

U.S. DEPARTMENT OF LABOR
Bureau of International Labor Affairs

Notice of Availability of Funds and Funding Opportunity Announcement for Strengthening Capacity of Governments to Address Child Labor and/or Forced Labor, and Violations of Acceptable Conditions of Work.

Announcement Type: Initial

Funding Opportunity Number: FOA-ILAB-19-01

Catalog of Federal Domestic Assistance (CFDA) Number: 17.401

Key Dates: The closing date for receipt of applications under this announcement is July 8, 2019. Applications must be received no later than 4:00:00 p.m. Eastern Time.

All technical questions related to the content of this Funding Opportunity Announcement (FOA) must be submitted no later than 10 business days prior to the close date of the FOA.

Award decisions are expected to be made by September 30, 2019. **The Department will make its best efforts to make award decisions within this timeframe, but please be aware that there are a variety of circumstances that may occur that could result in a later or earlier than expected award decision.**

To apply: Submit applications via <https://www.grants.gov/> in response to this funding opportunity number.

For complete application and submission information, including online and hard copy application instructions, please refer to section IV.

Executive Summary:

The Bureau of International Labor Affairs (ILAB), U.S. Department of Labor (USDOL, or the Department), announces the availability of approximately \$10,000,000 total costs (subject to the availability of Federal funds) for two cooperative agreements of \$5,000,000. These cooperative agreements will fund one technical assistance project in Asia and one technical assistance project in Sub-Saharan Africa to strengthen the capacity of governments to address child labor and/or forced labor,¹ and violations of acceptable conditions of work.² Project outcomes include: (1) improved enforcement of the legal framework³ and/or policies pertaining to child labor and/or forced labor, and violations of acceptable conditions of work; (2) improved assistance services⁴ for victims of child labor and/or forced labor; and (3) strengthened partnerships to accelerate progress in addressing child labor and/or forced labor, and violations of acceptable conditions of work. Strategies and activities may address child labor solely, forced labor solely or both child labor and forced labor, as well as must address acceptable conditions of work.

The duration of the project will be a maximum of four years (48 months) from the effective date of the award. Applicants may apply for one or two cooperative agreements. If applying for both cooperative agreements, applicants may not combine applications into one—they must submit separate applications. Each application

¹ For the purposes of this FOA, “forced labor” encompasses human trafficking.

² For the purposes of this FOA, “acceptable conditions of work” encompasses minimum wages, hours of work, and occupational safety and health. See 19 USC 3813(6)(E); Trade Act of 2002, Section 2113(6) (E). Available at: <https://www.gpo.gov/fdsys/pkg/USCODE-2011-title19/html/USCODE-2011-title19-chap24-sec3813.htm>.

³ For the purposes of this FOA, “legal framework” refers to laws and regulations, both civil and/or criminal.

⁴ For the purposes of this FOA, “assistance services” includes identifying victims, providing referrals, and facilitating access to a comprehensive array of services to assist victims as they rebuild their lives.

should request no more than \$5 million total costs in funding. In the event that the same applicant is selected for award for both cooperative agreements, USDOL reserves the right to issue one cooperative agreement covering more than one region. The recipient awarded the cooperative agreement in Asia must work in the Philippines and in a minimum of one additional country in Asia. The recipient awarded the cooperative agreement in Sub-Saharan Africa must work in Kenya and in a minimum of one additional country in Sub-Saharan Africa. Applicants must not budget more than \$1,500,000 for the Philippines or \$1,500,000 for Kenya within the respective applications and must not propose additional countries in their application beyond the Philippines or Kenya. The additional countries will be finalized by USDOL after award in consultation with the recipient. Future activities for the additional countries may vary in size, scope, duration, and funding amounts. All related activities and budgets will be finalized by the recipient during the initial months of the period of performance in consultation with and subject to the approval of USDOL. The additional countries in both Asia and Sub-Saharan Africa will be countries that meet the criteria of possessing current capacity needs that fall within the framework of the outcomes described in this FOA. These additional countries may include countries covered in USDOL's *Findings on the Worst Forms of Child Labor* and/or on the *List of Goods Produced by Child Labor or Forced Labor*.^{5 6}

Eligible applicants may include any commercial, international, educational, or non-profit organizations, including any faith-based organizations, community-based organizations, or public international organizations (PIOs), capable of successfully fulfilling the objectives identified in the Funding Opportunity Description.

⁵ For more information on government efforts to address the problem, see the U.S. Department of Labor's 2017 *Findings on the Worst Forms of Child Labor* Report. Available at: <https://www.dol.gov/agencies/ilab/resources/reports/child-labor/findings>.

⁶ For information on goods that the U.S. Department of Labor has evidence to believe are produced by child labor or forced labor in violation of international standards, see the U.S. Department of Labor's 2018 *List of Goods Produced by Child Labor or Forced Labor*. Available at: <http://www.dol.gov/ilab/reports/child-labor/list-of-goods/>.

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I. Funding Opportunity Description

A. Program Purpose

ILAB leads the U.S. Government's (USG) efforts to improve working conditions and fight labor exploitation around the world. ILAB's mission is to promote a fair global playing field for workers in the United States and around the world by enforcing trade commitments, strengthening labor standards, and combating international child labor, forced labor, and human trafficking. ILAB's Office of Child Labor, Forced Labor and Human Trafficking (OCFT) works to eliminate child labor, forced labor and human trafficking through international research, policy engagement, and technical cooperation. See ILAB's webpage for additional information: <https://www.dol.gov/agencies/ilab>.

This announcement is for the award of a new cooperative agreement with the specific project objective and outcomes outlined in this FOA. As such, applicants may not submit applications to renew or supplement an existing project.

B. Program Authority

ILAB is authorized to award and administer grants and cooperative agreements by the Consolidated Appropriations Act 2019 (Pub L. 115-245, Division B, Title I).

C. Background Information

Worldwide, the International Labor Organization (ILO) estimates that there are 152 million child laborers, of which 73 million are working in hazardous conditions. The majority of the world's working children are found in Africa (72 million) and Asia (62 million).⁷ In addition, the ILO estimates that there are 24.9 million people in forced labor. Of these, 16.5 million are in Asia and the Pacific and 3.4 million in Africa.⁸ Child laborers and victims of forced labor also typically work in situations that fall outside the internationally recognized acceptable conditions of work.⁹

Child labor and forced labor are abusive labor practices that affect children and adults around the world. These practices can also provide an unfair advantage to producers and countries that fail to comply with their trade-related labor commitments and/or internationally recognized labor standards. These practices may also harm workers and businesses in the United States when they are competing with products made by children and/or workers in forced labor.

Inadequate enforcement of labor laws and policies and the lack of assistance services for workers and victims of child labor and forced labor create vulnerabilities leading to labor exploitation of children and adults. In USDOL's 2017 *Findings on the Worst Forms of Child Labor*, more than two-thirds of the suggested actions to advance government child labor alleviation efforts relate to improvements in enforcement of relevant labor and criminal laws and policies and providing the necessary assistance services and programs to victims.¹⁰ Forced labor prevention and protection likewise require countries to

⁷ ILO, *Global Estimates of Child Labour: Results and Trends, 2012-2016*. Geneva; 2017. Available at:

http://www.ilo.org/wcmsp5/groups/public/---dgreports/---dcomm/documents/publication/wcms_575499.pdf.

⁸ ILO, *Global Estimates of Modern Slavery: Forced Labour and Forced Marriage*. Geneva; 2017. Available at:

http://www.ilo.org/wcmsp5/groups/public/@dgreports/@dcomm/documents/publication/wcms_575479.pdf.

⁹ The U.S. Department of Labor's 2018 *List of Goods Produced by Child Labor or Forced Labor*. Available at:

<https://www.dol.gov/sites/default/files/documents/ilab/ListofGoods.pdf>.

¹⁰ The U.S. Department of Labor's 2017 *Findings on the Worst Forms of Child Labor* Report. Available at:

<https://www.dol.gov/agencies/ilab/resources/reports/child-labor/findings>.

enforce legal frameworks and policies consistent with internationally recognized legal standards and improve assistance services for victims of forced labor.¹¹ Effective partnerships are also needed in the fight to end child labor, forced labor, and violations of acceptable conditions of work. Lack of such partnerships within regions, across countries, and within countries undermine actions by individual actors. In addition, inadequate engagement of civil society and the private sector can reduce the shared knowledge base of stakeholders and impede efforts to coordinate and leverage resources. Challenges arising from cross-country labor issues or those that are transnational in nature can also contribute to child labor and forced labor.

The Philippines

In the Philippines, children are engaged in the worst forms of child labor, including in commercial sexual exploitation, and perform dangerous tasks in agriculture and gold mining.¹² According to the 2011 Philippine Survey on Children, 3.2 million children aged 5–17 years old engage in child labor, of which approximately 3 million engage in hazardous work.¹³ The U.S. Department of Labor’s *List of Goods Produced by Child Labor or Forced Labor* identifies children in the Philippines engaged in child labor in 13 goods.¹⁴ Issues regarding acceptable conditions of work include violations of minimum wage standards and the use of contract employees to avoid the payment of required benefits.¹⁵

Efforts in the Philippines to monitor and combat child labor are coordinated by the National Child Labor Committee, which is chaired by the Department of Labor and Employment with collaboration from other government agencies and representatives from worker, employer, and non-governmental organizations. Other key agencies include the Department of Social Welfare and Development, which rehabilitates and reintegrates child laborers.¹⁶ Despite these coordination efforts, enforcement of child labor laws remains challenging in the Philippines due to the limited number of inspectors, lack of resources for inspections, and inspectors’ inability to assess penalties. The National Child Labor Committee also lacks the legal mandate and resources necessary to effectively coordinate national efforts to combat child labor. Finally, availability and quality of assistance services for child and forced labor victims are limited.¹⁷

Kenya

In Kenya, children are engaged in the worst forms of child labor, including in agriculture, industry, commercial sexual exploitation, and in the informal sector.¹⁸ Kenya is a source, transit, and destination

¹¹ ILO, *Global Estimates of Modern Slavery: Forced Labour and Forced Marriage*. Geneva; 2017; pgs. 50-55. Available at: http://www.ilo.org/wcmsp5/groups/public/@dgreports/@dcomm/documents/publication/wcms_575479.pdf.

¹² The U.S. Department of Labor’s 2017 *Findings on the Worst Forms of Child Labor* Report. Available at: <https://www.dol.gov/agencies/ilab/resources/reports/child-labor/findings>.

¹³ For more information, see Government of the Philippines- National Statistics Office, *The Number of Working Children 5 to 17 Years Old is Estimated at 5.5 Million (Preliminary Results of the 2011 Survey on Children)*, available at: <http://psa.gov.ph/content/number-working-children-5-17-years-old-estimated-55-million-preliminary-results-2011-survey>.

¹⁴ The U.S. Department of Labor’s 2018 *List of Goods Produced by Child Labor or Forced Labor*. Available at: <https://www.dol.gov/sites/default/files/documents/ilab/ListofGoods.pdf>.

¹⁵ For more information, see the U.S. Department of State’s 2018 Philippines report in the *Country Reports on Human Rights Practices*. Available at: <https://www.state.gov/j/drl/rls/hrrpt/humanrightsreport/index.htm#wrapper>.

¹⁶ The U.S. Department of Labor’s 2017 *Findings on the Worst Forms of Child Labor* Report. Available at: <https://www.dol.gov/agencies/ilab/resources/reports/child-labor/findings>.

¹⁷ For more information, see the U.S. Department of State’s 2018 *Trafficking in Persons Report*. Available at: <https://www.state.gov/j/tip/rls/tiprpt/2018/index.htm>.

¹⁸ The U.S. Department of Labor’s 2017 *Findings on the Worst Forms of Child Labor* Report. Available at: <https://www.dol.gov/agencies/ilab/resources/reports/child-labor/findings>.

country for men, women, and children subjected to forced labor and sex trafficking.¹⁹ The U.S. Department of Labor's *List of Goods Produced by Child Labor or Forced Labor* identifies children in Kenya engaged in child labor in nine goods.²⁰ Issues regarding acceptable conditions of work include workweek and overtime violations, weak enforcement of occupational safety and health regulations, and insufficient fines to deter unsafe practices.²¹

In 2018, the Kenyan Parliament updated the Children Act, which prohibits child labor. Efforts to monitor and combat child labor are coordinated by the Ministry of Labor, Social Security and Services with collaboration from other government agencies, including the National Police Service and the Office of the Director of Public Prosecutions, and other stakeholders.²² However, gaps in the legal framework and policies, including the Children Act, weak enforcement, lack of information on enforcement and child labor and forced labor coordination activities, and insufficient assistance services to victims persist and contribute to child labor, forced labor, and the inadequate protection of workers.^{23 24}

II. Award Information

A. Award Type and Amount

Funding will be provided in the form of a cooperative agreement. Approximately \$10,000,000 total costs is expected to be available to fund approximately two awards. Applicants may apply for a ceiling amount of up to \$5,000,000 total costs. Awards made under this announcement are subject to the availability of Federal funds. In the event that additional funds become available, USDOL reserves the right to use such funds to select additional recipients from applications submitted in response to this announcement.

In addition to its normal consultative role as grantor, ILAB's substantial involvement in program activities will focus on elements that are essential to meet program requirements and assure achievement of program objectives and outcomes. ILAB's involvement will include:

- Liaising with in-country USG officials and host country governments on matters related to the project.
- Collaborating substantially on the project strategy and implementation, as well as the development of the project document package.
- Collaborating substantially on the development and implementation of the Comprehensive Monitoring and Evaluation Plan (CMEP) and all of its components.
- Providing highly specialized input on the technical definitions and concepts of child labor, forced labor, and human trafficking.
- Being substantially and actively involved in designing research, service provision, and/or capacity building activities jointly with the recipient.

¹⁹ The U.S. Department of State's 2018 *Trafficking in Persons Report*. Available at <https://www.state.gov/j/tip/rls/tiprpt/2018/index.htm>.

²⁰ The U.S. Department of Labor's 2018 *List of Goods Produced by Child Labor or Forced Labor*. Available at: <https://www.dol.gov/sites/default/files/documents/ilab/ListofGoods.pdf>.

²¹ For more information, see the U.S. Department of State's 2018 Kenya report in the *Country Reports on Human Rights Practices*. Available at: <https://www.state.gov/j/drl/rls/hrrpt/humanrightsreport/index.htm#wrapper>.

²² The U.S. Department of Labor's 2017 *Findings on the Worst Forms of Child Labor Report*. Available at: <https://www.dol.gov/agencies/ilab/resources/reports/child-labor/findings>.

²³ The U.S. Department of Labor's 2017 *Findings on the Worst Forms of Child Labor Report* is available at: <https://www.dol.gov/agencies/ilab/resources/reports/child-labor/findings>.

²⁴ The U.S. Department of State's 2018 Kenya report in the *Country Reports on Human Rights Practices*. Available at: <https://www.state.gov/j/drl/rls/hrrpt/humanrightsreport/index.htm#wrapper>.

- Selecting additional project locations and activities based on direct requests to USDOL for technical assistance from countries included in USDOL's *Findings on the Worst Forms of Child Labor*, countries in USDOL's *List of Goods Produced by Child Labor or Forced Labor*, and/or based on other priorities related to these reports and the legislation mandating their publication.

B. Period of Performance

The period of performance is a maximum of four years (48 months) from the effective date of the award. This performance period includes all necessary implementation and start-up activities. Only allowable costs incurred during the period of performance may be charged to the Federal award (2 CFR 200.309 Period of performance).

III. Eligibility Information

A. Eligible Applicants

The following organizations are eligible to apply:

U.S. organizations:

- Nonprofits, including any faith-based organizations or community-based organizations
- Public/State Controlled Institutions of Higher Education
- Private Institutions of Higher Education
- For-Profit Organizations

Non-U.S. organizations:

- Non-U.S. Entities, including PIOs, as described in 2 CFR 200.46.

Applicants do not need previous experience managing Federal awards, but they must speak persuasively about their ability to leverage other previous experience and bring it to scale in support of a large Federal investment.

The following types of organizations **are not** eligible to apply nor to participate as subrecipients/contractors:

- Organizations designated by the U.S. Government to be associated with terrorism.
- Organizations designated by the U.S. Government to have been debarred or suspended.
- Organizations planning to charge a fee (profit) associated with a project funded by a USDOL award.
- In most cases, foreign governments and entities that are agencies of, or operated by or for, a foreign state or government. NOTE: If an exception to this eligibility criterion might be appropriate, the application must include a detailed justification for the possible exception. **USDOL funds are not intended to duplicate existing foreign government efforts or substitute for activities that are the responsibility of such governments.** USDOL will make eligibility decisions on a case-by-case basis after receiving the application.

B. Cost Sharing or Matching

Cost sharing or matching are not required for this program. Applications that include any form of cost sharing or matching will not receive additional consideration during the review process. Cost sharing or matching is not one of the application screening criteria. If proposed and approved, cost sharing or

matching is subject to all reporting and compliance requirements described in the uniform guidance (e.g. 2 CFR 200.306 Cost sharing or matching and 2 CFR 200 Subpart E Cost Principles).

C. Other Information

1. Application Screening Criteria

Use the following checklist as a guide when preparing the 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. It is recommended to use this checklist to ensure that the application contains all required items. If the application does not meet all of the screening criteria, the application will not move forward to the merit review process.

Application Requirement	Instructions	Complete?
The deadline submission requirements are met	Section IV.B.3.a.	
If submitted through Grants.gov, the components of the application are saved in any of the specified formats and are not corrupt. (USDOL will attempt to open documents, but will not troubleshoot any problems related to opening files)	Section IV.B.3.b.	
Application does not exceed the ceiling amount of \$5,000,000 total costs	Section II.A	
Applicant has registered with the System for Award Management (SAM) and maintains an active account	Section IV.B.2.a	
Completed and signed SF-424, Application for Federal Assistance	Section IV.B.2.b	
SF-424A, Budget Information Form	Section IV.B.2.c	
Technical Proposal	Section IV.B.1	
Attachments to Technical Proposal <ul style="list-style-type: none"> • Abstract • Evidence of Government Support (or explanation of lack of evidence) • Work Plan • Relevant Grant and/or Contract Experience • Evidence of Country Presence 	Section IV.B.1.e	

<ul style="list-style-type: none"> • Key Personnel Signed Commitment Letters (2) • Resume for Key Personnel (2) • Resume for Other Required Professional Personnel (1) • Project Management Organizational Chart 		
Outcome based budget	Section IV.B.2.d.	
Budget narrative	Section IV.B.2.d.	

2. Number of Applications to be Submitted

Applicants may apply for one or two cooperative agreements. If applying for both cooperative agreements, applicants may not combine applications into one—they must submit separate applications. The most recent application, per region, submitted by the deadline will be accepted. Applications that combine regions will be deemed non-responsive and will not be considered. If the most recent application is disqualified for any reason, USDOL will not replace it with an earlier application. Applicant entities are not precluded from participating as partners on another entity's application.

IV. Application and Submission Information

A. How to Obtain an Application Package

This FOA, found at www.grants.gov, contains all of the information needed to apply for funding. Applicants should note that it includes hyperlinks to external forms and resources. 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 two separate and distinct parts: (1) a Technical Proposal, including attachments; and (2) a Cost Proposal, including the SF-424 Application for Federal Assistance and related forms identified as follows. It is the applicant's responsibility to ensure that the funding amount requested is consistent across all parts of the application. If the funding amount is not consistent, the amount requested on the SF-424 will be considered for the purpose of the award.

1. Technical Proposal

Applicants should use their technical expertise to propose how to meet the requirements of the FOA and may provide justification for their choices as they see fit within the requirements of the FOA.

All pages of the application must be numbered. All required documents (including attachments) must be submitted in English. Any additional documentation submitted that is not required or specifically requested under this announcement will not be considered during the merit review process.

Technical Proposals must be no more than 50 single-sided, double-spaced pages (8.5 x 11 inches with 1 inch margins). If any page limits required by this FOA for any part of the application are exceeded, the content that exceeds the page limit will not be considered during the merit review process. Font style must be Times New Roman and font size must be no less than 12-point. The Cover Page, Acronyms List, Table of Contents, required attachments to the Technical Proposal, and the Cost Proposal do not count toward the page limit and do not have any spacing restrictions. Different fonts and font sizes may be used for tables, text boxes, and graphics. However, it is the applicant's responsibility to ensure that they are legible and meet electronic submission requirements. Documents which cannot be read or accessed by the Department will not be considered during the merit review process. Please see section IV.B.3. for the file format requirements for electronic submissions.

The following instructions provide all of the information needed to complete the Technical Proposal. Applicants should carefully read and consider each section, and include all required information. The Technical Proposal will be evaluated using the evaluation criteria identified in section V. Application Review Information. Applicants must use the same section headers identified in this FOA for each section of the Technical Proposal:

a) Abstract (Executive Summary)

Applicants must submit as an attachment an abstract summarizing the proposed project, including, but not limited to, the project objective, proposed outcomes, and strategy. The description of the proposed project must include the applicant's name, project title, a description of the geographic area to be served (if applicable), number of participants to be served (if applicable), and the funding level requested. The abstract is limited to two double-spaced single sided 8.5 x 11 inch pages with 12 point text font, Times New Roman font style, and 1 inch margins. When submitting in Grants.gov, this document must be uploaded as an attachment to the application package and specifically labeled "Abstract."

b) Table of Contents

The table of contents must list all required documents and include their corresponding page numbers.

c) Project Narrative

The Project Narrative must describe in detail the applicant's response to the FOA. At minimum, the Project Narrative must contain the following sections:

(1) Problem Analysis

Applicants must describe the need for assistance, including the nature and scope of the problems, and the consequences of not addressing the need. Include relevant cultural, economic, social, labor and/or legal factors contributing to the problem. This information must be supported by relevant empirical data, including citations. Applicants must identify significant gaps in laws, policies, programs and coordination efforts that contribute to the identified problem and that need to be addressed by the project.

(2) Project Design

(a) Project Strategy

The project-level objective is to strengthen the capacity of governments to address child labor and/or forced labor,²⁵ and violations of acceptable conditions of work.²⁶ In support of achieving the objective, the project should be designed to achieve the following outcomes: (1) improved enforcement of the legal framework²⁷ and/or policies pertaining to child labor and/or forced labor, and violations of acceptable conditions of work; (2) improved assistance services²⁸ for victims of child labor and/or forced labor; and (3) strengthened partnerships to accelerate progress in addressing child labor and/or forced labor, and violations of acceptable conditions of work. Applicants must propose an overarching strategy for each of the three outcomes described in this FOA. Strategies and activities may target child labor solely, forced labor solely or both child labor and forced labor, as well as must address acceptable conditions of work. In addition, applicants must propose separate country-specific strategies for the Philippines or Kenya depending on the cooperative agreement for which they are applying.

Applicants applying for the cooperative agreement for Asia must implement the project in the Philippines and in a minimum of one additional country in Asia. Applicants applying for the cooperative agreement for Sub-Saharan Africa must implement the project in Kenya and in a minimum of one additional country in Sub-Saharan Africa. Additional countries may or may not require activities under each outcome, but applicants must clearly demonstrate in their overarching strategy their ability to successfully achieve each outcome. As strengthening the legal framework and policies is often a precursor to improved enforcement, the applicant must also demonstrate their ability to do so in their proposal should an assessment indicate that need.

Applicants should not propose country-specific strategies for additional countries in their application beyond the Philippines or Kenya. Future activities for the additional countries may vary in size, scope, duration, and funding amounts. The additional countries will be finalized by USDOL after award in consultation with the recipient. All related activities and budgets will be finalized by the recipient during the initial months of the period of performance in consultation with and subject to the approval of USDOL. The additional countries in both Asia and Sub-Saharan Africa will be countries that meet the criteria of possessing current capacity needs that fall within the framework of the outcomes described in this FOA. These additional countries may include countries covered in USDOL's *Findings on the Worst Forms of Child Labor* and/or on the *List of Goods Produced by Child Labor or Forced Labor*.^{29 30}

²⁵ For the purposes of this FOA, "forced labor" encompasses human trafficking.

²⁶ For the purposes of this FOA, "acceptable conditions of work" encompasses minimum wages, hours of work, and occupational safety and health. See 19 USC 3813(6)(E); Trade Act of 2002, Section 2113(6) (E). Available at: <https://www.gpo.gov/fdsys/pkg/USCODE-2011-title19/html/USCODE-2011-title19-chap24-sec3813.htm>.

²⁷ For the purposes of this FOA, "legal framework" refers to laws and regulations, both civil and/or criminal.

²⁸ For the purposes of this FOA, "assistance services" includes identifying victims, providing referrals, and facilitate access to a comprehensive array of services to support victims as they rebuild their lives.

²⁹ See the U.S. Department of Labor's 2018 *List of Goods Produced by Child Labor or Forced Labor*. Available at: <http://www.dol.gov/ilab/reports/child-labor/list-of-goods/>.

³⁰ See the U.S. Department of Labor's 2017 *Findings on the Worst Forms of Child Labor* Report. Available at: <https://www.dol.gov/agencies/ilab/resources/reports/child-labor/findings>.

Outcome 1: Improved enforcement of the legal framework and/or policies pertaining to child labor and/or forced labor, and violations of acceptable conditions of work

Applicants must propose an overarching strategy for how they would improve the enforcement of the legal framework and/or policies pertaining to child labor and/or forced labor, and violations of acceptable conditions of work in a country. The applicant's proposal to achieve Outcome 1 must include, at a minimum, a strategy to identify roles and responsibilities of relevant enforcement stakeholders both civil and criminal; to map the existing labor law and policy framework and the enforcement structures, systems, and processes; and to assess gaps and weaknesses in the enforcement of laws and policies. Applicants must detail how each of these will be used to inform their proposed approach to improve enforcement and achieve the outcome. Strategies may include, but are not required nor limited to, strengthening labor inspections; implementing relevant regulations or policies; improving data collection and application of data to enforcement activities; increasing the skills of relevant government staff; strengthening and/or assisting in the establishment of a coordination mechanism(s) (among and within enforcement agencies, as well as between the public, civil society, and/or private sector); advocacy; and awareness-raising efforts.

Applicants for the cooperative agreement for **Asia** must also propose a country-specific strategy for the Philippines to improve the enforcement of the legal framework and/or policies pertaining to child labor and/or forced labor, and violations of acceptable conditions of work. The applicant's proposal must include, at a minimum, a strategy:

- To provide technical support for the Law Compliance System Management Information System and its application for strengthening inspections and providing transparency to the public.
- To improve labor law enforcement³¹ and remediation.³²
- To strengthen interagency coordination mechanisms, including through the National Child Labor Committee.

Applicants for the cooperative agreement for **Sub-Saharan Africa** must also propose a country-specific strategy for Kenya to improve the enforcement of the legal framework and/or policies pertaining to child labor and/or forced labor, and violations of acceptable conditions of work. The applicant's proposal must include, at a minimum, a strategy:

- To assess and address the gaps in the current legal framework, including the Children Act and the Employment Act, as they pertain to improving the enforcement of the legal framework to address child labor and/or forced labor, and violations of conditions of work.
- To assess and address the gaps in policies designed to address child labor and/or forced labor, and violation of acceptable conditions of work.

³¹ For the purposes of this FOA, "law enforcement" means any government entity mandated to enforce criminal and/or civil law.

³² For the purposes of this FOA, "remediation" denotes a system comprised of a full set of mechanisms that allow for problems to be corrected and prevented from recurring, and can include private sector systems and interventions and/or government systems and services.

- To improve the enforcement of the legal framework and/or policies, and propose activities that may include, but are not required nor limited to, supporting efforts to authorize labor inspectors to assess penalties for child labor, publish relevant information about the Labor Inspectorate and criminal law enforcement efforts, and strengthen any relevant coordination mechanism among stakeholders.

Outcome 2: Improved assistance services for victims of child labor and/or forced labor

Applicants must propose an overarching strategy for how they would improve assistance services for victims of child labor and/or forced labor. The applicant's proposal must include, at a minimum, a strategy to identify roles and responsibilities of government and other relevant governmental and non-governmental stakeholders; to map the existing social services, welfare, and remediation structures, systems, and processes; and to assess gaps and weaknesses in assistance services for victims of child labor and/or forced labor. Applicants must explain how the results of these requirements will be used to inform the proposed strategy. The strategy must clearly describe how the applicant proposes to improve social protection, welfare, and remediation. The applicant's proposal must include, at a minimum, a strategy:

- To map and assess gaps in access to and quality of assistance services for victims of child and/or forced labor.
- To strengthen interagency referral mechanisms and increase access to existing assistance services and programs for victims.
- To strengthen capacity of service providers to deliver appropriate assistance services for victims of child and/or forced labor.

Activities may include, but are not required nor limited to, mapping the availability of and increasing the ability of victims of child labor and/or forced labor to access judicial and/or non-judicial compensation structures and systems, and if necessary, developing plans to strengthen these compensation schemes; strengthening coordination mechanisms among social welfare agencies and between enforcement and social welfare agencies; and engaging relevant industry and civil society stakeholders in order to improve assistance services for victims of child labor and/or forced labor.

Applicants for the cooperative agreement for **Asia** must also propose a country-specific strategy for the Philippines to improve the assistance services for victims of child labor and/or forced labor. Applicants for the cooperative agreement for **Sub-Saharan Africa** must likewise propose a country-specific strategy for Kenya to improve the assistance services for victims of child labor and/or forced labor.

Outcome 3: Strengthened partnerships to accelerate progress in addressing child labor and/or forced labor, and violations of acceptable conditions of work

Applicants must propose an overarching strategy to strengthen partnerships to accelerate progress in addressing child labor and/or forced labor, and violations of acceptable conditions of work. Applicants must state the types of partnership, such as regional, within-country, country-to-country, national, sub-national, and/or

institutional and organizational partnerships. The applicant's strategy must clearly identify how the proposed partnerships will address gaps that impede progress to address child labor and/or forced labor, and violations of acceptable conditions of work. The applicant's strategy must, at a minimum, explain how it will strengthen government engagement of civil society and the private sector to inform and have a voice in the capacity-building process, increase the knowledge base of stakeholders, and strengthen efforts of stakeholders to coordinate and leverage resources. The applicant's strategy must also explain how it will support regional, within country, and country-to-country information sharing on the topics outlined in Outcomes 1 and 2, and those relevant to Outcome 3, and as they pertain to addressing challenges arising from cross-country labor issues or those that are transnational in nature, and contribute to child labor and/or forced labor. Where applicable, applicants must propose supporting existing mechanisms, such as established fora, events, and platforms, or provide a justification as to why not, before proposing new mechanisms.

Applicants for the cooperative agreement for **Asia** must propose, at a minimum, a strategy to support a specific Southeast Asia regional approach, which includes at least the Philippines, to strengthen cross-country partnerships and accelerate progress in addressing child labor and/or forced labor, and violations of acceptable conditions of work. Applicants must also propose a country-specific strategy for the Philippines that identifies, assesses, and overcomes partnership gaps at the national, sub-national, and local level, including with civil society and relevant private sector actors.

Applicants for the cooperative agreement for **Sub-Saharan Africa** must propose a strategy to support a specific Sub-Saharan Africa or regional approach, which includes at least Kenya, to strengthen cross-country partnerships and accelerate progress in addressing child labor and/or forced labor, and violations of acceptable conditions of work. Applicants must also propose a country-specific strategy for Kenya that identifies, assesses, and overcomes partnership gaps at the national, sub-national, and local level, including with civil society and relevant private sector actors.

Requirements Across Outcomes

Applicants must propose a strategy to achieve the project-level objective and expected outcomes stated above. Applicants may suggest additional outcomes they deem necessary to achieve the project-level objective and a rationale for how they contribute to the achievement of the project's overall objective.

Applicants must describe all major areas of project intervention. In describing project interventions, applicants are expected to describe specific outputs and activities and how such activities should logically lead to the project's expected objective and outcomes in an interrelated and holistic manner. Applicants must demonstrate how their proposed strategy will address gaps identified in the problem analysis, identify any potential barriers, and describe how the project will work to overcome those barriers. Applicants must provide evidence of the effectiveness of their proposed strategy. Applicants must consider long-term sustainability of efforts in their proposed strategies and must describe their initial design for sustainability, including which outcomes have the potential to be sustained after the end of the project and explain how the responsibility for sustaining them is expected to transition to local stakeholders and institutions.

In addition, applicants must budget for and include as a project deliverable the drafting and dissemination of a promising practices report based on experiences and lessons learned in addressing each of the outcomes from project interventions undertaken in countries and within the region or sub-region. Applicants must also describe and budget for a required Communications and Outreach Strategy that ensures effective external communication among project partners and key stakeholders.

USDOL has informed host government officials of the proposed project. Applicants for the cooperative agreement for Asia must consult with the Government of the Philippines to ensure that their proposed strategies are relevant to the country's needs and supportive of the Government of the Philippines's efforts to address child labor and/or forced labor, and violations of conditions of work. Applicants must collaborate with the relevant government agencies in the Philippines, including at a minimum: the Department of Labor and Employment and the Department of Social Welfare and Development. Applicants must include as an attachment to their technical proposal letters of support for their proposed strategy from the host government. For the Philippines, at a minimum, letters must be included from the Department of Labor and Employment and the Department of Social Welfare and Development and any ministries from which the host government requires approval to implement activities related to this announcement. Letters can be from the relevant national, regional and/or local governments based on the level necessary to implement the project strategy.

Applicants for the cooperative for Sub-Saharan Africa must consult with the Government of Kenya to ensure that their proposed strategies are relevant to the country's needs and supportive of the Government of Kenya's efforts to address child labor and/or forced labor, and violations of conditions of work. Applicants must collaborate with the relevant government agencies in Kenya, including at a minimum: the Ministry of Labor, Social Security and Services, the National Police Service, and the Office of the Director of Public Prosecutions. Applicants must include as an attachment to their technical proposal letters of support for their proposed strategy from the host government. For Kenya, at a minimum, letters must be included from the Ministry of Labor, Social Security and Services, the National Police Service, and the Office of the Director of Public Prosecutions and any ministries from which the host government requires approval to implement activities related to this announcement. Letters can be from the relevant national, regional and/or local governments based on the level necessary to implement the project strategy.

If the applicant is unable to secure letters of support from the relevant government agencies named above, the applicant must include an attachment explaining their efforts to secure the letters of support, why they were unable to get the letters of support, and explain how the project would still be able to be successful in achieving the objective and outcomes.

Applicants must discuss proposed interventions and activities with host government officials and work with government stakeholders at the national and/or local level, including relevant ministries or government bodies, during the preparation of their applications. The Project Design must demonstrate evidence of this consultation.

Efforts must be made to avoid duplication and to build upon relevant previous or ongoing activities in the Philippines or Kenya, depending on the cooperative agreement for which they are applying, and in the additional countries to be named after award of the cooperative agreements. Applicants must include a mapping of the landscape of current relevant programming the Philippines or Kenya, depending on the cooperative agreement for which they are applying. Applicants must also describe how they intend to coordinate with other relevant projects and initiatives, including those funded by the host government (where applicable), USDOL, other USG, and other donor governments and organizations. Applicants must include a brief description of the consultative process undertaken in preparing their proposal.

(3) M&E Agreement and Capacity Statement

Applicants must confirm in their proposal their commitment to collaborate with a USDOL-contracted External M&E Expert and/or USDOL staff M&E experts in developing the project's Comprehensive Monitoring and Evaluation Plan (CMEP). The CMEP is a tool to integrate and guide the project's monitoring, evaluation, and reporting on project progress toward achieving intended results and outcomes. It is also intended to serve as a learning tool and to facilitate managing for results. Applicants must also describe their commitment to M&E and their capacity and approach to deliver the M&E requirements described in this FOA.

These requirements include:

- a pre-situational analysis to inform project strategy and targets (grantees must propose a general statement of what they will cover in this analysis and how it will be integrated into the overall project design);
- development and implementation of the CMEP or PMP (whichever is applicable), which includes collection, reporting, and analysis of data on project-specific and USDOL-required performance indicators;
- development of project-specific child labor (or forced labor) definitions as part of the CMEP work (as applicable);
- collaboration on required performance evaluations and/or other learning/accountability activities, such as externally conducted midterm and final performance evaluations; and
- an end-of-project analysis of CMEP indicator data and final outcomes.

For further information on these requirements, please see the most recent Management Procedures and Guidelines (MPG) and "Grantee Resources" at <https://www.dol.gov/agencies/ilab/resources/grants>.

Applicants may use their own staff, a partner organization, or a contractor to carry out all or components of these M&E activities. Applicants must describe in the capacity statement how they will carry out these activities and ensure high quality data and deliverables. Applicants also must briefly address how they will safeguard all project data, particularly any personally identifiable information.

(4) Work Plan

The work plan must identify major project activities, including M&E activities, deadlines for completing these activities, and person(s) or institution(s) responsible for completing

these activities for the entire life of the project. The work plan must be included graphically as an attachment and correspond to activities identified in the Project Design, budget and budget narrative. Applicants may choose an appropriate format for their work plan, but the format must include a field/column where the applicant, if funded, would report on the status of work plan items (e.g. not yet started, on track, delayed, completed).

d) Organizational Capacity

This section must describe the qualifications of the proposed applicant and/or any proposed subrecipients to implement the project.

(1) Relevant Grant and/or Contract Experience

Applicants must describe any experience they or their proposed subrecipients have with implementing projects relevant to this FOA and provide references for past performance, as well as ask their references to complete and submit a past performance questionnaire. Each of these requirements is further explained in the corresponding bulleted item below. Projects included must have been active within seven years of the issuance date of the FOA and no more than a combined total of six (6) projects for the primary applicant and proposed subrecipients should be provided in the description or used for references.

- Project descriptions should be included in this section of the technical proposal.
- References must be included as an attachment in a Relevant Grant and/or Contract Experience table (see Appendix C for a sample format). USDOL reserves the right to contact any references included in the chart and/or any other references that come to our attention.
- Applicants must ask all listed references to provide information about project performance and administration such as that suggested in the sample past performance questionnaire included as Appendix E. For consideration, references must email this information as a Word document or PDF attachment directly to USDOL at OGM_ILAB@dol.gov by the closing date and time of this announcement. Email submissions must include the following subject line: FOA-ILAB-19-01, Reference, *[insert applicant name and if applicable insert sub name]*, *[insert reference giver's name and organization]*. USDOL is not responsible for reviewing messages that do not include the proper subject line. Failure by references to submit the requested information by the required date and time will result in its omission from the panel review process and may affect how the application is scored. Applicants are encouraged to follow-up with their references directly because USDOL cannot guarantee to confirm receipt of emailed references.

Applicants and/or subrecipients with no relevant past grants and/or contracts experience must include a narrative describing their ability to leverage other previous experience to achieve this FOA's required outcomes. In such cases, applicants must include an attachment indicating that the list of references is not applicable.

(2) Country Presence

Applicants must describe their organization's (and/or subrecipients') existing presence in-country and ability to start up project activities in the target area(s) upon receiving an award (see section IV.B.1.d.3 for more information on partners). Any documents that demonstrate country presence (e.g., official registration of the applicant's organization and/or subrecipient in the host country, a current Memorandum of Understanding between the applicant and/or subrecipient and the host government) must be included as an attachment to the Technical Proposal.

Applicants must describe their ability and plans to collaborate directly with relevant national, regional and/or local government and non-government agencies, and other organizations as relevant to this project in each country, and their past experience working with these stakeholders, including any government agencies named above.

If the applicant and/or subrecipient does not have country presence the applicant must include a narrative explanation in this section indicating why this is the case and explain how it may impact project implementation. The applicant also must include an attachment indicating that the Country Presence Attachment is not applicable.

(3) Partners

Applicants must describe their approach for working with organizations in the target country(ies) to implement project activities to advance the objective of the project. Where they exist, applicants must describe any established partnerships and how they will be leveraged (either formally or informally) during project implementation, including with local organizations that have capacity and experience working on issues related to the objective of the project. Applicants without established in-country partnerships must describe how they will build local partnerships and/or describe any other partnerships that will be leveraged to achieve the project objective.

Applicants that propose formal project implementation partners (i.e. as sub-recipients) must include a brief description of such partners, including a description of the partners' role in implementing the proposed project strategy and how this approach will strengthen the overall proposal.

(4) Personnel

(a) Key Personnel

Key personnel positions are deemed essential to the successful operation of the project and completion of all proposed activities and deliverables. ILAB retains the authority to approve all key personnel changes throughout the life of the award. Key personnel must be available to staff the project within 45 days of award should the applicant be selected for award.

Applicants must propose candidates with qualifications to successfully implement the proposed strategy.

Applicants must summarize in the text the candidates' past experience and qualifications to perform the duties of the position and execute the project strategies proposed by the applicant. ILAB encourages applicants to hire national/local staff for key personnel positions. If any of the proposed personnel do not meet all the

requirements, applicants must explain how the proposed personnel will still benefit the project and be able to perform the required duties.

Recipients assume full responsibility for ensuring that all key personnel have a clear and thorough understanding of USDOL policies, procedures, and requirements and that all documents submitted to USDOL are in fluent English.

ILAB has designated the following position(s) as key personnel. Other requirements for each individual position follow:

Project Director:

- Must be directly hired by the recipient, not a subrecipient.
- Devote at least 90 percent level of effort to the project.
- Minimum of five years professional experience in project management, supervision, administration, and implementation of cooperative agreement and/or contract requirements (including meeting deadlines, achieving outcomes, establishing and maintaining systems for managing project operations, and overseeing the preparation and submission of required reports to donor agencies).
- Demonstrated experience establishing and maintaining systems for managing project operations.
- Minimum of three years experience in a leadership role for a project addressing capacity building.
- Demonstrated experience working on issues of child labor, forced labor, and/or acceptable conditions of work.
- Demonstrates ability to maintain working relationships with all project stakeholders, and engages in coalition building and public-private partnership promotion.
- Fluency in English is required.
- Applicants for the cooperative agreement for Asia: Minimum of two years of experience living and/or working in Asia.
- Applicants for the cooperative agreement for Sub-Saharan Africa: Minimum of two years of experience living and/or working in Sub-Saharan Africa.

Monitoring & Evaluation Officer

- Devote at least 90 percent level of effort to the project.
- Minimum of five years professional experience in a senior M&E position responsible for implementing M&E activities of international development projects.
- Bachelor's or Master's degree in statistics, demographics, public policy, international development, economics, or related field. Master's degree or Bachelor's plus an advanced certificate in M&E, statistics, or economics preferred.
- Proven success in designing, implementing, and operating project M&E systems from project initiation to closeout stages.
- Experience in strategic planning and performance measurement, including indicator selection, target setting, reporting, and developing M&E and performance monitoring plans.
- Experience developing reporting tools, including in Microsoft Excel.
- Experience developing and refining data collection tools.

- Experience with data quality assessments and oversight.
- Experience managing and providing ongoing training to M&E field officers.
- Ability to facilitate and serve as a project liaison for externally-managed evaluations.
- Fluency in English is required.

Applicants must include as an attachment a signed letter of commitment from each proposed key personnel (as identified in this FOA) indicating their commitment to serve on the project for a stated term of service and their availability to commence work within 45 days of award.

Applicants must also submit as an attachment a resume (4 pages maximum) for each individual being proposed for each position designated as key personnel in this FOA. Each resume must include:

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

(b) Other Professional Personnel

The positions listed below are required other professional personnel who must devote the specified level of effort to the project (but are not considered key personnel). Applicants must identify these required other professional personnel and submit resumes (4 pages maximum) to USDOL as an attachment to the application. Resumes must include the same information outlined above for key personnel.

Engagement and Partnership-Building Specialist

- Devote at least 90 percent level of effort to the project.
- Minimum of five years of experience in a consultative/advisory position responsible for building partnerships of public and/or private organizations to achieve common goals, identify institutional problems and challenges, develop focused strategies, lay out actionable plans and recommendations, and define and identify roles and responsibilities.
- Proven success in partnering with different stakeholders, with the significant ability to develop networks, build alliances, and collaborate across boundaries to build strategic relationships and achieve common goals.
- Proven success in negotiating, with an ability to build consensus and gain cooperation from others to obtain information, provide resources, and accomplish goals.
- Experience in effective public speaking and advocacy, with the significant ability to explain issues to diverse audiences, advocate for solutions, and build consensus around a proposed plan of action and a set of deliverables.
- Proven success in facilitating meetings among a wide range of stakeholders, with the significant ability to align different sets of interests, identify common

goals, develop agreed-upon next steps and deliverables, define and identify roles and responsibilities, and hold stakeholders accountable.

- Demonstrated experience in, and knowledge of, capacity building, child labor, forced labor, and/or acceptable conditions of work.
- Fluency in English is required.
- Applicants for the cooperative agreement for Asia: Knowledge of ASEAN labor frameworks preferred.³³
- Applicants for the cooperative agreement for Sub-Saharan Africa: Knowledge of labor frameworks governing the African Union³⁴ and other relevant regional or sub-regional frameworks preferred.

Applicants may propose other professional personnel (other than key personnel and required other professional personnel listed above) in their application. Applicants may submit resumes to USDOL for such other professional personnel, but it is not required. (Resumes are needed only for the key personnel and required other professional personnel listed above). There is no minimum required level of effort for such other professional personnel. (Minimum levels of effort are needed only for the key personnel and required other professional personnel listed above). Wherever possible, applicants should hire national/local staff knowledgeable in the areas of intervention who will be responsible for implementing project activities.

(5) Management Plan

Applicants must discuss their project's management plan, including a narrative description of the structure of the project's management team, key personnel roles and responsibilities, and the lines of authority between key personnel and other project staff responsible for providing services related to project intervention. If other professional personnel are proposed, their role must be explained in the management plan. If any of the project's personnel would be employed by a subrecipient, the applicant must provide a rationale for this arrangement and an explanation of the staffing structure.

Applicants must also include as an attachment a project management organizational chart that provides a visual depiction of the project's management structure and lines of authority among organizations, all key personnel, other professional personnel, and other project staff being proposed. Applicants may choose an appropriate format for their project management organizational chart.

e) Attachments

The following documents must be included with the application package. Those attachments listed here will be excluded from the technical proposal page limit.

- Abstract
- Evidence of Government Support
- Work Plan
- Relevant Grant and/or Contract Experience
- Evidence of Country Presence

³³ For more information on the ASEAN labor framework, see: <https://asean.org/asean-socio-cultural/asean-labour-ministers-meeting-almmm/overview/>.

³⁴ For more information on the African Union labor framework, see: <https://au.int/en/sa/dlem>.

- Signed Commitment Letter for each of 2 Key Personnel
- Resume for each of 2 Key Personnel (4 pages maximum each)
- Resume for each of 1 Required Other Professional Personnel (4 pages maximum each)
- Project Management Organizational Chart

2. Cost Proposal

Applicants must prepare a cost proposal as part of the application. The cost proposal must reflect consistency between the proposed costs and the work to be performed as outlined in the Project Narrative of the applicant's technical proposal.

If an applicant proposes cost sharing, cost sharing information must be included as part of the cost proposal. Cost sharing is not required for this program. Applications that include any form of cost sharing will not receive additional consideration during the review process. Any approved cost sharing will be subject to the same compliance and reporting requirements as any awarded federal funds.

As part of the process of developing a cost proposal, the applicant must have a Data Universal Numbering System (DUNS) number and be registered in System for Award Management (SAM). In addition, the cost proposal must contain the following:

- SF-424 Application for Federal Assistance;
- SF-424A Budget Information;
- Detailed outcome-based budget;
- An accompanying budget narrative; and
- Indirect cost supporting documentation.

a) DUNS and SAM Registration

All applicants for Federal funding opportunities are required to have a DUNS number and must supply their DUNS number on the SF-424. The DUNS number is a nine-digit identification number that uniquely identifies business entities. Entities without a DUNS number can get one for free through the Dun & Bradstreet (D&B) website:
<http://fedgov.dnb.com/webform/displayHomePage.do>.

As authorized under 2 CFR Part 25, recipient organization must notify potential subrecipients that no organization may receive a subaward unless the organization has provided its DUNS number to the recipient.

Applicants must register with SAM before submitting an application. Instructions for registering with SAM can be found at www.sam.gov. A recipient must maintain an active SAM registration with current information at all times during which it has an active Federal award or an application under consideration. To remain registered in the SAM database after the initial registration, the applicant is required to review and update the registration at least every 12 months from the date of initial registration or from the date of subsequent updates to ensure it is current, accurate, and complete. For clarification, the applicant is the entity that meets the eligibility criteria and has the legal authority to apply and to receive the award. If an applicant has not fully complied with these requirements by the time the Grant Officer is ready to make a Federal award, the Grant Officer may determine that the applicant is not qualified to receive a

Federal award and use that determination as a basis for making a Federal award to another applicant.

b) SF-424 Application for Federal Assistance

Applicants must complete the SF-424, Application for Federal Assistance, available at http://apply07.grants.gov/apply/forms/sample/SF424_2_1-V2.1.pdf. The SF-424 instructions are also available on grants.gov: <https://www.grants.gov/web/grants/form-instructions/sf-424-instructions.html>. The SF-424 must clearly identify the applicant and must be signed by an individual with authority to enter into an award 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/forms/sample/SF424B-V1.1.pdf>. The SF-424B is not required to be submitted with the application.

IMPORTANT NOTE for applicants with non-U.S. addresses: On the SF-424, page 1, section 8d, please enter “DC” into the State field and “20210” into the Zip/Postal Code field. This is extremely important for ensuring your application is received by USDOL.

c) SF-424A Budget Information (Non Construction Programs)

Applicants must complete the SF-424A Budget Information Form, available at <http://apply07.grants.gov/apply/forms/sample/SF424A-V1.0.pdf>.

d) Outcome-Based Budget and Accompanying Budget Narrative

The Cost Proposal must include a summary outcome-based budget, along with individual outcome-based budgets for the applicant and each proposed subrecipient. The outcome-based budget must also be organized to show a per-country budget within each recipient or subrecipient budget. In preparing the Cost Proposal, applicants must provide a detailed outcome-based budget for activities in the Philippines or Kenya, depending on the cooperative agreement for which the applicant is applying, to achieve the outcomes described in this FOA.

- Applicants for the cooperative agreement for Asia must propose no more than \$1,500,000 for activities in the Philippines.
- Applicants for the cooperative agreement for Sub-Saharan Africa must propose no more than \$1,500,000 for activities in Kenya.
- With the remaining funds, applicants must include an overall budget allocation for additional countries to be named later, but must not identify specific countries in their application beyond the Philippines or Kenya, respectively. Please note that the additional countries decided post-award may or may not include activities under each outcome, and future activities may vary in size, scope, duration, and funding amounts. The additional countries will be finalized by USDOL after award in consultation with the recipient. All related activities and budgets will be finalized by the recipient during the initial months of the period of performance in consultation with and subject to the approval of USDOL.

The outcome-based budget must correspond to the SF-424 and SF-424A. Where category titles differ between the two, the information included must reflect a consistent proposed use of funds. The outcome-based budget (including USDOL funds and any cost sharing funds reported on the

SF-424 and SF-424A) must comply with Federal cost principles. Allowable costs include those specifically defined in 2 CFR Part 200. If selected for funding, the budget and budget narrative will become part of the award, and any costs omitted by the applicant may not be allowed after award. Applicants may not rely on other contracts, grants, or awards to implement the applicant's proposed strategy. The budget and budget narrative submitted with the application must include all necessary funds to implement the proposed project strategy. ILAB will not provide any additional funding to cover unanticipated costs.

The detailed outcome-based budget must present activity costs in a manner that is linked to outcomes, outputs, and activities reflected in the Project Design and Work Plan and demonstrate a cost-effective allocation and best use of project funds. In addition, it must provide a breakdown of total administrative costs into direct and indirect administrative costs and allocate the largest proportion of project resources to project activities rather than to direct and indirect administrative costs. The Grant Officer reserves the right to negotiate project and administrative cost levels. For a sample outcome-based budget, please see <https://www.dol.gov/agencies/ilab/resources/grants>. Applicants may format budgets as they see fit within the requirement for the outcome-based budget described in this FOA.

The cost proposal must also include a **budget narrative** that corresponds to the outcome-based budget. The budget narrative must include a detailed justification, broken down by line item, of all of the applicant's costs included in the outcome-based budget. The budget narrative must be detailed enough so ILAB can understand how each cost is calculated and how each cost directly relates to the proposed project activity.

As part of the budget narrative, applicants must include a description of their organization's financial stability, the quality of their management systems, their ability to meet the management standards described in 2 CFR 200 and their ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities.

Applicants must use the following guidance in preparing their outcome-based budget:

(1) Personnel

List all staff positions by name, title, and/or proposed role on the project. Give the annual salary of each position, the percentage of each position's time devoted to the project, the amount of each position's salary funded by the award, and the total personnel cost for the period of performance.

The total salaries charged to Federal awards are subject to the Standards for Documentation of Personnel Expenses as described in 2 CFR 200.430 Compensation—personal services.

(2) Fringe Benefits

If applicable, provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, retirement, etc.

(3) Travel

Applicants must allocate sufficient funds to finance appropriate in-country and international travel. (Please note that all travel costs paid for with Federal funding must

comply with the Fly America Act, see section VI.B.3.i.) At a minimum, applicants must allocate funds for:

- Travel by the Project Director and M&E Officer (where applicable) to Washington, D.C. to attend a post-award meeting (New Recipient Orientation). Other key and/or non-key personnel may also be budgeted, and in this case, a justification should be included; and
- Travel by the Project Director based in the field to meet annually with ILAB officials in Washington, D.C. or another site determined by ILAB. M&E Officers (where applicable) must also be budgeted for travel to Washington, D.C. at least once during the life of the project in addition to the New Recipient Orientation. Other personnel may also be budgeted, and in this case, a justification should be included.

(4) Project M&E

Applicants must allocate funds to cover the costs associated with project M&E activities. Projects must set aside at least 8 percent of the project budget's total direct costs to cover the costs associated with project M&E activities. These costs are separate from and do not include, any personnel costs related to such activities. This amount must be included as its own line item/ category within the outcome-based budget. Allocations associated with M&E must include, at a minimum:

- Regular collection and processing of monitoring data, including any necessary travel and staff to conduct ongoing monitoring.
- The development of monitoring and data quality guidelines (in multiple languages, as appropriate).
- Ongoing training as needed during the project for data collection staff.
- The development and implementation of a system and process for validating monitoring information and reviewing data quality.
- Support to the CMEP process, including project staff travel to two CMEP workshops, either in-country or in Washington, DC, costs of hosting workshops (meeting rooms, etc.), training partners, and any other logistical/administrative costs.
- Meeting reporting requirements as discussed in the FOA.
- At least \$70,000 direct costs to support the external interim and final performance evaluations. Resources permitting, ILAB will directly contract the external evaluators to design and implement the evaluations. However, the project will be responsible for certain support costs for ILAB-contracted evaluations, which may include, but not be limited to, translation of the evaluation report from English into the local language, providing ground transportation for the external evaluator, interpretation for the external evaluator, hosting a full-day evaluation stakeholders meeting, and in-country transportation and accommodation costs for staff and other stakeholders' participation in the stakeholder meeting. The successful applicant is required to get approval from ILAB for how to budget and re-budget these funds throughout the life of the project.
- Conducting a pre-situational analysis and/or any other relevant proposed survey activities, such as institutional surveys or knowledge, attitudes, and

practice (KAP) surveys (if Applicant plans to externally contract these studies).

- Conducting end-of-project final analysis on CMEP indicator data, and overall results analysis (only if this activity is not done by proposed M&E Officer).

Note:

Costs associated with M&E personnel must be included under the personnel line item and not be included in this budget section. M&E Personnel costs must not be included as part of the required M&E allocation identified above; M&E personnel costs must be treated as an additional cost.

Costs associated with any non-M&E-related travel or research or special studies, as may be required by the FOA or proposed by the project, should not be included in this M&E budget, and must be budgeted for separately.

This budget guidance establishes a minimum amount of funds that must be set aside for M&E activities; the applicant may propose additional funds as needed, based on cost estimates for required activities.

(5) Audits and Attestation Engagements (See Section VI. B. 2.)

(a) Single Audits

Include costs for meeting the single audit requirements (as described in 2 CFR 200 Subpart F Audit Requirements) as direct or indirect costs, whichever is appropriate, in accordance with allowable cost allocation procedures.

(b) Attestation engagements for non-PIOs (See Section VI. B. 2.)

Attestation engagements may be required by USDOL to provide additional project oversight of the recipients' validation and monitoring processes, including internal and financial controls and reporting processes. Projects must include a minimum of \$100,000 in direct costs to conduct a possible attestation engagement. If selected for an attestation engagement, the project may be required to hire an independent contractor to conduct the work, and will be provided with specific requirements for this activity by USDOL. If the project is not selected for an attestation engagement, USDOL will provide guidance on re-programming these funds prior to the end of the project. USDOL also reserves the right to directly contract the attestation engagement. In this case, projects may still be responsible for certain support costs, which include, but are not be limited to, providing ground transportation for the attestation engagement contractor, interpretation for the attestation engagement contractor, and in-country transportation and accommodation for staff who may need to accompany the contractor to facilitate meetings and interviews.

(c) Project-specific audits for PIOs

Project-specific audits may be required by USDOL to provide additional project oversight of the recipients' validation and monitoring processes, including internal and financial controls and reporting processes. If a PIO has existing internal requirements or prohibitions that would not allow USDOL's external attestation engagements, the PIO may request an exception to the normal attestation engagement process. If an exception

will be requested, applicants must include sufficient direct costs in their budget for a project-specific audit to be conducted by their organization's designated external auditor. In this case, the applicant PIO must also include a copy of the internal requirement or regulation prohibiting an attestation engagement as part of its application package. If an exception with supporting documentation is not requested, then the attestation engagement requirements outlined above will apply.

(6) Contingency Provisions

Applicants must not budget for unforeseen costs or contingency provisions except in unusual circumstances as described in 2 CFR 200.433, Contingency Provisions. Instead, applicants are encouraged to prepare budgets with reasonable estimated cost projections and to request re-budgeting approval during the life of the project as needed.

(7) Value Added Tax (VAT)

Foreign VAT taxes charged for the purchase of goods or services that a non-Federal entity is legally required to pay in country are an allowable expense under Federal awards. After notifying USDOL, the recipients and subrecipients shall make every effort to apply for and receive VAT exemption in the country or countries in which the project operates [2 CFR 200.470(c)].

The recipient will report on the progress of its application for VAT exemption in its Technical Progress Reports. See the MPG for further guidance on VAT exemptions.

(8) Housing

If included in the budget, provide in the budget narrative a justification for any proposed housing costs, housing allowances, and/or personal living expenses. In accordance with federal cost principles, personnel housing and personal living expenses are only allowable as direct costs in the project budget. USDOL funds may only be used to pay for the housing costs, housing allowances, and personal living expenses (e.g., dependents' allowance) of project staff if they (1) are separately accounted for as direct costs of the project necessary for the performance of the project and (2) receive prior approval from USDOL. Applicants must provide a brief explanation as to why such costs are considered necessary for the performance of the project, consistent with the organization's established policies, and reasonable for the country where the staff person will reside.

(9) Funds to host country governments

Generally, recipients may not provide any funds from a USDOL award to a foreign government or entities that are agencies of, or operated by or for, a foreign state or government, ministries, officials, or political parties, except in cases consistent with the guidance in the MPG. If, in rare cases, funds are proposed to support a host country government, they must be itemized and described in detail in the budget narrative. Such funds must not duplicate existing foreign government activities or substitute for activities that are the responsibility of the foreign government. Prior approval from USDOL is required for any costs budgeted in this category.

(10) Indirect Costs

Applicants may request indirect costs according to Federal regulations. Indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective. Indirect cost charges must be based on allowable (i.e. necessary, reasonable, conforming, consistent and documented) costs based on the applicable cost principles.

e) Indirect Cost Supporting Documentation

The following supporting documentation is required:

- For organizations with a negotiated indirect cost rate agreement (NICRA) approved by the Federally Cognizant Agency (FCA): Please provide a copy of the most recent NICRA in the proposal.
- For organizations with no budgeted/claimed indirect costs: Please certify that all requested costs are directly allocable to the proposed project and not supported from any other source.
- For organizations that have never received a negotiated indirect cost rate, with exceptions noted in 2 CFR 200.414(f), and wish to request a de minimis indirect cost rate of 10 percent of modified total direct costs (MTDC): Please provide a description of how the rate will be implemented and confirm compliance with relevant cost principles. If approved, the de minimis rate must be used consistently for all Federal awards and may be used indefinitely or until the organization negotiates a rate.
- For organizations with an expired indirect cost rate or a rate not previously approved by the FCA (except those recipients approved for the de minimis rate), please certify that an indirect cost proposal will be submitted to the FCA within 90 days of award to establish a provisional NICRA. This provisional rate may be effective for a period up to two years until a final NICRA is established. Applicants may choose to include estimated indirect costs in the proposed outcomes-based budget. If the application is selected for award, the Grant Officer will release funds in the amount of 10% of salaries and wages to support indirect costs until a provision rate is available.

3. Submission Date, Times, and Process

a) Submission Date and Times

The closing date for receipt of applications under this announcement is July 8, 2019. Applications must be submitted either electronically on <https://www.grants.gov/> (preferred method) or in hard copy by mail or in hard copy by hand delivery (including overnight delivery). Hard copy applications must be received at the address stated in the next section no later than 4:00:00 p.m. Eastern Time on the closing date. Applications submitted on Grants.gov must also be successfully submitted (as described in a later section) no later than 4:00:00 p.m. Eastern Time on the closing date. USDOL cautions applicants that they should submit applications before the deadline to ensure that the risk of late receipt of the application is minimized. Applications sent by e-mail, telegram, or facsimile (FAX) will not be accepted.

b) Electronic Submissions (preferred method)

(1) How to Submit an Application to USDOL via Grants.gov

As of December 31, 2017, Grants.gov applicants must apply online using Workspace. Workspace is a shared, online environment where members of an applicant team may simultaneously access and edit different webforms within an application. For a complete workspace overview, refer to: <https://www.grants.gov/web/grants/applicants/workspace-overview.html>.

For access to complete instructions on how to apply for funding opportunities, refer to: <https://www.grants.gov/web/grants/applicants/apply-for-grants.html>.

(2) Register

Applicants are strongly encouraged to immediately initiate and complete the registration steps at <https://www.grants.gov/web/grants/applicants/organization-registration.html>. Applicants should read through the registration process carefully before registering. These steps may take four weeks or more to complete, and this time should be factored into plans for timely electronic submission in order to avoid unexpected delays that could result in the rejection of an application. The site also contains a [Grants.gov online user guide](#) with registration, search, and application instructions for all users.

(3) Authorized Organizational Representative (AOR) Authorization

An application submitted through Grants.gov constitutes a submission as an electronically signed application. The registration and account creation with Grants.gov, with E-Biz POC approval from SAM.gov, establishes an AOR. When an application is submitted through Grants.gov, the name of the AOR on file will be inserted into the signature line of the application. Applicants must register the individual who is able to make legally binding commitments for the organization as the AOR; this step is often missed and it is crucial for valid submissions.

(4) Email Notifications for Receipt and Validation

When a registered applicant submits an application with Grants.gov, an electronic time stamp is generated when the application is successfully received by Grants.gov. Grants.gov will send the applicant two email messages to provide the status of the application's progress through the system. The first email will contain a tracking number and will confirm receipt of the application by Grants.gov. The second email will indicate the application has either been successfully validated or has been rejected due to errors. Grants.gov will reject applications if the applicant's registration in SAM is expired.

Only applications that have been successfully submitted by the deadline and later successfully validated will be considered. It is the applicant's sole 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 (two business days) 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, the application will not be considered.

(5) File Formats

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 USDOL from considering the application. USDOL will attempt to open the document, but will not take any additional measures in the event of problems with opening submitted files.

Save all files with descriptive file names that mirror the required application components described in this FOA, including naming the attachments with their corresponding number. File names should be 50 characters or less. Be sure to only use 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 (i.e., no other attachment may have the same file name). An underscore (example: my_Attached_File.pdf) may be used to separate components of a file name.

Applications must be submitted in one package because documents received separately will be tracked separately and will not be attached to the application for review.

(6) Resources

USDOL strongly advises applicants to use the various tools and documents, including FAQs, which are available on the “Applicant Resources” page at <https://www.grants.gov/web/grants/applicants/applicant-faqs.html>.

To receive updated information about critical issues, new tips for users and other time sensitive updates as information is available, subscribe to “Grants.gov Updates” at <https://www.grants.gov/web/grants/manage-subscriptions.html>.

If there is a problem with Grants.gov and an answer is not available in any of the other resources, call 1-800-518-4726 or 606-545-5035 to speak to a Customer Support Representative or email support@grants.gov. The Contact Center is open 24 hours a day, seven days a week. It is closed on Federal holidays. If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number.

c) Hard Copy Submissions

Applicants submitting applications in hard copy by mail or overnight delivery must submit an original signed application (including the SF-424) and one (1) “copy-ready” version free of bindings, staples or protruding tabs to facilitate the reproduction of the application by USDOL. Applicants submitting applications in hard copy are also required to include with the hard copy submission, in the same package, an identical electronic copy of the application [i.e., on compact disc (CD) or USB drive]. If discrepancies between the hard copy submission and electronic copy are identified, USDOL reserves the right to consider the application on the electronic copy to be the official applicant submission for evaluation purposes. Failure to provide identical applications in hard copy and electronic format, in the same package, may have an impact on the overall evaluation.

Applicants are strongly discouraged from submitting applications in more than one way. If an application is submitted by both hard copy and through <https://www.grants.gov/>, USDOL will review the copy submitted through <https://www.grants.gov/>.

No exceptions to the mailing and delivery requirements set forth in this notice will be granted. Further, documents submitted separately from the application, before or after the deadline, will not be accepted as part of the application.

Mailed applications must be addressed to:
U.S. Department of Labor
Employment and Training Administration, Office of Grants Management
Attention: Donna Kelly, Grant Officer
Reference FOA-ILAB-19-01
200 Constitution Avenue, NW, Room N-4673
Washington, DC 20210

Mail delivery in the Washington DC area may be delayed due to mail decontamination procedures.

Hand-delivered applications will be received at the address stated previously, specifically, at the visitor entrance on 3rd Street NW. Applications delivered by hand to other entrances, including the loading dock are not guaranteed to be accepted. All overnight delivery submissions will be considered to be hand-delivered and must be received at the designated place by the specified closing date and time.

Any hard copy application received after the exact date and time specified for receipt at the office designated in this notice will not be considered, unless it is received before awards are made, it was properly addressed, and it was: (a) sent by U.S. Postal Service mail, postmarked not later than the fifth calendar day before the date specified for receipt of applications (e.g., an application required to be received by the 20th of the month must be postmarked by the 15th of that month); or (b) sent by professional overnight delivery service to the addressee not later than one working day before the date specified for receipt of applications. “Postmarked” means a printed, stamped or otherwise placed impression (exclusive of a postage meter machine impression) that is readily identifiable, without further action, as having been supplied or affixed on the date of mailing by an employee of the U.S. Postal Service. Therefore, applicants should request the postal clerk to place a legible hand cancellation “bull’s eye” postmark on both the receipt and the package. Failure to adhere to these instructions will be a basis for a determination that the application was not filed in a timely manner and will not be considered. Evidence of timely submission by a professional overnight delivery service must be demonstrated by equally reliable evidence created by the delivery service provider indicating the time and place of receipt.

C. Intergovernmental Review

This funding opportunity is not subject to Executive Order 12372, “Intergovernmental Review of Federal Programs.”

D. Funding Restrictions

All proposed project costs must be necessary and reasonable and in accordance with Federal guidelines. Determinations of allowable costs will be made in accordance with the Cost Principles, now found in the Office of Management and Budget’s Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), codified at 2 CFR Part 200 and at 2 CFR Part 2900. Disallowed costs are those charges to an award that the grantor agency or its representative determines not to be allowed in accordance with the Cost Principles or other conditions contained in the

award. Applicants, whether successful or not, will not be entitled to reimbursement of pre-award costs.

E. Indirect Costs

Applicants may request eligible indirect costs according to 2 CFR Part 200 and as explained in section IV.B.2.d Outcome-Based Budget and Accompanying Budget Narrative and section IV.B.2.e Indirect Cost Supporting Documentation.

F. Intellectual Property Rights

Pursuant to 2 CFR 2900.13, to ensure that the Federal investment of USDOL funds has as broad an impact as possible and to encourage innovation in the development of new learning materials, recipients will be required to license to the public all work created with the support of the award under a Creative Commons Attribution 4.0 (CC BY) license. Work that must be licensed under the CC BY includes both new content created with award funds and modifications made to pre-existing, recipient-owned content using award funds.

This license allows subsequent users to copy, distribute, transmit and adapt the copyrighted work and requires such users to attribute the work in the manner specified by the recipient. Notice of the license shall be affixed to the work. For general information on CC BY, please visit <http://creativecommons.org/licenses/by/4.0>. Instructions for marking your work with CC BY can be found at http://wiki.creativecommons.org/Marking_your_work_with_a_CC_license.

Only work that is developed by the recipient in whole or in part with award funds is required to be licensed under the CC BY license. Pre-existing copyrighted materials licensed to, or purchased by the recipient from third parties, including modifications of such materials, remain subject to the intellectual property rights the recipient receives under the terms of the particular license or purchase. In addition, works created by the recipient without award funds do not fall under the CC BY license requirement.

The purpose of the CC BY licensing requirement is to ensure that materials developed with award funds result in work that can be freely reused and improved by others. When purchasing or licensing consumable or reusable materials, the recipient is expected to respect all applicable Federal laws and regulations, including those pertaining to the copyright and accessibility requirements of the Federal Rehabilitation Act.

Separate from the CC BY license to the public, the Federal Government reserves a paid-up, nonexclusive and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use for Federal purposes: i) the copyright in all products developed under the award, including a subaward or contract; and ii) any rights of copyright to which the recipient, subrecipient or a contractor purchases ownership under an award (including, but not limited to, curricula, training models, technical assistance products, and any related materials). Such uses include, but are not limited to, the right to modify and distribute such products worldwide by any means, electronically or otherwise. The recipient may not use Federal funds to pay any royalty or license fee for use of a copyrighted work, or the cost of acquiring by purchase a copyright in a work, where USDOL has a license or rights of free use in such work. If revenues are generated through selling products developed with award funds, including intellectual property, USDOL treats such revenues as program income. Such program income is added to the award and must be expended for allowable activities.

If applicable, the following needs to be on all products developed in whole or in part with award funds:

“This product was funded by a grant or cooperative agreement from the U.S. Department of Labor’s Bureau of International Labor Affairs. The product was created by the recipient and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it.”

G. Other Submission Requirements

Withdrawal of applications: Applications may be withdrawn by written notice to the Grant Officer at any time before an award is made.

V. Application Review Information

A. Criteria

USDOL has instituted procedures for assessing the technical merit of applications to provide for an objective review of applications and to assist applicants in understanding the standards against which an application will be judged. The evaluation criteria are based on the information required in the application as described in section IV.B.1. (Technical Proposal including Attachments) and section IV.B.2. (Cost Proposal). Reviewers will award points based on the evaluation criteria described here:

<u>CRITERION</u>	<u>REFERENCE</u>	<u>POINTS</u>
Problem Analysis	IV.B.1.c.(1).	5
Project Design		
Project Strategy	IV.B.1.c.(2).(a).	25
M&E Agreement and Capacity Statement	IV.B.1.c.(3).	5
Work Plan	IV.B.1.c.(4).	4
Organizational Capacity		
Relevant Grant and/or Contract Experience	IV.B.1.d.(1).	10
Country Presence	IV.B.1.d.(2).	5
Partners	IV.B.1.d.(3).	6
Personnel	IV.B.1.d.(4).	10
Management Plan	IV.B.1.d.(5).	10
Outcome-Based Budget and Accompanying Budget Narrative	IV.B.2.d.	20
Total =		100

B. Review and Selection Process

1. Merit Review and Selection Process

A technical merit review panel will carefully evaluate applications against the selection criteria to determine the merit of applications. Using the point distribution specified above, applications will be evaluated based on how well their technical and cost proposals demonstrate a clear understanding of

the needs, gaps, and overall scope of problems, as well as how the application proposes activities that are appropriate, achievable, and where applicable, innovative, in supporting the objective and intended outcomes in this FOA. Up to 100 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 where more than one review panel is used) will serve as the primary basis for selection of applications for funding. The panel results are advisory in nature and not binding on the Grant Officer. 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 awards, the results of a risk review process (see section V.B.2), past performance information, the status of open audit findings, and/or other relevant factors. The Grant Officer may consider any information that comes to his/her attention.

The applicant's signature on the SF-424, including electronic signature via E-Authentication on <https://www.grants.gov/>, constitutes a binding offer by the applicant and constitutes agreement to the terms and conditions. The government may elect to award funds with or without discussions with the applicant.

2. Risk Review Process

Every application will be evaluated to determine the risks posed by the applicant. Prior to making an award, USDOL will review information available through any OMB-designated repository of governmentwide eligibility qualification or financial integrity information, such as Federal Awardee Performance and Integrity Information System (FAPIIS), D&B, and "Do Not Pay." Additionally, USDOL will comply with the requirements of 2 CFR Part 180 and 2 CFR 2998 [Governmentwide Debarment and Suspension (Nonprocurement)]. This risk evaluation may incorporate results of the evaluation of the applicant's eligibility (application screening) or the quality of its application (merit review). If USDOL determines that an award will be made, special conditions that correspond to the degree of risk assessed may be applied to the award.

Criteria to be evaluated include:

- 1) Financial stability;
- 2) Quality of management systems and ability to meet the management standards prescribed in the Uniform Guidance;
- 3) History of performance. The applicant's record in managing awards, cooperative agreements, or procurement awards, if it is a prior recipient of such Federal awards, including timeliness of compliance with applicable reporting requirements, and if applicable, the extent to which any previously awarded amounts will be expended prior to future awards;
- 4) Reports and findings from audits performed under Subpart F – Audit Requirements of the Uniform Guidance or the reports and findings of any other available audits and monitoring reports containing findings, issues of non-compliance or questioned costs;
- 5) The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on recipients.

VI. Award Administration Information

A. Award Notices

Both applicants selected for award and those not selected will be contacted by USDOL.

Selection of an organization as a recipient does not constitute approval of the application as submitted. Before an award is made, USDOL may enter into negotiations about such items as program components, staffing and funding levels, and administrative systems in place to support award implementation. If the negotiations do not result in a mutually acceptable submission, the Grant Officer reserves the right to terminate the negotiations and decline to fund the application. USDOL reserves the right to not fund any application related to this FOA. USDOL also reserves the right to withdraw the award if activity does not begin upon award and/or as a remedy for non-compliance as described in 2 CFR 200.338-339.

This project is intended to strengthen the capacity of governments to address child labor and/or forced labor, and violations of acceptable conditions of work in Asia and Sub-Saharan Africa. For the cooperative agreement for Asia, the FOA states that this work is to be performed in the Philippines and in a minimum of one additional country in Asia to be determined after the award of the cooperative agreement. For the cooperative agreement for Sub-Saharan Africa, the FOA states that this work is to be performed in Kenya and in a minimum of one additional country in Sub-Saharan Africa to be determined after the award of the cooperative agreement. However, if ILAB and the recipient(s) determine that performance in the Philippines, Kenya, or the additional countries to be determined after the award of the cooperative agreements has become impossible as a result of withdrawal of host country government or other required stakeholder support for the project, or for other reasons outside of the project's control, ILAB and the recipient(s) may confer to determine whether it is desirable and feasible to implement the project in a different country and/or sector in Asia or Sub-Saharan Africa, depending on the cooperative agreement. This determination will necessitate findings that: 1) based upon available research, the project, as it is described in this document, is warranted to strengthen the capacity of governments to address child labor and/or forced labor, and violations of conditions of work in the newly identified country and/or sector; 2) ILAB and the recipient(s) can obtain support from the new proposed host country government or required stakeholder to implement the proposed project; and 3) the recipient has the capacity to implement the project in the proposed country and/or sector within the legally permissible timeframe for implementation of the project. If ILAB and the recipient are unable to make these findings and mutually agree on a modification to the award(s) to implement performance in another country and/or sector in Asia or Sub-Saharan Africa, either ILAB or the recipient may seek to have the award suspended or terminated pursuant to the applicable termination clauses.

B. Administrative and National Policy Requirements

1. General Requirements

Recipients and subrecipients under this FOA shall be subject to the terms outlined in this announcement, the award agreement, the MPG, and any other referenced materials. The MPG provides general management procedures and guidance for recipients of ILAB awards in areas that may not be explicitly detailed in the announcement. See <https://www.dol.gov/agencies/ilab/resources/grants>.

Recipients are also subject to applicable U.S. Federal laws (including appropriations laws) and regulations, Executive Orders, applicable OMB Circulars, and USDOL policies. If, during project implementation, a recipient is found in violation of any of the foregoing, remedies may include modification of the terms of the award; disallowance and recovery of costs; termination of the award; and any other action permitted by law.

For the purposes of this announcement and awards, recipients will be the sole entity with the authority to fulfill the following responsibilities:

- Act as the primary point of contact with USDOL to receive and respond to all inquiries, communications and orders under the project;

- Access funds through the Department of Health and Human Services-Payment Management System;
- Submit to USDOL all deliverables, including all technical and financial reports related to the project;
- Request a revision or amendment of the terms and conditions of award or the Project Document (see MPG for description of Project Document); and
- Work with USDOL to close out the project. Each recipient must comply with all applicable Federal regulations and is individually subject to audit.

2. Audits and Attestation Engagements

Recipients must comply with the single audit requirements set forth in Subpart F – Audit Requirements of the Uniform Guidance (2 CFR Part 200) and must comply with the timeframes established in those regulations for the submission of their single audits to the Federal Audit Clearinghouse. Recipients must notify their assigned Grant Officer’s Representative of each single audit conducted within the timeframe of the USDOL-funded project at the time it is submitted to the Federal Audit Clearinghouse.

All recipients are subject to project-specific attestation engagements or project-specific audits of the recipients’ validation and monitoring processes during the life of the award. Attestation engagements will be conducted in accordance with U.S. Government Auditing Standards and project-specific audits will be conducted in accordance with the International Standards on Auditing, and will include auditors’ opinions on (1) compliance with USDOL regulations and the requirements of the award and (2) the accuracy and reliability of the recipient’s financial and performance reports.

3. Administrative Standards

The award(s) and subaward(s) made under this FOA will be subject to the following administrative standards:

- Non-Profit Organizations, Educational Institutions, and State, Local and Indian Tribal Governments
 - 2 CFR Part 200 (Administrative Requirements, Cost Principles, and Audit Requirements)
 - For-profit organizations
 - 2 CFR Part 200 (Administrative Requirements and Cost Principles)
 - 48 CFR Part 31 (Cost Principles)
 - 29 CFR 96.32 The Secretary of Labor is responsible for those not covered by 2 CFR 200 Subpart F (Audit Requirements) as discussed in the MPG
 - Non-U.S. organizations, including foreign organizations and public international organizations
 - 2 CFR Part 200 (Administrative Requirements and Cost Principles)
 - 29 CFR 96.32 The Secretary of Labor is responsible for those not covered by 2 CFR 200 Subpart F (Audit Requirements) as discussed in the MPG
- a) 29 CFR Part 93 Restrictions on Lobbying
- b) 29 CFR Part 94 Governmentwide Requirements for Drug-Free Workplace (Financial

Assistance)

- c) 2 CFR Part 180 and 2 CFR Part 2998 Governmentwide Debarment and Suspension
- d) 29 CFR Part 2, subpart D Equal Treatment in Department of Labor Programs for Religious Organizations, Protection of Religious Liberty of Department of Labor Social Service Providers and Beneficiaries
- e) 29 CFR Part 31 Nondiscrimination in Federally Assisted Programs of the Department of Labor—Effectuation of Title VI of the Civil Rights Act of 1964
- f) 29 CFR Part 32 Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance
- g) 29 CFR Part 35 Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance from the Department of Labor
- h) 29 CFR Part 36 Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance
- i) 49 U.S.C. 40118 Fly America Act
- j) Standard Terms and Conditions of Award

4. Other Legal Requirements:

a) Transparency Act Requirements

Recipients must ensure that they have the necessary processes and systems in place to comply with the reporting requirements of the Federal Funding Accountability and Transparency Act of 2006 (Pub. Law 109-282, as amended by section 6202 of Pub. Law 110-252) (Transparency Act), as follows:

- (1) Except for those excepted from the Transparency Act under the following subparagraphs 1, 2, and 3, recipients must ensure that they have the necessary processes and systems in place to comply with the subaward and executive total compensation reporting requirements of the Transparency Act, should they receive funding.
- (2) Upon award, recipients will receive detailed information on the reporting requirements of the Transparency Act, as described in 2 CFR Part 170, Appendix A, which can be found at the following website:
<http://edocket.access.gpo.gov/2010/pdf/2010-22705.pdf>.

The following types of awards are not subject to the Federal Funding Accountability and Transparency Act:

- (1) Federal awards to individuals who apply for or receive Federal awards as natural persons (i.e., unrelated to any business or non-profit organization he or she may own or operate in his or her name);
- (2) Federal awards to entities that had a gross income, from all sources, of less than \$300,000 in the entities' previous tax year; and
- (3) Federal awards, if the required reporting would disclose classified information.

b) Safeguarding Data Including Personally Identifiable Information (PII)

Applicants submitting applications in response to this FOA must recognize that confidentiality of PII and other sensitive data is of paramount importance to the Department and must be observed except where disclosure is allowed by the prior written approval of the Grant Officer or by court order. By submitting an application, applicants are assuring that all data exchanges conducted through or during the course of performance of this award will be conducted in a manner consistent with applicable Federal law.

c) Record Retention

Recipients must be prepared to follow Federal guidelines on record retention, which require they maintain all records pertaining to award activities for a period of at least three years from the date of submission of the final expenditure report. See 2 CFR 200.333-.337 for more specific information, including information about the start of the record retention period for awards that are renewed quarterly or annually, and when the records must be retained for more than three years.

d) Use of Contracts and Subawards

Recipients must abide by the following definitions of contract, contractor, subaward, and subrecipient:

Contract: Contract means a legal instrument by which a non-Federal entity (defined as a state, local government, Indian tribe, institution of higher education (IHE), nonprofit organization, for-profit entity, foreign public entity, or a foreign organization that carries out a Federal award as a recipient or subrecipient) purchases property or services needed to carry out the project or program under a Federal award. The term as defined in 2 CFR 200.22 does not include a legal instrument, even if the non-Federal entity considers it a contract, when the substance of the transaction meets the definition of a Federal award or subaward (see the following definition of Subaward).

Contractor: Contractor means an entity that receives a contract as defined previously in Contract.

Subaward: Subaward means an award provided by a recipient 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. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

Subrecipient: Subrecipient means a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

Recipients must follow the requirements of 2 CFR 200.330-.332 regarding subrecipient monitoring and management. Also see 2 CFR 200.308(c)(6) regarding prior approval requirements for subawards. When awarding subawards, recipients are required to comply with the governmentwide suspension and debarment requirements found in 2 CFR Part 180 and codified by USDOL at 2 CFR Part 2998, including the exceptions described in 2 CFR 180.215 and 29 CFR 98.110(a)(2), such as exceptions for direct awards to PIOs.

e) Closeout of Award

Any entity that receives an award under this announcement must close its award with USDOL at the end of the period of performance. Indirect costs support for allocated charges to the award are validated at time of closeout using a federally approved NICRA or other applicable rate agreement.

5. Other Administrative Standards

Except as specifically provided in this FOA, our acceptance of an application and an award of Federal funds to sponsor any programs(s) does not provide a waiver of any award requirements and/or procedures.

6. Special Program Requirements

a) Evaluation

ILAB may require that the program or project participate in an evaluation of overall performance of ILAB awards and requires the cooperation of the recipient as a condition of award.

b) Performance Goals

Please note that applicants will be held to agreed upon outcomes and failure to meet those outcomes may result in technical assistance or other intervention by ILAB, and may also have a significant impact on decisions about future awards with ILAB.

C. Reporting

Recipients must agree to meet USDOL reporting requirements. Recipients must agree to provide the following reports and documents:

1. Quarterly Financial Reports

A Quarterly Federal Financial Report (SF 425, FFR) is required until such time as all funds have been expended or the award period has expired. Quarterly reports are due 30 days after the end of each calendar year quarter. On the final FFR, recipients must include any subaward amounts so final indirect costs can be calculated, if applicable. Recipients must use USDOL's eGrants online electronic reporting system; information and instructions will be provided as part of the final award.

2. Semi-Annual Technical Progress Reports

Recipients must submit a semi-annual technical progress report within 30 days after the end of the months of March and September each calendar year. The report must include information on award activities, performance goals, and milestones. ILAB will provide formal guidance about the data and other information that is required to be collected and reported on either a regular basis or special request basis. ILAB retains the right to require technical progress reports at quarterly intervals. More information on the reports and timeframes for their completion will be included in the cooperative agreement and in the MPG.

3. Final Technical Report

Applicants must submit a final technical report within 90 days of the period of performance end date. The final technical report is a stand-alone report that provides a complete and comprehensive summary of the achievements during the life of the project.

4. Indirect Cost Rates

For organizations with an expired indirect cost rate or a rate not previously approved by the FCA (except those recipients approved for the de minimis rate): An indirect cost proposal must be submitted to the FCA within 90 days of award to establish a provisional NICRA. This provisional rate may be effective for a period up to two years until a final NICRA is established.

For all organizations with NICRAs: Indirect cost proposals must be submitted on an annual basis to the FCA to obtain federally approved NICRAs for the life of the award, unless the FCA instructs otherwise. These proposals are based on incurred costs and are due six months after the end of each fiscal year.

5. Closeout Reports

Within 90 days of completion of the project the recipient must provide the following project closeout reports:

- Final Technical Progress Report
- Final Technical Report
- Final quarterly FFR
- Final cumulative FFR
- Recipient's Release Form
- Government Property Closeout Inventory Certification

Additional information may be required for some closeout procedures. More information is available after award.

VII. Agency Contacts

Applicants who have a specific question about this FOA may contact Sue Levenstein, Office of Grants Management at Levenstein.Susan.L@dol.gov. Applicants must specifically reference FOA-ILAB-19-01, and include a contact name, email address and phone number. This announcement is being made available at <https://www.grants.gov/>.

VIII. Other Information

A. Transparency and Privacy

USDOL promotes transparency in accordance with Freedom of Information Act (FOIA) regulations (29 CFR Part 70). USDOL also promotes the protection of proprietary or business confidential business information in accordance with Federal law, including the Trade Secrets Act (18 U.S.C. § 1905), FOIA, and the Privacy Act (5 U.S.C. § 552a). Proprietary or business confidential information of any entity involved in the project must be protected by all parties involved with the project. Proprietary or business confidential information is information that is not usually disclosed outside an organization and disclosing this information is likely to cause substantial competitive harm.

B. OMB Information Collection

The agency has determined this FOA is not subject to Office of Management and Budget approval under the Paperwork Reduction Act, as fewer than ten (10) responses are anticipated. Send comments regarding this determination to the U.S. Department of Labor, Office of the Chief Information Officer, Attention: Departmental Clearance Officer, 200 Constitution Avenue, N.W., Room N-1301, Washington, DC 20210 or email DOL_PRA_PUBLIC@dol.gov. Note: PLEASE DO NOT RETURN THE COMPLETED APPLICATION TO THIS ADDRESS. SEND IT TO THE SPONSORING AGENCY AS SPECIFIED IN THIS ANNOUNCEMENT. Information collected through this FOA will be used by USDOL to ensure that Federal funds are provided to the applicants best suited to perform the functions of these awards. Submission of this information is required in order for the applicant to be considered for award.

IX. Appendices

APPENDIX A: Acronyms

AOR	Authorized Organizational Representative
CFR	Code of Federal Regulations
CMEP	Comprehensive Monitoring and Evaluation Plan
DPMS	Direct Participant Monitoring System
DUNS	Dun and Bradstreet Universal Numbering System
ETA	Employment and Training Administration
FCA	U.S. Federal Cognizant Agency
FFR	Federal Financial Report
FOA	Funding Opportunity Announcement
FOIA	Freedom of Information Act
GO	Grant Officer
GOR	Grant Officer's Representative
ILAB	Bureau of International Labor Affairs
ILO	International Labor Organization
M&E	Monitoring and Evaluation
MPG	Management Procedures and Guidelines
NGOs	Non-governmental Organizations
NICRA	Negotiated Indirect Cost Rate Agreement
OCFT	Office of Child Labor, Forced Labor, and Human Trafficking
OMB	Office of Management and Budget
PIO	Public International Organization
SAM	System for Award Management
SF	Standard Form
TDA	Trade and Development Act
TPR	Technical Progress Report
TVPRA	Trafficking Victims Protection and Reauthorization Act
USAID	U.S. Agency for International Development
USDOL	U.S. Department of Labor
VAT	Value Added Tax

APPENDIX B: Definitions

1. **“Acceptable conditions of work”** encompasses minimum wages, hours of work, and occupational safety and health. See 19 USC 3813(6)(E); Trade Act of 2002, Section 2113(6) (E), available at: <https://www.gpo.gov/fdsys/pkg/USCODE-2011-title19/html/USCODE-2011-title19-chap24-sec3813.htm>.
2. **“Assistance services”** includes identifying victims, providing referrals, and facilitating access to a comprehensive array of services to assist victims as they rebuild their lives.
3. A **“child”** or **“children”** are individuals under the age of 18 years.
4. **“Child work status”** definitions include the following categories; projects should begin with these basic definitions, and then defined further for the baseline survey and Comprehensive Monitoring and Evaluation Plan, integrating relevant national legislation:
 - a. **“Working Children” (children in employment)** are those engaged in any economic activity for at least one hour during the reference period. Economic activity includes market production and certain types of non-market production (principally the production of goods and services for own use). The work children perform may be in the formal or informal economy, inside or outside family settings, for pay or profit. This includes children working in domestic service outside the child’s own household for an employer (paid or unpaid).
 - b. Children in **“Child Labor”** are a subset of working children. Child labor includes employment below the minimum age as established in national legislation in countries where the project is being implemented (excluding permissible light work) and the worst forms of child labor, including hazardous unpaid household services. Child labor is thus a narrower concept than children in employment, as child labor excludes children who work only a few hours a week in permitted light work and those who are above the minimum age who engage in work not classified as a worst form of child labor.
 - c. Children in the **“Worst Forms of Child Labor”** refers to those activities described and as understood in ILO Convention 182: Worst Forms of Child Labor, 1999. Under Article 3 of the Convention, the worst forms of child labor comprise—
 - (a) All forms of slavery or practices similar to slavery, such as the sale and trafficking of children, debt bondage and serfdom, and forced or compulsory labor, including forced or compulsory recruitment of children for use in armed conflict;
 - (b) The use, procuring, or offering of a child for prostitution, for the production of pornography, or for pornographic purposes;
 - (c) The use, procuring, or offering of a child for illicit activities, in particular for the production and trafficking of drugs as defined in the relevant international treaties;
 - (d) Work which, by its nature or the circumstances in which it is carried out, is likely to harm the health, safety, or morals of children.
 - d. Article 3(d) of ILO Convention 182 defines **“hazardous work”** as “work which, by its nature or the circumstances in which it is carried out, is likely to harm the health, safety or morals of children.” Countries must determine what type of work is considered hazardous work by law or regulation. ILO Recommendation 190 includes items countries may wish to consider in determining which types of work are hazardous, including
 - (a) work which exposes children to physical, psychological, or sexual abuse;
 - (b) work underground, under water, at dangerous heights or in confined spaces;

- (c) work with dangerous machinery, equipment and tools, or which involves the manual handling or transport of heavy loads;
- (d) work in an unhealthy environment which may, for example, expose children to hazardous substances, agents or processes, or to temperatures, noise levels, or vibrations damaging to their health;
- (e) work under particularly difficult conditions such as work for long hours or during the night or work where the child is unreasonably confined to the premises of the employer.

ILO Recommendation 190 goes on to state in Paragraph 4 that, “[f]or the types of work referred to under Article 3(d) of the Convention and Paragraph 3 above, national laws or regulations or the competent authority could, after consultation with the workers’ and employers’ organizations concerned, authorize employment or work as from the age of 16 on condition that the health, safety and morals of the children concerned are fully protected, and that the children have received adequate specific instruction or vocational training in the relevant branch of activity.”

5. **“Children at high-risk of entering child labor”** refers to children who experience a set of conditions or circumstances (family environment or situation, proximity to economic activities prone to employ children, etc.) under which the child lives or to which the child is exposed that make it more likely that the child will be employed in child labor (e.g. siblings of working children). The definition of high-risk should be defined by the project and used in the Comprehensive Monitoring and Evaluation Plan and baseline survey.
6. **“Cooperative agreement”** refers to an award instrument where substantial involvement is anticipated between a Federal awarding agency and a non-Federal recipient entity during the performance of project activities. The level of monitoring and accountability under a cooperative agreement is less than what is required under a contract, but more than what is required under a regular grant.
7. **“Costs”**
 - **“Direct costs”** are those costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy. Typical costs charged directly to a Federal award, are the compensation of employees who work on that award, their related fringe benefit costs, the costs of materials and other items of expense incurred for the Federal award. For more information, please see <https://www.gpo.gov/fdsys/pkg/CFR-2014-title2-vol1/pdf/CFR-2014-title2-vol1-sec200-413.pdf>.
 - **“Indirect costs”** means those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. For more information, please see <https://www.gpo.gov/fdsys/pkg/CFR-2014-title2-vol1/pdf/CFR-2014-title2-vol1-part200-appIV.pdf>.
 - There is no universal rule for classifying certain costs as either direct or indirect (F&A) under every accounting system. A cost may be direct with respect to some specific service or function, but indirect with respect to the Federal award or other final cost objective. Therefore, it is essential that each item of cost incurred for the same purpose be treated consistently in like circumstances either as a direct or an indirect (F&A) cost in order to avoid possible double-charging of Federal awards. Guidelines for determining direct and indirect (F&A) costs charged to Federal awards are provided in 2 CFR 200 Subpart E-Cost Principles.

8. **“Cost sharing” or “matching”** means the portion of project costs not paid by Federal funds. See 2 CFR 300.306 Cost sharing or matching for more information.
9. **“Forced labor”** under international standards (derived from ILO Convention 29) means all work or service which is exacted from any person under the menace of any penalty for its nonperformance and for which the worker does not offer himself voluntarily, and includes indentured labor. “Forced labor” includes work provided or obtained by force, fraud or coercion, including: (1) by threats of serious harm to, or physical restraint against any person; (2) by means of any scheme, plan or pattern intended to cause the person to believe that, if the person did not perform such labor or services, that person or another person would suffer serious harm or physical restraint; or (3) by means of the abuse or threatened abuse of law or the legal process. Forced child labor is also a worst form of child labor under ILO Convention 182.
10. **“Key stakeholders”** can include, but are not limited to: parents, educators, community leaders, national and local policy makers, key opinion leaders, private sector partners, workers and employers organizations, local civil society organizations, religious institutions, think tanks, among others.
11. **“Law enforcement”** means any government entity mandated to enforce criminal and/or civil law.
12. **“Legal framework”** refers to laws and regulations, both civil and/or criminal.
13. **“Monitoring and evaluation”** M&E consists of two basic components —performance monitoring and evaluation— each of which serves distinct purposes. Performance monitoring is the ongoing and systematic tracking of data relating to project activities, outputs, or outcomes and used to determine whether desired results are occurring and whether implementation is on track. Monitoring often relies on indicators, quantifiable measures of a characteristic or condition of people, institutions, systems or processes that may change over time. Evaluation is the systematic collection and analysis of information about the characteristics and outcomes of programs and projects as a basis for assessment of program effectiveness, overall performance, and/or to inform decisions about current and future programming.
14. **“Occupational safety and health”** encompasses issues related to safe and healthy working environments and efforts to prevent workers from occupational injuries, diseases, and deaths.
15. **“Outcome”** is defined as the higher-level results or effects achieved by project activities, typically in the medium-term or long-term timeframe of the project.
16. **“Output”** is defined as the direct result of a project activity, or the goods or services produced by the implementation of an activity.
17. **“Project Objective”** is defined as the highest-level result that the project intends to achieve.
18. **“Public International Organization (PIO)”** is defined by the International Organizations Immunities Act, 22 U.S.C. § 288, et seq. PIO also is defined by 2 CFR 200.46 as an organization entitled to enjoy privileges, exemptions, and immunities as an international organization under the International Organization Immunities Act (22 U.S.C. 288-288f).
19. **“Remediation”** denotes a system comprised of a full set of mechanisms that allow for problems to be corrected and prevented from recurring, and can include private sector systems and interventions and/or government systems and services.

20. **“Subrecipient”** means a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

APPENDIX C: Relevant Grant and/or Contract Experience

Name of Applicant/ Subrecipient	Agency/ Donor/ Organization	Agency/ Donor/ Contact Information (Name, telephone, fax, e-mail)	Name of the Project and Instrument Number	Funding Amount (in \$)	Country of Implementation and Period of Performance	Key Accomplishments and Outcomes	Description of how this reference relates to the objective and outcomes of this FOA

APPENDIX D: Requirements for Application Submission

Requirements	FOA Reference	Applicant	Proposed Subrecipient (providing services related to project interventions)
Technical Proposal	Section IV.B.1.	√	
Cost Proposal—Budget Narrative	Section IV.B.2.	√	
Cost Proposal—Outcomes based budget	Section IV.B.2.	√	
Relevant Grant and/or Contract Experience	Section IV.B.1.d.(1). Appendix C	√	√
Documentation of Host Country Presence	Section IV.B.1.d.(2).	√	√
Key Personnel Signed Letters of Commitment	Section IV.B.1.d.(4).	√	√
Other Professional Personnel Resumes, if applicable	Section IV.B.1.d.(4).	√	√
SAM Registration	Section IV.B.2.a.	√	
SF-424	Section IV.B.2.b.	√	
SF-424A	Section IV.B.2.c.	√	
Outcome-Based Budget and Accompanying Budget Narrative	Section IV.B.2.d.	√	√
Indirect Cost Supporting Documentation	Section IV.B.2.e.	√	√

APPENDIX E: Past Performance Questionnaire

Funding Opportunity Announcement number: FOA-ILAB-19-01

Applicant organization name (and proposed sub's name if applicable):

Past performance reviewer's name, title, organization:

Past Performance Review Sheet

Please mark (X) the rating you feel is most appropriate for each factor listed below. Please provide additional explanation as appropriate on the following page. In particular, please provide a brief explanation for any ratings of Unacceptable, Poor, or Exceptional:

	Unacceptable	Poor	Acceptable	Strong	Exceptional	Not Applicable
1. The Applicant's demonstrated ability to meet its project outcomes, in particular related to reducing child labor, forced labor, and violations of acceptable conditions of work, and building the capacity of host government institutions in Asia and Sub-Saharan Africa.						
2. The Applicant's demonstrated experience in strengthening the capacity of government and community institutions to strengthen the labor and/or criminal legal framework to address child labor, forced labor, and/or violations of acceptable conditions of work; improve the enforcement of the legal framework and policies pertaining to child labor, forced labor, and/or violations of acceptable conditions of work; improve assistance services for victims of child labor and/or forced labor; and strengthen partnerships to accelerate progress in addressing child labor, forced labor, and/or violations of acceptable conditions of work.						
3. The quality and timeliness of Applicant's submitted grant, cooperative agreement, and/or contract deliverables.						
4. The responsiveness of the Applicant and its staff to your organization/agency, including the quality and timeliness of communications about such deliverables.						
5. The performance of the Applicant's key personnel on projects, including whether the Applicant has a history of replacing key personnel with similarly qualified staff, and the timeliness of replacing key personnel.						

6. The Applicant's demonstrated ability to manage the financial aspects of the project, including budget expenditures and burn rates, as well as financial requirements and controls.						
Definitions of rating levels: Unacceptable - Performance did not meet minimal expectations (even after repeated comments from your organization), including in terms of quality and/or timeliness. Poor - Performance was weak (e.g., work required significant revision or repeated comments from your organization), but in the end did meet minimal expectations, including in terms of quality and/or timeliness. Acceptable - Performance met but did not exceed expectations (e.g., work required a normal level of revision or comments by your organization), including in terms of quality and/or timeliness. Strong - Performance exceeded expectations (e.g., work required minor revision or comments from your organization), including in terms of quality and/or timeliness. Exceptional - Performance far exceeded expectations (e.g., work required almost no revision or comments from your organization; work products were particularly innovative; organization was among the best performers based on your experience), including in terms of quality and/or timeliness. Not Applicable - You have no experience with the organization on this issue and are unable to rate it.						

Explanation of rating levels:

Factor 1:

Factor 2:

Factor 3:

Factor 4:

Factor 5:

Would you have any reservations about soliciting this grantee in the future or having them perform a critical or demanding program?

Signed May 6, 2019, in Washington, D.C. by:

Donna Kelly

Grant Officer, Employment and Training Administration