

**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 99-03).

**SUMMARY:** All information required to submit a proposal is contained in this announcement. Applicants for grant funds should read this notice in its entirety and respond as directed. Grant proposals that are not completed as directed will be judged nonresponsive and will not be evaluated.

The Women's Bureau (WB), U.S. Department of Labor (DOL) announces the sixth and final year of the Solicitation for Grant Applications (SGA) first authorized under the Women in Apprenticeship and Nontraditional Occupations (WANTO) Act of 1991. The major provisions of the WANTO legislation are to "assist business in providing women with opportunities in apprenticeship and nontraditional occupations." Moreover, the WANTO grant program funds Community-Based Organizations (CBOs) to provide technical assistance (TA) to employers and labor unions (E/LUs) that will "enable business to meet the challenge of Workforce 2000."

The Women's Bureau has co-administered WANTO with the DOL's Bureau of Apprenticeship and Training (BAT), with the WB having responsibility for implementing the grant process. Congress first appropriated funds for WANTO in Fiscal Year (FY) 1994. Since then, WANTO has been funded through JTPA (Title IV-D). FY 1999 will be the last WANTO solicitation, as the grant program will expire with JTPA on July 1, 2000. JTPA will be superseded by the Workforce Investment Act.

For the final WANTO solicitation, the Department will competitively award grants to CBOs who best represent the best community-based organizations from the segment of CBOs actively involved in advocacy, technical assistance, and services to increase the participation of women in apprenticeship and nontraditional occupations (A/NTO). These CBOs must provide technical assistance (TA) to Employers and/or Labor Unions (E/LUs) to prepare them to successfully recruit, train, and retain women in

apprenticeable and other nontraditional occupations. In addition, TA must include strategic planning with E/LUs for identifying sources of support services—child care, transportation, and necessary transitional costs—to ensure the successful transition of women to the workplace and/or the completion of training. With the combination of technical TA for E/LUs and their commitment for support services for women, the Department expects employers and labor unions "to expand the employment and self-sufficiency options of women."

Further, the Department gives priority consideration to broadening the geographic scope of WANTO, CBO diversity, (including those concerned with the employment of women with physical and/or cognitive disabilities), and developing a more concentrated industrial mix of E/LUs in growing industries. CBOs and E/LUs must be committed to increasing the participation of women in A/NTO in high wage jobs, including low income women residing in rural and urban Empowerment Zones (EZs) and Enterprise Communities (ECs) across the country. CBOs proposals must include a plan to track, not only the specific TA resources and tools used, but also the movement of women into (or out of) A/NTO among their grant related E/LUs. Such an interactive working relationship should promote CBOs and E/LUs working together to change workplace cultures and working practices to provide economic justice and equity for women in the workplace.

Therefore, the DOL is seeking CBOs (including those concerned with employment transition of women with physical and/or cognitive disabilities) with the following experience:

- (1) Established and growing employer/labor union working relationships;
- (2) Proven service delivery to assist women to enter and remain in A/NTO as the major component of its employment and training activities, including outreach, orientation, mentoring, support groups, networks, workplace consultations (including troubleshooting and other worksite resolution practices), employee and supervisory workshops, seminars and other workplace specific strategic planning to increase the participation of women in A/NTO; and
- (3) Recognized leadership credentials in the A/NTO community that also promotes leadership in social and economic change for women and their families to economic self-sufficiency, as well as mentoring relationships with other CBOs working in A/NTO.

As WANTO activities document the end of the millennium and, we begin to chart the next steps to increase women in A/NTO into the 21st Century, WANTO and related projects will provide a rich source of policy and program recommendations.

With SGA 99-03, the Department will give priority consideration and 25 bonus points to CBOs who respond with proposals that both (1) expand the geographic reach and influence of WANTO to areas previously not served, or have less than two WANTO grants in a State, especially those in underserved geographic areas of the Southeast, Southwest, Northwest, and Rocky Mountains, and (2) concentrate TA programs for E/LUs in a single industry or paid employment training group—especially one of the following: Manufacturing, Information Technology, Medical Technology, and registered apprenticeship and on-the-job trainees programs in Highway Construction, and Building Trades Construction.

The above discussion summarizes the general focus of SGA 99-03; however, applicants are again urged to read the SGA in its entirety to ensure that their submission is fully responsive to SGA 99-03. WANTO grant awards are competitive and based only on how responsive an applicant's proposal is to the SGA and its evaluation criteria.

This notice describes the background, the application process, statement of work, evaluation criteria, and reporting requirements for this Solicitation for Grant Applications (SGA 99-03). WB anticipates that a total amount of \$1,000,000 will be available for the support of all Fiscal Year 1999. (See Part II.C. for funding limitations per grant.)

**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 N-5416, Reference SGA 99-03, 200 Constitution Avenue, N.W., Washington, D.C. 20210, not later than 4:45 p.m. EST, August 6, 1999. Hand-delivered applications must be received by the Office of Procurement Services by that time.

**ADDRESSES:** Applicants who intend to submit a proposal must register immediately with the Grant Officer in order to receive any amendment to this solicitation that is issued. Please send registration to U.S. Department of Labor, Office of Procurement Services, Attention: Grant Officer, Reference SGA 99-03, Room N-5416, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

Grant applications must be mailed to U.S. Department of Labor, Office of Procurement Services, Attention: Grant Officer, Reference SGA 99-03, Room N-5416, 200 Constitution Avenue, N.W., Washington, D.C. 20210. Applicants are encouraged to verify delivery to this office directly through their delivery service and as soon as possible.

**FOR FURTHER INFORMATION CONTACT:** Applications will not be mailed. The **Federal Register** may be obtained from your nearest government office or library. Questions concerning this solicitation may be sent to Lisa Harvey at the following Internet address: lharvey@dol.gov.

### Part I. Background

*The Women in Apprenticeship and Nontraditional Occupations (WANTO) Act*—Public Law 102-530, signed October 27, 1992—The Act has three major activities that affect this SGA:

1. Outreach to Employers and Labor Unions. DOL will promote the Act's program to employers and labor unions by informing them of the availability of technical assistance and keeping a database of employers and community-based organizations with active grants.

2. Technical Assistance. DOL will provide grants to community-based organizations to deliver technical assistance to employers and labor unions to prepare them to recruit, train, and employ women in apprenticeable and nontraditional occupations.

3. Liaison Role of Department of Labor. DOL will serve as follows: (1) to act as a liaison between employers, labor, and the community-based organizations providing technical assistance; (2) coordinating, conducting regular assessment, and seeking input of employers and labor unions.

*The Women's Bureau* has been the champion of the concerns of working women since its creation by Congress in 1920. For over 70 years, improving employment opportunities and related equity issues has been the driving force of the Bureau's policies and programs. From its national office and 10 regional offices, the Bureau conducts advocacy and outreach activities across the United States. The Bureau participates in meetings with international visitors and others who are concerned with the employment and related social issues of working women. Within the Department of Labor, the WB Director serves as the policy advisor to the Secretary, ensuring that women's voices are heard and that their priorities are represented in the public policy arena.

The Bureau has a history of encouraging women to consider the wide array of apprenticeable and other

nontraditional occupations (NTOs) as one way to obtain economic self-sufficiency for themselves and their families. NTOs can be characterized as the often-cited skilled building trades in construction, as well as the emerging "good" or high-pay jobs in nonconstruction industries as the pervasiveness of microelectronics fuels advances in high technology. One thing many of the high-pay jobs have in common is the lack of women employed in them.

The lack of a critical mass of women in apprenticeship and other good, high-pay jobs has resulted in continued workplace occupational segregation that fuels pay inequities and other artificial employment barriers to women's success in the workplace, including apprenticeship and other nontraditional occupations. For example, studies point out that once hired, women in construction face problems (sexism, racism, homophobia, inadequate toilet facilities, health and safety, isolation from other women, etc.) that erode their retention in jobs. In other nonconstruction occupations, the lack of developmental work assignments and mentors results in women being confined by "glass ceilings" and "sticky" floors. These artificial barriers are beyond the usual problems faced by all women and some men—child care, sexual harassment, pay equity, balancing work and family responsibilities. The WANTO grant program explores collaborative ways for employers and labor unions to provide opportunities for women in apprenticeship and other nontraditional occupations by developing a "women-friendly" environment.

*The Bureau of Apprenticeship and Training* co-administers WANTO with the Women's Bureau. BAT was established in 1937 as the national administrative agency in the Department of Labor to carry out the objectives of the National Apprenticeship Act (also known as the Fitzgerald Act), 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.

Under the National Apprenticeship Act, the Bureau is responsible for providing services to existing apprenticeship programs and technical assistance to organizations who would like to establish a BAT registered apprenticeship program. BAT provides apprenticeship services in all States,

and registers programs and apprentices in 23 States where there is no State Apprenticeship Agency or Council. In the 27 States, the District of Columbia, the Virgin Islands, and Puerto Rico, programs are registered by State Apprenticeship Agencies or Councils which are recognized by the Secretary of Labor. Most State agencies receive policy guidance from apprenticeship councils composed of employers, labor groups, and public representatives.

The BAT works very closely with State Apprenticeship Agencies/Councils (SAC) and the educational system to deliver support services at the national, State and local level. When apprentices finish their training, they receive certificates of completion of apprenticeship. These are issued by the State apprenticeship agencies, or in those States not having such an agency, by BAT, in accordance with its recommended standards. BAT is committed to improving the access of women to apprenticeship training to increase their employment in jobs that have historically put men on the career ladder to successful working careers.

### Definitions

*Nontraditional Occupations* (NTOs) are those where women account for less than 25 percent of all persons employed in a single occupational group.

*Pre-Apprenticeship* Programs are for women (and others) to prepare them to keep pace with occupational skills training or entry-level employment in nontraditional occupations. The curriculum includes pre-vocational instruction in identification and use of tools, blueprint reading, basic shop skills, and safety procedures, as well as math skills, and physical conditioning.

*Apprenticeship* is a formal paid training-work agreement where labor and management work together to promote learning on the job. (Some BAT registered apprenticeship programs are operated by employers independent of labor unions.) To support the "hands on" learning, there must be related theoretical instruction (often classroom). After successfully completing the BAT registered program standards—usually three to five years—the apprentice is awarded a certificate of completion by either BAT or the State Apprenticeship Council (SAC).

Employers or groups of employers and unions design, organize, manage, and finance apprenticeship programs under the standards developed and registered with BAT or BAT-recognized State Apprenticeship Agencies. They also select apprentices who are trained to meet certain predetermined occupational standards.

*Community-Based Organizations* (CBOs) are as defined in Section 4(5) of the Job Training Partnership Act (29 U.S.C. 1501(5)): private nonprofit organizations which are representative of communities or significant segments of communities and which provide job training services. For this solicitation, communities or significant segments of communities are the private nonprofit organizations that have demonstrated at least three years experience in (1) the operation and delivery of employment and training related services to promote women in apprenticeship and other nontraditional occupations, (2) community recognition of leadership in advocacy and service to promote economic equity, justice, and social change for women and their families, and (3) the development of policies, programs, and technical assistance for employers and labor unions for the recruitment, selection, training, placing, retaining, and otherwise preparation of women to enter and remain in apprenticeship and other nontraditional occupations.

Please note that eligible applicants must not be classified under the IRS Tax Code as a 501(c)(4) entity.

#### 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.

#### B. Purpose of the Demonstration

The purpose of the WANTO demonstration program is to assist business to provide apprenticeship and nontraditional opportunities for women. The Department will make grants to community-based organizations and provide technical assistance to employers and labor unions to encourage and prepare them to increase the participation of women in apprenticeship and nontraditional occupations in their workplaces. Such technical assistance should result in an increase of women employed in jobs that pay a wage to support them and their families.

### Part II. Application Process

#### A. Eligible Grant Applicants

Please note well that eligible grant applicants must not be classified under the IRS Tax Code as a 501(c)(4) entity.

1. Private, Nonprofit, Community-Based Organizations (CBOs) that represent and provide advocacy, training, and placement of women in apprenticeship and other nontraditional occupations (A/NTO) are the only entities eligible for grant awards.

2. Applicant CBOs' proposals must document their experience and expertise in A/NTO services and TA delivery in the following areas:

a. Established and growing employer/labor union working relationships with A/NTO community sources for exploring new working relations;

b. Provided services to assist women to enter and remain in A/NTO as the major component of their employment and training activities, including outreach, orientation, mentoring, support groups, networks, workplace consultations (including troubleshooting and other worksite problem resolutions and changes in employer and workplace practices), employee and supervisory workshops, seminars and other workplace specific strategic planning to increase the participation of women in A/NTO; and

c. Documented leadership in the A/NTO community to promote leadership for economic equity, justice, and social change for women and their families that also support economic self-sufficiency.

3. In addition, Grant Applicant CBOs' proposals must document their presence and effectiveness in the broader community beyond A/NTO services for a fee, to include advocacy for economic and social justice that promotes equity for women and their families.

4. Grant Applicant CBOs' proposals must include a management and staff loading plan.

a. The management plan should include the CBO's organizational chart and accompanying narrative that differentiate between elements of the Applicant's staff, subcontractors, or consultants, who will be retained.

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

c. CBOs' proposals must list the name, trade, and organizational position of tradeswomen and other women in nontraditional occupations on staff or on their organization's Board of Directors. Include the dates when tradeswomen served in active paid or unpaid positions in your organization.

d. CBOs' proposal submissions should include a listing of all items for which grant funds will be expended. (Do not include any cost information for this item in the technical proposal, but expenditure items must be listed.)

e. CBOs' proposal submissions should include copies of the CBO's budget and

major funding sources for the past three (3) years, including foundation and government grants and other types of funding.

5. Public bodies such as JTPA administrative entities, public schools, colleges, and hospitals are not eligible for WANTO grants.

#### B. Employers and Labor Unions Are Eligible for TA

1. Private Sector Employers and Labor Unions are eligible to request and receive TA provided by CBOs with a WANTO grant. The goal of WANTO is to assist businesses to provide opportunities for women in A/NTO in the private economy.

a. Employers and Labor Unions may request that the Department of Labor match them with a CBO.

b. TA Requests from Employers and Labor Unions may be delivered with a specific Applicant CBO's proposal, or independent of a specific CBO.

c. Regardless of the method, all employers and labor unions must provide the information described in item 2. below either to their chosen CBO or directly to the U.S. Department of Labor, Office of Procurement Services, Room N-5416, Attention: Lisa Harvey, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

2. All Employers and Labor Unions must provide a written commitment for technical assistance by responding to the following:

a. A description of the need for assistance;

b. A description of the types of apprenticeable occupations or nontraditional occupations in which the employer or labor union would like to train or employ women;

c. Assurances that there are or will be suitable and appropriate employment available in the apprenticeable occupations or in the nontraditional occupations being targeted; and

d. Commitments that all reasonable efforts should be made to place women in apprenticeable occupations or nontraditional occupations as they develop skills.

#### C. Contents

To be considered responsive to this SGA, each application must consist of, and follow the order of, the sections listed in Part III of this solicitation. The application 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 proposal that does

not conform to these standards shall be deemed nonresponsive to this SGA and will not be evaluated.

#### 1. Technical Proposal

Each proposal shall include: (1) a two-page abstract summarizing the proposal, and (2) a complete 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 although the technical proposal must include the items—publications, seminars, E/LU consultations, troubleshooting, etc.—for which grant funds are to be spent.

#### 2. Cost Proposal

The cost proposal is a physically separate document and shall not be included in the twenty (20) page limit. The cost (business) proposal must be separate from the technical proposal. (If applicants do not have the current version of the standard grant forms listed below, they must download the forms from the following OMB website address: [www.whitehouse.gov/omb/grants/](http://www.whitehouse.gov/omb/grants/)). The transmittal letter and the grant assurances and certification forms shall be attached to the business proposal, which shall consist of the following:

a. Standard Form 424 "Application for Federal Assistance," signed by an official from the applicant's 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,"; 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 an application which proposes 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.

#### D. Funding Levels

The Department expects to have \$1,000,000 to be disbursed through WANTO grants. The Department expects to make up to fifteen (15)

awards to Community-Based Organizations (CBOs). The Women's Bureau expects awards to range from approximately \$50,000 to \$75,000, depending upon the number of employer/labor union written commitments included with the proposal—between five (5) and ten (10)—and the design, size, and scope of the technical assistance proposed for this demonstration and reflected in the E/LU technical assistance requests.

#### E. Length of Grant and Grant Awards

The initial performance period for the grants awarded under this SGA shall be for twelve (12) months with one (1) 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 1999*.

#### F. 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 N-5416, 200 Constitution Avenue, N.W., Washington, D.C. 20210, not later than 4:45 p.m. EST, August 6, 1999. 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 p.m. EST will not be considered unless it is received before an award is made and:

1. It was sent by registered or certified mail not later than the fifth calendar day before August 6, 1999 (i.e., not later than August 1, 1999);

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 p.m. EST at the place of mailing two working days, excluding weekends and Federal holidays, prior to August 6, 1999 (i.e., not later than 5:00 p.m. EST August 4, 1999).

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 E-mail, telegram, or facsimile (Fax) will *not* be accepted.

### Part III. The Statement of Work—Key Features

#### A. Technical Assistance

1. CBOs are to provide technical assistance (TA) that may include a broad range of activities to prepare employers and labor unions (E/LUs) to provide opportunities for women in apprenticeship and other nontraditional occupations (A/NTO). CBOs should encourage E/LUs to work with them to assess their workplaces and develop strategic plans for changes in the workplace and in work practices that support women. Requests may include linkages of pre-apprenticeship programs to a commitment for employment and/or sponsored apprenticeship training. Such TA should result in jobs that pay a living wage that will support women and their families. Support services are of major importance to sustaining women to enter and complete training and entry employment. Child care, transportation, and related transitional costs—union fees, tools, and uniforms—are the support services most often cited as necessary for women.

a. Applicant CBOs should respond with a program designed to build on established working relationships with employers and labor unions and to develop new working relationships to

provide TA to, at least five (5), but no more than ten (10), private sector E/LUs. The TA and working relationships should promote an increase in the participation of women in apprenticeship and other A/NTO in the recipient E/LU workplace.

b. CBO proposal should include E/LUs selected from the following five (5) industry and paid employment training groups—manufacturing, information technology, medical technology, registered apprenticeship and on-the-job training programs in highway and the building trades construction industries.

c. Similarly, the Department is also interested in leveraging WANTO technical assistance to private sector employers and labor unions in Empowerment Zones and Enterprise Communities (EZ/EC) to increase the participation of EZ/EC women returning to work, after welfare or other long-term work disruptions, in apprenticeship and nontraditional jobs/career paths.

**B. Support Services**

1. CBO proposal should include a plan for support services for women when the TA results in women moving into apprenticeship or other paid training or other NTO employment or E/LU-supported job referral commitments.

a. Support service plans should include cooperative E/LU programs along with services available from the workplace and/or employee's community.

b. Support services strategic planning for support services should include, at least, child care, transportation, and women's transitional costs.

**C. Broaden Geographic Coverage**

1. The Department is also seeking to broaden the geographic coverage of WANTO CBOs to areas unserved by

previous WANTO grants or in States with less than two previous WANTO grantees, particularly in the Southeast, Southwest, Northwest and Rocky Mountain areas.

a. Therefore, the Department will also consider (1) proposals from established CBOs that also include less experienced CBOs in unserved geographic areas to provide TA to build the organizational and TA capacity of the less experienced CBOs to provide TA to increase women in A/NTO and/or;

b. (2) Joint proposals of several CBOs who have bundled their strengths together to form one grant application. The proposal will provide TA in unserved States that propose to build their regional capacity to provide TA to employers and labor unions to promote women in A/NTO.

**D. Leverage of WANTO Funding and Continuation**

1. The proposed project submissions should include any leverage or co-funding anticipated by this submission, particularly leverage with other specific EZ/EC programs (e.g., HUD or USDA) and interaction with overall EZ/EC program contacts.

2. The proposed project submission should include any activities to encourage and promote the continuation or expansion of grant activities beyond the grant's period of program performance.

**E. Bonus Points**

1. Priority consideration and 25 bonus points will be added to the numerical rating of proposals from CBOs that include TA both in (a) geographic areas unserved by WANTO grants in States with less than two WANTO grants from previous years and to provide TA for (b)

E/LUs from a single industry or paid employment training group.

a. The broadened geographic areas include, CBOs from areas unserved by WANTO CBOs, especially the Southeast, Southwest, Northwest, and Rocky Mountain States, will receive priority consideration.

b. The single industry and/or paid employment training program, including apprenticeship, can be selected from the following: manufacturing, information technology, medical technology, and registered apprenticeship and paid employment training in highway and the building trades construction industries.

c. CBOs concerned with the employment of women with physical and/or cognitive disabilities that have programs to promote women in the industries of concern to this SGA and mentioned above in b.

**Part IV. Evaluation Criteria and Selection**

Applicants are advised that selection for a 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 a potential award. Clarification may be requested of grant applicants if the situation so warrants it. Please see Part III, Sections A and B, for additional information on the elements against which proposals will be reviewed.

After proposals are fully evaluated for responsiveness to Technical Evaluation Criteria 1a.-1c., the distribution of bonus points will be determined. Only those proposals whose technical score falls within the technically acceptable range will be eligible to receive bonus points.

	Points
<b>1. Technical Evaluation Criteria</b>	
a. Capabilities and Qualifications of CBO and Staff (A/NTO experience, education, and leadership in the community to foster social and/or economic justice for equity for women and their families moving to self-sufficiency) .....	50
b. Established program and E/LU Linkages; the written commitment and/or potential for five (5) to ten (10) new working relationships with E/LUs; and other EZ/EC Communities and Welfare to Work Social Agencies .....	25
c. Quality and Scope of WANTO Project (as discussed/described throughout the SGA 99-03 including workplace assessment and technical assistance strategies for E/LU changes in the workplace culture and work practices to promote the increase in women in apprenticeship and nontraditional occupations; proposed A/NTO outcomes, leverage and continuance TA) .....	25
<b>2. Bonus Points</b>	
a. Priority Focus (See Part III, A. Statement of Work—Key Features, E. Bonus Points) .....	30
<b>3. Cost Criteria</b>	

Proposals will be scored, based on their costs in relation to other proposals submitted in response to this SGA.

Points

## 4. Total Score

Technical quality of proposals will be weighted three (3) times the estimated price in ranking proposals, for purposes of selections for awards. Proposals received will be evaluated by a review panel based on the criteria immediately above, in Technical Evaluation Criteria 1 and 2. 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, occupational/industrial impact, and diversity in service providers..

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 employers and labor organizations to successfully develop successful strategies to increase the participation of women in higher-paying apprenticeship and nontraditional occupations and to expand the employment and self-sufficiency options of women returning to work after welfare and other work and family disruptions. In addition, the Department considers geographic and race-ethnic diversity in the array of award-winning proposals important considerations in making the final awards.

The submission of the same proposal from any prior year WANTO competition does not guarantee an award under this solicitation. Although the Government reserves the right to award on the basis of the initial proposal submission, the Government may establish a competitive range or technically acceptable range based upon proposal evaluation, for the purpose of selecting qualified applicants. The panel's conclusions are advisory in nature and not binding on the Grant Officer. The Government reserves the right to ask for clarification or hold discussions, but is not obligated to do so. The Grant Officer's determination for award under this SGA 99-03 is the final agency action.

**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 an award, the grantees and partners shall meet with the Women's Bureau and the Bureau of Apprenticeship and Training at the Post-Award Conference to discuss the demonstration project and related components and technical assistance activities, time lines, technical assistance outcomes, assessment for comment, and final

approval. The grantees and partners and the Department will discuss and make decisions on the following program activities:

a. The proposed technical assistance commitments for employment, apprenticeship and related nontraditional occupation activities and responsibilities; the number of partnerships with EZ/EC communities and employers and labor unions to be served.

b. The methodology the proposed partnership will use to support/change management and employee attitudes to promote female workers in nontraditional occupations.

c. The types of systemic change anticipated by technical assistance strategies anticipated to be incorporated into ongoing employer 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 employment, apprenticeship, or other supporting 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 and the State Apprenticeship Council.

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

1. No later than ten (10) weeks after an award, the grantees and the Women's Bureau will confirm the "plan of action" and detailed time line for program implementation.

2. No later than twelve (12) weeks after an award, the grantee(s) shall have begun the provision of technical assistance to employers and labor unions to recruit, select, train, place, retain, and other areas of preparation to promote the increase of women in apprenticeable occupations and other nontraditional training for women,

characterized by employment growth and above average earnings.

3. No later than sixteen (16) weeks after an award, the first quarterly progress report of work done under this grant will be due. Thereafter, quarterly reports will be due twenty (20) working days after the end of each of the remaining quarters.

Quarterly progress reports must include:

a. A description of overall progress on work performed during the reporting period—(a) the number of employers and labor unions provided onsite, off-site (conferences, workshops, seminars, training, etc.), (b) number of women trained (on and off the workplace), placed in apprenticeship or other nontraditional employment. Describe: (1) any linkages of pre-apprenticeship (on and off a workplace) with sponsored apprenticeship: number of women affected or participating in programs; include name and address of workplace/company and person responsible for the operation, (2) number of employers and labor unions receiving technical assistance—name, address, size of the workplace, including proportion of women, include brief profiles of employers and labor organizations, (3) describe any systemic workplace and policy changes—actual or in process, including the hiring and promotion of women already in the workplace, career ladders or other training activities, (4) public presentations, (5) media articles or appearances, (6) publications disseminated, and (7) publications developed.

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

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

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

5. No later than sixty-four (64) weeks after an award, the grantee(s) shall submit three (3) copies of the draft Final Report, an integrated draft analysis 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. The Final Report shall cover findings, final performance data, outcome results and assessment, and employer or labor organization plans for follow-up of participants. The Final Report shall provide all information to replicate the project including copies of curriculums, technical assistance materials developed for the project and technical assistance—videos, posters, notices, etc.—as well as any plans for replication and dissemination of information. An Executive Summary of the findings and recommendations shall be included in the Final Report, separately or combined with the Final Report—at the opening. No later than sixty-four (64) weeks after an award, the grantee(s) shall (1) submit one (1) diskette (IBM compatible, WordPerfect 6.1), one (1) camera-ready copy of the Final Report, and five (5) copies of the camera-ready Final Report, bound in a professional manner, and not a

collection of loose leaf sheets, and (2) computer-based, electronic files for each of the other products—e.g., manual(s), curriculums, “how-to-do-it” handbooks, videos, etc.—paid for with grant funds, along with five (5) copies of the final camera-ready products.

In addition to the grant's Final Report, proposed project submissions should include plans for a “how-to-do-it” project replication manual, including awareness/outreach material, technical assistance and curriculum manual(s) and all other materials developed as a result of the grant activities. All grant materials should be submitted with “hard copy” and electronic (computer-based) copy.

#### *B. Administrative Provisions*

The grant awarded under this SGA shall be subject to the following administrative standards and provisions:

29 CFR Part 97—Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

29 CFR Part 96—Federal Standards for Audit of Federally Funded Grants, Contracts and Agreements.

29 CFR Part 95—Uniform Administrative Requirements for Grants and Cooperative Agreements with Institutions of Higher Education, etc.

#### *C. Certifications and Assurances*

If the applicant is awarded a grant, they are required to operate the program in accordance with the following Certifications and Assurances. An original signed and dated signature page providing the following Certifications and Assurances must accompany the Cost Proposal. Each can be downloaded from the OMB website address [www.whitehouse.gov/omb/grants/](http://www.whitehouse.gov/omb/grants/).

#### *D. Allowable Costs*

Determinations of allowable costs shall be made in accordance with the following applicable Federal cost principles:

- a. State and Local Government—OMB Circular A-87
- b. Educational Institutions—OMB Circular A-21
- c. Nonprofit Organizations—OMB Circular S-122
- d. Profit-making Commercial Firms—48 CFR Part 31

Signed at Washington, D.C. on May 6, 1999.

**Lawrence J. Kuss,**

*Grant Officer.*

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