

services to be provided. Populations could include ex-offenders, immigrants, limited English-speaking, homeless and individuals with disabilities. Services can include soft-skills training, pre- and post-job placement mentoring, translation services, and job coaching. Other populations and services can be identified.)

#### *Rating Criteria*

- Does the description reflect a clear understanding of a community need? Does the description of need reflect an understanding of the resources provided by the One-Stop delivery system in the community?

#### 2. Description of Partnerships and Linkages (20 Points)

- Please describe your plans to work as partners with the One-Stop Delivery system to help the target population enter and succeed in the Workforce. If you have not previously worked with the One-Stop, please describe actions you have taken to develop the relationships as you developed this grant. If you have worked with the One-Stop, please describe what actions you have taken to further develop your relationship.

- Please describe the relationships you have with other non-profit organizations who provide similar or complementary services and how you will leverage pre-existing relationships and partnerships to help achieve your goals for the population you will service and how you will avoid duplication.

#### *Rating Criteria*

- Does the narrative describe an approach and process by which the organization will successfully partner with the One-Stop delivery system to address the unmet need?
- Does the applicant present evidence of discussions with the One-Stop delivery system (e.g., a signed letter from the Local Board or other One-Stop delivery system principals)?
- Does the organization's history of collaboration with other non-profits in the community support the conclusion that these grant activities will be successful?

#### 3. Presentation of Strategic Plan, Goals, and Timeline (50 Points)

- The applicant should describe the methodology for providing services, including any training curriculum or other tools to be used. Describe the staff/

volunteer positions that will be providing services under this grant.

- The applicant must present a timeline of major, measurable tasks and activities to be undertaken. The timeline should include how many people will receive services and/or participate and complete classes detailed in the training curriculum.

- The applicant should also describe specifically measurable outcomes and other goals, which will be achieved by these grant activities. Measurable outcomes can include how many individuals will enter employment or retain employment or complete an educational certificate because they have received services provided under this grant in conjunction with services provided by the One-Stop Career Centers and other partners.

#### *Rating Criteria*

- Do the activities and tasks presented on the timeline appear to be achievable with the likelihood of project success given available resources?

- Does the applicant provide tangible outcome measures and goals for success for both the organization and Department to gauge the impact of the activities on meeting the community need? Do these goals include tracking employment outcomes and/or retention outcomes for those served?

#### 4. Description of Measurements of Success (15 Points)

- Describe what mechanisms you will develop, in partnership with the One-Stop delivery system, to track your success in achieving promised goals and outcomes.

- Describe any other methods you will use for evaluating your project's success.

#### *Rating Criteria*

- Does this applicant reflect an understanding of what it would need to do in order to track progress and success?

#### **Part VII. Review Process of the Evaluation Criteria**

The technical review panel will make careful evaluation of applications against the criteria. The review panel recommendations are advisory. The ETA grant officer will fully consider the panel recommendations and take into account geographic balance to ensure the most advantageous award of these funds to accomplish the system-

building purposes outlined in the Summary and Statement of Work. The grant officer may consider any information that comes to his or her attention. The grant officer reserves the right to award without negotiation.

#### **Part VIII. Reporting**

Grantees will be required to submit quarterly financial and narrative progress reports. Financial reporting will be required quarterly using the on-line electronic reporting system for the Standard Form 269—Financial Status Report (FSR). A narrative progress report will be required quarterly.

#### **Part IX. Resources for the Applicant**

The Department of Labor maintains a number of web-based resources that may be of assistance to applicants. The Web page for the Department's Center for Faith-Based & Community Initiatives (<http://www.dol.gov/cfbci>) is a valuable source of background on this initiative. America's Service Locator ([www.servicelocator.org](http://www.servicelocator.org)) provides a directory of our nation's One-Stop Career Centers. The National Association of Workforce Boards maintains a Web page ([www.nawb.org/asp/wibdir.asp](http://www.nawb.org/asp/wibdir.asp)), which contains contact information for the State and local Workforce Investment boards. Applicants are encouraged to review "Understanding the Department of Labor Solicitation for Grant Applications and How to Write an Effective Proposal" (<http://www.dol.gov/cfbci/sgabrochure.htm>). "Questions and Answers" regarding this solicitation will be posted and updated on the Web ([www.doleta.gov/usworkforce](http://www.doleta.gov/usworkforce)). For a basic understanding of the grants process and basic responsibilities of receiving Federal grant support, please see "Guidance for Faith-Based and Community Organizations on Partnering with the Federal Government" ([www.fbc.gov](http://www.fbc.gov)).

Signed in Washington, DC, this 1st day of April, 2003.

**James W. Stockton,**  
*Grant Officer.*

Attachments:

Appendix A—SF-424

Appendix B—Budget Form

Appendix C—Survey of Ensuring Equal Opportunity for Applicants

**BILLING CODE 4510-30-P**