

DEPARTMENT OF LABOR**Office of the Secretary****Job Training Partnership Act (JTPA), Title IV-D, Demonstration Program: Women in Apprenticeship and Nontraditional Occupations**

AGENCY: Women's Bureau, Department of Labor.

ACTION: Notice of Availability of Funds and Solicitation for Grant Applications (SGA 95-02).

SUMMARY: All information required to submit a proposal is contained in this announcement. All applicants for grant funds should read this notice in its entirety. The U.S. Department of Labor (DOL), Women's Bureau (WB) announces a grant competition for a demonstration program using Title IV-D funds of the Job Training Partnership Act administered by the Employment and Training Administration (ETA). WB expects to award between three (3) and four (4) grants to Community-Based Organizations (CBOs) to provide technical assistance to employers, labor unions, and other nonunion labor organizations which will encourage the promotion, recruitment, selection, training, placement and retention of women in apprenticeship and other nontraditional occupations in private workplaces.

This notice describes the background, the application process, statement of work, evaluation criteria, and reporting requirements for Solicitation for Grant Applications (SGA 95-02). WB anticipates that up to a total amount of \$744,000 will be available for the support of all grants using demonstration funding. The WB will provide the policy leadership in this project. Improving women's employment opportunities and other employment related equity and social issues has been the driving force of the Women's Bureau since its inception in 1920. Within the Department of Labor, the Director serves as the policy advisor on women's issues to the Secretary and other DOL agencies charged with improving the economic and workplace life of American workers.

DATES: One (1) ink-signed original, complete grant application (plus five (5) copies of the Technical Proposal and two (2) copies of the Cost Proposal) shall be submitted to the U.S. Department of Labor, Office of Procurement Services, Room S-5220, Reference SGA 95-02, 200 Constitution Avenue, NW., Washington, DC 20210, not later than 4:45 p.m. EST, June 26, 1995. Hand delivered applications must

be received by the Office of Procurement Services by that time.

ADDRESSES: Applications shall be mailed the U.S. Department of Labor, Office of Procurement Services, Attention: Lisa Harvey, Reference SGA 95-02, Room S-5220, 200 Constitution Avenue, NW., Washington, DC 20210.

FOR FURTHER INFORMATION CONTACT: Lisa Harvey, Office of Procurement Services, Telephone (202) 219-6445. (This is not a toll-free number.)

SUPPLEMENTARY INFORMATION: This announcement consists of five parts: Part I describes the background and purpose of the demonstration program and identifies demonstration policy and topics. Part II describes the application process and provides detailed guidelines for use in applying for demonstration grants. Part III includes the Statement of Work for the demonstration projects. Part IV identifies and defines the evaluation criteria to be used in reviewing and evaluating applications. Part V describes the deliverables and reporting requirements.

Part I. Background

Improving women's employment opportunities and other employment related equity and social issues to promote women in the work force has been the driving force of the Women's Bureau since its inception in 1920. Within the Department of Labor, the Director serves as the policy advisor on women's issues to the Secretary and other DOL agencies charged with improving the economic and workplace life of American workers.

To support the Department's activities in support of Women in Apprenticeship and Nontraditional Occupations (WANTO) Act, the Women's Bureau would like to update and expand its directory of apprenticeship and nontraditional occupations training and employment programs serving women into the "WANTO Referral Network." To list your program with the Bureau's "WANTO Referral Network," please provide the following information:

- (1) Program Name:
- (2) Administrative Agency:
- (3) Address:
- (4) Contact Person:
- (5) Contact Telephone Number:
- (6) Brief Description of Services:
- (7) Eligibility:
- (8) Contact Person for Employment Referrals:

Please send your response to: Women's Bureau, Office of the Secretary, WANTO Network, Room S-3317, U.S. Department of Labor, 200 Constitution Avenue, NW., Washington,

DC 20210. (Telephone (202) 219-6626 x114)

The Women's Bureau has a history of encouraging women to consider the wide array of apprenticeable and other occupations nontraditional to women. These jobs include the traditional skilled trades such as carpenter, plumber, electrician, sheetmetal worker, or welder in the construction industry, as well as jobs in the electronics industries, other technical jobs that require computer-based skills to customize, service, build and repair precision machinery in manufacturing, and other technical computer-based jobs in the service sector industries such as health care, finance, telecommunications and transportation. In fulfilling their responsibilities to promote profitable employment opportunities for women, the Bureau of Apprenticeship and Training and the Women's Bureau have come together to jointly administer the Women in Apprenticeship and Nontraditional Occupations (WANTO) Act and its TA grant demonstration.

The Women's Bureau co-administers WANTO with the Bureau of Apprenticeship and Training (BAT), formerly the Apprentice-Training Service. BAT was established in 1937 as the national administrative agency in the Department of Labor to carry out the objectives of the National Apprenticeship Law, guided by the recommendations of the Federal Committee on Apprenticeship. BAT has the objective to stimulate and assist industry in the development, expansion, and improvement of apprenticeship and training programs designed to provide the skilled workers required by the American economy.

The legislative mandate of the Bureau of Apprenticeship and Training—"to promote the furtherance of labor standards of apprenticeship * * * to extend the application of such standards by encouraging the inclusion thereof in contracts of apprenticeship, to bring together employers and labor for the formulation of programs of apprenticeship, to cooperate with State agencies in the formulation of standards of apprenticeship." With the WANTO technical assistance grants, BAT and the WB seek to broaden the horizons of women in apprenticeship and other nontraditional occupations in promoting a skilled work force.

Related Solicitation. This Solicitation for Grant Applications (SGA 95-02), Women in Apprenticeship and Nontraditional Occupations is complimentary to Diversity in Apprenticeship (SGA/DAA 95-004) now seeking applicants by the Bureau of

Apprenticeship and Training, Employment and Training Administration. All information required to submit a proposal is provided in the March 17, 1995, **Federal Register** (Vol. 60, No. 52), as amended. Applications for Diversity in Apprenticeship are due in the U.S. Department of Labor, Employment and Training Administration, by COB May 1, 1995. For further information on SGA/DAA 95-004, contact Charlotte Adams, Division of Acquisition and Assistance, Telephone (202) 219-8702 (this is not a toll-free number).

Definitions. *Nontraditional Occupations* are those where women account for less than 25 percent of the persons employed in a single occupational group. Generally speaking, *Apprenticeship* includes a formal paid training-work agreement where labor and management work together to promote learning on the job; to support the "hands on" learning, there must be related theoretical instruction (often classroom). After completing the program standards successfully—usually 3 to 5 years—the apprentice is awarded a certificate of completion by either the Bureau of Apprenticeship and Training or the State Apprenticeship Committee Agency.

A. Authorities

The technical assistance grants were first authorized under the Women in Apprenticeship and Nontraditional Occupations (WANTO) Act, Public Law 102-530, approved October 27, 1992. Under an "Intra-Agency Agreement," the Bureau of Apprenticeship, ETA transferred to the Women's Bureau \$744,000 to fund the second year of WANTO under Part IV-D of the Job Training Partnership Act which authorizes the use of funds for pilot demonstration projects and are administered by ETA. The WB has responsibility for implementing the Solicitation for Grant Applications (SGA) process for the Technical Assistance (TA) grants to Community-Based Organizations (CBOs).

B. Purpose of the Demonstration

The purpose of the WANTO Act is to competitively award TA grants to CBOs with documented experience in the areas of recruiting, selection, training, placing, retaining, and promotion of women in apprenticeship and nontraditional occupations. CBOs will provide TA to employers, labor unions and other nonunion labor organizations who have requested TA from the Department of Labor to promote the employment of women in apprenticeship and nontraditional

occupations (NTOs) in their workplaces. By providing TA to job creators—employers, unions and other nonunion labor organizations—the Department of Labor (DOL) anticipates increased employment and expanded job opportunities, with good pay and benefits, for women in apprenticeship and nontraditional occupations. Such WANTO activities promote the goal of the Department to build and enhance a skilled work force in a high performance workplace of new and better jobs.

Part II. Application Process

A. Eligible Applicants

1. Community-Based Organizations (CBOs) are eligible applicants to receive technical assistance grants. The term "community-based organization" as defined in section 4(5) of the Job Training Partnership Act (29 U.S.C 1501(5)), means private nonprofit organizations which are representative of communities or significant segments of communities and which provide job training services. For this solicitation the significant segment of communities are the private nonprofit organizations which are representative of organizations that have demonstrated experience administering programs that recruit, select, train, place, and retain women for apprenticeship training and other nontraditional occupations (NTOs).

2. Employers, Labor Unions, and Other Nonunion Labor Organizations are eligible to receive technical assistance provided by community-based organizations receiving WANTO grants. To be selected to receive technical assistance, employers, and others must submit a technical assistance request either directly (1) to the Department of Labor, Office of Procurement Services or (2) to the CBO you have agreed to partner in preparing the response to SGA 95-02. The CBO must then take full responsibility for a timely and complete application. Also see G. Technical Assistance Requests, below.

B. Contents

To be considered responsive to the Solicitation for Grant Applications (SGA), each application must consist of and follow the order of the sections listed in Part III of this solicitation. The applicant must also include information which the applicant believes will address the selection criteria identified in Part IV. Technical proposals shall not exceed 20 single sided, double spaced, 10 to 12 pitch typed pages (not including attachments). Any proposals that do not conform to these standards

shall be deemed non-responsive to this SGA and will not be evaluated.

1. Technical Proposal

Each proposal shall include (a) a two (2) page abstract which summarizes the proposal and (b) a full description of the CBO's program for technical assistance, including information required in Part III and IV. No cost data or reference to price shall be included in the technical proposal.

2. Cost Proposal

The cost (business) proposal must be separate from the technical proposal. The transmittal letter and the grant assurance and certification form shall be attached to the business proposal, which shall consist of the following:

a. Standard Form 424 "Application for Federal Assistance," (Appendix C) signed by an official from the applicant organization who is authorized to enter the organization into a grant agreement with the Department of Labor. The Catalog of Federal Domestic Assistance Number (CFDA) is 17.700;

b. Standard Budget Form 424A "Budget Information Form," (Appendix D); and

c. Budget Narrative: Provide a narrative explanation of the budget which describes all proposed costs and indicates how they are related to the operation of the project. Provide this information separately for the amount of requested Federal funding and the amount of proposed Non-Federal contribution. In those applications which propose to fund staff positions, the budget narrative must provide information which describes the number of proposed positions by title and by the amount of staff time and salary charged to Federal and Non-Federal funding resources. The Budget Narrative provides the detailed description of the costs reflected on the SF 424A.

C. Funding Levels

The Department has set aside up to \$744,000 to be disbursed through WANTO grants. The Women's Bureau expects to make three (3) or four (4) awards to Community-Based Organizations (CBOs).

The Bureau expects awards to range from approximately \$150,000 to \$250,000, depending upon Department agreement on technical assistance services provisions, with no award in excess of \$250,000.

D. Length of Grant and Grant Awards

The initial performance period for the grants awarded under this SGA shall be for eighteen (18) months of program

performance, with the option to extend for up to three months as a no cost extension to complete final reports. Each applicant shall reflect in their application the intention to begin operation no later than September 1995.

E. Submission

One (1) ink-signed original, complete grant application (plus five (5) copies of the Technical Proposal and two (2) copies of the Cost Proposal must be submitted to the U.S. Department of Labor, Office of Procurement Services, Room S-5220, 200 Constitution Avenue, N.W., Washington, D.C. 20210, not later than 4:45 pm EST, June 26, 1995. Hand delivered applications must be received by the Office of Procurement Services by that time.

Any application received at the Office of Procurement Services after 4:45 pm EST will not be considered unless it is received before award is made and:

1. It was sent by registered or certified mail not later than June 21, 1995.

2. It is determined by the Government that the late receipt was due solely to mishandling by the Government after receipt at the U.S. Department of Labor at the above address; or

3. It was sent by U.S. Postal Service Express Mail Next Day Service-Post Office to Addressee, not later than 5:00 pm June 22, 1995.

The only acceptable evidence to establish the date of mailing of a late application sent by registered or certified mail is the U.S. Postal Service postmark on the envelope or wrapper and on the original receipt from the U.S. Postal Service. If the postmark is not legible, an application received after the above closing time and date shall be processed as if mailed late. "Postmark" means a printed, stamped or otherwise placed impression (not a postage meter machine impression) that is readily identifiable without further action as having been applied and affixed by an employee of the U.S. Postal Service on the date of mailing. Therefore, applicants shall request that the postal clerk place a legible hand cancellation bull's-eye postmark on both the receipt and the wrapper or envelope.

The only acceptable evidence to establish the date of mailing of a late application sent by U.S. Postal Service Mail Next Day Service-Post Office to Addressee is the date entered by the post office receiving clerk on the "Express Mail Next Day Service-Post Office to Addressee" label and the postmark on the envelope or wrapper and on the original receipt from the U.S. Postal Service. "Postmark" has the same meaning as defined above. Therefore, applicants shall request that the postal

clerk place a legible hand cancellation bull's-eye postmark on both the receipt and the envelope or wrapper.

The only acceptable evidence to establish the time of receipt at the U.S. Department of Labor is the date/time stamp of the Office of Procurement Services on the application wrapper or other documentary evidence of receipt maintained by that office. Applications sent by telegram or facsimile (FAX) will not be accepted.

Part III. Statement of Work—Key Features

A. Introduction

The Women's Bureau (Washington, D.C.) announces the Solicitation for Grant Applications (SGA) for competitive grant awards first funded under the technical assistance program authorized by the Women in Apprenticeship and Nontraditional Occupations (WANTO) Act and is now funded under the JTPA Title IV-D, demonstration program administered by the Employment and Training Administration. With grant funding of \$744,000 for Fiscal Year 1995, the Department expects to make three (3) or four (4) awards to CBOs that will provide direct technical assistance to change the workplaces of job creators—employers, labor unions and other nonunion labor organizations—to make them more supportive to the needs of women in apprenticeship and nontraditional occupations (NTO).

1. CBOs may solicit employers, labor unions and other nonunion labor organizations' representatives who request technical assistance in preparing their workplace to promote women in apprenticeship and nontraditional occupations (NTOs).

2. At the same time, the Department will continue to build an inventory of workplace requests from employers, labor unions and nonunion labor organizations sent directly to the Office of Procurement Services, Room S-5220, Reference SGA 95-02, U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210, Attention: Lisa Harvey.

3. Technical assistance requests from both CBOs and employers, labor unions and nonunion organizations should be in writing. A technical assistance request should include information on the demographics and needs of the firm. A sample of the information required is attached to this SGA. The attached form can be duplicated in any legible manner.

4. The Department will award only one grant per CBO—with or without multiple service providers or sub-

contractors. The total amount of each grant will depend upon the total amount of direct technical assistance to be provided. Applicants should provide estimated cost (hourly or fixed rates) for specific technical assistance services they are prepared to perform in the cost proposal.

5. Since the thrust of this SGA is technical assistance to employers, etc. to attain workplace change, this is an employer-driven program. Allowable grant expenditures do not include CBO capacity building services, unless they are directly related to the provision of technical assistance to improve job creators' workplaces—employers, labor unions and nonunion labor organizations.

B. Program Requirements

The Department, through this competition, is seeking Community-Based Organization grantees with a record of accomplishment, with overall organizational experience and facilities, and with staff who can demonstrate the necessary technical knowledge that can ensure successful completion of provision of technical assistance to employers, union and nonunion labor organizations, including research and evaluation methodology in support of promoting women in apprenticeship and nontraditional occupations in job creators' workplaces. Grant applicants will have to demonstrate that they fulfill these criteria, and that they have reasonable prospects for establishing cooperative working arrangements with employers, union and nonunion labor organizations.

In the grant application process, Community-Based Organization grant applicants are not required to provide specific program design for providing technical assistance. They are required to present evidence of their experience, qualifications, technical knowledge of programs to assist job creators to recruit, select, train, place and retain women in apprenticeship and nontraditional occupations.

1. Provide Technical Assistance

Community-Based Organization (CBO) Eligibility: Definition. The term "community-based organization" as defined in section 4(5) of the Job Training Partnership Act (29 U.S.C. 1501(5)), means private nonprofit organizations which are representative of communities or significant segments of communities and which provide job training services.

a. For this solicitation the significant segment of communities are organizations that have demonstrated experience administering programs that

train and place women for apprenticeable occupations or other nontraditional occupations, including CBOs that have also had policy and publication experience in the area.

b. Community-Based Organizations, for this competition, do not include for profit or public entities such as, the Job Training Partnership System, hospitals, educational institutions—schools, colleges and universities.

2. Community-Based Organizations: Scope of Work. The Women's Bureau is seeking Community-Based Organizations with a record of accomplishment in the areas related to increasing the employment of women in apprenticeship and nontraditional occupations.

a. CBOs will provide Technical Assistance (TA) to employers, labor unions, and nonunion labor organizations to assist them in preparing their workplaces to support and promote women in apprenticeship training and nontraditional occupations.

b. TA will include a variety of activities to recruit, train, select, retain, and promote women in apprenticeable occupations and other nontraditional occupations to promote workplace change for women, increasing self-sufficiency for them and their families.

c. In addition to performing TA, CBOs will be required to conduct workplace feasibility study/examination to produce a "plan of action" and to describe/analyze project activity in a manual or "how-to" at a professional level.

3. Scope of CBO Technical Assistance Activities—Key Features

CBOs' technical assistance tasks include, but are not limited to, the following activities:

a. With TA request, develop outreach and orientation sessions and services to recruit women into the employers' apprenticeable occupations and nontraditional occupations;

b. With TA request, develop preapprenticeable occupations or nontraditional skills training to prepare women for apprenticeable occupations or nontraditional occupations curriculum or employer supported training;

c. With TA request, provide ongoing orientations for employers, unions, and workers on creating a successful environment for women in apprenticeable occupations or nontraditional occupations;

d. With TA request, establish support groups to facilitate nontraditional occupation Networks for women on or off the job site to improve job retention;

e. With TA request, establish a local computerized data base referral network to maintain a current list of tradeswomen who are available for work and employers and local labor unions who have available job openings or apprenticeship opportunities;

f. With TA request, develop intervention strategies to address workplace issues related to gender;

g. With TA request, provide liaison structure between tradeswomen and employers and tradeswomen and labor unions to address workplace issues related to gender;

h. With TA request, conduct exit interviews with tradeswomen to evaluate their on-the-job experience and to assess the effectiveness of the program; and

i. With TA request, develop front-end feasibility ("plan of action") and assessment tools to evaluate the effectiveness of the program to be used by the customers; i.e., employers, labor unions and other organizations.

4. Capabilities and Qualifications of CBO and Staff Applicant CBOs are asked to provide information on organizational capacity, and experience; and the qualifications of the principal investigator(s) and staff who will provide both the "hands on" services and related technical written products that describe the project activities in a professional manner in the management and staff loading plans. In addition, applicant CBOs shall provide responses to items a–e and their subparts listed below:

a. Briefly describe and provide resumes documenting the qualifications of your organization's principal investigator (or technical assistance provider) and related staff (human resources) who will provide technical assistance (also include staff responsible for supporting research, analysis and writing manual and/or "how-to" publication(s)).

Provide complete resumes in staff loading section that describes the qualifications of persons to provide technical assistance in the area of women in apprenticeship and nontraditional occupations; include both education and work experience.

Provide work references, to support principal investigator and support staff qualifications to provide technical assistance in the area of women in apprenticeship and nontraditional occupations.

Briefly describe physical resource facilities that support your organization's human resources delivery of the technical assistance—book and video library, conference rooms, computer hardware and software, etc.

b. Briefly describe your organization's demonstrated experience in preparing women to gain employment in apprenticeable occupations or other nontraditional occupations;

Briefly describe your organization's current services.

Describe your organization's hourly or fixed costs for a range of technical assistance services provided by your organization.

Describe your organization's current funding levels and sources of funds.

Describe your organization's experience and success in the provision of services to women in preparing them for gainful employment in apprenticeable and other nontraditional occupations.

Describe what your organization would consider as its most outstanding success over the last two years?

Provide customer references that specifically support your organization's experience and qualifications to provide technical assistance in the area of women in apprenticeship and nontraditional occupations.

c. Briefly describe your organization's experience in delivering technical assistance.

Briefly describe the geographic location of your organization's technical assistance services and any experience in policy and/or written technical publications, including "how-to."

Include (in the appendix) copies of publications, such as, policy papers/studies, manuals or "how-tos" and feasibility studies related to women in apprenticeship and nontraditional occupations that your organization has developed.

Briefly describe target groups of women your organization has provided recruitment, training, placement, retention and promotion services; for what types of occupations and industries.

Briefly describe your organization's relationship with the Bureau of Apprenticeship and Training or the State Apprenticeship Committee.

d. Demonstrate experience working with the business community to prepare business to place women in apprenticeable occupations or other nontraditional occupations;

Briefly describe your organization's relationship and experience with employers and labor unions who offer apprenticeable and nontraditional occupations.

Briefly describe the type(s) of technical assistance to employers you have provided previously by your organization. What were the results of these services.

Provide business references to support your work with the business community to prepare business to place women in apprenticeship and nontraditional occupations.

Briefly list the employer and labor unions for which your organization has provided technical assistance.

e. List the tradeswomen or women in nontraditional occupations as active members of the organization, as either employed staff or board members.

List name, trade, and organizational position of tradeswomen and other women in nontraditional occupations on staff or on your organization's Board of Directors.

Include the dates when tradeswomen served as active paid or unpaid positions in your organization.

In addition all applications must also include a management and staff loading plan. The management plan is to include a project organization chart and accompanying narrative which differentiates between elements of the Applicant's staff and subcontractors or consultants who will be retained.

The staff loading plan must identify all key tasks and the person-days required to complete each task. Labor estimates for each task must be broken down by individuals assigned to the task, including subcontractors and consultants. All key tasks must be charted to show time required to perform them by months or weeks.

5. Use of Funds

The Technical Proposal of CBO applicants shall describe both known and anticipated expenditures that may arise in the conduct of providing technical assistance to and on employers, union and nonunion labor organization relevant to workplace change for women in apprenticeship and nontraditional occupations. The Department is also interested in hearing about any leverage activities anticipated with WANTO funds.

a. List activities on which grant funds will be expended.

b. List any leverage of funds activities taken or anticipated with this grant—any partnerships, linkages or coordination of activities, combining of streams of funding, etc.

c. List activities on which grants funds will be expended by subgrantees (if applicable).

6. Continuation of Activities

The Technical Proposal of CBO applicants shall describe any anticipated strategies proposed by them to encourage and promote the continuation or expansion of grant

activities beyond the grant's period of program performance.

a. Briefly describe your organization's approach to employers or unions/nonunion organizations to continue support for women in the workplace after they are recruited, trained and placed in apprenticeship and other nontraditional occupations and after the completion of this project.

b. Briefly describe how your organization will approach employers or unions/nonunion organizations to incorporate technical assistance into ongoing recruiting, training and promotion of women in apprenticeships and other nontraditional occupations after the completion of this project.

G. Technical Assistance Requests

1. The Department is seeking employers, labor unions and other nonunion organizations who want to receive technical assistance from the community-based organizations with grants to provide such assistance. Requesting employers and union and nonunion labor organizations should submit technical assistance requests to the Department of Labor, Attention: Lisa Harvey, Office of Procurement Services, Room S-5220, Reference SGA 95-02, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

2. A sample copy of a request for information is attached to this SGA, although no special form is required as long as the information indicated is provided. The information requested for technical assistance includes inquiries 1-8, listed below as (a)-(h), along with your name, title, organization, address, phone, FAX, employer or labor (union/nonunion) affiliation, firm/organizations' industry and product:

a. Briefly describe your (firm/organization's) experience in recruiting, training and retraining women for apprenticeship and other nontraditional occupations.

b. Briefly describe your (firm/organization's) current or anticipated need(s) for technical assistance (i.e., problem recruiting, training, and/or retraining women in apprenticeship and other nontraditional jobs.

c. Provide a description of the types of apprenticeship or nontraditional occupations your firm or organization want to train and place women, including women already in your workplace and working at other jobs, including pay and benefits.

d. How many jobs, also new employment opportunities, will be created in your workplace, and for what occupations or apprenticeships, over the next two to five years?

e. Briefly discuss the type of women your firm or organizations wishes to target or attract.

f. Assurance that there are or will be suitable and appropriate positions available—in your workplace or outside economy—in apprenticeable occupations programs or nontraditional occupations targeted.

g. Commitment that reasonable effort will be made to place qualified women in apprenticeship and nontraditional occupations.

h. Briefly describe your plans for the development and maintenance of a relationship with the State level of the Bureau of Apprenticeship and Training.

3. Applicants who prefer to submit the completed technical assistance forms with their grant proposal shall include them within a separate section entitled "Section G." This section shall be attached to the end of the Technical Proposal.

Part IV. Evaluation Criteria and Selection

Applicants are advised that selection for grant award is to be made after careful evaluation of technical applications by a panel. Each panelist will evaluate applications against the various criteria on the basis of 100 points. The scores will then serve as the primary basis to select applications for potential award. Clarification may be requested of grant applicants if the situation so warrants. Please see Part III., Section B. for additional information on the elements against which proposal will be reviewed.

1. Technical Criteria:	Points
a. Capabilities and Qualifications of CBO and Staff	60
b. Use of Funds	20
c. Continuation of Activities	20
2. Cost Criteria:	
Proposals will be scored, based on their costs in relation to other proposals submitted in response to this SGA.	
3. Total Score:	
Technical quality of proposals will be weighted three (3) times the estimated price in ranking proposals, for purposes of selections for award.	

Proposals received will be evaluated by a review panel based on the criteria immediately following. The panel's recommendations will be advisory, and final awards will be made based on the best interests of the Government, including but not limited to such factors as technical quality, geographic balance.

The Department wishes to make it clear that it is not simply the best-

written proposals that will be chosen, but rather those which demonstrate the greatest experience and commitment to assisting business to successfully recruit, train, and retain women in apprenticeable occupations and nontraditional occupations and to expand the employment and self-sufficiency options of women.

During the technical panel evaluation of all proposals and requests, the Department will bring together CBO qualifications and capabilities with employers/labor unions and other nonunion labor organizations requests to develop final grant activities. In addition, the Department will also consider geographic coverage and occupational/industrial impact in the final TA grant awards, as well as broadening coverage of different CBO service providers.

Part V

A. Deliverables

(This section is provided only so that grantees may more accurately estimate the staffing budgetary requirements when preparing their proposal. Applicants are to exclude from their cost proposal the cost of any requested travel to Washington, D.C.)

1. No later than four (4) weeks after award, the grantee shall meet with the Women's Bureau and the Bureau of Apprenticeship and Training to discuss technical assistance activities, timelines, and technical assistance outcomes assessment for comment and final approval. At that time the grantee final technical assistance requests and CBOs will be matched. The CBO and the Department will discuss and make decisions on the following program activities:

a. The number of employers and union/nonunion labor unions to be served.

b. The methodology to be used to change management and employee attitudes about women in non-traditional occupations.

c. The types of systemic change anticipated by technical assistance strategies anticipated to be incorporated into employer on-going recruitment, hiring, training and promotion of women in apprenticeship and apprenticeable nontraditional occupations.

d. The occupational, industrial and geographical impact anticipated.

e. The supportive services to be provided to employers and women after successful placement into apprenticeship or apprenticeable nontraditional occupations.

f. The plan for the development and maintenance of a relationship with the

State level of the Federal Bureau of Apprenticeship and Training.

The Women's Bureau and the Bureau of Apprenticeship and Training will provide input orally and in writing, if necessary, within ten (10) working days after the meeting.

3. No later than twelve (12) weeks after award, the grantee shall begin the program of technical assistance to employers and labor unions to recruit, promote and retain women in apprenticeable occupations and other nontraditional training for women, characterized by employment growth and above average earnings.

4. No later than sixteen (16) weeks after award, the first quarterly progress report of work done under this grant will be due. Thereafter, quarterly reports will be due ten (10) working days after the end of each of the three remaining quarters.

Quarterly progress reports should include:

a. A description of overall progress on work performed during the reporting period, including (1) number and profiles of employers, union and nonunion labor organizations provided technical assistance during the period; (2) systemic workplace and policy changes—actual or in process; (3) public presentations; (4) media articles or appearances; (5) publications disseminated and (6) publications developed.

b. An indication of any current problems which may impede performance and the proposed corrective action.

c. A discussion of work to be performed during the next reporting period.

Between scheduled reporting dates the grantee shall also immediately inform the Grant Officer's Technical Representative of significant developments affecting the grantee's ability to accomplish the work.

5. No later than fifty-two (52) weeks after award, the grantee shall submit, one (1) camera ready copy and one (1) diskette (IBM compatible; WordPerfect 5.1), an integrated draft report of the process and results of the technical assistance activities during the year. The Women's Bureau and the Bureau of Apprenticeship and Training will provide written comments on the draft report within twenty (20) working days if substantive problems are identified. The grantee's response to these comments shall be incorporated into the final report.

6. No later than sixty-four (64) weeks after award, the grantee shall submit one (1) camera ready copy and one (1) diskette (IBM compatible, WordPerfect

5.1) of the final report. The report shall cover findings, final performance data, outcome results and assessment, and employer or labor union plans for follow-up of participants. Copies of technical assistance curricula shall be included, as well as any plans for replication and dissemination of information. An Executive Summary of the findings and recommendations, if any, shall either be included in the report or accompany the report.

Signed at Washington, D.C. on May 3, 1995.

Lawrence J. Kuss,
Grants Officer.

Appendices

Appendix A—Application for Technical Assistance

Women in Apprenticeship and Nontraditional Occupations (WA-NTO) WOMEN'S BUREAU

BUREAU OF APPRENTICESHIP AND TRAINING

The U.S. Department of Labor is *seeking employers and labor unions* who want and would benefit from receiving Technical Assistance (TA) in their outreach and recruitment training and retention of women in apprenticeship and apprenticeable nontraditional occupations. The object of the technical assistance is both to promote the self-sufficiency of women and to promote a skilled and stable workforce for employers and labor unions.

TA will be provided by community-based organizations (CBOs) with experience and DOL grants to provide such TA. The U.S. Department will match employer or labor unions with CBOs or CBOs can submit employers and/or labor unions with their response to the SGA. All Technical Assistance Requests should be received at the address below by September 8, 1995.

Please complete this application and mail it to: Office of Procurement Services, Room S-5220, Reference SGA-95-02, U.S. Department of Labor, 200 Constitution Avenue, NW., Washington, DC 20210, Attention: Lisa Harvey.

1. Name and Title of Applicant:

2. Name of Organization:

3. Industry and Product:

4. Check Affiliation:
Employer:

Labor Union & related:

5. Address:

6. Telephone:

7. Fax:

8. Briefly describe your (firm/ organization's experience in recruiting,

training and retraining women for apprenticeship and other nontraditional occupations.

9. Briefly describe your (firm/ organization's) current or anticipated need(s) for technical assistance (i.e., problem recruiting, training, and/or retraining women in apprenticeship and other nontraditional jobs.

10. Provide a description of the types of apprenticeship or nontraditional occupations your firm or organization want to train and place women, including women already in your workplace and working at other jobs, including pay and benefits.

11. How many jobs, also new employment opportunities, will be created in your workplace, and for what occupations or apprenticeships, over the next two to five years?

12. Briefly discuss the type of women your firm or organizations wishes to target or attract.

13. Assurance that there are or will be suitable and appropriate positions available—in your workplace or outside economy—in apprenticeable occupations programs or nontraditional occupations targeted.

14. Commitment that reasonable effort will be made to place qualified women in apprenticeship and nontraditional occupations.

15. Briefly describe your plans for the development and maintenance of a relationship with the State level of the Bureau of Apprenticeship and Training.

Signature

Date

Appendix B—Assurances and Certifications Signature Page

The Department of Labor will not award a grant or agreement where the grantee/ recipient has failed to accept the ASSURANCES AND CERTIFICATIONS contained in this section. By signing and returning this signature page, the grantee/ recipient is providing the certifications set forth below:

A. Assurances—Non-Construction Programs

B. Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Transaction

C. Certifications Regarding Lobbying: Debarment, Suspension, Drug-Free Workplace

D. Certification of Release of Information

E. Nondiscrimination and Equal Opportunity Requirements of JTPA

Applicant Name:

Date:

If there is any reason why one of the assurances or certifications listed cannot be signed, please explain. Applicant need only submit and return this signature page with the grant application. All other instructions shall be kept on file by the applicant.

Signature of Authorized Certifying Official

Applicant Organization

Title

Date Submitted

Please Note: This signature page and any pertinent attachments which may be required by these assurances and certifications shall be attached to the applicant's Cost Proposal.

BILLING CODE 4510-23-P

Instructions for the SF 424

This is a standard form used by applicants as a required facesheet for preapplications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

Item and Entry

1. Self-explanatory.
2. Date application submitted to Federal agency (or State if applicable) & applicant's control number (if applicable).
3. State use only (if applicable).
4. If this application is to continue or revise an existing award, enter present Federal identifier number. If for a new project, leave blank.
5. Legal name of applicant, name of primary organizational unit which will undertake the assistance activity, complete address of the applicant, and name and telephone number of the person to contact on matters related to this application.
6. Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.
7. Enter the appropriate letter in the space provided.

8. Check appropriate box and enter appropriate letter(s) in the space(s) provided:

- “New” means a new assistance award.
- “Continuation” means an extension for an additional funding/budget period for a project with a projected completion date.
- “Revision” means any change in the Federal Government's financial obligation or contingent liability from an existing obligation.

9. Name of Federal agency from which assistance is being requested with this application.

10. Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.

11. Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.

12. List only the largest political entities affected (e.g., State, counties, cities).

13. Self-explanatory.

14. List the applicant's Congressional District and any District(s) affected by the program or project.

15. Amount requested or to be contributed during the first funding/budget period by

each contributor. Value of in-kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate *only* the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15.

16. Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.

17. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.

18. To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)

BILLING CODE 4510-23-P

APPENDIX D

BUDGET INFORMATION - Non Construction Programs

Catalog of Federal Domestic Assistance	Estimated Unobligated Funds		New or Revised Budget	
	FEDERAL	NON-FEDERAL	FEDERAL	NON-FEDERAL
CYDA NUMBER				
1.	\$ _____	\$ _____	\$ _____	\$ _____
2.	\$ _____	\$ _____	\$ _____	\$ _____
COST CATEGORY	FEDERAL FUNDING		NON-FEDERAL CONTRIBUTION	
	CURRENT FEDERAL BUDGET	REVISIONS AND/OR EXTENSIONS	REVISED FEDERAL BUDGET	CURRENT AWARDEE BUDGET
(A) PERSONNEL				REVISED AWARDEE BUDGET
(B) FRINGE BENEFITS				REVISIONS AND/OR EXTENSIONS
(C) TRAVEL & PER DIEM				
(D) EQUIPMENT **				
(E) SUPPLIES				
(F) CONTRACTUAL				
(G) OTHER				
TOTAL DIRECT COST				
INDIRECT COST				
TOTAL ESTIMATED COST				

BF424-A

AUTHORIZED FOR LOCAL REPRODUCTION

STATE PART IV - SPECIAL CONDITION 19