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# 2016 Paid Leave Analysis Grants: Prospective Applicant Webinar

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**Abstract**

[Excerpt] Program purpose: Support research and analysis needed to explore, develop, implement, and/or improve paid family and medical leave programs at the State and municipal levels, as well as in U.S. Territories and Possessions and federally recognized Indian/Native American Tribes.

**Comments**
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# U.S. DEPARTMENT OF LABOR WOMEN'S BUREAU

# 2016 PAID LEAVE ANALYSIS GRANTS (FOA-WB-16-01)

# PROSPECTIVE APPLICANT WEBINAR

*May 12, 2016*

# PRESENTERS

- **Pronita Gupta**

  **Deputy Director, Women's Bureau**

- **Laura Watson**

  **Associate Deputy Administrator,**

  **Office of Grants Management**

# TIPS AND RESOURCES FOR USING THIS WEBEX

- Have a copy of the FOA when viewing the WebEx: http://www.grants.gov/web/grants/view-opportunity.html?oppId=283573


- When applying for ETA competitive grants, use our Web-Based Toolkit for Prospective Applicants: https://strategies.workforcegps.org/resources/2014/08/11/16/32/applying-for-eta-competitive-grants-a-web-based-toolkit-for-prospective-applicants-438
- Submit questions via "Chat"

# OVERVIEW

- Program Purpose
- Eligibility
- Application and Submission Requirements
- Evaluation Criteria
- Review and Selection Process
- Questions

# PROGRAM PURPOSE

- Support **research and analysis** needed to **explore, develop, implement, and/or improve** paid **family and medical** leave programs at the State and municipal levels, as well as in U.S. Territories and Possessions and federally recognized Indian/Native American Tribes.

# PROGRAM PURPOSE

- **Types of research and analysis:**
  - Statistical analysis
  - Feasibility analysis
  - Economic-impact analysis
  - Financing, eligibility and benefit modeling
  - Education, outreach and marketing analysis for implementation purposes

- **Entities that have already completed the analyses listed above may apply for funds to support pre-implementation or implementation analyses.**
  - See page 2 of FOA for examples

- **NOTE: Enactment of a paid family and medical leave program is *not* a condition of this grant.**

# ELIGIBILITY

# ELIGIBILITY

- **Must be a <u>government entity</u> from specified levels of government (all applicants)**

- **Must have a <u>minimum estimated population</u> (County, City or Township, and Tribal government applicants only)**

# ELIGIBILITY—GOVERNMENT ENTITY

- Government Entity: Eligible applicants include **government entities** from any of the following levels of government:
  - State
  - County
  - City or Township
  - U.S. Territory or Possession
  - Federally recognized Indian/Native American Tribe

# ELIGIBILITY—GOVERNMENT ENTITY

- **NOTE: We will <u>not</u> award multiple grants to support research and analysis on behalf of a single jurisdiction at a particular level of government.**

- **Communicate and coordinate!**

# ELIGIBILITY—GOVERNMENT ENTITY

- **NOTE:** For the purposes of this grant program, each jurisdiction will be regarded as separate and distinct from jurisdictions at other levels of government.

# ELIGIBILITY—MINIMUM ESTIMATED POPULATION

- **Minimum Estimated Population**
  - **County** and **City or Township** applicants must have a minimum estimated population of at least 50,000

  - **Indian/Native American Tribes** must have a minimum estimated population of at least 10,000

# ELIGIBILITY—MINIMUM ESTIMATED POPULATION

- Estimated populations determined by reference to specified U.S. Government data
  - County applicants:
    - *Annual Estimates of the Resident Population for Counties: April 1, 2010 to July 1, 2015,* http://www.census.gov/popest/data/counties/totals/2014/CO-EST2014-01.html.
  - City and Township applicants:
    - *Vintage 2014 Annual Estimates of the Resident Population for Incorporated Places of 50,000 or More, Ranked by July 1, 2014 Population: April 14, 2010 to July 1, 2014,* https://www.census.gov/popest/data/counties/totals/2015/CO-EST2015-01.html.
  - Tribal applicants:
    - *2013 American Indian Population and Labor Force Report,* http://www.bia.gov/cs/groups/public/documents/text/idc1-024782.pdf.
- **NOTE: <u>No</u> other sources of data will be used to determine the estimated size of an applicant's population**

# APPLICATION AND SUBMISSION REQUIREMENTS

# CONTENT AND FORM OF 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.

# SF-424

- 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.
- Requirement for DUNS Number
  - If you do not have a DUNS Number, you can get one for free through the D&B website: http://fedgov.dnb.com/webform/displayHomePage.do.
- Requirement for Registration with SAM
  - Applicants must register with the System for Award Management (SAM) before submitting an application. Instructions for registering with SAM can be found at https://www.sam.gov/portal/public/SAM/#1.

# PROJECT BUDGET

- **You must complete the SF-424A Budget Information Form (available at http://apply07.grants.gov/apply/FormLinks?family=15).  In preparing the Budget Information Form, you must provide a concise narrative explanation to support the budget request, explained in detail below.**
  - **Budget Narrative: The budget narrative must provide a description of costs associated with each line item on the SF-424A. Use the following guidance for preparing the budget narrative:**
    - **Personnel**
    - **Fringe Benefits**
    - **Travel**
    - **Equipment**
    - **Supplies**
    - **Contractual**
    - **Construction**
    - **Other**

# 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 ten (10) double-spaced, single-sided 8.5 x 11 inch pages with Times New Roman 12-point text font and 1-inch margins. <u>Any materials beyond the specified page limit will not be read or considered in the application review process.</u>  You must number the Project Narrative beginning with page number 1.**

# REQUIRED ATTACHMENTS TO THE PROJECT NARRATIVE

- <u>Required</u> Attachments
  - Abstract: Up to two-page abstract summarizing the proposed project, including, but not limited to, the scope of the project and proposed outcomes. The proposed project must include the applicant's name, project title, a description of the area to be served, and the funding level requested.
    - The Abstract is limited to two double-spaced, single sided 8.5x11 inch pages with 12 point text font and 1-inch margins.

# REQUESTED ATTACHMENTS TO THE PROJECT NARRATIVE

- Indirect Cost Rate Agreement
  - **If** you are requesting indirect costs based on a Negotiated Indirect Cost Rate Agreement approved by your Federal Cognizant Agency, then attach the most recently approved Agreement.
    - (For more information, see Section IV.B.2. and Section IV.E.1.) This attachment does not impact scoring of the application.

# APPLICATION SCREENING CRITERIA

| Application Requirement | Instructions | Complete? |
|---|---|---|
| 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 | |
| Applicant has registered with SAM and maintains an active account | Section IV.B.1 | |
| 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.2 | |
| Budget Narrative | Section IV.B.2 | |
| Project Narrative | Section IV.B.3 | |
| Abstract | Section IV.B.4 | |

# EVALUATION CRITERIA

# EVALUATION CRITERIA

1. **Statement of Need (up to 25 points)**
2. **Expected Outcomes and Outputs (up to 25 points)**
3. **Project Design (up to 30 points)**
4. **Organizational, Administrative, and Fiscal Capacity (up to 15 points)**
5. **Budget and Budget Justification (up to 5 points)**

# 1. STATEMENT OF NEED (25)

- Points will be awarded based on the extent to which the application demonstrates a comprehensive understanding of:
  - The need for research and analysis activities related to a paid family and medical leave program in the applicant's jurisdiction; and
  - How the proposed research and analysis activities will inform or advance the applicant's ability to expand an existing or implement a new paid family and medical leave program.

# 2. EXPECTED OUTCOMES AND OUTPUTS (25)

- Points will be awarded based on the extent to which the expected outcomes and outputs are clear, appropriate and realistic.  This may be partially or wholly reflected by the extent to which the application:
  - Demonstrates a clear commitment to building the knowledge base necessary to explore, develop, implement and/or improve a paid family and medical leave program in the applicant's jurisdiction; and
  - Explains how this knowledge base could actually result in the development and/or implementation of a paid family and medical leave program within the applicant's jurisdiction.
- When awarding points for this section, we will also take into account the estimated number of individuals the applicant expects will be eligible to participate, over the course of a year, in the paid family and medical leave program it proposes to study.

# 3. PROJECT DESIGN (30)

- Points will be awarded based on:
  - The extent to which the application reflects a coherent and feasible approach for successfully addressing the identified outcomes and outputs, and includes reasonable timelines for completion of work; the strength of the justification for the approach, which includes addressing any factors that might accelerate or decelerate the required work; and the degree to which the project takes into account barriers that may impact the project's success. (24 points)
  - The applicant's commitment, as demonstrated through its project design, to developing knowledge about equality of leave-taking between men and women. (3 points)
  - The applicant's commitment, as demonstrated through its project design, to developing knowledge about provisions of a paid family and medical leave program that would enable workers to provide care for aging loved ones. (3 points)

# 4. ORGANIZATIONAL, ADMINISTRATIVE, AND FISCAL CAPACITY (15)

- Points will be awarded based on:
  - Extent to which the organization has the capacity to carry out the proposed project;
  - Level of qualifications and experience of personnel to fulfill the needs and requirements of the proposed project;
  - Strength of the fiscal and administrative controls to properly manage Federal funds; and
  - Capability of the organization to sustain project activities after Federal financial assistance ends.

# 5. BUDGET AND BUDGET JUSTIFICATION (5)

- Points will be awarded based on the extent to which the budget is reasonable in light of the amount requested and the activities outlined in the project narrative.

- NOTE: Your Project Budget <u>must</u> include a line item for the estimated costs of sending at least one representative to the Women's Bureau Paid Leave Symposium in Washington, D.C., in Fall 2016.

# REVIEW AND SELECTION PROCESS

# AWARD INFORMATION

- **$1 million in grant funds available**
  - Up to 6 grants will be awarded
  - Up to $250,000 per grant award

- **The period of performance is 12 months**
  - Anticipated start date: September 1, 2016

# NUMBER OF APPLICATIONS SUBMITTED

- **Multiple applications from an applicant are <u>not</u> 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.**

# MERIT REVIEW AND SELECTION PROCESS

- 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 Grant Officer 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 and/or other relevant factors.

# AWARD ADMINISTRATION INFORMATION

- All award notifications will be posted on the Women's Bureau Homepage (http://www.dol.gov/wb/) and on ETA's Homepage (http://www.doleta.gov).

- 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.

# PROPOSAL SUBMISSION

- **Proposals must be received by 4:00:00 PM (ET) on June 6, 2016.**

- **Reference Donna Kelly, Grant Officer, FOA-WB-16-01**

# QUESTIONS

- **Applicants should e-mail all technical questions to [purvis.marc@dol.gov](mailto:purvis.marc@dol.gov) and must specifically reference FOA-WB-16-01 in the email subject line.**

- **ETA will review questions submitted regarding the FOA and provide a timely response.**