

# U.S. DEPARTMENT OF LABOR

## Employment and Training Administration

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**Notice of Availability of Funds and Funding Opportunity Announcement for**  
*Linking to Employment Activities Pre-release Specialized American Job Centers (AJCs)*

**Announcement Type:** Initial

**Funding Opportunity Number:** FOA-ETA-15-03

**Catalog of Federal Domestic Assistance (CFDA) Number:** 17.270

**Key Dates:** The closing date for receipt of applications under this Announcement is **April 3, 2015**. Applications must be received no later than **4:00:00 p.m. Eastern Time**.

**Addresses:** Mailed applications must be addressed to:

U.S. Department of Labor  
Employment and Training Administration, Office of Grants Management  
Attention: Melissa Abdullah, Grant Officer  
Reference FOA-ETA-15-03  
200 Constitution Avenue, NW, Room N4716  
Washington, DC 20210

For complete application and submission information, including online application instructions, please refer to Section IV.

### **EXECUTIVE SUMMARY:**

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The Employment and Training Administration (ETA), U.S. Department of Labor (DOL, or the Department, or we), announces the availability of approximately \$5 million in grant funds authorized by Section 171 of the Workforce Investment Act (WIA) and Section 212 of the Second Chance Act of 2007 for Linking to Employment Activities Pre-release Specialized American Job Centers (AJCs) grants.

While state and federal prisons release more than 650,000 people each year<sup>1</sup>, over 9 million people are released from the nation's more than 3,000 county jails<sup>2</sup>, many of whom possess few job skills and little prospect for employment. These jails are located in almost every community in the nation and often in close proximity to local employment services offered by the more than 2,500 AJCs throughout the country. These jails and AJCs typically operate in the same communities and under the same local government structure.

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<sup>1</sup> Allen Beck, Jail Reentry Roundtable presentation, Bureau of Justice Statistics, U.S. Department of Justice, June 2006, available at [www.urban.org/projects/reentry-roundtable/upload/beck.PPT](http://www.urban.org/projects/reentry-roundtable/upload/beck.PPT).

<sup>2</sup> Amy L. Solomon, et al., *Life After Lockup: Improving Reentry from Jail to the Community* (Washington: Urban Institute, May 2008), available at [www.ncjrs.gov/pdffiles1/bja/220095.pdf](http://www.ncjrs.gov/pdffiles1/bja/220095.pdf).

This Funding Opportunity Announcement (FOA) provides the opportunity for Local Workforce Investment Boards (LWIBs) to develop and operate specialized AJCs (the requirements for these specialized AJCs will be explained throughout this Announcement) inside of county, municipal, or regional jails and correctional facilities to provide a range of AJC services that will assist soon to be released local inmates to prepare for employment to increase their opportunities for successful reentry into their home communities. This pilot project seeks to strengthen communities by better integrating services already available in the community. This program will build partnerships between local correctional systems and the local workforce systems through the establishment of specialized AJCs within local correctional facilities and linking transitioning offenders with a range of community-based workforce services that lead to successful employment. These grant funds will support the development and implementation of specialized AJCs, which must be linked directly to their existing full service community-based AJCs, enabling local inmates to prepare for employment prior to release and to continue with services in the community once released. These jail-based specialized AJCs will provide core and intensive services authorized under WIA inside of correctional facilities to address the employment barriers of incarcerated offenders prior to and as they transition into the community and the workforce. Effective July 1, 2015, the community-based AJC's, under the Workforce Innovation and Opportunity Act (WIOA), will transition into providing "career services" rather than separately designated core and intensive services.

Providing incarcerated offenders with a range of workforce services while they transition out of local correctional facilities engages these soon to be released offenders with existing workforce services, better prepares them to re-enter the workforce, and improves their opportunities for finding suitable employment immediately upon release. These jail-based centers will also provide the opportunity for transitioning offenders to begin the application and interview process and even secure employment pre-release. The jail-based specialized AJCs will support this transition period by directly linking participants to community-based AJCs for a continuum of services and connections to employers or training opportunities upon release. By providing a range of community-based workforce services that lead to successful employment, soon to be released local inmates will develop basic skills, prepare for employment, and increase labor force participation, which will increase successful reentry outcomes in their home communities.

ETA plans to award approximately 10 grants of up to \$500,000 each to LWIBs. These grants will have a 24-month period of performance; future funding opportunities may take into account grantee performance on this grant. ETA is focused on sustainability and seeks to fund jail-based specialized AJCs that will be sustained beyond the life of the grant.

## **I. FUNDING OPPORTUNITY DESCRIPTION**

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### **A. PROGRAM PURPOSE**

The purpose of this program is to provide locally incarcerated offenders with employability skills by providing them workforce services prior to release from local incarceration and linking them to a continuum of employment, training, education, and support services offered through their community-based AJCs post-release, as well as building connections to local employers that will enable transitioning offenders to secure employment pre-release.

The jail-based specialized AJCs will enable transitioning offenders to prepare for employment prior to release and continue with individual development and service plans (as described in Section IV) in the community once released. The aim of these centers is to improve the workforce outcomes for transitioning offenders. These jail-based specialized AJCs will build upon the successful and effective strategies that currently exist in similar correctional facility-based one-stop centers across the country.

The jail-based specialized AJCs align with the President's job-driven vision by ensuring that transitioning offenders are prepared to meet the needs of their local labor markets and that they have skills valued by employers. The jail-based specialized AJCs provide an integrated approach that will allow the public workforce system and correctional systems to leverage resources and services to improve employability for this population. Teaching transitioning offenders foundational skills such as job readiness, employability, and job search strategies as well as providing other related interventions can provide access points to employment and reduce the likelihood of reoffending. The employer connections that the jail-based specialized AJCs will build will inform program curricula and ensure relevance to the needs of local businesses.

The jail-based specialized AJCs will provide an integrated service delivery approach, demonstrated through promising practices and proven strategies of other facility-based one-stop center designs, that combines workforce development and reentry services for transitioning offenders prior to release. This integrated approach will help to ease the reentry transition, increase participant employment prospects, and reduce recidivism with transitioning offenders. These centers will provide pre-release employment and career services to support timely post-release employment as well as link directly to the comprehensive workforce development services offered post-release by the community-based AJCs, including follow-up services leading to gainful employment and career advancement.

In addition to linking the jail-based and community-based AJCs, the LWIBs must partner with their county, municipal, or regional correctional facilities as well as their county or municipal governments. Additional, non-required program partners may include non-profit supportive services providers, such as philanthropic, community-based, and faith-based organizations, and other local government agencies that provide relevant services and resources. Through these networks, the jail-based AJCs should have strong employer

connections and access to relevant local labor market information. Strong support from community collaborators can lead to greater program sustainability and support better participant outcomes.

**B. PROGRAM AUTHORITY**

This program is authorized by Section 171 of the Workforce Investment Act and Section 212 of the Second Chance Act of 2007.

**II. AWARD INFORMATION**

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**A. AWARD TYPE AND AMOUNT**

Funding will be provided in the form of a grant. Approximately \$5,000,000 is available to fund approximately 10 grants. Organizations may apply for a ceiling amount of up to \$500,000. Awards made under this Announcement are subject to the availability of Federal funds. In the event that additional funds become available, we reserve the right to use such funds to select additional grantees from applications submitted in response to this Announcement. These grants will have a 24-month period of performance; future funding opportunities may take into account grantee performance on this grant.

**B. PERIOD OF PERFORMANCE**

The period of performance is 24 months with an anticipated start date of June, 2015. This performance period includes all necessary implementation and start-up activities.

The period of performance must include the following:

- A planning period of up to 9 months; and
- An implementation phase, which includes the delivery of all required services (as identified in Section IV.B.3.a.(2)(b)), lasting the remaining at least 15 months.

To ensure grantees are prepared to begin program operations, the following milestones must be achieved during the planning period:

- Finalize all necessary arrangements to secure program operation space in partnership with the correctional facility and enable access by all key program personnel;
- Hire or assign core program staff, including the Project Director/Manager, Fiscal Director/Manager, and other key positions;
- Establish a management committee with representatives from all required partners (identified in Section III.A.) and the community-based AJC(s) and hold regular planning meetings to ensure successful delivery of services;
- Finalize and confirm plans for integrated service delivery, including securing assessment tools and curricula; and
- Initiate recruitment and outreach efforts for the enrollment of participants.

The Department will monitor the completion of these milestones within the grant's planning phase. The Department may subject grantees who do not meet these milestones to corrective action.

### **III. ELIGIBILITY INFORMATION**

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#### **A. ELIGIBLE APPLICANTS**

Eligible applicants are Local Workforce Investment Boards (LWIBs).

LWIBs must apply in partnership with their county or municipal governments and their county, municipal, or regional correctional facilities (this excludes any state or Federal correctional facilities that may be located in the local commuting area) and provide evidence of this partnership in their application. In states where the State Workforce Investment Board (SWIB) carries out the functions of the LWIB pursuant to a DOL-approved waiver, or in states designated as a single-state local area, as established under Section 116 (b) of WIA, the SWIB is an eligible applicant.

#### **B. COST SHARING OR MATCHING**

Cost sharing or matching funds are not required for this program. Please note that any resources contributed to the project are considered leveraged resources and do not constitute cost sharing or matching funds. More information on leveraged resources may be found in Section IV.B. Applications that include any form of cost sharing or match will not receive additional consideration during the review process. Cost sharing or match is not one of the application screening criteria.

#### **C. OTHER INFORMATION**

##### **1. Application Screening Criteria**

You should use the checklist below as a guide when preparing your application package to ensure that the application has met all of the screening criteria. Note that this checklist is only an aid for applicants and should not be included in the application package. We urge you to use this checklist to ensure that your application contains all required items. If your application does not meet all of the screening criteria, it will not move forward through the merit review process and will not be considered for funding.

<b>Application Requirement</b>	<b>Instructions</b>	<b>Complete?</b>
The deadline submission requirements are met	Section IV.C	
If submitted through Grants.gov, the components of the application are saved in any of the specified formats and are not corrupt. (We will attempt to open the document, but will not take any additional measures in the event of problems with opening.)	Section IV.C	
Application does not exceed the ceiling amount of \$500,000	Section II.A	
Applicant has registered with SAM and maintains an active account	Section IV.A	
Signed SF-424, Application for Federal Assistance	Section IV.B.1	
Signed SF-424 includes a DUNS Number	Section IV.B.1	
SF-424A, Budget Information Form	Section IV.B	
Budget Narrative	Section IV.B	
Project Narrative	Section IV.B.3	
Abstract	Section 0	

## **2. Number of Applications to Be Submitted**

Multiple applications from an organization are not allowed. If multiple applications are received, the most recent application submitted will be accepted. If the most recent application is disqualified for any reason, we will not replace it with an earlier application.

## **3. Eligible Participants**

### ***a) Participants Eligible to Receive Services***

To participate in a funded project under these grants, an individual must:

- have been convicted as an adult and imprisoned under municipal, county, Federal, or state law;
- have not been convicted of a sexual offense other than prostitution;
- be a sentenced offender confined in the municipal, county, or regional correctional facility for adults in which the jail-based specialized AJC operates on the date of the participant's enrollment in the program; and
- have a release date scheduled within 180 days of the individual's enrollment in the program.

### ***b) Veterans' Priority for Participants***

38 U.S.C. 4215 requires grantees to provide priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and

placement services in any job training program directly funded, in whole or in part, by DOL. The regulations implementing this priority of service can be found at 20 CFR Part 1010. In circumstances where a grant recipient must choose between two qualified candidates for a service, one of whom is a veteran or eligible spouse, the veterans' priority of service provisions require that the grant recipient give the veteran or eligible spouse priority of service by first providing him or her that service. To obtain priority of service, a veteran or spouse must meet the program's eligibility requirements. Grantees must comply with DOL guidance on veterans' priority. ETA's Training and Employment Guidance Letter (TEGL) No. 10-09 (issued November 10, 2009) provides guidance on implementing priority of service for veterans and eligible spouses in all qualified job training programs funded in whole or in part by DOL. TEGL No. 10-09 is available at [http://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=2816](http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2816).

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

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##### **A. HOW TO OBTAIN AN APPLICATION PACKAGE**

This FOA, found at [www.Grants.gov](http://www.Grants.gov) and [http://www.doleta.gov/grants/find\\_grants.cfm](http://www.doleta.gov/grants/find_grants.cfm), contains all of the information and links to forms needed to apply for grant funding. Applicants should note that hyperlinks to portions of the FOA are included in various parts of the Announcement. Applicants are required to comply with all parts of the FOA, including those parts found at the hyperlinks.

##### **B. CONTENT AND FORM OF APPLICATION SUBMISSION**

Applications submitted in response to this FOA must consist of four separate and distinct parts: (1) the SF-424 "Application for Federal Assistance;" (2) Project Budget; (3) Project Narrative; and (4) attachments to the Project Narrative. It is your responsibility to ensure that the funding amount requested is consistent across all parts and sub-parts of the application.

###### **1. SF-424, "Application for Federal Assistance"**

You must complete the SF-424, "Application for Federal Assistance" (available at <http://apply07.grants.gov/apply/FormLinks?family=15>). The SF-424 must clearly identify the applicant and must be signed by an individual with authority to enter into a grant agreement. Upon confirmation of an award, the individual signing the SF-424 on behalf of the applicant is considered the Authorized Representative of the applicant. As stated in block 21 of the SF-424 form, signature of the Authorized Representative on the SF-424 certifies that the organization is in compliance with the Assurances and Certifications form SF-424B (available at <http://apply07.grants.gov/apply/FormLinks?family=15>). The SF-424B is not required to be submitted with the application.