

**DEPARTMENT OF LABOR**  
**Bureau of International Labor Affairs**

**Improved Compliance with Labor Laws in the Democratic Republic of Georgia**

**ANNOUNCEMENT TYPE:** New Notice of Availability of Funds and Solicitation for Cooperative Agreement Applications (SCA).

**FUNDING OPPORTUNITY NUMBER:** SCA 13-14

**CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:** N/A

**TOTAL FUNDING AVAILABLE FOR AWARD:** \$2 million

**NUMBER OF ANTICIPATED FUNDING AWARDS:** One or more

**FUNDING PERIOD:** Effective date of award through 5 years

**EXECUTIVE SUMMARY:** In Fiscal Year 2013, the U.S. Department of Labor's (USDOL) Bureau of International Labor Affairs (ILAB) will award up to \$2 million for one or more cooperative agreements to fund a technical assistance project(s) in the Democratic Republic of Georgia to achieve improved compliance with labor laws. The goals are to strengthen government compliance with labor laws and to facilitate the effective resolution of labor disputes. Proposals must address at least one of the following objectives: 1) improved government enforcement of labor laws and respect for international labor standards, or 2) improved effectiveness of worker organizations in representing workers' rights and interests. Eligible Applicants may include any commercial, international, non-U.S.-based, educational, or non-profit organization(s), including any faith-based, community-based, or public international organization capable of successfully supporting the achievement of the objectives of this solicitation. See Section III for detailed eligibility requirements.

**KEY DATES:**

- **Issuance Date:** 7/29/2013
- **Closing Date:** 10/02/2013
- **Closing Time:** 5:00 PM EST.
- **Technical Question Submission Deadline:** 8/28/2013
- **Date of Web chat:** Within 30 days after SCA issuance date.
- **Date of Award:** No later than December 31, 2013.

**AGENCY CONTACTS:**

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Applications will be accepted via electronic submission via [Grants.gov \(http://www.grants.gov\)](http://www.grants.gov) or by hardcopy (to include electronic copy/CD) hand delivered or mailed to the Grant Officer at the following address:

**USDOL/ Office of Procurement Services (OPS)**

**Attn:** Brenda White, Grant Officer

200 Constitution Avenue NW, Room S-4307

Washington, DC 20210

Reference: SCA 13-14

A list of frequently asked questions about USDOL's Solicitations for Cooperative Agreements for ILAB grants and responses to technical questions received by e-mail will be posted on [www.dol.gov/ILAB/grants/main.htm](http://www.dol.gov/ILAB/grants/main.htm). Transcripts of web chats will be posted on <http://www.dol.gov/dol/chat/>.

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## LIST OF ACRONYMS

CEACR	Committee of Experts on the Application of Conventions and Recommendations
CFR	Code of Federal Regulations
CV	Curriculum vitae
DUNS	Dun and Bradstreet FCA Federal Cognizant Agency
FOIA	Freedom of Information Act
GO	Grant Officer
GoG	Government of Georgia
GOR	Grant Officer's Representative
GSP	Generalized System of Preferences
ILAB	Bureau of International Labor Affairs
ILO	International Labor Organization
M&E	Monitoring and Evaluation
MOHLSA	Ministry of Health, Labour and Social Affairs
MPG	Management Procedures and Guidelines
NGOs	Nongovernmental Organizations
NICRA	Negotiated Indirect Cost Rate Agreement
OMB	Office of Management and Budget
OPS	Office of Procurement Services
OTLA	Office of Trade and Labor Affairs
PIOs	Public International Organizations
PMP	Performance Monitoring Plan
SAM	System for Award Management
SCA	Solicitation for Cooperative Agreement
SF	Standard Form
U.S.	United States
USDOL	U.S. Department of Labor
VAT	Value Added Tax

### **I. FUNDING OPPORTUNITY DESCRIPTION**

USDOL/ILAB intends to award up to \$2 million for one or more cooperative agreement(s) to one or more qualifying organizations to fund a technical assistance project(s) to achieve improved compliance with labor laws in the Democratic Republic of Georgia. The goals are to strengthen compliance with labor laws and to facilitate the effective resolution of labor disputes. Proposals must address at least one of the following objectives: 1) improved government enforcement of labor laws and respect for international labor standards, or 2) improved effectiveness of worker organizations in representing workers' rights and interests. Of the \$2 million, a minimum of \$1.25 million will be available for the achievement of Objective 1 and \$750,000 for the achievement of Objective 2 (see Section I.B). Cooperative agreements awarded under this solicitation will be managed by ILAB's Office of Trade and Labor Affairs (OTLA). OTLA manages an international technical cooperation program to promote and protect the rights

of workers internationally.<sup>1</sup> The duration of the project(s) funded by this solicitation is up to 54 months from the effective date of award. The project start date will be negotiated upon award of individual cooperative agreement(s) but will be no later than December 31, 2013.

ILAB's mission is to use all available international channels to improve working conditions, raise living standards, protect workers' ability to exercise their rights, and address the workplace exploitation of children and other vulnerable populations. USDOL/ILAB is authorized to award and administer cooperative agreements by the Consolidated and Further Continuing Appropriations Act, 2013, P.L. 113-6 (2013) and Department of Labor Appropriations Act, 2012, P.L. 112-74 (2011). Cooperative agreements awarded under this solicitation will be administered by OPS and technically managed by OTLA.

### **A. Background and Problem Statement**

In 2006, the Government of Georgia (GoG) dissolved the labor inspectorate, adopted a new Labor Code, and repealed the Law on Collective Contracts and Agreements of 1997 and the Law on Collective Labor Disputes of 1998. The International Labor Organization's (ILO) Committee of Experts on the Application of Conventions and Recommendations (CEACR)<sup>2</sup> expressed concern that the new Labor Code failed to protect numerous aspects of freedom of association, such as the rights of workers and employers to freely establish and join the organizations of their choice and the right of such organizations to function without government or employer interference. The CEACR also noted that the Labor Code's provisions on anti-union discrimination, collective bargaining, and dispute settlement were inadequate. In their response to the CEACR, the GoG recognized the need to develop mechanisms of conciliation and mediation to help reduce the incidence of disputes.

In 2010, the American Federation of Labor and Congress of Industrial Organizations (AFL-CIO) petitioned the United States Trade Representative to remove Georgia from the Generalized System of Preferences (GSP) trade preference program. The petition is currently under review. The petition raises three main categories of concerns:

- 1) Legal: The labor law allows termination with one month's pay for any reason; there are no specific provisions prohibiting anti-union discrimination; the law includes a number of extraordinary limits on the right to strike; excessive civil and criminal penalties for non-authorized strike actions; and numerous other deficiencies mentioned for years by the CEACR.
- 2) Institutional: The GoG abolished the labor inspectorate (along with a number of other enforcement agencies) because it was allegedly corrupt.

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<sup>1</sup> To learn more about our work, please see <http://www.dol.gov/ilab/programs/otla/taatc.htm>.

<sup>2</sup> International Labour Conference, 95th Session, 2006. Report of the Committee of Experts on the Application of Conventions and Recommendations (Articles 19, 22 and 35 of the Constitution). Third item on the agenda: Information and reports on the application of Conventions and Recommendations. Report III (Part 1A). General Report and observations concerning particular countries.

3) Administrative: The GoG was alleged to be hostile to the unions and interfered regularly in elections, dues collections, collective negotiations, and other union activities.

According to the State Department's *Country Reports on Human Rights Practices for 2012*, the governing coalition prior to the October 2012 parliamentary elections did not respect the right of workers to form and join independent unions, to strike, or to bargain collectively. The report indicated that many trade unions experienced government interference and that the GoG failed to effectively enforce laws that prohibit anti-union discrimination. According to the report, labor union leaders alleged widespread employer use of short-term contracts to avoid hiring workers with bargaining rights and noted that employers may conclude collective agreements with nonunionized workers even if a trade union exists. It further noted employer refusal to bargain and a lack of bargaining capacity among trade unions and employer representatives.

The current governing Georgia Dream coalition, which came to power following elections in October 2012, has demonstrated a willingness to address a number of labor issues, including those raised in the GSP petition. For example, it is currently moving forward on reforms to the labor code, with input from trade unions and the ILO, that address anti-union discrimination and collective bargaining issues, as well as several others raised by the CEACR. The reform measures passed their first of three readings in parliament. The current leaders of the GoG have also demonstrated increased willingness to engage in dialogue with worker organizations and have worked with the trade unions to help resolve several wildcat strikes. Georgian government officials have also indicated that they support the reestablishment of a labor inspectorate in the Ministry of Health, Labor, and Social Affairs (MOHLSA).

A tripartite social dialogue group, established through a 2008 memorandum signed between MOHLSA, the Georgian Trade Union Confederation, and the Georgian Employers Association, has recently started discussing the issue of Georgian labor legislative compliance with ILO conventions and has designed a framework for future cooperation on this issue. During these discussions, MOHLSA underlined the need to develop a conciliation and mediation mechanism that would help to reduce the incidence of disputes and is working with the ILO to develop such a mechanism.

## **B. Objectives and Expected Outcomes**

ILAB's over-arching goal for this project is to achieve improved compliance with labor laws in the Democratic Republic of Georgia. The underlying strategies are to strengthen government compliance with labor laws and to facilitate the effective resolution of labor disputes. In support of these goals, proposals must address at least one of the following objectives.

**Objective 1:** Improved government enforcement of labor laws and respect for international labor standards. Applicants must propose an approach for each focus area listed below. The Applicant may also propose a project that includes other focus areas that support

achievement of Objective 1.

1. Establishment of a well-functioning labor inspectorate that efficiently and effectively enforces Georgian labor laws and regulations.
2. Development, modification, or establishment of implementing regulations or additional labor laws/codes, as appropriate, consistent with international labor standards.
3. Strengthen adjudication of labor-related cases through the courts.
4. Establishment of well-functioning mechanisms for mediation and conciliation of disputes of labor rights and/or interests.

**Objective 2:** Improved effectiveness of worker organizations in representing workers' rights and interests. The project may address (but is not limited to) the following focus areas:

1. Improved capacity of worker organizations to engage in effective dialogue with employers and the government.
2. More effective representation by worker organizations of workers in individual and collective disputes.

### **C. Targets and Partners**

The direct beneficiaries of this project(s) may include staff in MOHLSA and other key GOG ministries and offices, such as the Ministry of Justice. Direct beneficiaries may also include worker organizations that are established for furthering and defending the interests of workers. The indirect intended beneficiaries of this project may include workers whose rights will be respected and working conditions will be improved. The Applicant may specify additional proposed targets and partners, as appropriate, in its submission, and its rationale for selecting those targets. For instance, the Applicant may target specific geographical areas, specific worker organizations, identified governmental partners, and others.

USDOL has informed host government officials of the proposed award. Applicants may discuss proposed interventions, strategies, and activities with host government officials and work cooperatively with government stakeholders at the national and/or local level, including relevant ministries or government bodies, during the preparation of their applications and in developing project interventions. Efforts should be made to avoid duplication, enhance collaboration, and develop synergies with government efforts.

### **D. Project Interventions (Strategy, Outputs, Activities)**

Applicants should propose a logical and robust strategy to achieve the objectives identified in the proposal, including the production of specific outputs designed to achieve identified objectives and the identification of major activities designed to produce the proposed outputs. Applicants should, in their proposals, identify and/or prioritize the specific outputs they will

seek to produce, the rationale for selecting those outputs, how those selected will collectively achieve the relevant objective(s), and the major activities that will be implemented in order to produce those outputs.

The following is an illustrative list of outputs or activities that could be included in this project(s) in order to support realization of the identified objectives. Applicants are encouraged to propose additional or alternative outputs and activities, as appropriate to the strategy being proposed.

In support of Objective 1:

- Appropriate institutional framework that clearly defines GoG roles and responsibilities for protecting labor laws, rights and standards, and establishes stakeholder (*i.e.*, worker organizations, business organizations)-communicated goals, objectives and criteria for evaluating and improving performance.
- Labor inspection tools for assessing compliance with labor laws, such as inspector field guidelines, checklists articulating the documentary and testimonial evidence needed to assess compliance, and model template for labor inspection reports (including citations, assessments, and remedies).
- Curriculum/program designed to train labor inspectors in “best practices” of conducting targeted and complaint-driven labor inspections and their follow-up, including for collecting documentary and testimonial evidence.
- Curriculum/program designed to train labor inspectors in Georgian labor laws.
- Targeted inspection strategy, including a risk-analysis methodology, to focus on high-risk worksites.
- Computerized or paper system for the registration and analysis of labor inspection reports and data, as well as other infrastructure resources required.
- Curriculum/program designed to train judges in Georgian labor laws.
- Appropriate institutional framework that clearly defines roles and responsibilities for mediation and arbitration of labor laws, rights and standards, and establishes stakeholder (*i.e.*, worker organizations, business organizations)-communicated goals, objectives and criteria for evaluating and improving performance.
- Identify the resources, including both human and financial, needed and how they will be obtained.
- Mediation and arbitration tools, such as guidelines, checklists, in-take process, fact finding, and model template for agreements.
- Curriculum/program designed for mediators and arbitrators in “best practices” in resolving disputes.

In support of Objective 2:

- Curriculum/program designed to train workers in application and interpretation of international labor standards and Georgian labor laws.
- Curriculum/program and establishment of policies/procedures designed to train union representatives in filing labor violation complaints on behalf of workers.
- Training program to improve union representatives’ skills in negotiations and collective bargaining.



## E. Project Requirements

Grantees must comply with the following post-award requirements. Grantees must adhere to all of the post-award requirements outlined in the Management Procedures Guidelines (MPG) and summarized below.

### 1. Subgrants and Subcontracts

Subgrants and subcontracts awarded after the cooperative agreement is signed, and not proposed in the application, must be awarded through a formal competitive bidding process (for subcontracts, this is in accordance with 29 Code of Federal Regulations (CFR) 95.40-48). Subgrants and subcontracts are subject to audit.

### 2. Host Government Consultations

If the Applicant has not done so already, the Grantee(s) after receiving the award will first coordinate with the U.S. Government and any other projects in the region to avoid any duplication of efforts and solicit input from relevant government ministries on the proposed project design. In addition, the project will be required to meet with key local stakeholders, such as worker organizations, NGOs, and Government entities, to further develop the project strategy and work plan. This strategy must be implemented with local stakeholder input.

### 3. Project Deliverables

Following the award of the grant, the Grantee must collaborate with USDOL/ILAB to develop and/or finalize the following deliverables:

DELIVERABLE	DEADLINE <sup>3</sup>	SUBMITTED TO
<b>Project Document<sup>4</sup> and Project Budget</b> – Sets the technical parameters and provides guidance to the project. It must be prepared according to the standardized format outlined in the MPG and include performance indicators that support ILAB’s Performance Goal 1.6 to <i>improve worker rights and</i>	1 <sup>st</sup> draft – Due within 30 days after the completion of a joint project design mission between USDOL and grantee OR 90 days after award (if no project design mission is conducted).  Final draft – Due within 30 days after receipt of USDOL comments	Grant Officer’s Representative (GOR)

<sup>3</sup> All deadlines specified therein refer to calendar days. If a particular calendar day falls on a weekend or holiday the deadline will refer to the following business day.

<sup>4</sup> Though the Applicant’s Technical Proposal must include a statement of project objectives, USDOL will work with the Grantee(s) after award, but prior to implementation of any project activities, to conduct a joint needs assessment/project design mission to finalize the project objectives that will be included in the final Project Document (see Section I.E. Project Requirements).

<b>DELIVERABLE</b>	<b>DEADLINE<sup>3</sup></b>	<b>SUBMITTED TO</b>
<i>livelihoods for vulnerable populations.</i>	on the draft.	
<b>Work Plan</b> identifying major project activities, deadlines for their completion, and person(s) responsible for completing these activities	Due within 30 days of project document approval by USDOL	GOR
<b>Performance Monitoring Plan (PMP)</b> to establish the data needed to measure achievement of performance indicators and the methods for collection and reporting. It must be prepared according to a mutually-agreed upon format (See MPG for template of PMP)	Due within 60 days of project document approval by USDOL	GOR
<b>Data collection system</b> to systematically collect and report on the data necessary to measure achievement against the performance indicators.	Due within 60 days of project document approval by USDOL	GOR
<b>Baseline Survey Data:</b> After project indicators are finalized and PMP and data collection systems are established, the Grantee must collect baseline data for all project indicators.	Due within 60 days of project document approval by USDOL	GOR

DELIVERABLE	DEADLINE <sup>3</sup>	SUBMITTED TO
<p><b>Impact Evaluation Design (if requested by ILAB)</b> – After award, if this project is selected by ILAB to be the subject of an impact evaluation, the Grantee(s) will work with ILAB to design an impact evaluation for the project. The Grantee is responsible for identifying a starting strategy for impact evaluation based on the project strategy, assisting in the identification of appropriate control group, collecting data on participants, identifying factors outside the project that influence outcomes, and working with ILAB to support the evaluation.</p>	<p>Due within 60 days of project document approval by USDOL.</p>	<p>GOR</p>
<p><b>Government Subaward Matrix</b></p>	<p>Within 4 months of award and subsequently if additional government subawards are being proposed. Grantees must adhere to requirements on government subawards provided in the Cooperative Agreement and MPG</p>	<p>GOR</p>
<p><b>Government Property Inventory Disposition Request:</b> Inventory list of all real property, equipment with an acquisition value of \$5,000 or more per unit, and supplies if aggregate value exceeds \$5,000.</p>	<p>Inventory List: Submit 12 months after the Cooperative Agreement is signed and subsequently, at any time that additional real property and equipment are purchased with project funds. In all cases, a current Inventory List must be submitted at least once every two years.</p> <p>Final Disposition: Submit final inventory list within 120 days prior to the end of the Cooperative Agreement period</p>	<p>GO</p>
<p><b>Closeout Documents Checklist:</b> Final TPR, Final Quarterly Federal Financial Report/SF-425, Closeout Financial Form, Recipient’s Release Form, Government Property Closeout</p>	<p>Within 90 days after the end of the Cooperative Agreement period</p>	<p>GOR GO</p>

DELIVERABLE	DEADLINE <sup>3</sup>	SUBMITTED TO
Inventory Certification.		
<b>Other Deliverables</b> agreed upon between ILAB and Grantee in the GOR-approved Project Document ( <i>e.g.</i> , training materials, informational-educational-communication materials)	Delivery dates TBD in Project Document	GOR

The Grantee must submit copies of all required documents to USDOL by the specified due dates. Other documents that may be produced are to be submitted by mutually agreed-upon deadlines. All deliverables are subject to final approval by the GOR.

## F. Required Staffing

Key personnel positions are deemed essential to the successful operation of the project and completion of all proposed activities and deliverables. USDOL shall retain the authority to approve all key personnel changes throughout the life of the cooperative agreement. Key personnel must allocate 100 percent of their time to the project and live in the country where the project is being implemented. Applicants are required to ensure that all proposed key personnel will be available to staff the project should the Applicant be selected for award (See Section IV.B.1.d)4) for additional details). Proposed key personnel candidates must sign letters indicating their commitment to serve on the project for a stated term of the service and their availability to commence work within 45 days of cooperative agreement award. USDOL encourages Applicants to hire national/local staff for key personnel positions. Key personnel positions must not be combined.

Applicants must propose candidates with qualifications to successfully implement the proposed strategy. Applicants must address candidates' level of competence, past experience relevant to this solicitation and qualifications to perform the requirements outlined in the Funding Opportunity Description and the Project Intervention proposed by the Applicant.

The Grantee must assume full responsibility for ensuring that all key personnel have a clear and thorough understanding of USDOL policies, procedures, and requirements and that all documents submitted to USDOL are in fluent English. The application will be considered non-responsive and rejected if any key personnel candidates are not designated.

USDOL has designated the following position(s) as key personnel. Requirements for each individual position follow.

### Project Director:

- Minimum of seven years of experience in project management, supervision, administration, and implementation of cooperative agreement requirements (including meeting deadlines, achieving targets, and overseeing the preparation and submission of required reports to the project donor.

- Must be employed by the Grantee (not subgrantees/subcontractors).
- Establishes and maintains systems for project operations.
- Maintains working relationships with all project stakeholders and engages in coalition building and public-private partnerships promotion.
- Experience in a leadership role in implementing development projects relevant to this solicitation.
- Fluency in English.

Monitoring and Evaluation (M&E) Officer:

- Minimum of five years of experience in conducting, administering, and analyzing project M&E.
- Must be employed by the Grantee (not subgrantees/subcontractors).
- Establishes and maintains systems for project M&E.
- Fluency in English.

## **II. AWARD INFORMATION**

Award information is provided on the cover page (page 1) of the SCA.

## **III. ELIGIBILITY INFORMATION**

### **A. Eligible Applicants**

Any commercial, international, educational, or non-profit organization(s), including any faith-based, community-based, or public international organization(s) (PIOs), capable of fulfilling the objectives identified in the Funding Opportunity Description is eligible to apply. Organizations applying for this award must demonstrate a proven ability to manage complex projects in developing countries through actions that support these aims. This SCA is for the award of a new cooperative agreement with specific project objectives and outcomes as outlined in this SCA. As such, Applicants may not submit applications to renew or supplement an existing USDOL-funded cooperative agreement.

PIOs are eligible to apply. However, USDOL requires that PIOs and all other entities that elect to apply for this grant opportunity adhere to the specific requirements outlined in this SCA concerning audits and counter-terrorism. In negotiating an award with a PIO, USDOL will discuss the inclusion of appropriate language acknowledging the rights and privileges as currently established and afforded to PIOs by the U.S. Government and in accordance with U.S. law.

Applicants and any proposed subgrantees or subcontractors must comply with all audit requirements, including those established in Office of Management and Budget (OMB) Circular A-133. Applicants must also demonstrate in-country presence – either independently or through a relationship with another organization with country presence (*i.e.*, a subgrantee or subcontractor) – enabling them to initiate program activities upon award of the cooperative agreement (see Section IV. Application and Submission Information).

The following Applicants (including subgrantees/subcontractors) will not be considered:

- Foreign governments and entities that are agencies of, or operated by or for, a foreign state or government.
- Organizations designated by the U.S. Government to be associated with terrorism or that have been debarred or suspended.
- Applicants charging a fee (profit) associated with a project funded by USDOL under this award.

## **B. Cost Sharing or Matching**

No cost share is required (including in-kind contributions or matching fund contributions). However, USDOL welcomes applications that include cost share. Applicants that propose cost share must indicate the nature: source(s) of funds and/or in-kind contributions, the amount/estimated value in U.S. dollars, and the proposed project activities to be performed with these resources. They must also explain how these activities will complement and enhance project objectives. Grantees will be required to report on those funds in their quarterly SF-425 and are liable for the full amount of the funds during the life of the cooperative agreement.

Cost sharing, including funds from subgrantees and/or subcontractors, must be used to support the work of the project or defray its costs. Applicants may not make the award of a subgrant or subcontract contingent upon a subgrantee or subcontractor agreeing to provide matching funds.

## **C. Other**

USDOL's OPS will screen all applications for responsiveness. If deemed non-responsive, the office will send a letter to the Applicant, indicating the reason for the determination of non-responsiveness.

Applications will be considered non-responsive and will be rejected for any one of the following reasons:

1. Failure to submit timely application to [Grants.gov](http://Grants.gov) or by hard copy via the U.S. Postal Service or other delivery service, such as Federal Express, DHL, or UPS;
2. Failure to register with and maintain an active account in the System for Award Management (SAM) (<http://www.sam.gov>);
3. Failure to submit both a completed Technical Proposal and a completed Cost Proposal;
4. Failure to include all of the required documents and annexes in the Technical Proposal and Cost Proposal;
5. Failure to demonstrate country presence;
6. Submission of an application with an accompanying budget that exceeds the ceiling amount as specified on the cover page (page 1) of the SCA;
7. Failure to include a copy of the opinion letter(s) and a summary of audit findings for all Applicants and subgrantee/subcontractors providing services related to project

- intervention strategies (see Section I.D.) For U.S.-based non-profit organizations that are subject to the Single Audit Act, failure to submit their most recent single audit or to demonstrate compliance with single audit submission timeframes established in OMB Circular A-133. For non-U.S.-based entities, failure to submit a version of opinion letters and a summary of audit findings in English. Failure to submit an English version of the opinion letter(s) and the summary of audit findings for non-U.S.-based subgrantees/subcontractors that will provide services related to project intervention strategies (see Section I.D.).
8. Failure to designate key personnel candidates and failure to include résumés and signed letters of commitment for key personnel candidates; and
  9. Failure to identify in the SCA the name of an “authorized representative” to be contacted regarding the Applicant’s proposal.

#### **IV. APPLICATION AND SUBMISSION INFORMATION**

##### **A. Application Package**

All information needed to apply for cooperative agreement funding is included in this solicitation. The SCA application package and any amendments can be downloaded and viewed from [Grants.gov](http://Grants.gov) by referencing the Funding Opportunity Number. In order to view the SCA and submit applications on [Grants.gov](http://Grants.gov), Applicants must download free Pure Edge Viewer software, available from [http://www.grants.gov/Applicants/apply\\_for\\_grants.jsp](http://www.grants.gov/Applicants/apply_for_grants.jsp). The full-text version of the SCA is also available on USDOL/ILAB’s Web site, <http://www.dol.gov/ILAB/grants/main.htm>. Required forms are available at <http://www.dol.gov/ilab/grants/SGAguidelines.htm>.

##### **B. Content and Form of Application Submission**

Applications must consist of two separate parts (1) a Technical Proposal and (2) a Cost Proposal. If either part is missing, the application will be considered non-responsive and will be rejected. Unless specified as “optional” or “as applicable,” all documents identified in this section must be included in the application package to be considered complete and responsive. Applicants’ Technical and Cost Proposals must address the project objectives and requirements outlined in the SCA. Applications must be organized as outlined below. All pages of the application must be numbered. All parts of the application (including required annexes) must be submitted in English. Any additional documentation submitted that is not required or specifically requested under this solicitation will not be considered. Applicant’s Technical Proposal must be no more than 50 single-sided, double-spaced pages (8-1/2” x 11” with 1” margins). Font size should be no less than 12-point Times New Roman. The Abstract, Table of Contents and required annexes to the Technical Proposal do not count toward the page limit.

##### **1. Technical Proposal**

###### **a) Abstract (Executive Summary)**

The Abstract must not exceed two pages and must include: project title; name of the

Applicant; proposed subgrantee(s) or subcontractor(s) (as applicable); summary of the proposed project design and key project activities; funding amount requested from USDOL; and total dollar value of cost share (if applicable). If using Grants.gov for submission, this document must be attached under the Mandatory Other Attachment section and labeled “Abstract.”

**b) Table of Contents**

The Table of Contents must list all required documents and include their corresponding page numbers.

**c) Project Design Narrative**

The Project Design Narrative must describe in detail the Applicant’s response to the Funding Opportunity Description. The Project Design Narrative must describe the project’s “development hypothesis” in both narrative and graphic form (*i.e.*, a “logic model” or “results framework”). The development hypothesis should illustrate a clear, causally sound theory of change, or “if... then” hypothesis or link between proposed project interventions and desired impact (*i.e.*, If the project successfully implements Activity X, then it will achieve Output A. If the project successfully completes Outputs A, B, and C, then it will achieve Objective 1). It should also identify the critical assumptions (*e.g.*, pre-requisites, cultural, contextual and other influencing circumstances) that support those relationships.

The graphic should visually illustrate the relationships between the project inputs, activities, outputs, objectives, and expected outcomes described in the narrative. Applicants are encouraged to present the development hypothesis using a flowchart or other diagram that:

- (1) Depicts the flow of inputs, activities, outputs, objectives (short term, intermediate, and long term) and overall expected outcomes;
- (2) Lists critical assumptions; and
- (3) Lists possible external factors and their possible influence on the project and results.

At minimum, the Project Design Narrative must contain the following sections:

**1) Background and Problem Statement**

The Applicant’s Background and Problem Statement should explain the specific problems the proposed project will address and any relevant background and contextual information. This section should describe key aspects of the implementing environment that contribute to identified problem(s). Applicants should demonstrate an understanding of the background situation and identify the specific problems that will be addressed through this project based on sound research and analysis.



## **2) Objectives and Expected Outcomes**

The Applicant's Objectives and Expected Outcomes section should identify specific objectives and expected outcomes that address the challenges identified in the Background and Problem Statement. It should include proposed indicators for measuring successful achievement of the objectives and outcomes. Proposed indicators should be well-justified and as direct, objective, measurable, and practical as possible. The Technical Proposal should clearly demonstrated strong causal linkages between the problem statement and the proposed objectives. The objectives should be ambitious but realistic given the implementing environment, scope of the problems to be addressed, and proposed budget. Taken together, achievement of the objectives should be necessary and sufficient to achieve the expected outcome(s). The Applicant should also identify any critical assumptions that will fundamentally affect achievement of project outcomes and objectives if they change.

## **3) Target Population and Partners**

The Applicant's Target Population and Partners section should clearly identify the target population and the intended direct beneficiaries (those who will be receiving services directly from the project). If applicable, this section should also identify and/or indirect beneficiaries (those who will eventually benefit from successful achievement of project objectives). For example of the assistance that will be provided through these funds (e.g., if the Applicant intends to implement a train-the-trainers program, direct beneficiaries would be those being trained to be trainers, while the indirect beneficiaries would be those who eventually receive training from those trainers). The Technical Proposal should clearly demonstrate strong linkages between the problem statement, proposed project objectives, and proposed target population.

In determining the project's target population and partners, Applicants should consider existing policies and programs designed to address similar objectives, including those established by other international organizations, the host country government, the private sector and civil society organizations. Where applicable, applicants should give priority to working with and supporting any effective, already-existing efforts to strengthen worker rights. The Technical Proposal must identify a list of stakeholders with whom the project will coordinate actions and clearly explain the project's relationship with those stakeholders, how those stakeholders will be involved in the project, and any activities in which stakeholders shall participate.

## **4) Project Interventions (Strategy, Outputs, Activities)**

The Applicant's Project Interventions section should justify their selected strategy and explain how it will address any problems or gaps identified in the

Background and Problem Statement and achieve the stated objectives and outcome(s). This section should also identify outputs that will be produced by the Applicant (e.g., trainers, manuals, awareness-raising campaign) and major activities that the Applicant will implement in order to produce those outputs (e.g., draft an inspection manual, train labor inspectors). The Applicant should also identify any critical assumptions which will fundamentally affect completion of project outputs if they change.

Proposed strategy(ies), outputs, and activities should be ambitious but realistic given the implementing environment, scope of the problems to be addressed, and proposed budget. Under each objective, the Applicant should propose a complete set of outputs that are necessary and sufficient to achieve the expected objective. Under each output, the Applicant should propose a set of major activities that are necessary and sufficient to produce the proposed output.

Applicants should demonstrate knowledge and incorporate any relevant issues about political, gender, cultural, or other traditions and norms pertaining to and impacting the efforts of worker organizations in the target sectors, including how these issues will be considered while implementing project activities. Applicants must consider long-term sustainability of all efforts in the design of the proposal.

The Applicant must include a work plan identifying major project activities, deadlines for completing these activities, and person(s) or institution(s) responsible for completing these activities. The work plan must correspond to the project design narrative. Applicants may choose the most appropriate format of the work plan. The work plan should be included as an Annex to the Technical Proposal.

## **5) Monitoring and Evaluation (M&E)**

The Applicant's M&E section must communicate (1) a plan for evaluating successful implementation of project activities (i.e., an implementation evaluation), and (2) a plan for measuring at least the project's outcome indicators. ILAB strongly welcomes discussion of possible methodologies for evaluating the impact of proposed interventions on identified beneficiaries (i.e., an impact evaluation). Data requirements for all proposed M&E measures must be included in the M&E Section.

**Implementation Evaluation:** The strategy for measuring the successful implementation of project activities should include a description of how the work plan will be monitored and reported upon, how deviations from the work plan will be addressed, and any proposed implementation evaluations in addition to the mid-term and final implementation evaluations that will be conducted by USDOL. The implementation evaluation strategy should identify potential process and output indicators.

**Outcome Indicators and their Measurement:** Outcome indicators measure the effects of project activities and outputs on direct beneficiaries. An outcome indicator (or indicators) should be provided for each result expected to derive from project activities, outputs and the cumulative effect of the project. The selection of outcome indicators should be linked directly and clearly to the project's logic model or results framework. The set of outcome indicators should be measurable and have a clear interpretation. They should be complete in the sense that the entire set of outcome indicators are in of themselves sufficient to measure the intended result.

**Impact Evaluation:** ILAB is interested in establishing, with statistical rigor, attribution of observed outcomes to the project; applicants are encouraged, but not required, to do so (see evaluation criteria). Applicants may include a proposal for conducting an impact evaluation. If an impact evaluation is proposed, the Applicant should include a discussion of possible methodologies for evaluating the impact of proposed interventions. An impact evaluation identifies changes in participant outcomes that can be attributed directly to the project. It requires both a well-developed program logic model that links project activities and their outputs to expected project outcomes and the ability to estimate the counterfactual scenario (i.e., what would have happened to project participants had the project not run). The difference between the observed outcome for project participants and the estimated counterfactual outcome yields the estimated project impact. There are a range of methodological options for estimating the counterfactual; they vary by comparison group definition, required assumptions, and data needs.

Possible methodologies should permit well-controlled comparisons that distinguish causal relationships from correlations. The identification of a comparison group that is as similar as possible – in terms of both observed and unobserved characteristics – to a treatment group (i.e., project participants) is critical to estimating impact. It is therefore important to note any dissimilarity between the groups and the potential for these differences to interfere with impact evaluation. See Section V.A.4 for a list of considerations to be included in the impact evaluation discussion.

**Data requirements:** When proposing indicators for inclusion under the implementation evaluation, output indicators, and the impact evaluation, Applicants should take into account the availability of accurate and timely data to report on indicators. The M&E section should describe the availability of such data, including the ability to collect baseline data (prior to start of the corresponding project activity). It should also discuss the degree to which each indicator (process, output and/or outcome) is a direct measure of the result it is intended to measure and any possibly ambiguity in the interpretation of the indicator.

#### **d) Organizational Capacity**

This section must describe the qualifications of the proposed Applicant and/or any proposed subgrantees and/or subcontractors to implement the project.

### **1) International and U.S. Government Grant and/or Contract Experience**

Applicants must describe any experience they have with implementing projects relevant to the Funding Opportunity Description and provide references for past performance (no more than a total of six references/projects, see Appendix for sample format). Applicants should prioritize submission of references related to the objectives of the project. References must be included for all subawardees providing services related to project intervention strategies (see Section I.D.) Projects included in the table must have been active within the past five years of the issuance date of the SCA.

### **2) Country Presence and Host Government Support**

Applicants must address their organization's existing presence and ability to start up project activities in the target area(s) upon signing a cooperative agreement. Applicants should also discuss their ability to work directly with relevant government agencies and NGOs, including local organizations and community based organizations, and their past experience working with these stakeholders. Applicants must submit supporting documentation, which demonstrates country presence and outreach to the host government (including the Ministry of Labor and any ministries from which the host government requires approval to implement technical cooperation efforts related to this solicitation) and/or relevant NGOs.

Any documents that demonstrate country presence and corroborate host government support may be included as an Annex to the Technical Proposal. This Annex will not count towards the page limit. Documentation may include official registration of the Applicant's organization in the host country(s), current Memorandum of Understanding between the Applicant and the host government, and letters of support for the proposed project from the national and/or local governments.

### **3) Project Management Plan**

Applicants must discuss their project management plan. It must include a narrative description of the structure of the project's management team, key personnel roles and responsibilities and the lines of authority between key personnel and other project staff directly responsible for providing direct services related to project deliverables. If any of the project's personnel would be employed by a subgrantee/subcontractor, the Applicant must provide a rationale for this arrangement and an explanation of the staffing structure.

Applicants may also include a project management organization chart that

provides a visual depiction of the project's management structure and lines of authority among all key personnel, other project staff being proposed, proposed subgrantee(s)/subcontractor(s), and other key stakeholders (if relevant) as an Annex to the Technical Proposal. This Annex will not count towards the page limit.

#### **4) Personnel**

Applicants must include as an attachment signed letters of commitment from all proposed key personnel indicating their commitment to serve on the project as an Annex (this Annex will not count towards the page limit). The Annex must also include personnel descriptions outlining roles and responsibilities and résumés or *curriculum vitae* (CV) for all key personnel and other personnel being proposed by the Applicant in the proposal. Each résumé or CV must include:

- Educational background, including highest education level attained.
- Relevant work experience covering *at least* the last five years of employment to the present, including such information as the employer name, position title, clearly defined duties, and dates of employment.
- Special experience, capabilities, or qualifications related to the candidate's ability to implement the proposed strategy or fulfill the administrative responsibilities of the project and perform effectively in the proposed position.
- English and other relevant language skills (speaking, listening, reading, writing).

#### **5) Audit Report(s)**

The Applicant's Technical Proposal must contain as an attachment a copy of the opinion letter(s) and a summary of audit findings for the Applicant and all subgrantees/ subcontractors providing services related to project intervention strategies. The Applicant must include a cover sheet for its audit attachments. The following audit attachments are required, depending on the organization's status

- Applicants from U.S.-based non-profit organizations and all proposed U.S.-based, non-profit, subgrantees and/or subcontractors that are subject to the Single Audit Act, must include the summary of audit findings and opinion letter of the most recent single audit and demonstrate compliance with single audit submission timeframes established in OMB Circular A-133.
- Applicants that are for-profit or non-U.S.-based organizations must submit the summary of audit findings and opinion letter of the most current independent financial audit from a certified/ chartered public accountant. Non-U.S. based Applicants must submit an English version of opinion letters and a summary of audit findings.

- For all proposed subgrantees and/or subcontractors that are for-profit or non-U.S.-based organizations, Applicants must submit the summary for these organizations of their audit findings and opinion letters for their most current independent financial audit. Applicants must also submit an English version of the opinion letter(s) and the summary of audit findings for non -U.S.-based subgrantees/subcontractors that will provide services related to project intervention strategies.
- Upon request, Applicants/Grantees must submit full audit reports and/or official translations of audit reports.

## **2. Cost Proposal**

Applicants must prepare a cost proposal as Part II of the application. Applicants must describe their financial management systems and professional expertise to plan and implement the proposed strategy in accordance with the provisions of this solicitation. Applicants must provide a narrative description and supporting documentation that demonstrate their organization has a sound financial system in place to effectively manage the funds requested under this solicitation.

The cost proposal must reflect consistency between the proposed costs and the work to be performed as outlined in the project design narrative of the Applicant's technical proposal. The cost proposal must contain the following: (1) an SF-424 Supplemental Key Contacts Information; (2) an SF-424 Application for Federal Assistance; (3) an SF-424A Budget Information; (4) a detailed outputs-based budget and an accompanying budget narrative; (5) an indirect cost form and supporting documentation; and (6) cost sharing information, if applicable.

### **a) Dun and Bradstreet (DUNS) Number(s)**

Applicants must include their unexpired DUNS number in the organizational unit section of Block 8 of the Standard Form SF-424. Applicants proposing subgrantees or subcontractors must submit each organization's DUNS number as an attachment to the Cost Proposal.

Organizations that do not have a DUNS number can receive a DUNS number at no cost by calling the dedicated toll-free number request line at 1-866-705-5711 or by using the web-based form available at <http://fedgov.dnb.com/webform>. Registration is brief and can be completed immediately when requested by phone, or within 1-2 business days when requested through the webform.

A DUNS number is required to register with the System for Award Management (SAM), a new website that consolidates government procurement systems. If the Applicant has previously registered with the Central Contractor Registration and has an active record, the Applicant will have an active record in SAM. However, the applicant will need to create a SAM user account and link it to the migrated Applicant

record(s). Online registration for SAM is available through its home page <http://1.usa.gov/XH7cyD>. For additional information about DUNS number and SAM, please consult the Federal Desk Service at <http://1.usa.gov/UxywPd>.

## b) Required Standard Forms

**SF-424 Supplemental Key Contacts Information:** This form must include name, position title, address, telephone and fax numbers, e-mail address, and other relevant information for the Applicant's designated key contact person (who does not have to be the authorized representative for this application).

**SF-424 Application for Federal Assistance:** This form must reflect the entire amount of funds being requested under this solicitation and if applicable, the amount of any cost sharing proposed by the Applicant must be shown in Section 18.b.

**SF-424A Budget Information (Non Construction Programs):** This form must include all costs for proposed activities. If applicable, in line 6 Applicants must include construction activities that are: 1) over \$5,000; and/or 2) for the construction of a permanent structure (latrines, wells).

## c) Outputs-Based Budget

The Cost Proposal must include a summary outputs-based budget, along with specific outputs-based budgets for the Applicant and each proposed subgrantee/subcontractor. The outputs-based budget must correspond to the SF 424 and SF 424A. The outputs-based budget (including USDOL funds and any cost sharing funds reported on the SF-424 and SF-424A) must comply with Federal cost principles. Allowable costs include those specifically defined in 2 CFR Part 230. This budget will become part of the cooperative agreement in the event of award and any costs omitted by the Applicant may not be allowed to be included after award. Applicants may not rely on other contracts, grants, or awards to implement the Applicant's proposed strategy. The budget submitted with the application must include all necessary and sufficient funds, without reliance on other contracts, grants, or awards to implement the Applicant's proposed strategy. USDOL will not provide any additional funding to cover unanticipated costs.

The detailed Outputs-Based Budget must present costs in a manner that is linked to activities, objectives, and outputs reflected in the project design narrative, work plan, and logic model/results framework, and demonstrate cost-effective allocation of project funds. In addition, it must provide a breakdown of total administrative costs into direct and indirect administrative costs and allocate the largest proportion of project resources to direct intervention rather than to direct and indirect administrative costs.<sup>5</sup>

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<sup>5</sup> The Grant Officer reserves the right to negotiate project and administrative cost levels before award

Applicants must use the following guidance in preparing their Outputs-Based Budget:

### **Travel**

- Allocate sufficient funds to finance appropriate in-country and international travel.
- Allocate funds for:
  - Travel by the Project Director and/or other key personnel staff member to Washington, D.C. to attend a post-award meeting (New Grantee Orientation), which will be held within two months of award (*i.e.*, after December 2013). The purpose of the meeting is to review key technical and financial requirements (*e.g.*, technical progress reporting, how to use electronic financial systems to submit financial reports and draw down funds), review other administrative procedures, begin discussions on project design and project document, discuss the project's monitoring and evaluation plan, and meet with other grantees.
  - Travel by the Project Director and/or other key personnel based in the field to meet annually with USDOL officials in Washington, D.C. or another site determined by USDOL to discuss issues similar to those discussed during the initial post-award meeting.

### **Project M&E**

All USDOL funded projects must allocate funds to cover the costs associated with project monitoring and evaluation activities and must adhere to the following guidelines:

Set aside at least **three percent** (3%) of the project budget to cover the costs associated with project monitoring activities. This three percent should be included as its own line item/category within the outputs-based budget. On the Standard Form 424A, this amount can be included in budget category "6h-other". Allocations associated with monitoring must include:

- The development and implementation of a system and process for validating monitoring information.
- Support to the monitoring process, including project staff in-country travel for monitoring and evaluation activities (please see Section VI. Award Administration Information).
- Meeting reporting requirements as discussed in the SCA.
- Support for the external interim and final implementation evaluations. Resources permitting, USDOL will directly contract the external evaluators to design and implement the evaluations. However, the project will be responsible for certain **support costs to each evaluation** such as translation of the evaluation report from English into the local language, providing ground transportation for the external evaluator, hosting an evaluation stakeholders meeting, and in-country transportation and accommodation costs for staff and other stakeholder's participation in the meeting.



Costs associated with M&E personnel should be included under the personnel line item and not be included in this section.

### **Single Audits/Attestation Engagements**

- Include costs for single audits as direct or indirect costs, whichever is appropriate, in accordance with the cost allocation procedures approved by the U.S. Federal Cognizant Agency (FCA).
- Attestation engagements are conducted at USDOL's expense to supplement the coverage provided by the single audits that Grantees are required to arrange.  
**There should be no costs included in the budget for attestation engagements.**

### **Allowance for Unforeseen Costs**

Applicant must include **five percent of the project's total direct costs** to address unforeseen circumstances beyond the Grantee's control that affect specific budget lines related to:

- Inflation affecting specific project costs
- United Nations System or foreign government-mandated salary scale or benefits revisions
- Exchange rate fluctuations.

USDOL also recognizes that certain unforeseen circumstances may arise and result in a need for exceptions to these uses of Allowance for Unforeseen Costs funds and a need for budget modifications or time extensions. These include (1) changes in a country's security environment; (2) natural disasters; (3) civil or political unrest/upheavals or government transitions; or (4) delays related to loss of or damage to project property. Use of these funds must be approved by the GO. The MPG gives guidelines for requesting approval of a budget modification to re-allocate funds under the Allowance of Unforeseen Costs budget line, as well as guidance on the timeline by which such re-allocations should be completed.

### **Value Added Tax (VAT)**

Applicants must include costs related to VAT. If VAT costs are applied by the host government but are omitted in an Applicant's budget, the Grantee will be responsible for paying them. USDOL-funding cannot be used for VAT costs that were not included in the initial budget proposal.

### **Housing**

If included in the budget, provide in the budget narrative, a justification for any proposed housing costs, housing allowances, and/or personal living expenses.

### **Other Allowable Costs**

Training or meetings and conferences where the primary purpose is the dissemination of technical information may include reasonable costs of meals and refreshments, transportation, rental of facilities and other incidentals.

**d) Budget Narrative**

The cost proposal must include a budget narrative that corresponds to the outputs-based budget. The budget narrative must include a detailed justification, broken down by line item, of all of the Applicant's costs included in the outputs-based budget.

**e) Indirect Cost Information**

According to Federal regulations, indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective. Indirect cost charges should be based on allowable, allocable, and reasonable costs based on the applicable cost principles.<sup>6</sup> Indirect cost support for allocated charges to the grant and the closeout process is validated using a federally approved Negotiated Indirect Cost Rate Agreement (NICRA). The NICRA is issued by the FCA based on annual indirect cost proposal submissions from grantees. Typically, the agency providing the preponderance of direct Federal funds to the organization is the FCA.

**Indirect Cost Form for the Applicant:** The cost proposal must contain information on the Applicant's indirect costs, using the Indirect Cost Form provided on [Grants.gov](http://www.dol.gov/ilab/grants/SGAguidelines.htm) and on USDOL/ILAB's Web site at: <http://www.dol.gov/ilab/grants/SGAguidelines.htm>.

**Indirect Cost Supporting Documentation for Organizations with:**

- A current rate approved by the FCA – Please provide a copy of the NICRA in the proposal.
- No budgeted/claimed indirect costs – Please provide a Certificate of Direct Costs. See the Indirect Cost Form for details for details and a sample certificate.

**Indirect Cost Proposal Submission Requirements for Organizations with:**

- An expired rate or a rate never approved by the FCA – For evaluation purposes, Applicants without an approved NICRA must submit an indirect cost rate or ceiling amount that they propose to be incorporated into the resultant Cooperative Agreement award. An indirect cost proposal must be

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<sup>6</sup> OMB Circular A-122, as codified at 2 CFR Part 230, for non-profit organizations or OMB Circular A-87, as codified at 2 CFR Part 225, for State and local organizations; and OMB Circular A-21 for Educational Institutions. These cost principles are available at <http://www.whitehouse.gov/omb/circulars/index.html>. Federal Acquisition Regulations, 48 CFR Part 31, for for-profit organizations are available at: <http://www.arnet.gov/far/>.

submitted to the FCA within 90 days of grant award to establish a provisional NICRA. This provisional rate may be effective for a period up to two years until a final NICRA is established.

- A current rate – Indirect cost proposals must be submitted on an annual basis to the FCA to obtain federally-approved NICRAs for the life of the grant, unless the FCA instructs otherwise. These proposals are based on incurred costs and are due six months after the end of each fiscal year.

**Indirect Cost Ceilings** – The proposed/approved NICRA rate, or indirect rate proposed in response to the SCA for those organizations with no rates approved, will be used to set a ceiling for indirect costs in the cooperative agreement.

**f) Survey on Ensuring Equal Opportunity for Applicants (Optional)**

All Applicants are requested, but not required, to complete and include the Survey on Ensuring Equal Opportunity for Applicants (OMB No. 1890-0014) in their applications; this form is provided on USDOL/ILAB's Web site at:

<http://www.dol.gov/ilab/grants/SGAguidelines.htm>.

**C. Submission Dates and Times**

All applications must be received by the closing date and time on the cover page of this announcement.

**D. Funding Restrictions**

All Applicants must adhere to requirements concerning restrictions, unallowable activities, and specific prohibitions, as identified in 2 CFR Part 230 (OMB Circular A-122), 2 CFR Parts 215 and 220 (OMB A-21), 29 CFR Part 95, 29 CFR Part 98, and USDOL/ILAB policies outlined in the MPG for all USDOL-funded technical cooperation projects.

Applicants should take particular note and should adhere to funding restrictions/administrative requirements in the USDOL/ILAB MPG (available on [Grants.gov](http://Grants.gov) as a document accompanying this SCA) and available on the ILAB Web site at <http://www.dol.gov/ilab/grants/SGAguidelines.htm> and [Grants.gov](http://Grants.gov)).

**E. Other Submission Requirements**

Applications may be submitted in hard copy or electronically via [Grants.gov](http://Grants.gov). Applications submitted by other means, including e-mail, telegram, or facsimile (FAX) will be not be accepted.

**1. Electronic Submission**

Applicants electing to submit electronically must submit one electronic copy of the complete application via [Grants.gov](http://Grants.gov). Applicants submitting via [Grants.gov](http://Grants.gov) are

responsible for ensuring that their application is received by [Grants.gov](http://www.grants.gov) by the deadline.

Applicants submitting their application electronically through [Grants.gov](http://www.grants.gov) should note the following submission instructions: (1) an individual with authority to legally bind the Applicant must be responsible for submitting the application on [Grants.gov](http://www.grants.gov), (2) applications submitted through [Grants.gov](http://www.grants.gov) do not need to be signed manually; the form will automatically affix an electronic signature for the authorized person identified, and (3) when submitting on [Grants.gov](http://www.grants.gov), Applicants must save all attachments as a .doc, .pdf, .txt, or .xls file. If submitted in any other format, the application bears the risk that compatibility or other issues will prevent USDOL from considering the application. USDOL will attempt to open the document, but will not take any “corrective” measures in the event of issues with opening the document. In such cases, the non-conforming application will not be considered for funding.

To avoid unexpected delays that could result in the rejection of an application, Applicants should immediately initiate and complete the registration steps at [http://www.grants.gov/Applicants/get\\_registered.jsp](http://www.grants.gov/Applicants/get_registered.jsp) as registration can take multiple days to complete. Applicants should consult the [Grants.gov](http://www.grants.gov) Web site’s Frequently Asked Questions and Applicant User Guide, available at [http://www.grants.gov/help/general\\_faqs.jsp](http://www.grants.gov/help/general_faqs.jsp), and <http://www.grants.gov/assets/ApplicantUserGuide.pdf>. Within two business days of application submission, [Grants.gov](http://www.grants.gov) will send the Applicant two email messages to provide the status of application progress through the system. The first email, almost immediate, will confirm receipt of the application by [Grants.gov](http://www.grants.gov). The second email will indicate the application has both been successfully submitted and successfully validated or has been rejected due to errors. Only applications that have been successfully submitted and successfully validated will be considered. It is the sole responsibility of the Applicant to ensure a timely submission, therefore sufficient time should be allotted for submission (two business days), and if necessary, additional time to address errors and receive validation upon resubmission (an additional two business days for each ensuing submission). It is important to note that if sufficient time is not allotted and a rejection notice is received after the due date and time, the application will not be considered.

Applicants can contact the [Grants.gov](http://www.grants.gov) Contact Center at 1-800-518-4726 or [support@grants.gov](mailto:support@grants.gov) to obtain assistance with any problems related to using [Grants.gov](http://www.grants.gov), including difficulties downloading the application package; software compatibility questions; and questions on how to assemble electronic application packages. USDOL bears no responsibility for data errors resulting from transmission or conversion processes.

## **2. Hardcopy Submissions**

Applicants electing to submit hard copies must submit one (1) signed original, complete application, *plus* one (1) copy of the application, along with a CD that includes the Technical and Cost Proposals saved as .doc, .pdf, .txt, or .xls files. Hard copy applications must be delivered to the address on the cover page of this announcement.

Applicants are advised to submit their applications in advance of the deadline. Applications may be hand delivered or submitted via the U.S. Postal Service or non-U.S. Postal Service delivery services, such as Federal Express or UPS. Regardless of the type of delivery service selected, Applicants bear the responsibility for timely submission. The application package must be received at the designated place by the date and time specified or it will be considered non-responsive and will be rejected. Note: Please be advised that U.S. mail delivery in the Washington D.C. area can be slow and erratic due to security concerns. Applicants must consider this when preparing to meet the application deadline.

Any application received at OPS after the deadline will not be considered unless it is received before the award is made and:

1. It is determined by the Government that the late receipt was due solely to mishandling by the Government after receipt at USDOL at the address indicated; and/or
2. It was sent by registered or certified mail not later than the fifth calendar day before the deadline; or
3. It was sent by U.S. Postal Service Express Mail Next Day Service-Post Office to Addressee, no later than 5:00 p.m. at the place of mailing two (2) working days, excluding weekends and Federal holidays, before the deadline.
4. It was sent by non-U.S. Postal Service Next Day Service-carrier facility to Addressee, no later than 5:00 p.m. at the place of mailing two (2) working days, excluding weekends and Federal holidays, before the deadline.

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. The only acceptable evidence to establish the date of mailing of a late application sent by U.S. Postal Service Express Mail Next Day Service-Post Office to Addressee is the date entered by the Post Office clerk on the "Express Mail Next Day Service-Post Office to Addressee" label and the postmark on the envelope or wrapper on the original receipt from the U.S. Postal Service. For Applications submitted through other delivery services such as Federal Express or UPS, the only acceptable evidence to establish the date of the mailing is the tracking number, which contains detailed information about the mailing.

If the postmark is not legible, an application received after the above closing time and date will be treated 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 should request that the postal clerk place a legible hand cancellation "bull's-eye" postmark on both the receipt and the envelope or wrapper.

## **V. APPLICATION REVIEW INFORMATION**

## **A. Criteria**

The criteria outlined below will be used to evaluate applications submitted in response to this solicitation on the basis of 100 points. Applicants will be evaluated on the following:

### **1. Project Design and Budget (50 points)**

Applicants will be evaluated and rated on (1) the overall quality, effectiveness, relevance, and clarity of their proposed project design and strategy and output-based budget; (2) the extent to which it responds to all of the requirements outlined in the SCA; (3) how cost-effective and realistic the proposed costs are for achieving the proposed strategy; and (4) the extent to which the proposed strategy sets forth a clear, causally sound development hypothesis, including a causal hierarchy of results that the Applicant can reasonably achieve within the project time frame and resources available to fulfill the Funding Opportunity Description. Considerations include:

- The extent to which the proposal responds to all of the elements outlined in the Funding Opportunity Description;
- Depth, breadth, and accuracy of understanding the Applicant demonstrates of the problem(s) to be addressed through this project, including the country context;
- The extent to which the proposed objectives directly target the identified problems, are ambitious yet realistic, and are necessary and sufficient to achieve the proposed outcome(s);
- The direct and indirect beneficiaries are clearly identified and the extent to which they are the most appropriate target group given the stated problem(s) and proposed objective(s).
- Whether the Applicant supports any existing, related initiatives and does not duplicate efforts;
- The extent to which the proposed outputs directly support successful achievement of proposed objectives and are necessary and sufficient to achieve the proposed objectives.
- Whether the proposed major activities directly support successful production of proposed outputs;
- The extent to which critical assumptions are fully and completely identified and accompanied by assessments of the likelihood that the assumptions will hold;
- How cost effective and realistic the proposed costs are for achieving the proposed strategy;
- Likelihood that project improvements are sustainable in the long-term.

### **2. Organizational Capacity (20 points)**

Applicants will be evaluated and rated on their demonstrated capacity to implement a project of similar type, funding amount and complexity. Applicants will be rated on their past performance with implementing grants, cooperative agreements, and/or contracts relevant to this SCA. USDOL may contact the organizations listed in the Applicant's past performance table. Past performance will be rated by the following factors:

1. Demonstrated capacity to manage projects of similar type, funding amount, and complexity.
2. Demonstrated ability to meet its project targets under past or current projects funded by USDOL or other donors.
3. Quality and timeliness of submitted grant, cooperative agreement, and/or contract deliverables to USDOL and/or other donors.
4. Demonstrated experience in providing quality technical, administrative, and financial oversight to subgrantees and subcontractors if applicable.
5. Demonstrated ability to effectively manage project personnel, including whether the Applicant has a history of replacing key personnel with similarly qualified staff, and the timeliness of replacing key personnel, as necessary.
6. Demonstrated ability to work with national, regional and local governments and other key stakeholders.

### **3. Personnel and Project Management Plan (30 points)**

Applicants will be evaluated and rated on (1) the quality and clarity of their project management plan, (2) the quality, relevant experience and demonstrated effectiveness of proposed staffing for implementing the proposed strategy, (3) performance of the Applicant's key personnel on current and past projects with USDOL and/or other donors; and (34) the extent to which their staffing strategy promotes development of the capacity of local staff.

### **4. Bonus Points (up to 8 points)**

#### **Impact evaluation (up to 3 points)**

Applicants may earn up to 3 bonus points for proposing an impact evaluation to identify causal impacts of an activity, group of activities, or the entire project.. Considerations include:

- A well-supported theory for how the project (as a whole, a single activity or group of activities) is/are likely to affect outcomes, taking care to note how activities and/or resources created through the project affect participant or stakeholder behavior;
- The identification of a control group that is as similar as possible – in terms of both observed and unobserved characteristics – to the group receiving intervention (*i.e.*, the treatment group);
- Where dissimilarities exist between control and treatment groups, a discussion of how and why the groups are different (*e.g.*, factors that affect selection into each group) and how differences are likely to affect outcomes;
- The potential to collect similar types of data from control and treatment groups at baseline and follow-up;
- Information provided on the potential influence of factors outside the project (*e.g.*, other in-country efforts, pressures, legal environment); and

- Information provided on the rough timeline for expected impacts (*i.e.*, does the Grantee expect to see them in the short-term, near-term or long-term time horizon)
- The results of a power analysis that demonstrates that sample size is sufficient to detect a statistically significant program impact. This analysis should also indicate the minimum expected impact of the intervention for key outcomes and demonstrate that the planned sample size is sufficient to measure minimum detectable effects at 5% and 10% significance and 80% power.

### **Cost Share (up to 5 points)**

Applicants may earn up to 5 bonus points for including a cost share. Please see Section III.B. for details on cost shares.

## **B. Review and Selection Process**

Each complete and responsive application will be evaluated by a technical review panel against the criteria described in this SCA. Applicants are advised that panel recommendations to the GO are advisory in nature. The GO may elect to select a Grantee on the basis of the initial application submission or the GO may establish a competitive or technically acceptable range from which a Grantee will be selected. If deemed appropriate, the GO may call for the preparation and receipt of final revisions of applications, following which the evaluation process described above, may be repeated, in whole or in part, to consider such revisions. The GO will make final selection determinations based on panel findings and may consider factors that represent the greatest advantage to the Federal Government, including cost, the availability of funds, and the Applicant's past performance on Federal awards. USDOL reserves the right to: (1) solicit information from Federal sources and/or non-Federal sources about the Applicant's past performance on any awards—including evaluations, audits, attestation engagements, and questionnaires; (2) assess the Applicant's past performance on awards with respect to its potential effect on grant implementation; and (3) consider this information as part of its selection process. If USDOL does not receive technically acceptable applications in response to this solicitation, it reserves the right to terminate the competition and not make any award. The GO's determinations for awards under this solicitation are final.

Before the actual cooperative agreement is awarded, USDOL may enter into discussions with one or more Applicants for any reason deemed necessary, including negotiating components of the project design/strategy; budget; project duration; staffing; funding levels; and financial and administrative systems in place to support implementation of the cooperative agreement (including relevant issues raised in submitted audit report(s)). If negotiations do not result in a mutually acceptable submission, the GO reserves the right to terminate the negotiation and decline to fund the application.

Award of a cooperative agreement under this solicitation may also be contingent upon an exchange of project support letters between USDOL and the relevant host government ministries.



### **C. Anticipated Announcement and Award Dates**

Information on the anticipated award date is provided on the cover page of the SCA. USDOL is not obligated to make any awards as result of this solicitation, and only the GO can bind USDOL to the provision of funds under this solicitation.

## **VI. AWARD ADMINISTRATION INFORMATION**

For the purposes of this solicitation and cooperative agreement awards, the Grantee will be the sole-entity (1) to act as the primary point of contact with USDOL to receive and respond to all inquiries, communications and orders under the project; (2) with authority to withdraw or draw down funds through the Department of Health and Human Services-Payment Management System; (3) responsible for submitting to USDOL all deliverables, including all technical and financial reports related to the project; (4) that may request or agree to a revision or amendment of the cooperative agreement or the Project Document; and (5) responsible for working with USDOL to close out the project. Each Grantee must comply with all applicable Federal regulations and is individually subject to audit.

### **A. Award Notices**

The Grant Officer will notify Applicants of designation results as follows:

Notice of Award: The Notice of Award signed by the Grant Officer serves as official notice of an Applicant's designation as Grantee. The Notice of Award will be accompanied by a cooperative agreement and USDOL/ILAB's most current MPG, which is available on Grants.gov (as a document accompanying this SCA) and the USDOL website (<http://www.dol.gov/ilab/grants/SGAguidelines.htm>). The MPG provides general management procedures and guidelines for Grants and Cooperative Agreements in areas that may not be explicitly detailed in the solicitation.

Notice to Unsuccessful Applicants: Applicants not selected for award will be notified formally. They may submit a written request for debriefing within 10 business days after receipt of notification of non-selection. The GO is not required to provide debriefings if the request is not received within the specified timeframe.

Notification of designation by a person or entity other than the Grant Officer is not valid.

### **B. Administrative and National Policy Requirements**

#### **1. General Requirements**

Grantees awarded Federal funding under this SCA shall be subject to the terms outlined in this solicitation, the cooperative agreement, and the MPG. They are also subject to applicable U.S. Federal laws (including appropriations laws) and regulations, Executive Orders, applicable OMB Circulars and USDOL policies. If, during project implementation, a Grantee is found in violation of any of the foregoing, remedies may

include modification of the terms of the cooperative agreement awarded under this solicitation; disallowance and recovery of costs; termination of the cooperative agreement; and USDOL any other action permitted by law.

## **2. Project Audits and External Auditing Arrangements**

U.S.-based non-profit Grantees whose total annual expenditure of Federal awards is more than \$500,000 must have an organization-wide audit conducted in accordance with 29 CFR Parts 96 and 99, which codify the requirements of the Single Audit Act and OMB Circular A-133, and must comply with the timeframes established in those regulations for the submission of their audits to the Federal Audit Clearinghouse. Grantees must send a copy of each single audit conducted within the timeframe of the USDOL-funded project to their assigned GOR at the time it is submitted to the Federal Audit Clearinghouse.

In accordance with 29 CFR Parts 96 and 99, USDOL has contracted with an independent external auditor to conduct project-specific attestation engagements at USDOL's expense to supplement the coverage provided by the annual audits that Grantees are required to arrange, which are referenced in the preceding paragraph. All Grantees, including non-U.S.-based and private for-profit Grantees, are subject to attestation engagements during the life of the cooperative agreement. Such an attestation engagement will be conducted in accordance with U.S. Government Auditing Standards, which includes auditors' opinions on (1) compliance with USDOL regulations and the provisions of the cooperative agreement and (2) the accuracy and reliability of the Grantee's financial and performance reports.

## **3. Administrative Standards and Provisions**

Cooperative agreements awarded under this solicitation are subject to the administrative standards and provisions that pertain to USDOL, and any other applicable standards that come into effect during the term of the cooperative agreement. Title 29 of the CFR is available from the U.S. Government Printing Office, at <http://ecfr.gpoaccess.gov/cgi/t/text/textidx?c=ecfr&sid=5e421ad42692a3a28f382a9aba659b2b&rgn=div5&view=text&node=29:1.1.1.1.39&idno=29>. Copies of all regulations referenced in this solicitation are available at no cost, online, at <http://www.dol.gov>.

- 29 CFR Part 2 Subpart D – Equal Treatment in Department of Labor Programs for Religious Organizations; Protection of Religious Liberty of Department of Labor Social Service Providers and Beneficiaries.
- 29 CFR Part 31 – Nondiscrimination in Federally Assisted Programs of the Department of Labor— Effectuation of Title VI of the Civil Rights Act of 1964.
- 29 CFR Part 32 – Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving Federal Financial Assistance.
- 29 CFR Part 33 – Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities Conducted by the Department of Labor.
- 29 CFR Part 35 – Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance from the Department of Labor.

- 29 CFR Part 36 – Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance.
- 29 CFR Part 93 – New Restrictions on Lobbying.
- 29 CFR Part 94 – Government-wide Requirements for Drug-Free Workplace (Financial Assistance).
- 29 CFR Part 95 – Grants and Agreements with Institutions of Higher Education, Hospitals and other Non-Profit Organizations, and with Commercial Organizations, Foreign Governments, Organizations Under the Jurisdiction of Foreign Governments, and International Organizations.
- 29 CFR Part 96 – Audit Requirements for Grants, Contracts and Other Agreements.
- 29 CFR Part 98 – Government-wide Debarment and Suspension (Non-procurement).
- 29 CFR Part 99 – Audits of States, Local Governments, and Non-Profit Organizations.

Copies of OMB Circulars referenced in this document can be found at:

- 2 CFR Parts 215 and 220 (OMB Circular A-21)– Cost Principles for Educational Institutions  
[http://www.whitehouse.gov/sites/default/files/omb/fedreg/2005/083105\\_a21.pdf](http://www.whitehouse.gov/sites/default/files/omb/fedreg/2005/083105_a21.pdf)
- OMB Circular A-110 - Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations [http://www.whitehouse.gov/omb/circulars\\_a110/](http://www.whitehouse.gov/omb/circulars_a110/)
- 2CFR Part 230 (OMB Circular A-122)– Cost Principles for Non-Profit Organizations  
[http://www.whitehouse.gov/sites/default/files/omb/assets/omb/fedreg/2005/083105\\_a122.pdf](http://www.whitehouse.gov/sites/default/files/omb/assets/omb/fedreg/2005/083105_a122.pdf)
- OMB Circular A-133– Audits of States, Local Governments, and Non-Profit Organizations  
[http://www.whitehouse.gov/sites/default/files/omb/assets/a133/a133\\_revised\\_2007.pdf](http://www.whitehouse.gov/sites/default/files/omb/assets/a133/a133_revised_2007.pdf)

#### **4. Transparency**

USDOL is committed to conducting a transparent grant award process and publicizing information about program outcomes. Posting grant applications on public Web sites is a means of promoting and sharing innovative ideas. For this grant competition, we will publish all proposal Abstracts on USDOL’s public Web site or similar publicly accessible location. Additionally, we will publish a redacted version of the Technical Proposal required by this solicitation for all Awardees, on USDOL’s Web site or a similar location. Except for the sections listed above, none of the Attachments to the Technical Proposal described in Section IV will be published. The Technical Proposals and Abstracts will not be published until after the cooperative agreements are awarded. In addition, information about Cooperative Agreement progress and results may also be made publicly available.

USDOL recognizes that grant applications sometimes contain information that an

applicant may consider proprietary or business confidential information, or may contain personally identifiable information. Proprietary or business confidential information is information that is not usually disclosed outside your organization and the disclosure of which is likely to cause you substantial competitive harm. Personally identifiable information is any information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records; and any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information.<sup>7</sup>

Abstracts will be published in the form originally submitted, without any redactions. Applicants should not include any proprietary or confidential business information or personally identifiable information in this summary. In the event that an Applicant submits proprietary or confidential business information or personally identifiable information, USDOL is not liable for the posting of this information contained in the Abstract. The submission of the grant application constitutes a waiver of the Applicant's objection to the posting of any proprietary or confidential business information contained in the Abstract. Additionally, the Applicant is responsible for obtaining all authorizations from relevant parties for publishing all personally identifiable information contained within the Abstract. In the event the Abstract contains proprietary or confidential business or personally identifiable information, the Applicant is presumed to have obtained all necessary authorizations to provide this information and may be liable for any improper release of this information.

By submission of this grant application, the Applicant agrees to indemnify and hold harmless the United States, USDOL, its officers, employees, and agents against any liability or for any loss or damages arising from this application. By such submission of this grant application, the Applicant further acknowledges having the authority to execute this release of liability.

In order to ensure that proprietary or confidential business information or personally identifiable information is properly protected from disclosure when USDOL posts the winning Technical Proposals, Applicants whose Technical Proposals will be posted will be requested by the Grant Office to submit a redacted version of their Technical Proposal, with any proprietary or confidential business information and personally identifiable information redacted. All non-public information about the Applicant's and consortium members' staff (if applicable) should be removed as well.

Submission of a redacted version of the Technical Proposal will constitute permission by the Applicant for USDOL to make the redacted version publicly available. USDOL will also assume that by submitting the redacted version of the Technical Proposal, the Applicant has obtained the agreement of all persons and entities whose proprietary, confidential business information, or personally identifiable information is contained in the Technical Proposal to publish any unredacted information which fits under either

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<sup>7</sup> Office of Management and Budget, *OMB Memorandum 07-16 and 06-19. GAO Report 08-536, Privacy: Alternatives Exist for Enhancing Protection of Personally Identifiable Information*, May 2008; available from <http://www.gao.gov/new.items/d08536.pdf>.

category. If an Applicant fails to provide a redacted version of the Technical Proposal by the deadline established by USDOL, USDOL will publish the original Technical Proposal in full, after redacting only personally identifiable information. (Note that the original, unredacted version of the Technical Proposal will remain part of the complete application package, including the Applicant's proprietary and confidential business information and any personally identifiable information).

Applicants are encouraged to maximize the grant application information that will be publicly disclosed, and to exercise restraint and redact only information that clearly is proprietary, confidential commercial/business information, or capable of identifying a person. The redaction of entire pages or sections of the Technical Proposal is not appropriate, and will not be allowed, unless the entire portion merits such protection. Should a dispute arise about whether redactions are appropriate, USDOL will follow the procedures outlined in the Department's Freedom of Information Act (FOIA) regulations (29 CFR Part 70).

Redacted information in grant applications will be protected by USDOL from public disclosure in accordance with federal law, including the Trade Secrets Act (18 U.S.C. § 1905), FOIA, and the Privacy Act (5 U.S.C. § 552a). If USDOL receives a FOIA request for your application, the procedures in USDOL's FOIA regulations for responding to requests for commercial/business information submitted to the government will be followed, as well as all FOIA exemptions and procedures. 29 CFR § 70.26. Consequently, it is possible that application of FOIA rules may result in release of information in response to a FOIA request that an Applicant redacted in its "redacted copy."

## **5. Transparency Act Requirements**

Applicants must ensure that they have the necessary processes and systems in place to comply with the reporting requirements of the Federal Funding Accountability and Transparency Act of 2006 (P.L. 109-282, as amended by section 6202 of P.L. 110-252). Complete information on the reporting requirements of the Transparency Act, as described in 2 CFR Part 170, Appendix A, can be found at the following website: <http://edocket.access.gpo.gov/2010/pdf/2010-22705.pdf>.

## **6. Reporting**

Grantees must submit copies of all required reports to USDOL by the specified due dates, unless otherwise indicated. More information on the reports and exact timeframes for their completion will be included in the cooperative agreement.

## **VII. AGENCY CONTACTS**

Agency contact information is available on the cover page of the SCA.

## **VIII. OTHER INFORMATION**

## **A. Office of Management and Budget Information Collection**

This SCA requests information from Applicants. This collection of information is approved under 1225-0086 OMB Information Collection No 1225-0086 (expires January 31, 2016). According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for the grant application is estimated to average 40 hours per response. These estimates include time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information, and drafting the proposal. Each recipient who receives a grant award will be required to submit semi-annual technical progress reports to ILAB. Each report is estimated to take approximately 10 hours to prepare. Any comments about the burden estimated or any other aspect of this collection of information, including suggestions for reducing this burden, should be directed to the OPS.

In addition, Grantees must submit an electronic financial report (SF-425) to USDOL on a quarterly basis through the E-Grants system. The SF-425 must be submitted no more than 30 days after the end of each quarter (*i.e.*, January 30, April 30, July 30, and October 30). This information is being collected for the purpose of awarding a cooperative agreement. The information collected through this SCA will be used by the USDOL to ensure that cooperative agreements are awarded to the Applicants best suited to perform the functions of these cooperative agreements. Submission of this information is required in order for the Applicant to be considered for award of a cooperative agreement.

## **B. Privacy Act and FOIA**

Any information submitted in response to this solicitation will be subject to the provisions of the Privacy Act and the FOIA, as appropriate.

**APPENDIX: DOCUMENTS REQUIRED FOR APPLICATION SUBMISSION**

<b>Required Documents</b>	<b>SCA Reference</b>	<b>Applicant</b>	<b>Subgrantee (providing services related to project deliverables)</b>	<b>Subcontractor (providing services related to project deliverables)</b>
Technical Proposal	Section IV.B.1	√		
Cost Proposal	Section IV.B.2	√		
Work Plan	Section IV.B.1.c)4	√		
Past Performance Table	Section IV.B.1.d)1) Appendix	√	√	√
Copy of the opinion letter(s) and a summary of audit findings	Section IV.B.1.d)5)	√	√	√
Key Personnel Signed Letters of Commitment	Section IV.B.1.d)4)	√	√	√
Outputs based budget	Section IV.B.2.c)	√	√	√
SAM Registration	Section IV.B.2.a)	√		
SF 424	Section IV.B.2.b)	√		
SF 424A	Section IV.B.2.b)	√		
Indirect Cost Form	ILAB Web site and Grants.gov	√	√	√

SAMPLE Past Performance Reference Table

Name of Applicant/ Subgrantee/ Subcontractor	Agency/ Donor/ Organization	Agency/ Donor/ Contact Information (Name, telephone, fax, e-mail)	Name of the Project and Instrument Number	Funding Amount (in \$)	Country of Implementation and Period of Performance	Brief Summary of Work Performed and Accomplishments