

# Working Document for the YouthBuild Grant



October 26<sup>th</sup>, 2010

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The Department of Labor's YouthBuild program funds eligible applications to engage disadvantaged youth in a program that provides the education and employment skills necessary to achieve economic self-sufficiency in construction related occupations, prepares them for post-secondary education and training opportunities, and offers disadvantaged youth with opportunities for meaningful work experience and service in their communities. Applicants are expected to provide classroom education, work-site based vocational training, and wrap around services to participants in the program.

Applicants are strongly encouraged to form collaborations with partners possessing the requisite expertise to implement each required aspect of the project.

The 2010-2011 round of funding has one proposal due date but two funding rounds. The allocation of \$30 million – dispersed as soon as proposals can be evaluated – will be available to applicants who did not receive funding from the 2009 competition. The second round of awards will be announced after April 1, 2011, with the total amount allocated dependent upon congressional allocation, and anticipated to be approximately \$100 million.

It should be noted that the following guideline is a working document drawn from the Federal Register. The goal of this document is to compile the requirements in to a more user friendly format; it is not, however, a replacement for the full announcement. Illinois Resource Net encourages anyone interested in applying for the YouthBuild grant to read over the full announcement several times.

Finally, the following links are especially relevant for understanding the YouthBuild program and the structure of the grant:

Federal Register entry:

<http://www.doleta.gov/grants/pdf/SGA-DFA-PY-10-02.pdf>

Grants.gov Announcement:

<http://www07.grants.gov/search/search.do;jsessionid=JmLyMZQFCFy82nJHR5IppnCZyInCX3fsLNQJlgdvMlgzhJPfvlPFI1512698394?oppld=58275&mode=VIEW>

YouthBuild home page:

<http://www.youthbuild.org>

YouthBuild program mission:

[http://www.youthbuild.org/site/c.htlRI3PIKoG/b.1239829/k.677F/Mission\\_and\\_Philosophy.htm](http://www.youthbuild.org/site/c.htlRI3PIKoG/b.1239829/k.677F/Mission_and_Philosophy.htm)

CFDA entry:

<https://www.cfda.gov/index?s=program&mode=form&tab=step1&id=21c908cc6b89e29d7c6d14b7010b7698>



## TABLE OF CONTENTS

PURPOSE OF THE PROGRAM .....	4
PROGRAM OBJECTIVES.....	4
FUNDING RANGE.....	4
PERIOD OF PERFORMANCE.....	5
ELIGIBLE APPLICANTS .....	5
COST SHARING OR MATCHING .....	5
ELIGIBLE ACTIVITIES.....	6
MEASURING SUCCESS .....	7
NARRATIVE EVALUATION CRITERIA.....	8
Statement of Needs .....	8
Capacity and Past Experience.....	9
Project Design.....	12
Linkages.....	17
OTHER SUBMISSIONS .....	20
The Cost Proposal .....	20
The Technical Proposal.....	21
Attachments to the Technical Proposal .....	21
The Worksite Description .....	22

## **PURPOSE OF THE PROGRAM**

*From page 61180 of the Federal Register*

YouthBuild funds will be used to provide disadvantaged youth with:

1. The education and employment skills necessary to achieve economic self-sufficiency in occupations in high demand and postsecondary education and training opportunities;
2. Opportunities for meaningful work and service to their communities; and
3. Opportunities to develop employment and leadership skills and a commitment to community development among youth in low-income communities.

As part of their program, YouthBuild grantees will tap the energies and talents of disadvantaged youth to increase the supply of permanent affordable housing for homeless individuals and low-income families and to help youth develop the leadership, learning, and high-demand occupational skills needed to succeed in today's global economy.

## **PROGRAM OBJECTIVES**

*From page 61181 of the Federal Register*

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

1. To enable disadvantaged youth to obtain the education and employment skills necessary to achieve economic self-sufficiency in occupations in demand and post-secondary education and training opportunities;
2. To provide disadvantaged youth with opportunities for meaningful work and service to their communities;
3. To foster the development of employment and leadership skills and commitment to community development among youth in low-income communities; and
4. To expand the supply of permanent affordable housing for homeless individuals and low-income families by utilizing the energies and talents of disadvantaged youth.

## **FUNDING RANGE**

*From pages 61180 and 61184 of the Federal Register*

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

Applicants can apply for three-year grants (two years of program operations with a nine- to twelve-month follow-up period) that will range from \$700,000 to \$1.1 million. DOL expects the cost to be between \$15,000 and \$18,000 per participant. A minimum of five percent of total funds should be reserved for the nine- to twelve-month follow-up period.

## **PERIOD OF PERFORMANCE**

*From page 61181 of the Federal Register*

These awards will support two years of core program operations (education, occupational skills training, and youth leadership development activities) plus an additional nine to twelve months of follow-up support services and tracking of participant outcomes for each cohort of youth.

## **ELIGIBLE APPLICANTS**

*From page 61182 of the Federal Register*

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

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

## **COST SHARING OR MATCHING**

*From page 66184 and 61186 of the Federal Register*

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

Any amounts over 25 percent match will not be considered in evaluating proposals. Grantees with additional resources should allocate them as leveraged funds for the purposes of planning and budgeting.

## ELIGIBLE ACTIVITIES

*From page 61182 of the Federal Register*

Allowable uses of grant funds may include:

1. Education and Workforce Activities, such as:
  - a. Basic skills instruction and remedial education;
  - b. Language instruction educational programs for individuals with limited English proficiency;
  - c. Secondary education services and activities, including tutoring, study skills training, and dropout prevention activities, designed to lead to the attainment of a secondary school diploma, GED credential, or other State recognized equivalent (including recognized alternative standards for individuals with disabilities);
  - d. Counseling and assistance in obtaining post-secondary education and required financial aid;
  - e. Alternative secondary school services;
  - f. Work experience and skills training (coordinated, to the maximum extent feasible, with the YouthBuild Trainee Apprenticeship Preparation program (YB-TAP), pre-apprenticeship and registered apprenticeship programs) in housing rehabilitation and construction activities; occupational skills training; and other paid and unpaid work experiences, including internship and job shadowing.
2. Case management, counseling services and related activities, such as comprehensive guidance and counseling on drug and alcohol abuse and referral.
3. Youth development activities, such as:
  - a. Community service and peer centered activities encouraging responsibility and other positive social behaviors, and
  - b. Leadership development activities including youth policy committees that allow YouthBuild participants to engage in local policy and decision-making related to the program.
4. Supportive services and provision of needs-based payments necessary to enable individuals to participate in the program.
5. Supportive services to assist individuals, for a period not to exceed 12 months after the completion of training, in obtaining or retaining employment, or applying for and transitioning to post-secondary education.
6. Supervision and training for participants in the rehabilitation or construction of housing, including residential housing for homeless individuals or low-income families, or transitional housing for homeless individuals.

7. Supervision and training for participants in the rehabilitation or construction of community and other public facilities.
8. Payment of a portion of the administrative costs of the grantee.
9. Mentoring (one-on-one, group or team) of participants by adults who have been appropriately screened and matched to work with youth.
10. Provision of wages, stipends, or other benefits and incentives to participants in the program.
11. Ongoing training and technical assistance for staff that are related to developing and carrying out the program.
12. Activities related to follow-up and tracking of participant performance.
13. Equipment and/or supplies related to the YouthBuild activities funded through this grant. The purchase of construction materials to be used as part of the direct training for YouthBuild participants would

## MEASURING SUCCESS

*From page 61184 in the Federal Register*

How will success be measured under these grants? The three outcome measures are:

1. Literacy and numeracy gains;
2. High School diploma/GED/degree or certificate attainment rate; and
3. Placement in employment/postsecondary education/occupational skills training program/military.

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

1. Enrollment rate;
2. Participation in education/training activities;
3. Workforce preparation;
4. Mentoring;
5. Community service/leadership activities;
6. Placement retention rate; and
7. Recidivism.

## **NARRATIVE EVALUATION CRITERIA**

*From page 61190 in the Federal Register*

There are four key areas which all projects will be judged on:

1. Statement of Need (10 points)
2. Program management, organizational capacity, and evidence of past and projected success in YouthBuild or other relevant programs (35 points)
3. Project Design, Service Strategy, and Program Outcomes (40 points)
4. Linkages to Key Partners, Match and Leveraged Resources (15 points)

### **Statement of Needs**

*From page 61190 to 61191 in the Federal Register*

Please describe the community where the YouthBuild program will operate. Identify the need for a YouthBuild program in the community that is proposed to be served through the grant and demonstrate the need for the project in that area. Applicants are expected to present information on various characteristics of the community(ies) in which they expect to operate. If there are particular neighborhoods within the city where the grant will be focused, describe these neighborhoods and provide available data specific to those areas. Required information includes the population of the area, its poverty rate, shortage of affordable housing, its unemployment rate, the graduation rate, and the number of 18–24 year olds without a high school diploma. In addition, because one of the goals of the YouthBuild program is to provide for the inclusion of tenants who were previously homeless individuals or families in the rental of housing provided through the program, the incidence of homelessness in your community should be included.

#### **Applicants will be evaluated on:**

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

#### **Sample Response Box:**

## Capacity and Past Experience

*From page 61191 to 61192 in the Federal Register*

### Part I: Program Management and Organizational Capacity

#### *15 Points*

The applicant must provide a description of the applicant's organization and a statement of its qualifications for running a YouthBuild program, including years of operation, current annual budget, continuity of leadership, and the experience of staff, their roles, as well as those of any consultants and collaborative organizations that may be part of operating the YouthBuild program. Applicants should include an organizational chart that reflects how the YouthBuild program will be staffed and, in instances where the YouthBuild program is part of a larger organization (*e.g.*, a Housing Authority), a diagram that indicates where the YouthBuild program fits within the larger organization.

The applicant must fully describe the organization's capacity to track and report outcomes and its ability to collect and manage data in a way that allows consistent, accurate, and expedient reporting. The applicant must discuss the professional development activities available to staff, either on-site or through training funds. The applicant must fully describe any previous experience of the organization in operating grants from either Federal or non-Federal sources. Describe the fiscal controls in place in the organization for auditing and accountability procedures. Applicant must also provide information on the overall financial stability of the organization that has financial oversight for this program. Applicants must include the most recent audited financial statements and, if applicable, the accompanying management letter. This attachment will not count towards your 20-page limit for either the technical proposal or attachments. The applicant must describe the organization's ability to handle multiple funding streams with appropriate accounting systems in place. The applicant must describe its proposed project management structure including, where appropriate, the identification of a proposed project manager, discussion of the proposed staffing pattern, and the qualifications and experience of key staff members or short job descriptions and their time commitment to the project.

#### Applicants will be evaluated on:

1. The overall financial stability of the organization as demonstrated by strong accounting systems, fiscal controls, previous grants management, and the audited financial statements.
2. The capacity of the applicant organization to accomplish the goals and outcomes of the project, including the ability to collect and manage data in a way that allows consistent, accurate, and expedient reporting.
3. The time commitment of the proposed staff dedicated to the YouthBuild program is sufficient to ensure proper direction, management, and timely completion of the project.
4. The roles and contribution of staff, consultants, and collaborative organizations are clearly defined and linked to specific tasks.
5. The background, experience, and other qualifications of the staff are sufficient to carry out their designated roles.
6. The adequacy of the budget and narrative to run the proposed program, including the cost per participant, which should not exceed the range of \$15,000–\$18,000.

**Sample Response Box:**

**Part II: Evidence of Past Success in YouthBuild or Other Relevant Programs**

***20 Points***

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

Applicants that have operated a YouthBuild program or another comparable youth workforce development program must provide in a chart, which may be single-spaced, the following information:

1. Program duration (*e.g.*, months participants are enrolled in the program);
2. Number of youth recruited;
3. Number of youth enrolled;
4. Number of youth who successfully completed the program;
5. Number and percent of youth receiving their GED, high school diploma, and/or other state recognized equivalent (including recognized alternative standards for individuals with disabilities; please differentiate between these credentials);
6. Rate of literacy and numeracy gains by participants;
7. Number and percent of youth who have entered construction-related employment;
8. Number and percent of youth who have entered other employment;
9. Employment retention rates;

10. Number and percent of youth who have entered post-secondary training or education;
11. Post-secondary training or education retention rates (where available, please indicate the number of participants who have completed post- secondary training or education and have achieved a credential);
12. Number and percent of youth who have entered registered apprenticeship programs; and
13. Cost per participant.

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

**Applicants will be evaluated on:**

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

**Sample Response Box:**

## **Project Design**

*From page 61192 to 61193 in the Federal Register*

### **Part I: How will youth be recruited and selected for the program?**

**5 Points**

The applicant must provide a description that fully demonstrates how eligible youth will be recruited and selected as participants, including a description of arrangements that will be made for the recruitment and selection of eligible youth with the following groups: Local Workforce Investment Boards, One-Stop Career Centers, faith based and community organizations, State educational agencies or local educational agencies (including agencies of Indian tribes), public assistance agencies, the courts of jurisdiction, agencies operating shelters for homeless individuals, people with disabilities, and other agencies that serve youth who are homeless individuals, foster care agencies, and other appropriate public and private agencies. The applicant must provide a description that fully demonstrates the outreach efforts that will be undertaken to recruit eligible young women including young women with dependent children) as participants.

#### **Applicants will be evaluated on:**

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

#### **Sample Response Box:**

**Part II: How Will Education and Occupational Skills Training be Delivered to Youth as Required by the YouthBuild Transfer Act in an Integrated and Cross-Cutting Manner?**

**20 Points**

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

The applicant must provide a description that fully demonstrates the educational and job training activities, work opportunities, post-secondary education and training opportunities, and other services that will be provided to participants, and how those activities, opportunities, and services will prepare youth for employment in construction occupations in demand in the local labor market. Given the connection between education and earnings, DOL expects that the academic component will be rigorous and challenging and will provide youth with opportunities to transition to post-secondary training.

The program must be structured so that participants in the program are offered education and related services designed to meet educational needs for at least 50 percent of the time during which they participate in the program. YouthBuild program participants must be offered work and skill development activities in housing rehabilitation and construction activities, for at least 40 percent of the time during which they participate in the program. The 50–40 time allocation applies at the program level and not to the actual time that an individual spends in a component.

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

The applicant must describe how it will link program participants to local community colleges and trade schools, particularly for YouthBuild programs that only offer GEDs to participants. Please also describe the types of college exploration, planning, preparation, and assistance that will be provided. The applicant must discuss the occupational skills training component of the program, including where and how the training will be conducted, how the curriculum is developed, the type of industry-recognized credentials that result from the training, the inclusion of green construction skill training, and the involvement of industry partners and apprenticeship programs in the development of the training. Please describe the skills and qualifications of the occupational skills training instructors. Applicants must provide the worksite form ETA–9143 and all related attachments as part of their proposal. All information requested on the ETA–9143 and related attachments must be addressed in full in order to be considered responsive to this requirement. Please provide a description of the payment structure for participants.

The applicant must describe how it will oversee the worksite to identify existing and potential hazards, how youth will be trained to protect themselves from potential worksite accidents, and how hazards will be prevented and controlled through policies and procedures. Provide information on how worksite supervisors will be trained to ensure OSHA-approved worksite safety. The applicant must indicate the ratio of adults to youth at construction training sites.

**Applicants will be evaluated on:**

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

**Sample Response Box:**

**Part III: How Will Community Service Learning and Leadership Development Opportunities be Provided for Youth in the Program?**

***5 Points***

The applicant must describe the proposed leadership curriculum, qualifications of instructors, and the impact of the proposed leadership activities on the target area. The application must fully describe the leadership development training that will be offered to participants, the expected leadership competencies with which participants will graduate, youth committee involvement strategies, efforts for providing the training to build group cohesion and peer support, and opportunities for continued leadership after graduation. The applicant must describe how community service learning opportunities will be implemented at the site.

**Applicants will be evaluated on:**

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

**Sample Response Box:**

**Part IV: What Types of Post-Program Transition Services will be Provided and how Will Follow-Up for Outcome Reporting and Participant Retention be Assured?**

***10 Points***

Post-program transition services are defined as services offered during program enrollment that will assist a young person in making a successful transition from the YouthBuild program into employment and/or post-secondary education and training programs.

Follow-up services are services that may be provided to a YouthBuild program participant upon exit from the program. Please fully describe the types of post program transition services that will be offered to prepare youth for career pathway opportunities and placements and/or educational opportunities and placements. The applicant must describe how each individual's work readiness will be assessed and how work readiness training will be provided. Also describe how an individual's readiness for placement in post-secondary education and/or apprenticeship programs will be assessed. The applicant must demonstrate the types of career exploration and planning activities that will be offered by the program, particularly for high-growth, high demand, and high-wage occupations. For a list of ETA's or the Department's Targeted High-Growth Industries, go to:

<http://www.doleta.gov/brg/jobtraininitiative/#TargetedIndustries>

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

**Applicants will be evaluated on:**

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

**Sample Response Box:**

## Linkages

*From page 61193 to 61194 in the Federal Register*

### Part I: Who Will be the Key Partners that Will be Supporting the Project

#### **10 Points**

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

The applicant must provide a description of how the proposed program will coordinate with Federal, State, and local agencies and Indian tribes to access services, including local workforce investment activities with One-Stop Career Centers and their cooperating partners, vocational education programs, faith-based organizations, limited English proficiency instruction programs, and activities conducted by public schools, community colleges, and national service programs, as well as other job training provided with funds available under this title. The applicant must describe partnerships with the juvenile justice system, adult probation/parole agencies, and housing and community development systems. The applicant must fully describe the specific role of employers in the proposed program, such as their role in developing the proposed program and assisting in service provision and in placement activities. The applicant must fully describe the program's relationship with local building trade unions and their role in training, the relationship of the proposed program to established registered apprenticeship programs and employers, and the ability of the applicant to grant industry-recognized skills certifications through the program.

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

#### Applicants will be evaluated on:

1. The commitment of additional resources to the proposed program (in addition to the funds made available through the grant) by:
  - a. An applicant;
  - b. Recipients of other Federal, State, or local housing and community development assistance who will sponsor any part of the rehabilitation, construction, operation and maintenance, or other housing and community development activities undertaken as part of the proposed program; or
  - c. Entities carrying out other Federal, State, or local activities or activities conducted by Indian tribes, including vocational education programs, adult and language instruction educational programs, and job training using funds provided under WIA.
2. An applicant's ability to attract as partners in the proposed program:
  - a. Education and training providers including:
    - i. The kindergarten through twelfth grade educational system;
    - ii. Adult education;
    - iii. Community and technical colleges;
    - iv. Four-year colleges and universities;

- v. Registered apprenticeship programs; and
    - vi. Other training entities.
  - b. Employers, including professional organizations and associations. An applicant will be valued on the extent to which employers participate in:
    - i. Defining the program strategy and goals;
    - ii. Identifying needed skills and competencies;
    - iii. Designing training approaches and curricula;
    - iv. Contributing financial support; and
    - v. Hiring qualified YouthBuild graduates.
  - c. The workforce investment system which may include:
    - i. State and local workforce investment boards;
    - ii. State workforce agencies; and
    - iii. One-Stop Career Centers and their cooperating partners.
  - d. The juvenile justice system, and the extent to which it provides:
    - i. Support and guidance for YouthBuild participants with court involvement; and
    - ii. Assists in the reporting of recidivism rates among YouthBuild participants.
  - e. Faith-based and community organizations that serve at-risk and disadvantaged youth, and the extent to which they provide a variety of grant services such as:
    - i. Case management;
    - ii. Mentoring;
    - iii. English as a Second Language courses; and
    - iv. Other comprehensive supportive services, when appropriate.
  - f. Local building trade unions and established registered apprenticeship programs and the extent to which they play a role in training, developing curricula, and providing post-program opportunities for employment or entry into training programs.
  - g. Housing authorities, where appropriate, and how they are engaged in the YouthBuild program including, the recruitment of potential participants, the provision of worksites for participant training, office or training space, staff, and any other resources that they may be providing to the YouthBuild program;
- 3. The partners' knowledge and experience about the proposed grant activities and their ability to impact the success of the project;
- 4. Evidence, including letters of commitment (not letters of support), that key partners have expressed a clear dedication to the project and understand their areas of responsibility; and
- 5. Evidence of the demonstrated ability of the applicant to successfully manage partnerships.

**Sample Response Box:**

**Part II: What Match and Other Leveraged Resources are Being Contributed to this Project?**

***10 Points***

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

1. Which partners and/or grant subrecipients have or will contribute(d) match and leveraged resources and the extent of each contribution, including an itemized description of each contribution;
2. The quality of the match and leveraged resources, including the extent to which each contribution will be used to further the goals of the project; and
3. Evidence, such as letters of commitment (not letters of support), that key partners have expressed a clear commitment to provide the contribution

**Applicants will be evaluated on:**

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

**Sample Response Box:**

## OTHER SUBMISSIONS

*From page 61187 to 61188 in the Federal Register*

### The Cost Proposal

The Cost Proposal must include the following four items:

1. SF-424, “Application for Federal Assistance” (available [here](#)). The SF-424 must clearly identify the applicant and be signed by an individual with authority to enter into a grant agreement. Upon confirmation of an award, the individual signing the SF-424 on behalf of the applicant will be considered the authorized representative of the applicant.
2. All applicants for Federal grant and funding opportunities are required to have a Data Universal Numbering System (D-U-N-S<sub>P</sub> number). Applicants must supply their D-U-N-S<sub>P</sub> on the SF-424. The D-U-N-S<sub>P</sub> is a non-indicative, nine-digit number that uniquely identifies business entities. Obtaining a D-U-N-S<sub>P</sub> number is easy and there is no charge. To obtain a D-U-N-S<sub>P</sub> number, call 1-866-705- 5711 or access it [online](#).
3.  The SF-424A Budget Information Form (available [here](#)). In preparing the Budget Information Form, the applicant must provide a concise narrative explanation to support the request, explained in detail below. The amount of Federal funding requested for the entire period of performance (i.e., three years) must be included on both the SF-424 and SF-424A Budget Information Form. Only an applicant’s match amount (not other leveraged resources) should be listed on the SF-424 (Block 18) and SF-424A Budget Information Form (Sections A & C). Please note that the funding amount included on the SF-424 will be considered the official funding amount requested.
4. A budget narrative must provide a description of costs associated with each line item on the SF-424A. Additionally, the budget narrative should break down the budget, match, and leveraged resources by project activity, must discuss cost-per participant, and must discuss precisely how the administrative costs support the project goals. If the applicant plans to use grant funds for paid work experiences, needs-based payments, and other supportive services for the participants, sufficient information must be provided in the budget narrative to clearly justify the proposed amounts to be provided.

#### Sample Response Box:

## The Technical Proposal

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

## Attachments to the Technical Proposal

In addition to the 20 page Technical Proposal, the applicant must submit the following required attachments

1. An organizational chart that reflects how the YouthBuild program will be staffed. In instances where the YouthBuild program is part of a larger organization (*e.g.*, a Housing Authority), include a diagram that indicates how the YouthBuild program fits within the larger organization;
2. A timeline outlining project activities;
3. Letters of commitment from partners; and
4. A two-page abstract summarizing the proposed project, including applicant name, project title, a description of the area to be served, and the funding level requested. The abstract must note whether the application is being submitted as an urban, rural, or Native American application.

These additional required materials do not count against the 20 page limit for the Technical Proposal, but **may not exceed 20 double-spaced, single-sided 8.5 x 11 inch pages with 12 point text font and 1 inch margins**. Any additional materials beyond the 20 page attachment limit will not be read.

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

ETA does not permit general letters of support submitted by organizations or individuals that are not partners in the proposed project and that do not directly identify the specific commitment or roles of the project partners. Therefore, additional materials, such as résumés or general letters of support or commitment, will not be read.

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

## The Worksite Description

The applicant must submit the Worksite Description Form (ETA-9143) including all requested attachments, which describes the planned worksite that will be used for on-site housing rehabilitation and construction training for youth participants. These forms can be found [here](#).

Information on property for use in year two of your grant may be required. These forms do not count towards the 20 page limitation for either the Technical Proposal or the Technical Proposal Attachment; this is a separate part of the proposal. Please note that before finalizing the grant award document, prospective award winners must be able to re-verify information on the worksite and access to the property before grant funds are released. Section 10 of ETA 9143 requests information from the property owner or property management company or companies allowing access to the housing site(s) for on-site construction training. DOL will deem non-responsive any application that fails to specifically identify the location of the on-site construction, including evidence of site access.

Guidance on evidence of site access is as follows:

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

### Sample Response Box: