

which provide services for people with disabilities.

Statewide applications must propose strategies for enhancing and improving services to people with disabilities involving all local workforce investment areas in the state. The Department will consider statewide proposals from a local Workforce Investment Board, or Boards submitting jointly, but letters of commitment from the state level Workforce Investment Board must be included in the application.

Applications that are not statewide projects but which involve one or more local workforce investment areas should also include letters of commitment from each Local Board covered under the grant, or one letter of commitment signed by all Local Boards in the local area (if all commitments cannot be obtained, explanation must be provided).

Current Work Incentive grantees may apply under this solicitation but must identify significant need and address outstanding deficiencies or propose a significant improvement to the local workforce investment system that has not been accomplished under the current grant. *Provisions regarding eligible applicants identified in the first paragraph of this Part V are still required.*

Indian and Native American Tribal entities, or consortia of Tribes, may apply for Work Incentive Grants. These grants would involve coordination of services and enhancements to a One-Stop system approach for people with disabilities in a specific Indian community or covering multiple Tribal entities that may cut across multiple States and/or workforce investment areas. In such cases, letters of commitment from Local Boards are not required. Grants to Indian and Native American tribal grantees are treated differently because 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.

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.

Part VI. Format Requirements for Grant Application

General Requirements—Applicants must submit one (1) copy with an original signature and 2 additional copies of their proposal. The Application Narrative must be double-spaced, and 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. A font size of at least twelve (12) pitch is required throughout.

There are three required sections of the application. Requirements for each section are provided in this application package. Applications that fail to meet the requirements will not be considered.

Section I—Project Financial Plan

Section II—Executive Summary—Project Synopsis

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

*Section I. Project Financial Plan—*Section I of the application must include the following three required parts:

- Completed "SF 424—Application for Federal Assistance" (See Appendix A of this SGA for required form)
- Completed "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.)
- Budget narrative/justification, which provides sufficient information to support the reason-ability 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 which engages in lobbying activities shall not be eligible for the receipt of federal funds constituting an award, grant, or loan. For item 10 of the SF 424, the Catalog of Federal Domestic Assistance (CFDA) number for the program is 17.207.

The Project Financial Plan will not count against the application page limits. The financial plan must describe all costs associated with implementing the project that are to be covered with grant funds. All costs should be necessary and reasonable according to the Federal guidelines set forth in 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).

Please Note: Work Incentive Grant project designs may incorporate procurement or implementation of software or hardware to assure assistive and accessible technologies in the One-Stop setting, which may equal up to 40% of the grant award.

*Section II. Executive Summary—*Project Synopsis [*Format requirements for the Executive Summary are limited to no more than two single-spaced, single-sided pages*] Each application shall include a project synopsis, which identifies the following:

- The applicant;
- The type of organization the applicant represents;
- Identification of consortium partners and the type of organizations they represent;
- The project service area;
- Whether the service area is an entire local workforce investment area, more than one local area, or all local areas in a State;
- The amount of funds requested;
- The planned period of performance;
- The comprehensive strategy proposed for providing seamless service delivery, for addressing the multi-faceted barriers to training and employment that affect people with disabilities, and for improving access for people with disabilities in the mainstream workforce system (i.e., WIA Title I and Wagner Peyser funded programs);

The ways in which the proposal is coordinated with other disability related grant initiatives from DOL, Department of Education (ED), Department of Health & Human Services (HHS), Social Security Administration (SSA), Department of Housing & Urban Development (HUD) or other Federal partners;

—How counseling and other support needs will be addressed in the One-Stop Center system;

—The actions already taken by the State or Local Workforce Investment Board to address the needs of people with disabilities in the One-Stop delivery system;

—The extent to which the One-Stop facilities and satellite site(s) incorporate physical access for people with disabilities;