TENNESSEE DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT (TDLWD)

Workforce Services Division

NOTICE OF AVAILABILITY OF FUNDS AND FUNDING OPPORTUNITY ANNOUNCEMENT FOR: TDLWD Summer Youth Employment and Work Experience Grant

ANNOUNCEMENT TYPE: Initial

FUNDING OPPORTUNITY NUMBER: FOA-TN-SYEP-23-02

KEY DATES: *The closing date for receipt of applications under this Announcement is 08/04/2023. We must receive applications no later than **4:30 pm Central Time.***

Submit all applications in response to this solicitation via email at TN.Youth@tn.gov . For complete application and submission information, including application instructions, please refer to Section IV.

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EXECUTIVE SUMMARY

The Summer Youth and Work Experience grant is a strategy to lessen the effects of poverty, ensure youth gain valuable work experience, develop and productive workplace habits that will better prepare them for future careers. The Summer Youth and Work Experience is also a way to expand opportunities to teens and young adults who otherwise might struggle to find employment. The Tennessee Department of Labor and Workforce Development (TDLWD), Workforce Services Division, is supporting local efforts to increase youth employment through the Summer Youth and Work Experience grant.

I. FUNDING OPPORTUNITY
A. PROGRAM PURPOSE

Partnerships

For this FOA, we encourage applicants to forge robust partnerships to implement the grant and to sustain activities beyond the grant period of performance. Applicants will secure commitments for sustained employer involvement in various aspects of program design and delivery, including defining program goals and activities; and, importantly, committing to hire program participants.

To demonstrate the active involvement of the partnership entities, applicants must provide signed documentation of commitments—such as signed letters of commitment, memoranda of understanding, a partnership agreement, or other types of signed agreements—that demonstrate the commitment of each partner. An email or other form of written commitment is also acceptable. Partners for the TDLWD Summer Youth Employment Program (SYEP) are employer partners, education and training providers, workforce development entities, and worker organizations, labor-management organizations, or labor unions. An applicant may meet this employer partnership requirement by partnering with at least two (2) employers who are committed to providing hiring opportunities for SYEP participants. The Department strongly encourages partnerships with Minority Business Enterprises, Minority-Owned Businesses, Woman- Owned Businesses, Veteran-Owned Businesses, businesses owned by people with disabilities, and small businesses.

Project Design and Allowable Activities
Year-Round Work Experience Grant will be used for the creation and expansion of subsidized youth employment from September 1, 2023 to August 31, 2024.

Work experience includes summer employment and other employment opportunities available throughout the school year, pre-apprenticeship programs, internships and job shadowing, and on-the-job training. Allowable Activities include:
- Wages paid for participation in work experience; maximum of $16.00 per hour and 25 hours worked per week.
- All required federal and state taxes, workers compensation, benefits, and other employment withholdings.
- An individual participant shall not receive more than the maximum benefit of $3,200 for work experience, inclusive of all wages and withholdings.
- Awardee will not be able to use any agency that has a negative impact to the amount paid to the participating youth (i.e., Staffing agency).

Lead Applicants

Eligible Grantees shall include, but not be limited to, for-profit, non-profit, local workforce areas, non-government organizations (NGO), and faith-based organizations. Grantees must demonstrate past effectiveness in providing youth work experience.

Eligible Program Participants/Target Population

This grant program must serve Youth between the ages 14-24, with limited or no work experience. In addition to the minimum eligibility requirements, awarded entities should prioritize services for individuals who are:

    a. low-income, and/or currently in or have aged out of foster care.

    b. Low-income individual is defined as someone who:
        i. receives or in the past six (6) months has received—or is a member of a family that is receiving or in the past six (6) months has received:
            a) assistance through the Supplemental Nutrition Assistance Program (SNAP); or,
            b) the supplemental security income program established under Title XVI of the Social Security Act; or,
            c) State or local income-based public assistance
        ii. is in a family with total income that does not exceed the higher of:
            a) The poverty line, or seventy percent (70%) of the lower living standard income level; or,
            b) a homeless individual; or,
            c) receives or is eligible to receive free or reduced-price lunch; or,
            d) a foster child on behalf of whom state or local government payments are made; or,
            e) an individual with a disability whose own income meets the low-income level for eligibility purposes; or,
            f) youth who reside in a high-poverty area.

    c. Foster care will be defined as:
        i. an individual in or who has aged out of foster care or who has attained 16 years of age and left foster care of kinship guardianship or adoption, a child eligible for assistance under Social Security Act (42 USC 677) or in an out-of-home placement.

Youth can also be currently enrolled in secondary school within a local educational agency. Among the individuals eligible to receive employment, those of particular interest include historically marginalized and underrepresented populations such as justice-impacted individuals, individuals with disabilities, and other populations with employment barriers that hinder movement.

II. AWARD INFORMATION

A. AWARD TYPE AND AMOUNT

Funding will be provided in the form of a grant.

All awards made under this Announcement are subject to the availability of funds. We expect the availability of approximately $8 million to fund 10-20 grants with individual initial grant amounts not to exceed $1 million. Additional funding may be awarded based on performance. Up to 10% of the grant award can be used for administrative cost and a minimum of 90% will go towards participant wages (i.e., work experience).

The Department reserves the right to change these amounts depending on the quantity and quality of applications submitted. Requests for funding must be commensurate with the scope and scale of the project.

B. PERIOD OF PERFORMANCE

The period of performance is 12 months with an anticipated start date of 09/01/2023. This performance period includes all necessary implementation and start-up activities.

We strongly encourage applicants to develop their project work plans and timelines to account for this implementation phase accordingly. Grantees must fully expend grant funds during the period of performance. Therefore, applicants must carefully consider their ability to spend the level of funding requested during the allotted time while ensuring full transparency and accountability for all expenditures.

TIMELINE
- Request for Application Release: July 14, 2023
- Q&A Session Friday July 28, 2023 (email tn.youth@tn.gov by 4:30PM CST on July 26 for invite)
- Application deadline: August 4, 2023
- Internal review of applications: August 7-11, 2023
- Notification of Awards: August 14, 2023
- Period of Performance Sept 1, 2023 – August 31, 2024
- Grant ends: August 31, 2024

III. ELIGIBILITY INFORMATION

A. ELIGIBLE APPLICANTS

Grants funded through this FOA will be awarded to partnerships of private and public sector entities. Grants will be awarded to the lead applicant. The lead applicant will serve as the grantee and have overall fiscal and administrative responsibility for the grant. Eligible lead applicants must: (1) meet the definition of one of the seven types of eligible lead applicants described below; and (2) establish a partnership that includes the entities described as partners below.

Eligible Lead Applicants
For the purposes of this FOA, the following seven types of entities qualify as eligible lead

applicants:

- **National or Community-based Nonprofit Organizations** targeting advanced manufacturing, information technology, and/or professional, scientific, and technical services occupations related to renewable energy, transportation, and/or broadband infrastructure sectors, including nonprofit trade, industry, or employer professional associations and advocacy groups representing the identified industries and sectors;
- **Labor Unions, Labor-Management Organizations, and Worker Organizations** that represent workers in advanced manufacturing, information technology, and/or professional, scientific, and technical services occupations related that provide training programs included on the State's Eligible Training Provider List under WIOA;
- **Education/Training Provider(s)**: Public or private nonprofit education and training providers, including institutions of higher education as defined in Section 101(a) of the Higher Education Act of 1965 (20 U.S.C. 1001); community and technical colleges and systems; nonprofit and community-based organizations that offer job training, including that provide training programs included on the State's Eligible Training Provider List under WIOA;
- **Workforce Development Entities** involved in administering the public workforce system established under WIOA, including State and Local Workforce Development Boards (WDBs) and Indian and Native American Program entities eligible for funding under WIOA Section 166 (29 U.S.C. 3221);
- **Economic Development Agencies**, including the District Organization of an EDA-designated Economic Development District (EDD);
- **Native American Tribal Governments** (Federally recognized) which are defined as the recognized governing bodies of any Indian or Alaska Native tribe, band, nation, pueblo, village, community, component band, or component reservation, individually identified (including parenthetically) in the list published most recently as of the date of enactment of this paragraph pursuant to section 104 of the Federally Recognized Indian Tribe List Act of 1994 (25 U.S.C. 5131); and
- **State, County, and Local Governments**, including cities and townships, and State Workforce Agencies (State government agencies that receives funds pursuant to the Wagner-Peyser Act (29 U.S.C. 49 et seq.) to administer the State's public labor exchange activities or the lead state agency responsible for the administration of WIOA title I activities).

Role of Lead Applicant

In the required Abstract (see Section IV.B.4. Attachments to the Project Narrative), you must clearly identify the lead applicant and each member of the partnership. The lead applicant will serve as the grantee, and will be: (1) the point of contact with the Department to receive and respond to all inquiries or communications under this FOA and any subsequent grant award; (2) the entity responsible for submitting to the Department all deliverables under the grant, including all programmatic, technical and financial reports related to the project, regardless of which partnership member performed the work; (3) the entity that may request or agree to a revision or amendment of the grant agreement or statement of work; (4) the entity with overall responsibility for carrying out the programmatic functions of the grant, as well as for the stewardship of all expenditures under the grant; and (5) the entity responsible for working with TDLWD Workforce

Service to close out the grant.

It is the expectation of the Department that the lead applicant has the organizational capacity to carry out the programmatic functions of the grant, and the Department strongly discourages applications that result in "pass-through" grants (i.e., where the lead applicant sub-awards the majority of grant funds and operational activities to one or several subrecipients). See Section IV.E. Funding Restrictions regarding limitations on subrecipient awards.

Worker-Centered Partnerships
Applicants will secure commitments for sustained employer involvement in various aspects of program design and delivery, including defining program goals and activities; and, importantly, committing to hire program participants.

To demonstrate the active involvement of the partnership entities, applicants must provide signed documentation of commitments—such as signed letters of commitment, memoranda of understanding, a partnership agreement, or other types of signed agreements—that demonstrate the commitment of each partner. An email or other form of written commitment is also acceptable. Applicants will be scored based on the inclusion of this documentation, as well as the level and quality of involvement in the project as outlined in Section IV.A.2. Project Narrative.

Partners
For this FOA, we encourage applicants to forge robust partnerships to implement the grant and to sustain activities beyond the grant period of performance. The required partners for the SYEP are employer partners, education and training providers, workforce development entities, and worker organizations, labor-management organizations, labor unions, and other partners that can support and advance the work of this program.

Number of Applications Applicants May Submit

We will consider only one application from each organization applying as lead applicant. If we receive multiple applications from the same lead applicant organization for the same application funding round, we will consider only the most recently received application that met the deadline for that round. If the most recent application is disqualified for any reason, we will not replace it with an earlier application.

Eligible Participants
Youth between the ages 14-24, with limited or no work experience. In addition to the minimum eligibility requirements, awarded entities should prioritize services for individuals who are:
Low-income, and/or currently in or have aged out of foster care.
- Low-income individual is defined as someone who:
  - receives or in the past six (6) months has received—or is a member of a family that is receiving or in the past six (6) months has received:
    - assistance through the Supplemental Nutrition Assistance Program (SNAP); or,
    - the supplemental security income program established under Title XVI of the Social Security Act; or,

- State or local income-based public assistance
  - o is in a family with total income that does not exceed the higher of:
    - The poverty line, or seventy percent (70%) of the lower living standard income level; or,
    - a homeless individual; or
    - receives or is eligible to receive free or reduced-price lunch; or,
    - a foster child on behalf of whom state or local government payments are made; or,
    - an individual with a disability whose own income meets the low-income level for eligibility purposes; or,
    - youth who reside in a high-poverty area.

    Note - For additional guidance, see WIOA Low-Income Guidelines Policy.

- Foster care will be defined as: an individual in or who has aged out of foster care or who has attained 16 years of age and left foster care of kinship guardianship or adoption, a child eligible for assistance under Social Security Act (42 USC 677) or in an out-of-home placement.

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IV. APPLICATION AND SUBMISSION INFORMATION

A. CONTENT AND FORM OF APPLICATION SUBMISSION

Applications submitted in response to this FOA must consist of three separate and distinct parts:

1. Project Budget, composed of the SF-424A and Budget Narrative;

2. Project Narrative; and

3. Attachments to the Project Narrative.

You must ensure that the funding amount requested is consistent across all parts and sub-parts of the application.

1 - Project Budget
You must complete the SF-424A Budget Information Form (refer to **Attachment I**). In preparing the Budget Information Form, you must provide a concise narrative explanation to support the budget request, explained in detail below.

a. Budget Narrative
The Budget Narrative must provide a description of costs associated with each line item on the SF-424A**.**

Each category should include the total estimated cost for the period of performance. Use the following guidance for preparing the Budget Narrative.

Personnel: List all staff positions by title (including individuals hired by an employment contract) including the roles and responsibilities. For each position give the annual salary, the percentage of time devoted to the project, and the amount of each position's salary funded by the grant.

Fringe Benefits: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement, etc.

Travel: For grantee staff only, specify the purpose, number of staff traveling, mileage, per diem, estimated number of in-state and out-of-state trips, and other estimated costs for each type of travel.

Equipment: Identify each item of equipment you expect to purchase that has an estimated acquisition cost of $5,000 or more per unit (or if your capitalization level is less than $5,000, use your capitalization level) and a useful lifetime of more than one year (see 2 CFR Part 200.1 for the definition of Equipment). List the item, quantity, and the unit cost per item.

Items with a unit cost of less than $5,000 are supplies, not "equipment." In general, we do not permit the purchase of equipment during the last funded year of the grant.

Supplies: Identify the cost of supplies (e.g., general office supplies, desk/chairs, laptops/printers, other specialty items) in the detailed budget per category. Except for general office supplies, list the item, quantity, and the unit cost per item. Supplies include all tangible personal property other than "equipment" (see 2 CFR Part 200.1 for the definition of Supplies).

Contractual: Under the Contractual line item, delineate contracts and subawards separately. Contracts are defined according to 2 CFR Part 200.1 as a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. A subaward, defined by 2 CFR Part 200.1 means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a federal program.

For each proposed contract and subaward, specify the purpose and activities to be provided, and the estimated cost.

Construction: Construction costs are not allowed and this line must be left as zero. Minor alterations to adjust an existing space for grant activities (such as a classroom alteration) may be allowable. We do not consider this as construction and you must show the costs on other appropriate lines such as Contractual.

Other: Provide clear and specific detail, including costs, for each item so that we are able to determine whether the costs are necessary, reasonable, and allocable. List items, such as stipends or incentives, not covered elsewhere.

Indirect Costs: If you include an amount for indirect costs (through a Negotiated Indirect Cost Rate Agreement or De Minimis) on the SF-424A budget form, then include one of the following:

a) If you have a Negotiated Indirect Cost Rate Agreement (NICRA), provide an explanation of how the indirect costs are calculated. This explanation should include which portion of each line item, along with the associated costs, are included in your cost allocation base. Also, provide a current version of the NICRA.

or

b) If you intend to claim indirect costs using the 10 percent de minimis rate, please

confirm that your organization meets the requirements as described in 2 CFR Part 200.414(f). Clearly state that your organization does not have a current negotiated (including provisional) rate, and is not one described in 2 CFR Part 200, Appendix VII(D)(1)(b).

Applicants choosing to claim indirect costs using the de minimis rate must use Modified Total Direct Costs (as defined by DOL below) as their cost allocation base. Provide an explanation of which portion of each line item, along with the associated costs, are included in your cost allocation base. Note that there are various items not included in the calculation of Modified Total Direct Costs. See the definitions below to assist you in your calculation.

- **Modified Total Direct Cost (MTDC) Definition:** To avoid a serious inequity in the distribution of indirect costs, DOL defines MTDC as all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first $25,000 of each subaward or subcontract (regardless of the period of performance of the subawards or subcontracts under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward or subcontract in excess of $25,000.
    - o You will also note that participant support costs are not included in modified total direct costs. Participant support costs are defined below.
        - o 2 CFR Part 200.1 Participant Support Cost means direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences or training projects.

2 - Project Narrative

The Project Narrative must demonstrate your capability to implement the grant project in accordance with the provisions of this Announcement. It provides a comprehensive framework and description of all aspects of the proposed project. It must be succinct, self-explanatory, and well-organized so that reviewers can understand the proposed project.

The Project Narrative is limited to 10 double-spaced single-sided 8.5 x 11 inch pages with Times New Roman 12-point text font and 1-inch margins. You must number the Project Narrative beginning with page number 1.

We will not read or consider any materials beyond the specified page limit in the application review process.

The following instructions provide all of the information needed to complete the Project Narrative. Carefully read and consider each section, and include all required information in your Project Narrative. The agency will evaluate the Project Narrative using the evaluation criteria identified in Section V.A. You must use the same section headers identified below for each section of the Project Narrative.

NOTE: Full points will not be given for simply repeating the requirements stated below or elsewhere in the Announcement. To receive full points, the applicant must describe, in their

own words, the process or procedures their institution will use and what evidence is available to show those processes are effective for meeting the stated requirement.

a. Statement of Need (Up to 10 Points)

- Identify and describe the proposed service area of the project that aligns with the appropriate geographic scope of the track selected and explain the rationale for the proposed service area of the project. (5 points)
- Describe the target population to be served. (5 points)

b. Expected Outcomes and Outputs (Up to 16 Points)
i. Performance Outcome Measures (12 points)

- Total number of participants. (6 points)
- Total number of employers used for work experience and other partners. (6 points)

System or Process for Tracking, Collecting, and Reporting Participant Data (4 points)

- Provide specific details about the procedures already in place for collecting the performance outcome measures, tracking indicators, and other participant data such as demographic information, training provided, and other information
- Grantees or their designated grant partner must establish and document the eligibility of all participants (2 points)

c. Project Design (Up to 24 Points)

Applicants must clearly and thoroughly identify the proposed methods that the project will use to assist individuals in participating the work experience initiative. In each criterion below, applicants must describe their rationale for taking the proposed approach over others, identify any potential barriers, and describe how the project will overcome those barriers.

i. Worker-Centered Partnership (18 points)

Scoring for this criterion is based on the description of the worker-centered partnership model and how all partners will collaborate to meet the criteria outlined in the FOA.

- Provide a comprehensive description of the worker-centered partnerships, including identifying all partners (employers, workforce development entities, and others). Applicants must describe partner roles and thoroughly and convincingly explain how each partner will support the development of the program design. (6 points)
- Clearly describe the process and system for how the applicant will develop and operationalize the worker-centered partnership, including but not limited to, ongoing communication, sharing of information, ensuring consistent policies across all grant partners, and evaluating partnership performance. (6 points)
- Document the active roles of all partners. This includes a clear and thorough description of the capacity and role of all partners involved such as the commitments of employer partners to hire program participants. This description must be consistent with the required letters of commitment, partnership agreements, memoranda of understanding, or other documentation. (6 points)

ii. Project Work Plan and Timeline (6 Points)

Scoring under this criterion is based on a clear and complete overview of project goals and targets, milestones, key activities, and key partners of the proposed program.

- **Project Work Plan and Timeline**

Applicants must present a timeline in a table format that provides an overview of the work plan for the project proposed. The work plan should include an overview of goals, activities, key milestones (including short-term, mid-term, and long-term milestones), targets, and timelines that capture the employment activities and partners involved in achieving them. The work plan must be submitted as a separate attachment and does not count against the page limit of the Project Narrative. The work plan must include all of the following:

- Project goals, which are the overarching achievements that will be pursued;
- Milestones, which are key markers of grant progress; these are typically expressed in the form of an action or event marking a significant change or stage in development;
- Key activities, including timeframes for development or modification of programs, and/or participant enrollment in work experience; and
- Key partner(s) identified for key activities.

d. Organizational, Administrative, and Fiscal Capacity (up to 18 Points)

Capacity of Lead Applicant, Partnership Structure, and Administrative Controls and Systems

- Applicant must provide a detailed description describing the lead applicant's ability and experience as the employer of record ensuring all wages are in line with program requirements including federal and state taxes, workers compensation, benefits, and other employment withholdings. An individual participant shall not receive more than the maximum benefit of $3,200 for work experience inclusive of all wages and withholdings, exceed 25 hours/week, and max $16/hour. Any subcontractor or staffing agency utilized must be disclosed. (10 points)

- Applicant must provide a detailed organizational chart that identifies the lead applicant and partners. The chart must describe the structure of the relationships of all partners involved in the project. The chart must also identify the proposed project's staffing plan to illustrate that partners have the capacity to support the lead applicant to carry out the proposed project. (2 points)

- Applicant must provide a detailed description demonstrating the lead applicant's capacity to effectively manage each component of the program, including a project management plan and a communications plan for efficient and effective management of the project with all partners and staff; and demonstrating its capacity to establish effective procurement processes, systems, and procedures and those of any partners that will be providing any services or conducting any activities under the grant (if applicable). Applicants that have subrecipients must describe their processes and procedures for effectively managing these entities. (6 points)

e. Past Performance – Programmatic Capability (Up to 10 Points)

Applicants will receive points based on past performance data. Applicants must use the information below and provide the applicable past performance information.

- Applicants must provide a full description of the lead applicant's prior experience with

implementing an effective program similar in scope This could include evidence of existing sector partnerships, prior experience in taking employment and training programs to scale, and the number of participants served in prior programs. (2 points)

- Demonstrate that partners have experience in deploying employment and training programs, including classroom training, work-based learning programs, internships, mentorships, or externships within the proposed industry, and in enrolling participants in employment and training programs, including providing supportive services, securing employment placements, and/or wage increases. (2 points)

- Applicants must provide a past performance chart that shows the performance outcome measures achieved and spending rate analysis (during the original period of performance) for a grant initiative completed in the past five years from the closing date of this announcement using the chart format described below. There are different chart format instructions depending on past grant experience. Applicants must use the information below to determine which instructions are applicable to their organization. Failure to provide a past performance chart as an attachment will result in zero points awarded for this rating factor. (6 points as specified below)

The below chart must be signed by the grantor, or a letter must be provided from the grantor verifying the data provided in response to the requested performance outcome measures achieved and spending rate analysis. **Grantees that fail to provide a chart signed by the grantor (or a chart accompanied by a letter signed by the grantor) will result in zero points being awarded for the Past Performance – Programmatic Capability criterion (10 points).** This letter must be on grantor letterhead and contain contact information for the grantor.

1. Performance Outcome Measures Achieved (4 Points)
Applicants will receive points based on past performance measures demonstrated in the performance chart as follows:

- Applicants achieving 80% or above on all performance measures for their most recently completed grant will receive 4 points for this subsection.
- Applicants achieving 80% or above on three performance measures for their most recently completed grant will receive 3 points for this subsection.
- Applicants achieving 80% or above on two performance measures for their most recently completed grant will receive 2 points for this subsection.
- Applicants achieving 80% or above on one performance measure for their most recently completed grant will receive 1 point for this subsection.
- Applicants that did not achieve 80% or above on any performance measure or where performance measures cannot be verified for their most recently completed grant will receive 0 points for this subsection.

2. Spending Rate Analysis (2 Points):
Applicants must submit, as part of the Past Performance Chart described above, the total grant amount and the percentage of grant funds spent **during the original period of performance** for the grant as identified through the Past Performance Chart Instructions specified above. Applicants will receive points for their spending rate, as demonstrated in the chart they provide in the Spending Rate Analysis section, as follows:

- Applicants that expended at least 98 percent of the grant funds for their most recently completed grant will receive 2 points.
- Applicants that expended at least 80 percent but less than 98 percent of the grant funds for their most recently completed grant will receive 1 point.
- Applicants that expended less than 80 percent of the grant funds for their most recently completed grant will receive 0 points.

Below is a sample format for the chart:

Grant Project Name: (All grants)

Grant Lead:

Grantor Contact - Name, Title, E-mail Address, and Telephone Number: (Federal or non- Federal grants only – non-Federal grants must also include signature)

Funding Amount and Project Period of Performance: (All grants)

Project Information/Grant Objectives: (Federal or non-Federal grants)

Population Served:

Performance Outcome Measures Achieved: (All grants)

Performance Indicator	Numerator	Denominator	Fraction	Percentage Achieved
Measure 1	*Number of Participants Enrolled in Training: 105*	*Number of Participants Served: 115*	*105/115*	*91%*
Measure 2	*Number of Participants Completed Training: 100*	*Number of Participants Enrolled in Training: 105*	*100/105*	*95%*

Spending Rate Analysis: (All grants)

Grant Funds Received:	Grant Funds Spent by end of the Original Period of Performance:	Total Spent / Total Grant Funds	Percentage Rate of Spending:
Example: $1,000,000	*$800,000*	*$800,000/ $1,000,000*	*80%*

f. Budget and Budget Narrative (Up to 2 Points)

The Budget and Budget Narrative will be used to evaluate this section. Please see Section IV.A.1

for information on the requirements. The Budget and Budget Narrative do not count against the page limit requirements for the Project Narrative.

Applicants must describe the following:

- How the budget is reasonable and feasible based on the activities outlined in the Project Narrative;
- How the proposed expenditures will support the grant project's development or scaling of worker-centered sector strategy programs to train individuals in middle- to high-skilled occupations in advanced manufacturing; information technology; and professional, scientific, and technical services that support renewable energy, transportation, or broadband infrastructure sectors while advancing equity and job quality; and
- How key personnel have been allocated time necessary to achieve project results.

g. Priority Consideration: Smaller and Rural Communities (2 points)

Applicants that demonstrate in their application that they are serving smaller and/or rural communities will receive two priority consideration points toward their overall application score. Applicants will not receive additional points for multiple smaller/rural community areas within the proposed physical service area.

Smaller/Rural Communities – For the purposes of this grant program smaller and rural communities include:

1. All non-metro counties;
2. All metro census tracts with Rural-Urban Commuting Area (RUCA) codes 4-10;
3. Large area metro census tracts of at least 400 square miles in area with population density of 35 or less per square mile with RUCA codes 2-3;
4. All outlying metro counties without an Urbanized Area (UA) to be rural; or
5. Any federally recognized Indian Tribe

To receive points applicants must describe the following:

- Clearly identify any of the counties in the proposed service area that meet the above definition smaller/rural communities.
- Provide supporting data/documentation including the information source(s) utilized. Applicants may use the data provided through the Health Resources and Services Administration (HRSA) Federal Office of Rural Health Policy (https://www.hrsa.gov/rural-health/about-us/what-is-rural/data-files) to assist in documenting that the proposed service area includes smaller and/or rural communities, or other relevant sources, but must identify what source was used. (2 points)

Attachments to the Project Narrative
In addition to the Project Narrative, you must submit attachments. You must clearly label all attachments. We will exclude only those attachments listed below from the page limit. The Budget and Budget Narrative do not count against the page limit requirements for the Project Narrative.

You must not include additional materials such as resumés or general letters of support. You must submit your application in one package because documents received separately will be

tracked separately and will not be attached to the application for review.

Save all files with descriptive file names of 50 characters or fewer and use only standard characters in file names: A-Z, a-z, 0-9, and underscore (_). File names may not include special characters (e.g. &,–,*,%,/,#), periods (.), blank spaces, or accent marks, and must be unique (e.g., no other attachment may have the same file name). You may use an underscore (example: My_Attached_File.pdf) to separate a file name.

a. Required Attachments

(1) Abstract

You must submit an up to two-page abstract summarizing the proposed project including, but not limited to, the scope of the project and proposed outcomes. Omission of the abstract will not result in your application being disqualified; the lack of the required information in the abstract, however, may impact scoring. Should you be selected for an award, the information provided in your abstract may be published to a public facing website as a summary of your project. The abstract must include the following:

- Lead applicant organization name
- Lead applicant entity organization type
- Lead applicant location (city and state)
- Names of partners
- Geographic scope
  - Identify scope: local/regional, statewide, or national
  - A description of the area to be served, and identification of the specific location(s) where grant services will be provided: (e.g., cities, counties, or state(s))
  - Identify if the area to be served includes smaller and/or rural communities as defined in the FOA
- Target population(s) to be served
- Subrecipient roles: List all subrecipients and the roles (activities) they will fill on the proposed project. Roles should be aligned to proposed workplan.
- Public contact information

b. Requested Attachments

We request the following attachments, but their omission will not cause us to disqualify the application. The omission of the attachment will, however, impact scoring unless otherwise noted.

(1) Past Performance Documentation

This attachment must include both the Chart of Past Performance and the Grantor Verification Letter (if the chart is not signed by the Grantor).

See Section IV.A.2.e for additional instructions.

These documents must be uploaded as an attachment to the application package and labeled "Past Performance."

(2) Letters of Commitment, MOUs, or Partnership Agreements

Submit signed and dated letters of commitment, memoranda of understanding, partnership

agreements, or other types of signed agreements between the applicant and partner organizations and/or sub-grantees that propose to provide services to support the program model and lead to the identified outcomes. See Section III.A.2.

These letters must be uploaded as an attachment to the application package and labeled "Letters of Commitment."

(3) Smaller and Rural Communities Documentation
If the applicant is proposing to serve smaller or rural communities for priority consideration, they must provide supporting data/documentation including the information source(s) utilized.

B. SUBMISSION DATE, TIME, PROCESS AND ADDRESS

Due Date for Applications:
August 4, 2023
You must submit your application electronically on **TN.Youth@tn.gov** **no later than 4:30 p.m. Central Time on the closing date.**

Applicants are encouraged to submit their application before the closing date to minimize the risk of late receipt. We will not review applications received after 4:30 p.m. Central Time on the closing date. We will not accept applications sent by hard-copy, e-mail, telegram, or facsimile (FAX).

Only applications that have been successfully submitted by the deadline and later successfully validated will be considered. It is your responsibility to ensure a timely submission. While it is not required that an application be successfully validated before the deadline for submission, it is prudent to reserve time before the deadline in case it is necessary to resubmit an application that has not been successfully validated. Therefore, enough time should be allotted for submission (24-48 hours) and, if applicable, 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 enough time is not allotted and a rejection notice is received after the due date and time, TDLWD will not consider the application.

To ensure consideration, the components of the application must be saved as .doc, .docx, .xls, .xlsx, .rtf or .pdf files. If submitted in any other format, the applicant bears the risk that compatibility or other issues will prevent TDLWD from considering the application. We will attempt to open the document, but will not take any additional measures in the event of problems with opening.

a. Subrecipient Awards

The Department expects the lead applicant has the organizational capacity to implement the proposed program design. The Department strongly discourages applications that result in a "pass-through" of grant funds to a third-party entity (i.e., where the lead applicant sub-awards the majority of grant funds and operational activities to a single subrecipient). Experience has shown that grant projects where the lead applicant is only nominally involved with operational aspects of the grant, delegating grant administration and operational control to a pass-through entity, increases the risk for compliance and performance-related issues that can negatively impact grant performance and sustainability

of the program.

Applicants that include subrecipients are strongly encouraged to ensure there is adequate staff and resources allocated to manage and oversee any subrecipients. Additionally, applicants that have allocated a majority of the total grant award to one or more subrecipients will be assessed during the post-award TDLWD compliance review process to ensure effective grants management. Subrecipients should be disclosed in the Project Narrative.

In the Budget Narrative (under the "Contractual" line item), applicants must clearly outline all sub-recipient allocations.

C. OTHER SUBMISSION REQUIREMENTS

Withdrawal of Applications: You may withdraw an application by written notice to TN.Youth@tn.gov at any time before an award is made.

V. APPLICATION REVIEW INFORMATION

A. CRITERIA

We have instituted procedures for assessing the technical merit of applications to provide for an objective review of applications and to assist you in understanding the standards against which your application will be judged. The evaluation criteria are based on the information required in the application as described in Sections IV.A.1. (Project Budget) and IV.A.2. (Project Narrative). Reviewers will award points based on the evaluation criteria described below.

Section IV.A.2 (Project Narrative) of this FOA has several "section headers" (e.g. IV.A.2.a), Statement of Need. Each of these "section headers" of the Project Narrative may include one or more "criterion," and each "criterion" includes one or more "rating factors," which provide detailed specifications for the content and quality of the response to that criterion. Each of the rating factors have specific point values assigned. These point values are the number of points possible for the application to earn for the rating factor.

Criterion	Points (maximum)
Statement of Need (See Section IV.A.2.a. Statement of Need)	10 total
Expected Outputs and Outcomes (See Section IV.A.2.b. Expected Outcomes and Outputs)	16 total

Project Design (See Section IV.A.2.c. Project Design)	24 total
Organizational, Administrative, and Fiscal Capacity (See Section IV.A.2.d. Organizational, Administrative, and Fiscal Capacity)	18 total
Past Performance – Programmatic Capability (See Section IV.A.2.e. Past Performance – Programmatic Capability)	10 total
Budget and Budget Narrative (See Section IV.A.2.f. Project Budget)	2 total
Priority Consideration: Service Area includes smaller and/or rural communities (See Section IV.A.2.g. Priority Consideration)	2 total
TOTAL	**82**

B. REVIEW AND SELECTION PROCESS

Merit Review and Selection Process
A technical merit review panel will carefully evaluate applications against the selection criteria to determine the merit of applications. These criteria are based on the policy goals, priorities, and emphases set forth in this FOA. Up to 82 points may be awarded to an applicant, depending on the quality of the responses provided. The final scores (which may include the mathematical normalization of review panels) will serve as the primary basis for selection of applications for funding. The panel results are advisory in nature and not binding on the Department. TDLWD reserves the right to make selections based solely on the final scores or to take into consideration other relevant factors when applicable. Such factors may include the geographic distribution of funds, availability of funds, and other relevant factors. TDLWD may consider any information that comes to their attention.

VI. AWARD ADMINISTRATION INFORMATION

A. AWARD NOTICES

All award notifications will occur by August 14, 2023. Applicants selected for award will be contacted directly before the grant's execution. Non-selected applicants will be notified by mail or email and may request a written debriefing on the significant weaknesses of their application.

Selection of an organization as a recipient does not constitute approval of the grant application as submitted. Before the actual grant is awarded, we may enter into negotiations about such items as program components, staffing and funding levels, and administrative systems in place to

support grant implementation. If the negotiations do not result in a mutually acceptable submission, TDLWD reserves the right to terminate the negotiations and decline to fund the application. We reserve the right not to fund any application related to this FOA.

VII. AGENCY CONTACTS

For further information about this FOA, please contact Troy Jenkins, Grants Program Manager, TDLWD Workforce Services Division, at Troy.Jenkins.@tn.gov .Applicants should e-mail all technical questions to TN.Youth@tn.gov and must specifically reference FOA-TN-SYEP-23-02, and along with question(s), include a contact name, and phone number.