the One-Stop Career Center system to provide integrated, accessible, and comprehensive services, and promote career and employment outcomes of individuals with disabilities. In PY 2003 the Department devoted funds previously used for WIGs to support the DPN initiative through 2010. DPNs were located in local workforce investment areas to: 1) conduct outreach to the disability community; 2) promote meaningful and effective access to the One-Stop Career Center system; 3) establish linkages to employers to increase job opportunities; and 4) create systemic change through: i) ongoing partnerships and comprehensive, wrap-around services for job seekers with disabilities; and ii) integrated resource teams to blend, braid, and leverage resources across workforce and disability systems. The DPN Initiative also facilitated youth transition services; promoted asset development and financial literacy training; implemented the Ticket to Work Program; and built upon Medicaid Infrastructure Grants (MIGs).

Employment Service Models. Federal and state service systems use a number of employment service models, including traditional vocational rehabilitation (VR), supported employment, transitional employment, self-employment, and various forms of self-direction that provide control and choice to the individual job seeker. These models complement and reinforce the WIG/DPN successful strategies in One-Stop Career Centers.

For example, from 2001 through 2006, ODEP funded development and research work on Customized Employment in the One-Stop Career Centers through 26 grants across the country. Customized employment personalizes the employment relationship between a job candidate and an employer in a way that meets the needs of both. It is based on an individualized match between the strengths, conditions, and interests of a job candidate and the identified business needs of an employer. Customized employment will often take the form of: task reassignment, job carving, job sharing or self-employment. ODEP reported that these projects increased the capacity of service-delivery systems to effectively serve people with disabilities and other "hard-to-serve" populations through individualized employment and placement services.

ODEP funded the Self-Employment Technical Assistance, Resource, & Training (START-UP/USA) cooperative agreements to document the viability of self-employment for people with disabilities including those with significant disabilities who receive Supplemental Security Income (SSI) or Social Security Disability Insurance (SSDI) benefits. Congress appropriated these funds to ODEP for the further development of self-employment of individuals with disabilities. START-UP provided technical assistance and disseminated resources nationally to persons with disabilities interested in pursuing self-employment. START-UP/USA also provided technical assistance to three sub-national projects in Alaska, Florida, and New York. This initiative generated data and information to validate systems capacity building strategies and system change models for increasing self-employment opportunities for persons with disabilities, and documented the success of self-employment for these individuals (<http://www.start-up-usa.biz>).

A 2005 study of ODEP's projects resulted in several key findings, including the importance of the following strategies for increasing employment and wages for individuals with disabilities: 1) Increasing partnership and collaboration among and across generic and disability-specific systems that provide employment or employment-support services to produce more effective and efficient services through leveraging resources and funding across multiple systems; 2) Increasing use of self-direction in service and integration of funding among and across generic and disability-specific systems (including the blending and braiding of resources and funding across systems and programs), and the use of self-directed accounts providing choice and control to the individual job seeker, including the use of "flexible dollars" to assist in achieving employment outcomes (such as individual career accounts/budgets for needed services and supports including but not limited to transportation, assistive technology, resource ownership) that the existing system does not provide due to funding and/or time restrictions; 3) Increasing economic self-sufficiency through leveraging relevant generic and disability-specific tax incentives, financial education, social security work incentives, benefits planning, and other strategies for enhancing profitable employment resulting in the ability of people with disabilities to accrue assets and resources through employment; 4) Increasing the use of "universal design"

as the framework for the organization of employment policy and the implementation of employment services (DOL uses the term "universal design" to mean the use of common strategies that reinforce the concept of an inclusive setting that welcomes diversity. It means products and environments that are accessible to and useable by all. The use of universal design strategies enables workforce staff to provide easier access, a welcoming atmosphere, and better customer service. Universal design strengthens practices to serve better persons with disabilities and other multiple challenges to employment with a wide range of learning styles, languages, educational levels, intelligence, and abilities. It provides multiple and flexible methods to ensure that the learners acquire the information and knowledge they need; and 5) Increasing the use of customized and other forms of flexible work options for individuals with disabilities and others with complex barriers to employment ("Evaluation of Disability Employment Policy Demonstration Programs," Westat, June 2005).

ODEP's WorkFORCE Action grants supported local non-profit organizations in demonstrations of customized employment strategies for persons with disabilities covered by the Olmstead Supreme Court decision of 1999 (Olmstead v. L.C., 527 U.S. 581, 119 S. Ct. 2176-1999). Key organizations involved in these efforts included local workforce investment boards (LWIBs), disability organizations, and other community organizations in order to build the capacity to provide employment services to persons with disabilities covered by the Olmstead decision, and document their employability, particularly through individually negotiated, customized jobs. The WorkFORCE Action grants documented effective partnerships across several Federal programs to ensure that employment is a component of efforts to move and keep people out of institutions/nursing homes, and document their ability to obtain integrated employment at minimum wage or above.

Youth Transition Models. In 2003 eight states received State Intermediary Grants to assist them in improving transition outcomes for youth with disabilities and conducting local pilot demonstrations to ensure that youth with disabilities (ages 14 to 24) obtain transition services consistent with the *Guideposts for Success*. These grants assisted states, under the leadership of state workforce investment boards (SWIBs), in the design, implementation, and evaluation of systems changes needed to improve transition outcomes of youth with disabilities at the local level. ODEP's research indicates that all youth, including those with disabilities, need exposure to: 1) school-based preparatory experiences; 2) career preparation and work-based learning experiences; 3) youth development and leadership; 4) connecting activities, including knowledge of transportation, health care, and financial planning; and 5) family involvement and support. ODEP branded these five areas the *Guideposts for Success* (<http://www.ncwd-youth.info/topic/guideposts>). In addition to articulating the general needs of all youth the *Guideposts for Success* also address the specific needs of youth with disabilities within each of the five categories. Because of the grants, both state and local level organizations began more effectively to coordinate services for youth with disabilities. State and local level intermediaries provided training that enabled many organizations and individuals to become knowledgeable about services and resources available to youth with disabilities. Grantees developed cross-agency, multi-year state plans to support broader educational, vocational rehabilitation, and workforce development plans. The grants demonstrated that intermediaries could serve a key function by helping to define roles within a partnership.

B. DEI Project Description

The Department's grant initiatives before the DEI helped facilitate significant improvements in the delivery of services to individuals with disabilities through the workforce system, including: increased accessibility of the One-Stop Career Centers; expanded capacity to serve persons with disabilities; trained front-line and partner staff; and increased partnerships. DOL is now looking to refine and verify the effectiveness of these delivery strategies for further replication across the workforce system. This DEI SGA requires that applicants develop a project plan that includes all of the Required Project Components in Section I.C., a required partnership and collaboration strategy, and uses at least two of the additional Strategic Service Delivery Components in Section I.D. Due to the level of effort expected from grantees and the level of funding available, DOL requires applicants to focus primarily on either adults or youth (ages 14 - 24) in order to develop and refine replicable models and expertise. Almost all states and territories have received funding under ETA and/or ODEP grant opportunities made available from PY/Fiscal Year (FY) 2000 to PY/FY 2010. These grants helped identify a number of promising strategies (identified in Section I.D. of this SGA) to improve education, training, and employment outcomes of adults and youth with disabilities. Selection of a focus on adults or youth for the purposes of the DEI cooperative agreement must not preclude the provision of services to all individuals with disabilities, regardless of age, who are accessing the workforce system. If the project selects a youth focus, applicants are encouraged to include outreach to out-of-school and at-risk youth with disabilities (e.g., high-school drop-outs, youth involved in foster care and juvenile justices systems, young mothers, etc.). From prior experience, the Department expects that most customers of the public workforce system will benefit from the implementation of the DEI cooperative agreement, regardless of which population is the focus.

C. Required Project Components

The state's DEI technical proposal design must include the following components:

1. State Level DEI Project Lead – Applicants must designate an individual at the state level as a DEI project lead who will be responsible for the following:

- Identifying and coordinating with participating LWIBs to ensure that issues and challenges are addressed and that common goals are achieved (The reference to LWIBs throughout this SGA is not meant to eliminate states with single state workforce areas from the DEI);
- Representing the state in administrative communications with the designated ETA Federal Project Officer (FPO), ETA Grant Officer, and National Office ETA and ODEP representatives;
- Facilitating state and local DEI participation in training and technical assistance activities;
- Establishing and coordinating partnerships, via both formal and informal mechanisms, with other state-level agencies that may be critical to the success of education, training, and employment activities, and that are often most effectively engaged at the state level (e.g., Education, Medicaid Agency and MIGs, VR, Mental Health, Work Incentive Planning and Assistance Projects (WIPA), and Intellectual Disability/Developmental Disability agencies, among others);
- Coordinating implementation of Ticket to Work administrative activities, such as

access to WIA and Wagner-Peyser (W-P) individual records and coordination with the Social Security Administration (SSA) or its representatives (e.g., MAXIMUS, CESSI); and

- Facilitating implementation of additional data collection and process evaluation requirements, as DOL may require, for evaluation purposes.

2. Disability Resource Coordinator (DRC) – LWIBs that participate in the DEI cooperative agreement must commit to hiring a new, or designating an existing, full-time staff person(s), as the disability resource coordinator(s) to implement the strategic approach of the applicant's proposal. This person or persons should have disability-related knowledge skills, experience (including experience with the employment and public workforce system challenges of persons with disabilities) and abilities that can be applied to implementing the project design at the local level. To the extent possible, LWIBs should consider former DPNs for employment in this role due to the extensive training and knowledge they acquired over the years. The Department also encourages LWIBs to hire individuals with disabilities for this employment position.

3. One-Stop Physical, Programmatic, and Communications Accessibility – Applicants must verify that all the participating LWIBs and all participating One-Stop Career Centers comply with physical, programmatic, and communication accessibility requirements established in non-discrimination regulations in 29 CFR part 37, which implements Section 188 of WIA. Applicants must address the status of the most recent accessibility survey in local workforce areas participating in the DEI cooperative agreement, along with the corrective actions identified and resolve any identified corrective actions within 90 days of grant award. The Department expects that applicants and LWIBs will continue to review and upgrade access to their One-Stop Career Center system as part of their on-going administration and compliance obligations.

4. Participation in SSA's Ticket to Work Program as an Employment Network (EN) – Operating as an EN under SSA's Ticket to Work program is required and an important strategic approach to sustainability and collaboration in addressing the needs of people with disabilities receiving SSI/SSDI cash benefits. Involvement in DEI by any state workforce agency or LWIB requires that either the agency or LWIB: 1) already operate as an EN under the Ticket to Work and Work Incentives Improvement Act; or 2) agree to apply for EN status to SSA within 60 days after DOL selects the participating LWIBs to receive DEI funds for services via the modified site lottery process, as described in Section I.C.6. Establishing EN status for workforce programs at the state level is an important factor in successful execution of the EN role because it simplifies and expedites the application and payment processes for employment and training services already provided to Ticket holders. A number of WIBs and One-Stop Career Center operators have already become ENs and accept Tickets for the provision of training or employment services. Full participation in the Ticket to Work Program by the public workforce system can provide significant resources for services to individuals with disabilities. Active participation in the Ticket Program could greatly enhance funding and future sustainability of the DEI projects. The Department will work with state workforce agencies, LWIBs, One-Stop Career Centers, and SSA to identify and to eliminate administrative challenges that emerge. Information on SSA's procedures for requesting EN status is available at http://www.cessi.net/ttw/EN/one_stops/onestop.asp.

5. *Sustainability* – The applicant must include a plan to sustain the disability resource coordinator(s) after the grant period ends and to incorporate the promising practices that were successfully implemented by the project into state and LWIB policies and procedures. The applicant must provide specific examples of how it plans to sustain the DRC position and the successful strategies of the DEI.

6. *Mandatory Evaluation Process* – To be considered for the grant award, the state applicant must agree to participate in DOL's data collection and evaluation activities and must have the capacity to do so. The DEI evaluation process will include a random selection by DOL of local workforce investment areas. State applicants must identify all the LWIBs in their states that have the capacity to implement the DEI and are willing to be part of the evaluation. The Department will only consider for inclusion in the DEI those local workforce investment areas that do not have significant monitoring findings under the WIA. After award, the Department will conduct a modified site lottery through which half of the identified LWIBs in each grantee state will be randomly selected to receive funding through the state to implement the DEI project. All adults and youth with disabilities in the selected DEI sites will have access to the services implemented under this SGA. All adults and youth with disabilities in the non-selected sites will have access to all the standard WIA and W-P services their LWIBs and the state offer, but not the services funded under the DEI grant. Please note that the Department will work with states that are single state workforce investment areas and receive a DEI grant award to determine an evaluation approach among districts in the workforce investment area that is consistent with this evaluation design.

We will compare the outcomes of these individuals across the two groups of LWIBs to evaluate the effects of DEI, specifically, to determine how services received differ between the two groups and the extent to which outcomes of the adults and youth with disabilities differ during the course of the grant project. To that end, all LWIBs listed in the application - whether they are selected or not in the lottery - must participate in the evaluation which will entail providing the evaluation contractor with the individual records of all adults and youth with disabilities served by the LWIBs. The state may use up to 5 percent of its DEI grant funds to help offset the cost of increased data requirements for all LWIBs in the evaluation. Successful state applicants will work with the Department and the evaluator to develop the lottery process that will select the LWIBs that will participate in the DEI grant project in order to ensure that all identified LWIBs and their workforce investment areas have an equal chance at receiving funding. DOL will make the final decision identifying which LWIBs will receive funding to implement the DEI project, and which LWIBs will be part of the control group and collect data for evaluation.

DOL will make maximum use of participant data from the Workforce Investment Act Standardized Record Data (WIASRD) and W-P reporting system, and DOL will require additional data collection. For example, the evaluation contractor will conduct a series of site visits for the purposes of documenting grantee progress and to develop case studies. All LWIBs identified by the applicant as willing and able to participate in the state application (i.e., LWIBs selected to participate in the DEI plan and those designated as part of the control group) must collect additional participant data. DOL will require awardees to provide access to individualized records that contain sufficient information to allow data matching with SSA disability records.

D. Strategic Service Delivery Components

DOL requires that all applicants implement the first component, Partnership and Collaboration, as part of their service delivery approach for the adult or youth population they plan to serve. In addition, an applicant must identify at least two of the other six strategic components listed below to include in their service delivery approach. Note however, that applicants focusing on a youth population must choose the Youth Guideposts for Success components as one of their two additional strategies. These strategies, as defined in this SGA, are distinct from each other, but are not mutually exclusive and are complementary in the context of a state's overall implementation strategy. These are practices and strategies that DOL has identified through both ETA and ODEP grant initiatives to increase education and employment outcomes of persons with disabilities.

1. Partnerships and Collaboration

The Department requires that applicants use partnerships and collaboration as one of its strategies under this SGA. Applicants must demonstrate that the proposed project will include coordination with a variety of partners that impact the ability of adults and youth with disabilities to successfully participate in education, training, and employment opportunities at the regional, state, and local One-Stop Career Center levels. State-level partnership and collaboration efforts can greatly facilitate a state's ability to implement the strategic service delivery components of Integrating Services, Blending and Braiding of Funds, and Leveraging of Resources at the local One-Stop Career Center levels. Applicants must include a description of coordination plans, memoranda of understanding, and partnership strategies in the project proposal.

Coordination across multiple agencies includes outreach to customers and consumers, service and/or partner co-location and integration in One-Stop Career Centers, and leveraging available funds, resources, and organizational expertise. Partnering across multiple systems and programs is often a pre-requisite to providing all the supports that are needed to successfully address multiple challenges to employment. Potential partners include, but are not limited to: state and local VR; Medicaid/Medicare, MIGs, Mental Health; Developmental Disability/Intellectual Disability Agency; state and local Education Departments; SSA programs, such as WIPAs and Area Work Incentive Coordinators; Temporary Assistance for Needy Families (TANF); higher education institutions; vocational training, health, and education programs; faith-based and community services organizations including employment service providers; national, state, and local financial literacy and asset development programs and resources; and older worker programs.

Finally, it is important that the application discuss partnerships and collaborations with relevant DOL-funded programs. DOL anticipates that applicants will consider the following DOL-funded programs in their strategic approach as persons with disabilities participate in these programs: WIA Adult, Dislocated Worker, and Youth; Veterans Employment and Training Services programs (e.g., ReaLifelines); Job Corps; YouthBuild; Reintegration of Ex-offenders; Senior Community Service Employment Program; Registered Apprenticeship; WIA Indian and Native American program; National Farm Workers Jobs Program; and other relevant DOL-funded discretionary grant activities. All of these programs impact on persons with disabilities.

2. Integrated Resource Teams (IRT)

The IRT approach is a promising practice identified by the DPN Initiative whereby a team comprised of representatives from different agencies and service systems (both general workforce and disability-specific) coordinate services and leverage funding to meet the employment needs of an individual jobseeker with a disability. The jobseeker is the key member of the IRT and works with providers (e.g., WIA Case Manager, Vocational Rehabilitation Counselor, interpreter service, community college) to identify and strategize how their combined services and resources can benefit and support the individual's education, training, or employment goals.

IRTs can lead to improved communication and coordination of services for those impacted by multiple systems and variables. IRTs are organized around an individual jobseeker with a disability who experiences multiple challenges to employment and who has been enrolled in WIA intensive and/or training services (or is attempting to attain enrollment in these services). The concept from the IRT has now evolved to specifically refer to job seekers with disabilities who are currently enrolled and/or to be enrolled in WIA intensive and training services.

The DEI projects will work with the One-Stops to provide resource coordination for persons with disabilities who require a more intensive level of support in order to access services with the purpose of enrolling those who are eligible into WIA intensive and training services. An IRT starts as soon as WIA intensive and training services start (and no sooner). Persons who are ultimately determined ineligible for WIA and intensive and training services will still benefit from this active resource coordination

IRT members should include WIA staff (this may include but should **not** be limited to the Disability Resource Coordinator) and representatives from other systems from which the customer is receiving or in need of services. The members of each IRT should be based on the needs of each individual's employment plan and specific resource needs for obtaining and maintaining a successful employment outcome. IRTs differ from interagency committees or resource sharing agreements because they are informal and unique to each customer.

IRT's **do not** involve systems level agreements or modification of existing service delivery models or outcome requirements for participating service providers. IRTs require the alignment of existing individual service plans from two or more service providers and the coordination of those services with a customer to achieve his/her identified employment goal. IRT implementation involves the following steps:

- a) Identifying jobseeker customers with multiple resource needs and enrolling the jobseeker in WIA intensive/training services with a special emphasis on career exploration and resource planning;
- b) Providing active resource coordination for each individual customer to identify and respond to specific challenges impacting that individual's ability to obtain and maintain meaningful employment. Positive resource coordination is the first step prior to engaging targeted service providers in order to convene an IRT meeting. During the initial IRT meeting, the goal is to reach consensus on three key parameters: a shared employment goal; lines of communication; and a timeline for services;
- c) Engaging in ongoing communication with the customer and other service providers while the

plan is being implemented with the understanding that the IRT will meet as needed if the plan requires any significant modifications that cannot be accomplished through e-mail or phone communication. More information on IRTs and other DPN promising practices can be found at <http://www.doleta.gov/disability/> and <http://www.disability.workforce3one.org>.

3. Integrating Resources and Services, Blending and Braiding Funds, Leveraging Resources
Integrating services and the blending and braiding of funds from multiple funding sources are strategies that are often incorporated into IRT, *Guideposts for Success*, VR, customized employment, self-employment, and other employment models. Leveraging different Federal and state program funds involves two or more agencies agreeing to contribute resources to either an individual jobseeker or a group of shared job seekers as they attain education, training, or employment goals for example, one provider may cover supportive services, while another agency or program covers training costs. The individual job seeker or identified group of job seekers with disabilities may have multiple challenges to employment that are best addressed through a diversified funding strategy.

For the purposes of this SGA, we use the term "blended funding" to describe mechanisms that pool dollars from multiple sources and make them in some ways indistinguishable. "Braided funding" uses similar mechanisms, but the funding streams remain separate. Both mechanisms are used to provide greater efficiency and effectiveness by leveraging multiple resources to assist the individual customer in achieving his/her employment outcomes.

4. Customized Employment

Customized employment is a flexible process that involves negotiating an individualized relationship between a job seeker and an employer in ways that meet the needs of both. It is based on an individualized determination and discovery of the strengths, requirements, and interests of a person with multiple challenges, as well as on an individualized match between these factors and the identified employer's business needs.

Customized employment uses an individualized approach to employment planning and job development - one person and one employer at a time. Customized employment may often take the form of: task reassignment; job carving (which analyzes work duties performed in a given job and identifies one or more, but not all, specific tasks that might be assigned to an employee with or without significant disabilities, typically used with individuals in supported employment who for a variety of reasons may not be in the market for full-time employment); job sharing; and self-employment. Customized employment provides an avenue to employment for job seekers who find that traditional job search methods do not meet their needs. More information on customized employment is available on ODEP's Web site at <http://www.dol.gov/odep/CE-FWA/>.

5. Self-Employment

Self-employment has long been an employment alternative for individuals seeking a new or better career. Today, many job seekers with disabilities are turning to the flexibility of self-employment to meet both their career aspirations and financial goals. Self-employed persons have increased latitude in determining the hours they work, the type of work they do, and how much money they make. Self-employment strategies for youth and adults with disabilities are consistent with ETA's policy guidance (Training and Employment Guidance Letter, No.12-10, "Supporting

Entrepreneurial and Self-Employment Training through the Workforce Investment System, November 15, 2010) in this area. Additional information on ODEP's self-employment initiative is available at <http://www.dol.gov/odep/topics/SelfEmploymentEntrepreneurship.htm>.

6. *Youth Guideposts for Success*

ODEP, in collaboration with the National Collaborative on Workforce Disability for Youth, identified *Guideposts for Success* as a set of key educational and career development interventions that can make a positive difference in the lives of all youth, including youth with disabilities. The Guideposts, also described in Section I.A. of the SGA under "Youth Transition Models," are based on an extensive literature review of research, demonstration projects, and effective practices covering a wide range of programs and services, including youth development, quality education, and workforce development programs. For more information on *Guideposts for Success*, visit <http://www.ncwd-youth.info/guideposts>.

7. *Asset Development Strategies*

Asset development strategies include various approaches to enhance long-term economic self-sufficiency, including individual development accounts, financial literacy training for youth and adults, SSA Plan for Achieving Self Support (PASS) and other work incentives, the Earned Income Tax Credit (EITC) and other tax provisions, and self-directed benefit and resource accounts, among others. Asset development strategies include benefits and services that are funded through resources other than those made available under WIA, such as tax filing assistance, housing, nutrition, health care, or child care assistance. You can find information on asset development strategies and tax credits, including their relevance for the workforce development system at <http://www.dol.gov/odep/fineddev.htm>.

E. Allowable Uses of Grant Funds

Grantees may use grant funds to fulfill the requirements identified above in the Sections I.C. and D. (required project components, strategic service delivery components) and may include, but are not limited to, the following:

- 1) Disability resource coordinators or other project staff required to implement project design;
- 2) Partnership coordination and collaboration activities or meetings required to support the project objectives;
- 3) Necessary travel to conduct activities across the state or workforce investment area;
- 4) Necessary travel for the state lead and local area disability resource coordinators/project leads to attend one national conference per year; and
- 5) Service and programmatic activities to implement the objectives of the DEI cooperative agreement.

* Up to 15 percent of grant funds are available for flexible spending purposes, which may include, but is not limited to, procurement of software upgrades, and other assistive technology equipment, supportive or intensive services to assure availability of training and employment services for individual job seekers, or other innovative approaches to meet the unique needs of an individual participant. The budget must include travel expenses to enable the state lead and local area disability coordinators/project leads to attend an ETA/ODEP-sponsored conference.

The applicants must budget for a conference to be held once a year, for example in Washington DC. Grantees must use WIA, W-P or other program resources to the greatest extent possible to fund all education, training, job search activities, and supportive services for participants. DOL believes that the successful outcomes of adults and youth with disabilities accessing the One-Stop Career Center systems during the life of DEI (and indeed the success of the DEI projects) depends upon the leveraging of funds and resources beyond the DEI grant funds for education, training, and other activities. Up to 5 percent of grant funds are available for possible additional data collection expenses.

II. Award Information

A. Award Amount

The Department expects to award a total of approximately \$20 million, divided among six to ten cooperative agreements ranging from \$1.5 million to \$6 million each. Applicants should request an amount within this funding range proportionate to the needs and relative size of their project. DOL deems any grant application with a proposed value exceeding \$6 million as non- responsive and will not consider the application. DOL will issue the grants as cooperative agreements with the expectation that there will be considerable engagement by ETA and ODEP with states and their local workforce investment areas throughout the life of the initiative. DOL will make extensive technical assistance available to grantees and DOL will conduct an independent evaluation by using quantitative and qualitative data from grantees.

B. Period of Performance

The period of performance will be 36 months from the date of execution of the grant documents. This performance period includes all necessary implementation and start-up activities. Applicants should plan to expend all grant funds during the period of performance while ensuring full transparency and accountability for all project expenditures.

III. Eligibility Information

A. Eligible Applicants

Applicants must not have received DEI project funding in 2010 or 2011. Applicants must be the state WIA administrative agency, also known as the state workforce agency. Congress' intent was that these funds be used to "improve the accessibility and accountability of the public workforce development system for individuals with disabilities." (Appropriations Committee Senate Report 111-66 on H.R. 3292). Therefore, the state WIA administrative agency must not pass these funds through to any other entity for administration. As part of the application, states must identify local workforce areas that will be part of the DEI, for DOL to select via a lottery process as either pilot or control sites.

As discussed in Section I.B., where a state has at least four LWIBs, the state workforce agency must select at least two LWIBs that have the capacity to implement the state's proposal under this SGA. If a state workforce agency chooses to select only two, only one of the sites will be selected via the modified site lottery to implement the DEI. The other site must function as a control group. States with a single workforce area may select at least two distinct areas within the state that can serve in the same roles as states with multiple LWIBs. Also, states with fewer than four LWIBs may select two of their LWIBs that can serve in the same roles as LWIBs in

states with four or more LWIBs. In either case, DOL will score these applications on the same basis as those offering multiple LWIBs. All evaluation criteria, including the modified site lottery, will apply to these applications.

The Department will (in consultation with the state) conduct a modified site lottery of the identified LWIBs to select the participating LWIBs, and will require that the other half of the LWIBs not selected participate in the evaluation component and the collection of additional individualized data. However, please note that only LWIBS identified by the state participate in the DEI, either as pilot sites or as control sites. DOL will make the final decision on which LWIBs will receive funds to provide services under the DEI projects, plus receive funds for data collection, and which LWIBs will be control sites and only receive funds for data collection, as required by the evaluation.

The Department requires that LWIBs identified by states for inclusion in the DEI have: 1) demonstrated success in serving individuals with disabilities as evidenced by their WIA and W-P data and outcomes; 2) provided assurance of physical, programmatic, and communication accessibility; 3) demonstrated commitment to prior partner collaboration that suggests a high likelihood of success in the implementation of the DEI cooperative agreement's goals and objectives; 4) incorporated policies and procedures into the operations of One-Stop Career Centers to help them effectively serve people with disabilities; and 5) demonstrated ability to conduct outreach to the disability community and employers to facilitate the hiring of people with disabilities. Applicants must require LWIBs selected to implement the objectives of the DEI cooperative agreement to work with DOL training, technical assistance, and evaluation contractors as applicable. All LWIBs identified in the application must collect and provide relevant data, or other information identified by DOL as critical to the evaluation.

B. Cost Sharing or Matching

We do not require cost sharing or matching funds as a condition for application, but we strongly encourage applicants to propose leveraged resources and they will affect the applicant's score in Section V.A. Leveraged resources can come from a variety of sources, including public (e.g., Federal, state, or local governments) and non-profit sectors.

C. Other Eligibility Criteria

DOL will conduct a preliminary review of applications to determine whether they contain the required project components, identified in Sections I.C. and I.D. of the SGA. Applications that do not contain all of the elements described below will be considered non-responsive and will not be further reviewed.

1. State Level DEI Project Lead – Applicants must identify or designate a DEI project lead at the state level.
2. Disability Resource Coordinators (DRCs) – LWIBs participating in DEI must hire a new staff or designate existing full-time staff persons as DRCs. DOL expects the DRCs to work full time on the initiative and for grantees to consider former DPNs as a possible valuable resource to fill this position.
3. Accessibility – Applicants must verify physical, programmatic, and communications accessibility.

4. Become an EN(s) – The state workforce agency or LWIBs selected as DEI pilot sites must be an EN, or applicants must agree to apply for EN status to SSA within 60 days after the participating LWIBs that will receive DEI funds for services are selected via the modified site lottery process. DEI projects must remain an active EN according to established SSA performance standards which are monitored by the Operations Support Manager (OSM). We expect DEI sites to comply with OSM, and additional Technical Assistance guidance throughout the life of the DEI grant.
5. Evaluation – Applicants must agree to participate in the site lottery evaluation.
6. Strategic Service Delivery – Applicants must include the mandatory Partnership and Collaboration strategy, plus at least two additional service delivery strategies from a choice of six, to be part of the DEI project (Refer to pages 22 - 32).
7. Population Focus – Applicants must select either adult or youth as their primary population to be served.

D. Eligible Participants

1. Adults and Youth with Disabilities

These projects will serve adults and youth with disabilities. DOL will not define disability for this SGA nor ask for documentation of participants' disability. Applicants must focus on either adults or youth (ages 14-24) as the target population for the project. Selection of a focus on adults or youth for the purposes of the DEI cooperative agreement must not preclude the provision of services to all individuals with disabilities, regardless of ages, who are accessing the workforce system. If the project selects a youth focus, applicants are encouraged to include outreach to out-of-school youth and at-risk youth with disabilities (e.g., high-school drop-outs, youth involved in foster care and juvenile justices systems, young mothers). From prior experience, the Department expects that most customers of the public workforce system will benefit from the implementation of the DEI cooperative agreement, regardless of which population is the focus.

2. Veterans Priority for Participants

The Jobs for Veterans Act (Public Law 107-288) requires grantees to provide priority of service for veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job training program directly funded, in whole or in part, by DOL. The regulations implementing this priority of service can be found at 20 CFR part 1010. In circumstances where a grant recipient must choose between two qualified candidates for a service, one of whom is a veteran or eligible spouse, the veterans priority of service provisions require that the grant recipient give the veteran or eligible spouse priority of service by first providing him or her that service. To obtain priority of service, a veteran or spouse must meet the program's eligibility requirements. Grantees must comply with DOL guidance on veterans' priority. ETA's Training and Employment Guidance Letter (TEGL) No. 10-09 (issued November 10, 2009) provides guidance on implementing priority of service for veterans and eligible spouses in all qualified job training programs funded in whole or in part by DOL. TEGL No. 10-09 is available at http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2816.

E. Other Grant Specifications

1. Transparency

DOL is committed to conducting a transparent grant award process and publicizing information about program outcomes. Posting grant applications on public websites is a means of promoting and sharing innovative ideas. For this grant competition, we will publish the abstracts required by Section IV, Part IIIa, for all applications on the Department's public website or similar publicly accessible location. Additionally, we will publish a redacted version of the Technical Proposal required by Section IV, Part II, for all those applications that are awarded grants, on the Department's website or a similar location. No other parts of or attachments to the application will be published. The Technical Proposals and Abstracts will not be published until after the grants are announced. In addition, information about grant progress and results may also be made publicly available.

DOL recognizes that grant applications sometimes contain information that an applicant may consider proprietary or business confidential information, or may contain personally identifiable information (PII). Proprietary or confidential commercial/business information is information that is not usually disclosed outside your organization and the disclosure of which is likely to cause you substantial competitive harm. PII is any information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records, and any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information.¹

Abstracts will be published in the form originally submitted, without any redactions. However, in order to ensure that PII and proprietary or confidential commercial/business information is properly protected from disclosure when DOL posts the winning Technical Proposals, applicants whose technical proposals will be posted will be asked to submit a second redacted version of their Technical Proposal, with any proprietary, confidential commercial/business and PII redacted. All non-public information about the applicant's staff should be removed as well.

The Department will contact the applicants whose technical proposals will be published by letter or email, and provide further directions about how and when to submit the redacted version of the Technical Proposal. Submission of a redacted version of the Technical Proposal will constitute permission by the applicant for DOL to make the redacted version publicly available. If an applicant fails to provide a redacted version of the Technical Proposal, DOL will publish the original Technical Proposal in full, after redacting personally identifiable information. (Note that the original, unredacted version of the Technical Proposal will remain part of the complete application package, including an applicant's proprietary and confidential information and any PII.)

Applicants are encouraged to maximize the grant application information that will be publicly disclosed, and to exercise restraint and redact only information that is clearly proprietary, confidential commercial/business information, or PII. The redaction of entire pages or sections of the Technical Proposal is not appropriate, and will not be allowed, unless the entire portion merits such protection. Should a dispute arise about whether redactions are appropriate, DOL

¹ Memorandums 07-16 and 06-19. GAO Report 08-536, *Privacy: Alternatives Exist for Enhancing Protection of Personally Identifiable Information*, May 2008, <http://www.gao.gov/new.items/d08536.pdf>.

will follow the procedures outlined in the Department's Freedom of Information Act (FOIA) regulations (29 CFR Part 70).

Redacted information in grant applications will be protected by DOL from public disclosure in accordance with federal law, including the Trade Secrets Act (18 U.S.C. § 1905), FOIA, and the Privacy Act (5 U.S.C. § 552a). 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. 29 CFR § 70.26. Consequently, it is possible that application of FOIA rules may result in release of information in response to a FOIA request that an applicant redacted in its "redacted copy."

IV. Application and Submission Information

A. How to Obtain an Application Package

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

B. Content and Form of Application Submission

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

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

- SF-424, "Application for Federal Assistance" (available at <http://apply07.grants.gov/apply/FormLinks?family=15>). The SF-424 must clearly identify the applicant and must be signed by an individual with authority to enter into a grant agreement. Upon confirmation of an award, the individual signing the SF-424 on behalf of the applicant shall be considered the authorized representative of the applicant. 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 <http://apply07.grants.gov/apply/FormLinks?family=15>).
- The SF-424B is not required to be submitted with the application. All applicants for Federal grant and funding opportunities are required to have a Data Universal Numbering System (D-U-N-S®) number, and must supply their D-U-N-S® Number on the SF-424. The D-U-N-S® Number is a nine-digit identification number that uniquely identifies business entities. If you do not have a D-U-N-S® Number, you can get one for free through the D&B website: <http://fedgov.dnb.com/webform/displayHomePage.do>.
- The SF-424A Budget Information Form (available at <http://apply07.grants.gov/apply/FormLinks?family=15>). In preparing the Budget Information Form, the applicant must provide a concise narrative explanation to support the budget request, explained in detail below.
- Budget Narrative: The budget narrative must provide a description of costs associated with each line item on the SF-424A. It should also include a description of leveraged resources provided (as applicable) to support grant activities.

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

- Regardless of the method of application submission, all applicants must register with the Federal Central Contractor Registry (CCR) before submitting an application. Step-by-step instructions for registering with CCR can be found at http://www.grants.gov/applicants/org_step2.jsp. An awardee must maintain an active CCR registration with current information at all times during which it has an active Federal award or an application under consideration. To remain registered in the CCR database after the initial registration, the applicant is required to review and update on an annual basis from the date of initial registration or subsequent updates its information in the CCR database to ensure it is current, accurate and complete. For purposes of this paragraph, the applicant is the entity that meets the eligibility criteria and has the legal authority to apply and to receive the award. Failure to register with the CCR before application submission will result in your application being found non-responsive and not being reviewed.

Part II. The Technical Proposal. The Technical Proposal must demonstrate the applicant's capability to implement the grant project in accordance with the provisions of this Solicitation. The guidelines for the content of the Technical Proposal are provided in section V of this SGA. The Technical Proposal is limited to 30 double-spaced single-sided 8.5 x 11 inch pages with 12 point text font and 1 inch margins. Any materials beyond the specified page limit will not be read. Applicants should number the Technical Proposal beginning with page number 1. Applications that do not include Part II, the Technical Proposal, will be considered non-responsive and not reviewed.

Part III. Attachments to the Technical Proposal. In addition to the Technical Proposal, the applicant must submit the following attachments:

- a) An up to two-page abstract summarizing the proposed project, including but not limited to the scope of the project and proposed outcomes, population focus (identifying adult or youth focus), and strategies selected. If using [grants.gov](http://www.grants.gov) for submission, this document must be attached under the Mandatory Other Attachment section and labeled abstract.
- b) Project/Performance Site Location(s) form available at <http://apply07.grants.gov/apply/FormLinks?family=15>. If using [grants.gov](http://www.grants.gov) for submission, this form must be attached under the required forms section. Please note that this is a standard form used for many programs and has a check box for applying as an individual. Disregard this box on the form as individuals are not eligible to apply for this solicitation.
- c) Additional attachments:
 - 1) A work plan and implementation schedule, including staff responsibility, expected milestones, and outcomes (A sample work plan is attached to the SGA as

Attachment # 1);

2) A chart displaying the WIA and W-P data to address evaluation criteria in Section V.A. (Refer to Attachment # 2 for template);

3) A chart displaying state, population of state, a list of all LWIBs in the state, and the LWIBs identified for the DEI selection into control and participating (Refer to Attachment # 3 for template);

4) A chart providing verifiable information on grant performance for the last 2 years of DPN funding. The chart must include past cooperative agreement performance goals established by DOL and the actual grant outcomes obtained for: a) exiters with disabilities in the workforce areas receiving a DPN cooperative agreement; b) entered employment rate for persons with disabilities in the workforce areas receiving a DPN cooperative agreement; and c) employment retention rate for persons with disabilities in the workforce areas receiving a DPN cooperative agreement (Applies only to applicants who have received an ETA-funded DPN cooperative agreement). This chart addresses evaluation criteria in Section V.A

5) A narrative statement describing a grant/cooperative agreement which served persons with disabilities, including the identification of two outcome goals required by the grantor and actual outcomes obtained, as well as information identifying the grant and grantor (Applies only to applicants who have **not** received an ETA-funded DPN cooperative agreement). This statement addresses evaluation criteria in Section V.A.;

6) A copy of the applicant's policy that explains how customers with disabilities are provided with meaningful and effective physical, programmatic, and communications access to the One-Stop Career Center services delivery system and all WIA-funded services. This policy addresses evaluation criteria in Section V.A.; and

7) Copies of policies and examples of practices that document how the objectives, related to providing integrated services to customers with disabilities of the ETA and ODEP-funded initiatives were sustained after Federal funding ended. These policies and practices address evaluation criteria in Section V.A.

Applications that do not include the required (abstract and project/performance site location) attachments and all the additional attachments listed under III c will be considered non-responsive and will not be reviewed.

Only those attachments listed above as required or additional attachments will be excluded from the page limit. The required attachments must be affixed as separate, clearly identified appendices to the application. Additional materials such as résumés or general letters of support or commitment will not be considered. Applicants should not send documents separately to DOL, because documents received separately will be tracked through a different system and will not be attached to the application for review. DOL will not accept general letters of support submitted by organizations or individuals that are not partners in the proposed project and that do not directly identify the specific commitment or roles of the project partners. Support letters of this nature will not be considered in the evaluation review process.

C. Submission Date, Times, Process and Addresses

The closing date for receipt of applications under this announcement is **June 1, 2012**. Applications may be submitted electronically on <http://www.grants.gov> or in hard copy by mail or hand delivery (including overnight delivery). Hard copy applications must be received at the address below no later than 4:00 p.m. Eastern Time on the closing date. Applications submitted on grants.gov must also be successfully submitted (as described below) no later than 4:00 p.m. Eastern Time. Applications sent by e-mail, telegram, or facsimile (FAX) will not be accepted.

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

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

Mailed applications must be addressed to the U.S. Department of Labor, Employment and Training Administration, Division of Federal Assistance, Attention: BJai Johnson, Grant Officer, Reference SGA-DFA-PY-11-11, 200 Constitution Avenue, NW, Room N4716, Washington, DC 20210. Applicants are advised that mail delivery in the Washington DC area may be delayed due to mail decontamination procedures. Hand-delivered proposals will be received at the above address. All overnight mail will be considered to be hand-delivered and must be received at the designated place by the specified closing date and time.

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

The Department strongly recommends that before the applicant begins to write the proposal, applicants should immediately initiate and complete the "Get Registered" registration steps at http://www.grants.gov/applicants/get_registered.jsp. Applicants should read through the registration process carefully before registering. These steps may take as much as four weeks to complete, and this time should be factored into plans for electronic submission in order to avoid unexpected delays that could result in the rejection of an application. The site also contains registration checklists to help you walk through the process. The Department strongly recommends that applicants download the "Organization Registration Checklist" at

http://www.grants.gov/assets/Organization_Steps_Complete_Registration.pdf and prepare the information requested before beginning the registration process.

Reviewing and assembling required information before beginning the registration process will alleviate last minute searches for required information and save time. As described above, applicants must have a D-U-N-S® Number and must register with the Federal Central Contractor Registry (CCR). The next step in the registration process is creating a username and password with Grants.gov to become an Authorized Organizational Representative (AOR). AORs will need to know the D-U-N-S® Number of the organization for which they will be submitting applications to complete this process. To read more detailed instructions for creating a profile on Grants.gov visit: http://www.grants.gov/applicants/org_step3.jsp.

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

An application submitted through Grants.gov constitutes a submission as an electronically signed application. The registration and account creation with Grants.gov, with E-Biz POC approval, establishes an AOR. When you submit the application through Grants.gov, the name of your AOR on file will be inserted into the signature line of the application. Applicants must register the individual who is able to make legally binding commitments for the applicant organization as the AOR; this step is often missed and it is crucial for valid submissions.

When a registered applicant submits an application with Grants.gov, an electronic time stamp is generated within the system when the application is successfully received by Grants.gov. Within two business days of application submission, Grants.gov will send the applicant two email messages to provide the status of the application's progress through the system. The first email, sent almost immediately, will contain a tracking number and will confirm receipt of the application by Grants.gov. The second email will indicate the application has either been successfully validated or has been rejected due to errors. Only applications that have been successfully submitted by the deadline and subsequently successfully validated will be considered.

It is the sole responsibility of the applicant to ensure a timely submission. While it is not required that an application be successfully validated before the deadline for submission, it is prudent to reserve time before the deadline in case it is necessary to resubmit an application that has not been successfully validated. Therefore, sufficient time should be allotted for submission (two business days) and, if applicable, additional time to address errors and receive validation upon resubmission (an additional two business days for each ensuing submission). It is important to note that if sufficient time is not allotted and a rejection notice is received after the due date and time, the application will not be considered.

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

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

ETA encourages new prospective applicants to view the online tutorial, "Grant Applications 101: A Plain English Guide to ETA Competitive Grants," available through Workforce3One at: http://www.workforce3one.org/page/grants_toolkit. To receive updated information about critical issues, new tips for users and other time sensitive updates as information is available, applicants may subscribe to "Grants.gov Updates" at http://www.grants.gov/applicants/email_subscription_signup.jsp.

If applicants encounter a problem with Grants.gov and do not find an answer in any of the other resources, call 1-800-518-4726 or 606-545-5035 to speak to a Customer Support Representative or email "support@grants.gov". The Contact Center is open 24 hours a day, seven days a week. It is closed on federal holidays.

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

Any hard copy application received after the exact date and time specified for receipt at the office designated in this notice will not be considered, unless it is received before awards are made, it was properly addressed, and it was: (a) sent by U.S. Postal Service mail, postmarked not later than the fifth calendar day before the date specified for receipt of applications (e.g., an application required to be received by the 20th of the month must be postmarked by the 15th of that month); or (b) sent by professional overnight delivery service to the addressee not later than one working day before the date specified for receipt of applications. "Postmarked" means a printed, stamped or otherwise placed impression (exclusive of a postage meter machine impression) that is readily identifiable, without further action, as having been supplied or affixed on the date of mailing by an employee of the U.S. Postal Service.

Therefore, applicants should request the postal clerk to place a legible hand cancellation "bull's eye" postmark on both the receipt and the package. Failure to adhere to these instructions will be a basis for a determination that the application was not filed timely and will not be considered. Evidence of timely submission by a professional overnight delivery service must be demonstrated by equally reliable evidence created by the delivery service provider indicating the time and place of receipt.

D. Intergovernmental Review

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

E. Funding Restrictions

All proposal costs must be necessary and reasonable and in accordance with Federal guidelines. Determinations of allowable costs will be made in accordance with the applicable Federal cost principles. Disallowed costs are those charges to a grant that the grantor agency or its representative determines not to be allowed in accordance with the applicable Federal cost principles or other conditions contained in the grant. Applicants, whether successful or not, will not be entitled to reimbursement of pre-award costs.

1. Indirect Costs

As specified in OMB Circular Cost Principles, indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective. An indirect cost rate (ICR) is required when an organization operates under more than one grant or other activity, whether Federally-assisted or not. Organizations must use the ICR supplied by the Federal Cognizant Agency. If an organization requires a new ICR or has a pending ICR, the Grant Officer will award a temporary billing rate for 90 days until a provisional rate can be issued. This rate is based on the fact that an organization has not established an ICR agreement. Within this 90 day period, the organization must submit an acceptable indirect cost proposal to their Federal Cognizant Agency to obtain a provisional ICR.

2. Administrative Costs

Under this SGA, an entity that receives a grant to carry out a project or program may not use more than 10 percent of the amount of the grant to pay administrative costs associated with the program or project. Administrative costs could be direct or indirect costs, and are defined at 20 CFR 667.220. Administrative costs do not need to be identified separately from program costs on the SF-424A Budget Information Form. However, they must be tracked through the grantee's accounting system. To claim any administrative costs that are also indirect costs, the applicant must obtain an Indirect Cost Rate Agreement from its Federal Cognizant agency, as specified above.

3. Salary and Bonus Limitations

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

4. Intellectual Property Rights

The Federal Government reserves a paid-up, nonexclusive and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use for Federal purposes: i) the copyright in all products developed under the grant, including a subgrant or contract under the grant or subgrant; and ii) any rights of copyright to which the grantee, subgrantee 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, these revenues are program income. Program income is added to the grant

and must be expended for allowable grant activities. If applicable, the following needs to be on all products developed in whole or in part with grant funds:

“This workforce product was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it. Internal use by an organization and/or personal use by an individual for non-commercial purposes are permissible. All other uses require the prior authorization of the copyright owner.”

5. Use of Grant Funds for Participant Wages

Organizations that receive grants through this SGA may not use grant funds to pay the wages of participants. Further, the provision of stipends to training enrollees for the purposes of wage replacement is not an allowable cost under this SGA.

F. Other Submission Requirements

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

V. Application Review Information

A. Evaluation Criteria

This section identifies and describes the criteria that will be used for each category to evaluate grant proposals. DOL will award points based on how well an applicant fully demonstrates its approach and/or qualifications and clearly provides that required information. We recommend that applicants structure their Technical Proposal around the evaluation criteria and sub-criteria in the same order in which they are listed and described below:

CRITERION	TOTAL POSSIBLE POINTS
1. Program Delivery- Strategic Approach	30
a. Primary Focus, Rationale and Objectives	(5)
b. Strategic Approach	(25)
2. Partnership Commitment and Resources	15
a. Strategic Partners	(10)
b. Partner Resources	(5)
3. Demonstrated Experience	25
a. Services and Outcomes to Adults or Youth with Disabilities	(5)
b. Physical, Communication, and Programmatic Accessibility	(5)
c. Programmatic Experience and Initiative	(10)
d. Registration and Operation as an Employment Network	(5)

4. Project Management	10
a. Staff Capacity	(5)
b. Fiscal and Administrative Capacity	(5)
5. Outcomes and Sustainability	20
a. Outcomes	(15)
b. Sustainability	(5)
TOTAL POINTS	100

1. Program Delivery – Strategic Approach (30 Points)

Discuss the strategic approach and how you will incorporate required and strategic service delivery components set forth in Sections I.C. and I.D. into the project activities, including how the strategic approach will result in increased access to and use of the One-Stop Career Center system’s services by adults and/or youth with disabilities and their improved education, training, and/or employment outcomes. Note that depending on the selected Strategic Service Delivery Components in Section I.D., not all of the items in the paragraphs below will apply.

DOL will assess the 30 possible points for this criterion as follows:

a. Primary Focus, Rationale, and Objectives (5 Points) – We will score under this criterion based upon the extent to which the applicant:

- Provides a clear and compelling description of the need for a DEI project. In particular, applicants must describe the service delivery gaps or other challenges in service delivery or employment outcomes of persons with disabilities through the state/local workforce system;
- Describes the overall objectives of the project and explains how these objectives are consistent with and support the goals of the DEI;
- Clearly identifies the primary focus of the DEI project (i.e., adults or youth focus) and fully explains the rationale for the selection of adult or youth focus. For purposes of this SGA, youth are ages 14 - 24 (applicants may select the full age range or age limits within this range);
- Provides adequate demographic information on who the local workforce investment area currently serves and who will be served by the project, and explains whether the project will focus on urban or rural environments, as well as identifying any additional special focus of the project on other targeted populations, such as: veterans with disabilities; homeless individuals; TANF recipients; individuals with developmental, psychiatric, and/or other non-visible disabilities; out- of-school youth; ex-offenders; racial or ethnic minorities; or other populations with significant disabilities.

b. Strategic Approach (25 Points) – We will score under this criterion based upon the extent to which the applicant provides a convincing narrative that:

- Fully describes the overall strategic approach to be implemented and demonstrates how this approach addresses the challenges of service delivery gaps discussed above and the unique needs of the identified population for the project;
- Clearly identifies at least two LWIBs to participate in the DEI project (refer to Section I.C.6.), and explains the specific criteria and process that the state will use

for selecting them, including an overview of the number of local workforce areas that exist in the state, and how many local areas the state plans to include. The state must consider the following factors in the selection process:

- 1) demonstration of success in serving individuals with disabilities as evidenced by their WIA and W-P data and outcomes;
- 2) provision of assurances of physical, programmatic, and communications accessibility; 3) demonstration of commitment to prior partner collaboration that suggest a high likelihood of success in the implementation of the DEI cooperative agreements goals and objectives; 4) incorporation of policies and procedures to help the One-Stop Career Centers to effectively serve persons with disabilities; and 5) provision of outreach to the disability community and employers to facilitate the hiring of people with disabilities. Single workforce area states selecting districts that would serve in the same roles as LWIBs in the states with multiple LWIBs should explain the specific criteria and process that they will use in selecting the districts. These states should consider using as many of the above factor as are relevant in the selection process;
- Explains how the strategic service delivery components in Section I.D. will be deployed to achieve the stated objectives;
- Includes strategies for and demonstrates experience in outreach to the population(s) the project expects to serve, including marketing of One-Stop Career Center services to job seekers with disabilities;
- If not already an EN, presents a convincing plan for how it will become an EN;
- Explains how the project design will impact the workforce development system, expand comprehensive service delivery, facilitate systems change, incorporate universal design, and improve the effective and meaningful education, training, and employment opportunities for adults or youth with disabilities; and

i. Adult Focus – In addition, for projects which have an adult focus, scoring under this criterion will also be based on the extent to which the applicant provides a convincing narrative that:

- Explains how the overall approach addresses the specific challenges and needs of adult job seekers with disabilities in the state, such as the availability of learning and skill assessments, retraining options, on-the-job training, post-secondary education opportunities, part-time employment, self-employment options, among others;
- Provides information on the availability of supportive services, including assistance with transportation and other short-term requirements for participation in training or employment;
- Provides adequate information, using labor market information data, on the state's economy, including career opportunities in high-growth job sectors, and explains how the project will incorporate this information in the project design;
- Provides information on linkages to the business community and explains the strategies it will implement to engage businesses to improve employment outcomes and achieve DEI's goals;

- Includes early intervention strategies, including deployment of Medicaid Buy-in (work incentive so people with disabilities can maintain their health coverage) and explains how the project will use SSA work incentive strategies for SSI/SSDI beneficiaries to achieve the goals of the DEI.

Or

ii. Youth Focus – In addition, for projects which have a youth focus the applicant must identify the age range (e.g., age 14 to 18 years old or age 19 to 24 years old) of the youth to be served. DOL will score this criterion based on the extent to which the applicant provides a convincing narrative that:

- Explains how the overall strategic approach addresses the needs of the youth the project intends to serve, including providing detailed information on the extent to which the focus is on transitioning into the workforce;
- Explains how the project will incorporate *Guideposts for Success*, as referenced in Section I.D;
- Identifies what vocational assessments, transition and intermediary services and what kind of parental involvement will be components of the project;
- Identifies strategies for linkages with middle and secondary schools and other education components;
- Explains how the project will accomplish the availability of work experience, summer youth employment opportunities, mentoring opportunities, on-the-job training and other opportunities for youth to engage in work experience;
- Identifies linkages to the business community and explains how engagement of businesses will facilitate quality work experience and help achieve the project goals;
- Identifies the availability of education, training, and employment opportunities that focus on career opportunities, in particular in high-growth job sectors, and explains the applicant's approach to further career pathways;
- Explains clearly the objectives of the project design in terms of education outcomes, including access to community college and other post-secondary education, and the extent to which youth with disabilities will obtain credentials or other certificates of accomplishment;
- Identifies the extent to which the project will make part-time, temporary and self-employment options available; and
- Includes apprenticeship options, if applicable.

2. Partnership Commitment and Resources (15 points)

Discuss the partners with which the applicant is planning to collaborate including the nature of the partnership (including informal arrangements, such as cross-staff training, shared data, cross-referral, or coenrollment; and formal agreements such as MOUs), and resources available to the partnership. Include the criteria that the applicant will use to develop and evaluate partnerships and linkages among the LWIBs participating in the cooperative agreement.

DOL will assess the 15 possible points for this criterion as follows:

a. Strategic Partners (10 Points) – We will score under this criterion based upon the extent

to which the applicant provides a convincing narrative that:

- Identifies and explains the specific roles and contributions of primary local partners that will actively participate in the DEI project in terms that demonstrate understanding of the adult or youth focus and makes clear how these partners are integral to the goals and objectives of the applicant's project design;
- Identifies partners involved at the state-level, and explains the extent to which these partnerships (both general workforce systems and disability-specific programs and systems) have already been forged, will achieve systems change efforts through the DEI cooperative agreement, and will increase service delivery and outcomes at the local levels;
- Identifies the linkages among partners the project plans to develop and explains how they will facilitate improved services and outcomes for SSI/SSDI beneficiaries, including partnerships to address work incentives, asset development, and SSA work provisions;
- Explains how the state's partnership and collaboration strategy will lead to the increased enrollment of customers with disabilities in WIA intensive and training services and the relevant DOL programs identified in the SGA;
- Describes how the state's strategy for partnership and collaboration will develop or improve: coordinating across multiple services/programs; establishing and implementing coordination plans and strategies for partnerships; conducting outreach; achieving co-location and integration in One-Stop Career Centers across Federal programs; leveraging available funds, resources, and organizational expertise; and implementing an integrated case management and reporting system across agencies.

b. Partner Resources (5 Points) – We will score under this criterion based upon the extent to which the applicant provides a convincing narrative that:

- Explains how the program will leverage and incorporate partner resources and programs in the project design and how these will improve the services and outcomes of the adults or youth with disabilities, as well as accomplish DEI objectives;
- Identifies resources and program dollars that the program plans to use for the education and training of adults or youth, including resources that will be available from WIA Adult, Dislocated Worker, and Youth programs; and
- Explains how flexible funding dollars (if applicant plans to use them), such as individual development accounts, IRTs, or other funds that expand the likelihood of individual success and economic independence, will augment the available resources of individual job seekers and identifies partner resources the program anticipates will be available to the adult or youth with a disability through individual development accounts, IRTs, or other funds that expand the likelihood of individual success and economic independence, including flexible funding available through partner systems or the 15 percent of grant funds available for flexible-spending.

3. Demonstrated Experience (25 Points)

In this section, an applicant must provide information about its achievements to-date in the education, training, and employment or self-employment of adults and/or youth with disabilities;

actions taken to assure physical, programmatic, and communication accessibility of the workforce system; and the extent to which the applicant has promoted services that addressed the needs of job seekers with disabilities. The discussion must also provide the criteria the applicant will use to identify LWIBs with significant accomplishments in the areas below.

DOL will assess the 25 possible points for this criterion as follows:

a. Services and Outcomes of Adults and Youth with Disabilities (5 Points) – We will score under this criterion based upon the extent to which the applicant:

- Provides full and complete data on WIA and W-P services for adults and youth in PYs 2009 and 2010. Applicants must provide this information in chart form as an attachment. Applicants focusing the DEI project on adults must include data on the: 1) number of all exiters/registrants and the percent of exiters/registrants with disabilities; 2) total number and percent entering employment and the number and percent of persons with disabilities entering employment; 3) total number and percent retaining employment and the number and percent of people with disabilities retaining employment; and 4) average wage of all exiters and the average wage of exiters with disabilities. Applicants focusing the DEI project on youth must include data on the: 1) number of all exiters participating in older (age 19 to 21 years old) and younger WIA (age 14 to 18 years old) youth programs and the number and percent of youth with disabilities; 2) educational achievements of all youth and those with disabilities; and 3) employment outcomes of older youth and youth with disabilities. DOL will rate applicants on the extent to which they have achieved successful outcomes when providing services to adults or youth with disabilities; and
- Identifies whether the state currently collects SSI/SSDI status as part of registration in WIA and W-P funded programs.

b. Physical, Communication, and Programmatic Accessibility (5 Points) – We will score under this criterion based upon the extent to which the applicant:

- Provides full and complete information on the status of physical, communication, and programmatic accessibility in the state's workforce system, including the status of accessibility surveys, workforce areas covered in the survey, corrective actions identified, and current status of resolution of any corrective actions. Also include information that demonstrates a high level of commitment to and innovation in achieving accessibility that has occurred at the state level and the LWIB level;
- Demonstrates the implementation of deliberate strategies to address accessibility and the applicant's serious commitment to improve accessibility and assure accessibility requirement have been met since the implementation of WIA. The applicant must provide a copy of its policy that explains how customers with disabilities are provided with meaningful and effective physical, programmatic, and communications access to the One-Stop Career Center services delivery system and all WIA-funded services. The applicant must include the policy as an attachment to the Technical Proposal. DOL will review the policy for and evaluate it on the extent to which it is designed to ensure accessibility, considering such factors as: availability of assistive technology for a variety of disabilities - physical, mental, learning, sensory, etc; reasonable accommodation process; communication access for person who are deaf or hard of hearing; and outreach to persons with disabilities;

and

- Explains implementation of assistive technologies, percent of workforce areas that use these technologies, and what improvements are still needed.

c. Programmatic Experience and Initiative (10 Points) – We will score this criterion based upon the extent to which the applicant:

- Provides full and complete information on any special initiatives or projects it has used to address the employment needs of adults or youth with disabilities, including veterans, TANF recipients, homeless individuals, and ex-offenders.
- Applicants that have received ETA-funded DPN cooperative agreements in the past must provide in chart format, as an attachment to the Technical Proposal, verifiable information on grant performance for the last 2 years of DPN funding, including past cooperative agreement performance goals established by DOL and the actual grant outcomes obtained for: (1) exiters with disabilities in the workforce areas receiving a DPN cooperative agreement; (2) entered employment rate for persons with disabilities in the workforce areas receiving a DPN cooperative agreement; and (3) employment retention rate for persons with disabilities in the workforce areas receiving a DPN cooperative agreement.
- Applicants that have not received an ETA-funded DPN cooperative agreement must provide a narrative statement as an attachment to the Technical Proposal describing a grant/cooperative agreement (government or privately-funded) involving employment of persons with disabilities (e.g., ODEP's Customized Employment Grants and/or Youth Demonstration Grants), preferably completed within the last 6 years. Specifically, applicants must select and provide two goals required by the grantor and the actual outcomes obtained.
- Applicants that did not receive an ETA-funded DPN cooperative agreement must also provide the project grant number along with the name, title, organization, e-mail address, and telephone number of an individual from the previous grantor entity or agency who had oversight for the program referenced above and can verify the information stated by the applicant.

ETA reserves the right to confirm this information for all applicants.

- DOL will rate applicants on the extent to which they have achieved successful outcomes under the above-referenced cooperative agreements/grants.
- Provides copies of policies and examples of practices that document how the objectives, related to providing integrated services to customers with disabilities, of ETA and ODEP funded initiatives (for those that have received such funding) were sustained after Federal funding ended; and
- Provides evidence of how the state has succeeded in using partnership involvement and contributions (e.g., resources leveraged) to enhance outcomes for persons with disabilities.

d. Registration and Operation as an Employment Network (5 Points) – We will score this criterion based upon the extent to which the applicant:

- Demonstrates registration as an EN; and
- Demonstrates prior success (e.g., accepting Tickets, serving Ticket Holders, achieving successful employment outcomes for Ticket Holders) in participation as an EN at the state or local level; and
- Provides, if not already an EN, a plan for becoming an EN, which reflects the applicant's knowledge of the EN application process and the Ticket to Work Program.

4. Project Management (10 Points)

Describe the capacity of the state to implement effectively the proposal. Applicants must complete a work plan (please find an example in Attachment # 1) and submit it as an attachment to the technical proposal. In addition to the work plan, in a separate narrative explain how you will monitor progress in achieving the goals of the grant through the work plan, implementation schedule, staff responsibilities, expected milestones, and outcomes. The narrative must demonstrate that you have the management and administrative capacity to collect the data required by the evaluation and to participate in each of the evaluation phases.

Describe how you will use management information systems to report on the performance outcomes of WIA and W-P adults and youth with disabilities in local workforce areas, and whether those adults and youth with disabilities have access to the DEI interventions or the standard WIA and W-P services. Explain how you will make full use of participant data from the WIASRD and W-P reporting system and additional data collections available from the Department to guide and evaluate the program.

DOL will assess the 10 possible points for this criterion as follows:

a. Staff Capacity (5 Points) – DOL will score this criterion based upon the extent to which the applicant:

- Demonstrates that the project lead has significant workforce and disability knowledge;
- Provides a plan to hire an experienced and knowledgeable disability resource coordinator (or more than one) at the LWIB level and identifies the criteria that the applicant will use to assure that participating LWIBs hire individuals with disability expertise and include current or former DPNs in the DEI disability resource coordinator positions when possible; and
- Identify any use of consultants anticipated during the course of the DEI project.

b. Fiscal and Administrative Capacity (5 Points) – DOL will score this criterion based upon the extent to which the applicant:

- Demonstrates the state's capacity to administer the DEI project, including fiscal and oversight capability, its capacity for early start-up, its capacity to timely and completely submit WIA quarterly fiscal, and program reporting, and its ability to make participant data available to the Department;
- Identifies the status of common intake, Management Information Systems (MIS), and integrated data sets for WIA, W-P, VR, and non-mandated WIA programs such as TANF and presents an effective plan for developing or further developing these

- systems;
- Discusses state and LWIB audit or FPO findings and recommendations since PY 2007 and the status of corrective action(s);
- Describes its management and administrative capacity to collect the data required by the evaluation and to participate in all phases of the evaluation;
- Identifies how the state will provide access to the Department's duly designated contractor for evaluation purposes. DOL will protect the confidentiality of these records and they will be protected to the fullest extent possible under the law; and

5. Outcomes and Sustainability (20 points)

DOL will assess the 20 possible points for this criterion as follows:

a. Outcomes (15 Points) – DOL will score this criterion based upon the extent to which the applicant:

- Clearly and specifically identifies an achievable set of anticipated outcomes for adults or youth participants that will result from grant activities, including establishing goals for: 1) retention and entered employment rates; 2) average wages and increased wages (if an applicant states that it expects employment outcomes that will result in sub-minimum wages for participants, DOL will consider the grant applicant **non-responsive and not consider it for funding**); 3) numbers of participants to receive core, intensive, and training services; 4) education outcomes; 5) increase in the number of LWIBs and One-Stop Career Centers becoming participating ENs (i.e., accepting Tickets); 6) increase in the number of Tickets; 7) increase in the number of persons with disabilities, including those receiving SSI and SSDI benefits, served through the One-Stop Career Center service delivery system in the states; 8) number earning an industry-recognized credential; 9) number earning Work Readiness Credential; 10) number of One-Stop customers with disabilities who are co-enrolled with One-Stop partners;
- Demonstrates its ability to achieve the stated outcomes and provide timely data on results within the timeframe of the grant; and
- Demonstrates the capacity of the workforce system to capture program co-enrollments (e.g., individuals enrolled in WIA and at least one other program, such as TANF, VR, ENs).

b. Sustainability (5 Points) – DOL will score under this criterion based upon the extent to which the applicant:

- Develops, explains, and documents specific sustainability strategies for implementing successful approaches that are demonstrated to improve the education and employment outcomes of adults and youth with disabilities beyond the end of the DEI grant; and
- Provides detailed information on WIA and W-P, Ticket to Work, and other program resources that the applicant will use to replicate or expand the promising practices implemented by the project to other LWIBs and One-Stop Career Centers.

B. Review and Selection Process

Applications for grants under this Solicitation will be accepted after the publication of this announcement and until the closing date. A technical review panel will carefully evaluate applications against the selection criteria. These criteria are based on the policy goals, priorities, and emphases set forth in this SGA. Up to 100 points may be awarded to an application, depending on the quality of the responses to the required information described in section V.A.

The ranked scores will serve as the primary basis for selection of applications for funding, in conjunction with other factors such as urban, rural, and geographic balance; the availability of funds; and which proposals are most advantageous to the government. The panel results are advisory in nature and not binding on the Grant Officer. The Grant Officer may consider any information that comes to his/her attention. The government may elect to award the grant(s) with or without discussions with the applicant. Should a grant be awarded without discussions, the award will be based on the applicant's signature on the SF-424, including electronic signature via E-Authentication on <http://www.grants.gov>, which constitutes a binding offer by the applicant.

VI. Award Administration Information

A. Award Notices

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

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

B. Administrative and National Policy Requirements

1. Administrative Program Requirements

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

- i. Non-Profit Organizations – OMB Circular A-122 (Cost Principles), relocated to 2 CFR Part 230, and 29 CFR Part 95 (Administrative Requirements)
- ii. Educational Institutions – OMB Circular A-21 (Cost Principles), relocated to 2 CFR Part 220, and 29 CFR Part 95 (Administrative Requirements).
- iii. State, Local and Indian Tribal Governments – OMB Circular A-87 (Cost Principles), relocated to 2 CFR Part 225, and 29 CFR Part 97 (Administrative Requirements).
- iv. Profit Making Commercial Firms – Federal Acquisition Regulation (FAR) – 48 CFR part 31 (Cost Principles), and 29 CFR Part 95 (Administrative Requirements).
- v. All Grant Recipients must comply with the applicable provisions of The Workforce Investment Act of 1998, Public Law No. 105-220, 112 Stat. 936 (codified as amended at 29 U.S.C. 2801 et seq.) and the applicable provisions of the regulations at 20 CFR 660 et seq. Note that 20 CFR part 667 (General Fiscal and Administrative Rules) includes unsuccessful applicant

appeal information.

vi. All entities must comply with 29 CFR Part 93 (New Restrictions on Lobbying), 29 CFR Part 94 (Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)), 29 CFR 95.13 and Part 98 (Governmentwide Debarment and Suspension, and drug-free workplace requirements), and, where applicable, 29 CFR Part 96 (Audit Requirements for Grants, Contracts, and Other Agreements) and 29 CFR Part 99 (Audits of States, Local Governments and Non-Profit Organizations).

vii. 29 CFR Part 2, subpart D—Equal Treatment in Department of Labor Programs for Religious Organizations, Protection of Religious Liberty of Department of Labor Social Service Providers and Beneficiaries.

viii. 29 CFR Part 31—Nondiscrimination in Federally Assisted Programs of the Department of Labor—Effectuation of Title VI of the Civil Rights Act of 1964.

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

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

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

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

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

2. Other Legal Requirements:

i. Religious Activities

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

ii. Lobbying or Fundraising the U.S. Government with Federal Funds

In accordance with Section 18 of the Lobbying Disclosure Act of 1995 (Public Law 104-65) (2 U.S.C. 1611), non-profit entities incorporated under Internal Revenue Service Code Section 501(c) (4) that engage in lobbying activities are not eligible to receive Federal funds and grants. No activity, including awareness-raising and advocacy activities, may include fundraising for, or lobbying of, U.S. Federal, State or Local Governments (see OMB Circular A-122).

iii. Transparency Act Requirements

- Applicants must ensure that it has the necessary processes and systems in place to comply with the reporting requirements of the Federal Funding Accountability and Transparency Act of 2006 (Pub. Law 109-282, as amended by section 6202 of Pub. Law 110-252) (Transparency Act), as follows:
 - All applicants, except for those excepted from the Transparency Act under sub-paragraphs 1, 2, and 3 below, must ensure that they have the

necessary processes and systems in place to comply with the subaward and executive total compensation reporting requirements of the Transparency Act, should they receive funding.

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

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

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

3. Other Administrative Standards and Provisions

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

4. Special Program Requirements

i. Mandatory Participation in the Evaluation

Grantees must participate in an evaluation of the DEI conducted by an independent DOL contractor using the methodology discussed in Section I.C.6. By accepting grant funds, grantees agree to fully cooperate in the evaluation.

C. Reporting

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

1. Quarterly Financial Reports

A Quarterly Financial Status Report (ETA 9130) is required until such time as all funds have been expended or the grant period has expired. Quarterly reports are due 45 days after the end of each calendar year quarter. Grantees must use DOL's Online Electronic Reporting System and information and instructions will be provided to grantees.

2. Quarterly Performance Reports

The grantee must submit a quarterly progress report within 45 days after the end of each calendar year quarter. The report must include quarterly information regarding grant activities. The last quarterly progress report that grantees submit will serve as the grant's Final Performance Report. This report should provide both quarterly and cumulative

information on the grant activities. It must summarize project activities, employment outcomes and other deliverables, and related results of the project, and should thoroughly document the training or labor market information approaches used by the grantee. This reporting will require post-program exit follow-up and tracking of participants. DOL will provide grantees with formal guidance about the data and other information that is required to be collected and reported on either a regular basis or special request basis. Grantees must agree to meet DOL reporting requirements.

3. Record Retention

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

VII. Agency Contacts

For further information about this SGA, please contact Eileen Banks, Grants Management Specialist, Division of Federal Assistance, at (202) 693-3403. Applicants should e-mail all technical questions to banks.eileen@dol.gov and must specifically reference SGA-DFA-PY-11-11, and along with question(s), include a contact name, fax and phone number. This announcement is being made available on the ETA Web site at <http://www.doleta.gov/grants> and at <http://www.grants.gov>.

VIII. Additional Resources of Interest to Applicants

A. DOL Web-Based Resources

1. DOL maintains a number of web-based resources that may be of assistance to applicants. For example, the Disability and Employment Web site on Workforce3One, <https://disability.workforce3one.org>, provides disability and employment resources for the workforce development system, including promising practices to promote the positive employment outcomes of persons with disabilities and DPN successful strategies and promising practices. It also has archived materials from the past seven years of DPN training and technical assistance activities.

2. In addition to ODEP's Web-based resources noted in other parts of this SGA, applicants may find additional helpful information on disability and employment issues at <http://www.dol.gov/odep>.

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

IX. Other Information

OMB Information Collection No. 1225-0086

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

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 20 hours per

response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments about the burden estimated or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, to the attention of the Departmental Clearance Officer, 200 Constitution Avenue NW, Room N1301, Washington, DC 20210. Comments may also be emailed to DOL_PRA_PUBLIC@dol.gov. PLEASE DO NOT RETURN THE COMPLETED APPLICATION TO THIS ADDRESS. SEND IT TO THE SPONSORING AGENCY AS SPECIFIED IN THIS SOLICITATION.

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

Signed April 16, 2012, in Washington, D.C. by:

B. Jai Johnson
Grant Officer, Employment and Training Administration

DEPARTMENT OF LABOR
Employment & Training Administration
Solicitation for Grant Applications
[SGA/DFA PY-11-11]
Amendment One

Disability Employment Initiative (DEI) Cooperative Agreements

AGENCY: Employment and Training Administration (ETA), Labor

ACTION: Notice: Amendment to SGA/DFA PY-11-11

KEY DATES: The closing date for receipt of applications under this amendment has been extended to June 15, 2012.

SUMMARY: The Employment and Training Administration announced on April 16, 2012, the availability of funds and Solicitation for Grant Applications (SGA) for Cooperative Agreements under the Disability Employment Initiative to be awarded through a competitive process. The document is hereby amended.

- The following three attachments are incorporated into the SGA and are included at the end of this amendment:

Attachment # 1: Work plan Template;

Attachment # 2: WIA and Wagner-Peyser Data Chart Template; and

Attachment # 3: WIA Data for Youth Template

- In Section IV.B Part III of the SGA, the following text should be replaced:

Old Text

3) A chart displaying state, population of state, a list of all LWIBs in the state, and the LWIBs identified for the DEI selection into control and participating (Refer to Attachment # 3 for template);

New Text

3) A chart displaying WIA data for youth to address the evaluation criteria in Section V.A (Refer to Attachment # 3 for template);

- In Section V.A.3.a of the SGA, the following text should be replaced:

Old Text

Applicants focusing the DEI project on youth must include data on the: 1) number of all exiters participating in older (age 19 to 21years old) and younger WIA (age 14 to

18 years old) youth programs and the number and percent of youth with disabilities; 2) educational achievements of all youth and those with disabilities; and 3) employment outcomes of older youth and youth with disabilities.

New Text

Applicants focusing the DEI project on youth must include 1) the data requested in Attachment #3 of the SGA;

- This amendment also extends the closing date for receipt of applications from June 1, 2012 to June 15, 2012.

FOR FURTHER INFORMATION CONTACT: Eileen Banks, Grants Management Specialist, Division of Federal Assistance at (202) 693-3403

Signed May 15 2012, in Washington D.C. by:

B. Jai Johnson
Grant Officer, Employment & Training Administration

Attachment # 2: WIA and Wagner-Peyser Data Chart Template

STATE: _____

WIASRD (WIA) and Wagner-Peyser Data Chart Template				
	WIASRD Data (WIA standard record data)		Wagner-Peyser Data (ETA-9002 Reports)	
	PY 2009	PY 2010	PY 2009	PY 2010
All Exiters				
No. of Exiters with Disabilities				
% of Exiters with Disabilities				
All Entered Employment				
% Rate of Entered Employment (All Exiters)				
No. of Entered Employment with Disabilities				
% Rate of Entered Employment with Disabilities				
All Retaining Employment				
% Rate of Exiters Retaining Employment				
No. of People with Disabilities Retaining Employment				
% Rate of People with Disabilities Retaining Employment				
Average Earnings (Wage) of All Exiters				
Average Earnings (Wage) People with Disabilities				

Attachment No. 3: WIA Youth Data - Template

State: _____

PY 2009				
Number of Exits	All Youth	Youth with Disabilities	Nos.	%
Placement in Employment or Education				
Attainment of a Degree or Certificate				
Literacy/Numeracy Gains				
PY 2010				
Number of Exits	All Youth	Youth with Disabilities	Nos.	%
Placement in Employment or Education				
Attainment of a Degree or Certificate				
Literacy/Numeracy Gains				

PART I

STATEMENT OF WORK

(The awardee's technical proposal is incorporated as the Statement of Work.

If there is a discrepancy between this technical proposal and any DOL guidance or cost principle, the DOL guidance or cost principle will prevail.

The grantee must confirm that all costs are allowable before expenditure.)

Abstract:

The Florida Department of Economic Opportunity (DEO) is the applicant and fiscal agent for the U.S. DOL Disability Employment Initiative SGA/DFA PY-11-11. This cooperative agreement will be developed in collaboration with ten Regional Workforce Boards and the One-Stop Career Centers they manage. The Department is asking for \$3,569,066 so the Boards may assist the Initiative's targeted Adult groups aged 18-64 in finding their places in Florida's New Economy. Florida's focus will be transitioning job seekers with disabilities, many who are receiving SSI/SSDI, into high-growth, demand occupations. Florida's focal point will be family sustaining, living wages for these workers. This initiative will also permit participating regions to increase their overall capacity as Employment Networks to serve this population and include youth with disabilities.

It has become abundantly clear that old approaches are not working, hence the necessity to build new interventions and redesign service approaches. The State of Florida applauds USDOL for recognizing the need to re-think service to this population and allowing us the opportunity to fund approaches our regions have presented to us. As diverse as our state is in geography and markets, what works in the coastal Southeast will not work in the Northwestern Panhandle. The regions have approached DEO based on their knowledge of their markets and partners with proposals using Participation and Collaboration and the Integrated Resource Teams, Integrating Resources and Services, Blending and Braiding Funds, Leveraging Resources, and Asset Development approaches allowed through the solicitation. Some of these proposals also include creative approaches to self-employment and customized training – overall, the regions propose to capitalize on the strengths of the target group as opposed to simply “working around” their disadvantages.

The regions, under the guidance and with the support of DEO, plan to increase service levels by ten percent per year of the grant while building the One Stops capacity to integrate the Ticket to Work Program into its universal service design and ensure program uniformity and sustainability. In doing, so they will become models and mentors to those regions that are not participating in this initiative. Many of the participating regions have been Employment Networks for a few years, some since the onset of the program, but without sufficient staff to dedicate to the program, earnings have been too little to hire staff specifically for our disabled customers.

Florida is committed to serving the disabled population through access to all One-Stop Career Centers and the DEI program will directly address our goal by allowing the State to provide one-on-one services to individuals with disabilities, enhance recruitment and education of employers, broaden partnerships throughout the communities, expand coordination between One-Stop Center staff and community partners, increase outreach and marketing, maintain and improve assistive technology in all One-Stop resource rooms, while continuing to provide training to new and existing staff. Florida's Disability Employment Initiative will draw upon the best practices of the successful Local Veterans' Employment Representatives (LVER) and Disable Veterans' Outreach Programs (DVOP), which will allow Florida to capitalize on existing collaborations and the experience of established One-Stop staff. Florida will hire new Disability Employment Specialists to augment staffing but will use existing, experienced Disability Program Navigators as the new Disability Resource Coordinators. Identification of participants is ongoing at each of the One-Stops and all of the participating Regions are Employment Networks. Florida is ready to begin when funds are awarded.

Disability Employment Initiative – Part II – Technical Proposal

1. Program Delivery – Strategic Approach

a. Primary Focus, Rational, and Objectives: The Florida Department of Economic Opportunity (DEO) and the state's 24 Regional Workforce Boards (RWB) are committed to advancing the economic well-being and self-sufficiency of all Floridians. The Florida economy is recovering from the worst recession since record keeping began in 1970. Florida's unemployment rate at 9.0 percent (March 2012) is the fifth highest in the nation (tied with GA, MS, and NJ) and the annual job growth rate is a modest 1.2 percent. Given the recession's severe impact on residents' abilities to provide family-supporting economic stability, **Florida has chosen as its primary focus adults age 18 and older in both urban and rural areas statewide.** This age group constitutes the majority (93%) of the 2,366,590 million Floridians who reported some level of disability in 2010.¹ We will concurrently continue our work with school districts and their transition teams to serve youth in an effort to insure access to workforce services for individuals with disabilities of all ages. The state is deeply committed to providing job seekers with disabilities the highest-quality services needed to connect to work and careers. The state demonstrated this commitment to services by providing funding for a two-year period (ending June 30, 2012) for its Disability Program Navigator program and by participating in a national pilot on the Ticket to Work Program for the Social Security Administration. At its May 2012 Board meeting, the state workforce system again provided a reduced amount of funding to its One-Stop Employment Network system.

The many agencies and entities across Florida that provide services to persons with disabilities that are not readily available through the One-Stop Career Center system have seen a reduction in funding. At the same time, demand for service by these providers has increased and

¹ (U.S. Census Bureau, American Community Survey 2010, 1 Year Estimates, Table B18101)

outpaced their ability to serve these customers. The customers that cannot be served by these providers are coming to the One-Stops. This has put an added burden on the One-Stop system, which has also seen its funding reduced. The economic downturn had already driven record numbers of people to seek assistance as they searched for jobs. With the addition of people traditionally supported through other organizations, the workload and demand for services is overwhelming the workforce system.

Out of a labor force of more than 9.3 million residents, 836,000 are out of work. According to the latest figures from the Bureau of Labor Statistics, the unemployment rate for individuals with disabilities is 24.7 percent in 2010, well above the figure of 10.1 percent for those with no disabilities nationally. The unemployment rates in 2010 for those with a disability in the United States were higher among Blacks (22.0 percent) and Hispanics (18.4 percent) than among Whites (13.6 percent) and Asians (12.0 percent).² In 2009, the racial and ethnic composition of working age (18 to 64 years) Floridians with disabilities was 78.1 percent White, 17.9 percent Black, 0.8 percent Native American, 1.2 percent Asian, and 2.1 percent some other race³. Hispanics (of any race) represented 17.9 percent of working age Floridians with disabilities.⁴ In addition, Florida ranks third in the nation (behind California and Texas) for the number of veterans residing in the state (1,650,900), with 271,956 receiving disability compensation or pension payments. Florida has 7,550 veterans presently in Vocational Rehabilitation⁵. Veterans, with the cooperation of the Disabled Veterans' Outreach Program Specialists (DVOPs) and Local Veterans' Employment Representatives (LVERs) within the

² (U.S. Department of Labor, Bureau of Labor Statistics, Current Population Survey, Labor Force Characteristics of Persons With a Disability 2010 Annual Average)

³ (U.S. Census Bureau, American Community Survey 2010, 1 Year Estimates, Tables B18101(A,B,C,D,E,F))

⁴ (U.S. Census Bureau, American Community Survey 2010, 1 Year Estimates, Table B18101I)

⁵ (U.S. Department of Veterans Affairs, National Center for Veterans Analysis and Statistics, and Florida Department of Veterans Affairs, FY2011 Benefits Report)

One-Stop system will be another special focus of this grant. These figures and demographic data are not confined to the urban centers in Florida but are representative of the entire state.

This project would allow Florida to continue to provide **dedicated staff** in One-Stop Career Centers that are trained to meet the needs of the job seeker with a disability and hire additional staff to share this workload and build capacity throughout the One-Stop system. This will enable the One-Stop system to **increase the quality and quantity of their partnerships** in the communities, and provide **focused services to those with disabilities and those on SSI/SSDI** allowing them to find a path to employment and self-sufficiency. This grant will also allow **improvements in technology and building access** in the One-Stop Career Centers to **improve the level of service** provided to people with disabilities. This higher level of service will enhance and expand existing statewide efforts to provide accessible and assistive technology and innovative and effective strategies to meet the workforce needs of individuals with disabilities.

b. Strategic Approach: While the barriers faced by the disabled adult and disabled Veteran populations vary with each individual, much work has been done statewide to understand the factors that hinder and facilitate their efforts to obtain employment. The Governor's Commission on Disabilities identified some of the unique workforce needs and barriers faced by Florida's job seekers with disabilities: fear of losing eligibility for critical economic and programmatic support, access to healthcare, transportation, accessibility, lack of capacity/understanding/cultural competency of service providers/employers discrimination, fragmented/duplicative service delivery system, and lack of cross-agency coordination.⁶

Up to this point, the placement of Disability Navigators housed locally at One-Stop Centers has improved the response time to identify needs of this targeted population and has allowed

⁶ (Governor's Commission on Disabilities Report 2009)

them to remain hands-on with coordinating efforts. Since 2003, the State has utilized Disability Navigators to help create and coordinate linkages between disability service providers, improve accessibility to the One-Stops through assistive technology and to educate One-Stop staff on disability etiquette, and how to seamlessly assist persons with disabilities. Through the Disability Program Navigator initiative (2003-2010), **the State has served more than 90,000 persons who have self-identified with disabilities.** Yet, there are still many customers who register in the statewide employment and training database system, the Employ Florida Marketplace (EFM), that do not self identify as having a disability thereby forgoing any specialized services.

In 2010, Florida participated in a pilot project with the Social Security Administration (SSA) that has since been implemented nationwide. This program allows Florida to transfer to SSA a file identifying all the people that have registered in Employ Florida Marketplace (EFM). The SSA then takes the list, looks at their list of people on the SSI/SSDI roles, and identifies any matches. The SSA then sends to Florida a list of all the people who have a Ticket to Work and have registered in EFM. The One-Stops can now directly market to people they are already serving. Florida worked closely with SSA to devise a method of data transfer that satisfies Florida's strict policies regarding sending and receiving information that includes any form or Personal Identifying Information.

Although lack of funding for staff is a tremendous challenge, another big gap in services at the One-Stop Career Center (One-Stop) level has been the availability of dedicated staff to develop employer relationships and generate job orders specific to this population, while providing more one-on-one employment assistance to the customer. When the DOL funding ended so did the restriction against DPNs providing direct services to customers thereby allowing Navigators to provide direct services as needed while continuing to train and support

other One-Stop staff. The DEI will allow the One-Stops to continue to build capacity and enhance their level of service by providing one-on-one service to people with disabilities and focus their efforts outside of the One-Stop and in the community making relationships and educating employers who will hire people with disabilities. It will allow One-Stops the additional dedicated staff needed to promote, develop, and administer their Ticket programs.

The State proposes a Disability Employment Initiative that will capitalize on the successful Veteran's Program model that the Department of Economic Opportunity incorporated into the One-Stop Career Centers at their inception, which provides dedicated LVER and DVOP staff to target One-Stop services to veterans and disabled veterans. DVOP staff focuses on providing intensive case management services to veterans with barriers to employment and disabled veterans. LVERs conduct outreach to employers and engage in advocacy efforts with hiring executives and managers to increase employment opportunities for veterans. LVER staff is also responsible for ensuring that veterans are provided the full range of priority workforce services in the One-Stop Career Center, providing functional oversight over the One-Stop Veteran's Program and service delivery strategies and services targeting veterans.

Drawing from the Veteran's Program and its best practices, Florida proposes to utilize a similar approach for dedicated staffing that targets the needs of persons with disabilities and capitalizes on its resources as a state workforce agency to implement strategies for substantially increasing the number of people with disabilities served, trained, and entered into unsubsidized employment through the One-Stop Career Center system. To help accomplish this, Florida will use Partnerships and Collaboration as mandated by the terms of the Cooperative Agreement and has chosen to concentrate on the following DEI strategic delivery components:

1) Integrated Resource Teams (IRT), 2) Integrated Resource and Services, Blending and

Braiding Funds and Leveraging Resources and, 3). Asset Development Strategies. These approaches will help to increase the traffic of customers with disabilities through the One-Stops located throughout the state, create on-the-job training (OJT) opportunities using leveraged WIA funds, leverage more resources between partner organizations, such as support services, educate businesses on hiring customers with disabilities, and develop targeted job opportunities with employers that want to hire. **Ten out of Florida's 24 RWBs will participate in this pilot project as either full participants or the data collection control group.** These boards characterize a broad spectrum of the population of the state and represent urban and rural areas with diverse population demographics. The areas of Florida that will be represented are the **Panhandle (NW), Northeast, North Central, Southwest Coast, Mid Eastern and Western Coasts and South East Coast (See highlighted areas on Attachment B).**

Partnerships and Collaboration: This approach to improve the delivery of services to individuals with disabilities will build on existing partnerships; embrace new service providers, and collaborations in the participating communities. Collaborations with other state agencies, local disability service providers, independent living centers, outreach to local United Ways, and other entities will ensure optimal communication and sharing of resources and strategies to best serve job seekers with disabilities in a coordinated fashion avoiding duplication of services.

Integrated Resource Teams (IRT): This strategy calls for recruitment through candidate initiative. The use of IRTs allows a customer to take charge of their employment destiny and be fully engaged in their quest for employment, as it is a person-centered plan. With **guidance and referrals** from the One-Stop staff, it will be the responsibility of the customer to contact the employers of his/her choice that offer employment and/or training opportunities. They will learn to set a career goal, how benefits and earnings interact, and to work with a team of people

brought together because of their specific needs. The team will facilitate the individual's connection to programs and resources that will support assessment of interests and aptitude, career planning, job retention, and the ability to maintain important supports while working. Key participants include educators, social workers, current and future service providers, and representatives from community colleges, vocational rehabilitation programs, and community businesses. These resources can help a person fulfill their vision by identifying the need for new resources, or by bringing about required changes to existing systems so that their needs are met.

Integrated Resources and Services, Blending and Braiding Funds and Leveraging Resources: The One-Stop system is designed so that individuals will fully benefit from the potential of the system, through blending of the One-Stop services with those of its partners. To deliver improved and replicable services the regions will continue to integrate resources and services, blend and braid funds, and leverage resources. This project will include coordination with a variety of partners that affect the ability of individuals with disabilities to conquer the challenges in education, training, and employment opportunities. Successful collaborating across multiple systems and programs is often a pre-requisite to providing all the supports that are needed to address multiple challenges to employment. The current DPNs (who will transition to the role of DRCs) demonstrate strong collaborative abilities through their work with local and regional Vocational Rehab, Social Security, Temporary Assistance for Needy Families (TANF), higher education institutions, occupational training programs, and older worker programs. This project will allow the DRCs to build new collaborative efforts across the spectrum of service agencies across the state.

Asset Development: To build on the current programs developed individually by the Regions, and to develop a statewide strategy, the National Disability Institute (NDI) through

its St. Petersburg, Florida office and the leadership of Michael Roush will design and implement a comprehensive set of **asset development strategies** to advance employment and long-term economic self-sufficiency outcomes for working age adults with disabilities in the targeted regions of the state. NDI will work collaboratively with the Florida Department of Economic Opportunity and its partners to:

1. Increase awareness, understanding, and utilization of an array of asset development strategies through collaboration of One-Stop Centers and WIBs with both mandated partners and other targeted agencies, systems, and asset building groups to benefit jobseekers with disabilities;
2. Increase blending and braiding of resources both public and private with the assistance of Integrated Resource Teams that connects employment goals with strategies to advance economic self-sufficiency for the target audience;
3. Build core competencies of Disability Resource Coordinators and other Workforce Development staff to integrate asset development strategies into core and intensive services;
4. Provide training and technical assistance at state and selected regional levels to system and center leaders to meet or exceed proposed DEI benchmarks and outcome indicators.

Activities (Three Years)

1. In each selected regional area, NDI will plan and facilitate an Asset Summit to bring disability and asset building communities together to develop a priority plan of action. The plan will include education and training, capacity building, and policy development priorities.

2. NDI will conduct a train-the-trainer session for DRCs on financial education and asset development strategies that the DRCs will be able to provide in their area.
3. NDI will assist DRCs after providing training to develop information materials that will be made available to customers in the One-Stop Centers that help increase awareness and linkages to asset development strategies.
4. NDI will conduct in service training for One-Stop front line staff on linking employment goals to savings and asset building tools and resources.
5. NDI will provide Technical Assistance (TA) to an Asset Development Work Group that they will help form in each of the targeted regional areas. For areas that already have an Asset Development Work Group, NDI will connect DRCs and Workforce Development Staff to the existing groups that are already formed.
6. NDI will facilitate partnerships with FDIC, IRS, credit unions, Prosperity Campaigns, benefits planners and ENs, and others to build a sustainable framework for after the grant period.
7. NDI will provide TA to an existing network of individuals trained through the Florida Benefits Information and Resource Network and as Community Work Incentive Coordinators/Benefits Specialist in the State of Florida.
8. NDI will provide training to DRCs on SSI/SSDI including work incentives, Medicaid, Medicare, and other public benefit programs. This activity will provide continuity to an existing body of experts in Florida by enhancing and promoting employment for people with disabilities.

Although the primary focus of this initiative will be adults, serving youth has always been important in the workforce system. Businesses across the nation have identified soft skills as

crucial to the hiring and employment success of all workers. Nearly three-quarters of employers indicated high school graduates were deficient in such basic skills as punctuality, verbal communication, and working productively with others. It is important to the State of Florida and local RWBs to ensure our youth, especially those with disabilities, are prepared for the workforce. Building off these results, the Office of Disability Employment Policy created an inclusive and dynamic curriculum, *Skills to Pay the Bills: Mastering Soft Skills for Workplace Success*, to address these deficiencies. There are six areas that this curriculum addresses, communication, enthusiasm and attitude, teamwork, networking, problem solving and critical thinking, and professionalism. This grant will allow Florida to continue work begun with the Department of Education and the local School Boards to target those youth with disabilities aging out of the school system to deliver this training. For those agencies that offer Summer Youth Employment Programs, youth with disabilities will be encouraged to apply for the program, and the Youth and Business Services staff will work to identify employers with opportunities for summer jobs that may transition to permanent employment.

Florida is also dedicated to assisting older workers find employment. Using the *Experience Works* program, which operates the Senior Community Service Employment Program in many Florida counties, RWBs are already working with customers who, having completed their training, are first-rate candidates for full-time unsubsidized employment.

Dedicated Staff Just like the Veteran's Program, Florida's goal will be to increase access to services and ensure that a complete array of services can be delivered within the framework and intent of the Workforce Investment Act (WIA) through increased participation, referrals, and job placements. Florida is committed to serving the disabled population through access to all One-

Stop Career Centers and the DEI program will directly address our goal by allowing us to hire dedicated staff that will be responsible for:

- Recruiting customers with disabilities from various programs in the One-Stop Career Centers, community and social service agencies, veteran organizations and local schools;
- Providing individual and/or group orientation and initiation for customers with disabilities to all One-Stop Services including, but not limited to Wagner-Peyser, WIA Title 1 programs, and Temporary Assistance to Needy Families (TANF) services;
- Developing Individual Work Plans with the customers in the Ticket to Work (TTW) Program or Career Plans for those customers not enrolled in or eligible for TTW;
- Providing employability skills training, such as resume writing, to increase job placement;
- Providing one-on-one job search/job development services to customers with disabilities;
- Creating OJT opportunities using leveraged WIA funds for customers with disabilities so they receive training and work experience while on the job and receive an earned income;
- Allowing the RWBs to broaden and maintain partnerships with local agencies to coordinate services and collaborate on improved ways to serve this population, while developing potential job orders from employers willing to hire individuals with disabilities;
- Enhancing coordination between One-Stop Career Center Staff and community partners to better target customers receiving SSI/SSDI benefits to enroll in Ticket to Work through their role as an Employment Network;
- Maintaining, increasing and improving assistive technology for conducting job search and use of all functions of the One-Stop Resource and Training Rooms and training current and new staff on this technology as needed;

- Following-up with customers monthly to ensure early intervention, which will prevent them from leaving their employment or being terminated. Staff will be able to work with the employer to ensure continuation of employment; and
- Training staff on Americans with Disability Act (ADA), hidden disabilities, etiquette, sensitivity, communication, and available resources so they may better serve persons with disabilities.

Coordination & Communication At the state level, Florida will have a **DEI Project Lead** for ensuring implementation of the strategic approach among partner RWBs, while also coordinating and communicating grant activities amongst partners, businesses and other key stakeholders. From Employment Network and Disability Navigator staff, to Disabled Veteran staff and programs like the Workforce Investment Act (WIA), DEI will draw on Florida's extensive internal and external relationships to assist with **forming integrated resources teams, integrating resources and services, blending and braiding funds, leveraging resources, and asset development** to ensure that streamlined services, referrals and easy access to the One-Stop Centers are available to all persons with disabilities.

Assessment The RWBs will meet with customers on a one-on-one basis to discuss work experience and interests. During this meeting, it will be determined by the DRC if the person is considered work ready or needs additional employability skills training or other necessary training to successfully enter employment.

Marketing/Outreach All staff and community partners will have an active role in the recruitment process for participants and outreach to employers. As key partners, the Regions will work with the State of Florida's Division of Vocational Rehabilitation Services (DVR) and the Social Security Administration's Benefits Planning, Assistance and Outreach Program (BPAO),

to provide for participant referrals for this initiative. In addition, the Regions have a continual flow of persons with disabilities that register in Florida's One-Stop Career Centers daily. **DEOs data match with SSA will allow the regions to step-up their marketing and outreach strategies.** RWBs outreach to the disability community via their marketing departments utilizing press releases, flyers, advertisements as necessary and a dedicated webpage on their websites. Staff will also coordinate with their Business Services units to outreach to local employers and all departments of their respective city and county governments and training partners. These efforts will educate potential customers with disabilities about the Navigators, or as they will be known as the Disability Resource Coordinators, and their jobs, assistive technologies, and the range of universal, core and intensive One-Stop Services.

Ticket to Work Through its Ticket to Work pilot program, the Social Security Administration (SSA) has pledged marketing materials to all of Florida's employment network regions. Ticket to Work promotional materials are advertised and made available to customers at each One-Stop location. Ticket to Work is also promoted through email blasts to RWB subscribers. RWBs use social networking like Facebook, YouTube, LinkedIn, and Twitter to promote events, webinars, and post articles of interest. They also have interactive web pages that include numerous employment resources, tools, and services for workers with disabilities. The RWBs host Work Incentives Seminar Events, or WISE events, Virtual Job Fairs and use all the promotional materials available and referrals received from the Florida Division of Vocational Rehabilitation, Independent Living Resource Centers, Veterans Administration, school systems including community colleges and universities, homeless coalitions, Agency for Persons with Disabilities, and the Able Trust to name a few.

Employer Linkages RWBs and their partners will work to recruit employers who offer a variety of positions for this initiative. Business Development Specialists will work with employers to create On-the-Job (OJT) opportunities for the customers. The RWBs propose to recruit employers in any combination of the following methods: contact existing network of employers; outreach via partners and other disability services organizations to inform their contacts; advertise the program through flyers and letters to area businesses in the target industries who have employment opportunities and/or training programs; work with their local Business Leadership Networks; or have the applicant recruit his/her preferred employer. In addition, by targeting occupations on the annual state and regional Targeted Occupations Lists, the RWBs will help address and fulfill emerging workforce demands in those industries projected to see high growth over the next 10 years.

As part of the Department's work as a Ticket to Work (TTW) pilot for SSA, DEO is also testing a model Employer Partnership in one of the partner regions. This model engages the employer in a partnership with the One-Stop to serve a Ticket Holder under SSA's TTW program over the five-year period. The One-Stop and the employer split the Ticket revenue. Should this model be successful, Florida could also incorporate this strategy as a part of DEI.

Support Services Under DEI, Florida will provide **transportation services and incentives to customers with disabilities in the form of gas cards, bus passes, taxi service, and incentive cards**. This will help overcome transportation barriers that this population faces with a limited income and in rural areas where no public transportation exists. The incentive cards will be used to motivate the job seekers to become employed and retain their employment, which is the goal of the Ticket to Work Program. Other support services offered by partner agencies and entities (leveraged resources) within the communities will be offered to specifically fit the need of the

customer. Support services offered by One-Stops include childcare, apparel, hair care, uniforms, test preparation or credential fees, corrective lenses, dental procedures, medications not covered by any insurance program, fees that may be necessary for background or drug tests, and some auto repairs.

c. One-Stop Career Center System: Florida has chosen 10 out of the 24 Regional Workforce Boards across the state to join in DEI based on their expressed interest in participating and their success in serving persons with disabilities as evidenced by their WIA and WP data and outcomes. (See Attachment B)

The process for selecting RWBs in the state of Florida for participation in grant programs is unique in that a call for interested applicants is distributed and those who respond with demonstrated commitment can be considered. For DEI, the state will also take into account past performance outcome measures – highlighting entered employment and retention rates, existing policies and procedures for effectively serving persons with disabilities as part of their 5 Year Plan, outreach plans, as well as EEO compliance reports.

Accessibility: Each RWB is monitored by the Florida Equal Opportunity Officer from the Civil Rights office and at this time are all in compliance. Florida requires each of its Regional Workforce Boards and their One-Stop Career Centers to fill out annual facility checklists that are reviewed by the state's Civil Rights Officer to ensure accessibility and equal opportunity for employment is shared for One-Stop customers. These check lists cover buildings and parking, information technology/equipment, software, web-page accessibility, and a WIA disability checklist. The Civil Rights Officer makes a physical examination of each facility every other year for compliance and may recommend corrective action or levy fines. The Department looks at these checklists as part of their overall program monitoring review to be sure the proper paper

work is being sent to the state in a timely manner, and that there are proper internal policies to handle internal complaints at the local level. Furthermore, these regions have conducted extensive outreach in their communities and partner daily with those agencies and entities that help them better serve the needs of persons with disabilities. The policies and procedures they have in place give DEO confidence in their ability to serve this special population.

All of the Regions that will participate are approved and are actively engaged as Ticket to Work Employment Networks (EN). Florida has worked very closely with the Social Security Administration (SSA) to pilot new initiatives for the Ticket to Work program. In fact, as a result of this relationship, **Florida now collects SSI/SSDI status as part of the WIA and Wagner Peyser programs on a voluntary basis.**

The foundation provided by the DPN grant has been instrumental in improving employment opportunities for persons with disabilities and gaining the State's commitment to improving the employment options and accessibility for persons with disabilities within Florida's One-Stop Career Centers. Within the past year, all RWBs, not only those receiving funding for the DPN initiative, have been encouraged to improve communication by participating in monthly conference calls to share information and discuss issues related to improving services for persons with disabilities. Most of the current discussions are centered on issues related to their roles and functions as Employment Networks and their participation in the national SSA pilot of electronic processes designed to increase the participation of the TTW within the workforce community. This experience and the relationships that have been expanded with Vocational Rehabilitation, Social Security, other local service providers and staff at the state and local level provide a strong foundation upon which to facilitate change within the workforce development system, expand service delivery, and further improve collaboration and communication with the

community, employers, education, and persons with disabilities themselves. Florida's DEI Project Lead, Diane Vacca, will head up the project at the state level and work closely with the RWBs to ensure quality performance. Ms. Vacca will oversee all One-Stop staff activities throughout the life of the grant. Ms. Vacca has been the Lead Disability Program Navigator for the state of Florida for the past 3 ½ years and has a close working relationship with the regions. She conducts monthly conference calls and has yearly face-to-face meetings. She has also facilitated Ticket to Work training meetings bringing in representatives from Social Security, Maximus, Vocational Rehabilitation, local WIPAs and CWICs to help the regions better understand and participate in the Ticket to Work initiative.

2. Partnership Commitment & Resources

a. Strategic Partners: Florida's primary partners will be the **10 local RWBs**. In addition, the State has MOUs that spell out the relationship with the state's **Department of Children and Families, Department of Veterans' Affairs, Department of Corrections, Juvenile Justice, and Department of Education**, which in Florida houses **Vocational Rehabilitation and Blind Services**. DEO also oversees the Veteran's Program, which employs the Disabled Veteran's Outreach Program (DVOP) and Local Veteran's Employment Representative (LVER) staff to assist veterans and disabled veterans. These agreements enable the Regional Workforce Boards to establish many strategic collaborative relationships with local representatives from these agencies, many who co-locate within the One-Stop Career Centers thus avoiding duplication of services. The regions also work in partnership with local private and public employers, Chambers of Commerce, academic institutions, faith-based organizations, and community agencies, including the **Agency for Persons with Disabilities (APD)** and those serving older workers such as Experience Works and AARP (some who administer the Senior Community

Service Employment Program at the local level). These collaborative relationships provide additional support and resources to serve the disabled population by filling in services the One-Stop cannot provide and are therefore a source of leveraged or in-kind resources. Along with the Region's dedicated DPNs, the State of Florida's Division of Vocational Rehabilitation Services (DVR) and the Social Security Administration's Benefits Planning, Assistance and Outreach Program (BPAO) have collaborated on organizing a combined orientation to better facilitate and streamline services for customers with disabilities in the One-Stops. This approach is more productive for the customers and enables individuals with disabilities to access relevant information from each group simultaneously. Navigators work closely with BPAO's representatives and assist with local community presentations to promote Ticket to Work's emphasis on the transition into the workforce. As Employment Networks, the Regions continue to build linkages with DVR to coordinate efforts under the Ticket to Work and Work Incentive Improvement Act to improve services and outcomes for SSI/SSDI beneficiaries. Capacity is added through the increased knowledge and specialized focus of the DPN on Ticket to Work Programs. The One-Stop Career Centers rely upon referring customers to and receiving referrals from DVR, a mandatory partner in the One-Stop Career Centers.

b. Partner Resources: The following partners, as well as the Regional Workforce Boards and DVR, have extensive experience in serving people with disabilities. From special programs to assuring access, all of these groups work with the citizens of their communities every day, and as professionals, are dedicated to public service. Some of the leveraged partner resources that will help improve services and outcomes include:

- **Department of Children and Families (DCF):** provides Medicaid, Medicare, housing and Food Stamp eligibility, and funding coverage statewide. DCF is co-located within most of

the One-Stop Career Centers and there is a well-established working referral relationship for services between the Department and regional workforce boards, especially for TANF participants who must complete work requirements. DEO and DCF also have a data sharing agreement that facilitates the transfer of each agencies records and makes for seamless information sharing.

- **Florida Department of Education (DOE):** is also on the state workforce board and Strengthening Youth Partnership Committee. The Departments work together in the development of annual demand occupation lists. DOE reports all program completion rates through the Florida Education and Training Placement Information Program (FETPIP). All training providers who receive workforce funds must agree to participate in FETPIP. Vocational Rehabilitation (DVR) and Blind Services are part of DOE and are mandated partners in the One-Stop system and have been supportive and involved in the Department's disabilities initiatives. DVR must make available via the One-Stop system, the core services applicable to DVR. Some of the local branches are co-located within the One-Stop Career Centers for ease of service. DVR's lead for the Ticket to Work program is often involved as an active participant in meetings and conference calls with the Navigators. Presently, DEO is in talks with VR about their Partnership Plus program and how we can collaborate to make it available in all the regions that are ENs.
- **Veteran's Program:** DVOP and LVER staff from this program are trained specifically to provide intensive services to all military veterans, with priority to recently separated and disabled veterans. Most of the veterans' staff members are disabled veterans themselves and have been trained at the National Veterans Training Institute by the USDOL in job counseling and case management. DVOP & LVER staff are co-located within the One-Stops

and represent countless years of serving veterans and service in the military themselves. Their dedicated services will serve as important in-kind resources to DEI.

- **Florida Commission for the Transportation Disadvantaged** (housed within the Department of Transportation) provides specialized transportation assistance for persons with disabilities at the local level when there is no public service, particularly in rural areas. This includes funds for transportation access for those with disabilities as part of the New Freedom program under the Federal Transit Administration.
- **Social Security Administration (SSA)**: Funds the Ticket to Work program and is a key referral partner to the One-Stop Career Centers. SSA is a ready source of assistance to the ENs as they administer the Ticket program.
- **Maximus**: Provides outreach materials, technical, and systems support for Ticket to Work.
- **Regional Boards**: The DOL's Work Incentive Grant (WIG) provided the seed funding to develop the Disability Navigator programs at the regional level, which has since been maintained through Wagner-Peyser funds. The RWBs have also utilized in-kind training services for ADA training, and the services of their own funded Equal Employment Officers to ensure that customers with disabilities are able to access all services. The RWBs also provide case management for **TANF, WIA, and Vocational Programs** for persons with disabilities, as well as **access to flexible spending account funds** that provide participants with self-service capabilities to obtain employment.
- **National Disability Institute (NDI) Collaboration**: NDI is a national not for profit corporation that is dedicated to changing thinking and behavior that advance the financial stability and economic strength of persons with disabilities across the country. Leveraging

public and private resources, NDI is uniquely and singularly focused on the economic empowerment of persons across the full spectrum of disabilities.

3. Demonstrated Experience

a. **Services and Outcomes of Adults with Disabilities:** Table 1 reveals the success the State has had overall in serving adults with disabilities through the WIA and Wagner Peyser programs as shown through PY 2009-2010.

	Overall Population		Disabled Population		Percent Disabled	
	WP	WIA	WP	WIA	WP	WIA
Participations Started	647,145	9,889	19,016	261	2.94%	2.64%
Exiters	452,178	6,669	13,692	176	3.03%	2.64%
Served*	704,972	13,738	20,887	604	2.96%	4.40%
Entered Employment Numerator	209,966	1,215	4,594	48	2.19%	3.95%
Entered Employment Rate	58%	78.29	41%	71.64	41%	72%
Retention Numerator	196,751	6,284	3,895	121	1.98%	1.93%
Retention Rate	77%	92%	72%	86%	72%	86%
Average Wages	\$12,329	\$ 22,825	\$11,853	\$ 23,242	96%	102%

*Taken from the EFM Data Warehouse, all others taken from DOLETA ETA9002 file.

As one of the original participants in the Navigator Initiative, Florida eventually funded 15 of 24 RWBs. The DPN position is now institutionalized in these regions. Table 2 reveals the most recent performance data for the DPN program through Q3, 2010.

	Overall Population	Disabled Population
Number Served	713,956	24,098
Number Placed in Employment	341,587	8381
Entered Employment Rate	48%	35%
Retention Rate	78%	74%
Average Wages	\$12,780	\$13,945

b. **Physical, Communication, and Programmatic Accessibility:** Assurance of continued Accessibility is an ongoing activity. The Department's Equal Opportunity Officer serves as the Disabilities Services Coordinator. The Office for Civil Rights provides periodic training for the

Navigators at the board and One-Stop Center level across the 24 regions as a strategy to improve and assure accessibility to services for persons with disabilities. This training is presented in conjunction with the quality-assurance program reviews performed by the Division of Workforce Services. **Accessibility surveys** are completed for each One-Stop Career Center in accordance with the requirements of the Department's *Guidelines for Compliance with the Americans with Disabilities Act of 1990* and its related amendments. This includes the identification of accessibility to assistive technology, support services, and facilities. Sign language interpreters that assist customers who are deaf, hard-of-hearing, or unable to speak are currently provided through subcontracts and other agreements and online (virtual interpreters). Each RWB provides access to TTY telephone numbers through all communication lines and outreach materials to ensure individuals who are hearing impaired have equal access to services. Completion of the survey and checklists, and correction of identified deficiencies is the responsibility of the local RWB. The Department's Office for Civil Rights reviews the completed documents and compares the findings to observations made at each of the facilities during routine compliance monitoring conducted in accordance with requirements under 29 CFR part 37. At that time, any deficiencies are noted and a plan for corrective action is drawn up and agreed upon.

c. Programmatic Experience and Initiative: Florida RWB DPN staff has extensive experience in assisting and assuring disability access to all One-Stop facilities, averaging more than 20 years of service to persons with disabilities per staff member. Originating through the WIG grant in 2003 and continuing as part of the Disability Navigator Initiative through 2010, the Navigator staff has successfully implemented the following promising practices that have elevated and streamlined services and job placement and retention opportunities to persons with disabilities at the local levels: 1) they provide information on a range of federal programs that

support successful entry or re-entry into the workforce including Medicaid/Medicare, housing, transportation, TANF and other public benefits; 2) regularly work with the RWB EEO Officers to assess and ensure that One-Stop facilities, services, programs, outreach materials, and equipment are accessible to all people with disabilities; 3) have developed expertise on state of the art assistive technology and local or regional resources that facilitate their application in the One-Stop Center(s) and employer workplace to accommodate diverse functional and cognitive disabilities; 4) lead training sessions for the One-Stop Center, business services and EEO staff on: disability etiquette; hidden disabilities, facility, communication, and program accessibility requirements; Americans with Disability Act (ADA), Section 504 (Part 32) of the Rehabilitation Act; WIA section 188 (Part 37) definitions and requirements; assessment tools and their applicability; and 5) assure the provision of a welcoming environment for people with disabilities through development of competence and familiarity of issues affecting persons with disabilities throughout the local workforce investment system. Certain regions have piloted web texting to enable contact with customers via text to remind them of appointments, remind them of documentation to bring to appointments, and alert customers to Hot Job links.

The DPNs are also tasked with developing and maintaining partnerships with all key stakeholders to **prevent duplication and streamline** services to persons with disabilities throughout the state and communities they serve. This includes partnerships with organizations and programs that are known to have a substantial number of persons with disabilities including the Veteran's Program, Experience Works, AARP older worker programs, and TANF recipients. DPNs sit on many workgroups and boards to demonstrate the RWB and state's commitment to facilitate the smooth process of communication and partnership involvement. The **Agency for Persons with Disabilities** (APD) works in partnership with local communities to support

persons with developmental disabilities to reach their full potential in living, learning, and working. APD has representation on the state workforce board, is also a member of the Strengthening Youth Partnership Committee, and has included DEO's state lead Navigator on its Medicaid Infrastructure Grant advisory committee and Statewide Disability Mentoring Day committee. In addition, DEO has been an active member of the **Governor's Commission on Disabilities** since its inception. This Commission is a policy advising body that collects, analyzes, advocates, and advises on issues involving persons with disabilities. DEO also has a lead team comprised of representation from Veterans Programs, Equal Opportunity Officer, and Workforce Program Support. The Department is also co-lead for the interagency work group to enhance employment and advancement opportunities for persons with disabilities within State government. The DPNs participate in statewide conference calls each month and get together as a group yearly to receive training, share best practices, and experiences. They have a message board, which one of the DPNs set up and hosts, they use to share information, ideas, and brainstorm when they have challenges.

d. Registration and Operation as an Employment Network: The State of Florida is an Administrative Employment Network (EN) with the Social Security Administration (SSA). This unique designation is the result of a pilot initiative between SSA and the State of Florida. Florida worked closely with SSA and Maximus to pilot systems that have been replicated nationwide. Florida sends information on all customers registered in Florida's Employ Florida Marketplace (EFM) to Social Security who perform a data match with their Ticket holder roles. Social Security sends EFM back a list of registered customers with Tickets and the Ticket status. Through Florida's secure data system, a designated individual in each EN can access the information intended for that Region. This allows the regions to target their marketing dollars to

people that are already in the system and known to be seeking employment. All ten of the Regional Workforce Boards that are going to participate are presently Employment Networks in the Ticket to Work program. Some of the regions have been active longer than others have, and are some of the top earners in the nation. The more established and successful regions mentor the newer regions, and SSA and Maximus continue to provide technical assistance to ensure that all regions' programs can achieve the same high level of accomplishment. In the Spring of 2012, Florida was chosen to receive additional technical assistance (TA) from the Institute for Community Inclusion out of the University of Massachusetts, sponsored by the USDOL. The addition of this TA is further supporting the regions' efforts to become successful ENs.

4. Project Management

a. Staff Capacity: The **Project Lead** that will be assigned to DEI, Diane Vacca, has managed the Disability Program Navigator grant as the state's lead Navigator for the last three and a half years. Ms. Vacca will continue in that role leading monthly conference calls with the Navigators and Disability Specialists, providing technical assistance, facilitating relationships with other agencies or entities, and hosting face-to-face meetings as required by this grant. Ms. Vacca also facilitated the Administrative Employment Network agreement with SSA. Ms. Vacca has a Master of Science from Tufts University and has worked with underserved populations for over 15 years.

RWBs employ DPNs at the local level, each having an average of at least 20 years experience working with customers with disabilities. Under DEI, these experienced and knowledgeable staff members will be retained as **Disability Resource Coordinators (DRC)**, responsible for implementing the DEI strategic approach in each region. All hiring of staff is done by the RWBs. It is not anticipated that there will be any consultants utilized during the

course of the DEI project other than NDI for Asset Development. For those regions that need to hire additional DRC staff, former DPNs will be highest on the list for rehire. The minimum requirements for a DPN position on average is a Bachelor's Degree in the area of human services or social services with at least one year of direct experience in a disability related social services/job placement/rehabilitation setting or a combination of three years of education in the area of human services or social services and direct experience in the same fields. Knowledge of a broad range of federal, state, local, and private work incentive and other employment support programs and of diverse disabilities is sought. Regions also look for individuals that are familiar with the disability community in their areas. Knowledge of current supported employment techniques and rehabilitation technology is preferred, along with proficiency in Microsoft Office applications with the ability to utilize state workforce development databases and Internet to conduct research and obtain data. All frontline One-Stop staff members, including DPNs, are required to take the Tier 1 Workforce Development Certification within 6 months of their hire date. Tier 1 Certification consists of: Business and Employer Knowledge, Career Development, Collaboration/Problem Solving, Communication, Customer Service, Diversity, History and Structure of the Workforce Development System, Labor Market Information, Program Management, and Technology. All DPNs also attends skills upgrade training in areas related to disability services annually.

b. Fiscal and Administrative Capacity: The Department of Economic Opportunity (DEO) is the grant applicant and fiscal entity under the DEI cooperative agreement. DEO is the Governors' designated state department for the operation of federal workforce programs, recipient of federal grant awards, and the administrative entity for Florida's workforce system. DEO, in accordance with state law, performs these functions under the policy direction of, and

through a performance-based contract with, Workforce Florida. DEO has successfully administered WIA, Wagner Peyser, TANF, and other federally funded programs, like the Work Incentive Grant and Disability Program Navigator, since 1998. In fact, past experience with WIG and DPN provides the Department with the capacity for early program start-up under DEI. As Florida's federal grant recipient, the Department operates and provides direct customer service for certain programs as federally required; however, most workforce program services are operated through Florida's One-Stop Career Center delivery system under the state policy direction of Workforce Florida and through the local management of Florida's 24 Regional Workforce Boards. This structure allows for local decision-making based on the workforce needs of individual communities. One key aspect of DEO's success has been its internal controls and quality assurance. Information collected is used to ensure that funds are spent for allowable and allocable costs. DEO recognizes that it is a steward of public funds and the taxpayers hold the organization accountable to use the funds wisely and to protect them from loss while in their custody. As a result, a strong internal control policy exists and monitors to prevent misuse of funds. Segregation of duties reduces the likelihood that one person would be able to completely control a process or function from beginning to end. Quality assurance reports also assist management in tracking programs so that adequate progress is made toward the completion of program goals. As a result, there have been no audit or FPO findings and recommendations for DEO's Work Incentive Grant or Disability Program Navigator grant since PY 2007.

Due to the variety of programs that DEO oversees and are applicable to the state of Florida's MIS systems, DEO uses multiple data systems for timely and accurate reporting: Employ Florida Marketplace (EFM) and One Stop Services Tracking (OSST). Data collection through EFM is used to securely track common participant demographic and socioeconomic intake information,

outcome measures, baseline numbers and goals that will be used to evaluate and report performance, including participation rate, placement and retention rates, average wage, as well as integrated data sets for programs like WIA, W-P, VR, TTW, and TANF. RWBs will use the same systems for performance and participant reporting and will be required to submit all required financial and fiscal data on a quarterly basis to DEO in sufficient time for reports to be submitted to USDOL in a timely manner, as they do for all of their federally and state funded programs.

The Performance Reporting and Data Analysis Unit is one of the top performing units of its kind in the nation. Its collaboration on a pilot program with the Social Security Administration and Maximus has started Florida on the path to enhanced data collection for the disabled population. Florida is uniquely positioned to provide outcomes and best practices for this initiative and can be the model for the nation.

DEO will also provide reporting instructions for participant data collection and work with USDOL directly to assist the RWBs in the new data reporting requirements that come with this agreement. The DEO administrative staff and DEI Project Lead commit to working with the DOL's independent evaluator and to provide access to the EFM system to capture MIS data and other resources necessary to perform the evaluation. DEO's systems are secure and at no time will the confidentiality of customers be in question.

5. Outcomes and Sustainability

a. Outcomes: Building on the success of the Disability Program Navigator (DPN) initiative, Florida anticipates the following outcomes that will result from grant activities and strategic planning:

Table 3. Florida DEI Outcome Performance Projections

Outcome Measure	Current Performance	Projected Performance			Annual Performance Goal Increase		
		YR1	YR2	YR3	YR1	YR2	YR3
Number Served	24,098	26,508	29,159	32,075	10%	10%	10%
Number Placed in Employment	8,381	9,219	10,602	12,404	10%	15%	17%
Entered Employment Rate	35%	35%	36%	39%	0%	1%	3%
Retention Rate	74%				10%	12%	15%
Average Wages	\$13,945	\$14,000	\$14,700	\$15,435	0%	5%	5%

Additional anticipated performance outcomes that will be tracked as a part of DEI include 1) determining the baseline and increasing the amount of TTW money received by the RWBs by 10% annually; 2) determining the baseline and increasing the amount of tickets by 10% annually; 3) 10% more individuals with disabilities will be served than were served in the targeted workforce areas in PY 2009-2010 under the adult, dislocated worker and youth programs; this is approximately 1,000 individuals over three years; and 4) determining a baseline and increase OJT opportunities for customers with disabilities by 10%. Statewide data entry and access to the EFM and OSST systems routinely used by DEO and the RWBs will allow for timely reporting capabilities. Intake forms can be edited and data can be extrapolated to site cross-references so that co-enrollments for other programs can be made and tracked with little effort.

b. Sustainability: Florida's DEI program has been designed to build the capacity of employment and training opportunities for persons with disabilities long after the grant period and funding have ended. Through DEI, as a direct result of outreach and recruitment efforts and that of the partners, the state will have 1) increased awareness for persons with disabilities of the services workforce boards provide specifically to their population; 2) built a stronger employer network as potential sources for job placement & training for persons with disabilities leading to

increased employer participation rates; 3) improved the local economy by fulfilling workforce demands needed by growing industry; 4) further trained staff in employment & training services for persons with disabilities; 5) strengthened TTW, increasing payments to all participating regions; and 6) increased awareness of the unique talents and needs of persons with disabilities statewide.

More experienced and successful regions are currently mentoring others to assist them in expanding or reinvigorating their TTW program. The resources provided by the Disability Navigator initiative, such as the acquisition of assistive technology equipment, and the expanded partnerships with Vocational Rehabilitation, Social Security staff and other service providers who currently partner with the One-Stops to assist participants with a wide range of disabilities will contribute to the DEI program, and are already in place for use into the future.

Florida's One-Stop Program Support - Performance Reporting and Analysis Unit is working with the Social Security Administration (SSA) and Maximus to better utilize the states' system for data collection and reporting to produce more timely payments to the Regional Workforce Boards participating in TTW. The groundwork that has been laid with Social Security and Maximus fits in seamlessly with DEI and gives Florida a head start in data management.

As the DPN and Ticket to Work (TTW) Programs grow, the income from TTW will allow regions to retain the current staff and hire additional staff. They will be able to keep their technology up-to-date and provide support services to their customers. Each of the regions is committed to serving those people with disabilities and barriers to employment that are the hardest to serve. Funding from the Veteran's Program will also help to sustain the programs supporting disabled veterans.

Project/Performance Site Location(s)

Project/Performance Site Primary Location I am submitting an application as an individual, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

Organization Name:

DUNS Number:

* Street1:

Street2:

* City: County:

* State:

Province:

* Country:

* ZIP / Postal Code: * Project/ Performance Site Congressional District:

Project/Performance Site Location 1 I am submitting an application as an individual, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

Organization Name:

DUNS Number:

* Street1:

Street2:

* City: County:

* State:

Province:

* Country:

* ZIP / Postal Code: * Project/ Performance Site Congressional District:

Project/Performance Site Location 2 I am submitting an application as an individual, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

Organization Name:

DUNS Number:

* Street1:

Street2:

* City: County:

* State:

Province:

* Country:

* ZIP / Postal Code: * Project/ Performance Site Congressional District:

Project/Performance Site Location(s)

Project/Performance Site Location 3

I am submitting an application as an individual, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

Organization Name:

DUNS Number:

* Street1:

Street2:

* City: County:

* State:

Province:

* Country:

* ZIP / Postal Code: * Project/ Performance Site Congressional District:

Project/Performance Site Location 4

I am submitting an application as an individual, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

Organization Name:

DUNS Number:

* Street1:

Street2:

* City: County:

* State:

Province:

* Country:

* ZIP / Postal Code: * Project/ Performance Site Congressional District:

Project/Performance Site Location 5

I am submitting an application as an individual, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

Organization Name:

DUNS Number:

* Street1:

Street2:

* City: County:

* State:

Province:

* Country:

* ZIP / Postal Code: * Project/ Performance Site Congressional District:

Project/Performance Site Location(s)

Project/Performance Site Location 6

I am submitting an application as an individual, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

Organization Name: Polk County Workforce Development Board, Inc.

DUNS Number:

* Street1: 600 North Broadway Ave.

Street2:

* City: Bartow County: Polk

* State: FL: Florida

Province:

* Country: USA: UNITED STATES

* ZIP / Postal Code: 33830-3803 * Project/ Performance Site Congressional District: FL-012

Project/Performance Site Location 7

I am submitting an application as an individual, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

Organization Name: WorkForce One Employment Solutions

DUNS Number:

* Street1: 6301 NW 5th Ave., Suite 3000

Street2:

* City: Ft. Lauderdale County: Broward

* State: FL: Florida

Province:

* Country: USA: UNITED STATES

* ZIP / Postal Code: 33309-6198 * Project/ Performance Site Congressional District: FL-023

Project/Performance Site Location 8

I am submitting an application as an individual, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

Organization Name: Southwest Florida Workforce Development Board

DUNS Number:

* Street1: 9530 Marketplace Road, Suite 104

Street2:

* City: Fort Myers County: Lee

* State: FL: Florida

Province:

* Country: USA: UNITED STATES

* ZIP / Postal Code: 33912-0393 * Project/ Performance Site Congressional District: FL-014

Project/Performance Site Location(s)

Project/Performance Site Location 9

I am submitting an application as an individual, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

Organization Name: Workforce Alliance, Inc.

DUNS Number:

* Street1: 315 South Dixie Highway, Suite 102

Street2:

* City: West Palm Beach County: Palm Beach

* State: FL: Florida

Province:

* Country: USA: UNITED STATES

* ZIP / Postal Code: 33401-5805 * Project/ Performance Site Congressional District: FL-023

Project/Performance Site Location 10

I am submitting an application as an individual, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

Organization Name: First Coast Workforce Development, Inc.

DUNS Number:

* Street1: 1845 Town Center Blvd., Suite 250

Street2:

* City: Fleming Island County: Clay

* State: FL: Florida

Province:

* Country: USA: UNITED STATES

* ZIP / Postal Code: 32003-3764 * Project/ Performance Site Congressional District: FL-006

Additional Location(s)

[Add Attachment](#) [Delete Attachment](#) [View Attachment](#)

**ATTACHMENT 1 Florida DEO Disability Employment Initiatives Project Work Plan
2012 - 2015**

- Service Delivery Components
 A – Partnerships and Collaboration
 B – Integrating Resources and Services, Blending and Braiding Funds, Leveraging Resources
 C – Integrated Resource Team
 D- Asset Development

Activities		Project Work Plan			Deliverables	
Strategy/Component	Implementer(s)	Costs	Start/End Date	Timeframe	Deliverables	
Strategy 1:1 Start-Up/Staffing	Establish agreements		\$3,137,826 Staffing including admin.	07/01/2012	Partner RWB agreements; personnel files & timesheets for staff; Bid files & lease/purchase agreements for equipment/materials	
	Hire/assign required DRC staff & orient	Partner RWBs	\$100,000	01/01/2013		
	Lease/purchase necessary equipment/supplies	Partner RWBs	\$60,000	Agreements in place; Hire all needed staff by within proposed timetable; staff attend orientation & training		
			\$34,000			
Strategy 2:1 Partnership & Collaboration (A) & (B)	Partnership management & development to leverage resources & communicate activities for seamless delivery of services	All partners: including DEO, RWBs (DRCs), DCF, Voc Rehab, VA, SSA, Economic Development, Chambers of Commerce, Business Associations, etc.	\$0	07/01/2012	new MOUs/ agreements between partner agencies; Minutes and outcomes from collaborative meetings	
			\$0	06/30/2015		
			\$0	Increased partner involvement/commitment; identify additional leveraged resources		
			\$0			
Strategy 3:1 Outreach to Persons with Disabilities (C)	Outreach to participants	All partners: including DEO, RWBs, DCF, Voc Rehab, VA, SSA, etc.	\$84,348 Outreach materials	07/01/2012	Outreach materials; program info added to partner websites; participant data entry	
			\$28,116	06/30/2015		
			\$28,116	Increase number served by 10% each year		
			\$28,116			
Strategy 3:2 Outreach to Employers (C)	Outreach to Employers	All partners: including DEO, RWBs, DCF, Voc Rehab, VA, SSA, Economic Development, Chambers of Commerce, Business Associations, etc.	\$102,587 Travel & Meetings	07/01/2012	New agreements established for job placements; paperwork on file for placement & wage earnings; data	
			\$0	06/30/2015		
			\$0	Increase job placements by 10%, 15% and 17% over 3		
			\$0			

<p>Grants/Sustain and build financial literacy programs</p>	<p>Recruit job openings</p>	<p>All partners: including DEO, RWBs, Chambers of Commerce, Business Associations, etc.</p>	<p>Equipment Years</p>	<p>\$ 0</p>	<p>State Date: 07/01/2012 End Date: 06/30/2015</p>	<p>years; average wage increase of 0-5% over 3 years</p>	<p>tracking</p>
<p>Activities 4.1</p>	<p>National Disability Institute</p>	<p>NDI will be contracted to provide services throughout the life of the grant</p>	<p>\$295,715 for all three years</p>	<p>Train-the-trainer sessions, Asset Development Summits, Training materials</p>	<p>Start Date: 07/01/2012 End Date: Ongoing</p>	<p>Applicant files containing personal information & accomplishments; Career plans (IEPs)</p>	<p>Asset Development tools and material</p>
<p>Assessment & Enrollment</p>	<p>Accept applications & determine eligibility; IWPs</p>	<p>Disability Resource Coordinators</p>	<p>Strategy total</p>	<p>\$0</p>	<p>Start Date: 07/01/2012 End Date: Ongoing</p>	<p>Increase number served by 10% each year</p>	<p>Case notes in participant files; referral notations; job retention tracking and data entry</p>
<p>Activities 4.2</p>	<p>Orient enrolled applicants; access to services and equipment</p>	<p>Disability Resource Coordinators</p>	<p>Equipment Year 1 Equipment Year 2 Equipment Year 3</p>	<p>\$0</p>	<p>Start Date: 07/01/2012 End Date: 06/30/2015</p>	<p>Employment retention rate increase from 0-5% over 3 years</p>	<p>Fiscal and programmatic reports; monthly status reports; DOL reports; Sustainability plan</p>
<p>Activities 5.1</p>	<p>Determine need for support services</p>	<p>Disability Resource Coordinators</p>	<p>Strategy total</p>	<p>\$35,000</p>	<p>Start Date: 07/01/2012 End Date: 06/30/2015</p>	<p>Additional outreach for follow up</p>	<p>Case notes in participant files; referral notations; job retention tracking and data entry</p>
<p>Reporting/QA/EVALUATION</p>	<p>Ongoing partner reporting; program/financial reporting</p>	<p>DEO Project Lead, RWBs Lead DNs, RWB & DEO finance staff; All partners for partnership updates</p>	<p>Equipment Year 1 Equipment Year 2 Equipment Year 3</p>	<p>\$0</p>	<p>Start Date: 07/01/2012 End Date: 06/30/2015</p>	<p>Employment retention rate increase from 0-5% over 3 years</p>	<p>Fiscal and programmatic reports; monthly status reports; DOL reports; Sustainability plan</p>
<p>Reporting/QA/EVALUATION</p>	<p>DOL Quarterly reporting</p>	<p>DEO Project Lead, RWBs Lead DNs, RWB & DEO finance staff</p>	<p>Strategy total</p>	<p>\$65,000</p>	<p>Start Date: 07/01/2012 End Date: 06/30/2015</p>	<p>September 2012, and quarterly through the life of the grant</p>	<p>Fiscal and programmatic reports; monthly status reports; DOL reports; Sustainability plan</p>
<p>Reporting/QA/EVALUATION</p>	<p>Audit/Monitoring</p>	<p>DEO & RWB Finance staff; Project Lead</p>	<p>Equipment Year 1 Equipment Year 2 Equipment Year 3</p>	<p>\$0</p>	<p>Start Date: 07/01/2012 End Date: 06/30/2015</p>	<p>Auditing and program monitoring – yearly or as needed</p>	<p>Fiscal and programmatic reports; monthly status reports; DOL reports; Sustainability plan</p>

**Attachment # 2: WIA and Wagner-Peyser Data Chart Template
STATE:**

WIASRD (WIA) and Wagner-Peyser Data Chart Template				
	WIASRD Data (WIA standard record data)		Wagner-Peyser Data (ETA-90002 Reports)	
	PY 2009	PY 2010	PY 2009	PY 2010
All Exiters	19,800	17,531	1,100,554	1,013,123
No. of Exiters with Disabilities	382	343	24,239	29,364
% of Exiters with Disabilities	1.93%	1.96%	2.2%	2.9%
All Entered Employment	3,993	4,863	391,692	504,252
% Rate of Entered Employment (All Exiters)	82.9	79.9	50	50
No. of Entered Employment with Disabilities	91	111	6,638	9,215
% Rate of Entered Employment with Disabilities	59.9	72.5	34	34
All Retaining Employment	13,230	16,570	504,314	425,227
% Rate of Exiters Retaining Employment	91%	92.4	76	79
No. of People with Disabilities Retaining Employment	208	292	9,521*	9,563*
% Rate of People with Disabilities Retaining Employment	91%	93.6	72*	75*
Average Earnings (Wage) of All Exiters	21,064.00	22,671.20	12,275.00	12,948.00
Average Earnings (Wage) People with Disabilities	38,823.00	20,462.4	13,269.37*	14,112.67*

All values denoted with asterisks came from the query of the EFM datastore not the ETA9002/VETS200 reports.

Attachment No. 3: WIA Youth Data - Template

State: Florida

PY 2009				
Number of Exiters	All Youth	Youth with Disabilities	Nos.	%
Placement in Employment or Education	52.4	175	212	82.5
Attainment of a Degree or Certificate	83.0	180	322	55.9
Literacy/Numeracy Gains	40.5	488	301	61.7
PY 2010				
Number of Exiters	All Youth	Youth with Disabilities	Nos.	%
Placement in Employment or Education	49.1	497	208	41.2
Attainment of a Degree or Certificate	61.5	497	288	57.9
Literacy/Numeracy Gains	37.7	526	378	71.9

WAGNER-PEYSER PERFORMANCE FOR PERSONS WITH DISABILITIES
By Region & State of Florida for PY2008 (Target Regions Highlighted)

Entered Employment Rate - EER

Disabled Population Only			
EER	EER Numer	EER Denom	EER Rate
01	542	1117	49%
02	361	683	53%
03	79	181	44%
04	275	548	50%
05	250	531	47%
06	185	304	44%
07	100	220	45%
08	1927	2778	48%
09	228	550	41%
10	424	1005	42%
11	468	1127	42%
12	1315	2965	44%
13	555	1371	40%
14	308	1849	24%
15	993	2054	48%
16	450	1115	40%
17	420	1069	42%
18	353	805	44%
19	101	228	44%
20	325	798	41%
21	350	801	44%
22	539	1336	40%
23	817	1990	41%
24	458	1032	44%
Total	11673	26397	44%

Non-Disabled Population Only			
EER	EER Numer	EER Denom	EER Rate
01	11121	18027	62%
02	5036	8411	60%
03	3981	6977	57%
04	8970	12408	66%
05	9864	16111	61%
06	4828	8486	57%
07	2630	4155	63%
08	33159	56000	59%
09	6194	10625	58%
10	13546	25149	54%
11	12339	21896	56%
12	47192	79360	59%
13	16953	29949	57%
14	23697	40558	58%
15	42034	65246	64%
16	12905	22771	57%
17	17769	30186	59%
18	10486	18728	56%
19	4282	7331	58%
20	12613	23002	55%
21	14782	26058	57%
22	22800	40659	56%
23	53165	101645	52%
24	23101	36784	63%
Total	412647	710523	58%

Employment Rentention Rate - ERR

ERR	Disabled Population Only		
	Region	ERR Numer	ERR Denom
01	601	765	79%
02	347	435	80%
03	78	112	70%
04	230	297	77%
05	216	297	73%
06	99	130	76%
07	96	139	69%
08	133	174	76%
09	197	272	72%
10	380	489	78%
11	466	615	76%
12	1100	1501	73%
13	472	668	71%
14	714	984	73%
15	790	1014	78%
16	402	562	72%
17	445	579	77%
18	275	394	70%
19	81	109	74%
20	262	375	70%
21	310	431	72%
22	495	678	73%
23	630	928	68%
24	447	581	77%
Total	10466	14099	74%

ERR	Non-Disabled Population Only		
	Region	ERR Numer	ERR Denom
01	10668	13885	77%
02	4874	6182	79%
03	4517	5997	76%
04	7067	9045	78%
05	8799	11447	77%
06	3944	5240	75%
07	2621	3482	75%
08	3155	4058	78%
09	5961	7760	77%
10	12168	15893	77%
11	10990	14176	78%
12	40585	51152	79%
13	16173	20723	78%
14	22351	28376	79%
15	29132	36271	80%
16	12845	16456	78%
17	16413	20927	78%
18	9074	11988	76%
19	4278	5560	77%
20	11098	14588	76%
21	13734	17791	77%
22	20953	26956	78%
23	43030	57072	75%
24	21893	28932	76%
Total	364723	470415	78%

Average Earnings

AvgEarn	Disabled Population Only		
	Region	ERR Numer	ERR Rate
01	601	8901108.91	14810.5
02	347	5050537.65	14554.86
03	78	854881.23	10960.02
04	230	3096080.64	13461.92
05	216	2663483.97	12330.94
06	99	1238898.11	12514.12
07	96	974119.69	10147.08
08	133	1860243.16	13955.35
09	197	2176229.39	11046.85
10	380	4191892.02	11031.29
11	466	5239524.06	11243.61
12	1100	13705757.9	12459.78
13	472	5981876.05	12673.47
14	714	9175170.24	12850.38
15	790	11831118.89	14976.1
16	402	4909751.86	12213.31
17	445	5599438.85	12583.01
18	275	3328398.82	12103.27
19	81	780663.54	9637.82
20	262	3145666.58	12006.36
21	310	4503125.73	14526.21
22	495	6555320.48	13243.07
23	630	7428212.52	11790.81
24	447	5938342.39	13284.88
Total	10466	135872081	\$12,982.24

AvgEarn	Non-Disabled Population Only		
	Region	ERR Numer	ERR Rate
01	10668	119567238.7	11208.03
02	4874	57880012.68	11875.26
03	4517	47898588.82	10604.07
04	7067	76428553.03	10814.85
05	8799	99292434.68	11284.51
06	3944	42454104.05	10688.06
07	2621	28622415.22	10920.42
08	3155	38007268.09	12044.77
09	5961	66615555.29	11175.23
10	12168	136787014.3	11241.54
11	10990	121829644.4	11085.5
12	40585	484407515.4	11935.63
13	16173	195339265.1	12078.11
14	22351	292481347.7	13085.83
15	29132	430869164.5	14790.24
16	12845	150598181.9	11724.26
17	16413	188249322.7	11469.53
18	9074	107078376	11800.57
19	4278	45740177.3	10691.95
20	11098	129175807.4	11639.56
21	13734	185540630.4	13509.58
22	20953	278915509.5	13311.23
23	43030	523845113.9	12173.95
24	21893	287144804.2	13117.65
Total	364723	4476573358	#####

WAGNER-PEYSER PERFORMANCE FOR PERSONS WITH DISABILITIES
By Region & State of Florida for PY2009 (Target Regions Highlighted)

Entered Employment Rate - EER

EER	Disabled Population Only		
Region	EER Numer	EER Denom	EER Rate
01	432	1121	39%
02	277	668	41%
03	65	176	37%
04	237	576	41%
05	175	483	36%
06	50	181	28%
07	53	120	44%
08	1105	2956	37%
09	151	431	35%
10	321	1059	30%
11	338	1069	32%
12	1158	3496	33%
13	479	1472	33%
14	576	1726	33%
15	836	2253	37%
16	183	624	29%
17	313	941	33%
18	233	759	31%
19	57	179	32%
20	192	691	28%
21	301	925	33%
22	479	1422	34%
23	586	2043	29%
24	208	755	28%
Total	8806	26126	34%

EER	Non-Disabled Population Only		
Region	EER Numer	EER Denom	EER Rate
01	10185	20404	50%
02	4770	8959	53%
03	2874	6011	48%
04	7402	13242	56%
05	8331	15766	53%
06	2752	6107	45%
07	1849	3055	61%
08	28657	61393	47%
09	5474	11413	48%
10	12059	27855	43%
11	11731	25886	45%
12	41207	92458	45%
13	14698	32497	45%
14	18820	42353	44%
15	36339	66575	55%
16	6317	13271	48%
17	13486	28852	47%
18	9384	21214	44%
19	3279	6816	48%
20	10004	22866	44%
21	14374	30636	47%
22	21852	48109	45%
23	43562	108294	40%
24	16429	31880	52%
Total	345835	745914	46%

Employment Rentention Rate - ERR

ERR	Disabled Population Only		
Region	ERR Numer	ERR Denom	ERR Rate
01	515	664	78%
02	397	500	79%
03	75	103	73%
04	254	334	76%
05	187	258	72%
06	92	131	70%
07	61	79	77%
08	1404	1856	76%
09	163	218	75%
10	314	436	72%

ERR	Non-Disabled Population Only		
Region	ERR Numer	ERR Denom	ERR Rate
01	8931	11915	75%
02	5283	6801	78%
03	3100	4188	74%
04	6972	9216	76%
05	8719	11226	78%
06	3438	4709	73%
07	1305	2331	77%
08	28175	37077	76%
09	5956	7795	76%
10	11366	15035	76%

11	354	513	69%
12	1022	1449	71%
13	574	755	76%
14	568	811	70%
15	839	1141	74%
16	342	463	74%
17	333	453	74%
18	246	349	70%
19	71	99	72%
20	239	336	71%
21	299	433	69%
22	388	580	67%
23	534	805	66%
24	250	372	67%
Total	9521	13138	72%

11	11461	15179	76%
12	37212	48544	77%
13	15769	20383	77%
14	16946	22394	76%
15	31326	40679	77%
16	10515	13574	77%
17	13917	18551	75%
18	8540	11389	75%
19	3047	4114	74%
20	8732	11538	76%
21	12173	16053	76%
22	18388	24262	76%
23	34502	47248	73%
24	14108	18786	75%
Total	320381	422987	76%

Average Earnings

AvgEarn	Disabled Population Only		
Region	ERR Number	ERR Denom	ERR Rate
01	515	7983211.24	15501.38
02	397	5729574.14	14432.18
03	75	845592.73	11274.57
04	254	3170519.52	12482.36
05	187	2013878.11	10769.4
06	92	1181011.38	12837.08
07	61	798343.2	13087.59
08	1404	20022754.18	14261.22
09	163	1565877.21	9606.61
10	314	3481032.4	11086.09
11	354	3897866.88	11010.92
12	1022	12986336.54	12706.79
13	574	8242237.07	14359.3
14	568	7035834.53	12387.03
15	839	12029934.65	14338.42
16	342	3905924.66	11420.83
17	333	4010728.03	12044.23
18	246	3023372.3	12290.13
19	71	759114.59	10691.75
20	239	3097091.33	12958.54
21	299	4200263.32	14047.7
22	388	5120310.69	13196.68
23	534	6448857.31	12076.51
24	250	3200270.48	12801.08
Total	9521	124749936	\$13,102.61

AvgEarn	Non-Disabled Population Only		
Region	ERR Number	ERR Denom	ERR Rate
01	8931	98615575.15	11041.94
02	5283	58280704.29	11031.74
03	3100	31578859.32	10186.73
04	6972	74224923.15	10646.15
05	8719	100098925.9	11480.55
06	3438	35712285.39	10387.52
07	1805	20486027.51	11349.6
08	28175	342108664.1	12142.28
09	5956	68256212.9	11460.08
10	11366	126637355.8	11141.77
11	11461	125840270.7	10979.87
12	37212	446784301.5	12006.46
13	15769	195494562.1	12397.4
14	16946	229025351.5	13515.01
15	31326	428704675.5	13685.27
16	10515	120642091.7	11473.33
17	13917	158598465.4	11396.02
18	8540	102709267.8	12026.85
19	3047	31269262.29	10262.31
20	8732	106086343	12149.15
21	12173	162089213	13397.62
22	18388	240360361.3	13071.59
23	34502	414937971.8	12026.49
24	14108	186603009.5	13226.75
Total	320381	3908144674	\$12,192.19

EXAMPLES OF PRACTICES

This Appendix to the Section 188 Disability Checklist includes examples of policies, procedures and other recommended steps that LWIA grant recipients can take to ensure that people with disabilities have equal access to WIA Title I programs and activities. These "examples of practices" are not mandatory requirements. They do not create new legal requirements or change current legal requirements. Instead, they suggest ways in which LWIA grant recipients might meet their obligations to ensure that individuals with disabilities have equal access to those programs and activities. Descriptions of possible approaches in this Checklist should not be construed to preclude States from devising alternative approaches to meeting their legal obligations.

ELEMENT 1: DESIGNATION OF EQUAL OPPORTUNITY OFFICER

The recipient has a description of the EO-related training that EO staff and others received regarding persons with disabilities.

ELEMENT 2: NOTICE AND COMMUNICATION

The recipient's general marketing and recruitment materials (including photos and ad copy) mention people with disabilities as one of the groups served by the recipient, contain positive images of persons with disabilities, and indicate the recipient's commitment to hire persons with disabilities.

Marketing and recruitment materials mention people across the full range of physical, mental, cognitive, and sensory disabilities as eligible for services, and images show diversity in their portrayal of persons with disabilities.

The Notice is made available in Braille or large print, recorded on audiocassette, or placed on ASCII diskette.

The nondiscrimination policy is read or explained to individuals with cognitive impairments as a matter of routine or on request.

ELEMENT 3: ASSURANCES

In addition to the general assurances listed in the regulation, a specific assurance is included that specifies that the recipient, subrecipients, and others are able to provide programmatic and architectural accessibility for individuals with disabilities.

ELEMENT 4: UNIVERSAL ACCESS

State and Local Workforce Investment Boards consider the needs of the local population, including individuals with disabilities and other special needs populations, in the design and delivery of services that respond to those needs, such as appropriate intake procedures, screening devices and comprehensive assessments, the nature and mix of services and supports, performance outcome measures, and training program needs for personnel to accomplish the objectives of the program.

The recipient affirmatively seeks to serve qualified individuals with disabilities across the full spectrum of physical, mental and cognitive, and sensory disabilities.

The recipient contracts/consults with specific community or advocacy organizations or agencies that provide services to persons with disabilities to educate them about the recipient's programs.

Recipients review their records to determine whether individuals with disabilities participate in the recipient's programs and activities, in order to assess their compliance with the requirement that they provide universal access to WIA Title-I-financially assisted programs and activities.

When a recipient undertakes outreach to individuals with disabilities (including organizations serving people with disabilities), it describes in the general information given to the organization the types of reasonable accommodations, reasonable modifications to its program, and programmatic, architectural and communication accessibility it provides.

The recipient adopts a process to elicit input from and involve persons with disabilities and disability organizations in establishing policy governing the operation of its programs and activities.

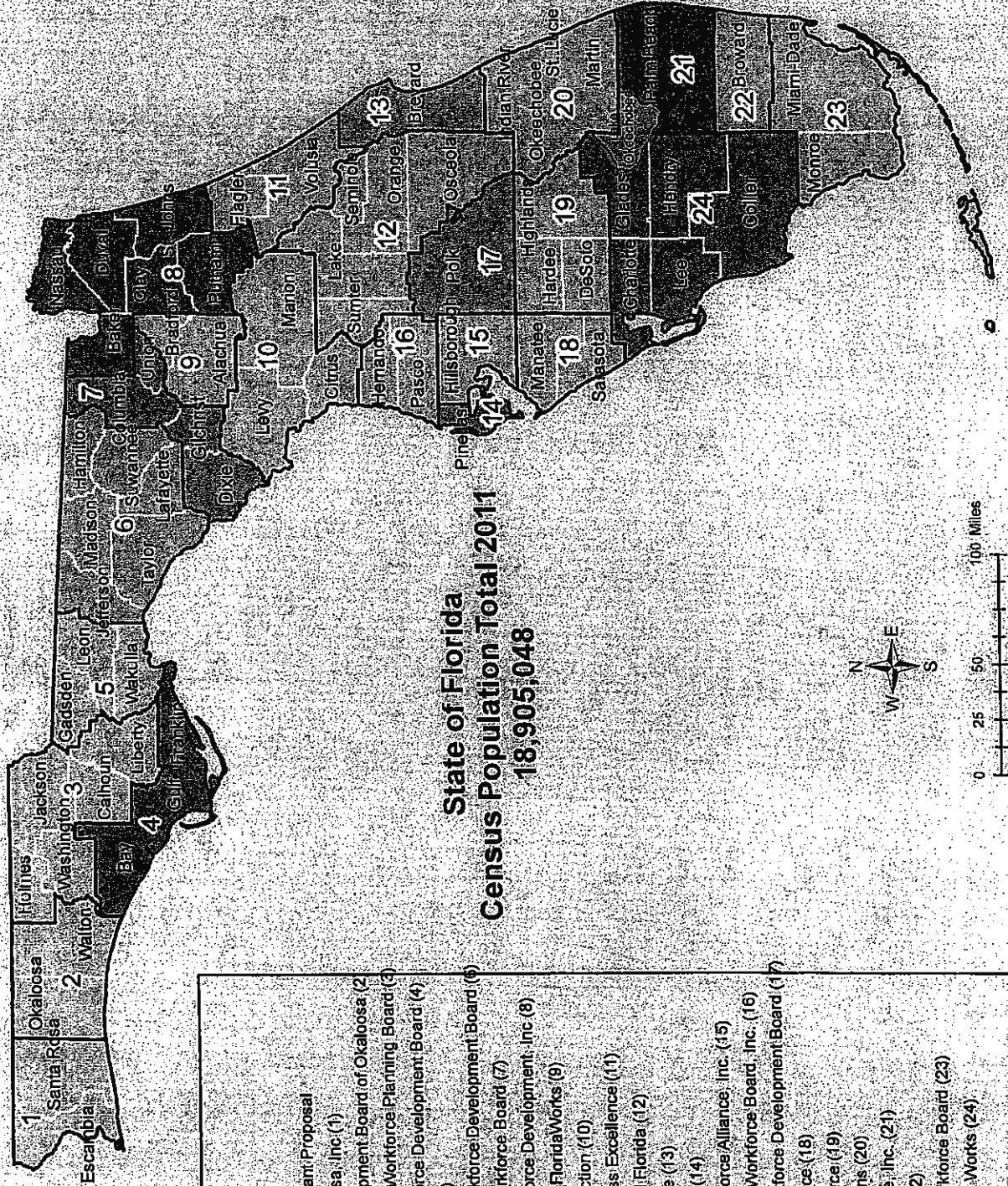
The recipient has a copy of a written plan developed by the State and Local Workforce Investment Board describing how it will address the employment needs of individuals with disabilities. The policies, practices, and procedures adopted by the recipient are consistent with and facilitate achieving the outcomes contained in the written plan.

The recipient takes steps to improve operational collaboration (e.g., establish partnerships and linkages through memoranda of understanding or other mechanisms) with entities that have experience working with persons with disabilities in order to enhance the recipient's capacity to effectively serve persons with disabilities and to ensure equal opportunity and nondiscrimination in such areas as:

- o Registration
- o Common data intake and sharing
- o Customer outreach
- o Service delivery and coordination
- o Cost sharing
- o Performance measures and outcome data collection.

Attachment B

Florida's Workforce Regions



State of Florida
 Census Population Total 2011
 18,905,048

Legend	
[Pattern]	Workforce Regions
[Pattern]	Not included in Grant Proposal
[Pattern]	Workforce Escarosa, Inc (1)
[Pattern]	Workforce Development Board of Okaloosa (2)
[Pattern]	Chipola Regional Workforce Planning Board (3)
[Pattern]	Gulf Coast Workforce Development Board (4)
[Pattern]	Workforce Plus (5)
[Pattern]	North Florida Workforce Development Board (6)
[Pattern]	Florida Crown Workforce Board (7)
[Pattern]	First Coast Workforce Development, Inc (8)
[Pattern]	Alachua/Bradford Florida Works (9)
[Pattern]	Workforce Connection (10)
[Pattern]	Center for Business Excellence (11)
[Pattern]	Workforce Central Florida (12)
[Pattern]	Brevard Workforce (13)
[Pattern]	WorkNet Pinellas (14)
[Pattern]	Tampa Bay Workforce Alliance, Inc. (15)
[Pattern]	Pasco-Hernando Workforce Board, Inc. (16)
[Pattern]	Polk County Workforce Development Board (17)
[Pattern]	Suncoast Workforce (18)
[Pattern]	Hearland Workforce (19)
[Pattern]	Workforce Solutions (20)
[Pattern]	Workforce Alliance, Inc. (21)
[Pattern]	Workforce One (22)
[Pattern]	South Florida Workforce Board (23)
[Pattern]	Southwest Florida Works (24)

List of Congressional Districts for participating Regional Workforce Boards

FL-002, 004, 010, 012, 014, 015, 023

PART II

BUDGET INFORMATION

BUDGET INFORMATION - Non-Construction Programs

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Florida's Disability Employment Initiative	17.207	\$ 3,569,066.00	\$	\$	\$	\$ 3,569,066.00
2.						
3.						
4.						
5. Totals		\$ 3,569,066.00	\$	\$	\$	\$ 3,569,066.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
	Florida's Disability Employment Initiative				
a. Personnel	\$ 80,970.00	\$	\$	\$	80,970.00
b. Fringe Benefits	27,623.00				27,623.00
c. Travel	8,100.00				8,100.00
d. Equipment					
e. Supplies	1,500.00				1,500.00
f. Contractual	3,433,572.00				3,433,572.00
g. Construction					
h. Other	2,475.00				2,475.00
i. Total Direct Charges (sum of 6a-6h)	3,554,240.00			\$	3,554,240.00
j. Indirect Charges	14,826.00			\$	14,826.00
k. TOTALS (sum of 6i and 6j)	3,569,066.00	\$	\$	\$	3,569,066.00
7. Program Income		\$	\$	\$	

Authorized for Local Reproduction

Standard Form 424A (Rev. 7-97)
Prescribed by OMB (Circular A-102) Page 1A

SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8.	\$	\$	\$	\$	\$
9.					
10.					
11.					
12. TOTAL (sum of lines 8-11)	\$	\$	\$	\$	\$

SECTION D - FORECASTED CASH NEEDS				
Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$	\$	\$	\$
14. Non-Federal	\$			
15. TOTAL (sum of lines 13 and 14)	\$	\$	\$	\$

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT				
(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.	\$	\$	\$	\$
17.				
18.				
19.				
20. TOTAL (sum of lines 16 - 19)	\$	\$	\$	\$

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges:	
22. Indirect Charges:	
23. Remarks:	

Budget Narrative
Florida's Department of Economic Opportunity
Disability Employment Initiative
SGA/DFA PY-11-11

1. **Personnel:** DEO staff will provide programmatic and administrative support including participant and financial tracking, monitoring and reporting. The Department staff will distribute and track the grant funding to sub-state regions through the existing financial and management information systems, conduct on-site monitoring of grant activities and participants files, and attend all meetings during the grant cycle.
2. **Fringe Benefits:** Fringe benefits for the Department staff are calculated at 36% of salaries.
3. **Travel:** Funds allocated in this category will be dedicated to project related travel and expenses for the project staff. This travel will include travel for the purposes of all meetings, training sessions, forums, and yearly travel to meetings in Washington D.C. as indicated in the solicitation.
4. **Equipment:** This amount covers the pro-rata costs in conformance with DEOs cost allocation methodology and the procurement of assistive technology equipment, software updates, supportive and intensive services as needed to provide the training and employment services to meet the unique needs of individual job seekers.
5. **Supplies:** This amount is for materials necessary for the operation of the program.
6. **Contracted Services:** State level funds will be transmitted to the Regional Workforce Boards (RWBs) through Notices of Funding Availability (NFAs). The grant funds will be subject to all established restrictions and reporting requirements. In addition, a special project code will be assigned to track participant outcomes. When RWBs are decided upon by DOL, they will receive the funds to support the activities in their area. The state lead at DEO will coordinate all grant activities, maintain contact with the sub-state regions, and provide guidance and technical assistance as needed to assure projects are progressing as planned.
7. **Construction N/A**
8. **Other:** Other costs including but not limited to human resource costs, risk management, IT costs, etc.
9. **Indirect Costs:** The negotiated state indirect rate is .4567 percent of salaries, fringe benefits, and contracted funds.

PART III

ASSURANCES/CERTIFICATIONS

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes 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 regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0400), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

(1) Has the legal authority to apply for Federal Assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.

(2) Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

(3) Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

(4) Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

(5) Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).

(6) Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255) as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

(7) Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real

Property Acquisition Policies Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

(8) Will comply, as applicable, with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

(9) Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a-7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for federally assisted construction subagreements.

(10) Will comply, if applicable, with Flood Insurance Purchase Requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

(11) Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in flood plains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).

(12) Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 et seq.) related to protecting components or potential components of the National Wild and Scenic Rivers System.

(13) Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a.1 et seq.).

(14) Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

(15) Will comply with the Laboratory Animal Welfare Act of 1966 (P.L.) 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

(16) Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.

(17) Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organization."

(18) Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

*SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL (Use of grant funds certifies acceptance of these assurances)	*TITLE _____
*APPLICANT ORGANIZATION _____	*DATE SUBMITTED (Use of grant funds certifies acceptance of these assurances)

Lobbying Certification (29 CFR Part 93)

Instructions for Completion of SF-LLL, Disclosure of Lobbying Activities

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal Action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number, grant announcement number, the contract, grant, or loan award number, the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box (es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box (es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes 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 regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(see reverse for public burden disclosure)

<p>1. Type of Federal Action:</p> <p>a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance</p>	<p>2. Status of Federal Action:</p> <p>a. bid/offer/application b. initial award c. post-award</p>	<p>3. Report Type:</p> <p>a. initial filing b. material change For Material Change Only: year _____ quarter _____ date of last report _____</p>
<p>4. Name and Address of Reporting Entity: ___ Prime ___ Subawardee Tier ____, if known:</p> <p style="text-align: center;">Congressional District, if known:</p>	<p>5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime.</p> <p style="text-align: center;">Congressional District, if known:</p>	
<p>6. Federal Department/Agency:</p>	<p>7. Federal Program Name/Description:</p> <p style="text-align: center;">CFDA Number, if applicable:</p>	
<p>8. Federal Action Number, if known:</p>	<p>9. Award Amount, if known: \$</p>	
<p>10. a. Name and Address of Lobbying Entity (if individual, last name, first name, MI):</p> <p style="text-align: center;">(Attach Continuation Sheet(s) SF-LLL-A, if necessary)</p>	<p>b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):</p> <p style="text-align: center;">(Attach Continuation Sheet(s) SF-LLL-A, if necessary)</p>	
<p>11. Amount of Payment (check all that apply):</p> <p>___ actual ___ planned \$</p> <p>12. Form of Payment (check all that apply):</p> <p>___ a. cash ___ b. in-kind; specify: nature _____ value _____</p>	<p>13. Type of Payment (check all that apply)</p> <p>___ a. retainer ___ b. one-time fee ___ c. commission ___ d. contingent fee ___ e. deferred ___ f. other, specify: _____</p>	
<p>14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment Indicated in item 11:</p> <p style="text-align: center;">(Attach Continuation Sheet(s) SF-LLL-A, if necessary)</p>		
<p>15. Continuation Sheet(s) SF-LLL-A attached: ___ YES ___ NO</p>		
<p>16. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p>		<p>Signature Print Name: Title: Telephone Number: _____ Date: _____</p>

DISCLOSURE OF LOBBYING ACTIVITIES
(Continuation Sheet)

Reporting Entity:

Page

PART IV

SPECIAL CLAUSES AND CONDITIONS

(Should there be any inconsistency between these Clauses/Conditions and the Awardee's proposal, these Clauses/Conditions shall govern.)

PART IV - SPECIAL CLAUSES

Clause #1: BUDGET LINE ITEM FLEXIBILITY

Flexibility is allowed within the grant budget (*except wages, salaries and fringe benefits, and indirect cost rates*), provided no *single line item* is increased or decreased by more than 20%. Changes in excess of 20% and any changes in wages, salaries and fringe benefits, and indirect cost rates **MUST** receive prior written approval from the Grant Officer.

Any changes in mix or match within the wages and salaries line **do not** require a grant modification. However, your assigned DOL Federal Project Officer (FPO) must review these changes prior to implementing these changes. Failure to obtain such prior written approval may result in cost disallowance.

Clause #2: ADDITIONAL PROVISIONS

In performing its responsibilities under this grant agreement, the awardee hereby certifies and assures that it will fully comply with the following Provisions of the Workforce Investment Act (WIA) codified in the following Codes of Federal Regulation:

- 20 CFR 667.200, Administrative Rules, Costs and Limitations
- 20 CFR 667.260, Prohibition on Real Property
- 20 CFR 667.300, Reporting Requirements
- 20 CFR 667.410, Oversight Roles and Responsibilities
- 20 CFR 667.500 & 667.510, Resolution
- 20 CFR 667.700, Procedure to Impose Sanctions
- 29 CFR Part 37, Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Investment Act of 1998 (WIA)

Clause #3: INDIRECT COST RATE AND COST ALLOCATION PLAN

This clause is applicable to all awardees receiving funds from multiple sources. Organizations receiving funds from only one source do not need an approved indirect cost rate (ICR) or cost allocation plan (CAP).

Mark the appropriate clause for your organization and fill in the blanks, as appropriate:

____ A. A current approved CAP or ICR agreement dated _____ has been provided and approved by _____ (Federal Cognizant agency - *Copy Attached*).

Regarding only the ICR agreement,

- a) Indirect Rate approved _____%
- b) Type of Indirect Cost Rate (Provisional/Predetermined/Fixed) See attached ICR agreement
- c) Allocation Base See attached ICR agreement
- d) Current period applicable to rate See attached ICR agreement

B. No CAP or ICR agreement has been approved by a Federal Agency.

Note:

Regarding "B", a pro rata share of the indirect costs specified on the 424A, Section B, Object Class Category "j", has been approved for the first **90 days** of the grant period. This is based on the fact that your organization has not established an ICR agreement or approved CAP.

Within this 90-day period, you **must** submit an acceptable indirect cost proposal or CAP to your Federal cognizant agency¹ to obtain a provisional indirect rate or a CAP approval.

Failure on your part to submit an indirect cost proposal within this 90-day period means that you shall not receive further reimbursement for your indirect costs.

If DOL is your Federal cognizant agency, proposals shall be sent to the appropriate office in the DOL's Division of Cost Determination (see detailed list attached).

Ceiling Indirect Amounts (applicable to A or B above):

An Indirect Cost ceiling in the amount of **\$14,826.00**, as specified on the 424A, Section B, Object Class Category "j", has been applied under this agreement based on the grantee's budget or written documentation received.

The total amount of DOL's financial obligation under this award **will not be** increased to reimburse awardee organizations for higher negotiated indirect cost rates than those rates or amounts identified in this clause.

Note:

A ceiling amount does not exclude your organization from the responsibility of submitting an indirect cost rate for approval.

¹ Providing preponderance of Federal funds to the organization

Division of Cost Determination
List of Addresses and Telephone Numbers
(As of March 2010)

National Office Address and Contact Information:
200 Constitution Avenue, N.W., S-1510
Washington, D.C. 20210
(P) 202-693-4100
(F) 202-693-4099

Chief: **Victor M. Lopez**
E-mail address: **lopez.victor@dol.gov**
(P) 202-693-4106

	Cost Negotiators	E-mail Address	Location/ Region	Address	Phone/FAX
1	Damon Tomchick	<u>tomchick.damon@dol.gov</u>	D.C.	Same as National Office	(P) 202-693-4105 (F) 202-693-4099
2	Casey Carros	<u>carros.casimer@dol.gov</u>	D.C.	Same as National Office	(P) 202-693-4107 (F) 202-693-4099
3	Margie Merced	<u>merced.margie@dol.gov</u>	D.C.	Same as National Office	(P) 202-693-4104 (F) 202-693-4099
4	Stephen Cosminski	<u>cosminski.stephen@dol.gov</u>	Philadelphia	125 Oak Drive Sellersville, PA 18960	(P) 215-257-8712 (F) 215-257-8994
5	Ronald Goolsby	<u>goolsby.ronald@dol.gov</u>	Chicago	230 South Dearborn St. Room 1016 Chicago, IL 60604-1505	(P) 312-886-5247 (F) 312-353-0704
6	Carol McKone	<u>mckone.carol@dol.gov</u>	Dallas	P.O. Box 821067 Ft. Worth, TX 76182	(P) 817-281-1503 (F) 817-281-1530
7	Arthur Campbell	<u>campbell.arthur@dol.gov</u>	Seattle	P.O. Box 3433 Renton, WA 98056	(P) 425-271-3848 (F) 425-271-5295

* Cost Negotiators are generally responsible for organizations located in their regions, as follows:

Washington D.C. [National Office]: Washington D.C. metro area and Atlanta Region (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee).

Philadelphia Region: Connecticut, Delaware, Maine, Maryland, Massachusetts, New Jersey, New Hampshire, New York, Pennsylvania, Puerto Rico, Rhode Island, Vermont, Virginia, Virgin Islands, and West Virginia.

Chicago Region: Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, and Wisconsin.

Dallas Region: Arkansas, Colorado, Kentucky, Louisiana, Nevada, New Mexico, Oklahoma, Texas, and Wyoming.

Seattle Region: Alaska, California, Hawaii, Idaho, Montana, Oregon, Utah, and Washington.

THIS GRANT IS SUBJECT TO:

2 CFR Part 170

Appendix A to Part 170--Award Term

I. Reporting Subawards and Executive Compensation.

a. Reporting of first-tier subawards.

1. Applicability. Unless you are exempt as provided in paragraph d. of this award term, you must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a subaward to an entity (see definitions in paragraph e. of this award term).

2. Where and when to report.

i. You must report each obligating action described in paragraph a.1. of this award term to <http://www.fsrs.gov>.
ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)

3. What to report. You must report the information about each obligating action that the submission instructions posted at <http://www.fsrs.gov> specify.

b. Reporting Total Compensation of Recipient Executives.

1. Applicability and what to report. You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if--
i. the total Federal funding authorized to date under this award is \$25,000 or more;
ii. in the preceding fiscal year, you received--
(A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 8104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

2. Where and when to report. You must report executive total compensation described in paragraph b.1. of this award term:

i. As part of your registration profile at <http://www.ccr.gov>.
ii. By the end of the month following the month in which this award is made, and annually thereafter.

c. Reporting of Total Compensation of Subrecipient Executives.

1. Applicability and what to report. Unless you are exempt as provided in paragraph d. of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if--
i. in the subrecipient's preceding fiscal year, the subrecipient received--

(A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and

ii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 8104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

2. Where and when to report. You must report subrecipient executive total compensation described in paragraph c.1. of this award term:

i. To the recipient.
ii. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

d. Exemptions

If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:

i. Subawards, and

ii. The total compensation of the five most highly compensated executives of any subrecipient.

e. Definitions. For purposes of this award term:

1. Entity means all of the following, as defined in 2 CFR part 25:

- i. A governmental organization, which is a State, local government, or Indian tribe;
 - ii. A foreign public entity;
 - iii. A domestic or foreign nonprofit organization;
 - iv. A domestic or foreign for-profit organization;
 - v. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.
- ###### 2. Executive means officers, managing partners, or any other employees in management positions.
- ###### 3. Subaward:

i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.

ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. --- .210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").

iii. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.

4. Subrecipient means an entity that:

- i. Receives a subaward from you (the recipient) under this award; and
- ii. Is accountable to you for the use of the Federal funds provided by the subaward.

5. Total compensation means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):

i. Salary and bonus.

ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.

iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.

iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.

v. Above-market earnings on deferred compensation which is not tax-qualified.

vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

THIS GRANT IS SUBJECT TO:

2 CFR Subtitle A, Chapter I and Part 25

Appendix A to Part 25--Award Term

I. Central Contractor Registration and Universal Identifier Requirements

A. Requirement for Central Contractor Registration (CCR)

Unless you are exempted from this requirement under 2 CFR 25.110, you as the recipient must maintain the currency of your information in the CCR until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.

B. Requirement for Data Universal Numbering System (DUNS) Numbers

If you are authorized to make subawards under this award, you:

1. Must notify potential subrecipients that no entity (see definition in paragraph C of this award term) may receive a subaward from you unless the entity has provided its DUNS number to you.
2. May not make a subaward to an entity unless the entity has provided its DUNS number to you.

C. Definitions

For purposes of this award term:

1. Central Contractor Registration (CCR) means the Federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the CCR Internet site (currently at <http://www.ccr.gov>).
2. Data Universal Numbering System (DUNS) number means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866-705-6711) or the Internet (currently at <http://fedgov.dnb.com/webform>).
3. Entity, as it is used in this award term, means all of the following, as defined at 2 CFR part 25, subpart C:
 - a. A Governmental organization, which is a State, local government, or Indian Tribe;
 - b. A foreign public entity;
 - c. A domestic or foreign nonprofit organization;
 - d. A domestic or foreign for-profit organization; and
 - e. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.
4. Subaward:
 - a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
 - b. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. —.210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").
5. Subrecipient means an entity that:
 - a. Receives a subaward from you under this award; and
 - b. Is accountable to you for the use of the Federal funds provided by the subaward.

THIS GRANT IS SUBJECT TO:

Safeguarding Data Including Personally Identifiable Information

Proposals received in response to this SGA must recognize that confidentiality of 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 a proposal, Grantees are assuring that they meet the below requirements as well as those in TEGL 39-11

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

1. Grantees must not extract information from data supplied by DOL/ETA for any purpose not stated in the grant agreement.
2. Grantees must retain data received from DOL/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, the Grantee agrees that all data will be destroyed, including the degaussing of magnetic tape files and permanent deletion of electronic data.
3. Grantees must ensure that any PII used during the performance of this Grant has been obtained and is being transmitted in conformity with applicable Federal and state laws governing the confidentiality of information. To ensure that such PII is not transmitted to unauthorized users, all PII and other sensitive data transmitted via email or stored on CDs, DVDs, thumb drives, etc., Information transmitted to DOL/ETA containing sensitive information, including personally identifiable information (PII), must be encrypted using a Federal Information Processing Standards (FIPS) 140-2 compliant and National Institute of Standards and Technology (NIST) validated cryptographic module. Grantees must not email unencrypted sensitive PII to any entity, including ETA or contractors.
4. Access to any PII created by the DOL/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.
5. Grantee 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.
6. Grantees must have their policies and procedures in place under which grantee 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.
7. Grantees further acknowledge that all PII data obtained through their DOL/ETA 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 grantee-issued equipment, managed information technology (IT) services, and designated locations approved by DOL/ETA. Accessing, processing, and storing of DOL/ETA grant PII data on personally owned equipment, at off-site locations (e.g., employee's home), and non-Grantee-managed IT services (e.g., Yahoo mail), is strictly prohibited unless approved by DOL/ETA.
8. All PII data must be processed in a manner that will protect the confidentiality of the records/documents and is designed to prevent unauthorized persons from retrieving such records by computer, remote terminal, or any other means. Data may be downloaded to, or maintained on, mobile or portable devices only if the data are encrypted using NIST validated software products based on FIPS 140-2 encryption. In addition, wage data may only be accessed from secure locations.
9. PII data obtained by the Grantee through a request from DOL/ETA must not be disclosed to anyone but the individual requestor except as permitted by the Grant Officer.
10. Grantees must permit ETA to make onsite inspections during regular business hours for the purpose of conducting audits and/or to conduct other investigations to assure that the Grantee is complying with the confidentiality requirements described above. In accordance with this responsibility, Grantees must make records applicable to this Agreement available to authorized persons for the purpose of inspection, review, and/or audit.
11. Grantees 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. Grantees must maintain such PII in accordance with the DOL/ETA standards for information security provided herein, including any updates to such standards provided to the Grantee by DOL/ETA. Grantees who wish to obtain more information on data security should contact their Federal Project Officer.

Recommendations

Outlined below are some recommendations to help protect PII:

- Before collecting PII or sensitive information from participants, have participants sign releases acknowledging the use of PII for grant purposes only.
- Whenever possible, ETA recommends the use of unique identifiers for participant tracking instead of SSNs. While SSNs may initially be required for performance tracking purposes, a unique identifier could be linked to the each individual record. Once the SSN is entered for performance tracking, the unique identifier would be used in place of the SSN for tracking purposes. If SSNs are to be used for tracking purposes, they must be stored or displayed in a way that is not attributable to a particular individual, such as using a truncated SSN.
- Use appropriate methods for destroying sensitive PII in paper files (i.e., shredding or using a burn bag) and securely deleting sensitive electronic PII.
- Do not leave records containing PII open and unattended.
- Store documents containing PII in locked cabinets when not in use.
- Immediately report any breach or suspected breach of PII to the FPO responsible for the grant, and to ETA Information Security at ETA.CSIRT@dol.gov, (202) 693-3444, and follow any instructions received from officials of the Department of Labor.

PART IV - SPECIAL CONDITIONS

1. **Federal Project Officer:** The DOL/ETA Federal Project Officer (FPO) for this grant/agreement is:

Name: Claudine Noel
Address U.S. Department of Labor/ETA
61 Forsyth Street, S.W., Room 6M12
Sam Nunn Atlanta Federal Center
Atlanta, Georgia 30303
Telephone: 404 302 5368
E-mail: Noel.Claudine@dol.gov

The FPO is not authorized to change any of the terms or conditions of the grant/agreement. Such changes, if any, will be accomplished by the Grant Officer by the use of a properly executed grant/agreement modification.

2. **Equipment:** Awardees must receive *prior approval* from the DOL/ETA *Grant Officer* for the purchase and/or lease of any equipment with a *per unit acquisition cost of \$5,000 or more, and a useful life of more than one year*. This includes the purchases of ADP equipment. The grant award does not give approval for equipment even if it is specified in a grantee's statement of work unless specifically approved in the grant award execution letter by the Grant Officer. If not, the awardee must submit a detailed description list to the FPO for review within 30 days of the grant/agreement award date. Failure to do so will necessitate the need for approval of equipment purchase on an individual basis.
3. **Program Income:** The awardee is authorized to utilize the addition method if any *Program Income* is generated throughout the duration of this grant/ agreement. The awardee is allowed to deduct costs incidental to generating Program Income to arrive at a net Program Income [29 CFR Part 95.24(c) or 29 CFR Part 97.25(c)(g)(2)].
4. **Pre-Award:** The awardee hereby agrees that all costs incurred by the awardee prior to the start date specified in the grant agreement issued by the Department are *incurred at the awardee's own expense*.
5. **Reports:** All ETA grantees are required to submit quarterly financial and narrative progress reports for each grant award.

A. **Quarterly Financial Reports.** Pursuant to Training and Employment Notice (TEN) 12-07, all ETA grantees are required to report quarterly financial data on the ETA 9130, no later than 45 days after the end of each reporting quarter. Reporting quarter end dates are June 30, September 30, December 31, and March 31.

1. The previously used Standard Form 269 is no longer accepted by ETA. The ETA on-line reporting system has been modified to accommodate the ETA 9130 required data elements, which includes a new Federal cash section. Expenditures are required to be reported on an accrual basis, cumulative from the beginning of the life of a grant, through the end of each reporting period.

2. The instructions for accessing both the on-line financial reporting system and the HHS Payment Management System can be found in the transmittal memo accompanying this grant award document. Copies of the ETA 9130 and detailed reporting instructions are available at www.doleta.gov/grants/financial_reporting.cfm.

B. Quarterly Narrative Progress Reports. Grantees are required to submit a brief narrative quarterly and final report to the designated Federal Project Officer (FPO) on grant activities funded under this agreement. All reports are due no later than 45 days after the end of each reporting quarter. Reporting quarter end dates are June 30, September 30, December 31, and March 31.

1. The last quarterly progress report that grantees submit will serve as the grant's Final Performance Report. This report should provide both **quarterly and cumulative** information on the grant's activities. It must summarize project activities, employment outcomes and other deliverables, and related results of the project.
 2. The awardee shall use any standard forms and instructions to report on training and employment outcomes and other data relating to the progress reports as provided by ETA.
 3. The awardee shall utilize standard reporting processes and electronic reporting systems to submit their quarterly progress reports as provided by ETA.
6. **Consults:** *Consultant* fees paid under this grant/agreement shall be limited to \$585 per day without additional DOL Grant Officer approval.
 7. **Rebates:** The awardee agrees to advise the Grant Officer, in writing, of any **forthcoming** income resulting from lease/rental rebates or other rebates, interest, credits or any other monies or financial benefits to be received directly or indirectly as a result of or generated by these award dollars. Appropriate action must be taken to ensure that the Government is reimbursed proportionally from such income.
 8. **Publicity:** No funds provided under this grant shall be used for publicity or propaganda purposes, for the preparation, distribution or use of any kit, pamphlet, booklet, publication, radio, television or film presentation designed to support or defeat legislation pending before the Congress, except in presentation to the Congress itself. Nor shall grant funds be used to pay the salary or expenses of any grant or agreement awardee or agent acting for such awardee, related to any activity designed to influence legislation or appropriations pending before the Congress.
 9. **Public Announcements:** When issuing statements, press releases, requests for proposals, bid solicitation, and other documents describing project or programs funded in whole or in part with Federal money, **all awardees** receiving Federal funds, shall clearly state (1) the percentage of the total cost of the program or project which will be financed with Federal money, and (2) the dollar amount of Federal funds for the project or program.

10. **Executive Order 12928:** In compliance with Executive Order 12928, the Grantee is strongly encouraged to provide subcontracting/subgranting opportunities to Historically Black Colleges and Universities and other Minority Institutions such as Hispanic-Serving Institutions and Tribal Colleges and Universities; and to Small Businesses Owned and Controlled by Socially and Economically Disadvantaged Individuals.
11. **Procurement:** Except as specifically provided, DOL/ETA acceptance of a proposal and an award of federal funds to sponsor any program(s) ***does not*** provide a waiver of any grant requirements and/or procedures. For example, the OMB circulars require an entity's procurement procedures must conduct, as practical, ***all procurement transactions*** to provide open and free competition. If a proposal identifies a specific entity to provide the services, the DOL/ETA's award ***does not*** provide the justification or basis to sole-source the procurement, i.e., avoid competition.
12. **Veteran's Priority Provisions:** The Jobs for Veterans Act (Public Law 107-288) 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 can be found at 20 CFR part 1010. In circumstances where a grant recipient must choose between two qualified candidates for a service, one of whom is a veteran or eligible spouse, the veterans priority of service provisions require that the grant recipient give the veteran or eligible spouse priority of service by first providing him or her that service. To obtain priority of service, a veteran or spouse must meet the program's eligibility requirements. Grantees must comply with DOL guidance on veterans' priority. ETA's Training and Employment Guidance Letter (TEGL) No. 10-09 (issued November 10, 2009) provides guidance on implementing priority of service for veterans and eligible spouses in all qualified job training programs funded in whole or in part by DOL. TEGL No. 10-09 is available at http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2816.
13. **Audits:** The awardee agrees to comply with the required financial and compliance audits in accordance with the Single Audit Act of 1984.
14. **Salary and Bonus Limitations:** Under Public Law 109-234 and Public Law 111-8, Section 111, none of the funds appropriated in Public Law 111-5 or prior Acts under the heading "Employment and Training" that are available for expenditure on or after June 15, 2006, shall be used by a recipient or sub-recipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II. These limitations also apply to grants funded under this SGA. The salary and bonus limitation does not apply to vendors providing goods and services as defined in OMB Circular A-133. See Training and Employment Guidance Letter No. 5-06 for further clarification, available at http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2262.
15. **Intellectual Property Rights:** The Federal Government reserves a paid-up, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use for federal purposes: i) the copyright in all products developed under the grant, including a subgrant or contract under the grant or subgrant; and ii) any rights of copyright to which the grantee, subgrantee or a contractor purchases ownership under an

award (including but not limited to curricula, training models, technical assistance products, and any related materials). Such uses include, but are not limited to, the right to modify and distribute such products worldwide by any means, electronically or otherwise. Federal funds may not be used to pay any royalty or licensing fee associated with such copyrighted material, although they may be used to pay costs for obtaining a copy which are limited to the developer/seller costs of copying and shipping. If revenues are generated through selling products developed with grant funds, including intellectual property, these revenues are program income. Program income is added to the grant and must be expended for allowable grant activities.

If applicable, the following needs to be on all products developed in whole or in part with grant funds:

"This workforce solution was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This solution is copyrighted by the institution that created it. Internal use, by an organization and/or personal use by an individual for non-commercial purposes, is permissible. All other uses require the prior authorization of the copyright owner."

- 16. Evaluation, Data, and Implementation:** The grantee agrees to cooperate with the U.S. Department of Labor (USDOL) in the conduct of a third-party evaluation, including providing to USDOL or its authorized contractor appropriate data and access to program operating personnel and participants in a timely manner.
- 17. ACORN Prohibition:** Section 511 of the Consolidated Appropriations Act, 2010 (P.L. 111-117, Division E) (CAA), requires that no direct or indirect funding from the CAA may be provided to the Association of Community Organizations for Reform Now (ACORN) or any of its subsidiaries through Federal grantees or contractors. DOL is required to take steps so that no Federal funds from the CAA are awarded or obligated by DOL grantees or contractors to ACORN or its subsidiaries as subgrantees, subcontractors, or other subrecipients. This prohibition applies not only to a direct recipient of Federal funds, but also to a subrecipient (e.g., a subcontractor, subgrantee, or contractor of a grantee).

Training and Employment Guidance Letter (TEGL) No. 8-09, Change 1 provides detailed guidance concerning this prohibition. The TEGL can be found on ETA's website at http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2960. If you have any additional questions, please contact your Grant Officer.
- 18. Age Discrimination Act of 1975:** The Age Discrimination Act of 1975, 42 U.S.C. 6101 *et seq.*, prohibits discrimination on the basis of age in any program or activity receiving Federal financial assistance.
- 19. Flood Insurance:** The Flood Disaster Protection Act of 1973, as amended, 42 U.S.C. 4001 *et seq.*, provides that no Federal financial assistance to acquire, modernize, or construct property may be provided in identified flood-prone communities in the United

States, unless the community participates in the National Flood Insurance Program and flood insurance is purchased within 1 year of the identification. The flood insurance purchase requirement applies to both public and private applicants for HHS support. Lists of flood-prone areas that are eligible for flood insurance are published in the *Federal Register* by FEMA.

20. **Architectural Barriers:** The Architectural Barriers Act of 1968, 42 U.S.C. 4151 *et seq.*, as amended, the Federal Property Management Regulations (see 41 CFR 102-76), and the Uniform Federal Accessibility Standards issued by GSA (see 36 CFR 1191, Appendixes C and D) set forth requirements to make facilities accessible to, and usable by, the physically handicapped and include minimum design standards. All new facilities designed or constructed with grant support must comply with these requirements.
21. **Drug-Free Workplace:** The Drug-Free Workplace Act of 1988, 42 U.S.C. 701 *et seq.*, requires that all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace. The recipient must notify the awarding office if an employee of the recipient is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment.
22. **Limited English Proficiency:** Recipients of Federal financial assistance must take reasonable steps to ensure that people with limited English proficiency have meaningful access to health and social services and that there is effective communication between the service provider and individuals with limited English proficiency. Recipients should determine their responsibilities to individuals with limited English proficiency under Title VI of the Civil Rights Act of 1964.
23. **Seat Belts:** Pursuant to EO 13043 (April 16, 1997), Increasing the Use of Seat Belts in the United States, recipients are encouraged to adopt and enforce on-the-job seat belt policies and programs for their employees when operating vehicles, whether organizationally owned or rented or personally owned.
24. **Executive Order 13513:** Sec. 4. Text Messaging While Driving by Government Contractors, Subcontractors, and Recipients and Subrecipients. Each Federal agency, in procurement contracts, grants, and cooperative agreements, and other grants to the extent authorized by applicable statutory authority, entered into after the date of this order, shall encourage contractors, subcontractors, and recipients and subrecipients to adopt and enforce policies that ban text messaging while driving company-owned or -rented vehicles or GOV, or while driving POV when on official Government business or when performing any work for or on behalf of the Government. Agencies should also encourage Federal contractors, subcontractors, and grant recipients and subrecipients as described in this section to conduct initiatives of the type described in section 3(a) of this order.
25. **Executive Order 13333:** This agreement may be terminated without penalty, if the grantee or any subgrantee, or the contractor or any subcontractor (i) engages in severe forms of trafficking in persons or has procured a commercial sex act during the period of time that the grant, contract, or cooperative agreement is in effect, or (ii) uses forced labor in the performance of the grant, contract, or cooperative agreement." (22 U.S.C. § 7104(g))

26. SPECIAL REQUIREMENTS FOR CONFERENCES AND CONFERENCE SPACE

The Department of Labor has instituted a policy that requires its staff to hold meetings in its U.S. Department of Labor buildings, such as the Frances Perkins Building, BLS Postal Square Building or another GSA-controlled space in the Metropolitan Washington area. In the event a meeting is to be held under the terms of the grant, the grantee is responsible to research the availability of federal space and when suitable federal space is located, arrange for the space be reserved, or contact the FPO to arrange for the space to be reserved in the event that the federal agency requires a federal staff person reserve conference space through:

FPB Conference Room Reservations: 202-693-7773

Postal Square Building (BLS) Reservations: 202-691-6630 (30 day advance notice) or email to conference_help@bls.gov.

The U.S. Department of Labor has implemented a Government-wide policy regarding standardized procedures for the pre-clearance of conferences and conference attendance. The FPO is responsible for obtaining Departmental clearance before the Grantee incurs expenses for any conference or meeting. However, no request for pre-clearance is required for any meetings or conferences that are being planned and convened by the grantee or as part of the implementation of this grant, that do not include more than five Department of Labor Federal employees. If the Grantee plans to have any such meetings or conferences that will require the attendance of more than five Department of Labor Federal employee attendees, pre-clearance of that meeting or conference is required, and should be coordinated with the FPO.

When these facilities are unavailable or inadequate to meet the requirements of the grant, the grantee shall provide information to support a justification using the formats specified below. The grantee shall document an analysis that includes a list of federal spaces contacted in indicating the reason space was not adequate/available. To support the recommendation of commercial spaces, the grantee shall include three estimates from commercial sources to show evidence that the grantee located the most economical venue for the meeting/conference space.

In situations where DOL space or other federal space is not available or inadequate to meet the needs of the grant requirement, the Grantee shall document the analysis that includes a list of federal spaces contacted in indicating the reason space was not adequate/available. To support the recommendation of commercial spaces, the grantee shall include three estimates from commercial sources to show evidence that the grantee located the most economical venue for the meeting/conference space.

Timeline - when arranging a meeting, the grantee shall submit a timeline for the meeting which includes:

- identification of the locale
- timeline to contact federal facilities determine availability
- timeline to contact contractor facilities and establish estimated costs in the event a commercial venue is required, fill in the attached justification (found on the next page of your grant agreement). The timeline for approval should be two weeks.

Signing this award agreement, or the expenditure of grant funds, certifies that your organization has read and will comply with all parts of this grant agreement.

**EMPLOYMENT AND TRAINING ADMINISTRATION
CONFERENCE/MEETING CLEARANCE REQUEST FORM**

Please fill out the following clearance request form in full and email it to the Federal Project Officer for this grant or cooperative agreement. In the e-mail, please attach electronically (both PDF and Word format) any further expense information or documentation in support of the conference request, as well as a copy of the required memorandum from the agency head requesting agency participation in the conference. Finally, please attach your agency's conference meeting plan.

DATE OF REQUEST: _____
REQUESTED BY: Government Federal Project Officer's name
SPONSORING OFFICE: Employment and Training Administration (ETA) and Office Name
CO-SPONSORING OFFICE/ORGANIZATION: If Applicable, this section is usually completed by the ETA FPO.
CONFERENCE TITLE:
CONFERENCE DATE(S):
PURPOSE AND OBJECTIVE(S): (Describe the purpose of the conference, justify, and certify that sponsorship of this conference is important to the program mission.)