

Through this competition, ETA seeks to ensure that an important Workforce Investment Act tenet—universal access to the programs and services offered under WIA—is further rooted in the customer-responsive delivery systems already established by the Governors, local elected officials and local Workforce Investment Boards. ETA also reaffirms its continuing commitment to those customer-focused reforms instituted by State and local governments which help Americans access the tools they need to manage their careers through information and high quality services, and to help U.S. companies find skilled workers.

Faith-based and community-based organizations present strong credentials for full partnership in our mutual system-building endeavors. Faith-based and community-based organizations are trusted institutions within our poorest neighborhoods. Faith-based and community-based organizations are home to a large number of volunteers who bring not only the transformational power of personal relationships to the provision of social service but also a sustained allegiance to the well-being and self-sufficiency of the participants they serve. Through their daily work and specific programs, these organizations strive to achieve some common purposes shared with government—reduction of welfare dependency, attainment of occupational skills, entry and retention of all our citizens in good-paying jobs. Through this solicitation, ETA and CFBCI strive to leverage these programs, resources and committed staff into the workforce investment strategies already embodied in State and local strategic plans.

#### *Application of the Establishment Clause of the First Amendment of the United States Constitution*

The Establishment Clause of the First Amendment of the United States Constitution prohibits the government from directly funding religious activity.\* These grants may not be used for instruction in religion or sacred literature, worship, prayer, proselytizing or other inherently religious practices. The services provided under these grants must be secular and non-ideological. Neutral, secular criteria that neither favor nor disfavor religion must be employed in their selection of subgrantees. In addition, under the WIA and DOL regulations implementing the Workforce Investment Act, a recipient may not train a participant in religious activities, or permit participants to construct, operate, or maintain any part of a facility that is primarily used or devoted to religious instruction or

worship. Under WIA, “no individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any such program or activity because of race, color, religion, sex (except as otherwise permitted under Title IX of the Education Amendments of 1972), national origin, age, disability, or political affiliation or belief.”

\* The term “direct” funding is used to describe funds that are provided “directly” by a governmental entity or an intermediate organization with the same duties as a governmental entity, as opposed to funds that an organization receives as the result of the genuine and independent private choice of a beneficiary. In other contexts, the term “direct” funding may be used to refer to those funds that an organization receives directly from the Federal government (also known as “discretionary” funding), as opposed to funding that it receives from a State or local government (also known as “indirect” or “block grant” funding). In this SGA, the term “direct” has the former meaning.

#### **Part IV. Funding Availability and Period of Performance**

ETA has identified \$250,000 from the FY 2002 appropriation for One-Stop/America’s Labor Market Information System. The agency expects to award 10–12 grants. The grant amount for each grass-roots organization is expected to range between \$20,000 and \$25,000. The period of performance is one year, beginning July 1, 2003 and ending on June 30, 2004.

#### **Part V. Eligible Applicants**

For purposes of this announcement, eligible grassroots organizations must be non-profits which:

1. Have social services as a major part of their mission;
2. Are headquartered in the local community to which they provide these services;
3. Have a total annual operating budget of \$300,000 or less, or
4. Have 6 or fewer full-time equivalent employees.

**Note:** For purposes of this announcement local affiliates of national social service organizations are not considered “grassroots” and are not be eligible to apply.

#### **Part VI. Government Requirements/Statement of Work**

Applicants must submit one copy with an original signature and two additional copies of their proposal. The Statement of Work must be limited to 5 pages. The only attachments permitted will be agreements with or letters of support from local Workforce

Investment Boards and/or local One-Stop operators. The application must be double-spaced, and on single-sided, numbered pages. A font size of at least twelve (12) pitch is required with one-inch margins (top, bottom and sides.)

There are three required sections:

- Section I—Application for Federal Assistance (SF 424A)
- Section II—Budget Information (SF 424B)
- Section III—Statement of Work

#### *Section I—Application for Federal Assistance*

The SF-424A is included in the announcement as Attachment A. It must be signed by a representative authorized by the governing body of the applicant to enter into grant agreement.

#### *Section II—Budget Information*

The SF-424B is included in the announcement as Attachment B.

**Note:** Except as specifically provided, DOL/ETA acceptance of a proposal and an award of federal funds to sponsor any program(s) does not provide a waiver of any grant requirement and/or procedures. For example, the OMB circulars require that an entity’s procurement procedures must require that all procurement transactions must be conducted, as practical, to provide open and free competition. If a proposal identifies a specific entity to provide the services, the DOL/ETA’s award does not provide the justification or basis to sole-source the procurement, *i.e.*, avoid competition.

#### *Section III—Statement of Work (Not To Exceed 5 Pages)*

The Statement of Work sets forth a strategic plan for the use of awarded funds and establishes measurable goals for increasing organizational participation in the One-Stop service delivery system to more fully serve the clientele and members of community-based and faith-based organizations. Below are the required elements of the Statement of Work and the rating criteria that reviewers will use to evaluate the proposal.

##### **1. Organizational History and Description of Community Need (15 Points)**

- Describe the structure of the applicant’s organization. Describe the history of the organization in meeting community needs including a brief listing of services provided.
- Describe the overall community need, *i.e.*, how will these resources allow your organization to address a need which the One-Stop Career Center is not fully addressing? (This description should include coverage of population(s) to be served and the