



Energy Training Partnership Green Jobs SGA **Application Guide**

Guide Overview

On June 24th, 2009 the Department of Labor announced \$100 million in grant funds made available through the American Recovery and Reinvestment Act for Energy Training Partnerships. \$100 million in funding is available to provide training and placement services in the energy efficiency and renewable energy industries for workers who have been impacted by national energy and environmental policy, individuals who are in need of updated training in relevant industries, and unemployed workers. Individual grants range from \$2 million to \$5 million. Eligible applicants include:

- National labor-management organizations with local networks are eligible to receive funding. All training and placement activities must be conducted at the local level. Successful applicants will be required to fund at least two (2) but no more than five (5) sub-grants or sub-contracts to state and local affiliates.
- State or local non-profit partnerships are also eligible. Projects must be implemented by a diverse set of stakeholders, including labor organizations, public or private employers in the energy efficiency and renewable energy industries, and the workforce system.

This is a guide for unions, labor-management organizations, and their allied partners. Produced by the AFL-CIO Working for America Institute and the AFL-CIO Center for Green Jobs, this guide aims to provide an overview of the application process for unions, Joint Apprenticeship Training Councils, and other union training programs.

Application Overview

The Department of Labor strongly recommends that applicants register with [grants.gov](http://www07.grants.gov) to electronically submit their applications. The application process to [grants.gov](http://www07.grants.gov) may take several days to complete. You can begin your application process here: http://www07.grants.gov/applicants/get_registered.jsp

Applications are due no later than 4:00 pm on September 4th.

All federal forms can be found in the grant package here:

<http://apply07.grants.gov/apply/opportunities/packages/oppSGA-DFA-PY-08-18-cfda17.275.pdf>

Grants.gov has provided an applicant user guide to serve as an overview of the grants.gov process: <http://www.grants.gov/assets/ApplicantUserGuide.pdf>

There are three distinct and separate parts of the application:

1. Cost Proposal
2. Technical Proposal
3. Attachments to the Technical Proposal

Resources in this Guide

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Cost Proposal Overview

The cost proposal must include the following four items, with an optional fifth item:

I. Standard SF-424 form

- This form should list the entire federal grant amount requested, not just a yearly amount.
- This form should not show any leveraged resources.
- <http://apply07.grants.gov/apply/opportunities/packages/oppSGA-DFA-PY-08-18-cfda17.275.pdf>

II. Federal D-U-N-S® number (Data Universal Numbering System)

- Each applicant must have a Federal D-U-N-S® number and must supply the number on the FS – 424 form.

- Acquiring a D-U-N-S® number is free and can be obtained on the Web at www.dunandbradstreet.com or by phone at (866) 705- 5711

III. SF 424A Budget Information Form

- This form should list the entire federal grant amount requested, not just a yearly amount.
- **This form should not show any leveraged resources.**¹
- <http://apply07.grants.gov/apply/opportunities/packages/oppSGA-DFA-PY-08-18-cfda17.275.pdf>

IV. Budget Narrative

- The budget narrative must provide a description of each line item cost listed on the SF 424A Budget Information Form.
- The budget narrative should also include any leveraged resources provided to support proposed grant activities.
- The budget narrative should also address how administrative costs support project goals.

- V. Applicants are encouraged, but not required, to submit the ***Faith-Based EEO Survey***.

Technical Proposal Overview

The technical proposal should demonstrate capability to implement the grant project.

Format Requirements for the technical proposal:

- Limited to 20 double-spaced single-sided pages. Additional pages will not be read.
- 12 point font must be used throughout the proposal.
- Page must have 1-inch margins.
- Pages should be numbered beginning with page 1.

¹ Leveraged resources are resources, as expressed in dollar figures, that are acquired during the project period that support the project. Such resources may include any natural, financial, and physical resources available within the Tribe, organization, or community to assist in the successful completion of the project. An example would be an organization that agrees to provide a supportive action, product, service, or human or financial contribution that will add to the potential success of the project.

Content and Evaluation Criteria Table

Criterion	Points
Statement of Need	15
Project Management and Organizational Capacity	15
<i>Sub-categories</i>	
<i>Staff Capacity</i>	<i>5</i>
<i>Fiscal, Administrative, and Performance Management Capacity</i>	<i>5</i>
<i>Experience of Applicant</i>	<i>5</i>
Strategy and Project Work Plan	50
<i>Sub-categories</i>	
<i>Strategy</i>	<i>35</i>
<i>Proposed Strategy</i>	<i>(10)</i>
<i>Defined Roles and Letters of Commitment</i>	<i>(10)</i>
<i>Recruitment, Training, Placement, Retention Strategies</i>	<i>(10)</i>
<i>Leveraged Resources</i>	<i>(5)</i>
<i>Project Work Plan</i>	<i>15</i>
Outcomes and Deliverables	15
Suitability for Evaluation	5

Statement of Need (15 points):

Overview: In their statement of need, applicants should demonstrate a clear and specific need for federal investment. They must submit data and provide evidence for proposed projects in local areas or communities where their participants will be trained and employed. Any applicant who plans on serving communities affected by automotive restructuring must declare this intent in the statement of needs and identify counties served in their Abstract. Points are awarded based on the following factors:

- I. Applicant provides a **complete description of specific industries and occupations** within those industries that the training program focuses on, including:
 - a. Specific energy efficiency and/or renewable energy industry or industries;
 - b. Specific occupation for which participants will be trained, including work performed and its major tasks;

- c. Specific knowledge, skills and/or abilities required by the occupation.

- II. Applicant presents a **strong need for federal funding** for the proposed project by citing specific data sources and describing the analysis that has been conducted to clearly demonstrate the need for workforce training and projected employment opportunities in specific local areas or where grant-funded activities will take place. This description should include the following:
 - a. Current and projected employment in targeted industries in local areas where grant funded activities will take place.
 - b. Identification of specific employers targeted to employ trained participants with current and projected hiring needs.
 - c. Identification of the target population to be trained and placed in employment through grant-funded activities.
 - d. Education and skills possessed by the target audience and an estimate of the skills gap between the target audience and prospective employment.

- III. **Research resources:** Applicants may draw from a variety of resources for supporting data including:
 - a. industry data from trade or industry associations;
 - b. labor organizations;
 - c. direct information from local employers or industry;
 - d. information on the local and regional economy from economic development agencies.

Project Management and Organizational Capacity (15 points):

Overview: Applicants must fully describe their capacity including required partners, local affiliates, and coalition partners. Applicants must also fully describe their fiscal, administrative, and performance management capacity. Points are awarded based on the following factors:

- I. **Staff Capacity (5 points)**

- II. **Fiscal, Administrative, and Performance Management Capacity (5 points)**

- III. **Experience of Applicant (5 points)**

Strategy and Project Work Plan (50 points):

Overview: Applicants must provide a comprehensive work plan for the projects. The plan should follow the provided format. Points will be awarded for the following:

- I. **Strategy (35 points)** consists of the following requirements: (1) Comprehensiveness of the projected workforce development strategies; (2) demonstrated ability to align partners to achieve the proposed training and employment outcomes; (3) demonstration of how the proposed project builds on existing work in order to expeditiously begin or expand training activities; (4) a demonstration of how partnerships and training will be sustained beyond the life of the grant.
 - a. Summarize proposed strategies and demonstrate how strategies address the needs and challenges of one or more energy efficiency and renewable energy industries and occupations discussed in the Statement of Need on page 3 (10 points).
 - b. Fully describe the specific roles of the project partners at all levels. Applicants should provide, for each local area served, a letter of commitment that describes the roles and responsibilities of, and is signed by, each required partner (10 points).
 - c. Fully describe proposed recruitment, training, placement, and retention strategies (10 points.)
 - i. **Recruitment:** Applicant must provide a comprehensive outreach strategy that defines a clear process for finding and referring workers to the training programs.
 1. Projects serving communities undergoing auto industry restructuring must explain how the incumbent workers and unemployed auto workers will be referred to trainings.
 - ii. **Training:** Applicant must provide a full and detailed explanation of the proposed training activities, including how support services will be integrated, how training will address skills and competencies demanded by the selected industries and occupations, and how training may lead to an appropriate industry-recognized degree or certificate.
 1. Applicants must clearly identify the types of training to be provided (on-the-job training, customized training, pre-apprenticeship, registered apprenticeship, etc.) and the entities that will provide training for each specific local area.

2. Since programs are to begin as soon as possible, applicants must fully explain how the project will replicate, adapt, or use components of existing curricula, or training models, which lead to industry-recognized degrees or certificates. If there are no industry-recognized degrees or certificates, applicants must demonstrate how the project will provide participants with evidence of the skills and experience acquired through the grant-funded activities.
3. Applicants proposing to develop new training curricula and strategies, registered apprenticeship standards, or other new training models must fully articulate the need to engage in these activities as opposed to using and/or adapting existing curricula, etc.
- iii. **Placement:** Applicant must provide a clear strategy for placing participants into employment.
- iv. **Retention:** Applicant must provide a clear retention strategy for participants who are placed into jobs.
- v. **Leveraged Resources** (5 points)

II. Project Work Plan (15 points):

Overview: Applicants must present their work plan in a table that includes the following information:

- a. Project Phases: Lay out the project in four phases: (1) Start up (including development or modification of curriculum or apprenticeship standards), (2) Recruitment, (3) Training, (4) Placement and Retention.
- b. Activities: Identify all major activities required to implement each phase by providing the following information: Start Date; End Date; and Partner Organization Responsibility.
- c. Milestones: List target dates and training outcomes projected for recruitment, training, and placement activities.
- d. Budget Allocations: List total amounts for each four project phases.

III. Outcomes and Deliverables (15 points):

Overview: Applicants must clearly demonstrate a results-oriented approach to managing and operating their project by describing proposed project goals in the following areas:

- a. Total number of participants served;

- b. Total number of participants beginning education/training activities;
- c. Total number of participants who will complete education/training activities;
- d. Total number of participants who will complete education/training activities that receive a degree or certificate;
- e. Total number of participants who will complete education/training activities that are placed into unsubsidized employment;
- f. Total number of participants who will complete education/training activities who are placed into training-related unsubsidized employment;
- g. Total number of participants placed in unsubsidized employment that retains an employed status at the first and second quarters following initial placement.

IV. Suitability for Evaluation (5 points):

Overview: To receive points under this section, applicants must meet the following criteria:

- a. Explain a recruitment plan that could yield a large number of qualified applicants for the program;
- b. Be able to collect participant-level information on individuals who apply to participate in the program;
- c. Have project retention strategies to minimize attrition;
- d. Work collaboratively with an outside evaluator selected by the DOL;
- e. Be willing to work with qualified academics who are independent researchers;
- f. Show how this proposal could expand the knowledge base about effective programs and offer lessons that could benefit individuals and communities that may not be directly served by the program.

Attachments to the Technical Proposal:

Attachments are limited to 15 pages, beyond the 20-page limit for the technical proposal, and should include an abstract and one letter of commitment from each local area or community where grant funding activities will take place.

The Abstract: Not to exceed two pages, the abstract should summarize the entire proposed project, including applicant name, project title, a description of the area(s) served (urban, rural, suburban), the funding level requested, and

category of applicant. Abstracts must be single-sided, double-spaced, and in 12 point font.

Letters of Commitment: These letters should describe the roles and responsibilities of the local partner organization and should be signed by all partners in the locale or community. Letters of Commitment do not have to follow the formal formatting requirements of the proposal or the abstract.

National labor-management organizations applying for grants must provide documentation in their attachments that demonstrates the past participation of employers and labor organizations in the joint administration and governance of training programs.

ATTACHMENT 1: Grant Application Checklist

- Register with grants.gov. See grants.gov checklist here: <http://www.grants.gov/assets/Organization Steps Complete Registration.pdf>
- Federal D-U-N-S® number
- SF424
- SF424A – Budget Information Form
- Faith-Based EEO Survey (Optional)
- Budget Narrative
- Technical Proposal (limited to 20 pages)
 - Statement of Need
 - Project Management and Organizational Capacity Statement
 - Strategy
 - Work Plan Table
 - Outcomes and Deliverables
 - Suitability for Evaluation
- Applicant Abstract (limited to two pages)
- Letters of Commitment from each local area or community signed by all partners
- Abstract from each local area or community
- National labor-management organizations applying for grants must provide documentation demonstrating the past participation of employers and labor organizations in the joint administration and governance of relevant training programs.

ATTACHMENT 2: Sample Letter of Commitment

James Jones, President
Green Jobs Union

Sarah White, Executive Director
DC Workforce Investment Board

Jane Doe, Executive Director
DC One Stop Center

John Smith, President
Green Manufacturer

Dear Ms. Donna Kelly:

The [organizations] are pleased to continue / to initiate a relationship with the [applicant] under the [project and grant name.] This grant is very valuable to the continuing efforts that we are making to _(state activity) in (state geographic area).

[Background on the organizations and the community they serve]

(If there is an existing relationship): Over the past several years, [organizations] have enthusiastically participated in _____ program to create conditions necessary for _____ [detail past commitments and involvement].

[Organizations] will commit to [project/grant name] by the involvement of our personnel, financial resources, and in-kind contributions [Be specific if possible – office space, equipment, training facilities, etc.].

Specifically in [list geographic location / community served], [organization(s)] will take the lead on _____. The [organization(s)] aim to [list partner objective(s)] by [list partner responsibility]. Meeting these objectives is clearly a top priority for our community.

In closing, I would like to say that I'm proud that [organization] and the [applicant] have embraced this project.

Sincerely,

Signed

*James Jones
Green Jobs Union*

*Sarah White, Executive Director
DC Workforce Investment Board*

*Jane Doe, Executive Director
DC One Stop Center*

*John Smith
Green Manufacturer*

It is with great pleasure that the **(LOCAL)** joined with the **(LWIB), (ONE STOP CENTER), AND (EMPLOYER OR JATC TRUSTEE)**, provides this letter of commitment to **APPLICANT NAME** for their application to the U.S. Department of Labor for the Energy Training Partnership Green Jobs Grant.

The **(LOCAL)** is a non-profit organization dedicated to **CONSTITUENTS** by working to improve wages, benefits, working conditions, safety, health and training of workers in the **TYPE OF** industry. By bringing economic progress to construction workers and their families, the **(LOCAL)** works to improve the quality of life in **(GEOGRAPHIC AREA / COMMUNITY)**. Since its beginnings more than **XX** years ago, the **(LOCAL)** has spearheaded numerous projects to improve **LOCATION'S** residents' quality of life. The **(LOCAL)** has trained **XXX** residents in their **(TRAINING PROGRAM NAME)** since 19**XX**. Participants come from various local communities including; *(list all those that apply: low income communities, formerly incarcerated individuals, high school drop outs, dislocated workers, unemployed workers, incumbent workers, Veterans, women, and other minorities)*. To that end, the **(LOCAL)** is pleased to support **APPLICANT** in developing its Energy Training Partnership application.

In partnership with **(LWIB), (ONE STOP CENTER), and (EMPLOYER)**, the **(LOCAL)** will provide **(TRAINING PROGRAM)** to **XXX** participants. **(LWIB)** and **(ONE STOP CENTER)** will provide referrals for the program and necessary, and ensure synergy between the public workforce investment system. Upon completion, program participants will be placed in either **advanced training programs provided by affiliated apprenticeship programs or employment**. The **(Local)** works with **(List affiliates, apprenticeship programs, and employers)** to place program graduates in advanced training programs and employment. Since 19**XX**, the **(Local)** has placed **XXX** individuals in apprenticeship training programs and has placed an additional **XXX** in jobs.

The **(LOCAL)** will commit to **[project/grant name]** by the involvement of our personnel, financial resources, and in-kind contributions including: (1.) Staff Capacity; (2.) Training Facilities; (3) Training Equipment; (4) Leveraged Resources from the Workforce Investment Act. **(LIST YOUR RESOURCES)**

No Department of Labor Green Jobs Training funds will be used for lease, acquisition, rehabilitation, or new construction.

In closing, the **(LOCAL)** is proud to partner with **(LWIB), (ONE STOP), (EMPLOYER)**, in the **APPLICANT'S** application for the Department of Labor Energy Training Partnership Green Jobs Grants.

Signed,
(LOCAL)
(LWIB)

(ONE STOP)
(EMPLOYER)

ATTACHMENT 3: SAMPLE Sub-Grantee Abstract

(LOCATION) Abstract – **APPLICANT NAME**

Energy Training Partnership Application. SGA / DFA PY 08-18

The **(LOCAL)** is a sub-grantee for the **APPLICANT**'s application to the Department of Labor Energy Training Partnership grant.

The **(LOCAL)** will lead a strategic partnership of public and private organizations in **(LOCATION)** that are experienced in providing education, training, support and employment services to **(LIST COMMUNITY: ie low-income)** individuals. The **(LOCAL)** partners include **(LIST PARTNERS)**. Companies and employers such as **XXX** who have traditionally hired graduates of the **(TRAINING PROGRAM)** will partner in this **(PROJECT NAME)**.

(LOCATION) needs Energy Training Partnership Funding for these compelling reasons:

- Local unemployment rate, high school drop out rates, and unemployment amongst communities the program will serve.
- Location's economic status, for example what part of the city lives below the poverty line?
- **Labor demand fact:** As **(LOCATION)** continues to retrofit its public and private buildings, it is critical to **LOCATION's** success that it delivers a work-ready labor force to prepare for times of increased labor demands.
- **Industry related fact, IE:** The high-growth construction industry is losing its workforce to retirements; the younger generations do not have

adequate numbers of skilled workers to replace the aging baby-boomers.

The construction industry will provide numerous job opportunities for well trained and credentialed workers.

- **Industry related fact, IE:** Amount of buildings to be retrofitted, demonstrate demand for trained workers.

It is projected that the **(LOCAL)** will recruit at least **XXX** candidates, select and enroll **XXX**; and assist **XXX** to complete their training program; **XXX** will earn **(CERTIFICATE/DEGREE)**; **XXX** will enter employment; and **XXX** will enroll in a registered apprenticeship program. A retention rate of **XX%** is projected for employment and **XX%** for continued training.

The **(Local)** will leverage its current staff capacity and collaborate with **their local One Stop Center** and **Local Workforce Investment Board** to provide recruitment, eligibility determination, enrollment, referrals and follow up. Where applicable and appropriate participants will be enrolled for One-Stop services under the Workforce Investment Act. Training will take place at the **(LOCAL)** state-of-the art training facilities which includes **(LIST training equipment or labs)**. Furthermore the **(LOCAL)** will actively pursue funds to support **(PROJECT NAME)** to enhance opportunities for residents to receive job training and education related to the green construction industry and to enable employers to train and retain qualified workers.

ATTACHMENT 4: Sample Work Plan Table

Phase 1: Start Up				
Major Activities	Start Date	End Date	Partner Organization Responsibility	Budget Allocation
			Phase 1 Budget Sub-total	\$0.00
			Administrative Costs	
			Support Services Costs	
			Other Costs	
			Phase 1 Budget Total	\$0.00

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Phase 2: Recruitment				
Major Activities	Start Date	End Date	Partner Organization Responsibility	Budget Allocation
Milestone			Phase 2 Budget Sub-total	\$0.00
	Date	Outcome	Administrative Costs	
			Support Services Costs	
			Other Costs	
			Phase 2 Budget Total	\$0.00

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Phase 3: Training				
Major Activities	Start Date	End Date	Partner Organization Responsibility	Budget Allocation
Milestone	Date	Outcome	Phase 3 Budget Sub-total	\$0.00
			Administrative Costs	
			Support Services Costs	
			Other Costs	
			Phase 3 Budget Total	\$0.00

Continues on next page

Phase 4: Placement and Retention				
Major Activities	Start Date	End Date	Partner Organization Responsibility	Budget Allocation
Milestone	Date	Outcome	Phase 4 Budget Sub-total	\$0.00
			Administrative Costs	
			Support Services Costs	
			Other Costs	
			Phase 4 Budget Total	\$0.00

ATTACHMENT 5: Overview of Allowable Expenses

The Working for America Institute submitted the question below on allowable expenses to the the Department of Labor's Employment and Training Administration.

Question: Does the grant permit allowable expenses for: (1) lease or purchase of space for training facilities; (2) equipment for training activities; and/or (3) supplies for training activities?

Answer: Although grant funds may be used to lease space, grant funds may not be used to purchase a building. Equipment and supplies are usually allowable costs. Equipment purchases should be referenced in your proposal, but note that upon award, such requests do not automatically constitute prior-approval by the Grant Officer. The Grant Officer has the discretion to negotiate equipment purchases with the grantee after award.

For more information on allowable grant costs and expenses, see the Cost Principles that apply to your organization:

- A-87 State and Local Government and Native American Tribes
- A-21 Institutions of Higher Education
- A-122 Non-Profit Organizations

The Cost Principles come in the form of circulars provided by the Office of Management and Budget. Please visit their website at: <http://www.whitehouse.gov/omb/circulars/index.html> to find the circulars that pertain to your organization.

I also encourage you to look at the Uniform Administrative Requirements that apply to your organization for questions surrounding allowable costs, property, equipment, availability of funds, cost sharing or matching, procurement procedures, etc.

- Title 29 Code of Federal Regulations for State/Local Governments and Indian Tribes
- Title 29 Code of Federal Regulations for Institutions of Higher Education, Hospitals and other Non-Profit Organizations and Commercial Organizations

These can be found on GPO's website at:

<http://www.access.gpo.gov/nara/cfr/cfr-table-search.html#page1>