

increased opportunity to participate in meaningful school-to-career initiatives.

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

ODEP anticipates awarding approximately eight grants under this solicitation to be funded at a level of approximately \$225,000. The HS/HT Implementation awards will be for a one-year period of performance and may be renewed annually up to four additional years for a total of five years, depending upon the availability of funds and the efficacy of the grant activities as established by independent reviews conducted by the DOL or its designee. Proposals must include budgetary information for a five-year period. It is envisioned that if funding is continued for the full five years, the funding for years four and five will be at successively lower rates, with funding during year four at 80 percent of the third year funds, and funding for year five at 60 percent of the third year funds. The HS/HT Development Grants will be for a one-year period of performance and will not be renewed.

Up to five Implementation Grants and up to three Development Grants will be awarded. It is expected that the funds used for this grant program will support the costs associated with the development, implementation, and evaluation of state-level HS/HT programs. The funds may be used to conduct a variety of activities to support and sustain state-level HS/HT operations such as staff training, strategic planning, partnership building, assessment, curriculum/materials development, career development, student-focused planning, program alignment, etc. Grant funds may be used to fund the creation of new HS/HT sites as well as to support existing sites as part of the implementation of an overall statewide HS/HT system.

#### **Part V. Eligible Applicants and Required Partnerships**

*Eligible Applicants:* Eligible applicants include State Workforce Investment Boards; State Departments of Education; State Departments of Labor; State Developmental Disability Councils; State Departments of Vocational Rehabilitation; or State Committees affiliated with the National Governors' Committees for People with Disabilities, and other similar state agencies. "State" in this context includes the 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, Guam, and American Samoa. Consortia of state agencies and not-for-profit organizations (including community and faith-based

organizations, independent living centers, etc.) and local HS/HT sites are also eligible applicants. Prior recipients of state-level HS/HT grant funding are ineligible to receive additional funding under this solicitation.

Indian and Native American Tribal entities, or consortia of Tribes, with the written approval of their tribal council, are also eligible to receive these grants. Grants to Indian and Native American tribal grantees must recognize principles of sovereignty and self-governance established under the Indian Self-Determination and Education Assistance Act, allowing for the government-to-government relationship between the Federal and Tribal Governments.

*Required Partnerships:* In addition to the State Workforce Investment Board, which is a mandatory partner in these grant activities, each grantee must, at a minimum, demonstrate the involvement of members of three of the other above-mentioned state-level groups in strategic planning and implementation activities. Tribal entities also must involve, at a minimum, members of three of the other groups mentioned above in strategic planning and implementation activities with the State Workforce Investment Board constituting a mandatory partner.

#### **Part VI. Format Requirements for Grant Application**

*General Requirements:* Applicants must submit one (1) paper copy with an original signature and two (2) additional paper copies of the signed proposal. To aid with the review of applications, DOL also encourages Applicants to submit an electronic copy of their proposal on a disc or CD using Microsoft Word. Applicants who do not provide an electronic copy will not be penalized. The Application Narrative must be double-spaced with standard margins on 8½ x 11 papers, and be presented on single-sided, numbered pages with the exception of format requirements for the Executive Summary. The Executive Summary must be limited to no more than two single-spaced, single-sided pages on 8½ x 11 papers with standard margins throughout. A font size of at least twelve (12) pitch is required throughout. Applications that fail to meet these requirements will be considered non-responsive.

The three required sections of the application are:

Section I—Project Financial Plan  
Section II—Executive Summary—

Project Synopsis

Section III—Project Narrative (including Attachments, not to exceed 40 pages)

Mandatory requirements for each section are provided as follows in this application package. Applications that fail to meet the stated mandatory requirements of each section will be considered non-responsive.

#### *Mandatory Application Requirements*

- *Section I. Project Financial Plan (Budget)* (The Project Financial Plan will not count against the application page limits.) Section I of the application must include the following three required parts:

(1) Completed "SF 424—Application for Federal Assistance" (See Appendix A of this SGA for required form.)

(2) Completed "SF 424A—Budget Information Form" by line item for all costs required to implement the project design effectively. (See Appendix B of this SGA for required forms.)

(3) Budget Narrative and Justification that provides sufficient information to support the reasonableness of the costs included in the budget in relation to the service strategy and planned outcomes.

The application must include one SF-424 with the original signatures of the legal entity applying for grant funding and 2 additional copies. Applicants shall indicate on the SF-424 the organization's IRS Status, if applicable. Under the Lobbying Disclosure Act of 1995, section 18 (29 U.S.C. 1611), an organization described in section 501(c)(4) of the Internal Revenue Code of 1986 that engages in lobbying activities will not be eligible for the receipt of Federal funds constituting an award, grant, or loan. (See 2 U.S.C. 1611; 26 U.S.C. 501(c)(4).) For item 10 of the SF-424, the Catalog of Federal Domestic Assistance (CFDA) number for the program is 17.720.

The Budget Narrative and Justification must describe all costs associated with implementing the project that are to be covered with grant funds. Grantees must support the travel and associated costs with sending at least one representative to the annual ODEP Policy Conference for Grantees, to be held in Washington, DC at a time and place to be determined. Grantees must comply with the "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments," (also known as the "Common Rule") codified at 29 CFR part 97, and "Grants and Agreements with Institutes of Higher Education, Hospitals, and Other Non-Profit Organizations (also known as OMB Circular A-110), codified at 29 CFR part 95 and must comply with the applicable OMB cost principles circulars, as identified in 29 CFR 95.27 and 29 CFR 97.22(b).