

U.S. DEPARTMENT OF LABOR  
Women's Bureau

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**NOTICE OF AVAILABILITY OF FUNDS AND FUNDING OPPORTUNITY ANNOUNCEMENT  
FOR: FY23 WOMEN IN APPRENTICESHIP AND NONTRADITIONAL OCCUPATIONS  
(WANTO) TECHNICAL ASSISTANCE GRANT PROGRAM**

**ANNOUNCEMENT TYPE:** Initial

**FUNDING OPPORTUNITY NUMBER:** FOA-WB-23-00

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

**KEY DATES:** *The closing date for receipt of applications under this Announcement is 5/29/2023. We must receive applications no later than 11:59 p.m. Eastern Time.*

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

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

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## EXECUTIVE SUMMARY

The Women's Bureau, U.S. Department of Labor (DOL, or the Department, or we), announces the availability of approximately \$5,000,000 in grant funds authorized by the Women in Apprenticeship and Nontraditional Occupations ("WANTO") Act of 1992, Pub. L. 102-530, 29 U.S.C. 2501 et seq.; 29 U.S.C. § 13; and the Consolidated Appropriations Act, 2023 for the WANTO Technical Assistance Grant Program.

This program aims to provide technical assistance (TA) to employers (which may include public sector entities) and labor unions in the United States and its territories to encourage employment of women in both apprenticeable occupations and nontraditional occupations (A/NTO), specifically in the following ways:

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

Applicants may propose to provide technical assistance to support women's participation and success in the full range of industries in which women are historically underrepresented or where women are disproportionately concentrated in the lower-wage occupations. Such industries include but are not limited to advanced manufacturing, construction, energy, health care, information technology, finance, and transportation. Applicants with experience working with or as an equity intermediary (as defined in Appendix B) are encouraged to apply, as well as applicants with a proposed focus on expanding outreach/recruitment to historically underrepresented communities, including but not limited to women of color and women with disabilities, women at or below the federal poverty line, justice-involved women, young women and girls who are opportunity youth, immigrant women, transgender women, and women who live in rural geographic areas. Applicants that plan to accelerate local or state government agency efforts to increase women's inclusion and equity in projects funded through the Infrastructure Investment and Jobs Act (also known as the Bipartisan Infrastructure Law, or BIL), CHIPS and Science Act, Inflation Reduction Act, or other federal funding are also encouraged to apply. Further information on these criteria and the points awarded to them can be found in Section V. For the purposes of this FOA, the term "woman" or "women" is to be interpreted in the most inclusive manner with participant eligibility to be inclusive of transgender women and non-binary individuals.

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

- Demonstrate experience preparing women to gain employment in A/NTO;
- Demonstrate experience working with the business community to prepare them to place women in A/NTO;
- Have tradeswomen or women in nontraditional occupations as active members of the organization, as either employees or board members; and
- Have experience delivering TA specifically as defined above, including developing (establishing, expanding and/or enhancing) pre-apprenticeship, apprenticeship, or other nontraditional skills training programs designed to prepare women for careers in A/NTO; providing ongoing orientations or other resources for employers, unions, and workers on creating a successful environment for women in A/NTO; and setting up support groups, facilitating networks, and/or providing supportive services for women in A/NTO to improve their retention.

Funding in the amount of \$5,000,000 will be available to fund approximately six to fourteen projects ranging from \$350,000 to \$750,000, with a 24-month period of performance. Each grant award may allow no more than 25 percent for supportive services, as defined in section IV.E.3, to ensure participation in trainings, focus groups, and other technical assistance activities aimed at increasing and maintaining women enrolled in Registered Apprenticeship Programs or employed in NTOs. While the primary purpose of these grants is to provide technical assistance to encourage employment and retention of women in apprenticeable and nontraditional occupations, all grant-funded programs must provide for equal opportunity without regard to race, color, national origin, disability, age, or sex (including gender identity or sexual orientation) in accordance with 29 C.F.R. Parts 31-32; 35-36.

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

## I. FUNDING OPPORTUNITY DESCRIPTION

### A. Program Purpose

This Announcement solicits applications for the **FY23 Women in Apprenticeship and Nontraditional Occupations (WANTO) Technical Assistance Grant Program**.

The purpose of this program is to provide technical assistance (TA) to employers (which may include public sector entities) and labor unions in the United States and its territories to encourage employment of women in Registered Apprenticeship and nontraditional occupations (A/NTO).

Registered Apprenticeship is a proven “earn-and-learn” training model that offers workers a pathway to the middle class and helps companies recruit, develop, and retain a highly skilled workforce. Currently, more than 84,000<sup>1</sup> women are enrolled in Registered Apprenticeship Programs nationwide, pursuing earn-and-learn experiences across a diverse spectrum of occupations and industries. The average starting wage for a fully proficient worker who completes a Registered Apprenticeship is about \$77,000<sup>2</sup> per year. A DOL study tracking apprentices a year before enrolling to 2.5 years after entering a registered apprenticeship found

that average quarterly earnings for apprentices rose by 43% compared to only 16% for comparable workers during the same period.<sup>3</sup> The study also found that in the same time period women apprentices' earnings growth outpaced that of men apprentices meaning apprenticeship could be a key strategy to closing the gender pay gap.<sup>4</sup> Moreover, research indicates that employers' median return on investments in apprenticeship training is \$144 for every \$100 invested, with benefits ranging from reduced turnover to increased productivity.<sup>5</sup> Registered Apprenticeship Programs have a long history in skilled trades such as construction. They are also increasingly found in emerging and high-growth industries like advanced manufacturing, energy, health care, and information technology. Many of these opportunities lead to careers or career ladders that provide high, family-sustaining wages and quality fringe benefits.

Women are significantly underrepresented in Registered Apprenticeship Programs, and in high-growth, high wage occupations generally. While women make up about half of the United States labor force,<sup>6</sup> they compose approximately 14 percent of Registered Apprenticeship Program participants.<sup>7</sup> This statistic underscores both academic research and anecdotal evidence indicating that women face significant barriers to their full and effective participation in A/NTO.

Quality pre-apprenticeship programs can play a valuable role in removing some of those barriers, but there is some evidence that suggests women are still underrepresented in these programs also.<sup>8</sup> Pre-apprenticeship programs are designed to prepare individuals to enter and succeed in a Registered Apprenticeship Program. They have a documented partnership with at least one Registered Apprenticeship Program and employ a variety of approaches and strategies to meet the specific needs of the populations being trained, the various employers and sponsors they serve, and the local labor market. As such, they are an important starting point toward a successful career in A/NTO, particularly for underrepresented job seekers who may not be aware of these options for obtaining good jobs<sup>9</sup> with opportunity for advancement. Pre-apprenticeship programs allow a community to have a steady pipeline of diverse, highly trained apprentices in a variety of sectors. Furthermore, a DOL study also indicates that pre-apprentices' earnings nearly double between the year prior to starting the program and the year after it ended. This earnings growth was even higher for women and other underrepresented groups.<sup>10</sup> Youth participating in pre-apprenticeship programs can participate in on-the-job learning opportunities beginning at age 16, and these experiences can count towards entry into a Registered Apprenticeship Program. These opportunities provide the foundation for young people to choose multiple career pathways.<sup>11</sup>

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

Increasing women's employment in apprenticeable and nontraditional occupations is especially crucial with the billions of dollars going to states and territories for infrastructure, advanced

manufacturing, and other spending. In the first two years of his administration, President Biden has signed a host of spending bills, including, but not limited to, the historical Infrastructure Investment and Jobs Act of 2021 (IIJA), CHIPS and Science Act of 2022, and Inflation Reduction Act (IRA) of 2022. Already, billions of dollars have been allocated to states and territories to improve roads and highways, bridges, airports, ports, connectivity, clean energy production and water systems, and to bolster US semiconductor capacity. To encourage equitable spending of these dollars, we will give preference, through bonus points, to applicants that plan to provide TA to public or private sector employers and/or labor unions to increase the number of women employed in projects funded, in whole or in part, under the IIJA, CHIPS and Science Act, IRA, or other federally funded projects.

Applicants should familiarize themselves with current Department guidance regarding quality pre-apprenticeship programs.<sup>12 13</sup> TA provided through this grant program should reinforce DOL guidance. Consistent with the Department's emphasis on funding projects that reflect a broad strategy that incorporates all available resources, applicants are strongly encouraged, but are not required, to include leveraged resources in their program design (see section IV.B.2 for additional information). These may include, but are not limited to, public sources including WIOA or other Department funding, such as apprenticeship grants and contracts<sup>14</sup>, as well as private funding through foundations, CBOs, or other funding streams. More generally, the Department emphasizes the importance of aligning and integrating WANTO grant activities into broader apprenticeship system expansion and diversification efforts.

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

## **B. Program Authority**

The Women in Apprenticeship and Nontraditional Occupations (WANTO) Act of 1992, Pub. L. 102-530, 29 U.S.C. 2501 et seq.; 29 U.S.C. § 13 authorizes this program; and the Consolidated Appropriations Act, 2023, Pub. L. 117-328 provides funding for fiscal year 2023.

## **II. AWARD INFORMATION**

Funding will be provided in the form of a Grant.

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

We expect availability of approximately \$5,000,000 to fund approximately ten grants. Awards made under this Announcement are subject to the availability of federal funds. In the event that additional funds become available, we reserve the right to use such funds to select additional grantees from applications submitted in response to this Announcement.

Applications for funding must be a minimum of \$350,000 and a maximum of \$750,000. Each grant award may allow no more than 25 percent for supportive services to ensure participation in

trainings, focus groups, and other technical assistance activities aimed at increasing and retaining women enrolled in Registered Apprenticeships or employed in NTOs.

## **B. PERIOD OF PERFORMANCE**

The period of performance is 24 months with an anticipated start date of 9/30/2023. This performance period includes all necessary implementation and start-up activities.

## **III. ELIGIBILITY INFORMATION**

### **A. ELIGIBLE APPLICANTS**

**The following organizations are eligible to apply:**

12 (Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education)

25 (Others (see text field entitled "Additional Information on Eligibility" for clarification))

#### **Eligible Entities:**

Only CBOs as defined in Appendix B are eligible to apply for these grants. A consortium of CBOs may apply as a single applicant; in such instances, the applicant should provide a copy of the consortium agreement that specifies which entity will administer the grant.

#### **Current and Former Grantees:**

Recipients of WANTO Act grant program funds awarded under the FY 2022 FOA are NOT eligible to apply for a FY 2023 WANTO grant. FY 2022 grantees will be eligible to apply again in FY 2024. Recipients of funds awarded under previous WANTO Act grant programs outside of those who were awarded funds under the FY 2022 FOA are eligible to apply for this funding opportunity. Although scaling a previous WANTO funded program is acceptable, former WANTO Act grantees must explain, in their "Statement of Need" (see Section IV.B.3), how their proposed TA activities are materially different and improved from those already performed using funds awarded through a previous WANTO Act grant program. All past and current WANTO grantees after 2006 are listed in Appendix A for reference.

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

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

## **C. OTHER INFORMATION**

### **1. Application Screening Criteria**

You should use the checklist below as a guide when preparing your application package to ensure that the application has met all of the screening criteria. Note that this checklist is only an aid for applicants and should not be included in the application package. We urge you to use this

checklist to ensure that your application contains all required items. If your application does not meet all of the screening criteria, it will not move forward through the merit review process.

Requirement	Instructions	Complete?
The deadline submission requirements are met	Section IV.C	
Eligibility	Section III.A	
If submitted through Grants.gov, the components of the application are saved in any of the specified formats and are not corrupt. <i>(We will attempt to open the document but will not take any additional measures in the event of problems with opening.)</i>	Section IV.C.2	
Application federal funds request does not exceed the ceiling amount of \$750,000 and is above the floor of \$350,000	Section II.A	
Applicant has registered with the System for Award Management (SAM) and maintains an active account	Section IV.B.1	
SF-424, Application for Federal Assistance	Section IV.B.1	
SF-424 includes a Unique Entity Identifier (UEI) Number	Section IV.B.1	
SF-424A, Budget Information Form	Section IV.B.2	
Budget Narrative	Section IV.B.2	
Project Narrative	Section IV.B.3	

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

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

## **3. Eligible Participants**

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

The intent of this FOA is to fund projects that provide TA to employers and/or labor unions to recruit, mentor, train, and employ women in A/NTO, specifically through the development of pre-apprenticeship, youth apprenticeship, Registered Apprenticeship, or nontraditional skills training programs. Applicants must propose a project that focuses on developing (establishing, expanding, or enhancing) a pre-apprenticeship, youth apprenticeship, Registered Apprenticeship, or nontraditional skills training program designed to prepare women for careers in A/NTO, and



that will assist employers and/or labor unions in the recruitment, training, and employment of women in A/NTO.

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

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

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

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

This FOA, found at [www.Grants.gov](http://www.Grants.gov), contains all of the information and links to forms needed to apply for grant funding. Additional resources on how to apply for grants can be found at [www.dol.gov/grants](http://www.dol.gov/grants).

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

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

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

You must ensure that the funding amount requested is consistent across all parts and sub-parts of the application.

##### **1. SF-424, "Application for Federal Assistance"**

You must complete the SF-424, "Application for Federal Assistance" (available at <http://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1>).

- In the address field, fill out the nine-digit (plus hyphen) zip code. Nine-digit zip codes can be looked up on the USPS website at <http://tools.usps.com/go/ZipLookupAction!input.action>.
- The organization's legal name on the SF-424 must match the name and address registered in the System for Award Management (SAM) at <https://www.sam.gov>.

- The SF-424 must clearly identify the applicant and must be signed by an individual with authority to enter into a grant agreement. Upon confirmation of an award, the individual signing the SF-424 on behalf of the applicant is considered the Authorized Representative of the applicant. As stated in block 21 of the SF-424 form, the signature of the Authorized Representative on the SF-424 certifies that the organization is in compliance with the Assurances and Certifications form SF-424B (available at <https://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1>). You do not need to submit the SF-424B with the application.

#### **a. Requirement for Unique Entity Identifier (UEI) Number**

All applicants for federal grant and funding opportunities must have a UEI and must supply their UEI on the SF-424. The UEI is a 12-character alphanumeric code that uniquely identifies all entities. Any entity registering to do business with the government is required to have one. UEIs are issued by SAM.gov and are a part of an entity's record in the Entity Information section of SAM.gov. If your organization does not have a UEI, one can be obtained for free at <https://sam.gov>.

Grant recipients authorized to make subawards must meet these requirements related to UEIs:

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

(See Appendix A to 2 CFR Part 25.)

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

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

A recipient must maintain an active SAM registration with current information at all times during which it has an active federal award or an application under consideration. To remain registered in the SAM database after the initial registration, the applicant is required to review and update the registration at least every 12 months from the date of initial registration or subsequently update its information in the SAM database to ensure it is current, accurate, and complete. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov. Registration and renewal can take up to ten business days to complete. For purposes of this paragraph, the applicant is the entity that meets the eligibility criteria and has the legal authority to apply and to receive the award. If an applicant has not fully complied with these requirements by the time the Grant Officer is ready to approve a federal award, the Grant Officer may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for approving a federal award to another applicant.

### **2. Project Budget**

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

### **a. Budget Narrative**

The Budget Narrative must provide a description of estimated costs associated with each line item on the SF-424A. The Budget Narrative should also include a section describing any leveraged resources provided (as applicable) to support grant activities. Applicants are advised that leveraging resources may increase stakeholder investment in the project and broaden the impact of the project itself.

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

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

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

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

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

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

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

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

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

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

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

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

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

or

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

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

- **Modified Total Direct Cost (MTDC):** To avoid a serious inequity in the distribution of indirect cost, DOL defines MTDC as all direct salaries and wages, applicable fringe benefits, materials and supplies, services, and travel up to the first \$25,000 of each subaward or subcontract (regardless of the period of performance of the subawards and subcontracts under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward or subcontract in excess of \$25,000.
- **2 CFR 200.1 Participant Support Costs:** These are direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences or training projects.

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

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

Indirect-type costs (such as top management salaries, financial oversight, human resources, payroll, personnel, auditing costs, accounting and legal, etc. used for the general oversight and administration of the organization) **must not be classified as direct costs**; these types of costs are recovered as part of charging the de minimis or NICRA rate.

**SF-424, SF-424A and Budget Narrative:** Applicants should list the same requested federal grant amount on the SF-424, SF-424A, and Budget Narrative. The amount on each must

include the total federal funding request for the entire period of performance. If minor inconsistencies are found between the budget amounts specified on the SF-424, SF-424A, and the Budget Narrative, DOL will consider the SF-424 the official funding amount requested. However, if the amount specified on the SF-424 would render the application nonresponsive, the Grant Officer will use his or her discretion to determine whether the intended funding request (and match if applicable) is within the responsive range. DO NOT show leveraged resources on the SF-424 and SF-424A. You should describe leveraged resources in a separate section of the Budget Narrative.

### **3. Project Narrative**

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

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

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

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

#### **a. Statement of Need**

Describe in both quantitative and qualitative terms the need for technical assistance, including the nature and scope of the problem, and the consequences of not addressing the need. Incorporate demographic data and participant/beneficiary information whenever possible. The applicant must also include the following:

1. A clear description of the geographic region where the TA will be provided and a clear description of the workforce needs of the local economy (particularly with respect to A/NTD);
2. Demonstration of a comprehensive understanding of the need for TA to help public sector entities, employers, and/or labor unions prepare women to enter and succeed in A/NTD;

Description of the consequences of not addressing this need, based on the quantitative and qualitative information provided; and

A clear description of how the proposed TA will assist public sector entities, employers, and/or labor unions in preparing women to enter and succeed in A/NTD. Although scaling a previous WANTS funded program is acceptable, former WANTS grantees must explain how their proposed TA activities are materially different and improved from those already performed using

funds awarded through a prior WANTO grant. All past and current WANTO grantees after 2006 are listed in Appendix A for reference.

## **b. Diversity and Inclusion**

The Diversity and Inclusion section must include the following:

1. Description of the plan in the proposed geographic service area to focus on expanding outreach/recruitment to historically underrepresented communities including but not limited to women of color and women with disabilities, justice-involved women, young women and girls who are opportunity youth, immigrant women, transgender women, and women who live in rural geographic areas.
2. Description of a specific strategy to target women at or below the federal poverty line in the proposed service area.
3. Description of the applicant's plan to increase the number of women from underrepresented communities in pre-apprenticeship, youth apprenticeship, Registered Apprenticeship, and/or nontraditional occupations.

## **c. Expected Outcomes and Outputs**

Clearly identify outputs and outcomes that will result from the project. Outputs are tangible products or services that result from the project. Outcomes are the positive benefits or measurable results that occur as the result of project activities or outputs.<sup>15</sup> This section must:

1. Demonstrate that the identified outputs and outcomes are realistic, clear, and consistent with the expressed TA need.
2. Propose targets for each of the outcomes below, in addition to other proposed outcomes/outputs of the applicant's choosing, and how the applicant will track these outcomes/outputs:
  1. The number of women expected to enroll in and the number and percentage of women expected to complete pre-apprenticeship, youth apprenticeship, Registered Apprenticeship, or other nontraditional skills training programs by the end of the grant period as a result of the TA you propose to provide;
  2. Number and percentage of women served through the grant from underrepresented communities, including but not limited to women of color and women with disabilities, women at or below the federal poverty line, justice-involved women, young women and girls who are opportunity youth, immigrant women, transgender women, and women from rural geographic areas;
  3. Number and percentage of women who secure full-time employment as a result of TA you provide;
  4. Number and percentage of women who secure a job with a higher wage as a result of TA you provide; and
  5. Whether and to what extent products or services developed with TA provided under this grant can or will be sustained beyond the grant period.

#### **d. Project Design**

The Project Design section must include the following:

1. A description of feasible and coherent methods the project will use to facilitate the outputs and outcomes identified by the applicant in response to section IV.B.3.c “Expected Outputs and Outcomes” and section VI.C.2 “Quarterly Reporting” along with how the applicant will track results.
2. A plan of action that describes the scope and detail of how the project will accomplish the proposed work and reasonable timelines for completion of work. The plan must account for all functions and activities identified in the application.
3. A description of the factors that might accelerate or decelerate the work and the reason for taking the proposed approach rather than other approaches. A description of any potential barriers and how the project can overcome those barriers.
4. A description of the full nature and scope of each type of TA you propose to provide, including the frequency of delivery.
5. A description of how you will collaborate with the appropriate or applicable federal and state agencies to ensure your TA is provided in accordance with federal and state law, policy, guidance, and regulations.
6. A logic model for how your TA delivery will lead to the employment and/or retention of women in Registered Apprenticeship and nontraditional occupations (A/NTO).
7. Identification of the public sector entities, employers, and/or labor unions to which you intend to provide TA, and a description of the extent of their engagement in and commitment to your project. Note: Applicants should provide letters of commitment from public sector entities, employers, and/or labor unions to which they propose to provide TA.
8. Identification of the key partners to promote sustainability of the TA after the project concludes.

#### **e. Performance Evaluation**

The Performance Evaluation section must:

1. Describe clearly and fully the measures, methods, techniques, and tools that will be used to evaluate the project to determine whether (1) the project achieved its anticipated outcomes and (2) to what extent those outcomes can be attributed to the project.
2. Provide details on how project participants will participate in evaluation activities.
3. Describe how the data will be used to inform program delivery and how “lessons learned”, both positive and negative, will be documented.
4. Where applicable to their project goals and objectives, applicants should describe how they plan on tracking the progress of reaching the proposed outcome and output indicators listed in the IV.B.3.c (Expected Outcomes and Outputs) and VI.C.2 (Quarterly Performance Reports) sections.

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

This section must include the following information pertaining to the applicant organization:

1. A description of the applicant organization's current mission, structure, staffing, and relevant experience. Describe how these factors contribute to the ability of the organization to conduct the program requirements and meet program expectations. Include information about any organization(s) under contract with the applicant that will have a significant role in implementing the project. Describe the fiscal and administrative controls in place to properly manage federal funds. Include the organization's capability to sustain some or all project activities after Federal financial assistance has ended.
2. A description of the applicant's experience and capability in preparing women to gain employment in A/NTD;
3. A description of the applicant's experience and capability working with the business community to prepare them to place women in A/NTD;
4. A description of the applicant's experience and capability delivering TA such as establishing, expanding and/or enhancing pre-apprenticeship, apprenticeship, or other nontraditional skills training programs designed to prepare women for careers in A/NTD; providing ongoing orientations for public sector entities, employers, unions, and workers on creating a successful environment for women in A/NTD; and setting up support groups, facilitating networks, and/or providing supportive services for women in A/NTD to improve their retention;
5. Identification of whether the applicant organization has tradeswomen or women in nontraditional occupations as active members of the organization, as either employees or board members; and
6. A description of the applicant's experience and capability working with or as an equity intermediary. If no prior experience in this area, then provide documentation of a partnership with an equity intermediary going forward through a letter of commitment. Also include information on any existing or proposed partnerships with Minority Serving Institutions including: Hispanic Serving Institutions, Tribal Colleges, and Historically Black Colleges and Universities.

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

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

(assistance agreements include federal grants and cooperative agreements) similar in size, scope, and relevance to the proposed project that have been completed within the last five years of the closing date of this Announcement, please submit a list of no more than three such agreements and include a grantor contact name and telephone number for each. For each agreement, provide two significant performance goals and the outcomes of those goals in order to demonstrate if and how the applicant successfully completed and managed each agreement. The outcomes must clearly demonstrate in numerical form if, in fact, the goals were met or exceeded. In evaluating applicants under these factors in Section V, we will consider the information you provided and



may also consider relevant information from other sources, including information from our files and from current/prior grantors (e.g., to verify and/or supplement the information you provided).

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

#### **h. Budget and Budget Narrative**

The Budget and Budget Narrative will be used to evaluate this section. Please see Section IV.B.2 for information on the requirements. The SF-424A Budget and Budget Narrative do not count against the page limit requirements for the Project Narrative. The SF-424A and Budget narrative must:

1. Demonstrate realistic and reasonable costs that are both in alignment with the activities outlined in the project narrative and necessary to implement the project; and
2. Include the required budget information for each SF-424A line item, as outlined in section IV.B.2.

#### **i. Organizational Job Quality Factors**

An organization that provides a supportive environment for its employees is in the best position to help promote the interests of women in the workforce. Accordingly, as part of DOL's commitment to Good Jobs, applicants may submit information on their organization's operation and management practices to assure that they are best positioned to be effective grantees. We will give preference, through bonus points, to applicants demonstrating their organization's commitment to quality jobs and equity for their employees by either explaining the use of the following practices, or by including your organization's equity plan as a separate document. Please note acceptance of an applicant's materials responsive to this section does not in any way constitute legal review and/or approval of such materials.

1. Describe whether workers can form and join unions of their choosing, exercising collective voice.
2. Describe any violations found within the past two years under the National Labor Relations Act, Fair Labor Standards Act, Occupational Safety and Health Act, Service Contract Act, Davis-Bacon Act, or Title VII of the Civil Rights Act, excluding those that are currently under appeal or have otherwise been vacated, and any steps taken to improve your workforce practices following these violations.
3. Describe what steps you have taken to protect against discrimination or unequal treatment for your workers and remove discriminatory barriers within your organization. These can include evidence of fair opportunities for qualified workers with transparent, non-discriminatory, reportable job applicant screening methods and encourage the hiring of people who have exposure to the criminal justice system when this information is

voluntarily shared, without requiring that criminal background check be shared to make this determination.

4. Describe any practices pertaining to family-sustaining pay, pay equity, and fair opportunities for wage progression; set starting wages at a minimum of \$15 an hour, and provide clear opportunities for wage progression with skill progression or increased experience.
5. Describe any family-sustaining benefits that promote economic security and mobility, including health insurance, retirement savings plans, work-family benefits (such as paid family and medical leave), paid sick leave, other paid time off, mental health supports, and caregiving supports such as flexible schedules, telework, childcare facilitation, and/or back-up childcare.
6. Describe any steps you have taken that ensure conditions at work foster safety, stability, community, and respect for worker privacy; that demonstrate high worker safety standards; that allow workers to request fair and predictable schedules, including set minimum hours without fear of retaliation; and that conform to standards on the storage, sale, and use of employee data collection.

#### **j. Increasing Employment of Women in A/NTO on Federally Funded Projects**

Increasing women's employment in apprenticeable and nontraditional occupations is especially crucial with the billions of dollars going to states, territories, and employers to fund projects through the 2021 Infrastructure Investment and Jobs Act (IIJA), 2022 CHIPS and Science Act, 2022 Inflation Reduction Act (IRA), and other new federal funds. To encourage equitable spending of these dollars, we will give preference, through bonus points, to applicants that propose a plan to provide TA to public or private sector employers and/or labor unions to increase the number of women employed in projects funded, in whole or in part, under the IIJA, CHIPS and Science Act, IRA, or other federally funded projects. Applicants with a strong proposal must provide detailed plans on the TA they will provide to public or private sector employers and/or labor unions, and can connect this TA directly to projects funded under the IIJA, CHIPS and Science Act, IRA, or other federally funded projects. Well-thought-out plans must include how the TA provided to public or private sector employers and/or labor unions will lead to an increase in the number of women in A/NTO on federally funded projects, and can identify reportable outputs and outcomes related to this work. Applicants must also include whether, and to what extent, these efforts can be sustained after the grant period, and provide letters of commitment from employers, unions, contractors/subcontractors, and other key allies.

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

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

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

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

## **a. Required Attachments**

### **1. Abstract**

Applicants should submit an up to two-page abstract summarizing the proposed project. Omission of the abstract will not result in the disqualification of your application; however, it is a required component of the application package. If your organization is selected for an award, the information included in the abstract will be published on USASpending.gov, a public-facing website that acts as the official open data source for Federal spending information. The abstract must include the following:

- the applicant's name;
- purpose of the project;
- activities to be funded by the grant;
- expected outcomes of the project;
- intended beneficiaries of the project; and
- subrecipient activities, if applicable.

### **2. Memorandum of Understanding / Letter of Commitment**

Applicants should provide letters of commitment from entities to which they propose to provide TA. These letters should be uploaded as an attachment to the application package and labeled "Letters of Commitment." Omission of these letters will not cause disqualification of the application; however, the omission may impact scoring.

### **3. Consortium Agreement (if applicable)**

Applicants applying on behalf of a CBO consortium should include a copy of the consortium agreement that specifies which entity will administer the grant. A breakdown in the responsibilities of each CBO should also be included to ensure that the applicant covers all aspects of the proposed TA (see Section III.A). Omission of this agreement will not cause disqualification of the application; however, the omission may impact scoring.

## **b. Requested Attachments**

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

### **1. Indirect Cost Agreement**

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

scoring of the application.

When submitting in grants.gov, this document must be uploaded as an attachment to the application package and labeled, "Indirect Cost Rate Agreement."

## **2. Financial System Risk Assessment Information**

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

## **3. Project Work Plan**

Applicants must provide a project work plan detailing how and when you will implement your project. State your project goal, describe the strategies and/or tactics you will use to achieve this goal, identify specific and measurable objectives, list activities you will undertake to achieve these objectives, and provide the estimated cost of each activity with a separate breakout of WANTO funds and outside funds (if applicable). Be sure to address plans, including timeline, for reaching the population of interest. Lastly, identify any project outcomes you propose to measure, including those required by the FOA as detailed in the Reporting Section VI.C. This attachment does not impact the scoring of the application.

## **4. Equity Intermediary Partnership Letter of Commitment (if applicable)**

Applicants that do not have experience working with or as an equity intermediary are requested to provide documentation of a partnership with an equity intermediary for the WANTO grant through a letter of commitment. Per Appendix B, equity intermediary is defined as "An organization with documented experience and expertise in outreach, recruitment, and engagement of underrepresented communities, including but not limited to women of color and women with disabilities, women at or below the poverty line, justice-involved women, young women and girls who are opportunity youth, immigrant women, transgender women, and women who live in rural geographic areas. This organization should have demonstrated experience in the particular barriers and challenges facing these populations, particularly in regard to employment." This attachment does impact the scoring of the application, the scoring criteria can be found in section V.A.6.

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

We must receive your application by 5/29/2023. You must submit your application electronically on <https://www.grants.gov> **no later than 11:59 p.m. Eastern Time on the closing date.**

Applicants are encouraged to submit their application before the closing date to minimize the risk of late receipt. We will not review applications received after 11:59 p.m. Eastern Time on the closing date. We will not accept applications sent by e-mail, telegram, or facsimile (FAX).

### **1. Hardcopy Submission**

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

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

Applicants submitting applications must ensure successful submission **no later than 11:59 p.m. Eastern Time on the closing date**. Grants.gov will subsequently validate the application.

The process can be complicated and time-consuming. You are strongly advised to initiate the process as soon as possible and to plan for time to resolve technical problems. Note that validation does not mean that your application has been accepted as complete or has been accepted for review by the agency. Rather, grants.gov verifies only the submission of certain parts of an application.

#### **a. How to Register to Apply through Grants.gov**

Read through the registration process carefully before registering. These steps may take as long as four weeks to complete, and this time should be factored into plans for timely electronic submission in order to avoid unexpected delays that could result in the rejection of an application.

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

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

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

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

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

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

- The first email will contain a tracking number and will confirm receipt of the application by Grants.gov.

- The second email will indicate the application has either been successfully validated or has been rejected due to errors.

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

To ensure consideration, the components of the application must be saved as .doc, .docx, .xls, .xlsx, .rtf or .pdf files. If submitted in any other format, the applicant bears the risk that compatibility or other issues will prevent DOL from considering the application. We will attempt to open the document, but will not take any additional measures in the event of problems with opening.

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

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

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

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

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

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

### **Late Applications**

We will consider only applications successfully submitted through Grants.gov no later than 11:59 p.m. Eastern Time on the closing date and then successfully validated. You take a significant risk by waiting to the last day to submit through Grants.gov

## **D. INTERGOVERNMENTAL REVIEW**

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

## **E. FUNDING RESTRICTIONS**

All proposed project costs must be necessary and reasonable and in accordance with federal guidelines. Determinations of allowable costs will be made in accordance with the Cost Principles, now found in the Office of Management and Budget’s Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), codified at 2 CFR Part 200 and at 2 CFR Part 2900 (Uniform Guidance-DOL specific). Disallowed costs are those charges to a grant that the grantor agency or its representative determines not to be allowed in accordance with the Cost Principles or other conditions contained in the grant. Applicants, whether successful or not, will not be entitled to reimbursement of pre-award costs.

### **1. Indirect Costs**

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

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

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

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

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

This license allows subsequent users to copy, distribute, transmit, and adapt the copyrighted work and requires such users to attribute the work in the manner specified by the recipient. Notice of the license shall be affixed to the work.

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

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

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

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

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

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



### **3. Supportive Services**

Grantees may spend no more than 25 percent for supportive services to ensure women's participation in technical assistance activities (e.g., outreach sessions, orientation sessions, focus groups, support groups, and pre-apprenticeable/nontraditional occupations skills training) intended to assist labor unions and employers with increasing and retaining women in Registered Apprenticeships and NTOs. Examples of supportive services may include allowances for childcare, housing, and/or transportation to ensure participation at technical assistance activities; job-related equipment and gear to the extent it is provided as a consequence of a technical assistance activity (e.g., a training session on work-related equipment that improves women workers' ability to be employed or retained in a A/NTO); or job-related training tuition costs to the extent the training is provided as technical assistance to an employer or labor union. Please note that while supportive services dollars may be used towards ensuring women's participation at pre-apprenticeable/nontraditional occupations skills training, these funds may not be used to support women's continued enrollment in apprenticeship programs. In offering supportive services, grantees should also provide counseling and resource referral so that participants are aware of services and funding sources that could provide the supports needed for women to be successful in apprenticeship and NTOs in the long term. These include programs such as the Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), Child Care and Development Fund (CCDF), Head Start and Early Head Start, as well as sources of funding potentially available under WIOA and other statutes the Department administers. Additionally, when connecting women interested in apprenticeship and NTOs with program sponsors and employers, grantees should aim to refer women workers to sponsors and employers that offer similar supportive services that could bolster the success of women in apprenticeship and NTOs.

### **4. Credential Transparency**

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

## **F. OTHER SUBMISSION REQUIREMENTS**

**Withdrawal of Applications:** You may withdraw an application by written notice to the Grant Officer at any time before an award is made.

## V. APPLICATION REVIEW INFORMATION

### A. CRITERIA

We have instituted procedures for assessing the technical merit of applications to provide for an objective review of applications and to assist you in understanding the standards against which your application will be judged. The evaluation criteria are based on the information required in the application as described in Sections IV.B.2. (Project Budget) and IV.B.3. (Project Narrative). Reviewers will award points based on the evaluation criteria described below.

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

<b>Criterion</b>	<b>Points (maximum)</b>
1. Statement of Need (See Section IV.B.3.a.)	10
2. Diversity and Inclusion (See Section IV.B.3.b.)	6
3. Expected Outcomes, and Outputs (See Section IV.B.3.c.)	15
4. Project Design (See Section IV.B.3.d.)	20
5. Performance Evaluation (See Section IV.B.3.e)	10
6. Organizational, Administrative, and Fiscal Capacity (See Section IV.B.3.f.)	22
7. Past Performance – Programmatic Capability (See Section IV.B.3.g.)	12
8. Budget and Budget Narrative (See Sections IV.B.2. and IV.B.3.h.)	5
9. Bonus Points for Organizational Job Quality Factors (See Section IV.B.3.i.)	2
10. Bonus Points for Increasing Employment of Women in A/NTO on Federally Funded Projects (See Section IV.B.3.j.)	3
<b>TOTAL</b>	<b>105</b>

#### 1. Statement of Need

**Maximum Points: 10**

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

1. Demonstrates a comprehensive understanding of the need for technical assistance to employers (including public sector entities) and/or labor unions in preparing women to enter and succeed in A/NTO and the consequences of not addressing this need, based on the quantitative and qualitative information provided (5 points); and
2. Clearly describes how the proposed TA will meet the need identified above in the proposed geographic service area. Although scaling a previous WANTO funded program is acceptable, former WANTO grantees must explain how their proposed TA activities are materially different and improved from those already performed using funds awarded through a prior WANTO grant, providing information as stated in IV.B(3)(1). All past and current WANTO grantees after 2006 are listed in Appendix A for reference (5 points).

## **2. Diversity and Inclusion**

**Maximum Points: 6**

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

1. Clearly describes a plan in their proposed geographic service area to focus on expanding outreach/recruitment to historically underrepresented communities including but not limited to women of color and women with disabilities, justice-involved women, young women and girls who are opportunity youth, immigrant women, transgender women, and women who live in rural geographic areas **(2 points)**.
2. Clearly describes a plan to successfully increase the number of women from underrepresented communities in pre-apprenticeship, youth apprenticeship, Registered Apprenticeship, and/or nontraditional occupations **(2 points)**.
3. Clearly provides a specific strategy to target women at or below the federal poverty line in the proposed service area **(2 points)**.

## **3. Expected Outcomes**

**Maximum Points: 15**

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

1. Clearly describes expected outputs and outcomes that are realistic, clear, and consistent with the expressed TA need **(5 points)**; and
2. Provides targets for the outcomes/outputs listed in section IV.B(3) and as listed below as well as other proposed outcomes/outputs of the applicant's choosing, and how the applicant will track these outcomes/outputs **(up to 10 points)**:
  1. Number of women expected to enroll in and number and percentage of women expected to complete pre-apprenticeship, youth apprenticeship, Registered Apprenticeship, or other nontraditional skills training programs by the end of the grant period as a result of the TA you propose to provide **(2 points)**;
  2. Number and percentage of women served through the grant from underrepresented communities including but not limited to women of color and women with disabilities; women at or below the federal poverty line; justice-involved women; young women and girls who are opportunity youth; immigrant women; transgender women; and women who live in rural geographic areas. **(2 points)**;
  3. Number and percentage of women who secure full-time employment as a result of TA you provide **(2 points)**;
  4. Number and percentage of women who secure a job with a higher wage as a result of TA you provide **(2 points)**; and

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

#### **4. Project Design**

**Maximum Points: 20**

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

1. Demonstrates a coherent and feasible approach for facilitating the outputs and outcomes identified by the applicant in response to section IV.B.3.c “Expected Outputs and Outcomes” and section VI.C.2 “Quarterly Reporting” along with how the applicant will track results. Includes reasonable timelines for completion of work **(10 points)**;
2. Coherently explains the justification for the approach, including the likelihood of success, and addressing any factors that might accelerate or decelerate the required work **(3 points)**;
3. Provides a clear and convincing assessment identifying potential barriers that may impact the project’s success and a description of how the project will be able to overcome those barriers **(3 points)**;
4. Identifies key collaboration partners, including letters of commitment from any public sector entities, employers, or labor unions who will be provided TA, as well as key partners to promote sustainability of the TA after the project concludes **(2 points)**.
5. Outlines a clear logic model for how your TA delivery will lead to the eventual employment and/or retention of women in Registered Apprenticeship and nontraditional occupations (A/NTO) **(2 points)**.

#### **5. Performance Evaluation**

**Maximum Points: 10**

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

1. Provides a clear and detailed description of the measures, methods, techniques, and tools proposed and how they will be effectively used to evaluate progress towards achieving the project results **(2 points)**;
2. Provides details on how project participants will participate in evaluation activities **(1 point)**;
3. Fully explains how the measures will be able to assess (1) the extent to which the project outcomes have been met and (2) the extent to which these can be attributed to the project **(2 points)**.
4. Explains clearly how data will be used to inform program delivery and how "lessons learned", both positive and negative, will be documented **(2 points)**; and
5. Where applicable to project goals and objectives, describes how it plans on tracking the progress of reaching the proposed outcome and output indicators listed in the IV.B.3.c (Expected Outcomes and Outputs) and VI.C.2 (Quarterly Performance Reports) sections **(3 points)**.

#### **6. Organizational, Administrative, and Fiscal Capacity**

**Maximum Points: 22**

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

1. Explains clearly the mission of the applicant organization. Demonstrates the organization has the capacity to carry out the proposed project. Demonstrates grant staff have the level of qualifications and experience to fulfill the needs and requirements of the proposed project. Demonstrates evidence of strong fiscal and administrative controls to properly manage Federal funds **(5 points)**;

2. Demonstrated capability of the organization to sustain project activities after Federal financial assistance ends **(2 points)**;
3. A comprehensive description detailing the extent to which the applicant has the following **(15 points)**:
  1. Experience preparing women to gain employment in apprenticeable occupations or other nontraditional occupations **(3 points)**;
  2. Experience working with the business community to prepare them to place women in A/NTO **(2 points)**;
  3. Experience delivering TA such as establishing, expanding, and/or enhancing pre-apprenticeship, apprenticeship, or other nontraditional skills training programs designed to prepare women for careers in A/NTO; providing ongoing orientations for employers (including public sector entities), unions, and workers on creating a successful environment for women in A/NTO; and setting up support groups, facilitating networks, and/or providing supportive services for women in A/NTO to improve their retention **(3 points)**;
  4. Tradeswomen or women in nontraditional occupations as active members of the organization, as either employees or board members **(2 points)**.
  5. Successful experience working with or as an equity intermediary. If no prior experience in this area, then provide documentation through a letter of commitment of a partnership with an equity intermediary going forward **(5 points)**.

#### **7. Past Performance - Programmatic Capability**

**Maximum Points: 12**

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

1. For applicants who have received three federally or non-federally funded assistance agreements, points will be assigned for each goal (up to six goals requested) that was met or exceeded **(2 points per goal)**.

OR

2. For applicants who have NOT received three federally or non-federally funded agreements, points will be awarded based on the following:
  1. The strength of the past accomplishments achieved operating a comparable program to the proposed project **(6 points)**; and
  2. Clear and convincing explanation as to how the organization's past performance of the comparable program prepares the organization to undertake the proposed project **(6 points)**.

#### **8. Budget and Budget Narrative**

**Maximum Points: 5**

The Budget and Budget Narrative will be used to evaluate this section. Please see Section IV.B.2 for information on the requirements. Points will be awarded as follows:

1. Budget demonstrates realistic and reasonable costs that are both in alignment with the activities outlined in the project narrative, and are necessary to implement the project **(2 points)**; and
2. Budget narrative provides a clear description of costs associated with each SF-424A line item, and includes the required level of detail per section IV.B.2 **(3 points)**.

#### **9. Bonus Points for Organizational Job Quality Factors**

**Maximum Points: 2**

The Women's Bureau will give preference **(by awarding up to 2 points)** to organizations that demonstrate their commitment to quality jobs and equity for their employees by explaining the use of the following practices and/or by including the organization's equity plan as a separate document. To receive the full 2 points, the applicant must demonstrate its commitment to at least four of the six practices listed, and to receive 1 point, the applicant must demonstrate 2 of the six. Please note acceptance of an applicant's materials responsive to this section does not in any way constitute legal review and/or approval of such materials.

1. Describe whether workers can form and join unions of their choosing, exercising collective voice.
2. Describe any violations found within the past two years under the National Labor Relations Act, Fair Labor Standards Act, Occupational Safety and Health Act, Service Contract Act, Davis-Bacon Act, or Title VII of the Civil Rights Act, excluding those that are currently under appeal or have otherwise been vacated, and any steps taken to improve your workforce practices following these violations.
3. Describe what steps you have taken to protect against discrimination or unequal treatment for your workers and remove discriminatory barriers within your organization. These can include evidence of fair opportunities for qualified workers with transparent, non-discriminatory, reportable job applicant screening methods and encourage the hiring of people who have exposure to the criminal justice system when this information is voluntarily shared, without requiring that criminal background check be shared to make this determination.
4. Describe any practices pertaining to family-sustaining pay, pay equity, and fair opportunities for wage progression; set starting wages at a minimum of \$15 an hour, and provide clear opportunities for wage progression with skill progression or increased experience.
5. Describe any family-sustaining benefits that promote economic security and mobility, including health insurance, retirement savings plans, work-family benefits (such as paid family and medical leave), paid sick leave, other paid time off, mental health supports, and caregiving supports such as flexible schedules, telework, childcare facilitation, and/or back-up childcare.
6. Describe any steps you have taken that ensure conditions at work foster safety, stability, community, and respect for worker privacy; that demonstrate high worker safety standards; that allow workers to request fair and predictable schedules, including set minimum hours without fear of retaliation; and that conform to standards on the storage, sale, and use of employee data collection.

#### **10. Bonus Points for Increasing Employment of Women in A/NTO on Federally Funded Projects**

**Maximum Points: 3**

The Women's Bureau will give preference **(by awarding up to 3 points)** to applicants with a focus on providing TA to public or private sector employers and/or labor unions to increase the number of women employed in federal projects that will be funded, in whole or in part, under the Infrastructure Investment and Jobs Act (IIJA), CHIPS and Science Act, Inflation Reduction Act (IRA), or other federally funded projects. To receive all three points, applicants must provide detailed plans on the TA they propose to provide to public or private sector employers and/or labor unions, and can connect this TA directly to projects funded under the IIJA, CHIPS and Science Act, IRA, or other federally funded projects. Well-thought-out plans must include how

the TA provided to public or private sector employers and/or labor unions will lead to an increase in the number of women in A/NTO on federally funded projects, and can identify reportable outputs and outcomes related to this work. Applicants must also include whether, and to what extent, these efforts can be sustained after the grant period, and provide letters of commitment from employers, unions, contractors, and other key allies.

## **B. REVIEW AND SELECTION PROCESS**

### **1. Merit Review and Selection Process**

A technical merit review panel will carefully evaluate applications against the selection criteria to determine the merit of applications. These criteria are based on the policy goals, priorities, and emphases set forth in this FOA. Up to 105 points may be awarded to an applicant, depending on the quality of the responses provided. The final scores (which may include the mathematical normalization of review panels) will serve as the primary basis for selection of applications for funding. The panel results are advisory in nature and not binding on the Grant Officer. The Grant Officer reserves the right to make selections based solely on the final scores or to take into consideration other relevant factors when applicable. Such factors may include the geographic distribution of funds, and other relevant factors. The Grant Officer may consider any information that comes to their attention.

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

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

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

- i. Financial stability;
- ii. Quality of management systems and ability to meet the management standards prescribed in the Uniform Grant Guidance;
- iii. History of performance. The applicant's record in managing awards, cooperative agreements, or procurement awards, if it is a prior recipient of such federal awards, including timeliness of compliance with applicable reporting requirements and, if applicable, the extent to which any previously awarded amounts will be expended prior to future awards;

- iv. Reports and findings from audits performed under Subpart F–Audit Requirements of the Uniform Grant Guidance or the reports and findings of any other available audits and monitoring reports containing findings, issues of non-compliance, or questioned costs;
- v. The applicant’s ability to effectively implement statutory, regulatory, and other requirements imposed on recipients.

NOTE: As part of DOL’s Risk Review process, the Grant Officer will determine the following:

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

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

All applicants are requested to submit the following information as an attachment to their application (suggested template below) for DOL to assess the applicant’s Financial System. This information will be taken into account as one component of DOL’s Risk Review Process. Applicants may use the suggested template or answer the questions in a separate attachment. It is unlikely that an organization will be able to manage a federal grant without the following system/processes in place. Applicants are expected to have these in place before applying for a grant with DOL.

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



1. Complete the following items:				
a. When was the organization founded/incorporated ( <i>month, day, year</i> )	b. Principal officers		Titles	
c. Employer Identification Number:				
d. Number of Employees Full Time: Part Time:				
2. Is the organization or institution affiliated with any other organization:      Yes                  No If yes, please provide details as to the nature of the company (for profit, nonprofit, LLC, etc) and if it provides services or products to the organization in relation to this grant.			3. Total Sales/Revenues in most recent accounting period. ( <i>12 months</i> ) \$	
<b>SECTION C: ACCOUNTING SYSTEM</b>				
1. Has any Government Agency rendered an official written opinion concerning the adequacy of the accounting system for the collection, identification and allocation of costs under Federal contracts/grants?      Yes                  No				
a. If yes, provide name, and address of Agency performing review:		b. Attach a copy of the latest review and any subsequent correspondence, clearance documents, etc.		
		Note: If review occurred within the past three years, omit questions 2-8 of this Section and Section D.		
2. Which of the following best describes the accounting system:	State administered	Internally Developed	Web-based	
3. Does the accounting system identify the receipt and expenditure of program funds separately for each contract/grant?	Yes	No	Not Sure	
4. Does the accounting system provide for the recording of expenditures for each grant/contract by the component project and budget cost categories shown in the approved budget?	Yes	No	Not Sure	
5. Are time distribution records maintained for an employee when his/her effort can be specifically identified to a particular cost objective?	Yes	No	Not Sure	
6. If the organization proposes an overhead rate, does the accounting system provide for the segregation of direct and indirect expenses?	Yes	No	Not Sure	

7. Does the organization have an approved indirect cost rate or cost allocation plan? If so, who approved it (Federal Cognizant Agency or a Pass-through Entity)? What are the effective dates?	Yes	No	Not Sure
8. Does the accounting/financial system include budgetary controls to preclude incurring obligations in excess of: a. Total funds available for a grant? b. Total funds available for a budget cost category (e.g. Personnel, Travel, etc)?	Yes Yes	No No	Not Sure Not Sure
9. Does the organization or institution have an internal control structure that would provide reasonable assurance that the grant funds, assets, and systems are safeguarded?	Yes	No	Not Sure
<b>SECTION D: FINANCIAL STABILITY</b>			
1. Is there any legal matter or an ongoing financial concern that may impact the organization's ability to manage and administer the grant?      Yes      No If yes, please explain briefly.			
<b>SECTION E: FINANCIAL STATEMENTS</b>			
1. Did an independent certified public accountant (CPA) ever examine the financial statements?      Yes      No			
2. If an independent CPA review was performed please attach a copy of their latest report and any management letters issued.      Enclosed      N / A			
3. If an independent CPA was engaged to perform a review and no report was issued, please provide details and an explanation below:			
<b>SECTION F: ADDITIONAL INFORMATION</b>			
1. Use this space for any additional information ( <i>indicate section and item numbers if a continuation</i> )			

## VI. AWARD ADMINISTRATION INFORMATION

### A. AWARD NOTICES

Applicants selected for award will be contacted directly before the grant's execution. Non-selected applicants will be notified by mail or email and may request a written debriefing on the significant weaknesses of their application.

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

## **B. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS**

### **1. Administrative Program Requirements**

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

- i. Non-Profit Organizations, Educational Institutions, For-profit entities and State, Local, and Indian Tribal Governments—2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) and 2 CFR Part 2900 (DOL’s Supplement to 2 CFR Part 200).
- ii. All entities must comply with 29 CFR Part 93 (New Restrictions on Lobbying), 29 CFR Part 94 (Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)), 2 CFR Part 180 (OMB Guidance to Agencies on Government-wide Debarment and Suspension (Non-procurement)), and, where applicable, 2 CFR Part 200 (Audit Requirements).
- iii. 29 CFR Part 2, subpart D—Equal Treatment in Department of Labor Programs for Religious Organizations; Protection of Religious Liberty of Department of Labor Social Service Providers and Beneficiaries.
- iv. 29 CFR Part 31—Nondiscrimination in Federally Assisted Programs of the Department of Labor—Effectuation of Title VI of the Civil Rights Act of 1964.
- v. 29 CFR Part 32—Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance.
- vi. 29 CFR Part 35—Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance from the Department of Labor.
- vii. 29 CFR Part 36—Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance.
- viii. 29 CFR Part 38 – Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Innovation and Opportunity Act.
- ix. 29 CFR Parts 29 and 30—Labor Standards for the Registration of Apprenticeship Programs, and Equal Employment Opportunity in Apprenticeship and Training, as applicable.
- x. The Department of Labor will follow the procedures outlined in the Department’s Freedom of Information Act (FOIA) regulations (29 CFR Part 70). If DOL receives a FOIA request for your application, the procedures in DOL’s FOIA regulations for responding to requests for commercial/business information submitted to the government will be followed, as well as all FOIA exemptions and procedures. See generally 5 U.S.C. § 552; 29 CFR Part 70.
- xi. Standard Grant Terms and Conditions of Award—see the following link: <https://www.doleta.gov/grants/resources.cfm>.

### **2. Other Legal Requirements**

#### **a. Religious Activities**

The Department notes that the Religious Freedom Restoration Act (RFRA), 42 U.S.C. § 2000bb, applies to all federal law and its implementation. If an applicant organization is a

faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled to receive federal financial assistance under this grant solicitation and maintain that hiring practice. As stated in 29 CFR 2.32(a), religious organizations are eligible on the same basis as any other organization, to seek DOL support or participate in DOL programs for which they are otherwise eligible. Guidance from DOL is found at <https://www.dol.gov/agencies/oasam/grants/religious-freedom-restoration-act/guidance>.

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

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

#### **c. Transparency Act Requirements**

You must ensure that you have the necessary processes and systems in place to comply with the reporting requirements of the Federal Funding Accountability and Transparency Act of 2006 (Pub. Law 109-282, as amended by the Government Funding Transparency Act of 2008, Pub. Law 110-252, Title VI, Chap. 2, Sec. 6202), as follows.

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

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

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

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

[39-11](#) (issued June 28, 2012). All such activity conducted by DOL and/or recipient(s) will be performed in a manner consistent with applicable state and federal laws.

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

- i. You must ensure that PII and sensitive data developed, obtained, or otherwise associated with DOL/ETA funded grants is securely transmitted.
- ii. To ensure that such PII is not transmitted to unauthorized users, all PII and other sensitive data transmitted via e-mail or stored on CDs, DVDs, thumb drives, etc., must be encrypted using a Federal Information Processing Standards (FIPS) 140-2 compliant and National Institute of Standards and Technology (NIST) validated cryptographic module. You must not e-mail unencrypted sensitive PII to any entity, including DOL or contractors.
- iii. You must take the steps necessary to ensure the privacy of all PII obtained from participants and/or other individuals and to protect such information from unauthorized disclosure. You must maintain such PII in accordance with the DOL standards for information security described in TEGl NO. 39-11 and any updates to such standards we provide to you. Grantees who wish to obtain more information on data security should contact their Federal Project Officer.
- iv. You must ensure that any PII used during the performance of your grant has been obtained in conformity with applicable federal and state laws governing the confidentiality of information.
- v. You further acknowledge that all PII data obtained through your DOL grant must be stored in an area that is physically safe from access by unauthorized persons at all times and the data will be processed using recipient-issued equipment, managed information technology (IT) services, and designated locations approved by DOL. Accessing, processing, and storing of DOL grant PII data on personally owned equipment, at off-site locations, (e.g., employee's home), and non-recipient managed IT services, (e.g., Yahoo mail), is strictly prohibited unless approved by DOL.
- vi. Your employees and other personnel who will have access to sensitive/confidential/proprietary/private data must be advised of the confidential nature of the information, the safeguards required to protect the information, and that there are civil and criminal sanctions for noncompliance with such safeguards that are contained in federal and state laws.
- vii. You must have policies and procedures in place under which your employees and other personnel, before being granted access to PII, acknowledge their understanding of the confidential nature of the data and the safeguards with which they must comply in their handling of such data, as well as the fact that they may be liable to civil and criminal sanctions for improper disclosure.
- viii. You must not extract information from data supplied by DOL for any purpose not stated in the grant agreement.
- ix. Access to any PII created by the DOL grant must be restricted to only those employees of the grant recipient who need it in their official capacity to perform duties in connection with the scope of work in the grant agreement.

- x. All PII data must be processed in a manner that will protect the confidentiality of the records/documents and is designed to prevent unauthorized persons from retrieving such records by computer, remote terminal, or any other means. Data may be downloaded to, or maintained on, mobile or portable devices only if the data are encrypted using NIST validated software products based on FIPS 140-2 encryption. In addition, wage data may be accessed only from secure locations.
- xi. PII data obtained by the recipient through a request from DOL must not be disclosed to anyone but the individual requestor, except as permitted by the Grant Officer or by court order.
- xii. You must permit DOL to make onsite inspections during regular business hours for the purpose of conducting audits and/or conducting other investigations to assure that you are complying with the confidentiality requirements described above. In accordance with this responsibility, you must make records applicable to this Agreement available to authorized persons for the purpose of inspection, review, and/or audit.
- xiii. You must retain data received from DOL only for the period of time required to use it for assessment and other purposes, or to satisfy applicable federal records retention requirements, if any. Thereafter, you agree that all data will be destroyed, including the degaussing of magnetic tape files and deletion of electronic data.

#### **e. Record Retention**

You must follow federal guidelines on record retention, which require that you maintain all records pertaining to grant activities for a period of at least three years from the date of submission of the final expenditure report. See 2 CFR 200.333-.337 for more specific information, including information about the start of the record retention period for awards that are renewed quarterly or annually, and when the records must be retained for more than three years.

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

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

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

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

**Subaward:** Subaward means an award provided by a pass-through entity (defined as a non-federal entity that provides a subaward to a subrecipient to carry out part of a federal program) to a subrecipient for the subrecipient to carry out part of a federal award received by the pass-through entity. It does not include payments to a contractor or payments to an

individual that is a beneficiary of a federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

**Subrecipient:** Subrecipient means a non-federal entity that receives a subaward from a pass-through entity to carry out part of a federal program, but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other federal awards directly from a federal awarding agency.

You must follow the provisions at 2 CFR 200.330-.332 regarding subrecipient monitoring and management. Also see 2 CFR 200.308(c)(6) regarding prior approval requirements for subawards. When awarding subawards, you are required to comply with provisions on government-wide suspension and debarment found at 2 CFR Part 180 and codified at 2 CFR Part 2998.

#### **g. Closeout of Grant Award**

Any entity that receives an award under this Announcement must close its grant with DOL at the end of the final year of the grant. Information about this process may be found in DOL's Grant Closeout FAQ located at <https://www.doleta.gov/grants/docs/GCFAQ.pdf>.

### **3. Other Administrative Standards and Provisions**

Except as specifically provided in this FOA, our acceptance of an application and an award of federal funds to sponsor any programs(s) does not provide a waiver of any grant requirements and/or procedures. For example, the OMB Uniform Guidance requires that an entity's procurement procedures ensure that all procurement transactions are conducted, as much as practical, to provide full and open competition. If an application identifies a specific entity to provide goods or services, the award does not provide the justification or basis to sole-source the procurement (i.e., avoid competition).

### **4. Special Program Requirements**

#### **a. DOL Evaluation**

As a condition of grant award, grantees are required to participate in an evaluation, if undertaken by DOL. The evaluation may include an implementation assessment across grantees, an impact and/or outcomes analysis of all or selected sites within or across grantees, and a benefit/cost analysis or assessment of return on investment. Conducting an impact analysis could involve random assignment (which involves random assignment of eligible participants into a treatment group that would receive program services or enhanced program services, or into control group(s) that would receive no program services or program services that are not enhanced). We may require applicants to collect data elements to aid the evaluation. As a part of the evaluation, as a condition of award, grantees must agree to: (1) make records available to the evaluation contractor on participants, employers, and funding; (2) provide access to program operating personnel, participants, and operational and financial records, and any other relevant documents to calculate program costs and benefits; and (3) in the case of an impact analysis, facilitate the assignment by lottery of participants to program services, including the possible increased recruitment of potential participants; and (4) follow evaluation procedures as specified by the evaluation contractor under the direction of DOL.

## **b. Performance Goals**

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

## **C. REPORTING**

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

### **1. Quarterly Financial Reports**

Grant recipients are required to report quarterly financial data on the SF-425 Federal Financial Report (FFR), which is due no later than 30 calendar days after the end of each specified reporting quarter. Reporting quarter end dates are March 31, June 30, September 30, and December 31. A final FFR for the last quarter of the period of performance must be submitted no later than 120 calendar days after the quarter ends. See 2 CFR 200.344. On the final FFR, grant recipients must be sure to include any subaward amounts so we can calculate final indirect costs, if applicable.

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

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

Where applicable to project goals and objectives, grantees will be asked to report on the following indicators in addition to any other outputs and outcomes discussed in their proposal:

- The number of women who enroll in and the number and percentage of women who complete pre-apprenticeship, youth apprenticeship, Registered Apprenticeship, or other nontraditional skills training programs by the end of the grant period of performance as a result of the TA you provide;
- The number and percentage of women who achieve measurable skill gains by the end of the grant period of performance as a result of job skills training you provide;
- The number and percentage of women who earn credentials, such as certificates or industry licenses, by the end of the grant period of performance as a result of job skills training you provide;
- The number of women who receive and benefit from job retention activities, such as support groups and mentoring, by the end of the grant period of performance.
- Number and percentage of women served through the grant from underrepresented communities including but limited to women of color and women with disabilities, women at or below the federal poverty line, justice-involved women, young women and girls who are opportunity youth, immigrant women, transgender women, and women who live in rural geographic areas;



- Number of new pre-apprenticeship programs with a focus on women that were instituted as a result of WANTO funding;
- Number of women who accessed supportive services, if offered, as a result of WANTO funding. Also include the types and amount of supportive services offered as well as the cost of providing these services;
- Number and percentage of women who secure a full-time job by the end of the grant period of performance as a result of TA you provide;
- Number and percentage of women who secure a job with a higher wage by the end of the grant period of performance as a result of TA you provide. If possible, list the starting and ending wages;
- Number of employers and/or labor unions that receive TA that assists them in recruiting, training, and employing women in apprenticeable and/or nontraditional occupations;
- Promising practices or innovative approaches to increasing women's participation and retention in pre-apprenticeship, youth apprenticeship, Registered Apprenticeship, and nontraditional occupations that are developed using WANTO funding;
- Promising practices or innovative approaches to increasing recruitment, outreach, and participation of women from underrepresented communities, including but not limited to women of color and women with disabilities, women at or below the federal poverty line, justice-involved women, young women and girls who are opportunity youth, immigrant women, transgender women, and women who live in rural geographic areas in pre-apprenticeship, youth apprenticeship, Registered Apprenticeship, and nontraditional occupations;
- Promising innovations to employer hiring practices or work environment (which increase women's participation and retention in youth apprenticeship, Registered Apprenticeship, or nontraditional occupations) that are developed using WANTO funding.
- Additional information as requested, including detailed demographic information of participants.

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

## **VII. AGENCY CONTACTS**

For further information about this FOA, please contact Marc Purvis, Grants Management Specialist, Office of Grants Management. Applicants should email all technical questions to [Purvis.Marc@dol.gov](mailto:Purvis.Marc@dol.gov) and must specifically reference FOA-WB-23-00, and along with question(s), include a contact name and phone number. This Announcement is available at <https://www.grants.gov>.

## **VIII. OTHER INFORMATION**

### **A. WEB-BASED RESOURCES**

DOL maintains a number of web-based resources that may be of assistance to applicants. These include the CareerOneStop portal (<https://www.careeronestop.org>), which provides national and state career information on occupations; the Occupational Information Network (O\*NET) Online

(<https://online.onetcenter.org>), which provides occupational competency profiles; America's Service Locator (<https://www.servicelocator.org>), which provides a directory of our nation's American Job Centers (formerly known as One-Stop Career Centers); the American Apprenticeship Initiative (AAI) evaluations <https://www.apprenticeship.gov/evaluation-american-apprenticeship-initiative-aa>i), which are a series of studies that demonstrate the effectiveness of registered apprenticeships for apprentices and employers.

## **B. INDUSTRY COMPETENCY MODELS AND CAREER CLUSTERS**

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

## **C. WORKFORCEGPS RESOURCES**

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

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

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

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

## **D. SKILLSCOMMONS RESOURCES**

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

reuse, revise, redistribute, and reorganize the OER on SkillsCommons for institutional, industry, and individual use.

## **IX. OMB INFORMATION COLLECTION**

[OMB Information Collection No 1225-0086, Expires July 31, 2025.](#)

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 50 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

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

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

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

Signed 4/14/2023 in Washington, D.C. by:

Tamara Brown-Driver  
Grant Officer, Employment and Training Administration

## **APPENDIX A: Past and Current WANTO Grantees**

2007

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

2008

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

2010

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

2012

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

2014

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

2016

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

2017

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

2018

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

2019

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

2020

- Apprenticeship and Nontraditional Employment for Women

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

2021

- Moore Community House, Inc.
- Per Scholas, Inc.
- SER Jobs for Progress of the Texas Gulf Coast, Inc.
- Tradeswomen Inc.
- Wisconsin Regional Training Partnership, Inc.

2022

- Apprenticeship and Nontraditional Employment for Women
- Chicago Women in Trades
- Fresh Start Women's Foundation
- Hampton Roads Workforce Council
- Nontraditional Employment for Women

## APPENDIX B: Acronyms and Definitions

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

- **Apprentice:** A worker at least 16 years of age, except where a higher minimum age standard is otherwise fixed by law, who is employed to learn an apprenticeable occupation as provided in 29 C.F.R § 29.4 under standards of apprenticeship fulfilling the requirements of 29 C.F.R § 29.5.
- **Apprenticeable Occupations:** Occupations that are specified by industry and which must meet the following criteria:
  - Involve skills that are customarily learned in a practical way through a structured, systematic program of on-the-job supervised learning;
  - Be clearly identified and commonly recognized throughout an industry;
  - Involve the progressive attainment of manual, mechanical, or technical skills and knowledge which, in accordance with the industry standard for the occupation, would require the completion of at least 2,000 hours of on-the-job learning to attain; and
  - Require related instruction to supplement the on-the-job learning.
- **Apprenticeship Agreement:** A written agreement, complying with 29 C.F.R § 29.7, between an apprentice and either the apprentice's program sponsor, or an apprenticeship committee acting as agent for the program sponsor(s), which contains the terms and conditions of the employment and training of the apprentice.
- **Community-Based Organization:** A private non-profit organization (i.e., incorporated under Internal Revenue Service (IRS) §§ 501(c)(3) or 501(c)(4)) (except for § 501(c)(4)

organizations that engage in lobbying as described in section VI.B. of this FOA) that is representative of a community or a significant segment of a community and that has demonstrated expertise and effectiveness in the field of workforce development.

- **Equity Intermediary:** An organization with documented experience and expertise in outreach, recruitment, and engagement of underrepresented communities, including but not limited to women of color and women with disabilities, women at or below the poverty line, justice-involved women, young women and girls who are opportunity youth, immigrant women, transgender women, and women who live in rural geographic areas. This organization should have demonstrated experience in the particular barriers and challenges facing these populations, particularly in regards to employment.
- **National Guidelines for Apprenticeship Standards (NGS):** A template of high-quality apprenticeship program standards submitted by a labor union, trade or industry association, employer, workforce intermediary, education provider, or other organizations with national scope; these apprenticeship standards may be certified by the Office of Apprenticeship (OA) in instances where they are (1) found suitable for adoption or adaptation by State or local affiliates of the submitting organization, and (2) fully satisfy the regulatory requirements set forth at 29 CFR Parts 29 and 30 and any sub-regulatory guidance issued thereunder. NGS that receive certification by OA may be registered subsequently on a local basis by the applicable Registration Agency (either by an OA State Office or by a State Apprenticeship Agency (SAA)) within a particular State or jurisdiction where a program adopting the NGS standards is situated.
- **National Program Standards (NPS):** Programs that are registered by OA on a national basis and that consist of occupational standards which: (1) are developed and sponsored by an employer, national trade or industry organization, labor organization, educational institution, or consortium; (2) are demonstrably national or multi-State in their design, suitability, and scope based on consideration of the National Program Standards criteria; and (3) comply with the regulatory requirements contained in 29 CFR Part 29 and 29 CFR Part 30.
- **Non-Traditional Occupations (NTO):** Those occupations where women account for less than 25 percent of all persons employed in a single occupational group.
- **Office of Apprenticeship (OA):** The office designated by the Employment and Training Administration to administer the National Apprenticeship System or its successor organization.
- **Opportunity Youth:** Young people who are between the ages of 16 to 24 years old and are disconnected from school and work. For additional information, see <https://youth.gov/youth-topics/opportunity-youth>.
- **Pre-Apprenticeship Program:** A program or set of strategies designed to prepare individuals to enter and succeed in a Registered Apprenticeship program and has a documented partnership with at least one, if not more, Registered Apprenticeship program(s). See also Department of Labor [Training and Employment Notice \(TEN\) 13-12](#).
- **Registered Apprenticeship (RA):** A proven model of job preparation that combines paid on-the-job learning with related instruction to progressively increase worker's skill levels and wages. For additional information, see <https://www.apprenticeship.gov/>.
- **Registered Apprenticeship Program:** A plan containing all terms and conditions for the qualification, recruitment, selection, employment, and training of apprentices, as required

under 29 CFR part 29 and part 30, including such matters as the requirement for a written apprenticeship agreement.

- **Sponsor:** Any person, association, committee, or organization operating an apprenticeship program and in whose name the program is (or is to be) registered or approved.
- **Registration Agency:** OA or a recognized State Apprenticeship Agency that has responsibility for registering apprenticeship programs and apprentices, providing TA, conducting reviews for compliance with 29 CFR part 29 and part 30, and quality assurance assessments.
- **State Apprenticeship Agency:** An agency of a state government that has responsibility and accountability for apprenticeship within the state. Only a State Apprenticeship Agency may seek recognition by OA as an agency that has been properly constituted under an acceptable law or Executive Order, and authorized by OA to register and oversee apprenticeship programs and agreements for federal purposes.
- **Women's Bureau:** The U.S. Department of Labor Women's Bureau.
- **Youth Apprenticeship:** Registered apprenticeship programs for youth between the ages of 16-24 that combine academic and technical classroom instruction with work experience through an apprenticeship program. It provides the foundation for youth to choose among multiple pathways – to enroll in college, begin full-time employment, or a combination.

## APPENDIX C: Endnotes

1. U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship.
2. U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship.
3. "Did Apprentices Achieve Faster Earnings for Growth than Comparable Workers?: Findings from the American Apprenticeship Initiative Evaluation." Abt Associates, August 2022, [https://wdr.doleta.gov/research/FullText\\_Documents/ETAOP2022-41\\_AAI\\_Brief-Earnings\\_Growth\\_Final\\_508\\_9-2022.pdf](https://wdr.doleta.gov/research/FullText_Documents/ETAOP2022-41_AAI_Brief-Earnings_Growth_Final_508_9-2022.pdf)
4. Ibid.
5. "Do Employers Earn Positive Returns to Investments in Apprenticeship?: Evidence from Registered Programs under the American Apprenticeship Initiative." Abt Associates, August 2022. [https://www.dol.gov/sites/dolgov/files/OASP/evaluation/pdf/AAI/AAI\\_ROI\\_Final\\_Report\\_508\\_9-2022.pdf](https://www.dol.gov/sites/dolgov/files/OASP/evaluation/pdf/AAI/AAI_ROI_Final_Report_508_9-2022.pdf)
6. "Employment Status of the Civilian Population by Sex and Age: March 2023." Employment Situation, Bureau of Labor Statistics, U.S. Department of Labor.
7. U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship.
8. "Preparing for Apprenticeship: Pre-Apprenticeship Programs as a Pathway to Registered Apprenticeship and Pre-Apprentice Experiences in Them." U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship, November 2022. <https://www.apprenticeship.gov/sites/default/files/aai-infographics-pre-apprentices-11-11-22.pdf>
9. In 2022, the Departments of Labor and Commerce published the Good Jobs Principles, a

shared vision of job quality capturing eight characteristics of a Good Job. The Department recommends applicants be mindful of these Principles as they shape projects that lead to quality jobs. <https://www.dol.gov/general/good-jobs/principles>.

10. Ibid.

11. “Discover Youth Apprenticeship: Providing a Foundation for Career Success.” U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship, November 2020.

12. “Strengthening Supports for People with Disabilities in Pre-Apprenticeships Through Policy, Design, and Practice.” U.S. Department of Labor, Office of Disability Employment Policy, September 2020.

13. U.S. Department of Labor, Training and Employment Notice No. 13-12: Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources, November 2012. [https://wdr.doleta.gov/directives/attach/TEN/TEN\\_13-12.pdf](https://wdr.doleta.gov/directives/attach/TEN/TEN_13-12.pdf).

14. “Investments, Tax Credits, and Tuition Support.” U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship.

<https://www.apprenticeship.gov/investments-tax-credits-and-tuition-support>.

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