

assistance services and significantly increasing funding from other sources that provide housing assistance in rural communities.

3. Electronic Reporting

The WIA Section 167 housing assistance program is required to use electronic reporting via the Internet. Describe the applicant's capacity to provide the equipment, access and staff qualified to perform on-line reporting. Describe the applicant's capacity to provide all case management staff and others, as appropriate, with electronic tools such as PCs, software for word processing and spreadsheets, individual e-mail accounts, and Internet access with an agency provided ISP.

Note: PY 2003 grantees will be required to provide personal computers, individual e-mail accounts and Internet access for all customer service staff.

D. Proposed Activities and Services

This section will elaborate on the description of an applicant's proposed service approach by describing the specific activities in the proposed service plan not already covered in the previous sections. Applicants should:

1. Describe the plan for identifying those farmworkers in need of housing assistance, including the process for eligibility determination and the coordination with the NFJP grantee in the state (to ensure that the housing assistance made available to individual migrant and seasonal farmworkers is supported by an individual plan or workforce investment activities).
2. Describe, if not done elsewhere, the case management approach to be used for housing assistance, and how the organization will manage the delivery of housing assistance services.
3. Describe in detail the specific housing assistance services to be offered, including an estimate of the number of migrant and seasonal farmworkers, respectively, that will be provided housing assistance. Provide separate information for temporary housing and for emergency housing.
4. Describe how eligible farmworkers' housing assistance will be coordinated with training and related assistance services provided through the NFJP partner if the applicant did not apply for or is not awarded an NFJP grant.

Format and Content of Application

The grant application is limited to 15 pages, double-spaced, in 12 point type. Letters of support and any required attachments are additional pages. Do not include detailed budgets or planning estimates with this grant application.

Planning and budget documents will be requested from selected applicants.

Rating Criteria for Award

A DOL review panel will use the point scoring system and the Rating Criteria format specified below to review applications. Applications will be ranked based on the score assigned by the panel after careful evaluation by each panel member. It is required that all applicants use the Rating Criteria format when developing their applications in response to this SGA.

Scoring: The following full review criteria totaling a maximum score of 100 points apply to all applicants.

(1) Eligibility and Understanding (20 points)

The application must demonstrate an in-depth understanding of the area's economy, the housing market in the area, and the problems faced by migrants and seasonal farmworkers in obtaining housing in the area where they live and work.

Scoring on this factor will be based on how well the applicant describes the housing market in the area, including the role that employer-provided housing and publicly-subsidized housing, and where, applicable, housing provided through faith-based and community-based organizations, play in defining the standard housing stock available to migrants and seasonal farmworkers. The applicant must also demonstrate knowledge of how housing availability impacts the farmworkers' ability to obtain and retain employment, or participate in job search and job training activities.

(2) Familiarity With Proposed Service Area (20 points)

The applicant must be able to demonstrate an in-depth knowledge of the housing conditions in the service area, the relevant social services agencies that provide housing assistance in the service area (including those in the One-Stop system, as well as faith-based and community-based organizations), and the resources available to those agencies, in order to maximize housing opportunities for migrants and seasonal farmworkers, both temporary and permanent.

Scoring on this factor will be based on the comprehensiveness of the analysis presented regarding the housing market in the area, the resources available from all other sources in the community, both public and private, and the impact on solutions to the temporary and/or permanent housing needs of migrants and seasonal farmworkers who are trying to get a job, keep a job, or

participate in job search and job training activities.

(3) Administrative Capacity (20 points)

The applicant must demonstrate that it has or will have adequate management, fiscal and program integrity mechanisms plans to effectively administer a temporary and emergency housing assistance program.

Scoring on this factor will be based on evidence that the applicant has the capacity to effectively administer a housing assistance program, using the appropriate administrative systems to maintain program and fiscal oversight and monitoring. The evaluation of the applicant's response to this factor will look for evidence of effective management, program and fiscal accounting and reporting systems.

(4) Proposed Activities and Services (40 points)

The applicant must demonstrate that its proposed services plan will meet the objectives of this solicitation. The objectives in question seek to link services provided through the housing assistance strategy to those services provided to eligible migrants and seasonal farmworkers participating in an NFJP program (or other formula-funded programs of the state), to enable eligible migrants and seasonal farmworkers to obtain and retain employment, or participate in job search and job training activities.

Scoring on this factor will be based on evidence that the applicant has used its understanding of the housing problems of eligible migrant and seasonal farmworkers, its knowledge of the housing market in the proposed service area, and its knowledge of the housing resources available in the service area to develop a plan of service that successfully meets the objectives of this solicitation.

Review Process for Grant Applications

Panel Review: The Grant Officer will select potential grantees utilizing all information available to him/her. A review panel will rate each proposal according to the criteria specified in the SGA. Panel results are critical to selecting grantees but are advisory in nature and not binding on the Grant Officer. The Grant Officer may, at his/her discretion, request an applicant to submit additional or clarifying information if needed to make a selection. However, selections may be made without further contact with the applicants. In such situations, an award will be based on the offeror's signature on the SF 424, which constitutes a binding offer.