

**DEPARTMENT OF LABOR
Employment & Training Administration
Solicitation for Grant Applications
[SGA/DFA PY 13-10]**

Amendment One

Trade Adjustment Assistance Community College and Career Training Grants Program

AGENCY: Employment and Training Administration, Department of Labor

ACTION: Notice: Amendment to SGA/DFA PY 13-10

SUMMARY: The Employment and Training Administration announced on April 16, 2014 the availability of funds and Solicitation for Grant Applications (SGA) for the Trade Adjustment Assistance Community College and Career Training Grants Program through a competitive process. This amendment to the SGA adds a consortium agreement in Sections III.D.1 and IV.B.4 and specifying that consortium applications that do not include the agreement will be considered non-responsive and will not be reviewed; amends language in Sections IV.E.5, IV.E.6, V.A, V.B and Appendix L; removes language in Section IV.B.4.a; and provides links to the Prospective Applicant webinars and Frequently Asked Questions (FAQs).

The document is hereby amended as follows:

Section III.D.1 Application Screening Criteria (new language in bold)

Old Text:

- Failure to include required information as an attachment referenced in Section IV.B, including:
 - Abstract;
 - Documentation of Employer Commitment;
 - Documentation of Workforce System Commitment;
 - Program Evaluation Plan and Budget Narrative; and
 - Employment Results Scorecard Workplan (for Single State Consortium Applicants) or Employment Results Scorecard Continuous Improvement Workplan (for Regional Multi-State Consortium Applicants).

New Text:

- Failure to include required information as an attachment referenced in Section IV.B, including:
 - Abstract;
 - Documentation of Employer Commitment;
 - Documentation of Workforce System Commitment;
 - Program Evaluation Plan and Budget Narrative;

- Employment Results Scorecard Workplan (for Single State Consortium Applicants) or Employment Results Scorecard Continuous Improvement Workplan (for Regional Multi-State Consortium Applicants); **and**
- **Consortium Agreement (Consortium Applicants).**

Section IV.B.4 Attachments to the Project Narrative (new attachment in bold)

Under “The following attachments must be submitted by all applicants, and applications that fail to include any of these attachments will be found non-responsive and will not be reviewed:”

- e1. Consortium Agreement (for Consortium Applicants): All consortium applicants must submit a consortium agreement signed by Member Institutions indicating their commitment to be part of the consortium, as described in Section III.A.2.c. If using grants.gov for submission, this document must be attached under the Mandatory Other Attachment section and labeled “Consortium Agreement.”**

Section IV.E.5 Funding Restrictions (new language in bold)

Old Text:

5. Limitation on Use of Grant Funds for Participant Wages
Eligible institutions Grant funds may be used to pay for the wages of participants. Further, the provision of stipends to training enrollees for the purposes of wage replacement is not an allowable cost under this SGA.

New Text:

5. Limitation on Use of Grant Funds for Participant Wages
Eligible institutions that receive grants through this SGA may not use those grant funds to pay for the wages of participants. Further, the provision of stipends to training enrollees for the purposes of wage replacement is not an allowable cost under this SGA. **However, grantees may use leveraged resources to pay for the costs of participant wages and stipends.**

Section IV.E.6 Funding Restrictions (new language in bold)

Old Text:

6. Limitation on Use of Funds for Sub-grants
As provided by the Consolidated Appropriations Act of 2014 (Public Law No: 113-76), TAACCCT Round 4 grantees have authority to award subgrants only to other eligible institutions. As subrecipients, eligible institutions will carry out one or more major programmatic functions to directly meet the project’s goals. Subgrants may not be made to other entities (public or private), including WIBS and employers. However, grantees do have the authority to award contracts under this program to other entities that are not eligible for a subgrant. A grantee enters into a subcontract to procure goods and/or services that are ancillary or supportive to the grantee’s operation of the project. A subcontract is defined as an agreement, purchase order, or

any legal instrument issued to a third party (the subcontractor) calling for the performance of a defined piece of work or production and/or delivery of specified goods and services. The determination of whether a grantee has entered into a vendor relationship or a subrecipient relationship with another entity is determined primarily with reference to the general purpose, programmatic functions, and responsibilities that the grantee gives to the other organization along with grant funds. These three elements should be closely examined, together with the usual characteristics (terms and performance standards, scope of work, etc.). As a reference tool in determining whether an agreement is a subgrant or a subcontract, see Appendix N. The table in Appendix N is for reference only and does not limit the Grant Officer's right to review and disallow improper transactions. Additionally, applicants can review the definition of subrecipient and vendor in OMB Circular A-133.

New Text:

6. Limitation on Use of Funds for Sub-grants

As provided by the Consolidated Appropriations Act of 2014 (Public Law No: 113-76), TAACCCT Round 4 grantees have authority to award subgrants only to other eligible institutions. **For the purposes of this SGA, grantees may award subgrants only to consortium members.** As subrecipients, eligible institutions will carry out one or more major programmatic functions to directly meet the project's goals. Subgrants may not be made to other entities (public or private), including WIBS and employers. However, grantees do have the authority to award contracts under this program to other entities that are not eligible for a subgrant. A grantee enters into a subcontract to procure goods and/or services that are ancillary or supportive to the grantee's operation of the project. A subcontract is defined as an agreement, purchase order, or any legal instrument issued to a third party (the subcontractor) calling for the performance of a defined piece of work or production and/or delivery of specified goods and services. The determination of whether a grantee has entered into a vendor relationship or a subrecipient relationship with another entity is determined primarily with reference to the general purpose, programmatic functions, and responsibilities that the grantee gives to the other organization along with grant funds. These three elements should be closely examined, together with the usual characteristics (terms and performance standards, scope of work, etc.). As a reference tool in determining whether an agreement is a subgrant or a subcontract, see Appendix N. The table in Appendix N is for reference only and does not limit the Grant Officer's right to review and disallow improper transactions. Additionally, applicants can review the definition of subrecipient and vendor in OMB Circular A-133.

Section V.A. Criteria (new language in bold)

Old Text:

4. Organizational Profile (12 points)
 - a. Qualifications (5 points)

The level to which the applicant demonstrates capacity to manage the project with qualified staff and a qualified project manager, including a reasonable timeframe for hiring the project manager if one is not already identified, and describes plans to assign an interim project manager if required. For consortium applicants, this

includes the Lead as well as Member Institutions. Additionally, the consortium applicant will be rated on the extent to which the applicant demonstrates that the Lead Institution is prepared to effectively track the programmatic, fiscal, and administrative progress of consortium members. (5 points);

- b. Communication (4 points)
The extent to which the applicant describes how efficient and effective communication will take place between staff at all levels of the project, including among consortium members as applicable. (4 points); and
- c. Systems and Processes for Timely Reporting (3 points)
The extent to which the applicant demonstrates that it will use systems and processes that enable timely and accurate financial and performance reporting, identifies previous experience in submitting reports on time, and describes the procurement processes, systems, and procedures of the applicant (and, if applicable, those of the Lead Institution and consortium members). (3 points)

New Text:

- 4. Organizational Profile (**10 points**)
 - a. Qualifications (4 points)
The level to which the applicant demonstrates capacity to manage the project with qualified staff and a qualified project manager, including a reasonable timeframe for hiring the project manager if one is not already identified, and describes plans to assign an interim project manager if required. For consortium applicants, this includes the Lead as well as Member Institutions. Additionally, the consortium applicant will be rated on the extent to which the applicant demonstrates that the Lead Institution is prepared to effectively track the programmatic, fiscal, and administrative progress of consortium members. **(4 points)**;
 - b. Management Structures (3 points)
The extent to which the applicant describes, **through the narrative and organizational chart**, how efficient and effective communication will take place between staff at all levels of the project, including among consortium members as applicable. **(3 points)**; and
 - c. Systems and Processes for Timely Reporting (3 points)
The extent to which the applicant demonstrates that it will use systems and processes that enable timely and accurate financial and performance reporting, identifies previous experience in submitting reports on time, and describes the procurement processes, systems, and procedures of the applicant (and, if applicable, those of the Lead Institution and consortium members). **(3 points)**

Section V.B.1 Content and Form of Supplementary Application Materials (new language in bold)

Old Text:

If using grants.gov for submission, these documents must be attached under the Mandatory Other Attachment section and labeled “Supplementary Materials for Requesting Additional Funding Budget Narrative,” “Supplementary Materials for Requesting Additional Funding Factors for Consideration,” and “Supplementary Materials for Requesting Additional Funding Attachments.” Please note that applicants will be held to outcomes provided and failure to meet those outcomes may have a significant impact on future grants with ETA.

New Text:

If using grants.gov for submission, these documents must be attached under the Mandatory Other Attachment section and labeled “**I. Supplementary Materials: Budget Narrative,**” “**II. Supplementary Materials: Factors for Consideration,**” and “**III. Supplementary Materials: Attachments.**” Please note that applicants will be held to outcomes provided and failure to meet those outcomes may have a significant impact on future grants with ETA.

Appendix L: Sample Outcomes Measures Table (new language in bold)

Old Text:

5. Total Number of Participants Earning Credentials
Aggregate number of degrees and certificates completed by participants in grant-funded programs of study

New Text:

5. Total Number of Participants Earning Credentials
Total number of participants earning degrees and certificates in grant-funded programs of study

Section VI.B.4.a Special Reporting Requirements

Old Text:

(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 calendar year quarter. Grantees must use DOL’s Online Electronic Reporting System and information and instructions will be provided to grantees. All TAACCCT grantees, including single institutions, consortium lead institutions, and consortium member institutions must submit individual quarterly financial reports.

New Text:

(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 calendar year quarter. Grantees must use DOL's Online Electronic Reporting System and information and instructions will be provided to grantees.

Prospective Applicant Webinar and Frequently Asked Questions (FAQs)

A pre-recorded Prospective Applicant webinar is available on-line at <https://www.workforce3one.org/view/3001414043205406749/info> for Single Institution Applicants and at <https://www.workforce3one.org/view/3001414043228335317/info> for Consortium Applicants. Both webinars are available for viewing on June 6, 2014. While review of these webinars is encouraged, it is not mandatory.

Frequently Asked Questions (FAQs) and more information and updates about the TAACCCT grant program can be found at www.doleta.gov/TAACCCT. Please check the TAACCCT website frequently for future updates.

FOR FURTHER INFORMATION, CONTACT: Melissa Abdullah, Grants Management Specialist, Office of Grants Management, at abdullah.melissa@dol.gov.

Signed June 5, 2014 in Washington, D.C. by:

Steven A. Rietzke
Grant Officer, Employment & Training Administration