

U.S. DEPARTMENT OF LABOR/ETA/OGCM

DIVISION OF FEDERAL ASSISTANCE
200 CONSTITUTION AVENUE NW - ROOM N-4716
WASHINGTON, D.C. 20210



June 30, 2011

NORTHWEST MICHIGAN COUNCIL OF GOVERNMENTS
601 E. Front Street, Suite 202
P.O. BOX 506
TRAVERSE CITY, MICHIGAN 49685

Dear Larry Inman:

Enclosed is an executed copy of your recently awarded grant or agreement with the U. S. Department of Labor (DOL), Employment and Training Administration (ETA).

The following provides information on how to access funds via the Payment Management System (PMS), and access to Grantee Reporting System for financial reporting. These systems require two separate password/pins. PMS instructions are in step one and financial reporting is in step two. Please complete both steps.

1. Payment Management System

To Create an ETA PMS Account	<p>To establish a PMS account with DOL ETA for the first time, submit the following documents:</p> <ul style="list-style-type: none">- Complete an SF-1199a Direct Deposit Sign-up form- Provide the information contained in the ETA Accounting Contact Information document <p>Send both documents via overnight mail to: Ms. Pamela Wilkerson U. S. Department of Labor/ETA OFAM/Office of Comptroller 200 Constitution Avenue, NW N4702 Washington, D.C. 20210 Telephone (202) 693-2602</p> <p>The SF-1199A Direct Deposit Sign-up Form and the ETA Accounting Contact Information document are both available at www.doleta.gov/grants under Payment Information.</p> <p>Allow at least 3 weeks from ETA's receipt of the SF-1199A for access.</p> <p>Direct any inquiries regarding the status of the SF-1199A to (202) 693-3408 or send an e-mail to etaacctg.custserv@dol.gov.</p>
For Existing ETA PMS Users	<p>If a PMS account is already established for other ETA grants, send an email to Lanisha White, White.Lanisha@dol.gov or Julia Murray, Murray.Julia@dol.gov with the following information:</p> <ul style="list-style-type: none">- Grant agreement number- Grant award amount- PMS account number <p>Once the email is received, the funds awarded under the new grant agreement will be available under the designated PMS Account in a separate Subaccount within 2-3 business days.</p>

<p>To Designate a Separate Entity as the Fiscal Agent</p>	<p>To designate a separate entity to act as the fiscal agent to access and disburse grant funds, submit the following:</p> <ul style="list-style-type: none"> - A letter from the Authorized Representative of the grant to the ETA contact mentioned above with the Fiscal Agent's name, address and Employer Identification Number - The grantee completes sections A through C on the SF-1199A for the grantee organization. (Banking information is not needed for the grantee) - The grantee must provide the page number in their grant proposal that identifies the fiscal agent or request a grant modification to make this change (subject to Grant Officer review and approval). - The Fiscal Agent completes the entire SF-1199A separate from the grantee's SF-1199A. - The Fiscal Agent provides the information contained in the Payment Management System Access Form. <p>Once both SF-1199A forms and the Payment Management System Access Form are received and the account has been established in PMS, the primary contact indicated will receive a certified letter from the Payments Management System with drawdown instructions, PMS pin/account number and temporary password.</p> <p>These documents are available at www.doleta.gov/grants under Payment Information.</p> <p>Allow at least three weeks from ETA's receipt of the SF-1199A for access. Direct all inquires for the SF-1199 A to (202) 693-3408 or e-mail etaaccntg.custserv@dol.gov.</p>
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2. Financial Status Reporting

<p>Access to Financial Reporting - ETA 9130</p>	<p>Identify two individuals in the organization responsible for financial reporting:</p> <ul style="list-style-type: none"> - The Primary Contact person will certify the accuracy of the report by entering the PIN. The PIN acts as an electronic signature. - The Secondary Contact will enter the reporting data. <p>Provide the following information to both Shantay Logan Logan.Shantay@dol.gov and Avery Malone Avery.Malone@dol.gov:</p> <ul style="list-style-type: none"> - Grant agreement number - Name & phone number of both individuals - Email address for Primary contact person <p>The Financial Reporting Access document can be found at www.doleta.gov/grants under Financial Reporting.</p> <p>Only the Primary Contact person will be emailed the password/PIN upon receipt of the required information.</p> <p>Direct inquiries regarding the Password/PIN to Shantay Logan and Avery Malone. Contact your Federal Project Officer for questions on Financial Reporting.</p>
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Lastly, the Federal Project Officer (FPO) assigned to this grant is James Sawers. James Sawers will serve as your first line point of contact and can be contacted via phone or e-mail SAWERS.JAMES@dol.gov. If your FPO is not available, please call your Regional Office at 312-596-5400 for assistance.

Grant Officer



DONNA KELLY

Enclosures

U.S. DEPARTMENT OF LABOR
EMPLOYMENT AND TRAINING ADMINISTRATION

GRANT / AGREEMENT
NOTIFICATION OF
AWARD/OBLIGATION

Under the authority of the *Workforce Investment Act*, this grant or agreement is entered into between the above named *Grantor Agency* and the following named *Awardee*, for a project entitled - *Youthbuild Grants*.

Name & Address of Awardee:	Agreement #:	YB-21766-11-60-A-26
NORTHWEST MICHIGAN COUNCIL OF GOVERNMENTS 601 E. Front Street, Suite 202 P.O. BOX 506 TRAVERSE CITY, MICHIGAN 49685	CFDA #:	17.274
	Accounting Code:	1630-2011-0501741112BD201101740005115YB0001111EAOWI00AOWI00-A90200-410023-ETA-DEFAULT TASK-
	Mod Amount:	\$1,100,000.00
	EIN:	382071954
	DUNS #:	626134787

The Period of Performance shall be from **June 01, 2011** thru **May 31, 2014**.
Total Government's Financial Obligation is **\$1,100,000.00** (unless other wise amended).
Payments will be made under the Payments Management System, and can be automatically drawn down by the awardee on an as needed basis covering a forty-eight (48) hour period.

In performing its responsibilities under this grant agreement, the awardee hereby certifies and assures that it will fully comply with the following regulations and cost principles, including any subsequent amendments:

Uniform Administrative Requirements:

29 CFR Part 97, for State/Local Governments and Indian Tribes; OR
29 CFR Part 95, for Institutions of Higher Education, Hospitals and other Non-Profit Organizations and Commercial Organizations.

Cost Principles:

OMB Circular A-87, for State/Local Governments and Indian Tribes;
OMB Circular A-21, for Institutions of Higher Education; OR
OMB Circular A-122, for Non-Profit Organizations.
48 CFR Part 31.

Other Requirements (As Applicable):

29 CFR Part 96 and 99, Single Audit Act
29 CFR Part 93, Lobbying Certification
29 CFR Part 37, Nondiscrimination and Equal Opportunity Requirements
29 CFR Part 98, Debarment and Suspension; Drug Free Workplace
20 CFR Part 652 et al., Workforce Investment Act
Wagner-Peyser Act
Grant Award Document, Parts I through IV, and attachments.

The awardee's signature below certifies full compliance with all terms and conditions as well as the above stated grant regulations and certifications, and that this document has not been altered.

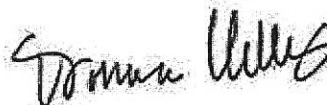
Signature of Approving Official - **AWARDEE**

Signature of Approving Official - **DOL / ETA**

No Additional Signature Required

(Signature) **See SF 424 for Signature**

(Type Name and Title)



DONNA KELLY June 30, 2011
Grant Officer

Application for Federal Assistance SF-424

* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): _____ * Other (Specify): _____
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* 3. Date Received: 12/01/2010	4. Applicant Identifier: _____
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5a. Federal Entity Identifier: _____	5b. Federal Award Identifier: _____
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State Use Only:

6. Date Received by State: _____	7. State Application Identifier: _____
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8. APPLICANT INFORMATION:

*** a. Legal Name:** Northwest Michigan Council of Governments

* b. Employer/Taxpayer Identification Number (EIN/TIN): 38-2071954	* c. Organizational DUNS: 6261347870000
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d. Address:

*** Street1:** 601 E. Front Street, Suite 202
Street2: PO Box 506
*** City:** Traverse City
County/Parish: _____
*** State:** MI: Michigan
Province: _____
*** Country:** USA: UNITED STATES
*** Zip / Postal Code:** 49685-0506

e. Organizational Unit:

Department Name: Workforce Development	Division Name: Youth Programs
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f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Ms. *** First Name:** Elaine
Middle Name: _____
*** Last Name:** Wood
Suffix: _____
Title: Chief Executive Officer

Organizational Affiliation:

* Telephone Number: 231-929-5000	Fax Number: 231-929-5012
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*** Email:** ewood@nwm.cog.mi.us

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

D: Special District Government

Type of Applicant 2: Select Applicant Type:

E: Regional Organization

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

Employment and Training Administration

11. Catalog of Federal Domestic Assistance Number:

17.274

CFDA Title:

Youthbuild

*** 12. Funding Opportunity Number:**

SGA-DFA-PY-10-02

* Title:

Youthbuild Grants

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Counties served.docx

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

YouthBuild NorthWest

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="1,100,000.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="28,500.00"/>
* d. Local	<input type="text" value="246,500.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="1,375,000.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

Signature of Authorized Representative: * Date Signed:

Administrative Costs

Pursuant to 20 CFR 667.210(b), grantees are advised that there is a 15% limitation on administrative costs on funds administered under this grant. In no event may administrative costs exceed 15% of the total award amount. The cost of administration shall include those disciplines enumerated in 20 CFR 667.220(b) and (c).

Sec. 667.220 What Workforce Investment Act title I functions and activities constitute the costs of administration subject to the administrative cost limit?

(a) The costs of administration are that allocable portion of necessary and reasonable allowable costs of State and local workforce investment boards, direct recipients, including State grant recipients under subtitle B of title I and recipients of awards under subtitle D of title I, as well as local grant recipients, local grant subrecipients, local fiscal agents and one-stop operators that are associated with those specific functions identified in paragraph (b) of this section and which are not related to the direct provision of workforce investment services, including services to participants and employers. These costs can be both personnel and non-personnel and both direct and indirect.

(b) The costs of administration are the costs associated with performing the following functions:

(1) Performing the following overall general administrative functions and coordination of those functions under WIA title I:

- (i) Accounting, budgeting, financial and cash management functions;
- (ii) Procurement and purchasing functions;
- (iii) Property management functions;
- (iv) Personnel management functions;
- (v) Payroll functions;
- (vi) Coordinating the resolution of findings arising from audits, reviews, investigations and incident reports;
- (vii) Audit functions;
- (viii) General legal services functions; and
- (ix) Developing systems and procedures, including information systems, required for these administrative functions;

(2) Performing oversight and monitoring responsibilities related to WIA administrative functions;

(3) Costs of goods and services required for administrative functions of the program, including goods and services such as rental or purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space;

(4) Travel costs incurred for official business in carrying out administrative activities or the overall management of the WIA system; and

(5) Costs of information systems related to administrative functions (for example, personnel, procurement, purchasing, property management, accounting and payroll systems) including the purchase, systems development and operating costs of such systems.

(c) (1) Awards to subrecipients or vendors that are solely for the performance of administrative functions are classified as administrative costs.

(2) Personnel and related non-personnel costs of staff who perform both administrative functions specified in paragraph (b) of this section and programmatic services or activities must be allocated as administrative or program costs to the benefiting cost objectives/categories based on documented distributions of actual time worked or other equitable cost allocation methods.

(3) Specific costs charged to an overhead or indirect cost pool that can be identified directly as a program cost are to be charged as a program cost. Documentation of such charges must be maintained.

(4) Except as provided at paragraph (c) (1), all costs incurred for functions and activities of subrecipients and vendors are program costs.

(5) Costs of the following information systems including the purchase, systems development and operating (e.g., data entry) costs are charged to the program category:

- (i) Tracking or monitoring of participant and performance information;
- (ii) Employment statistics information, including job listing information, job skills information, and demand occupation information;
- (iii) Performance and program cost information on eligible providers of training services, youth activities, and appropriate education activities;
- (iv) Local area performance information; and
- (v) Information relating to supportive services and unemployment insurance claims for program participants;

(6) Continuous improvement activities are charged to administration Or program category based on the purpose or nature of the activity to be improved. Documentation of such charges must be maintained.

**The Solicitation for
Grant Applications for this
competition is attached and
hereby incorporated into this
Grant Agreement.**

Comments submitted in response to this notice will be summarized and/or included in the request for Office of Management and Budget approval of the information collection request; they also will become a matter of public record.

Signed at Washington, DC, this 28th day of September 2010.

Kimberley Hill,

Chief, Division of Management Systems,
Bureau of Labor Statistics.

[FR Doc. 2010-24775 Filed 10-1-10; 8:45 am]

BILLING CODE 4510-24-P

DEPARTMENT OF LABOR

Employment and Training Administration

Notice of Availability of Funds and Solicitation for Grant Applications (SGA) for YouthBuild Grants

AGENCY: Employment and Training Administration, U.S. Department of Labor.

Announcement Type: Notice of Solicitation for Grant Applications.

Funding Opportunity Number: SGA/DFA PY 10-02.

Catalog of Federal Domestic Assistance (CFDA) Number: 17.274.

Key Dates: The closing date for receipt of applications under this announcement is December 3, 2010. Applications must be received no later than 4 p.m. Eastern Time. A Virtual Prospective Applicant Conference (Webinar) will be held for this grant competition. The date and access information for this Virtual Prospective Applicant Conference will be posted on ETA's Web site at <http://www.doleta.gov/youth%5Fservices/youthbuildgrantee.cfm>. While a review of this Webinar is encouraged, it is not mandatory that applicants view this recording.

SUMMARY: The Employment and Training Administration (ETA), U.S. Department of Labor (DOL, or the Department), announces the availability of up to approximately \$130 million in grant funds for YouthBuild Grants (the final amount available depends upon the amount of funds appropriated for YouthBuild in the Fiscal Year (FY) 2011 Department of Labor Appropriations Act). These funds are from separate appropriations and will be awarded separately. Thirty million dollars in FY 2010 funds are available for immediate award and will be reserved for awards to organizations that did not receive funding in the FY 2009 YouthBuild competition [SGA/DFA PY 08-07]. Awards from the FY 2011 appropriation

will be selected after April 1, 2011, pending availability of funds.

YouthBuild Grants will be awarded through a competitive process. Grant funds will be used to provide disadvantaged youth with: The education and employment skills necessary to achieve economic self-sufficiency in occupations in high demand and postsecondary education and training opportunities; opportunities for meaningful work and service to their communities; and opportunities to develop employment and leadership skills and a commitment to community development among youth in low-income communities. As part of their program, YouthBuild grantees will tap the energies and talents of disadvantaged youth to increase the supply of permanent affordable housing for homeless individuals and low-income families and to help youth develop the leadership, learning, and high-demand occupational skills needed to succeed in today's global economy.

Based on the amount of FY 2010 funds available and our projections for FY 2011 funding, DOL hopes to serve approximately 8,500 youth participants during the grant period of performance, with projects operating in approximately 128 communities across the country. Under this solicitation, DOL will be awarding grants to organizations to oversee the provision of education and employment services to disadvantaged youth in their communities. Each applicant should indicate the proposed number of participants to be served based on an average cost per participant of between \$15,000 and \$18,000.

This solicitation provides background information and describes the application submission requirements, outlines the process that eligible entities must use to apply for funds covered by this solicitation, and details the evaluation criteria used as a basis for selecting grantees. Applicants should read the entire SGA and note specific sections that contain required information, such as in Section III.D, Section IV.B, and Section V.A, where failure to comply will be considered non-responsive and those applicants will then not be considered for funding.

The Department is committed to providing the public with an open and transparent grant selection process and to providing useful information to assist prospective applicants with developing quality proposals. One way to achieve these goals is through public access to selected and non-selected grant applications. Applicants are advised that the information they submit in

response to this solicitation may be posted on a publicly accessible Web site or may otherwise be made available to the public.

ADDRESSES: Mailed applications must be addressed to the U.S. Department of Labor, Employment and Training Administration, Division of Federal Assistance, Attention: Donna Kelly, Grant Officer, Reference SGA/DFA PY 10-02, 200 Constitution Avenue, NW., Room N4716, Washington, DC 20210. For complete "Application and Submission Information," please refer to section IV.

SUPPLEMENTARY INFORMATION: This solicitation consists of nine sections:

- Section I provides background information on YouthBuild, YouthBuild program objectives, and additional information on the key components of YouthBuild to consider when preparing an application.
- Section II describes the size and nature of the anticipated awards.
- Section III describes eligibility information.
- Section IV provides information on the application and submission process.
- Section V describes the criteria against which applications will be reviewed and explains the proposal review process.
- Section VI provides award administration information.
- Section VII contains ETA agency contact information.
- Section VIII lists additional resources of interest to applicants.
- Section IX lists other pertinent information.

I. Funding Opportunity Description

YouthBuild is a youth and community development program that simultaneously addresses several core issues facing low-income communities: housing, education, employment, crime prevention, and leadership development. Part A of this section provides a background of the YouthBuild program. Part B describes the core objectives of the YouthBuild program, with Part C providing additional information on key components of YouthBuild to consider when preparing a grant application.

A. Background

The YouthBuild model balances in-school learning that leads to the achievement of a high school diploma or passing the General Education Development (GED) test, and construction skills training that prepares youth for career placement. The in-school component is an alternative education program that assists youth

who are often significantly behind in basic skills to obtain a high school diploma or GED credential. The primary target populations for YouthBuild are high school dropouts who may also be adjudicated youth, youth aging out of foster care, youth with disabilities, and other at-risk youth populations. The YouthBuild model enables these youth to access the education they need to move on to post-secondary education and/or high-growth, high-demand jobs which will enable them to prosper in the 21st century economy. There are currently over 200 YouthBuild programs operating in the United States, funded through various sources.

YouthBuild was started in East Harlem, New York in 1978 to provide education services for youth and teach construction skills while renovating and building homes for low-income families. It was replicated in five locations in New York City during the 1980s. In 1993, the YouthBuild program was established by Federal statute and the U.S. Department of Housing and Urban Development (HUD) was designated as the agency responsible for administering the program.

The YouthBuild Transfer Act (Pub. L. 109-281), enacted in September 2006, transferred the statutory authority for the program, with needed modifications and improvements, to subtitle D of Title I of the Workforce Investment Act (WIA) (29 U.S.C. 2918a).

Since its inception, the primary purpose of the YouthBuild program has been to provide job training and employment opportunities for disadvantaged youth. ETA will leverage its significant expertise and resources in the area of workforce investment under WIA to strengthen YouthBuild grantees' connections to One-Stop Career Centers and the Department's registered apprenticeship programs; leverage investments such as the Community-Based Job Training grants (<http://www.doleta.gov/business/Community-BasedJobTrainingGrants.cfm>); improve access to the post-secondary and community college system; and broker connections to the workforce system's business partners.

B. YouthBuild Program Objectives

Funds made available through the YouthBuild grants will be used to carry out a YouthBuild program with the following core objectives:

- To enable disadvantaged youth to obtain the education and employment skills necessary to achieve economic self-sufficiency in occupations in demand and post-secondary education and training opportunities;

- To provide disadvantaged youth with opportunities for meaningful work and service to their communities;
- To foster the development of employment and leadership skills and commitment to community development among youth in low-income communities; and
- To expand the supply of permanent affordable housing for homeless individuals and low-income families by utilizing the energies and talents of disadvantaged youth.

C. Key Components and Additional Information About the YouthBuild Grant Application Process

Although there is no way to address every question in this solicitation, the following questions are frequently asked and are included for your information.

What type of information should be addressed in the design of the program?

Section IV Part II of the application contains information about the Technical Proposal, which should address specific grant requirements identified in Section A of Part V of this SGA. Applicants applying for these grants are asked to describe their community, the youth to be served, the need for this Federal support, and their plan for providing education, skills training, and leadership development services to youth. They must also demonstrate that they have established partnerships with—or made a good faith effort to establish partnerships with—Local Workforce Investment Boards, the public school system, local community colleges, the juvenile justice system, registered apprenticeship programs, disability and mental health organizations, local faith-based and community organizations that serve at-risk and disadvantaged youth, and/or the local housing authority. Applicants are expected to identify their plan to leverage other Federal, State, or local funding, as well as private funding sources, to provide other “wraparound” supportive services as well as to support the costs associated with their defined construction project. Applicants are asked to describe their previous experience operating YouthBuild or youth workforce development programs of similar complexity that provide at-risk youth with educational and skill training in housing rehabilitation and construction activities. They are also asked to describe their organization's ability to manage this grant. In addition, applicants are asked to describe how occupational safety is addressed at their worksite. Applicants must provide a description of the worksite, using ETA Form 9143, that will be used to train

YouthBuild participants and must provide the necessary paperwork that indicates access to this property has been granted for the program and participants. Finally, applicants are asked to discuss any training that is being provided in “green” construction.

What size grants are available?

Applicants can apply for three-year grants (two years of program operations with a nine- to twelve-month follow-up period) that will range from \$700,000 to \$1.1 million. These awards will support two years of core program operations (education, occupational skills training, and youth leadership development activities) plus an additional nine to twelve months of follow-up support services and tracking of participant outcomes for each cohort of youth. A minimum of five percent of total funds should be reserved for the nine- to twelve-month follow-up period.

If an organization was selected to receive a new award in FY 2009 (awarded July 2009), are they eligible to apply in this YouthBuild competition?

Yes; however, grantees who received funding from the FY 2009 YouthBuild competition [SGA/DFA PY 08-07], (including any affiliates or members or affiliates of a grantee's leadership team) will not receive funding from the \$30 million remaining in FY 2010 funds. Projects funded from the \$30 million in FY 2010 funds will be limited to applications submitted by organizations that did not receive funding from the FY 2009 YouthBuild competition [SGA/DFA PY 08-07]. If grantees who received funding from the FY 2009 YouthBuild [SGA/DFA PY 08-07] competition are selected for award in this competition, they will be funded from the FY 2011 appropriation, pending availability of funds. If an applicant that did not receive funding in the FY 2009 YouthBuild competition [SGA/DFA PY 08-07] does not receive an award from the approximately \$30 million remaining in FY 2010 funds, their application will automatically be considered for an award from the FY 2011 appropriation.

What roles must partners play in partnerships?

Because disadvantaged youth possess a wide range of challenges that must be addressed through multiple strategies, prospective applicants must identify resources and services provided by faith-based and community organizations, government entities, and other youth-serving organizations. Collaboration across youth-serving agencies/organizations is critical to the

success of any youth initiative or program. A single organization does not typically have the resources to respond to the myriad of issues that impact youth most in need.

Partnerships and their roles will vary depending on the applicant's strategy and participant needs. However, DOL expects that the applicant will make a good-faith effort to attract the following partners and that each collaborative partner will, at a minimum, contribute as described below.

Education and training providers (Kindergarten through 12, adult education, community and technical colleges, 4-year colleges and universities, and other training entities) are important foundational partners to ensure the project's activities are tied to the broader continuum of education providers in the community. YouthBuild programs should have explicit, well-defined pathways to post-secondary educational opportunities such as community and 4-year colleges, registered apprenticeship programs, and other occupational training programs whenever possible to ensure the smooth transition of YouthBuild participants.

Employers (including professional organizations and trade associations) should be actively engaged in the project and should participate fully in grant activities including: Defining the program strategy and goals; identifying needed skills and competencies; designing training approaches and curricula; contributing financial support; sponsoring apprenticeship and pre-apprenticeship placements and activities; and, where appropriate, hiring qualified YouthBuild graduates.

The workforce investment system (which may include State and Local Workforce Investment Boards, State Workforce Agencies, and One-Stop Career Centers and their partners, as such terms are defined under the WIA) may play a number of roles, including: Identifying and assessing potential candidates for YouthBuild; working collaboratively to leverage WIA investments through co-enrollment with the Youth formula program; referring qualified candidates to the YouthBuild program for enrollment; providing access to "wraparound" supportive services, when appropriate; providing local labor market information to YouthBuild staff and participants; and connecting qualified YouthBuild graduates to employers that have existing job openings. Examples of YouthBuild programs working with the workforce system can be found in Training and Employment Notice No. 44-07, "Providing Strategies to the One-Stop Career Center System on

Collaborating with YouthBuild Programs" at http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2646.

The juvenile justice system is an important partner in referring potential participants to the YouthBuild program, providing support and guidance for YouthBuild participants with court involvement, and assisting in the reporting of recidivism rates among YouthBuild participants. Some YouthBuild participants may be placed in the program as a form of alternative sentencing or for re-entry services. In these instances, police, parole and probation officers, detention and juvenile correction facilities, judges, and social workers will be critically important partners for creating a safety net to prevent recidivism and ensure attachment to the community.

Faith-based and community organizations are valuable partners in the YouthBuild program. These organizations can serve as avenues of outreach to eligible youth and may provide a variety of grant services, such as case management, mentoring, and English as a Second Language (ESL) courses, as well as other comprehensive supportive services, when appropriate, for YouthBuild participants.

Each collaborative partner must have a clearly defined role. These roles must be verified through a letter of commitment (not just a letter of support) submitted by each partner. The letter of commitment must detail the role the partner will play in the project, including specific responsibilities and resources committed, if appropriate. These letters must clearly indicate the partnering organization's unique contribution and commitment to the project.

In situations where the applicant is unable to develop a partnership with one of the required types of organizations because the organization refuses to do so, the applicants should, at a minimum, demonstrate that the potential partner was contacted and provided a sufficient opportunity for response. It is suggested that applicants use registered mail to demonstrate such efforts.

What if two or more organizations submit separate applications to serve the same urban or rural community?

If more than one proposal to serve the same urban or rural community is rated highly, DOL will consider whether the urban or rural community is large enough to support more than one project.

Can I apply for multiple towns in one application?

If a town is large enough to reasonably support a YouthBuild program, the grant activities should generally be focused on one town. If the applicant determines that the town is not large enough to support a YouthBuild program, it may include additional towns and provide justification for one larger service area. If multiple towns are included together in the application, applicants may not request more than the maximum grant amount, \$1.1 million.

What is the definition of "low-income" family for the purposes of program eligibility?

The definition of "low-income family" is taken directly from the United States Housing Act of 1937 (42 U.S.C. 1437a(b)(2)) which states:

"The term 'low-income families' means those families whose incomes do not exceed 80 per centum of the median income for the area, as determined by the Secretary with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 80 per centum of the median for the area on the basis of the Secretary's findings that such variations are necessary because of prevailing levels of construction costs or unusually high or low family incomes."

The median income for each applicant's proposed area of service can be found at HUD's Web site: <http://www.huduser.org/datasets/il.html>.

What are allowable uses of grant funds?

Allowable uses of grant funds may include:

(1) Education and Workforce Activities, such as:

- Basic skills instruction and remedial education;
- Language instruction educational programs for individuals with limited English proficiency;
- Secondary education services and activities, including tutoring, study skills training, and dropout prevention activities, designed to lead to the attainment of a secondary school diploma, GED credential, or other State-recognized equivalent (including recognized alternative standards for individuals with disabilities);
- Counseling and assistance in obtaining post-secondary education and required financial aid;
- Alternative secondary school services;
- Work experience and skills training (coordinated, to the maximum extent feasible, with the YouthBuild Trainee

Apprenticeship Preparation program (YB-TAP),¹ pre-apprenticeship and registered apprenticeship programs) in housing rehabilitation and construction activities;

- Occupational skills training; and
- Other paid and unpaid work experiences, including internships and job shadowing.

(2) Case management, counseling services and related activities, such as comprehensive guidance and counseling on drug and alcohol abuse and referral.

(3) Youth development activities, such as:

- Community service and peer-centered activities encouraging responsibility and other positive social behaviors, and
- Leadership development activities including youth policy committees that allow YouthBuild participants to engage in local policy and decision-making related to the program.

(4) Supportive services and provision of needs-based payments necessary to enable individuals to participate in the program.

(5) Supportive services to assist individuals, for a period not to exceed 12 months after the completion of training, in obtaining or retaining employment, or applying for and transitioning to post-secondary education.

(6) Supervision and training for participants in the rehabilitation or construction of housing, including residential housing for homeless individuals or low-income families, or transitional housing for homeless individuals.

(7) Supervision and training for participants in the rehabilitation or construction of community and other public facilities.

(8) Payment of a portion of the administrative costs of the grantee.

(9) Mentoring (one-on-one, group or team) of participants by adults who have been appropriately screened and matched to work with youth.

(10) Provision of wages, stipends, or other benefits and incentives to participants in the program.

(11) Ongoing training and technical assistance for staff that are related to developing and carrying out the program.

(12) Activities related to follow-up and tracking of participant performance.

(13) Equipment and/or supplies related to the YouthBuild activities funded through this grant. The purchase of construction materials to be used as part of the direct training for YouthBuild participants would be an allowable use of grant funds.

What costs are allowable for orientation/mental toughness?

For guidance on orientation/mental toughness allowable costs, please go to: Mental Toughness/Orientation Allowable Costs in a YouthBuild Program <http://wdr.doleta.gov/directives/attach/TEGL/TEGL14-09acc.pdf>.

Can training be provided in industries other than construction?

No, DOL YouthBuild funds provided under this solicitation cannot be used to support occupational skills training other than construction. Programs may offer training in other industries; however, other funding sources must be used to support these career pathways.

Can training be provided in green construction and the use of sustainable building materials?

Yes, DOL encourages YouthBuild funds provided under this solicitation to be used to train youth in green construction skills that will prepare them for employment in green jobs and encourages the use of sustainable building materials in the construction and rehabilitation of affordable housing. However, this green construction skills training must be part of a construction curriculum that leads to an industry-recognized credential. That is, if youth complete a green construction module that is either a stand-alone module or is part of a general construction curriculum, it cannot be counted as a credential for purposes of the credential attainment performance measure. It is similar to Occupational Safety and Health Administration (OSHA) or Cardio Pulmonary Resuscitation (CPR) training; both are important parts of an overall construction training program but do not represent an industry-recognized credential.

Will Youthbuild projects be required to follow OSHA guidelines?

Yes, YouthBuild projects will be required to follow OSHA guidelines in the operation of their construction projects and to submit incident reports to DOL of injuries occurring on worksites. DOL will require that YouthBuild grantees:

- Provide comprehensive documented training on construction safety for youth working on YouthBuild projects, including requirements for youth to demonstrate knowledge of and proficiency in hazard identification, abatement, and safe work practices;
- Demonstrate compliance with Federal and State child labor laws and occupational safety and health regulations;
- Provide written worksite-specific safety plans overseen by an on-site supervisor with the knowledge, skills, and authority to correct safety and health hazards and enforce the site-specific safety plan;
- Provide necessary personal protective equipment to youth working on YouthBuild projects; and
- Report to DOL all worksite injuries and illnesses to youth working on YouthBuild projects, along with documentation on remedial measures to prevent future similar injuries and help ensure that YouthBuild is a model program that takes active steps for participant safety and health.

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- Provide written worksite-specific safety plans overseen by an on-site supervisor with the knowledge, skills, and authority to correct safety and health hazards and enforce the site-specific safety plan;
- Provide necessary personal protective equipment to youth working on YouthBuild projects; and
- Report to DOL all worksite injuries and illnesses to youth working on YouthBuild projects, along with documentation on remedial measures to prevent future similar injuries and help ensure that YouthBuild is a model program that takes active steps for participant safety and health.

Can DOL funds be used for paid work experiences, needs-based stipends, wages, and other supportive services?

Payments to participants for classroom training, paid work experiences, and occupational skills training, as well as other needs-based supportive services, are allowable expenses. If the applicant plans to use grant funds for these purposes, sufficient information must be provided in the budget narrative to clearly justify the proposed amounts to be provided. Grantees are responsible for consulting with an accountant or other experts to ascertain if their payment structure complies with IRS standards.

Can DOL funds be used for paid work experiences, needs-based stipends, wages, and other supportive services?

Payments to participants for classroom training, paid work experiences, and occupational skills training, as well as other needs-based supportive services, are allowable expenses. If the applicant plans to use grant funds for these purposes, sufficient information must be provided in the budget narrative to clearly justify the proposed amounts to be provided. Grantees are responsible for consulting with an accountant or other experts to ascertain if their payment structure complies with IRS standards.

Is the purchase of food an allowable use of funds?

DOL considers food to be an allowable cost for YouthBuild when used as a supportive service. To qualify, the provision of food must be needs-based and must be necessary to enable the recipient to participate in the program. The purchase of food is an unallowable cost for grant funds if expended for any reason other than needs-based supportive services. To provide food as a supportive service, grantees must create and consistently apply a written policy for determining needs-based services for participants. Grantees can provide food to enrollees as part of an on-site training class or work-site experience where access to food services and vendors is unavailable or unreliable, but must document in the grant files that providing such food

¹ The YouthBuild Trainee Apprenticeship Preparation (YB-TAP) program is a set of construction standards recognized by the U.S. Department of Labor's Office of Apprenticeship that are aligned with curricula from the Home Builders Institute's HPACT program, the National Center for Construction Education and Research, and the Building Trades Multi-Craft Core Curriculum. These standards are included as Appendix A of this solicitation.

directly is reasonable and necessary in order to ensure continuity of training services.

Should prospective applicants include travel costs associated with technical assistance and training in their budget?

Prospective applicants should include travel funds in their budget to cover travel for several key staff to attend at least one national meeting per year and at least two regional trainings per year.

How will success be measured under these grants?

The three outcome measures are:

- Literacy and numeracy gains;
- High School diploma/GED/degree or certificate attainment rate; and
- Placement in employment/post-secondary education/occupational skills training program/military.

In addition, grantees must report on a number of interim indicators that may serve as predictors of success. Interim indicators include:

- Enrollment rate;
- Participation in education/training activities;
- Workforce preparation;
- Mentoring;
- Community service/leadership activities;
- Placement retention rate; and
- Recidivism.

In applying for these grants, applicants agree to submit updated Management Information System (MIS) data on enrollee characteristics, services provided, placements, outcomes, and follow-up status. YouthBuild grantees are required to use the ETA Web-based Case Management and Performance System, which is provided to grantees at no cost.

What is the expected average cost per participant?

DOL expects the cost to be between \$15,000 and \$18,000 per participant.

When is the Youthbuild program expected to begin enrolling youth under this SGA?

Grantees must begin program operations, including the enrollment of youth, within six months from the date of the award.

The following questions involve allowable construction costs:

Can funds be used for rehabilitation or construction of buildings other than low-income housing?

Yes. In training participants, up to 10 percent of grant funds may be used in the rehabilitation or construction of community and other public facilities. The term "community and other public

facilities" means those facilities which are publicly owned and publicly used for the benefit of the community. Examples include public-use buildings such as recreation centers, libraries, public park shelters, or public schools. This term may also encompass facilities used by the program but only if the facility is publicly owned and available for public entry and use. YouthBuild participants may not repair or renovate buildings used solely by the grantee, such as offices or classrooms. The remaining 90 percent of funds must be used to train participants in the rehabilitation or construction of low-income housing.

Would construction of a kitchen or shower facility be an allowable cost in a public facility?

If it is a public facility that needs to have a kitchen or shower facility installed and it is done under the 10 percent limitation and it is used for training purposes, then it is allowable.

Does a federally-qualified health care facility qualify as an allowable construction site?

The rehabilitation of a community health facility is permissible. The 10 percent limitation would apply to such costs.

Are architectural fees an allowable use of grant funds?

Yes, architectural fees, or a proportionate share thereof, are allowable when such fees can be related to items such as architectural plans or blueprints on which participants will be trained.

Are brokerage fees an allowable use of grant funds?

No, brokerage fees and other fees associated with the acquisition of property are not directly related to participant training and are not an allowable use of grant funds. We consider these fees to be too attenuated from the costs of participant training to be allowable.

Are subcontractor costs and supplies, (e.g., roofing, landscaping, etc.), allowable uses of grant funds?

Non-training services and deliverables that are not directly related to participant training are not an allowable use of grant funds unless they are used in the provision of training. Property enhancements, such as landscaping, are not allowable grant costs, if not performed by youth as part of their training activities.

Can unallowable costs be used to fulfill the 25 percent match requirement?

If the cost is not allowed to be paid with grant funds, it would also not be acceptable in fulfilling the 25 percent match requirement.

Can funds be used to purchase land?

Grant funds may not be used to purchase land.

Can grant funds be used to purchase a home to rehabilitate for the project?

Grantees may only charge a proportion of the purchase cost, exclusive of land, which is reflective of the portion of the property that will be used for participant training.

Should prospective applicants provide more than 25 percent match?

No. Any amounts over 25 percent match will not be considered in evaluating proposals. Grantees with additional resources should allocate them as leveraged funds for the purposes of planning and budgeting.

How will ETA evaluate the Youthbuild program?

ETA has contracted with an independent organization to conduct a rigorous, national evaluation of the YouthBuild program. A subset of grantees will be selected to participate in the evaluation and those that are selected will be required to participate.

The evaluation will use a random assignment design, which includes a computerized process that will randomly select which of the youth that grantees deem eligible and appropriate for the program will receive YouthBuild services. This process, similar to drawing names from a hat, is fair and ensures that everyone has the same chance of getting YouthBuild services. Those who are not admitted will form a control group and may be referred to other non-similar youth services. The grantees will be responsible for obtaining the consent of applicants to be randomly selected to be in the control group, and for informing the applicants that they have been selected. The evaluation contractor will work with each grantee to develop study procedures that minimize any disruption of the grantee's intake procedures and program operations. It is expected that the evaluation will not reduce the total number of youth who are served by the YouthBuild program. Grantees selected to participate in this study will be required to cooperate fully with ETA and the evaluation team in the conduct of the study. Grantee staff will be required to participate in one

survey and host site visits by the research team.

The Following Questions Involve the Random Assignment Evaluation:

Participation in the YouthBuild evaluation will provide important input into the national debate about policies and practices designed to improve the well-being of disadvantaged youth. Although DOL and the evaluation team are continuing to work out the details of the study design, below are answers to some questions grantees may have about the evaluation.

How will grantees be selected for the evaluation and how many will be selected?

Approximately 60 grantees will be selected to participate in the evaluation. Grantees will be selected randomly, but some types of grantees (for example, those that have never operated a YouthBuild program before) may be excluded from consideration. Larger programs may have a greater chance of being selected in order to ensure that the evaluation includes a sufficient number of young people.

YouthBuild has been evaluated before; why is this evaluation necessary?

Previous evaluations of YouthBuild have provided very useful information, but none of them was designed to determine what difference YouthBuild makes for the young people it serves compared to what would have happened if they did not participate. The new evaluation is the first one to use a random assignment design, which is considered to provide the most reliable evidence about the effectiveness of a social program. Other national youth programs such as the Job Corps, Service and Conservation Corps, and the National Guard Youth Challenge program have already been part of random assignment evaluations. These evaluations are critical to ensuring that young people are receiving services that will improve their life opportunities and demonstrating to policy-makers that their investment is paying off.

Will the evaluation mean that programs serve fewer youth than before?

Most YouthBuild programs are only able to serve a very small fraction of the youth in their communities who might benefit and who apply. Programs participating in the evaluation will assess and screen youth to identify those who are eligible for YouthBuild and then use random assignment (like picking names from a hat) to select which of the eligible youth will be admitted. The youth who are selected will form the "program group" for the

study. The youth who are not selected will form the "control group" and will not be permitted to enroll in YouthBuild during the study period, though the grantees may be able to refer them to other youth programs in the community. Ideally, the evaluation should not cause YouthBuild programs to serve fewer youth than they otherwise would. If the programs selected for the study do not currently have more qualified applicants than they can accept, additional recruiting may be necessary.

Is it unethical to use random assignment to decide which youth to accept?

No, it is not unethical to use random assignment to determine who receives services. Random assignment is a fair way to allocate scarce program slots when there are more qualified applicants than a program can serve. In fact, some youth not selected for the program may be more willing to accept that this was due to the "flip of a coin" rather than to their personal characteristics. Before it is finalized, the study design will be reviewed by an Institutional Review Board to ensure that youth in the study will be treated fairly.

What data will grantees be required to provide to the evaluators?

The grantees will not have to do anything more than they usually do to stay in touch with the young people who participate in their program. The evaluators will obtain most data for the study from the DOL YouthBuild MIS, from government records, and from surveys of youth in the program and control groups. Grantee staff will be required to participate in one survey and host site visits by the research team. Also, grantees will be required to collect and enter some information into the MIS for all youth entering the study, some of whom will be assigned to the control group.

Who will be doing the evaluation?

ETA selected a team of three organizations to conduct the evaluation: MDRC (the lead), Mathematica Policy Research, and Social Policy Research Associates (SPRA). MDRC and SPRA are very familiar with YouthBuild programs through past evaluations and assessments.

II. Award Information

A. Award Amount

Under this competition, ETA intends to fund approximately 28 grants ranging from \$700,000 to \$1.1 million from the \$30 million in FY 2010 funds and approximately 100 grants in the same range of amounts from the FY 2011

appropriation (pending availability of funding); however, this does not preclude DOL from funding grants at either a lower or higher amount, or funding a smaller or larger number of projects, based on the type and the number of quality submissions. Applicants are encouraged to submit budgets for quality projects at whatever funding level within this range is appropriate to their project. Applications requesting more than \$1.1 million will be considered nonresponsive. The average annual cost per participant should be between \$15,000 and \$18,000. In the event that additional funds become available, ETA reserves the right to use such funds to select additional grantees from applications submitted in response to this solicitation.

B. Period of Performance

Grants will be awarded for a 3-year period of performance. This includes two years of core program operations (education, occupational skills training, and youth leadership development activities) for one or more cohorts of youth, plus an additional nine to twelve months of follow-up support services and tracking of participant outcomes for each cohort of youth. Further, applicants should plan to fully expend grant funds during the period of performance, while ensuring full transparency and accountability for all expenditures. Therefore, applicants are encouraged to carefully consider their ability to spend the level of funding requested.

III. Eligibility Information

A. Eligible Applicants

Eligible applicants for these grants are public or private non-profit agencies or organizations (including a consortium of such agencies or organizations with a designated lead applicant), including, but not limited to:

- Faith-based and community organizations;
- An entity carrying out activities under WIA, such as a local workforce investment board, One-Stop Career Center, or local school board;
- A community action agency;
- A State or local housing development agency;
- An Indian tribe or other agency primarily serving Indians;
- A community development corporation;
- A State or local youth service conservation corps; or
- Any other public or private non-profit entity that is eligible to provide education or employment training

under a Federal program and can meet the required elements of the grant.

Grantees who received funding in the FY 2009 YouthBuild competition [SGA/DFA PY 08-07] (including any affiliates or members or affiliates of a grantee's leadership team) will not receive funding from the remaining approximately \$30 million in FY 2010 funds. Projects funded from the FY 2010 funds will be limited to applications submitted by organizations that did not receive funding from the FY 2009 YouthBuild competition [SGA/DFA PY 08-07]. If FY 2009 YouthBuild competition [SGA/DFA PY 08-07] grantees are selected for funding in this competition, they will be funded from the FY 2011 appropriation, pending availability of funds.

B. Eligible Enrollees

An individual may participate in a YouthBuild program only if the individual:

1. Is between the ages of 16 and 24 on the date of enrollment; and
2. Is a member of a low-income family, and/or a youth in foster care (including youth aging out of foster care), and/or a youth offender, and/or a youth who is an individual with a disability, and/or a child of an incarcerated parent, and/or a migrant youth; and
3. Is a school dropout or an individual who has dropped out of high school and re-enrolled in an alternative school, if that re-enrollment is part of a sequential service strategy.

Organizations are not required to serve the entire age group population between 16 and 24, but all participants must fall within this range.

Up to (but not more than) 25 percent of the participants in the program may be youth who do not meet criteria B.2 or B.3 above, but:

- Are basic skills deficient, despite attainment of a secondary school diploma, GED credential, or other state-recognized equivalent (including recognized alternative standards for individuals with disabilities); or
- Have been referred by a local secondary school for participation in a YouthBuild program leading to the attainment of a secondary school diploma. Referrals from secondary schools to YouthBuild programs that provide only a GED degree are not allowed.

C. Veterans Priority

The Jobs for Veterans Act (Pub. L. 107-288) requires priority of service for veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job

training program directly funded, in whole or in part, by DOL. The regulations implementing this priority of service can be found at 20 CFR part 1010. In circumstances where a grant recipient must choose between two qualified candidates for a service, one of whom is a veteran or eligible spouse, the veterans priority of service provisions require that the grant recipient give the veteran or eligible spouse priority of service by first providing him or her that service. To obtain priority of service, a veteran or spouse must meet the program's eligibility requirements. Grantees must comply with DOL guidance on veterans' priority. ETA's Training and Employment Guidance Letter (TEGL) No. 10-09 (issued November 10, 2009) provides guidance on implementing priority of service for veterans and eligible spouses in all qualified job training programs funded in whole or in part by DOL. TEGL No. 10-09 is available at http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2816.

D. Matching Funds and Leveraged Resources

Aligning resources and leveraging funding are key components of success under the YouthBuild grant program. Therefore, applicants must provide cash or in-kind resources equivalent to 25 percent of the grant award amount as matching funds. Please note that neither prior investments nor Federal resources may be counted towards the matching funds threshold. Construction materials that are acquired without grant funds and are used for approved projects as part of the training for YouthBuild participants may be used in fulfilling the 25 percent match requirement.

To be allowable as part of match, a cost must be an allowable charge for Federal grant funds. Determinations of allowable costs will be made in accordance with the applicable Federal cost principles as indicated in Part IV.E. If the cost would not be allowable as a grant-funded charge, then it also cannot be counted toward matching funds.

Please note that in addition to the Federal amount you are requesting, the matching funds must be shown on the SF-424 application and SF-424A budget form. The SF-424A form is required even though the form states that it should only be used for non-construction. If there is a discrepancy in the amount of funds specified on the SF-424, SF-424A, or Budget Narrative, DOL will consider the amount of funds specified on the SF-424 as the applicant's match.

Applicants are expected to fulfill the match amount specified during the

grant period of performance. If the match amount specified by the applicant is not met or if a portion of the matching funds are found to be an unallowable cost, the amount of DOL grant funds may be decreased on a dollar for dollar basis. If this occurs the grantee may be required to repay funds to DOL. Applicants who fail to provide a 25 percent match will be considered non-responsive.

Applicants are encouraged to leverage additional resources beyond the match amount to supplement the project as a whole. Any cash or in-kind resources committed beyond the 25 percent of the grant award amount required as matching funds should be counted as leveraged funds. Applicants must clearly make the distinction between what will be considered matching funds and what will be considered "additional" leveraged resources, and explain leveraged resources in the budget narrative separately from the explanation of match. Do not include the leveraged funds on the SF-424 or SF-424A.

Both matching funds and leveraged resources could come from a variety of sources, including: public sector (e.g., State or local governments); non-profit sector (e.g., community organizations, faith-based organizations, or education and training institutions); private sector (e.g., businesses or industry associations); investor community (e.g., angel networks or economic development entities); and the philanthropic community (e.g., foundations).

Applications will be evaluated on how the match and leveraged funds are fully integrated in support of program outcomes. Grantees must track and report both match and other non-Federal leveraged resources quarterly on Form ETA 9130. Instructions and the form may be found at http://www.doleta.gov/grants/financial_reporting.cfm.

IV. Application and Submission Information

A. How To Obtain an Application Package

This SGA contains all of the information and links to forms needed to apply for grant funding.

B. Content and Form of Application Submission

The proposal will consist of three separate and distinct parts—(I) a cost proposal; (II) a technical proposal (with attachments); and (III) a description of and information on the work site. Applications that do not contain all

three parts (including the required attachments) or that fail to adhere to the instructions in this section will be considered non-responsive and will not be considered. It is the applicant's responsibility to ensure that the funding amount requested is consistent across all parts and sub-parts of the application.

Part I. The Cost Proposal. The Cost Proposal must include the following four items:

- SF-424, "Application for Federal Assistance" (available at http://www.grants.gov/agencies/forms_repository_information.jsp). The SF-424 must clearly identify the applicant and be signed by an individual with authority to enter into a grant agreement. Upon confirmation of an award, the individual signing the SF-424 on behalf of the applicant will be considered the authorized representative of the applicant.

- All applicants for Federal grant and funding opportunities are required to have a Data Universal Numbering System (D-U-N-S® number). See Office of Management and Budget (OMB) Notice of Final Policy Issuance, 68 FR 38402, June 27, 2003. Applicants must supply their D-U-N-S® number on the SF-424. The D-U-N-S® number is a non-indicative, nine-digit number that uniquely identifies business entities. Obtaining a D-U-N-S® number is easy and there is no charge. To obtain a D-U-N-S® number, call 1-866-705-5711 or access this Web site: www.dunandbradstreet.com.

- The SF-424A Budget Information Form (available at http://www.grants.gov/agencies/forms_repository_information.jsp) In preparing the Budget Information Form, the applicant must provide a concise narrative explanation to support the request, explained in detail below.

The amount of Federal funding requested for the **entire period of performance** (i.e., three years) must be included on both the SF-424 and SF-424A Budget Information Form. Only an applicant's match amount (not other leveraged resources) should be listed on the SF-424 (Block 18) and SF-424A Budget Information Form (Sections A & C). Please note that the funding amount included on the SF-424 will be considered the official funding amount requested.

- **Budget Narrative:** The budget narrative must provide a description of costs associated with each line item on the SF-424A. Additionally, the budget narrative should break down the budget, match, and leveraged resources by project activity, must discuss cost-per-participant, and must discuss precisely

how the administrative costs support the project goals. If the applicant plans to use grant funds for paid work experiences, needs-based payments, and other supportive services for the participants, sufficient information must be provided in the budget narrative to clearly justify the proposed amounts to be provided.

Please note that applicants that fail to provide a SF-424, SF-424A, a D-U-N-S® number, and a budget narrative will be considered non-responsive, and removed from consideration before the technical review process. Applicants are also encouraged, but not required, to submit OMB Survey No. 1890-0014: Survey on Ensuring Equal Opportunity for Applicants, which can be found at http://www07.grants.gov/applicants/tips_resources_from_grantors.jsp#13.

Part II. The Technical Proposal. The Technical Proposal must demonstrate the applicant's capability to implement the YouthBuild grant project in accordance with the provisions of this solicitation. The guidelines for the content of the Technical Proposal are provided in Part V.A of this SGA. The Technical Proposal is limited to 20 double-spaced, single-sided 8.5 x 11 inch pages with 12 point text font and 1 inch margins. Applicants should number the Technical Proposal beginning with page number 1. Any materials beyond the 20-page limit will not be read.

Part IIA. Attachments to the Technical Proposal. In addition to the 20 page Technical Proposal, the applicant must submit the following required attachments:

(a) An organizational chart that reflects how the YouthBuild program will be staffed. In instances where the YouthBuild program is part of a larger organization (e.g., a Housing Authority), include a diagram that indicates how the YouthBuild program fits within the larger organization;

(b) A timeline outlining project activities;

(c) Letters of commitment from partners; and

(d) A two-page Abstract summarizing the proposed project, including applicant name, project title, a description of the area to be served, and the funding level requested. The Abstract must note whether the application is being submitted as an urban, rural, or Native American application.

These additional required materials do not count against the 20 page limit for the Technical Proposal, but may not exceed 20 pages. Any additional materials beyond the 20 page attachment limit will not be read. Any

additional materials other than those listed in Part II A a), b), c), or d) should not be included in the Technical Proposal Attachment and will not be read. ETA does not permit general letters of support submitted by organizations or individuals that are not partners in the proposed project and that do not directly identify the specific commitment or roles of the project partners. Therefore, additional materials, such as résumés or general letters of support or commitment, will not be read.

The required attachments must be affixed as separate, clearly identified appendices to the application. Commitment letters must accompany the application electronically, not be mailed separately. Please note that applicants should not send letters of commitment separately to ETA because letters received separately are tracked through a different system and will not be attached to the application for review. Applications that do not include the required attachments will be considered non-responsive and not reviewed.

An audited financial statement and accompanying management letter (if applicable) is requested in Section V.A.2.i, but neither counts towards the page limitations for either the Technical Proposal or the Technical Proposal Attachment and should be included as an appendix. This appendix has no page limits.

Part III. The Worksite Description. The applicant must submit the Worksite Description Form (ETA-9143) including all requested attachments, which describes the planned worksite that will be used for on-site housing rehabilitation and construction training for youth participants. These forms can be found at http://www.doleta.gov/youth%5Fservices/pdf/Work_Site_DescriptionAugust%202010.xls.

Information on property for use in year two of your grant may be required. These forms do not count towards the 20 page limitation for either the Technical Proposal or the Technical Proposal Attachment; this is a separate part of the proposal. Please note that before finalizing the grant award document, prospective award winners must be able to re-verify information on the worksite and access to the property before grant funds are released.

Section 10 of ETA 9143 requests information from the property owner or property management company or companies allowing access to the housing site(s) for on-site construction training. DOL will deem non-responsive any application that fails to specifically identify the location of the on-site

construction, including evidence of site access. Guidance on evidence of site access is as follows:

- If the applicant has a contract or option to purchase the property, include a copy of the contract or option; or
- If a third party owns the property or has a contract or option to purchase, that third party must provide a letter stating the nature of the ownership and specifically providing access to the property for the purposes of the program and the time frame in which the property will be available. In the case of a contract or option, include a copy of the document. These should be included as part of Part III of your application and do not count against page limitations.

C. Submission Process, Date, Times, and Addresses

Applications may be submitted electronically on Grants.gov or in hard copy by mail or hand delivery. Applicants submitting proposals in hard copy must submit an original signed application (including the SF-424) and one "copy-ready" version free of bindings, staples, or protruding tabs to ease in the reproduction of the proposal by DOL. Applicants submitting proposals in hard copy also must provide an identical electronic copy of the proposal on compact disc (CD). If discrepancies between the hard copy submission and CD copy are identified, the application on the CD will be considered the official application for evaluation purposes. Failure to provide identical applications in hard copy and CD format may have an impact on the overall evaluation.

The closing date for receipt of applications of this announcement is December 3, 2010. Applications must be received at the address below no later than 4 p.m. Eastern Time. Applications sent by e-mail, telegram, or facsimile (FAX) will not be accepted. If an application is submitted by both hard copy and through <http://www.grants.gov>, a letter must accompany the hard copy application stating why two applications were submitted and the differences between the two submissions. If no letter accompanies the hard copy, we will review the copy submitted through <http://www.grants.gov>. Applications that do not meet the conditions set forth in this notice will be considered non-responsive. No exceptions to the mailing and delivery requirements set forth in this notice will be granted. Further, documents submitted separately from the application, before or after the deadline, will not be accepted as part of the application.

Mailed applications must be addressed to the U.S. Department of Labor, Employment and Training Administration, Division of Federal Assistance, Attention: Donna Kelly, Grant Officer, Reference SGA/DFA PY 10-02, 200 Constitution Avenue, NW., Room N4716, Washington, DC 20210. Applicants are advised that mail delivery in the Washington, DC area may be delayed due to mail decontamination procedures. Hand-delivered proposals will be received at the above address at the 3rd and C Street entrance. All overnight mail will be considered to be hand-delivered and must be received at the designated place by the specified closing date and time.

Applications that are submitted through Grants.gov must be successfully submitted at <http://www.grants.gov> no later than 4 p.m. Eastern Time on the closing date, and then subsequently validated by Grants.gov. The submission and validation process is described in more detail below. The process can be complicated and time-consuming. Applicants are strongly advised to initiate the process as soon as possible and to plan for time to resolve technical problems if necessary.

The Department strongly recommends that before the applicant begins to write the proposal, applicants should immediately initiate and complete the "Get Registered" registration steps at http://www.grants.gov/applicants/get_registered.jsp. Applicants should read through the registration process carefully before registering. These steps may take as much as four weeks to complete and this time should be factored into plans for electronic submission in order to avoid unexpected delays that could result in the rejection of an application. The site also contains registration checklists to help walk you through the process. The Department strongly recommends that applicants download the "Organization Registration Checklist" at http://www.grants.gov/assets/OrganizationSteps_Complete_Registration.pdf and prepare the information requested before beginning the registration process. Reviewing and assembling required information before beginning the registration process will alleviate last minute searches for required information and save time.

To register with Grants.gov, applicants applying electronically must have a D-U-N-S® Number and must register with the Federal Central Contractor Registry (CCR). Step-by-step instructions for registering with CCR can be found at http://www.grants.gov/applicants/org_step2.jsp. All applicants must register with CCR in order to apply

online. Failure to register with the CCR will result in your application being rejected by Grants.gov during the submission process.

The next step in the registration process is creating a username and password with Grants.gov to become an Authorized Organizational Representative (AOR). AORs will need to know the D-U-N-S® Number of the organization for which they will be submitting applications to complete this process. To read more detailed instructions for creating a profile on Grants.gov visit: http://www.grants.gov/applicants/org_step3.jsp.

After creating a profile on Grants.gov, the E-Biz Point of Contact (E-Biz POC), a representative from your organization who is the contact listed for CCR, will receive an e-mail to grant the AOR permission to submit applications on behalf of their organization. The E-Biz POC will then log in to Grants.gov and approve an applicant as the AOR, thereby giving him or her permission to submit applications. To learn more about AOR Authorization visit: http://www.grants.gov/applicants/org_step5.jsp or to track AOR status visit: http://www.grants.gov/applicants/org_step6.jsp.

An application submitted through Grants.gov constitutes a submission as an electronically signed application. The registration and account creation with Grants.gov, with E-Biz POC approval, establishes an AOR. When you submit the application through Grants.gov, the name of your AOR on file will be inserted into the signature line of the application. Applicants must register the individual who is able to make legally binding commitments for the applicant organization as the AOR; this step is often missed and it is crucial for valid submissions.

When a registered applicant submits an application with Grants.gov, an electronic time stamp is generated within the system when the application is successfully received by Grants.gov. Within two business days of application submission, Grants.gov will send the applicant two e-mail messages to provide the status of the application's progress through the system. The first e-mail, sent almost immediately, will contain a tracking number and will confirm receipt of the application by Grants.gov. The second e-mail will indicate the application has either been successfully validated or has been rejected due to errors. Only applications that have been successfully submitted by the deadline and subsequently successfully validated will be considered. It is the sole responsibility of the applicant to ensure a timely

submission. While it is not required that an application be successfully validated before the deadline for submission, it is prudent to reserve time before the deadline in case it is necessary to resubmit an application that has not been successfully validated. Therefore, sufficient time should be allotted for submission (two business days) and, if applicable, additional time to address errors and receive validation upon resubmission (an additional two business days for each ensuing submission). It is important to note that if sufficient time is not allotted and a rejection notice is received after the due date and time, the application will not be considered.

To ensure consideration, the components of the application must be saved as .doc, .xls or .pdf files. If submitted in any other format, the applicant bears the risk that compatibility or other issues will prevent us from considering the application. ETA will attempt to open the document but will not take any additional measures in the event of problems with opening. In such cases, the non-conforming application will not be considered for funding.

We strongly advise applicants to use the plethora of tools and documents, including FAQs, which are available on the "Applicant Resources" page at <http://www.grants.gov/applicants/resources.jsp>.

ETA encourages new prospective applicants to view the online tutorial, "Grant Applications 101: A Plain English Guide to ETA Competitive Grants," available through Workforce3One at: http://www.workforce3one.org/page/grants_toolkit.

To receive updated information about critical issues, new tips for users, and other time sensitive updates as information is available, applicants may subscribe to "Grants.gov Updates" at http://www.grants.gov/applicants/e-mail_subscription_signup.jsp.

If applicants encounter a problem with Grants.gov and do not find an answer in any of the other resources, call 1-800-518-4726 to speak to a Customer Support Representative or e-mail "support@grants.gov." The Contact Center is open 24 hours a day, seven days a week. It is closed on Federal holidays.

Late Applications: For applications submitted on Grants.gov, only applications that have been successfully submitted no later than 4 p.m. Eastern Time on the closing date and then successfully validated will be considered. Applicants take a

significant risk by waiting to the last day to submit by Grants.gov.

Any hard copy application received after the exact date and time specified for receipt at the office designated in this notice will not be considered, unless it is received before awards are made, it was properly addressed, and it was: (a) Sent by U.S. Postal Service mail, postmarked not later than the fifth calendar day before the date specified for receipt of applications (e.g., an application required to be received by the 20th of the month must be postmarked by the 15th of that month); or (b) sent by professional overnight delivery service to the addressee not later than one working day before the date specified for receipt of applications. "Postmarked" means a printed, stamped, or otherwise placed impression (exclusive of a postage meter machine impression) that is readily identifiable, without further action, as having been supplied or affixed on the date of mailing by an employee of the U.S. Postal Service. Therefore, applicants should request the postal clerk to place a legible hand cancellation "bull's eye" postmark on both the receipt and the package. Failure to adhere to these instructions will be a basis for a determination that the application was not filed on time and will not be considered. Evidence of timely submission by a professional overnight delivery service must be demonstrated by equally reliable evidence created by the delivery service provider indicating the time and place of receipt.

D. Intergovernmental Review

This funding opportunity is not subject to Executive Order (EO) 12372, "Intergovernmental Review of Federal Programs."

E. Funding Restrictions

All proposal costs must be necessary and reasonable in accordance with Federal guidelines. Determinations of allowable costs will be made in accordance with the applicable Federal cost principles, e.g., Non-Profit Organizations—OMB Circular A-122. Disallowed costs are those charges to a grant that the grantor agency or its representative determines not to be allowed in accordance with the applicable Federal cost principles or other conditions contained in the grant. Applicants will not be entitled to reimbursement of pre-award costs.

1. Legal Rules Pertaining to Inherently Religious Activities by Organizations That Receive Federal Financial Assistance

Direct Federal grants, sub-awards, or contracts under this program must not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services supported with DOL financial assistance under this program. Neutral, secular criteria that neither favor nor disfavor religion must be employed in the selection of grant and sub-grant recipients. In addition, under WIA and DOL regulations implementing WIA, a recipient may not use direct Federal assistance to train a participant in religious activities, or employ participants to construct, operate, or maintain any part of a facility that is used or to be used for religious instruction or worship. See 29 CFR 37.6(f). Under WIA, "[n]o 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 and the Religious Freedom Restoration Act of 1993), national origin, age, disability, or political affiliation or belief." 29 U.S.C. 2938(a)(2). Regulations on the Equal Treatment for Faith-Based Organizations, which includes the prohibition against supporting inherently religious activities with direct DOL financial assistance, can be found at 29 CFR part 2, subpart D. Provisions relating to the use of indirect support (such as vouchers) are at 29 CFR 2.33(c) and 20 CFR 667.266.

A faith-based organization receiving Federal financial assistance retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services supported with Federal financial assistance without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives Federal financial assistance retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and

include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of DOL funded activities.

The Religious Freedom Restoration Act (RFRA), 42 U.S.C. sec. 2000bb, applies to all Federal law and its implementation. If your organization is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled to receive Federal financial assistance under Title I of WIA and maintain that hiring practice even though Section 188 of WIA contains a general ban on religious discrimination in employment. If you are awarded a grant, you will be provided with information on how to request such an exemption.

Faith-based and community organizations may reference "Transforming Partnerships: How to Apply the U.S. Department of Labor's Equal Treatment and Religion-Related Regulations to Public-Private Partnerships" at: <http://www.workforce3one.org/view/5566/info>.

2. Indirect Costs

As specified in OMB Circular Cost Principles, indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective. In order to use grant funds for indirect costs incurred, the applicant must obtain an Indirect Cost Rate Agreement with its Federal Cognizant Agency either before or shortly after the grant award. If an applicant already has a Federal Indirect Cost Rate Agreement, that agreement may be used.

3. Administrative Costs

Under the YouthBuild grants, an entity that receives a grant to carry out a project or program may not use more than 15 percent of the amount of the grant to pay administrative costs associated with the program or project. Administrative costs could be direct or indirect costs and are defined at 20 CFR 667.220. Administrative costs do not need to be identified separately from program costs on the SF-424A Budget Information Form. They should be discussed in the budget narrative and tracked through the grantee's accounting system. To claim any administrative costs that are also indirect costs, the applicant must obtain an indirect cost rate agreement from its Federal Cognizant Agency as specified above.

4. Intellectual Property Rights

The Federal Government reserves a paid-up, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use for Federal purposes: (i) The copyright in all products developed under the grant, including a subgrant or contract under the grant or subgrant; and (ii) any rights of copyright to which the grantee, subgrantee or a contractor purchases ownership under an award (including but not limited to curricula, training models, technical assistance products, and any related materials). Such uses include, but are not limited to, the right to modify and distribute such products worldwide by any means, electronically or otherwise. Federal funds may not be used to pay any royalty or licensing fee associated with such copyrighted material, although they may be used to pay costs for obtaining a copy which is limited to the developer/seller costs of copying and shipping. If revenues are generated through selling products developed with grant funds, including intellectual property, these revenues are program income. Program income is added to the grant and must be expended for allowable grant activities.

If applicable, the following needs to be on all products developed in whole or in part with grant funds:

This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it. Internal use by an organization and/or personal use by an individual for non-commercial purposes is permissible. All other uses require the prior authorization of the copyright owner.

5. Salary and Bonus Limitations

Under Public Law 109-234, none of the funds appropriated in Public Law 109-149 or prior Acts under the heading "Employment and Training Administration" that are available for expenditure on or after June 15, 2006, may be used by a recipient or sub-recipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II, except as provided for in section 101 of Public Law 109-149. This limitation applies to

grants funded by this Solicitation under Public Law 111-117, and will also apply to grants funded by this Solicitation under the FY 2011 appropriation. The salary and bonus limitation does not apply to vendors providing goods and services as defined in OMB Circular A-133 (codified at 29 CFR Parts 96 and 99). See TEGL No. 5-06 for further clarification: http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2262.

F. Other Submission Requirements

Withdrawal of Applications:

Applications may be withdrawn by written notice or telegram (including mailgram) to the Grant Officer received at any time before an award is made. Applications may be withdrawn in person by the applicant or by an authorized representative thereof, if the representative's identity is made known and the representative signs a receipt for the return of the proposal.

V. Application Review Information

A. Evaluation Criteria

This section identifies and describes the criteria that will be used to evaluate proposals for a YouthBuild Grant. These criteria and point values are:

Criterion	Points
1. Statement of Need	10
2. Program Management, Organizational Capacity, and Evidence of Past and Projected Success in YouthBuild or Other Relevant Programs	35
3. Project Design, Service Strategy, and Program Outcomes	40
4. Linkages to Key Partners, Match and Leveraged Resources	15
Total	100

1. Statement of Need (10 Points)

Please describe the community where the YouthBuild program will operate. Identify the need for a YouthBuild program in the community that is proposed to be served through the grant and demonstrate the need for the project in that area. Applicants are expected to present information on various characteristics of the community(ies) in which they expect to operate. If there are particular neighborhoods within the city where the grant will be focused, describe these neighborhoods and provide available data specific to those areas. Required information includes the population of the area, its poverty rate, shortage of affordable housing, its unemployment rate, the graduation rate, and the number of 18-24 year olds

without a high school diploma. In addition, because one of the goals of the YouthBuild program is to provide for the inclusion of tenants who were previously homeless individuals or families in the rental of housing provided through the program, the incidence of homelessness in your community should be included.

To obtain these indicators, applicants can use census tract data from the 2000 census—go to <http://factfinder.census.gov> and use the link on the left for People. Graduation rates for every school district in the nation may be found at <http://www.edweek.org/apps/maps/>.

All of these indicators must be presented in chart form, which may be single-spaced, and the applicant must provide the sources for the data provided. In addition, applicants should provide information on the economic and employment factors facing the community, including negative factors as well as promising economic and employment trends that will require an educated and skilled workforce.

If the organization plans to build or rehabilitate houses or community/public facilities in a different community from that in which youth will be recruited, present the homelessness and poverty data for that area and the unemployment, poverty, and graduation rates for the area in which the organization will be recruiting youth participants.

Applicants will be evaluated on:

- The clear and specific need for a YouthBuild program in their community, as evidenced by high poverty and low graduation rates; and
- The degree to which other factors in distressed communities, such as crime, unemployment, plant closures, or other indicators of economic decline, particularly in comparison with other areas of the city or state, are negatively impacting youth and their families.

2. Program Management, Organizational Capacity, and Evidence of Past and Projected Success in YouthBuild or Other Relevant Programs (35 Points).

i. Program Management and Organizational Capacity (15 Points)

The applicant must provide a description of the applicant's organization and a statement of its qualifications for running a YouthBuild program, including years of operation, current annual budget, continuity of leadership, and the experience of staff, their roles, as well as those of any consultants and collaborative organizations that may be part of operating the YouthBuild program.

Applicants should include an organizational chart that reflects how the YouthBuild program will be staffed and, in instances where the YouthBuild program is part of a larger organization (e.g., a Housing Authority), a diagram that indicates where the YouthBuild program fits within the larger organization.

The applicant must fully describe the organization's capacity to track and report outcomes and its ability to collect and manage data in a way that allows consistent, accurate, and expedient reporting. The applicant must discuss the professional development activities available to staff, either on-site or through training funds.

The applicant must fully describe any previous experience of the organization in operating grants from either Federal or non-Federal sources. Describe the fiscal controls in place in the organization for auditing and accountability procedures. Applicant must also provide information on the overall financial stability of the organization that has financial oversight for this program. Applicants must include the most recent audited financial statements and, if applicable, the accompanying management letter. This attachment will not count towards your 20-page limit for either the technical proposal or attachments.

The applicant must describe the organization's ability to handle multiple funding streams with appropriate accounting systems in place.

The applicant must describe its proposed project management structure including, where appropriate, the identification of a proposed project manager, discussion of the proposed staffing pattern, and the qualifications and experience of key staff members or short job descriptions and their time commitment to the project.

Scoring under this criterion will be based on the extent to which applicants provide evidence of the following:

- The overall financial stability of the organization as demonstrated by strong accounting systems, fiscal controls, previous grants management, and the audited financial statements.
- The capacity of the applicant organization to accomplish the goals and outcomes of the project, including the ability to collect and manage data in a way that allows consistent, accurate, and expedient reporting.
- The time commitment of the proposed staff dedicated to the YouthBuild program is sufficient to ensure proper direction, management, and timely completion of the project.
- The roles and contribution of staff, consultants, and collaborative

organizations are clearly defined and linked to specific tasks.

- The background, experience, and other qualifications of the staff are sufficient to carry out their designated roles.

- The adequacy of the budget and narrative to run the proposed program, including the cost per participant, which should not exceed the range of \$15,000–\$18,000.

ii. Evidence of Past Success in YouthBuild or Other Relevant Programs (20 Points)

The applicant must fully describe and document past accomplishments it has had operating a YouthBuild program or another youth workforce development program that is comparable to YouthBuild in its complexity and duration in the provision of education and skills training for at-risk youth, including skills training in housing rehabilitation and construction activities. If you have previously received a YouthBuild award from DOL, please include the quarterly performance numbers from the most recently submitted Quarterly Performance Report. The applicant must describe the program and how long the program has been in operation. Applicants that have operated a YouthBuild program or another comparable youth workforce development program must provide in a chart, which may be single-spaced, the following information:

- Program duration (e.g., months participants are enrolled in the program);
- Number of youth recruited;
- Number of youth enrolled;
- Number of youth who successfully completed the program;
- Number and percent of youth receiving their GED, high school diploma, and/or other state recognized equivalent (including recognized alternative standards for individuals with disabilities; please differentiate between these credentials);
- Rate of literacy and numeracy gains by participants;
- Number and percent of youth who have entered construction-related employment;
- Number and percent of youth who have entered other employment;
- Employment retention rates;
- Number and percent of youth who have entered post-secondary training or education;
- Post-secondary training or education retention rates (where available, please indicate the number of participants who have completed post-

secondary training or education and have achieved a credential);

- Number and percent of youth who have entered registered apprenticeship programs; and
- Cost per participant.

The applicant must indicate the projected enrollment per year. Please fully describe how both the academic and skills training curricula were developed and how long they have been used. Please note that projected enrollment described in this section is not binding. At the time of grant award, DOL will inform grantees of expected enrollment goals as well as expected outcomes based on existing outcome data for a YouthBuild program or another comparable youth workforce development program. DOL reserves the right to set expected performance outcomes at a later date in the awards selection process.

Scoring under this criterion will be based on the extent to which applicants provide evidence of the following:

- The degree to which the performance data is provided and documented;
- The degree to which the organization has demonstrated success in working with at-risk youth and preparing them for employment or education;
- The complexity of construction activities undertaken and the degree to which youth are exposed and trained in a variety of construction skills;
- The use of occupational skills training curriculum that resulted in youth receiving industry-recognized credentials, e.g., the National Center for Construction Education and Research, the Home Builders Institute's curriculum, or the Building Trades Multi-Craft Core curriculum; and
- The use of State-approved curricula for either GED or high school diploma.

3. Project Design, Service Strategy, and Program Outcomes (40 Points Total).

i. How will youth be recruited and selected for the program? (5 Points)

The applicant must provide a description that fully demonstrates how eligible youth will be recruited and selected as participants, including a description of arrangements that will be made for the recruitment and selection of eligible youth with the following groups: Local Workforce Investment Boards, One-Stop Career Centers, faith-based and community organizations, State educational agencies or local educational agencies (including agencies of Indian tribes), public assistance agencies, the courts of jurisdiction, agencies operating shelters

for homeless individuals, people with disabilities, and other agencies that serve youth who are homeless individuals, foster care agencies, and other appropriate public and private agencies. The applicant must provide a description that fully demonstrates the outreach efforts that will be undertaken to recruit eligible young women (including young women with dependent children) as participants. Scoring under this criterion will be based on the extent to which applicants provide evidence of the following:

- The quality and comprehensiveness of their recruitment strategy including methods for outreach, referral, and selection.
- The program's successful efforts to recruit eligible young women into the YouthBuild program or other comparable youth workforce development program.

ii. How will education and occupational skills training be delivered to youth as required by the YouthBuild Transfer Act in an integrated and cross-cutting manner? (20 Points)

The applicant must fully demonstrate how the academic program is integrated with the occupational skills training component of the program. The applicant must explain how academic and occupational skills training instructors work together to reinforce and complement classroom and workplace lessons and how other innovative teaching strategies are used in the program. Describe how the applied learning of the construction trades will improve and enhance the academic outcomes for the youth and provide examples of the integration of these two YouthBuild program components.

The applicant must provide a description that fully demonstrates the educational and job training activities, work opportunities, post-secondary education and training opportunities, and other services that will be provided to participants, and how those activities, opportunities, and services will prepare youth for employment in construction occupations in demand in the local labor market. Given the connection between education and earnings, DOL expects that the academic component will be rigorous and challenging and will provide youth with opportunities to transition to post-secondary training. The program must be structured so that participants in the program are offered education and related services designed to meet educational needs for at least 50 percent of the time during which they participate in the program. YouthBuild program participants must be offered

work and skill development activities in housing rehabilitation and construction activities, for at least 40 percent of the time during which they participate in the program. The 50–40 time allocation applies at the program level and not to the actual time that an individual spends in a component.

The applicant must indicate the type of academic credential that participants will earn while in the program (GED, high school diploma or degree certificate, or other state recognized equivalent including recognized alternative standards for people with disabilities). The applicant must fully describe the quality of the academic program and the qualifications of the teaching staff. The applicant must fully describe any innovative and successful strategies that the program or initiative has used to address low basic skills of participants. The applicant must describe if and how the academic portion of your program differs from that of a traditional comprehensive high school. If distance learning and/or credit retrieval is used, please fully describe how this is incorporated into the overall academic program. The applicant must describe how student mastery is demonstrated.

The applicant must describe how it will link program participants to local community colleges and trade schools, particularly for YouthBuild programs that only offer GEDs to participants. Please also describe the types of college exploration, planning, preparation, and assistance that will be provided.

The applicant must discuss the occupational skills training component of the program, including where and how the training will be conducted, how the curriculum is developed, the type of industry-recognized credentials that result from the training, the inclusion of green construction skill training, and the involvement of industry partners and apprenticeship programs in the development of the training. Please describe the skills and qualifications of the occupational skills training instructors. Applicants must provide the worksite form ETA-9143 and all related attachments as part of their proposal. All information requested on the ETA-9143 and related attachments must be addressed in full in order to be considered responsive to this requirement. Please provide a description of the payment structure for participants.

The applicant must describe how it will oversee the worksite to identify existing and potential hazards, how youth will be trained to protect themselves from potential worksite accidents, and how hazards will be

prevented and controlled through policies and procedures. Provide information on how worksite supervisors will be trained to ensure OSHA-approved worksite safety. The applicant must indicate the ratio of adults to youth at construction training sites.

This section of the proposal will be rated on:

- The use of innovative and evidence-based instructional strategies to address basic skills deficiencies;
- The extent to which a challenging curriculum is provided;
- The extent to which project-based learning or other methods of integrating education and occupational skill training are used;
- The specific partnerships that create explicit links for participants to local community colleges and trade schools;
- The degree to which career and college exploration are incorporated into the overall culture of the program;
- The availability of industry-recognized credentials upon completion of the occupational skills training components of the program;
- The strength of connections to business partners and apprenticeship programs;
- The comprehensiveness of form ETA-9143 describing the worksite and access;
- The comprehensiveness of safety plans for the occupational skills training worksite, including the training of staff and participants in OSHA guidelines;
- The extent of green construction training that is included in the overall construction curriculum;
- The proposed time period during which educational programming will be offered (including when the programming will be offered and the amount of time that it will be offered);
- The proposed time period during which occupational skills training will be offered (including when the programming will be offered and the amount of time that it will be offered); and
- The quality of the integration of these two components.

iii. How will community service learning and leadership development opportunities be provided for youth in the program? (5 Points)

The applicant must describe the proposed leadership curriculum, qualifications of instructors, and the impact of the proposed leadership activities on the target area. The application must fully describe the leadership development training that will be offered to participants, the

expected leadership competencies with which participants will graduate, youth committee involvement strategies, efforts for providing the training to build group cohesion and peer support, and opportunities for continued leadership after graduation. The applicant must describe how community service learning opportunities will be implemented at the site.

Applicants will be evaluated on:

- The quality of leadership development and community service learning activities; and
- How these activities are integrated with academic, skills training, and career exploration components of the program.

iv. What types of post-program transition services will be provided and how will follow-up for outcome reporting and participant retention be assured? (10 Points)

Post-program transition services are defined as services offered during program enrollment that will assist a young person in making a successful transition from the YouthBuild program into employment and/or post-secondary education and training programs. Follow-up services are services that may be provided to a YouthBuild program participant upon exit from the program. Please fully describe the types of post-program transition services that will be offered to prepare youth for career pathway opportunities and placements and/or educational opportunities and placements. The applicant must describe how each individual's work readiness will be assessed and how work readiness training will be provided. Also describe how an individual's readiness for placement in post-secondary education and/or apprenticeship programs will be assessed. The applicant must demonstrate the types of career exploration and planning activities that will be offered by the program, particularly for high-growth, high-demand, and high-wage occupations. For a list of ETA's or the Department's Targeted High-Growth Industries, go to: <http://www.doleta.gov/brg/jobtraininitiative/#TargetedIndustries>.

The applicant must describe the program's job placement and retention strategy, including how the program will work with employers and/or One-Stop Career Centers to identify and create job openings for the young people served by the program. Describe the types of follow-up services that will be provided to support youth as they transition to post-secondary education or employment and ensure that they are

retained in placements. Describe how appropriate continued support services will be provided during the nine to twelve month follow-up period.

Important elements for evaluation include:

- The degree to which work readiness and career exploration are integrated into the culture, core mission, and activities of the program;
- The program's integrated approach to providing post-program planning for participants; and
- The structure of its participant follow-up service strategy.

4. Linkages to Key Partners, Match and Leveraged Resources (15 Points Total)

i. Who are the key partners that will be supporting the program? (10 Points)

The applicant must describe the key partners who will be involved in the proposed YouthBuild project. Specifically, describe in detail the activities to be undertaken by partners, the level of commitment from each partnering organization, and their qualifications to assist with this project. As an attachment, the applicant must include letters of commitment from key partners that demonstrate the strength and maturity of the partnership, including previous collaboration on projects. Please note that letters of support do not equate to letters of commitment and should not be included.

The applicant must provide a description of how the proposed program will coordinate with Federal, State, and local agencies and Indian tribes to access services, including local workforce investment activities with One-Stop Career Centers and their cooperating partners, vocational education programs, faith-based organizations, limited English proficiency instruction programs, and activities conducted by public schools, community colleges, and national service programs, as well as other job training provided with funds available under this title.

The applicant must describe partnerships with the juvenile justice system, adult probation/parole agencies, and housing and community development systems. The applicant must fully describe the specific role of employers in the proposed program, such as their role in developing the proposed program and assisting in service provision and in placement activities. The applicant must fully describe the program's relationship with local building trade unions and their role in training, the relationship of the proposed program to established

registered apprenticeship programs and employers, and the ability of the applicant to grant industry-recognized skills certifications through the program.

The applicant must indicate the types of private funding the organization has secured in the past. Also, fully describe long-term partnerships with organizations that have added to the robustness of the program and how the organization has sustained these partnerships. The applicant must discuss how they have successfully managed partnerships.

Points for this factor will be awarded based on:

- The commitment of additional resources to the proposed program (in addition to the funds made available through the grant) by:

(1) An applicant;

(2) Recipients of other Federal, State, or local housing and community development assistance who will sponsor any part of the rehabilitation, construction, operation and maintenance, or other housing and community development activities undertaken as part of the proposed program; or

(3) Entities carrying out other Federal, State, or local activities or activities conducted by Indian tribes, including vocational education programs, adult and language instruction educational programs, and job training using funds provided under WIA.

- An applicant's ability to attract as partners in the proposed program:

(1) Education and training providers including:

(i) The kindergarten through twelfth grade educational system;

(ii) Adult education;

(iii) Community and technical colleges;

(iv) Four-year colleges and universities;

(v) Registered apprenticeship programs; and

(vi) Other training entities.

(2) Employers, including professional organizations and associations. An applicant will be evaluated on the extent to which employers participate in:

(i) Defining the program strategy and goals;

(ii) Identifying needed skills and competencies;

(iii) Designing training approaches and curricula;

(iv) Contributing financial support; and

(v) Hiring qualified YouthBuild graduates.

(3) The workforce investment system which may include:

(i) State and local workforce investment boards;

(ii) State workforce agencies; and

(iii) One-Stop Career Centers and their cooperating partners.

(4) The juvenile justice system, and the extent to which it provides:

(i) Support and guidance for YouthBuild participants with court involvement; and

(ii) Assists in the reporting of recidivism rates among YouthBuild participants.

(5) Faith-based and community organizations that serve at-risk and disadvantaged youth, and the extent to which they provide a variety of grant services such as:

(i) Case management;

(ii) Mentoring;

(iii) English as a Second Language courses; and

(iv) Other comprehensive supportive services, when appropriate.

(6) Local building trade unions and established registered apprenticeship programs and the extent to which they play a role in training, developing curricula, and providing post-program opportunities for employment or entry into training programs.

(7) Housing authorities, where appropriate, and how they are engaged in the YouthBuild program including, the recruitment of potential participants, the provision of worksites for participant training, office or training space, staff, and any other resources that they may be providing to the YouthBuild program;

- The partners' knowledge and experience about the proposed grant activities and their ability to impact the success of the project;

- Evidence, including letters of commitment (not letters of support), that key partners have expressed a clear dedication to the project and understand their areas of responsibility; and

- Evidence of the demonstrated ability of the applicant to successfully manage partnerships.

ii. What match and other leveraged resources are being contributed to this project? (5 Points)

Applicants should clearly describe the required matching funds (not to exceed 25 percent and any additional funds or resources leveraged in support of the proposed strategies and demonstrate how these funds contribute to the goals of the project. Important elements of the explanation include:

- Which partners and/or grant sub-recipients have or will contribute(d) match and leveraged resources and the extent of each contribution, including

an itemized description of each contribution;

- The quality of the match and leveraged resources, including the extent to which each contribution will be used to further the goals of the project; and

- Evidence, such as letters of commitment (not letters of support), that key partners have expressed a clear commitment to provide the contribution.

Assessment of this criterion will be based on the extent to which the applicant fully describes the amount, commitment, nature, and quality of match and leveraged resources. A match in the sum of exactly 25 percent of the Federal funding request must be provided. Matching funds may be either cash or in-kind. Application will also be evaluated on the extent to which additional Federal, State, local, or private funding is provided for wraparound support services as well as to support the costs associated with their defined construction project. Both matching funds and additional leveraged resources will be scored based on the degree to which the source and use of those resources are clearly explained and the extent to which all resources are fully integrated into the project to support grant outcomes. Proposing a match amount in excess of the required 25 percent will NOT result in additional points and may have a negative impact on the overall evaluation.

B. Review and Selection Process

Applications for grants under this Solicitation will be accepted after the publication of this announcement and until the closing date. Proposals that are timely and responsive to the requirements of this SGA will be rated against the criteria listed above by an independent panel comprised of representatives from DOL, HUD, U.S. Department of Justice, U.S. Department of Health and Human Services, and other peers. The ranked scores will serve as the primary basis for selection of applications for funding, in conjunction with other factors such as urban, rural, and geographic balance; whether the areas to be served have previously received grants for YouthBuild programs; the availability of funds; and which proposals are most advantageous to the Department. The approximately \$30 million that remains of FY 2010 funds will be reserved for awards to organizations that did not receive funding in the FY 2009 YouthBuild competition [SGA/DFA PY 08-07].

If an applicant that did not receive funding in the FY 2009 YouthBuild competition [SGA/DFA PY 08-07] does not receive an award from the approximately \$30 million of FY 2010 funds, their application will automatically be considered for award from the FY 2011 appropriation.

The panel results are advisory in nature and not binding on the Grant Officer, who may consider any information that comes to his/her attention. The Department may elect to award the grant(s) with or without discussions with the applicants. Should a grant be awarded without discussions, the award will be based on the applicant's signature on the SF-424, which constitutes a binding offer by the applicant (including electronic signature via E-Authentication on <http://www.grants.gov>).

VI. Award Administration Information

A. Award Notices

All award notifications will be posted on the ETA homepage (<http://www.doleta.gov>). Applicants selected for award will be contacted directly before the grant's execution. Applicants not selected for award will be notified by mail. All applicants will be given the opportunity to request written feedback based on the technical panel review.

As part of the grant package and before any drawdown, all successful grantees will be required to re-confirm access to their proposed worksite. In addition, a revised worksite plan will be required before funds can be drawn down for the second year of the grant.

B. Administrative and National Policy Requirements

1. Administrative Program Requirements

All grantees will be subject to all applicable Federal laws, regulations, and the applicable OMB Circulars. The grant(s) awarded under this SGA will be subject to the following administrative standards and provisions:

- i. Non-Profit Organizations—OMB Circular A-122 (Cost Principles), relocated to 2 CFR part 230, and 29 CFR part 95 (Administrative Requirements).
- ii. Educational Institutions—OMB Circular A-21 (Cost Principles), relocated to 2 CFR part 220, and 29 CFR part 95 (Administrative Requirements).
- iii. State, Local, and Indian Tribal Governments—OMB Circular A-87 (Cost Principles), relocated to 2 CFR part 225, and 29 CFR part 97 (Administrative Requirements).
- iv. Profit Making Commercial Firms—Federal Acquisition Regulation (FAR)—48 CFR part 31 (Cost Principles), and 29

CFR part 95 (Administrative Requirements).

v. The Workforce Investment Act of 1998, Public Law 105-220, 112 Stat. 936 (codified, as amended, at 29 U.S.C. 2801 *et seq.*) and 20 CFR part 667 (General Fiscal and Administrative Rules);

vi. 29 CFR Part 37—Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Investment Act of 1998;

vii. All entities must comply with 29 CFR parts 93 (New Restrictions on Lobbying), 29 CFR part 94 (Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)), and 29 CFR part 98 (Governmentwide Debarment and Suspension), and, where applicable, 29 CFR part 96 (Audit Requirements for Grants, Contracts, and Other Agreements) and 29 CFR Part 99 (Audits of States, Local Governments and Non-Profit Organizations).

ix. 29 CFR part 2, subpart D—Equal Treatment in Department of Labor Programs for Religious Organizations, Protection of Religious Liberty of Department of Labor Social Service Providers and Beneficiaries.

x. 29 CFR part 31—Nondiscrimination in Federally Assisted Programs of the Department of Labor—Effectuation of Title VI of the Civil Rights Act of 1964.

xi. 29 CFR part 32—Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance.

xii. 29 CFR part 33—Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities Conducted by the Department of Labor.

xiii. 29 CFR part 35—Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance from the Department of Labor.

xiv. 29 CFR part 36—Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance.

The following administrative standards and provisions also may be applicable:

- i. The YouthBuild Transfer Act, Public Law 109-281, 120 Stat 1173 (codified at 29 U.S.C. 2918a);
- ii. 29 CFR parts 29 and 30—Labor Standards for the Registration of Apprenticeship Programs and Equal Employment Opportunity in Apprenticeship and Training;
- iii. 29 CFR part 570—Child Labor Regulations, Orders, and Statements of Interpretation;
- iv. The Davis-Bacon Act, as amended, 40 U.S.C. 3141 *et seq.* and 29 CFR part 5—Labor Standards Provisions

Applicable to Contracts Covering Federally Financed and Assisted Construction;

v. Health and Safety Standards established under Federal and State Law (including the Occupational Safety and Health Act of 1970) otherwise applicable to working conditions of employees are equally applicable to working conditions of participants engaged in the activities funded by this grant. *See* 29 U.S.C. 2931(b)(4); and

vi. Environmental protection statutes and regulations as applicable.

In accordance with Section 18 of the Lobbying Disclosure Act of 1995 (Pub. L. 104-65) (2 U.S.C. 1611) non-profit entities incorporated under Internal Revenue Service Code section 501(c)(4) that engage in lobbying activities are not eligible to receive Federal funds and grants.

Other Administrative Standards and Provisions:

Except as specifically provided in this Notice, DOL/ETA's acceptance of a proposal and an award of Federal funds to sponsor any program(s) does not provide a waiver of any grant requirements and/or procedures. For example, OMB Circulars require that an entity's procurement procedures must ensure that all procurement transactions are conducted, as much as practical, to provide open and free competition. If a proposal identifies a specific entity to provide services, the DOL/ETA's award does not provide the justification or basis to sole source the procurement, *i.e.*, avoid competition, unless the activity is regarded as the primary work of an official partner to the application.

Further, as a Federal agency, DOL has a statutory duty to affirmatively further fair housing. DOL requires the same of its funding recipients under this solicitation. If the organization is a successful applicant, the organization will have a duty to affirmatively further fair housing opportunities for classes protected under the Fair Housing Act. Protected classes include race, color, national origin, religion, sex, disability, and familial status. Therefore, the grantee must take specific steps to:

- Overcome the effects of impediments to fair housing choice that were identified in the jurisdiction's Analysis of Impediments (AI) to Fair Housing Choice;
- Remedy discrimination in housing; or
- Promote fair housing rights and fair housing choice.

Further, the applicant has a duty to carry out the specific activities provided in its responses to this solicitation that

address affirmatively furthering fair housing.

2. Special Program Requirements

i. Evaluation of YouthBuild Program.

To measure the impact of the YouthBuild programs, DOL has arranged for an independent evaluation of the outcomes and benefits of the projects. ETA has contracted with an independent organization to conduct a rigorous, national evaluation of the YouthBuild program. A subset of grantees will be selected to participate in the evaluation and those that are selected will be required to participate.

The evaluation will use a random assignment design, which includes a computerized process that will randomly select which of the youth that grantees deem eligible for the program will receive YouthBuild services. This process, similar to drawing names from a hat, is fair and ensures that everyone has the same chance of getting YouthBuild services. Those who are not admitted will form a control group and may be referred to other non-similar youth services. The grantees will be responsible for obtaining the consent of applicants to be randomly selected to be in the control group, and for informing the applicants that they have been selected. The evaluation contractor will work with each grantee to develop study procedures that minimize any disruption of the grantee's intake procedures and program operations. It is expected that the evaluation will not reduce the total number of youth who are served by the YouthBuild program. For more information on the evaluation, please see the Q & A section of this solicitation.

C. Reporting

Grantees must agree to meet DOL reporting requirements. Quarterly financial reports, quarterly progress reports, and MIS data will be submitted by the grantee electronically. The grantee is required to provide the reports and documents listed below:

1. Quarterly Financial Reports

A Quarterly Financial Status Report (ETA 9130) is required until such time as all funds have been expended or the grant period has expired. Quarterly reports are due 45 days after the end of each program year quarter. Grantees must use DOL's On-Line Electronic Reporting System about which information and instructions will be provided to grantees.

2. Quarterly Narrative Progress Reports

The grantee must submit a quarterly progress report to their designated

Federal Project Officer within 45 days after the end of each quarter. This report must provide a detailed account of activities undertaken during that quarter. The quarterly progress report should be in narrative form and should include:

- i. In-depth information on accomplishments, including project success stories, upcoming grant activities, and promising approaches and processes.
- ii. Progress toward performance outcomes, including updates on product, curricula, and training development.

3. Quarterly Performance Reports

Organizations will be required to submit updated data on enrollment, services provided, placements, outcomes, and follow-up status within 45 days after the end of each quarter. A government-procured, Web-based Case Management and Performance system will be provided at no charge to all grantees. Grantees will be required to have industry-standard computer hardware and high-speed Internet access in order to use the MIS system. Grant funds may be used with the prior approval of the Grant Officer to upgrade computer hardware and Internet access to enable projects to use the MIS system.

4. Injury Incident Reports

Organizations will be required to submit incident reports of injuries received by enrollees during the training program. DOL will provide specifications for this reporting after grant award.

5. Final Report

A final report must be submitted no later than 90 days after the expiration date of the grant. This report must summarize project activities, employment outcomes, and related results of the training project, and should thoroughly document capacity building and training approaches. The final report should also include copies of all deliverables, e.g. curricula and competency models. Three copies of the final report must be submitted to ETA, and grantees must agree to use a designated format specified by DOL for preparing the final report.

6. A Closeout Financial Status Report Is Due 90 Days After the End of the Grant Period.

7. Record Retention

Applicants should be aware of Federal guidelines on record retention, which require grantees to maintain all records pertaining to grant activities for

a period of not less than 3 years from the time of final grant close-out.

VII. Agency Contacts

For further information about this SGA, please contact Ariam Ferro, Grants Management Specialist, Division of Federal Assistance, at (202) 693-3968 (please note this is not a toll-free number). Applicants should fax all technical questions to (202) 693-2705 and must specifically address the fax to the attention of Ariam Ferro and should include SGA/DFA PY 10-02, a contact name, fax and phone number, and e-mail address. This announcement is being made available on the ETA Web site at http://www.doleta.gov/grants/find_grants.cfm, at <http://www.grants.gov>, and in the **Federal Register**.

VIII. Additional Resources of Interest to Applicants

A. Web-Based Resources

DOL maintains a number of Web-based resources that may be of assistance to applicants:

- The Web site for ETA (<http://www.doleta.gov>) is a valuable source for background information on the High Growth Job Training Initiative.

- The Workforce3One Web site (<http://www.workforce3one.org>) is a valuable resource for information about demand-driven projects of the workforce investment system, educators, employers, and economic development representatives.

- America's Service Locator (<http://www.servicelocator.org>) provides a directory of the nation's One-Stop Career Centers.

- We encourage applicants to review "Applying for ETA Competitive Grants: A Web-Based Toolkit for Prospective Applicants" (http://www.workforce3one.org/page/grants_toolkit).

- For an understanding of the Department's Equal Treatment and Religion-Related regulations and the responsibilities of receiving Federal grant support, please see "Transforming Partnerships: How to Apply the U.S. Department of Labor's Equal Treatment and Religion-Related Regulations to Public-Private Partnerships" at: <http://www.workforce3one.org/view/5566/info>.

- TRAINING AND EMPLOYMENT NOTICE NO. 44-07 "Providing Strategies to the One-Stop Career Center System on Collaborating with YouthBuild Programs" can be found at http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2646.

IX. Other Information**OMB Information Collection No. 1225-0086**

OMB Information Collection No. 1225-0086, Expires November 30, 2012

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 20 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimated or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, to the attention of: Departmental Clearance Officer, 200 Constitution Avenue, NW., Room N-1310, Washington, DC 20210. Comments may also be e-mailed to DOL_PRA_PUBLIC@dol.gov. Please do not return the completed application to this address. Send it to the sponsoring agency as specified in this solicitation.

This information is being collected for the purpose of awarding a grant. The information collected through this "Solicitation for Grant Applications" will be used by DOL to ensure that grants are awarded to the applicant best suited to perform the functions of the grant. Submission of this information is required in order for the applicant to be considered for award of this grant. Unless otherwise specifically noted in this announcement, information submitted in the respondent's application is *not* considered to be confidential.

Signed at Washington, DC, this 28th day of September 2010.

Donna Kelly,

Grant Officer, Employment and Training Administration.

[FR Doc. 2010-24825 Filed 10-1-10; 8:45 am]

BILLING CODE 4510-FY-P

MILLENNIUM CHALLENGE CORPORATION

[MCC FR 10-11]

Notice of Entering Into a Compact With the Republic of the Philippines

AGENCY: Millennium Challenge Corporation.

ACTION: Notice.

SUMMARY: In accordance with Section 610(b)(2) of the Millennium Challenge Act of 2003 (Pub. L. 108-199, Division D), the Millennium Challenge Corporation (MCC) is publishing a summary and the complete text of the Millennium Challenge Compact between the United States of America, acting through the Millennium Challenge Corporation, and the Republic of the Philippines. Representatives of the United States Government and the Republic of the Philippines executed the Compact documents on September 23, 2010.

Dated: September 29, 2010.

Melvin F. Williams, Jr.,

VP/General Counsel and Corporate Secretary, Millennium Challenge Corporation.

Summary of Millennium Challenge Compact With the Republic of the Philippines

The five-year Millennium Challenge Compact with the Republic of the Philippines ("Compact") will provide up to \$433,910,000 million to reduce poverty and accelerate economic growth. The Compact is intended to support: (i) Reforms and investments to modernize the Bureau of Internal Revenue to increase fiscal space for public investment and to reduce opportunities for corruption in tax administration; (ii) expansion and improvement of a community-driven development project, Kalahi-CIDSS; and (iii) rehabilitation of a secondary national road in Samar province.

Revenue Administration Reform Project (\$54.3 million)

The Revenue Administration Reform Project addresses two problems: (i) the need to raise tax revenues and (ii) the need to reduce tax evasion and revenue agent-related corruption. A key constraint to economic growth in the Philippines is the lack of fiscal space for growth-enhancing investments in public goods such as infrastructure and social services (*e.g.*, education and health). This project will focus on the Bureau of Internal Revenue within the Department of Finance to increase the efficiency and sustainability of revenue collection through a redesign and computerization of business processes, thereby helping to relieve some pressure on the Government of the Republic of the Philippines' ("GRP's") fiscal position. This project will narrow the gap between potential and actual collections by reducing the discretion of individual revenue (*i.e.*, tax and customs) collection officers, and help improve the predictability and impartiality with which revenue laws and regulations are

enforced. Some of these activities are extensions of the Philippines' threshold program activities that concluded in May 2009. The project is expected to reach the entire Philippine population and has an economic rate of return of 40 percent.

Kalahi-CIDSS Community Development Project (\$120.0 million)

The Kalahi-CIDSS Project will improve welfare in rural areas by targeting communities where poverty incidence exceeds the national average for small-scale, community-driven development projects. The project does this through the direct provision of infrastructure and services associated with community-selected and managed sub-projects, strengthened community participation in development and governance activities at the village and municipal level, and improved responsiveness of local government to community needs. The project will build on and support the application of the participatory planning, implementation, and evaluation methodology developed by GRP's Department of Social Welfare and Development (DSWD) in collaboration with the World Bank.

Grants for the community sub-projects are provided directly to the local communities, which are responsible for sub-project selection, the procurement of goods and services for their sub-project, and, in most cases, the operations and maintenance of the physical assets. DSWD will implement the project, overseen by a National Steering Committee that includes representatives from government departments and NGOs, and in collaboration with local governments.

Typical sub-projects will include small-scale transportation infrastructure such as village access roads and bridges, school buildings, health clinics, drinking water systems, pre- and post-harvest facilities, and other economic assets. The project is expected to benefit over five million beneficiaries over the next 20 years and has an estimated economic rate of return of 13 percent.

Secondary National Roads Development Project (\$214.4 million)

The Secondary National Roads Development Project is designed to reduce transportation costs through the rehabilitation of an existing 222 kilometer road segment. By bringing about savings in vehicle operating cost and time for both passengers and goods, and by reducing road maintenance costs, the investment will facilitate increased commerce in and between the provinces of Samar and Eastern Samar,

PART I

STATEMENT OF WORK

(The awardee's technical proposal is incorporated as the Statement of Work. If there is a discrepancy between this technical proposal and any DOL guidance or cost principle, the DOL guidance or cost principle will prevail. The grantee must confirm that all costs are allowable before expenditure.)

PERFORMANCE OUTCOMES SUMMARY FOR YOUTHBUILD PROGRAMS

Northwest Michigan Council of Governments:

Please be advised of the aggregated national performance goals that serve as common benchmarks for all YouthBuild programs. The purpose of the aggregated national performance goals are to evaluate YouthBuild and to report to Congress, taxpayers, and other stakeholders on the progress of the program.

The Department of Labor (DOL) has a "three-tiered approach" for developing and measuring program goals. The first tier is based upon each grantee's Statement of Work which contains the activities and performance information for which your program is held accountable. If performance outcomes are not specified in the grant application, they are negotiated after the grant award.

The second tier is that of the Government Performance Results Act (GPRA) goals. These are the public goals for the YouthBuild program which have been shared with Congress. The GPRA goals for the YouthBuild program, along with the actual results from the 2007 cohort of grantees (2007 performance results represent results for a completed grant period of performance), are listed in the following chart:

Performance Measure	GPRA Goal	Actual Results for 2007 grantees as of December 31, 2010
Placement in Education & Employment	38 %	42.70 %
Credential Attainment	41 %	60.71 %
Literacy/Numeracy Gains	32 %	50.25 %

Since DOL began administration of the YouthBuild program in 2007, we have held the YouthBuild program to goals that are higher than the GPRA goals and these represent the third tier of performance measurement for YouthBuild overall. These represent aggregate performance goals -- not individual grantee goals. Although these outcomes have not yet been achieved, programs continue to improve and to recognize the importance of standardized goals. DOL's YouthBuild goals since its transfer to DOL are:

- Placement in Education & Employment 70%
- Credential Attainment 50%
- Literacy/Numeracy Gains 50%
- Recidivism 20%
- Retention in Education & Employment 75%

Although higher than the GPRA goals, the internal goals outlined above are the ones that programs should strive towards for the sake of the young people who participate in this program. DOL believes that these ambitious aggregate goals have motivated and will continue to motivate YouthBuild grantees to strive for greater performance outcomes. Although the program has only been administered by DOL since 2007, we are proud of the performance of the YouthBuild program and are pleased with the upward trajectory of the performance outcomes.

To track grantee performance, DOL developed and implemented a Case Management Information and Performance System (MIS) to ensure that reliable performance data are available for the YouthBuild program. DOL staff and the YouthBuild technical assistance contractor provide ongoing technical assistance to grantees to help them achieve these goals. DOL hosts hands-on MIS training sessions, produces a monthly newsletter focused on how to use program data, and offers regular data management Webinars. In addition, through its technical assistance contract, DOL provides a help-desk to answer all data-related and MIS questions.

The method by which each performance goal is determined is outlined below:

Enrollment Rate: defined as the number of participants enrolled in the program divided by the enrollment goal. Each grantee has an individual enrollment goal. This goal is derived from your grant application, so long as the cost-per-participant is at or below \$18,000. Otherwise, the Department will provide an enrollment goal that corresponds to \$18,000 per participant. The enrollment goal for the first year of the program (through May 31, 2012) is 34. The total grant enrollment goal is 69. **The goal for this measure is 100%.**

Placement in Employment or Education: defined as of the number of youth who are not employed or enrolled in post-secondary education or training at time of enrollment and who exit the program: the percentage of participants who are placed in employment (including the military) or enrolled in post-secondary education and/or advanced training/occupational skills training in the first quarter after the exit quarter. **The goal for this measure is 70%.** Note: we do not expect to see data for this measure during the first year of the program. Therefore, we will also track the number of initial job placements and job re-placements as a measure of progress toward this long-term goal.

Attainment of a Degree or Certificate: defined as the number of youth who attain a diploma, GED, or certificate by the end of the third quarter after the exit quarter divided by the number of youth participants who exit during the quarter. **The goal for this measure is 50%.** Note: we do not expect to see data for this measure during the first year of the program. Valid certificates do not include OSHA training, work readiness certificates, or licenses but rather a certificate that is awarded in recognition of an individual's attainment of measurable technical or occupational skills necessary to gain employment of advance within an occupation. For more information on the certificates, please see Attachment B of Training and Employment Guidance Letter (TEGL) No. 17-05 - "Common Measures Policy for the Employment and Training Administration's (ETA) Performance Accountability System and Related Performance Issues, April 11, 2006," which is located at: http://wdr.doleta.gov/directives/attach/TEGL17-05_AttachB.pdf

Literacy and Numeracy Gains: The number of youth participants who are basic skills deficient at enrollment who increase one or more educational functioning levels divided by the number of participants who have completed the YouthBuild program (one year from enrollment) plus the number of participants who exit before completing the program. **The goal for this measure is 50%.**

1. Statement of Need

YouthBuild NorthWest is a YouthBuild program located in the Northwestern region of Michigan's lower peninsula. The region consists of ten counties spanning almost 6,000 square miles. The rural geography is sprinkled with natural water features that create complexities in transportation and land use. However, the natural beauty of the area makes it a travel destination and desirable second home location.

YouthBuild NorthWest operates three program sites in the ten-county region. Through additional funding, it is our intention to move program sites around the region. Funding provided by the SGA/DFA PY 10-02 grant will be used to operate two new sites: Site 1 will be located in Petoskey, serving Charlevoix and Emmet counties. Site 2 will be located in Cadillac, serving Wexford and Missaukee counties.

The following charts describe the communities that will be served under this grant funding.

Relevant Demographics				
	10-county Region	Wexford - Missaukee Sub-region (Total)	Charlevoix - Emmet Sub-region (Total)	Source
Population	296,459	46,391	59,445	U.S. Census Bureau, 2009 Population Estimates
Poverty Rate	11.5%	14.9%	10.4%	U.S. Census Bureau (2008)
Unemployment Rate (September 2010)	12.4%	15.3%	12.7%	MI Dept. of Labor and Economic Growth; U.S. Bureau of Labor Statistics
18 – 24 year-olds without high school diploma	5,399	1,098	992	U.S. Census Bureau, Census 2000 Summary File 3
Estimated Number of Homeless	unknown	554	496	Homeless Continuum of Care; Michigan Statewide Homeless Management Information System
Job Opportunities – Construction 2010 – 2015	+ 10.33%	+ 11.93%	+ 8.4%	Economic Modeling Specialists, Inc.

Graduation Rates					
	10-county	Wexford	Missaukee	Charlevoix	Emmet
10-county region	80.24%				
Cadillac Area Public Schools		89.26%			
Lake City Area School District			83.33%		

McBain Rural Agricultural Schools			90.70%		
East Jordan Public Schools				86.96%	
Charlevoix Public Schools				89.26%	
Boyne City Public Schools				84.51%	
Boyne Falls Public School District				100%	
Alanson Public Schools					66.67%
Harbor Springs School District					88.76%
Pellston Public Schools					83.87%
Public Schools of Petoskey					88.52%
Source: Data provided by the Center for Educational Performance & Information from SRSD/MSDS Fall 2004 to Fall 2009, and GAD Spring 2010					

Shortage of Affordable Housing					
	Median Income	Affordable Home Price for Median Income	Median Housing Value (Market rate is higher due to inflated price paid by retirees and second homeowners)	Renter Overburden (Rent is greater than 30% of income)	Homeowner Overburden (Mortgage is greater than 30% of income)
Charlevoix	\$48,741	\$121,853	\$164,100	39.6%	21.5%
Emmet	\$48,402	\$116,005	\$171,700	41.6%	25.1%
Cadillac Micropolitan Statistical Area	\$40,698	\$101,745	\$114,200	49.4%	39.3%
Source: American Community Survey Data, 2008					

The Northwest Michigan region suffers from the excessive downturn in manufacturing that is plaguing Michigan. Unemployment rates are higher than the national average, and poverty rates are increasing every year in our region despite several community initiatives to combat poverty. The region faces all the typical issues related to rural poverty: high housing costs in the towns where jobs can be found, so low income households are forced into rural isolation often 30 miles from any town; small villages that are struggling to stay alive, some of which have lost their last restaurant or grocery store due to the economic downturn; mass business closings; wages that are 20% below the state average but living costs that are above state average. The young adults that will be served by YouthBuild NorthWest are the most vulnerable, as they are the least employable and often face combinations of two or more of these barriers in addition to their lack of a high school credential and poverty: history of drug use, history of incarceration,

abuse, lack of transportation, legal issues, young children without financial support from an absent partner, health problems, lack of marketable skills, lack of decent work history, lack of family structure, very low self-esteem, and a physical appearance that is inappropriate for a work setting.

The bright spot in this dismal demographic scene is the projected growth in the construction industry, which will result in significant job opportunities for individuals who have the type of training and credential offered by the YouthBuild NorthWest program.

2. Program Management, Organizational Capacity, and Evidence of Past and Projected Success in YouthBuild or Other Relevant Programs

i. Program Management and Organizational Capacity

The applicant agency, on behalf of a broad-based regional partnership, is the Northwest Michigan Council of Governments (hereinafter NWMCOG). NWMCOG is a ten-county consortium in northwest lower Michigan, established in 1974 for the purpose of providing an economy of scale for rural services, and a forum for common issues and needs across rural counties. The mission of the Northwest Michigan Council of Governments is to build stronger communities and improve quality of life in Northwest Michigan.

The agency is organized as a unit of regional government under Michigan Public Act 7. Since its inception, NWMCOG has received, and successfully administered, an estimated \$360 million in federal, state and privately-funded grants. Annually, the agency administers grants from over 40 different sources, with about 75% of those funds being federal. The FY 2010 NWMCOG budget is approximately \$20 million. NWMCOG has successfully administered many direct federal grants from the U.S. Departments of Labor, Defense, Commerce, Health and Human Services, Transportation, and Justice.

NWMCOG serves as the administrative entity for the following regional functions: workforce development system (One-Stop Centers; Workforce Investment Act, welfare to work programs, Trade Act, Wagner-Peyser Employment Service, Adult Education, and others); Michigan Prisoner Re-Entry Initiative; Economic Development Administration; Small Business & Technology Development Center (SBTDC);

Procurement Technical Assistance Center (PTAC); Regional Planning and Community Development (inter-governmental and public-private initiatives in economic development, environmental protection, transportation, mapping, housing, water quality, data research, Census Repository, and others). The agency is home to the Northwest Michigan Workforce Development Board and is built upon a foundation of public-private partnerships. The website is www.nwm.org.

NWMCOG employs a fund accounting system and utilizes a government-targeted software package called FundBalance to manage its accounting records. NWMCOG follows generally accepted accounting procedures that safeguard receipt of cash for, and expenditure of, grant funds that includes appropriate internal controls. Single audits by independent auditors, as required by OMB Circular A-133, have been performed annually. In its thirty-six year history NWMCOG has had no questioned costs as a result of those audits. A copy of the most recent audit is attached.

NWMCOG has a well-established ability to collect and manage data in a way that allows consistent, accurate, and expedient reporting. The agency has a long history of building and managing databases to meet its program management and reporting requirements. It has been successfully utilizing the federal YouthBuild MIS system for the past two years.

NWMCOG has exceeded its WIA performance standards each year since the beginning of the legislation, and performed to the same high levels under all previous employment and training legislation. NWMCOG consistently exceeds state averages on all WIA performance measures. It operates a state-recognized Youth Program under its Michigan Works! division, including a nationally-acclaimed residential alternative school on Beaver Island, serving the same targeted youth as YouthBuild.

Staff training is a constant commitment and is obtained in a variety of ways. Staff receives regular training from the statewide Michigan Works! Association, which is recognized nationally for its workforce development professional trainings. In particular, the staff takes part in many of the training opportunities that are offered by the national YouthBuild team, attends YouthBuild conferences and meetings, and

regularly shares best practices with other YouthBuild programs in Michigan.

The full-time YouthBuild Manager is a practiced human resources professional with significant youth services experience. Her supervisor is the past YouthBuild Manager who has 20 years of experience in youth programs, so the skills of this management team are deep. It is expected that the full-time direct services team in our current YouthBuild program will continue serving through this grant. They hold all the appropriate credentials in education, human services, construction trades, and others relevant to their particular positions.

In addition to the dedicated YouthBuild staff, the program successfully utilizes several partnerships and collaborative relationships to enhance the mix of services for participants. This includes: active relationships with housing organizations; countless community agencies that are utilized as both referral agencies and for support services to participants; proven consultants for entrepreneurship training, leadership development, and Mental Toughness training; integration of the YouthBuild program into the WIA One-Stop system for full utilization of intensive services and training; extensive partnerships with educational institutions; use of the region's Adult Education program for basic skills instruction, high school completion and GED preparation; and other partnerships described in the Key Partners section.

ii. Evidence of Past Success in YouthBuild or Other Relevant Programs

The mission of YouthBuild NorthWest is to provide academic and leadership opportunities for high school drop-outs, coupled with occupational skills and credentialing in the construction trades, and to transition participants to post-secondary training and/or employment.

Our experience with YouthBuild began in 2008 when NWMCOG was approached by the Manistee Housing Commission, who was experiencing difficulties in delivering a HUD-funded YouthBuild program. NWMCOG was contracted to implement the program within a very tight timeframe in order to meet the grant objectives within the timeline. We were successful in achieving that goal, and most importantly, became dedicated to the YouthBuild model.

NWMCOG expanded the program with DOL funding in 2009. We established three sites within the region, based on community need and support. The program is implemented in a slightly different way at each site, but overall operations are consistent and managed centrally. At that time, a long range plan was established to continue offering YouthBuild programming throughout our large ten-county rural region, moving the sites from county to county every two years. Our board members are extremely motivated to assist us with establishing YouthBuild programming in their counties as we continue this rotation system.

The following chart shows the performance to date for NWMCOG's current YouthBuild program, which is just wrapping up its first year. It is a bit early to measure certain elements of performance such as employment, post-secondary enrollment, and apprenticeship rates since the participants have just completed their education and training components.

Year 1 operation (2010)	Combined 3 YouthBuild sites
Program duration	40 weeks
Number recruited	62
Number enrolled	41
Number successfully completed	35
Number received GED or high school diploma	12GED, 6 HS Diploma
National Center for Construction Education & Research (NCCER) Credential	33
Rate of literacy & numeracy gains	63.64%
Number and % entered construction-related employment	4, 10% (most are just beginning job search)
Number and % entered other employment	6, 15%
Employment retention rate	Too early to determine
Number and % entered post-secondary	5, 13%
Post-secondary retention rate	Too early to determine
Received post-secondary credential	Too early to determine
Number and % entered registered apprenticeship	Too early to determine
Cost per participant	\$15,714
Most recent Quarterly Performance Report- YouthBuild NorthWest was engaged in programming during the last quarter that was reported. No <i>new</i> enrollees or completers were recorded during this time period.	

In addition to YouthBuild, NWMCOG operates WIA Youth Programs. Below is a chart of Program Year '09 performance outcomes, which are similar to all previous years.

Performance Measures	Our performance	Statewide average
WIA Youth Program – Younger Youth		

Skill attainment	99.1%	95.1%
High school diploma or equivalent	97.3%	87.8%
Retention rate	91.7%	71.6%
WIA Youth Program – Older Youth		
Entered employment	100%	80.6%
Employment retention	90%	87.1%
Average earnings change	\$7,229	\$3,686
Credential/certificate rate	100%	74%

NWMCOG has extensive experience with various housing programs. The agency has recently established a Housing Trust Fund to support our local communities' initiatives to create affordable workforce housing. Our past YouthBuild experience has provided extensive contacts with county-based housing authorities, Habitat for Humanity chapters, and land bank authorities. In addition, the agency has offered several construction trades training programs through WIA funding over the years, in partnership with our community colleges.

Academic curriculum for both GED and high school completion was designed for YouthBuild based on the region's Adult Education program, which is a state-recognized model for excellence and has been successfully used in the region for over 20 years.

Construction trades curriculum is the National Center for Construction Education and Research (NCCER). A lead construction trades instructor has been certified in the delivery of this curriculum, and provides training and leadership for the other instructors in the program. Our program design includes a comprehensive array of skill-building so that participants are experienced enough for employment. The NCCER curriculum has been used from the start of YouthBuild NorthWest.

NWMCOG intends to continue using the models and curricula described above for the programs funded by this grant. Additional information about the academic, construction trades, and leadership curricula is detailed in the Academic and Occupational Instruction section. Projected total enrollment is 17 at each of two sites, each year, for a total of 68 youth over two years.

3. Project Design, Service Strategy, and Program Outcomes

i. How will youth be recruited and selected for the program?

YouthBuild NorthWest will recruit eligible young adults in the Charlevoix/Emmet and Wexford/Missaukee sub-regions. Specific target groups include veterans, young women, youth with disabilities, ex-offenders and others referred by the court system, foster youth and those aging out of foster care, young parents, youth with substance abuse histories, migrant youth, Tribal youth, and homeless youth. The NWMCOG Communications Department will work with YouthBuild program staff to develop intentional marketing and recruitment strategies for each target group. Strategies include talking points to assist staff with communicating the features and benefits of the YouthBuild program to each target group.

The Northwest Michigan Works! Youth Services are housed in the local One-Stop Centers and will be the primary recruitment source. Youth Services staff has well-established relationships with local agencies including school districts, court programs, homeless programs, foster youth agencies, migrant programs, housing authorities, parenting programs, the state's rehabilitation services, local Tribes, women's clinics, and domestic abuse shelters. Staff will conduct presentations to human service collaborative bodies throughout the region. Flyers, posters, and brochures will be distributed throughout the community and to these local agencies. Website videos, newspaper articles and radio ads will be used to reach youth in rural locations. Materials will be distributed at Department of Human Services offices and presentations made at JET (welfare-to-work program) orientations, in an effort to recruit young women with dependent children.

Information nights will be conducted to explain the YouthBuild model and answer basic questions about eligibility and program participation expectations. All recruits will participate in a Mental Toughness screening process that will closely imitate program values, expectations and give a "taste" of daily scheduling. All youth must earn their way into the program by successfully completing Mental Toughness and demonstrating a strong desire to complete and meet program goals. Our experience has shown that this requirement increases the motivation of participants and builds self-confidence.

ii. How will education and occupational skills training be delivered to youth as required by the

YouthBuild Transfer Act in an integrated and cross-cutting manner?

All youth will participate daily, for 50% of their time, in academic and educational activities that are geared toward GED preparation or other educational activity depending on each person's goal. In instances where a school district agrees to award traditional high school credit for participation in YouthBuild, a high school diploma will be awarded by that school district. A full-time Academic Coordinator will supervise and deliver this component, with the assistance of a half-time GED Preparation Instructor.

Because the YouthBuild program utilizes the region's adult education Learning Labs, participants have the full range of educational programming available to them. This includes basic skills instruction and ESL if needed. Like all the other educational components, basic skills instruction is individualized and self-paced. It can be contextualized to the construction trades, as well as integrated with GED preparation. The region's Learning Labs utilize innovative and evidence-based instructional methods that have become the standard for adult learning transformation in Michigan.

We will use a combination of computerized instruction, book work, and hands-on learning. McGraw-Hill's Contemporary Interactive GED software and workbooks will be used. Instruction will involve hands-on learning as much as possible. Curricula may be modified to ensure relevancy for youth who are often attention-challenged and need stimulation in multiple senses, including auditory, tactile, and visual. The "hands-on" aspect of the training process provides continual teachable moments. For instance, math skills will be taught by measuring angles for the construction of a wall, or estimating the amount and cost of materials for a new roof. Reading skills will be practiced daily by utilizing written materials about construction projects, practices and employment opportunities. Instructors will use materials that have a construction trades "theme" and could include woodworking magazines and remodeling books for reading instruction, story problems for math that relate to the industry, and science projects that demonstrate the concepts of chemistry (hazardous materials) and physics (proper loading and securing of construction

materials, simple machines etc.).

Student mastery of academic concepts will be tested throughout the program using the assessments that are integrated into applicable software, practice testing for GED components, and through regular TABE testing. All academic instruction is rigorous and challenging, allowing for self-paced work that provides both the student and instructor opportunities to supplement and enrich the learning experience.

Occupational skills training will encompass a combination of laboratory learning and on-site application, integrating academics, leadership and hands-on learning. Students will spend time in a classroom setting learning tool familiarity, safety, workplace rights and laws as well as basic construction skills, and then will gain experience implementing those skills at construction sites. A full-time Construction Trades Instructor will teach this component, and will accompany and supervise the youth during 100% of their time at the work sites. The skills and work ethic attained will provide the youth a solid foundation for future employment in a variety of construction-related jobs.

Construction trades instruction will cover 40% of the students' time, and will utilize the National Center for Construction Education & Research (NCCER) or the Home Builder's Institute Pre-Apprenticeship Training Certificate (HBI PACT) curriculum, depending upon participant goals. NCCER is the basis for all skilled trades with a more commercial construction emphasis, while HBI PACT is more residential construction focused. We currently have staff certified to teach both curricula and consider it an asset to have the flexibility. Both programs result in a portable, nationally-recognized credential, which offer significantly improved employment opportunities for participants.

In addition to one of the two above credentials, participants will receive certifications in OSHA safety, First-aid and CPR. Documentation of module-based skills competency in all credentialed curricula will be maintained for each participant.

Green building is the reason that the construction industry is recovering in this difficult economy and therefore is an extremely important educational component. Occupational skills in green construction will be

learned on project work sites, as Habitat for Humanity houses are required to be Energy-Star certified and energy efficient. In addition, Northwest Michigan Community Action Agency has agreed to provide training to our students on weatherization and energy efficiency techniques. YouthBuild NorthWest staff is currently researching the availability of additional green construction curricula.

Innovative teaching strategies involve peer to peer mentoring and tutoring. Students often learn well from each other when such a group dynamic is fostered. This also enhances the teamwork and leadership aspect of the program. In addition, previous YouthBuild graduates will act as mentors to increase connection to employment opportunities and to show the feasibility of post-secondary training.

The primary project for hands-on construction training during year one will be the building of a Habitat for Humanity home at each site. Both the Wexford and Northwest Michigan chapters have committed to working with our YouthBuild crews. See Form ETA 9143 and attachments for details on these projects, as well as letters of commitment from the chapter presidents. Additional construction training will involve community service projects to include rehabilitation and weatherization of homes for low-income individuals.

All participants will be co-enrolled in the WIA Youth Services program. WIA Youth Services staff will offer comprehensive Career Planning and Assessment programming to the youth. They will develop Individual Employment & Training plans which will be used to guide the youth through the YouthBuild program, access appropriate supports, and connect to postsecondary and/or employment opportunities after the program is complete.

In order to improve employability, youth will develop portfolios to demonstrate their credentials, skills and accomplishments. Job placement meetings will occur jointly between Michigan Works! staff, YouthBuild staff and participants to ensure the widest possible communication of current work opportunities. YouthBuild staff will also establish rapport with local building institutes and associations to enable easy referrals of YouthBuild graduates.

Participants will receive exposure to post-secondary opportunities in a variety of ways. Monthly "lunch and learns" with construction trades and community leaders will expose youth to the connection between higher education and success. These visitors will be asked to provide information on their own education, emphasizing the importance of post-secondary training and lifelong learning. The youth will also participate in customized visits to community colleges. They will tour construction trades programs as well as learn about other program offerings.

Students will complete and submit the FAFSA and college applications with assistance from YouthBuild and Michigan Works! staff, in coordination with local college financial aid and admissions offices. These efforts to connect participants to post-secondary training will be modeled after an initiative of the Northwest Michigan Works! Adult Education program, called Transitioning Adults to Postsecondary Education & Training. Collaboration with the program will enhance effectiveness and stretch resources.

Participants will receive a weekly stipend as well as bonuses for perfect attendance. Other incentive bonuses will be paid for reaching milestones and completion of credentials and certificates. The stipend & bonus schedule based upon a 40-week program is shown below.

Weeks 1-8	\$80 per week stipend	\$20 per week bonus	Total possible per week \$100
Weeks 9-16	\$90 per week stipend	\$25 per week bonus	Total possible per week \$115
Weeks 17-24	\$100 per week stipend	\$25 per week bonus	Total possible per week \$125
Weeks 25-32	\$120 per week stipend	\$30 per week bonus	Total possible per week \$150
Weeks 33-40	\$140 per week stipend	\$35 per week bonus	Total possible per week \$175

Both the NCCER and HBI PACT have safety modules, and OSHA-10 training will take place before going to project build sites. Each YouthBuild NorthWest site will have both classroom and building site safety procedures to include fire, bomb threat, suicide prevention and emergency evacuation procedures. Construction Trades Instructors are trained in all safety precautions and are required to stay up to date. They will conduct a risk assessment of all potential building and community service projects. In order to maintain supervisory control at the build sites, the student to instructor ratio will be 8 to 1 at all times.

NWMCOG has several avenues that provide very tight relationships and connections with industry sectors and individual employers. We maintain active Business Enhancement Teams in each of our five sub-regions, which include Michigan Works! Business Liaisons, SBTDC Business Consultants, government procurement technical assistance staff, and partners from local economic development organizations. These teams meet regularly with companies to assess specific needs related to retention, expansion, diversification, financing and other issues. The vast majority of companies in our region have a personal relationship with their Michigan Works! Business Liaison for human resources services including recruitment, assessment and training of potential employees.

The region's Workforce Development Board has two representatives of labor organizations who both come from the construction trades field. They bring extensive experience and provide significant input to the program. They also provide a tight connection to apprenticeships in the trades. Our education partners (including community colleges and career tech centers) that provide construction trades programs have business advisory councils that assist us with program design, training content and approaches.

Participation of local employers as informal presenters throughout the program will enhance the participants' understanding of their employer needs and expectations, as well as help to develop relationships that can lead to employment.

iii. How will community service learning and leadership development opportunities be provided for youth in the program?

Dr. Tim Elmore's leadership curriculum Habitudes (www.habitudes.org) will be used to teach YouthBuild NorthWest participants life and leadership principles. Habitudes is specifically designed for Gen Y, teaching what it means to be a healthy, effective leader. This curriculum emphasizes self-leadership, connecting with others, leading others, and changing culture.

Leadership development training will be delivered by staff that has experience working with youth. Instructors with background experience in education, law enforcement, and/or military service will be

experienced in motivating youth and encouraging leadership. Although leadership is integrated into all aspects of the program, there will be dedicated time each week to focus specifically on leadership development and community service.

Daily integration of leadership development builds team camaraderie and fosters an environment of teamwork and cooperation. Youth will be given opportunities each day to build group "esprit de corps." Such opportunities include developing a motto, peer tutoring for both academic and construction curriculum, and planning group events, including "Family Day," an open house, as well as campus visits, local business visits, and other field trips.

Youth will have the opportunity to take on a leadership role in the classroom and on the job site. Tutoring, event planning, serving as a classroom officer, providing community service, volunteering with local non-profit agencies and the Youth Action Committee are just some of the activities that will give participants the opportunity to show themselves as responsible young people who are improving their lives, the lives of others, and the community as a whole.

The Youth Action Committee (YAC) will be comprised of student representatives. The YAC will have input on community service projects, fund raising, and promoting the program locally. Members of the YAC will attend at least one staff meeting to provide input and feedback. Attendance at selected community foundation meetings and agency board meetings will be encouraged to teach and foster leadership skills.

Group community service projects will be organized by staff with YAC input. Youth will also be required to perform individual community service projects. Youth are responsible for researching, contacting, and setting up community service at a charity/location of their choosing. Examples of such community service projects from past YouthBuild groups include repairing stairs and railings for elderly residents, serving meals to homeless people, and volunteering at a community garden.

YouthBuild graduates will be competent in all 15 leadership competencies outlined in the Leadership Competencies Handbook. The leadership curriculum, Youth Action Committee, community service

activities, and weekly focus on leadership development, will ensure that youth graduate the program with skills and knowledge in personal development, group leadership, and community leadership.

Participants will also receive a course that is delivered by our region's SBTDC called *FastTrac® New Venture Entrepreneurial Training*. It is an intensive 10-week, 30-hour program that helps students evaluate business opportunities. Its key objectives are to broaden one's understanding of business and to develop entrepreneurial skills by learning from other entrepreneurs. It teaches people how to become entrepreneurial in their thinking and actions, qualities now desired by most employers, as well as the steps necessary to start a business. It is a nationally recognized curriculum that has been quite well received by YouthBuild participants in our region.

YouthBuild graduates will also have an opportunity to participate in an alumni group that is currently being developed. The alumni group will meet semiannually and consist of all YouthBuild NorthWest graduates. This group will provide youth networking opportunities, reinforcement of the leadership competencies learned, and mentor with current YouthBuild participants for peer support.

iv. What types of post-program transition services will be provided and how will follow-up for outcome reporting and participant retention be assured?

The YouthBuild NorthWest program offers a variety of services to prepare and aid youth in the transition to career pathways and/or educational opportunities. Throughout the program, as well as through all the participants' contacts with Michigan Works!, a constant theme of education and employment is woven into all activities. All services for YouthBuild participants are completely integrated with the breadth of services through Michigan Works! for this purpose. The educational, career readiness, and construction trades credentials that are achieved through YouthBuild are only the beginning; they are best utilized if built upon with further credentials that are valued by the employer community. An important part of our YouthBuild mission is to help participants understand their potential for further education and employment. Just one of many ways this growth is fostered is through activities such as touring the local community

college's construction trades program, becoming familiar with the instructors and the setting, and hearing how it will expand their skills and employability.

YouthBuild participants will be co-enrolled in WIA, affording them access to services through Northwest Michigan Works! WIA Youth and Adult programs, Adult Education, Business Liaisons, and other Michigan Works! resources. Examples of post-program transition services include: job readiness, placement, and retention activities; linkages to post-secondary education and training programs including career development services such as college exploration, campus visits, and financing; entrepreneurial training and exploration through the SBTDC; career interest surveys; and individual portfolio preparation complete with a résumé, credentials, achievements, and samples of completed work.

Participants will take the three WorkKeys tests that comprise the National Career Readiness Certificate. The Reading for Information, Applied Mathematics, and Locating Information WorkKeys tests will assess an individual's work readiness as well as earn them a bronze, silver, gold, or platinum National Career Readiness Certificate. Daily living skill readiness will be assessed through tools available through the Casey Foundation.

Daily living skills and work readiness training will be provided daily throughout all components of the program. Participants also have access to Michigan Works! services that support work readiness including career assessment and counseling, employability skills, and a wide variety of workshops that address topics from résumé writing and interviewing skills to budgeting and developing communication skills.

The WorkKeys tests can also be used to assess an individual's readiness for post-secondary education and/or apprenticeship. Compass testing will be given to youth who wish to continue their education at college. Northwest Michigan Works! has an agreement with the local colleges to accept the Compass scores administered at our locations. Individual meetings with Michigan Works! staff will aid in determining a participant's readiness to enter post-secondary education or apprenticeship. Staff will ensure that participants are aware of the region's high-growth, high-wage, high-demand occupations, and transition to

post-secondary will be strongly encouraged. The pre-college transition activities that are woven into all YouthBuild and post-program activities, and are also integral to all Michigan Works! services, will provide a systematic process by which participants can explore and gradually reduce any fears, roadblocks or concerns about attending college.

Working closely with Michigan Works! staff, participants will post their résumé on the Michigan Talent Bank and learn how to best utilize the system in their job search. Business Liaisons will conduct group presentations and meet individually with youth. They will provide direct referrals to employers and explain on-the-job training opportunities. The linkage to employers is a critical component of the program and vital service provided by the Business Liaisons. Participants will also encounter prospective employers by attending local employment and college fairs. Industry specific events like the Homebuilders Expo will also provide important opportunities to connect with employers and the community.

Participants have the full support of Northwest Michigan Works! as they transition to either post-secondary education or employment including access to: workshops, Learning Labs, Career Advisors, and Business Liaisons. Support services can include: information and referral; assistance with initial transportation costs to get to school or work; assistance with financial aid process; and help paying for uniforms, tools, and equipment.

Support services will be provided to participants in the usual manner throughout the follow-up period. Participants either make a specific request or voice a need for support. Staff will explore available resources and help create a plan to meet the need. Staff has numerous sources through community agencies which can be tapped for support, such as the Community Health Clinic, Department of Human Services, and many others.

Intensive, individualized follow-up is performed via the Michigan Works! Youth Services staff in order to keep reinforcing and supporting the desired outcomes. After participants complete their year in the program, they will feel the constant support, encouragement, and active steps of the staff to ensure that

they enter either post-secondary schooling or employment.

4. Linkages to Key Partners, Match and Leveraged Resources

i. Who are the key partners that will be supporting the program?

The key YouthBuild NorthWest partners, their roles and contributions are as follows:

Baker College of Cadillac (*a four-year College*) will host the Cadillac site, providing in-kind classroom space for the academic component of the program. Baker College is a well-respected, accredited college with locations throughout Michigan. The Cadillac campus is very involved in community activities and is committed to supporting YouthBuild through this partnership. By holding YouthBuild classes on campus, YouthBuild students will develop a familiarity with postsecondary institutions that will aid in their post-program transition.

Wexford-Missaukee Career Tech Center (*K-12 System/Vocational Education*) will host the occupational instruction component of the program at the Cadillac site as an in-kind contribution. YouthBuild students will use the construction trades classroom for safety training and classroom construction instruction. The W-M CTC is located directly across the street from Baker College, which will allow students to walk from one location to another.

Traverse Bay Area Intermediate School District/Northwest Michigan Works! (*K-12 System/Vocational Education and One-Stop System service provider*) will:

- Employ the YouthBuild Program Manager, and incorporate the YouthBuild NorthWest program into its Youth Services division. The Youth Services Coordinator will spend approximately 20% of her time supervising the program.
- Access its Adult Education program to oversee the GED preparation and high school completion components at both sites.
- Coordinate all workforce development services, including employability skills, career counseling,

labor market information, job referral and placement, and transition to post-secondary programs. Referrals to YouthBuild NorthWest will primarily come from Youth Services staff through their relationships with community agencies of all kinds.

Both the Wexford and Northwest Michigan chapters of **Habitat for Humanity** will coordinate the build project for year one at both sites. Their staff will work with our Construction Trades Instructors to facilitate YouthBuild participation in the build. They will contribute all construction materials for the projects.

The **Northwest Michigan Community Action Agency** (*Community Development program*) is a ten-county provider of federal housing assistance programs. They will provide weatherization training for YouthBuild participants. They are also a key partner for the Emmet County housing projects that are being lined up for the second year build project at this site.

The Northwest Michigan Workforce Development Board (WDB) has an **Education Advisory Group/Youth Council** that is particularly involved in activities related to youth and their educational attainment, ensuring an effective adult education system for literacy, basic skills, GED, high school completion, English as a Second Language, and aggressive transition to post-secondary education and training programs. YouthBuild will benefit from the close attention of the WDB and its committee, particularly with respect to commitment of time and resources needed to ensure the program's success.

The **WDB's labor representatives** are from the trades occupations and bring a valuable base of knowledge and contacts to the program. They are especially important for assistance in job placement activities and in connecting participants to apprenticeship opportunities. In addition, NWMCOG is actively pursuing non-traditional registered apprenticeship programs and is one of the state's major users of the MRAP (Michigan Registered Apprenticeship Program).

Employers play a key role in YouthBuild by participating as speakers at luncheons to help participants develop employment contacts and a realistic understanding of the workplace. They serve on advisory councils for our local colleges and career tech programs to provide input on training content and

methodology.

NWMCOG successfully manages partnerships of all kinds with units of government (including three Tribes), community based organizations, businesses, private foundations, economic development organizations, Chambers of Commerce, educational institutions, the corrections system, housing agencies, faith-based organizations and many others. One of NWMCOG's hallmarks is regional leadership for collaboration and partnerships. We utilize dozens of formal and informal partnership agreements each year to sustain all our programs.

ii. What match and other leveraged resources are being contributed to this project?

All match and leveraged resources are detailed in the Budget Narrative. The YouthBuild NorthWest program will make extensive use of both match and leveraged resources from among these partners for wrap-around services, extensive workforce development services, construction materials, classroom space and equipment, administrative services, and more. All partners are fully qualified and experienced in the roles they will play for this program. All have successful track records and are fully committed to the combined goals of developing young adults for successful lives and providing quality, affordable housing for low-income families.

Below is a summary of match and leverage resources from each partner:

Partner	Match	Leverage
Baker College of Cadillac	63,000	
Wexford-Missaukee Career Tech Center	80,000	
Traverse Bay Area Intermediate School District/Northwest Mi. Works!	32,000	545,420
Wexford Habitat for Humanity	40,000	
Northwest Michigan Habitat for Humanity	60,000	
NWMCOG		28,500
Northwest Michigan Community Action Agency		1,525
Totals	\$275,000	\$575,445

YouthBuild NorthWest

Abstract

Page 1 of 2

- Applicant name: **Northwest Michigan Council of Governments**
- Project title: **YouthBuild NorthWest**
- Area to be served: **Ten counties of Northwest Michigan**, comprising the Counties of Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee and Wexford.
- Funding level requested: **\$1,100,000, with \$275,000 matching funds and \$575,445 leveraged resources**

- Application is being submitted as a **rural** program.
- Program summary:

The YouthBuild NorthWest program will serve at least 68 persons, ages 16-24 who are low-income and have not completed their high school credential (or are basic skills deficient). The program will operate simultaneously in two different communities. Eligible participants from throughout the ten-county region will be able to participate.

Each of the two sites is a community-based, two-county area (Emmet-Charlevoix Counties, and Wexford-Missaukee Counties) with a focus on youth who are drop-outs, ex-offenders, youth aging out of foster care, females, homeless, and others who lack the education and job skills to be productive in the local economy. The academic component will be primarily remediation and GED or high school completion, delivered in conjunction with the regional adult education program in a learning lab classroom, utilizing individual learning plans. The construction projects for both sites in year one are Habitat for Humanity homes. Construction projects for year two are under development, with a particular project in Emmet County in active planning stages with the county's Housing Council.

YouthBuild NorthWest

Abstract

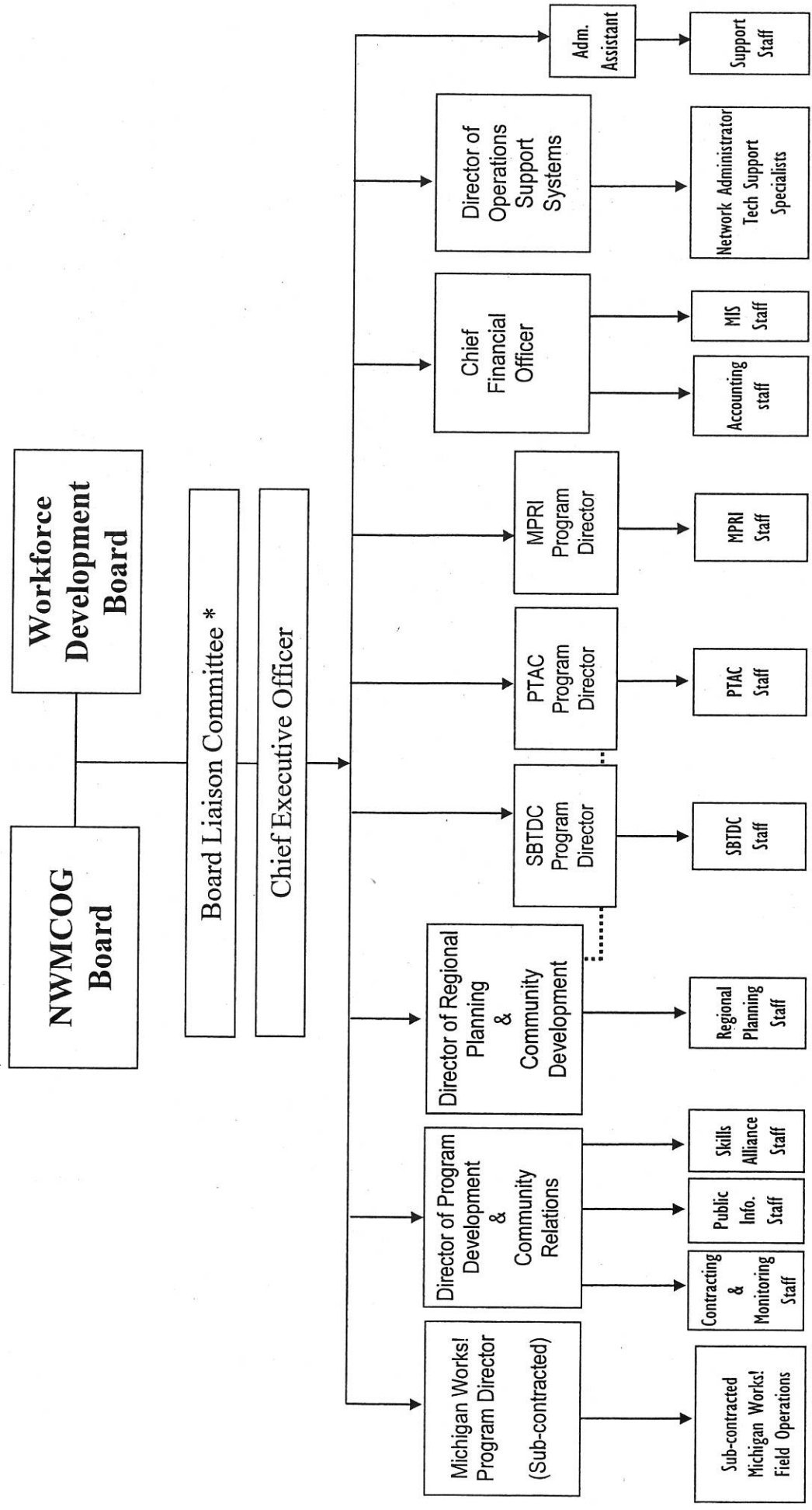
Page 2 of 2

Leadership development, community service activities, and entrepreneurial skills training are incorporated into both sites in various ways. The program will utilize a proven, systematic approach to recruitment and selection, including a Mental Toughness component that increases motivation to participate and succeed. Participants will obtain several credentials as a result of their participation: a GED or high school diploma; a National Career Readiness Certificate; the *NCCER* or *HBI-PACT* constructions trades certification (depending on personal employment goals); OSHA certification; First Aid and CPR certifications; and a certificate of completion of FastTrac entrepreneurial skills training.

Transition to post-secondary education and/or employment will be a major focus of the program. Integral operational ties with the region's WIA one-stop system will ensure that participants receive intensive case management toward their individualized employability plans. The program will take a holistic, intensive approach to helping youth become more highly functioning, productive and responsible citizens of their communities.

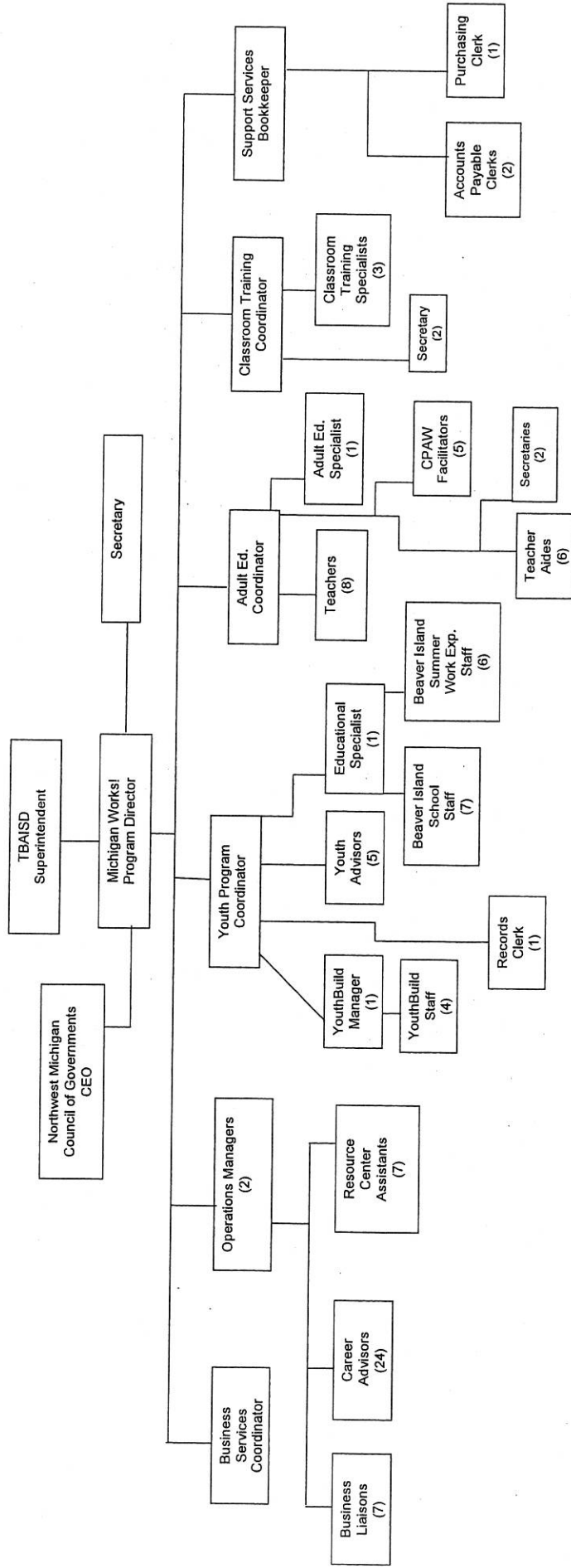
The Northwest Michigan Council of Governments will provide overall administrative, MIS, technical, and marketing support. The Northwest Michigan Works! one-stop system will provide daily management, all career development services including case management, transition to post-secondary programs, linkages with employers, other follow-up and support services, and many other services to enhance the program. The expected success rate is a minimum of 80%.

Northwest Michigan Council of Governments, Organization Chart



* Comprised of the Executive Committees of both boards.

TBAISD -- Northwest Michigan Works! Organizational Chart, 2010



Specific programs delivered through this organizational chart:

- WIA Adult Programs
- WIA Youth Programs
- WIA Dislocated Worker
- WIA Incumbent Worker Programs
- Trade Act
- TANF/JET Program
- Food Assistance Employment & Training
- Employment Service Programs

Also delivered through the Northwest Michigan Works! Centers (via separate staff):

- MI Rehabilitation Services
- Literary Council
- Experience Works
- Expelled Student Program
- Child Care Connections

- WIA Title II Adult Literacy
- State School Aid, Section 107.1
- MI. No Worker Left Behind

- MI Prisoner Re-Entry Initiative
- Beaver Island Lighthouse Alternative School
- YouthBuild Program

- Veteran's Employment Services
- Seasonal Agricultural Worker Services
- Disability Network
- Procurement Technical Assistance Center
- Small Business Technology Development Center



November 29, 2010

Elaine Wood, CEO
Northwest Michigan Council of Governments
PO Box 506
Traverse City, MI 49685

Dear Ms. Wood,

The Michigan Works! Division of Traverse Bay Area Intermediate School District (TBAISD) is fully committed to the YouthBuild NorthWest program, and commits the allocation of numerous resources in order to ensure its success.

TBAISD is the service provider for the workforce development system in Northwest Michigan. We provide services under the following programs: WIA Adult, Dislocated Worker, and Youth; Trade Act; Wagner-Peyser Employment Services; Jobs, Education and Training (welfare-to-work, funded by Temporary Assistance for Needy Families); and Adult Education funded by both WIA Title II and State Aid.

TBAISD has also been the service provider for the YouthBuild program in our region over the last two years. The program has been integrated into the broader scope of our Youth Services division. We have developed a robust and successful program, and have leveraged funding from other sources as much as possible to support our youth.

Our role in the programs funded by the SGA/DFA PY 10-02 grant includes the following:

- Employ the YouthBuild Program Manager, providing for her salary and fringe benefits for two of the three years (\$70,000);
- Partial salary support for Academic Instructor at each site, provided by State of Michigan Adult Education funding (\$28,500);
- Additional staff time for services such as career development, job placement, program coordination, and administrative support (\$223,800);
- Fringe benefits for above staff time (\$128,320);
- In-region travel for YouthBuild participants & staff (\$82,900);
- Supplies & materials (\$8,000);
- Contractual services (\$6,800);
- Other (\$1,000).

While our contributions to the program can be distinctly listed (and are detailed in the proposal's Budget Narrative), we feel that our collective commitment to the program is the most important role we play. We wholeheartedly believe in the YouthBuild model and feel that its impact on youth and their communities is of vital importance to our region.

We appreciate the partnership that has resulted thus far in successful programming for our youth, and look forward to continuing the program.

Sincerely,

Jan Warren, Program Director
Northwest Michigan Works!
Traverse Bay Area Intermediate School District

890 Parsons Road • Traverse City, Michigan 49686 • (231) 922-6240

Northwest Michigan • Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee & Wexford Counties
An Equal Opportunity Employer / Program Auxiliary aids and services are available upon request to individuals with disabilities Michigan Relay Center (800) 649-3777

Work Site Description

(A WorkSite Description is required for each property)

YouthBuild (YB) GRANT

ATTACHMENT 1

OMB No. 1205-0464

ETA - 9143

Expires: 10/31/2010

APPLICANT IDENTIFYING INFORMATION (Complete All Sections)

Applicant Name: Northwest Michigan Council of Governments

Program/Project Name & Address: Northwest Michigan Habitat for Humanity P.O. Box 827 Petoskey, MI 49770

1. Work Site Identification (Address/Parcel #): 502 Grant St. East Jordan, MI 49727

2. Number of Housing Units Planned to be Produced: 1

3. Type of housing to be produced (Check all that apply)

Residential/rental Homeownership Transitional housing for the homeless

4. Individual Housing Project Site Estimate and Documentation of Resources: Complete Attachment 1A for each housing project site to be used in conjunction with the YouthBuild implementation program. Attach documentation of resources behind each Attachment 1A.

5. Homeless Housing: For housing that will be transitional housing for the homeless, attach a description of the plan for outreach and placement of homeless families or individuals (1 page). Please label this Attachment 1B.

6. Will all housing produced be provided for homeless, low-income, or very-low income persons?

Yes No

6. a. If no for question 6, please explain what other populations will be targeted and why?

7. The on-site training site consists of (Check all that apply): New Construction Rehabilitation

8. Are any of the units currently occupied? Yes No (If yes, attach a relocation narrative that identifies the number of persons, the business or others occupying the property on the date of submission of this application, the number of displaced, the number to be temporarily relocated but not displaced, the estimated cost of relocation services payments and services, the source of funds for relocation, and the organization that will provide relocation assistance to occupants and the contact person's name and phone number. Label this Attachment 1C.)

9. Name of the current owner: Northwest Michigan Habitat for Humanity

10. Documentation of Access: Attach required evidence of site access (Letter from the owner identified in No. 9). Label this Attachment 1D.

11. Describe the applicant role and responsibilities for the on-site housing construction or rehabilitation work. Label this Attachment 1E.

12. Name of entity which will own and manage the property after the construction or rehabilitation work is completed: Family to be identified at a later date.

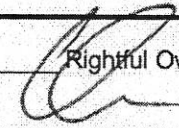
13. A Model Lease is Attached Yes No

OMB No.: 1205-0464 OMB Expiration Date: 10/31/2010 Average Response Time: 30 minutes

This reporting requirement is approved under the Paperwork Reduction Act of 1995. Persons are not required to respond to this collection of information unless it displays a currently valid OMB number. Public reporting burden for this collection of information includes time for reviewing instructions, searching existing data sources, gathering and reviewing the collection of information. Respondent's obligation to reply to this collection of information, which is for general program oversight, evaluation, and performance assessment, is required to maintain benefits [PL 109-281 Sec 173(A)(c)(3)]. Send comments regarding this burden estimate or any other aspect of this collection, including suggestions for reducing this burden, to the U. S. Department of Labor, Employment and Training Administration, Youth Office, Room N4459, 200 Constitution Avenue, NW, Washington, D.C. 20210.

Signature of Authorized Certifying Official of: Applicant Rightful Owner

Printed Name: Larry C. Inman

Signature: 

Title: Chairman

Date: 12/1/2010

Organization: Northwest Michigan Council of Governments

Individual Housing Project Site Estimate YouthBuild (YB) GRANT

ACHMENT 1A
ETA - 9143

OMB No. 1205-0464
Expires: 10/31/2010

APPLICANT IDENTIFYING INFORMATION

Applicant Name: Northwest Michigan Council of Governments
Address of the Property (include city, state, and zip code): 502 Grant St. East Jordan, MI 49727

Grant Activities	Resources					
	YouthBuild	Other Federal	State	Local	Private	Total
1. Acquisition						
2. Architecture & Engineering						
3. Housing Construction					\$60,000	\$60,000
4. Housing Rehabilitation						
5. Total Housing Project Costs for Site					\$60,000	\$60,000

Note 1: Include both **cash** and **in-kind** contributions.

Note 2: When paid, in whole or in part, with YouthBuild program funds, the activities will trigger applicable YouthBuild project-related restrictions contained in regulations XXXXXXXX. Applicants who propose to use YouthBuild funds for one or more of these activities are required to complete the appropriate certifications.

Documentation of Housing Resources

Attach a letter of commitment from each source of funding. These letters will not count towards your total page count.

Name of Provider (Donor)	Cash or In-Kind	Dollar Value Provided	Page # of Letter
Northwest Michigan Habitat for Humanity (The donation of resources listed shows the amount of project used for training participants)	60,000	60,000	
Total	60,000	60,000	

approved under the Paperwork Reduction Act of 1995. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Information is collected from eligible applicants for a competition to determine which entities will receive grant funds. Public reporting burden for this collection of information includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed to complete the collection of information, sending the collection of information, reviewing the collection of information, and completing and reviewing the collection of information. Submission is mandatory and is authorized under YouthBuild Transfer Act Public Law 109-271. The information will be used for the YouthBuild grant and response to this request for information is required in order to receive the benefits to be derived. The information requested does not lend itself to confidentiality. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, Office of Workforce Security, Room S-4231, 200 Constitution Ave., NW, Washington, DC, 20210.



Since 1911

Baker College
9600 E. 13th Street
Cadillac, Michigan 49601
Telephone (231) 876-3100
Fax (231) 876-3440

November 22, 2010

Elaine Wood, CEO
Northwest Michigan Council of Governments
PO Box 506
Traverse City, MI 49685

Dear Ms. Wood,

Baker College of Cadillac is pleased to partner with Northwest Michigan Council of Governments on the proposed YouthBuild program.

Baker College of Cadillac is committed to participation in community based activities that provide academic and employment opportunities. YouthBuild is a program that enhances the quality of life for youth in our region, and fits with the mission of our institution.

We commit to hosting the academic portion of the YouthBuild program in Cadillac. Use of classroom space, along with support for the instructor, will be provided at no charge to the program. This room rate contribution is valued at \$35 per hour.

Previous partnerships between our agencies have been very successful, and we anticipate the same success with YouthBuild. These partnerships included No Worker Left Behind, and sector-based initiatives such as KAL-TEC and the newly formed Entrepreneurial Regional Skills Alliance. We look forward to working with you on this exciting project. We feel the YouthBuild program will be an asset to our college and to our community.

Sincerely,

A handwritten signature in black ink, appearing to read "Randy Hill". The signature is written in a cursive, somewhat stylized font.

Randy Hill, Dean of Education & Human Services
Baker College of Cadillac



Wexford-Missaukee
Intermediate School District

9901 East 13th Street
Cadillac, MI 49601
231.876.2200
231.876.2212 fax
www.wmisd.org



Career Technical Education
Administration

David J. Cox
Director of Career Technical Education
dcox@wmisd.org

Charlie Schwarz
Principal
cschwarz@wmisd.org

*'The mission of the
Wexford-Missaukee
Career Technical Center
is to prepare students for
career success.'*

Proudly Serving

Cadillac
Lake City
Manton
Marion
McBain
Mesick
Pine River

**'Helping Schools
Help Students'**

November 22, 2010

Elaine Wood, CEO
Northwest Michigan Council of Governments
PO Box 506
Traverse City, MI 49685

Dear Ms. Wood,

This letter is sent to show the commitment of the Wexford-Missaukee Intermediate School District to host the construction training component of the YouthBuild program in Cadillac.

Our Career Tech Center is available after school hours and on weekends for programs such as YouthBuild. We have a construction trades training facility that is equipped with all of the necessary tools. We commit access to this space to the program at no charge. Use of this space is valued at \$200.00 per half day.

This commitment is provided in good faith based on previous partnerships with Northwest Michigan Council of Governments. The Youth Services program of your Michigan Works! division has been extremely beneficial to our students, and we expect that YouthBuild will provide the same opportunities for lifelong success.

Feel free to contact me with any questions about this commitment. We look forward to the program.

Sincerely,

Charlie Schwarz,
Principal/Assistant Director
Career Tech Center
Wexford-Missaukee Intermediate School District



Now More Than Ever.
Help Build It!

November 22, 2010

Elaine Wood, CEO
Northwest Michigan Council of Governments
PO Box 506
Traverse City, MI 49685

Dear Ms. Wood,

This letter is sent to show the commitment of Wexford Habitat for Humanity to partner with the Northwest Michigan Council of Governments' YouthBuild program.

Wexford Habitat for Humanity works with low income families in Wexford County, Michigan. Our goal is to build three houses per year, in order to meet the high need for adequate housing in the area. We have identified a location for a proposed home build in 2011 which will be appropriate for this partnership. It is located at the Northwest corner of Rogers Street and Cummer Street in the city of Cadillac. The value of the housing construction portion of this project is \$40,000, which will be underwritten by our fundraising efforts. The value of this project is described in the proposal's ETA form 9143, Attachment 1A.

This letter also demonstrates that Wexford Habitat for Humanity is the owner of the worksite property. We grant access to the work site to Northwest Michigan Council of Governments and to its subcontractor Northwest Michigan Works!.

We look forward to working with you on this exciting project. We feel the YouthBuild program will be an asset to our project and to our community.

Sincerely,

A handwritten signature in black ink, appearing to read "Edward VanAlst", is written over a horizontal line.

Edward VanAlst, President
Wexford Habitat for Humanity



Northwest Michigan
Habitat
for Humanity®

Post Office Box 827
Petoskey, Michigan 49770
231.348.6926
ReStore 231.347.8440

November 24, 2010

Elaine Wood, CEO
Northwest Michigan Council of Governments
PO Box 506
Traverse City, MI 49685

Dear Ms. Wood,

Northwest Michigan Habitat for Humanity is pleased to partner with the YouthBuild program on a new home build in the summer of 2011.

The lot at 502 Grant Street in East Jordan, Michigan is the proposed site for the build. The value of the housing construction portion of this project is \$60,000. The value of this project is described in the proposal's ETA form 9143, Attachment 1A. Northwest Michigan Habitat for Humanity is the owner of the property. We grant access to the work site to Northwest Michigan Council of Governments and to its subcontractor Northwest Michigan Works!

We look forward to working with you on this new home build, which will benefit a low income family in our community.

Sincerely,

Mary Margaret Hornbaker, Executive Director
Northwest Michigan Habitat for Humanity



Main Office:
3963 Three Mile Road
Traverse City, MI
49686-9164

Satellite Office:
2202 Mitchell Park, Suite 4
Petoskey MI 49770

Satellite Office:
1640 Marty Paul
Cadillac MI 49601

Phone (231) 947-3780
(800) 632-7334
fax (231) 947-4935

(231) 347-9070
(800) 443-5518
fax (231) 347-3664

(231) 775-9781
(800) 443-2297
fax (231) 775-1448



November 29, 2010

Elaine Wood, CEO
Northwest Michigan Council of Governments
PO Box 506
Traverse City, MI 49685

Dear Ms. Wood,

Northwest Michigan Community Action Agency (NMCAA) is committed to partnering with Northwest Michigan Council of Governments on the proposed YouthBuild program. We agree to provide weatherization training to your YouthBuild students at both the Cadillac and Petoskey sites.

As you know, NMCAA currently operates the Low-income Home Weatherization Program in the ten-county region of Northwest lower Michigan. Our projects are funded by the United States Department of Energy and administered by the Michigan Department of Human Services. Our services include ceiling, wall and floor insulation; interior sealing of major cold-air infiltration areas utilizing blower door technology; and furnace inspection and tune-ups. The energy efficiency realized by these building improvements results in significant cost savings for low-income families.

As the service provider for this program, we have the expertise to train YouthBuild students on the concepts and techniques of residential weatherization. We commit to providing this training at both sites for two consecutive years. The value of this contribution is equal to \$1,525.

We look forward to this partnership and working with you on this program.

Sincerely,

John Stephenson, Executive Director
Northwest Michigan Community Action Agency

northwest michigan community action agency

www.nmcaa.net

a community action partnership

ETA 9143 ATTACHMENT 1E

Description of Applicant Role and Responsibilities for On-site Housing Construction

Applicant: Northwest Michigan Council of Governments

Site 1 – Charlevoix and Emmet Counties, Michigan

Worksite Location: 502 Grant St., East Jordan, MI 49727

The Northwest Michigan Council of Governments has arranged to work with Northwest Michigan Habitat for Humanity on the construction of a new home for a low income family. Our YouthBuild Construction Trades Instructor will supervise and train participants on the work site. Participants will be involved in all aspects of new home construction – from excavation and foundation flatwork to finish carpentry. Some Habitat for Humanity volunteers may be present, but their work will be supervised by the volunteer construction manager of Northwest Michigan Habitat for Humanity. While the responsibility for completion of this home ultimately lies with this Habitat for Humanity affiliate, YouthBuild participants will contribute the majority of the labor and will work in all aspects of the construction, for maximum learning. YouthBuild staff will not be responsible for general contracting duties, such as pulling permits, arranging for inspections, and ensuring that materials are available when students are ready to work. However, our Construction Trades Instructor will work with the volunteer construction manager for Northwest Michigan Habitat for Humanity to ensure that participants have access to as many learning opportunities as possible on the site, including exposure to the general contracting duties mentioned above.

Work Site Description

(A WorkSite Description is required for each property)

YouthBuild (YB) GRANT

ATTACHMENT 1

OMB No. 1205-0464

ETA - 9143

Expires: 10/31/2010

APPLICANT IDENTIFYING INFORMATION (Complete All Sections)

Applicant Name: Northwest Michigan Council of Governments

Program/Project Name & Address: Wexford Habitat for Humanity
7545 E 34 Rd. Cadillac, MI 49601

1. Work Site Identification (Address/Parcel #)) NW corner of Rogers St. & Cummer St. Cadillac, MI 49601

2. Number of Housing Units Planned to be Produced: 1

3. Type of housing to be produced (Check all that apply)

Residential/rental Homeownership Transitional housing for the homeless

4. Individual Housing Project Site Estimate and Documentation of Resources: Complete Attachment 1A for each housing project site to be used in conjunction with the YouthBuild implementation program. Attach documentation of resources behind each Attachment 1A.

5. Homeless Housing: For housing that will be transitional housing for the homeless, attach a description of the plan for outreach and placement of homeless families or individuals (1 page). Please label this Attachment 1B.

6. Will all housing produced be provided for homeless, low-income, or very-low income persons?

Yes No

6. a. If no for question 6, please explain what other populations will be targeted and why?

7. The on-site training site consists of (Check all that apply): New Construction Rehabilitation

8. Are any of the units currently occupied? Yes No (If yes, attach a relocation narrative that identifies the number of persons, the business or others occupying the property on the date of submission of this application, the number of displaced, the number to be temporarily relocated but not displaced, the estimated cost of relocation services payments and services, the source of funds for relocation, and the organization that will provide relocation assistance to occupants and the contact person's name and phone number. Label this Attachment 1C.)

9. Name of the current owner: Wexford Habitat for Humanity

10. Documentation of Access: Attach required evidence of site access (Letter from the owner identified in No. 9). Label this Attachment 1D.

11. Describe the applicant role and responsibilities for the on-site housing construction or rehabilitation work. Label this Attachment 1E.

12. Name of entity which will own and manage the property after the construction or rehabilitation work is completed: Family to be identified in December.

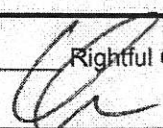
13. A Model Lease is Attached Yes No

OMB No.: 1205-0464 OMB Expiration Date: 10/31/2010 Average Response Time: 30 minutes

This reporting requirement is approved under the Paperwork Reduction Act of 1995. Persons are not required to respond to this collection of information unless it displays a currently valid OMB number. Public reporting burden for this collection of information includes time for reviewing instructions, searching existing data sources, gathering and reviewing the collection of information. Respondent's obligation to reply to this collection of information, which is for general program oversight, evaluation, and performance assessment, is required to maintain benefits [PL 109-281 Sec 173(A)(c)(3)]. Send comments regarding this burden estimate or any other aspect of this collection, including suggestions for reducing this burden, to the U. S. Department of Labor, Employment and Training Administration, Youth Office, Room N4459, 200 Constitution Avenue, NW, Washington, D.C. 20210.

Signature of Authorized Certifying Official of: Applicant Rightful Owner

Printed Name: Larry C. Inman

Signature: 

Title: Chairman

Date: 12/1/2010

Organization: Northwest Michigan Council of Governments

Individual Housing Project Site Estimate YouthBuild (YB) GRANT

ATTACHMENT 1A

ETA - 9143

OMB No. 1205-0464

Expires: 10/31/2010

APPLICANT IDENTIFYING INFORMATION

Applicant Name: Northwest Michigan Council of Governments

Address of the Property (include city, state, and zip code): NW
corner of Rogers St. & Cummer St. Cadillac, MI 49601

Grant Activities	Resources					
	YouthBuild	Other Federal	State	Local	Private	Total
1. Acquisition						
2. Architecture & Engineering						
3. Housing Construction					\$40,000	\$40,000
4. Housing Rehabilitation						
5. Total Housing Project Costs for Site					\$40,000	\$40,000

Documentation of Housing Resources

Attach a letter of commitment from each source of funding. These letters will not count towards your total page count.

Name of Provider (Donor)	Cash or In-Kind	Dollar Value Provided	Page # of Letter
Wexford Habitat for Humanity (The donation of resources listed shows the amount of project used for training participants)	40,000	40,000	
Total	40,000	40,000	

approved under the Paperwork Reduction Act of 1995. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Information is collected from eligible applicants for a competition to determine which entities will receive grant funds. Public reporting burden for this collection of information includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Submission is mandatory and is authorized under YouthBuild Transfer Act Public Law 109-164. The information will be used for the YouthBuild grant and response to this request for information is required in order to receive the benefits to be derived. The information requested does not lend itself to confidentiality. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, Office of Workforce Security, Room S-4231, 200 Constitution Ave., NW, Washington, DC, 20210.



Now More Than Ever.
Help Build It!

November 22, 2010

Elaine Wood, CEO
Northwest Michigan Council of Governments
PO Box 506
Traverse City, MI 49685

Dear Ms. Wood,

This letter is sent to show the commitment of Wexford Habitat for Humanity to partner with the Northwest Michigan Council of Governments' YouthBuild program.

Wexford Habitat for Humanity works with low income families in Wexford County, Michigan. Our goal is to build three houses per year, in order to meet the high need for adequate housing in the area. We have identified a location for a proposed home build in 2011 which will be appropriate for this partnership. It is located at the Northwest corner of Rogers Street and Cummer Street in the city of Cadillac. The value of the housing construction portion of this project is \$40,000, which will be underwritten by our fundraising efforts. The value of this project is described in the proposal's ETA form 9143, Attachment 1A.

This letter also demonstrates that Wexford Habitat for Humanity is the owner of the worksite property. We grant access to the work site to Northwest Michigan Council of Governments and to its subcontractor Northwest Michigan Works!.

We look forward to working with you on this exciting project. We feel the YouthBuild program will be an asset to our project and to our community.

Sincerely,

A handwritten signature in black ink, appearing to read "Edward VanAlst", is written over a horizontal line.

Edward VanAlst, President
Wexford Habitat for Humanity

ETA 9143 ATTACHMENT 1E

Description of Applicant Role and Responsibilities for On-site Housing Construction

Applicant: Northwest Michigan Council of Governments

Site 2 – Wexford and Missaukee Counties, Michigan

Worksite Location: NW corner of Rogers St & Cummer St, Cadillac, MI 49601

The Northwest Michigan Council of Governments has arranged to work with Wexford Habitat for Humanity on the construction of a new home for a low income family. Our YouthBuild Construction Trades Instructor will supervise and train participants on the work site. Participants will be involved in all aspects of new home construction – from excavation and foundation flatwork to finish carpentry. Some Habitat for Humanity volunteers may be present, but their work will be supervised by the volunteer construction manager of Wexford Habitat for Humanity. While the responsibility for completion of this home ultimately lies with this Habitat for Humanity affiliate, YouthBuild participants will contribute the majority of the labor and will work in all aspects of the construction, for maximum learning. YouthBuild staff will not be responsible for general contracting duties, such as pulling permits, arranging for inspections, and ensuring that materials are available when students are ready to work. However, our Construction Trades Instructor will work with the volunteer construction manager for Wexford Habitat for Humanity to ensure that participants have access to as many learning opportunities as possible on the site, including exposure to the general contracting duties mentioned above.

PART II

BUDGET INFORMATION

BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 4040-0006
Expiration Date 07/30/2010

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1. YouthBuild	17.274	\$	\$	\$ 1,100,000.00	\$ 275,000.00	\$ 1,375,000.00
2.						
3.						
4.						
5. Totals		\$	\$	\$ 1,100,000.00	\$ 275,000.00	\$ 1,375,000.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) YouthBuild	(2)	(3)	(4)	
a. Personnel	\$ 503,920.00	\$	\$	\$	\$ 503,920.00
b. Fringe Benefits	201,250.00				201,250.00
c. Travel	76,000.00				76,000.00
d. Equipment					
e. Supplies	48,800.00				48,800.00
f. Contractual	36,000.00				36,000.00
g. Construction					
h. Other	234,030.00				234,030.00
i. Total Direct Charges (sum of 6a-6h)	1,100,000.00				1,100,000.00
j. Indirect Charges					
k. TOTALS (sum of 6i and 6j)	\$ 1,100,000.00	\$	\$	\$	\$ 1,100,000.00
7. Program Income	\$	\$	\$	\$	\$

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Standard Form 424A (Rev. 7-97)
Prescribed by OMB (Circular A -102) Page 1A

SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8. YouthBuild	\$	28,500.00	246,500.00	275,000.00
9.				
10.				
11.				
12. TOTAL (sum of lines 8-11)	\$	28,500.00	246,500.00	275,000.00

SECTION D - FORECASTED CASH NEEDS

Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 518,450.00	\$ 129,500.00	\$ 175,000.00	\$ 106,975.00
14. Non-Federal	\$			
15. TOTAL (sum of lines 13 and 14)	\$ 518,450.00	\$ 129,500.00	\$ 175,000.00	\$ 106,975.00

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16. YouthBuild	\$ 518,450.00	\$ 518,450.00	\$ 63,100.00	\$
17.				
18.				
19.				
20. TOTAL (sum of lines 16 - 19)	\$ 518,450.00	\$ 518,450.00	\$ 63,100.00	\$

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges: _____

22. Indirect Charges: _____

23. Remarks: _____
The applicant will supply additional resources from federal sources that are detailed in the Budget Narrative.

Authorized for Local Reproduction

Northwest Michigan YouthBuild Program
Budget Narrative for Three-Year Period
Page 1 of 6

Site 1 is Emmet & Charlevoix Counties
Site 2 is Wexford & Missaukee Counties

* Indicates an administrative cost. Total administrative cost charged to DOL grant = 7.3%.

Activity	USDOL Grant	Matching Resources	Leveraged Resources (not included on SF 424 & SF 424A)
Personnel – wages			
Leadership Coordinator - site 1 (1 FTE for 2 years)	70,700		
Leadership Coordinator – site 2 (1 FTE for 2 years)	70,700		
Construction Trades Instructor - site 1 (1 FTE for 2 years)	70,700		
Assistant Construction Trades instructor – site 1 (.5 FTE for 2 years)	20,200		
Construction trades instructor – site 2 (1 FTE for 2 years)	70,700		
Assistant Construction Trades instructor – site 2 (.5 FTE for 2 years)	20,200		
Academic instructor – site 1 (.75 FTE for 2 years)	36,360	14,250 Adult Ed - state	
Academic instructor – site 2 (.75 FTE for 2 years)	36,360	14,250 Adult Ed - state	
YouthBuild Manager (1 FTE for 3 years) ¹	35,000		70,000 Michigan Works! – WIA funds
Youth Program Coordinator (.2 FTE for 3 years)			27,000 Michigan Works! – WIA funds
Youth Career Advisors - career development services, transition to post-secondary, etc. (combined 1 FTE for 3 yrs.)			98,400 Michigan Works! – WIA funds

¹ Grant portion is attributable to 3rd year follow-up requirements at \$35,000.

Northwest Michigan YouthBuild Program
Budget Narrative for Three-Year Period
Page 2 of 6

Site 1 is Emmet & Charlevoix Counties
Site 2 is Wexford & Missaukee Counties

* Indicates an administrative cost. Total administrative cost charged to DOL grant = 7.3%.

Activity	USDOL Grant	Matching Resources	Leveraged Resources (not included on SF 424 & SF 424A)
Business Liaisons – job development & placement services (combined 1 FTE for 3 yrs.)			98,400 Michigan Works! – WIA funds
Administrative staff support - TBAISD-MW (.1 FTE for 3 yrs.)*			27,000 Michigan Works! – WIA funds
Marketing support – NWMCOG (.1 FTE for 2 yrs.)	10,000		
Tech support – NWMCOG (.1 FTE for 2 yrs.)	10,000		
MIS support - NWMCOG (.1 FTE for 3 yrs.)* ²	15,000		
Contracting & monitoring - NWMCOG (.1 FTE for 3 yrs.)*	15,000		
Secretarial support - NWMCOG (.1 FTE for 2 yrs.)*	8,000		
Accounting support - NWMCOG (.25 FTE for 3 yrs.)*	15,000		
Sub-total – Personnel wages	503,920	28,500	320,800
*\$53,000 is attributable to administrative cost			
Personnel – fringe benefits ³			
Health, dental, life, vision & other insurances; FICA; FUTA; WC; retirement; etc. @ 40% of wages	201,250		128,320 Michigan Works! – WIA funds
*\$21,200 is attributable to administrative cost			

² 50% of cost is attributable to follow-up requirements @ \$7,500

³ 30% of cost for YB Manager is attributable to follow-up requirements = \$20,600

Northwest Michigan YouthBuild Program
 Budget Narrative for Three-Year Period
 Page 3 of 6

Site 1 is Emmet & Charlevoix Counties
 Site 2 is Wexford & Missaukee Counties

* Indicates an administrative cost. Total administrative cost charged to DOL grant = 7.3%.

Activity	USDOL Grant	Matching Resources	Leveraged Resources (not included on SF 424 & SF 424A)
Travel			
Two people, three DOL meetings/trainings/year for two years: airfare, hotels, meals	12,000		
In-region travel - transport of participants to & from construction sites: vehicle leases, insurance, gas, maintenance; \$16,000/vehicle x 2 vehicles per site x 2 yrs.	64,000		64,000 Michigan Works! - WIA funds
In-region travel - staff: 30,000 miles over 3 yrs. @ \$.55/mile			16,500 Michigan Works! - WIA funds
Sub-total for travel	76,000		80,500
Supplies & Materials			
Tools, uniforms, boots, safety equipment, hardhats for construction trades instruction @ \$100/participant x 68	6,800		8,000 Michigan Works! - WIA funds
Drug testing fees - \$10/ea. x 200 tests	2,000		
GED testing fees		3,500	
Office supplies (paper, postage, etc.)	4,000	TBAISD - local	
Software for remediation and GED; tests; books; other assessment & educational supplies	24,000		

Northwest Michigan YouthBuild Program
Budget Narrative for Three-Year Period
Page 4 of 6

Site 1 is Emmet & Charlevoix Counties
Site 2 is Wexford & Missaukee Counties

* Indicates an administrative cost. Total administrative cost charged to DOL grant = 7.3%.

Activity	USDOL Grant	Matching Resources	Leveraged Resources (not included on SF 424 & SF 424A)
Printing & reproduction			4,500 NWMCOG
Construction materials for classroom occupational instruction; \$3,000 per site, per year	12,000		
Construction materials for use by participants in training for site 1, year 1*		60,000 Habitat for Humanity, Emmet/Charlevoix Counties- local	
Construction materials for use by participants in training for site 2, year 1		40,000 Habitat for Humanity, Wexford County Region - local	
Sub-total for supplies & materials	48,800	103,500	12,500
Contractual			
OSHA training @ \$100/participant x 68			6,800 Michigan Works! - WIA
Team building services (groups)	8,000		
Substance abuse counseling (groups)	16,000		

Northwest Michigan YouthBuild Program
 Budget Narrative for Three-Year Period
 Page 5 of 6

Site 1 is Emmet & Charlevoix Counties
 Site 2 is Wexford & Missaukee Counties

* Indicates an administrative cost. Total administrative cost charged to DOL grant = 7.3%.

Activity	USDOL Grant	Matching Resources	Leveraged Resources (not included on SF 424 & SF 424A)
Entrepreneurial training (groups)	12,000		12,000 NWMCOG - SBTDC
Weatherization training			1,525 Community Action Agency
Sub-total for contractual	36,000		20,325
Other			
Stipends to youth (detailed in technical proposal)	160,000		
Recruitment advertising – radio, newspaper			6,000 NWMCOG
Classroom & offices for Site 1 (rent, utilities, maintenance, insurance, snow plowing, internet service, furniture) @ \$17.50/sq. ft. x 2,000 sq. ft. = \$35,000/yr. x 2 yrs.	70,000		
Classroom & offices for Site 2 (rent, utilities, maintenance, insurance, snow plowing, internet service, furniture) @ \$35/hour x 20 hrs./wk. x 45 wks. X 2 yrs.		63,000 Baker College – local	
Construction trades classroom & equipment for Site 2, 2 years		80,000 Wexford-Missaukee Career Tech Center - local	

Northwest Michigan YouthBuild Program
Budget Narrative for Three-Year Period
Page 6 of 6

Site 1 is Emmet & Charlevoix Counties
Site 2 is Wexford & Missaukee Counties

* Indicates an administrative cost. Total administrative cost charged to DOL grant = 7.3%.

Activity	USDOL Grant	Matching Resources	Leveraged Resources (not included on SF 424 & SF 424A)
Telephones - 4 @ \$42/mo. X 24 mo.	4,030		1,000 Michigan Works! - WIA
Auditing services*			6,000 NWMCOG
Sub-total for other	234,030	\$143,000	13,000
Total	\$1,100,000	\$275,000	\$575,445
	\$16,176.47 per participant	25% of grant amount. Does not include materials for construction training sites in year 2.	52.3% of grant amount

Total attributable to minimum requirement of 5% for follow-up costs (per footnotes) = \$63,100 (5.7%)

Total administrative charges from DOL grant (per *) = \$80,200 (7.3%)

The Northwest Michigan YouthBuild Program

will serve the Congressional Districts of

MI-001, MI-002, and MI-004.

PART III

ASSURANCES/CERTIFICATIONS

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0400), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

(1) Has the legal authority to apply for Federal Assistance, and the Institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.

(2) Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

(3) Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

(4) Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

(5) Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).

(6) Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255) as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

(7) Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real

Property Acquisition Policies Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

(8) Will comply, as applicable, with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

(9) Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a-7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for federally assisted construction subagreements.

(10) Will comply, if applicable, with Flood Insurance Purchase Requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

(11) Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in flood plains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).

(12) Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 et seq.) related to protecting components or potential components of the National Wild and Scenic Rivers System.

(13) Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a.1 et seq.).

(14) Will comply with P.L. 93-348 regarding the protection of human

subjects involved in research, development, and related activities supported by this award of assistance.

Will comply with the Laboratory Animal Welfare Act of 1966 (P.L.) 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

(16) Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.

(17) Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organization."

(18) Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

*SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL (Use of grant funds certifies acceptance of these assurances)	*TITLE _____
*APPLICANT ORGANIZATION _____	*DATE SUBMITTED (Use of grant funds certifies acceptance of these assurances)

Lobbying Certification (29 CFR Part 93)

Instructions for Completion of SF-LLL, Disclosure of Lobbying Activities

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal Action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number, grant announcement number, the contract, grant, or loan award number, the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10.
 - (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.
 - (b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

(see reverse for public burden disclosure)

<p>1. Type of Federal Action:</p> <p>a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance</p>	<p>2. Status of Federal Action:</p> <p>a. bid/offer/application b. initial award c. post-award</p>	<p>3. Report Type:</p> <p>a. initial filing b. material change For Material Change Only: year ____ quarter ____ date of last report ____</p>
<p>4. Name and Address of Reporting Entity: __ Prime __ Subawardee Tier ____, if known:</p> <p style="text-align: center;">Congressional District, if known:</p>	<p>5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime.</p> <p style="text-align: center;">Congressional District, if known:</p>	
<p>6. Federal Department/Agency:</p>	<p>7. Federal Program Name/Description:</p> <p style="text-align: center;">CFDA Number, if applicable:</p>	
<p>8. Federal Action Number, if known:</p>	<p>9. Award Amount, if known: \$</p>	
<p>10. a. Name and Address of Lobbying Entity (if individual, last name, first name, MD):</p> <p style="text-align: center;">(Attach Continuation Sheet(s) SF-LLL-A, if necessary)</p>	<p>b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):</p> <p style="text-align: center;">(Attach Continuation Sheet(s) SF-LLL-A, if necessary)</p>	
<p>11. Amount of Payment (check all that apply):</p> <p>____ actual ____ planned \$</p> <p>12. Form of Payment (check all that apply):</p> <p>____ a. cash ____ b. in-kind; specify: nature _____ value</p>	<p>13. Type of Payment (check all that apply)</p> <p>____ a. retainer ____ b. one-time fee ____ c. commission ____ d. contingent fee ____ e. deferred ____ f. other, specify:</p>	
<p>14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment Indicated in item 11:</p> <p style="text-align: center;">(attach Continuation Sheet(s) SF-LLL-A, if necessary)</p>		
<p>15. Continuation Sheet(s) SF-LLL-A attached: ____ YES ____ NO</p>		
<p>16. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p>		<p>Signature _____ Print Name: _____ Title: _____ Telephone Number: _____ Date: _____</p>

DISCLOSURE OF LOBBYING ACTIVITIES

(Continuation Sheet)

Reporting Entity:

Page ____ Page

PART IV

SPECIAL CLAUSES AND CONDITIONS

Should there be any inconsistency between these Clauses/Conditions and the Awardee's proposal, these Clauses/Conditions shall govern.

PART IV – SPECIAL CLAUSES

Clause #1:- BUDGET LINE ITEM FLEXIBILITY

Flexibility is allowed within the grant budget (*except wages, salaries and fringe benefits, and indirect cost rates*), provided no *single line item* is increased or decreased by more than **20%**. Changes in excess of 20% and any changes in wages, salaries and fringe benefits, and indirect cost rates **MUST** receive prior written approval from the Grant Officer.

Any changes in mix or match within the wages and salaries line **do not** require a grant modification. However, your assigned DOL Federal Project Officer (FPO) must review these changes prior to implementing these changes. Failure to obtain such prior written approval may result in cost disallowance.

Clause #2: - INDIRECT COST RATE AND COST ALLOCATION PLAN

This clause is applicable to all awardees receiving funds from multiple sources. Organizations receiving funds from only one source do not need an approved indirect cost rate (ICR) or cost allocation plan (CAP).

Mark the appropriate clause for your organization and fill in the blanks, as appropriate:

 N/A A. A current approved CAP or ICR agreement dated _____ has been provided and approved by _____
(Federal Cognizant agency - *Copy Attached*).

Regarding only the ICR agreement,

- a) Indirect Rate approved _____ %
- b) Type of Indirect Cost Rate (Provisional/Predetermined/Fixed) See attached ICR agreement
- c) Allocation Base See attached ICR agreement
- d) Current period applicable to rate See attached ICR agreement

 N/A B. No CAP or ICR agreement has been approved by a Federal Agency.

Note:

Regarding "B", a pro rata share of the indirect costs specified on the 424A, Section B, Object Class Category, "j", has been approved for the first **90 days** of the grant period. This is based on the fact that your organization has not established an ICR agreement or approved CAP.

Within this 90-day period, you must submit an acceptable indirect cost proposal or CAP to your Federal cognizant agency¹ to obtain a provisional indirect rate or a CAP approval. ***Failure on your part to submit an indirect cost proposal within this 90 day period means that you shall not receive further reimbursement for your indirect costs.***

If DOL is your Federal cognizant agency, proposals shall be sent to the appropriate office in the DOL's Division of Cost Determination (see detailed list attached).

¹ Providing preponderance of Federal funds to the organization.

Ceiling Indirect Amounts (applicable to A or B above):

An Indirect Cost ceiling in the amount of \$ _____, as specified on the 424A, Section B, Object Class Category, "j", has been applied under this agreement based on the grantee's budget or written documentation received.

The total amount of DOL's financial obligation under this award **will not be** increased to reimburse awardee organizations for higher negotiated indirect cost rates than those rates or amounts identified in this clause.

Note:

A ceiling amount does not exclude your organization from the responsibility of submitting an indirect cost rate for approval.

**Division of Cost Determination
List of Addresses and Telephone Numbers**

As of March 2010

National Office address and contact information: 200 Constitution Avenue, N.W., S-1510

Washington, D.C. 20210

(P) 202-693-4100

(F) 202-693-4099

Chief: Victor M. Lopez
E-mail address: lopez.victor@dol.gov
(P) 202-693-4106

<u>Cost Negotiators</u>	<u>E-mail Address</u>	<u>Location/Region</u>	<u>Address</u>	<u>Phone/FAX</u>
1 Damon Tomchick	tomchick.damon@dol.gov	D.C.	Same as National Office	(P) 202-693-4105 (F) 202-693-4099
2 Casey Carros	carros.casimer@dol.gov	D.C.	Same as National Office	(P) 202-693-4107 (F) 202-693-4099
3 Margie Merced	merced.margie@dol.gov	D.C.	Same as National Office	(P) 202-693-4104 (F) 202-693-4099
4 Stephen Cosminski	cosminski.stephen@dol.gov	Philadelphia	125 Oak Drive Sellersville, PA 18960	(P) 215-257-8712 (F) 215-257-8994
5 Ronald Goolsby	goolsby.ronald@dol.gov	Chicago	230 South Dearborn St. Room 1016 Chicago, IL 60604-1505	(P) 312-886-5247 (F) 312-353-0704
6 Carol McKone	mckone.carol@dol.gov	Dallas	P.O. Box 821067 Ft. Worth, TX 76182	(P) 817-281-1503 (F) 817-281-1530
7 Arthur Campbell	campbell.arthur@dol.gov	Seattle	P.O. Box 3433 Renton, WA 98056	(P) 425-271-3848 (F) 425-271-5295

* Cost Negotiators are generally responsible for organizations located in their regions, as follows:

Washington D.C. staff – Washington D.C. metro area and Atlanta region (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee).

Philadelphia region: Connecticut, Maine, Massachusetts, New Hampshire, Vermont, Rhode Island, New York, New Jersey, Pennsylvania, Puerto Rico, Delaware, Maryland, Virginia, West Virginia, Virgin Islands.

Chicago region: Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, North Dakota, South Dakota, Nebraska, Ohio, and Wisconsin.

Dallas region: Arkansas, Louisiana, Kentucky, Oklahoma, Texas, Colorado, Nevada, Arizona, Wyoming, and New Mexico.

Seattle region: Alaska, Idaho, Oregon, Washington, Montana, Utah, California, & Hawaii.

THIS GRANT IS SUBJECT TO:

Part 170

Appendix A to Part 170—Award Term

I. Reporting Subawards and Executive Compensation.

a. Reporting of first-tier subawards.

1. Applicability. Unless you are exempt as provided in paragraph d. of this award term, you must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a subaward to an entity (see definitions in paragraph e. of this award term).

2. Where and when to report.

i. You must report each obligating action described in paragraph a.1. of this award term to <http://www.fsrc.gov>.

ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)

3. What to report. You must report the information about each obligating action that the submission instructions posted at <http://www.fsrc.gov> specify.

b. Reporting Total Compensation of Recipient Executives.

1. Applicability and what to report. You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if--

i. the total Federal funding authorized to date under this award is \$25,000 or more;

ii. in the preceding fiscal year, you received--

(A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

2. Where and when to report. You must report executive total compensation described in paragraph b.1. of this award term:

i. As part of your registration profile at <http://www.ccr.gov>.

ii. By the end of the month following the month in which this award is made, and annually thereafter.

c. Reporting of Total Compensation of Subrecipient Executives.

1. Applicability and what to report. Unless you are exempt as provided in paragraph d. of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if--

i. in the subrecipient's preceding fiscal year, the subrecipient received--

(A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and

The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

2. Where and when to report. You must report subrecipient executive total compensation described in paragraph c.1. of this award term:

i. To the recipient.

ii. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

d. Exemptions

If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:

i. Subawards, and

ii. The total compensation of the five most highly compensated executives of any subrecipient.

e. Definitions. For purposes of this award term:

1. Entity means all of the following, as defined in 2 CFR part 25:

i. A Governmental organization, which is a State, local government, or Indian tribe;

ii. A foreign public entity;

iii. A domestic or foreign nonprofit organization;

iv. A domestic or foreign for-profit organization;

v. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

2. Executive means officers, managing partners, or any other employees in management positions.

3. Subaward:

i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.

ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. --- .210 of the attachment to OMB Circular A-

133, "Audits of States, Local Governments, and Non-Profit Organizations").

iii. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.

4. Subrecipient means an entity that:

i. Receives a subaward from you (the recipient) under this award; and

ii. Is accountable to you for the use of the Federal funds provided by the subaward.

5. Total compensation means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):

i. Salary and bonus.

ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.

iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.

iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.

v. Above-market earnings on deferred compensation which is not tax-qualified.

vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

THIS GRANT IS SUBJECT TO:

Part 25, Subtitle A, Chapter I and Part 25

Appendix A to Part 25--Award Term

I. Central Contractor Registration and Universal Identifier Requirements

A. Requirement for Central Contractor Registration (CCR)

Unless you are exempted from this requirement under 2 CFR 25.110, you as the recipient must maintain the currency of your information in the CCR until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.

B. Requirement for Data Universal Numbering System (DUNS) Numbers

If you are authorized to make subawards under this award, you:

1. Must notify potential subrecipients that no entity (see definition in paragraph C of this award term) may receive a subaward from you unless the entity has provided its DUNS number to you.
2. May not make a subaward to an entity unless the entity has provided its DUNS number to you.

C. Definitions

For purposes of this award term:

1. Central Contractor Registration (CCR) means the Federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the CCR Internet site (currently at <http://www.ccr.gov>).
2. Data Universal Numbering System (DUNS) number means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866-705-5711) or the Internet (currently at <http://fedgov.dnb.com/webform>).
3. Entity, as it is used in this award term, means all of the following, as defined at 2 CFR part 25, subpart C:
 - a. A Governmental organization, which is a State, local government, or Indian Tribe;
 - b. A foreign public entity;
 - c. A domestic or foreign nonprofit organization;
 - d. A domestic or foreign for-profit organization; and
 - e. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.
4. Subaward:
 - a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
 - b. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. 210 of the Attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").
 - c. A subaward may be provided through any legal agreement, including an agreement that you consider a contract.
5. Subrecipient means an entity that
 - a. Receives a subaward from you under this award; and
 - b. Is accountable to you for the use of the Federal funds provided by the subaward.

PART IV - SPECIAL CONDITIONS

1. Federal Project Officer: The DOL/ETA Federal Project Officer (FPO) for this grant/agreement is:

James Sawers
U.S. Department of Labor/ETA
230 South Dearborn Street
6th Floor
Chicago, IL 60604
(312) 596-5512
Email: sawers.james@dol.gov

The FPO is not authorized to change any of the terms or conditions of the grant/agreement. Such changes, if any, will be accomplished by the Grant Officer by the use of a properly executed grant/agreement modification.

2. Equipment: Awardees must receive **prior approval** from the DOL/ETA **Grant Officer** for the purchase and/or lease of any equipment with a **per unit acquisition cost of \$5,000 or more, and a useful life of more than one year**. This includes the purchases of ADP equipment. The grant award does not give approval for equipment even if it is specified in a grantee's statement of work unless specifically approved in the grant award execution letter by the Grant Officer. If not, the awardee must submit a detailed description list to the FPO for review within 30 days of the grant/agreement award date. Failure to do so will necessitate the need for approval of equipment purchase on an individual basis.
3. Program Income: The awardee is authorized to utilize the addition method if any **Program Income** is generated throughout the duration of this grant/ agreement. The awardee is allowed to deduct costs incidental to generating Program Income to arrive at a net Program Income [29 CFR Part 95.24(c)]; or [29 CFR Part 97.25(c)(g)(2)].
4. Pre-Award: The awardee hereby agrees that all costs incurred by the awardee prior to the start date specified in the grant agreement issued by the Department are **incurred at the awardee's own expense**.
5. Reports: All ETA grantees are required to submit quarterly financial and narrative progress reports for each grant award.
 - A. **Quarterly Financial Reports**. Pursuant to Training and Employment Notice (TEN) 12-07, all ETA grantees are required to report quarterly financial data on the ETA 9130, no later than 45 days after the end of each reporting quarter. Reporting quarter end dates are June 30, September 30, December 31, and March 31.
 1. The previously used Standard Form 269 is no longer accepted by ETA. The ETA on-line reporting system has been modified to accommodate the ETA 9130 required data elements which includes a new Federal cash section. Expenditures are required to be reported on an accrual basis, cumulative from the beginning of the life of a grant, through the end of each reporting period.

2. The instructions for accessing both the on-line financial reporting system and the HHS Payment Management System can be found in the transmittal memo accompanying this grant award document. Copies of the ETA 9130 and detailed reporting instructions are available at www.doleta.gov/grants.

B. Quarterly Narrative Progress Reports. Grantees are required to submit a brief narrative quarterly and final report to the designated Federal Project Officer (FPO) on grant activities funded under this agreement. All reports become due no later than 45 days after the end of each reporting quarter. Reporting quarter end dates are June 30, September 30, December 31, and March 31.

1. The last quarterly progress report that grantees submit will serve as the grant's Final Performance Report. This report should provide both **quarterly and cumulative** information on the grant's activities. It must summarize project activities, employment outcomes and other deliverables, and related results of the project.
2. The awardee shall use any standard forms and instructions to report on training and employment outcomes and other data relating to the progress reports as provided by ETA.
3. The awardee shall utilize standard reporting processes and electronic reporting systems to submit their quarterly progress reports as provided by ETA.

6. **Consults:** **Consultant** fees paid under this grant/agreement shall be limited to \$585 per day without additional DOL Grant Officer approval.
7. **Rebates:** The awardee agrees to advise the Grant Officer, in writing, of any **forthcoming** income resulting from lease/rental rebates or other rebates, interest, credits or any other monies or financial benefits to be received directly or indirectly as a result of or generated by these award dollars. Appropriate action must be taken to ensure that the Government is reimbursed proportionally from such income.
8. **Publicity:** No funds provided under this grant shall be used for publicity or propaganda purposes, for the preparation, distribution or use of any kit, pamphlet, booklet, publication, radio, television or film presentation designed to support or defeat legislation pending before the Congress, except in presentation to the Congress itself. Nor shall grant funds be used to pay the salary or expenses of any grant or agreement awardee or agent acting for such awardee, related to any activity designed to influence legislation or appropriations pending before the Congress.
9. **Public Announcements:** When issuing statements, press releases, requests for proposals, bid solicitation, and other documents describing project or programs funded in whole or in part with Federal money, **all awardees** receiving Federal funds, shall clearly state (1) the percentage of the total cost of the program or project which will be financed with Federal money, and (2) the dollar amount of Federal funds for the project or program.

10. Executive Order 12928: In compliance with Executive Order 12928, the Grantee is strongly encouraged to provide subcontracting/ subgranting opportunities to Historically Black Colleges and Universities and other Minority Institutions such as Hispanic Serving Institutions and Tribal Colleges and Universities; and to Small Businesses Owned and Controlled by Socially and Economically Disadvantaged Individuals.
11. Procurement: 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 requirements and/or procedures. For example, the OMB circulars require an entity's procurement procedures must require that **all procurement transactions** shall 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.
12. Veteran's Priority Provisions: The Jobs for Veterans Act (Public Law 107-288) requires grantees to provide priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job training program directly funded, in whole or in part, by DOL. The regulations implementing this priority of service can be found at 20 CFR part 1010. In circumstances where a grant recipient must choose between two qualified candidates for a service, one of whom is a veteran or eligible spouse, the veterans priority of service provisions require that the grant recipient give the veteran or eligible spouse priority of service by first providing him or her that service. To obtain priority of service, a veteran or spouse must meet the program's eligibility requirements. Grantees must comply with DOL guidance on veterans' priority. ETA's Training and Employment Guidance Letter (TEGL) No. 10-09 (issued November 10, 2009) provides guidance on implementing priority of service for veterans and eligible spouses in all qualified job training programs funded in whole or in part by DOL. TEGL No. 10-09 is available at http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2816.
13. Audits: The awardee agrees to comply with the required financial and compliance audits in accordance with the Single Audit Act of 1984.
14. Salary and Bonus Limitations: Under Public Law 109-234 and Public Law 111-8, Section 111, none of the funds appropriated in Public Law 111-5 or prior Acts under the heading "Employment and Training" that are available for expenditure on or after June 15, 2006, shall be used by a recipient or sub-recipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II. These limitations also apply to grants funded under this SGA. The salary and bonus limitation does not apply to vendors providing goods and services as defined in OMB Circular A-133. See Training and Employment Guidance Letter number 5-06 for further clarification: http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2262.
15. Intellectual Property Rights. The Federal Government reserves a paid-up, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use for federal purposes: i) the copyright in all products developed under the grant, including a subgrant or contract under the grant or subgrant; and ii) any rights of copyright to which the grantee, subgrantee or a contractor purchases ownership under an award (including but not limited to curricula, training models, technical assistance products, and any

related materials). Such uses include, but are not limited to, the right to modify and distribute such products worldwide by any means, electronically or otherwise. Federal funds may not be used to pay any royalty or licensing fee associated with such copyrighted material, although they may be used to pay costs for obtaining a copy which are limited to the developer/seller costs of copying and shipping. If revenues are generated through selling products developed with grant funds, including intellectual property, these revenues are program income. Program income is added to the grant and must be expended for allowable grant activities.

If applicable, the following needs to be on all products developed in whole or in part with grant funds:

This workforce solution was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This solution is copyrighted by the institution that created it. Internal use, by an organization and/or personal use by an individual for non-commercial purposes, is permissible. All other uses require the prior authorization of the copyright owner."

16. **Evaluation, Data, and Implementation:** The grantee agrees to cooperate with the U.S. Department of Labor (USDOL) in the conduct of a third-party evaluation, including providing to USDOL or its authorized contractor appropriate data and access to program operating personnel and participants in a timely manner. One component of the evaluation is the administration of a grantee survey, which all grantees are required to complete promptly. Grantees that fail to comply with the requirement to complete the survey for the YouthBuild evaluation will be deemed in breach of the grant agreement and the grant officer will directly contact the grantee to discuss their failure to respond. If the grantee still fails to submit the completed survey, then additional punitive action will be taken including, but not limited to, putting a performance letter in the permanent file of the grantee.
17. **ACORN Prohibition:** Section 511 of the Consolidated Appropriations Act, 2010 (P.L. 111-117, Division E) ("CAA"), requires that no direct or indirect funding from the Consolidated Appropriations Act may be provided to the Association of Community Organizations for Reform Now ("ACORN") or any of its subsidiaries through Federal grantees or contractors. DOL is required to take steps so that no Federal funds from the Consolidated Appropriations Act, 2010, are awarded or obligated by DOL grantees or contractors to ACORN or its subsidiaries as subgrantees, subcontractors, or other subrecipients. This prohibition applies not only to a direct recipient of Federal funds, but also to a subrecipient (e.g., a subcontractor, subgrantee, or contractor of a grantee).

In the near future, ETA will issue Training and Employment Guidance Letter ("TEGL") number 8-09 change 1, to provide detailed guidance concerning this prohibition. The TEGL will be on ETA's website at <http://wdr.doleta.gov/directives>. If you have any additional questions, please contact your Grant Officer.

Signing this award agreement, or the expenditure of grant funds, certifies that your organization has read and will comply with all parts of this grant agreement.