



U.S. Department of Labor/ETA

Office of Grants Management
200 Constitution Avenue, N.W.-Room N-4716
Washington, D.C. 20210

Dear Grantee:

Enclosed is an executed copy of your recently awarded grant or agreement with the U.S. Department of Labor (DOL), Employment and Training Administration (ETA). The following provides information on how to access funds via the Payment Management System (PMS) operated by the Department of Health and Human Services (HHS), and access to DOL's Grantee Reporting System for financial reporting. These systems require two separate passwords/pins. PMS instructions are in step one and financial reporting is in step two. Please complete both steps.

Step One: Create an ETA PMS Account in the Payment Management System

Grantees who are awarded ETA grants for the first time, please submit the following documents:

- Complete the SF 1199A Direct Deposit Sign Up Form and the Payment Management System Access Form found at the following:

http://www.doleta.gov/grants/payment_information.cfm

At the top of the SF 1199A form write "U.S. Department of Labor, ETA Grant, New Account"

In the Payment Management System Access Form, check the box for 'Establish New User Access' and also complete the rest of the form.

Include a memo with the grant number and PMS account number (e.g., 5h43B if available but not critical).

Email both forms to:

Linda Porter

Linda.Porter@psc.bhs.gov

If you have any questions on how to fill out the SF 1199A Form, please contact the PMS helpdesk at 877-614-5533, or email pmssupport@psc.gov. For more complex questions regarding setting up a PMS account, please contact Linda Porter who is the ETA account representative at 301-492-5012 (phone) or email Linda.Porter@psc.hhs.gov.

PMS reviews both forms and assigns bank account numbers to grantee's PMS accounts. Grantees will receive a letter from the Payment Management System with drawdown instructions, PMS pin or account number and temporary password.

- In addition, email a completed copy of the SF 1199A Form and the ETA Accounting Contact Information Document to:

U.S. Department of Labor/ETA
Office of Financial Administration
Email: ETAAccountingGrants@dol.gov

ETA Accounting will establish PMS account numbers for grantees. The ETA Accounting Contact Information Document is also available at the following:

http://www.doleta.gov/grants/payment_information.cfm.

For Existing ETA PMS Users:

If a PMS account is already established for other ETA grants, or if you have more than one ETA PMS account, please send an email to ETAAccountingGrants@dol.gov with the following information:

- New grant agreement number
- Grant award amount
- PMS account number (e.g., Sh43B) that you designate for this new grant

Once the email is received, the funds awarded under the new grant agreement will be available under the designated PMS account within 2-3 business days.

To Designate a Separate Entity as the Fiscal Agent:

To designate a separate entity to act as the fiscal agent (if applicable) to access and disburse grant funds on behalf of the grantee, please submit the following:

- A letter from the Authorized Representative of the grant to the ETA email account mentioned above with the Fiscal Agent's name, address and Employer Identification Number.
- The grantee completes Section 1 (A through C) on the SF 1199A Form for the grantee organization. Banking information in Section 1 (D through G) should be left blank.
- The grantee must provide the page number in their grant award document that identifies the Fiscal Agent or request a grant modification through the grant Federal Project Officer to make this change. The grant modification request will be subject to Grant Officer review and approval.
- A second SF 1199A form must be completed by the Fiscal Agent, separate from the grantee's SF 1199A. The Fiscal Agent must complete all sections of the form.
- The Payment Management System Access Form must be completed by the Fiscal Agent. Please use the same web link for new users at the top of this letter for both the SF 1199A Form and Payment Management System Access Form. Email both SF 1199A forms and the Payment Management System Access Form to:

Linda Porter
Linda.Porter@psc.hhs.gov

- In addition, email both SF 1199A forms and the Payment Management System Access Form to:

U.S.Department of Labor/ETA Office
of Financial Administration Email:
ETAAccountingGrants@dol.gov

Once both forms are processed and the account has been established in PMS, the primary contact of the grantee organization will receive a letter from the Payment Management System with drawdown instructions, PMS pin or account number and temporary password.

For Existing ETA PMS Users Who Need to Reactivate their PMS Accounts:

Please use the same web link for the new users at the top of this letter for the Payment Management System Access Form. Email the completed form to the same PMS email address listed at the top of this letter for new users.

Step Two: Financial Status Reporting - Access to Financial Reporting - ETA 9130

Identify two individuals in the organization responsible for financial reporting:

- The Primary Contact person will certify the accuracy of the report by entering the PIN. The PIN acts as an electronic signature.
- The Secondary Contact will enter the reporting data.

Complete the Financial Reporting Access document and email it to etapassword.pin@dol.gov. The Financial Reporting Access document can be found at www.doleta.gov/grants under Financial Reporting. Only the Primary Contact person will be emailed the password/PIN upon receipt of the required information. Please direct inquiries regarding the Password/PIN to etapassword.pin@dol.gov, or contact your Federal Project Officer (FPO) for questions on Financial Reporting.

Sincerely,



Jimmie Curtis
Grant Officer

Enclosures

U.S. DEPARTMENT OF LABOR
EMPLOYMENT AND TRAINING
ADMINISTRATION (DOL/ETA)

**NOTICE OF
AWARD (NOA)**

Under the authority of the *Workforce Innovation and Opportunity Act, P.L. 113-28*, this grant or agreement is entered into between the above named **Grantor Agency** and the following named **Awardee**, for a project entitled - **Hurricane - Disability Resource Coordination Cooperative Agreement (DRCCA) for Hurricane Relief Efforts.**

Name & Address of Awardee:
FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY
THE CALDWELL BUILDING
107 EAST MADISON STREET MSC G-229
TALLAHASSEE, FLORIDA 32399-4134

Federal Award Id. No. (FAIN): MI-31467-18-75-A-12
CFDA #: 17.207- Employment Service / Wagner-Peyser
Funded Activities
Amount: \$1,000,000.00
EIN: 364706134
DUNS #: 968930664

Accounting Code: 1630-2018-0501791718BD201801790012175OS007A0000AOWI00AOWI00-AIRMA0-410010-ETA-DEFAULT TASK-

Payment Management System DOC#: MI31467F11

The Period of Performance shall be from **October 15, 2017 thru September 14, 2019.**
Total Government's Financial Obligation is **\$1,000,000.00** (unless other wise amended).

Payments will be made under the Payments Management System, and can be automatically drawn down by the awardee on an as needed basis covering a forty-eight (48) hour period.

In performing its responsibilities under this grant agreement, the awardee hereby certifies and assures that it will fully comply with all applicable Statute(s), and the following regulations and cost principles, including any subsequent amendments:

Uniform Administrative Requirements, Cost Principles, and Audit Requirements:

2 CFR Part 200; Uniform Administrative Requirements, Cost Principles, and Audit Requirements; Final Rule
2 CFR Part 2900; DOL Exceptions to 2 CFR Part 200;

Other Requirements (Included within this NOA):

Condition(s) of Award (if applicable)
Federal Award Terms, including attachments

Contact Information

The Federal Project Officer (FPO) assigned to this grant is Scherrone Dunham. Scherrone Dunham will serve as your first line point of contact and can be contacted via e-mail - dunham.scherrone@dol.gov. If your FPO is not available, please call your Regional Office at 404-302-5300 for assistance.

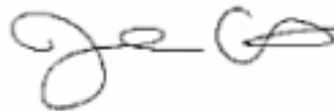
The awardee's signature below certifies full compliance with all terms and conditions as well as all applicable Statues(s), grant regulations, guidance, and certifications.

Signature of Approving Official - **AWARDEE**

Signature of Approving Official - **DOL / ETA**

See SF-424 for Signature

No Additional Signature Required



Jimmie Curtis, December 05, 2017
GRANT Officer

Award Condition

As a condition of this award, grantee must submit the following within **45 days** of receipt of the Notice of Award:

- a. A full statement of work and implementation plan. Upon award of this cooperative agreement, DOL will help grantee to develop a more detailed statement of work and implementation plan, using this document as the foundation.

- b. A completed SF-424A “Budget Information Form” and Budget Narrative. complete the SF-424A Budget Information Form (available at: <http://apply07.grants.gov/apply/forms/sample/SF424A-V1.0.pdf>). In preparing the Budget Information Form, provide a concise narrative explanation to support the budget request, explained in detail below. The budget narrative must provide a description of costs associated with each line item on the SF-424A. It should also include a description of leveraged resources provided (as applicable) to support activities under the cooperative agreement.

TERMS AND CONDITIONS
TABLE OF CONTENTS

1. Order of Precedence 3

2. Funding Opportunity Announcement 3

3. Approved Statement of Work 3

4. Notice of Award 3

5. Approved Budget 3

6. Resources and Information 4

7. Evaluation, Data, and Implementation 4

8. Indirect Cost Rate and Cost Allocation Plan 4

9. Federal Project Officer 5

10. Return of Funds 6

11. Cost Limitation Restrictions 6

 a. Budget Flexibility 6

 b. Consultants 6

 c. Foreign Travel 7

 d. Travel 7

 e. Travel – Mileage Reimbursement Rates 7

12. Administrative Requirements 7

 a. Assurances and Certifications 7

 b. Audits 7

 c. Closeout/Final Year Requirements 8

 d. Equipment 8

 e. Federal Funding Accountability and Transparency Act (FFATA) 8

 f. Intellectual Property Rights 11

 g. Personally Identifiable Information 11

 h. Pre-Award 12

 i. Procurement 12

 j. Program Income 12

 k. Publicity 12

 l. Reports 13

 m. Requirements for Conference and Conference Space 13

 n. Subawards 14

 o. Supportive Services & Participant Support Costs 14

 p. System for Award Management 14

 q. Vendor/Contractor 15

13. Program Requirements 15

a.	Buy American Notice	15
b.	Health Benefits Coverage for Contraceptives	16
c.	Privacy Act	16
d.	Prohibition on Contracting with Corporations with Felony Criminal Convictions.....	16
e.	Prohibition on Contracting with Corporations with Unpaid Tax Liabilities	16
f.	Prohibition on Procuring Goods Obtained Through Child Labor.....	16
g.	Prohibition on Providing Federal Funds to ACORN.....	17
h.	Reporting of Waste, Fraud and Abuse	17
i.	Requirement for Blocking Pornography	17
j.	Requirement to Provide Certain Information in Public Communications.....	17
k.	Restriction on Health Benefits Coverage for Abortions.....	17
l.	Restriction on the Promotion of Drug Legalization.....	18
m.	Restriction on Purchase of Sterile Needles or Syringes	18
n.	Salary and Bonus Limitations	18
14.	Public Policy	18
a.	Architectural Barriers	18
b.	Drug-Free Workplace	19
c.	Executive Orders	19
d.	Flood Insurance.....	19
e.	Hotel-Motel Fire Safety	20
f.	Prohibition on Trafficking in Persons	20
g.	Veterans' Priority Provisions	21
15.	Attachments.....	22
	<i>Attachment A: SF-424.</i>	
	<i>Attachment B: SF-424A.</i>	
	<i>Attachment C: Budget Narrative.</i>	
	<i>Attachment D: Statement of Work.</i>	
	<i>Attachment E: Negotiated Indirect Cost Rate Agreement (if applicable)</i>	

1. Order of Precedence

In the event of any inconsistency between the terms and conditions of this Notice of Award and other requirements, the following order of precedence shall apply:

- I. Workforce Innovation and opportunity Act (WIOA);
- II. Other applicable Federal statutes;
- III. III. the Consolidated Appropriations Act, 2017 (Pub.L.115-31);
- IV. Implementing Regulations
- V. Executive Orders;
- VI. OMB Circulars, including the Uniform Guidance at 2 CFR 200 and 2900
- VII. DOL-ETA Directives;
- VIII. Terms and conditions of this award.

2. Funding Opportunity Announcement

The Funding Opportunity Announcement (FOA) and any amendments are hereby incorporated into this Notice of Award (NOA). Recipients are bound by the authorizations, restrictions, and requirements contained in the FOA. Expenditure of grant funds certifies that your organization has read and will comply with all parts of the NOA.

3. Approved Statement of Work

The award recipient's project narrative is taken as the Statement of Work. It has been included as Attachment D. If there is any inconsistency between items specified in the project narrative and the program statute, appropriation, regulations, Executive Orders, Uniform Guidance, OMB Circulars, and DOL-ETA directives, the order of precedence will prevail.

4. Notice of Award

Funds shall be obligated and allocated via a Notice of Award (NOA) grant modification. Obligations and costs may not exceed the amount awarded by the NOA modification unless otherwise modified by ETA. Funds are obligated for the amount indicated in the "Modification 0" NOA in accordance with the recipient's award amount. The Federal obligation level will be amended by the Grant Officer to increase (or adjust) amounts available to the recipient as funds become available for obligation and additional Notice of Award (or Deobligation) grant modifications are required and issued.

5. Approved Budget

The recipient's budget documents are attached in this Notice of Award. The documents are: 1) the SF-424, included at Attachment A; 2) the SF-424 A, included at Attachment B; and 3) the Budget Narrative, included at Attachment C. The recipient must confirm that all costs are allowable before expenditure. Pursuant to 2 CFR 2900.1, approval of the budget as awarded does not constitute prior approval of those items specified in 2 CFR 200 or this grant award as requiring prior approval. The Grant Officer is the only official with the authority to provide such approval.

6. Resources and Information

Additional resources and information to assist you is located on the ETA website at <https://www.doleta.gov/grants/resources.cfm>. This site contains information about the Uniform Guidance, grant terms and conditions, financial reporting, indirect costs, recipient training resources, and other relevant information.

7. Evaluation, Data, and Implementation

The recipient must cooperate with the DOL in the conduct of a third-party evaluation, including providing DOL or its authorized contractor with appropriate data and access to program operating personnel and participants in a timely manner.

8. Indirect Cost Rate and Cost Allocation Plan

- A. A **current** Federally approved Negotiated Indirect Cost Rate Agreement (NICRA) or current federally approved Cost Allocation Plan (CAP) has been provided – copy attached.

For a NICRA only:

- (1) Indirect Rate approved: %
- (2) Type of Indirect Cost Rate: _____ (i.e. Provisional/Predetermined/Fixed)
- (3) Allocation Distribution Base: _____
- (4) Current beginning and ending period applicable to rate: _____

Estimated Indirect Costs are shown on the SF-424A budget form. If a new NICRA is issued during the grant's period of performance, it must be provided to DOL within 30 days of issuance. Funds may be re-budgeted as necessary between direct and indirect costs consistent with 10% Budget Flexibility term within this agreement, grant requirements and DOL regulations for prior approval, however the total amount of grant award funding will not be increased. Any budget changes impacting the Statement of Work and agreed upon outcomes or deliverables require a request for modification and prior approval from the Grant Officer.

- B. (1) Latest NICRA or CAP approved by the Federal Cognizant Agency (FCA) is not current, or

- (2) _____ An indirect cost rate proposal or CAP has not been submitted for approval.

URGENT NOTICE: Estimated indirect costs have been specified on the SF-424A, Section B, Object Class Category "j", however only *10% of Personnel line or total Indirect line (whichever is less)* will be released to support indirect costs in the absence of a NICRA or CAP approved by the cognizant agency. The remaining funds which have been awarded for Indirect Costs are restricted and may not be used for any purpose until the recipient provides a signed copy of the NICRA or CAP and the restriction is lifted by the Grant Officer. Upon receipt of the NICRA or CAP, the Grant Officer will issue a grant modification to the award to remove the restriction on those funds.

The recipient must submit an indirect cost rate proposal or CAP. These documents

should be submitted to DOL's Division of Cost Determination (DCD) or to the recipient's FCA. In addition, the recipient must notify the Federal Project Officer (FPO) that the documents have been submitted to the appropriate FCA. **If this proposal is not submitted within 90 days of the effective date of the award, no funds will be approved for the reimbursement of indirect costs.** Failure to submit an indirect cost proposal by the above date means the recipient will not receive further reimbursement for indirect costs until a signed copy of the federally approved NICRA or CAP is provided and the restriction is lifted by the Grant Officer. All indirect charges must be returned through the Payment Management System and no indirect charges will be reimbursed.

The total amount of DOL's financial obligation under this grant award **will not** be increased to reimburse the recipient for higher negotiated indirect costs.

- ___C. The recipient elected to exclude indirect costs from the proposed budget. Please be aware that incurred indirect costs (such as top management salaries, financial oversight, human resources, payroll, personnel, auditing costs, accounting and legal, etc. used for the general oversight and administration of the organization) must not be classified as direct costs; these types of costs are indirect costs. Only direct costs, as defined by the applicable cost principles, will be charged. Audit disallowances may occur if indirect costs are misclassified as direct costs in accordance with 2 CFR 200.412.
- ___D. The recipient has never received a negotiated indirect cost rate and, pursuant to the exceptions noted at 2 CFR 200.414(f) in the Cost Principles of the Uniform Guidance has elected to charge a de minimis rate of 10% of modified total direct costs (see 2 CFR 200.68 for definition of MTDC) which may be used indefinitely. Governmental departments or agencies that receive more than \$35 million in direct Federal Funding must submit an indirect cost rate proposal and cannot request a de minimis rate. This methodology must be used consistently for all Federal awards until such time as you choose to negotiate for an indirect cost rate, which you may apply to do at any time. (See 2 CFR 200.414(f) for more information on use of the de minimis rate.)

If DOL is your FCA, recipients must work with DOL's DCD, which has delegated authority to negotiate and issue a NICRA or CAP on behalf of the Federal Government. More information about DOL's DCD is available at <http://www.dol.gov/oasam/boc/dcd/>. This website has guidelines to develop indirect cost rates, links to the applicable cost principles, and contact information. The DCD also has Frequently Asked Questions providing general information about the indirect cost rate approval process and due dates for provisional and final indirect cost rate proposals at <http://www.dol.gov/oasam/faqs/FAQ-dcd.htm>.

Starting the quarter ending September 30, 2016, all grant recipients with an approved NICRA or de minimis rate must report indirect costs on their FINAL ETA-9130 Form. Please see TEGL 2-16 for additional guidance at https://wdr.doleta.gov/directives/attach/TEGL/TEGL_2-16_acc.pdf

9. Federal Project Officer

The DOL/ETA Federal Project Officer (FPO) for this award is:

Name: Scherrone Dunhamn

Telephone: 202-693-3744

E-mail: Dunhamn.Scherrone@dol.gov

The FPO is not authorized to change any of the terms or conditions of the award or approve prior approval requests. Any changes to the terms or conditions or prior approvals must be approved by the Grant Officer through the use of a formally executed award modification.

10. Return of Funds

Effective October 1st, 2017, the U.S. Department of Labor, Employment & Training Administration will no longer be accepting paper checks for any type of fund returns. All return of funds are to be submitted electronically through the Payment Management System (PMS) operated by the U.S. Department of Health and Human Resources via the same method as a drawdown.

If there are questions regarding the return of funds or your organization no longer has access to PMS, contact the U.S. Department of Labor/ETA Office of Financial Administration via email at: ETA-ARteam@dol.gov for further assistance.

11. Cost Limitation Restrictions

a. Budget Flexibility

For all Federal recipients, no transfers are permitted that would cause any funds to be used for purposes other than those consistent with this Federal program. Any budget changes impacting the Statement of Work and agreed upon outcomes or deliverables require a request for modification and prior approval from the Grant Officer.

As directed in 2 CFR 200.308(e), for programs where the Federal share is over the simplified acquisition threshold (currently \$150,000), the transfer of funds among direct cost categories or programs, functions and activities is restricted such that if the cumulative amount of such transfers exceeds or is expected to exceed 10 percent of the total budget as last approved by the Federal awarding agency, the recipient must receive prior approval from the Grant Officer. Any changes within a specific cost category on the SF424a do not require a grant modification unless the change results in a cumulative transfer among direct cost categories exceeding 10% of total budget as noted above. It is recommended that your assigned FPO review any within-line changes to your budget prior to implementation to ensure they do not require a modification. For programs where the Federal share is below the simplified acquisition threshold, recipients are not required to receive Grant Officer approval for transfers of funds among direct cost categories. This includes transferring direct costs to the indirect cost category contained on the SF424a.

b. Consultants

For the purposes of this award, fees paid to a consultant who provides services under a program shall be limited to \$710 per day without prior approval from the Grant Officer.

c. Foreign Travel

Foreign travel is not allowable except with prior written approval. Prior written approval must be obtained from the Grant Officer through the process described in 2 CFR 200.407 and 2 CFR 2900.16. All travel, both domestic and Grant Officer-approved foreign travel, must comply with the Fly America Act (49 USC 40118), which states in part that any air transportation, regardless of price, must be performed by, or under a code-sharing arrangement with, a US Flag air carrier if service provided by such carrier is available.

d. Travel

This award waives the prior approval requirement for domestic travel as contained in 2 CFR 200.474. For domestic travel to be an allowable cost, it must be necessary, reasonable, allocable and conform to the non-Federal entities written policies and procedures. All travel must also comply with Fly America Act (49 USC 40118), which states in part that any air transportation, regardless of price, must be performed by, or under a code-sharing arrangement with, a US Flag air carrier if service provided by such carrier is available.

e. Travel – Mileage Reimbursement Rates

Pursuant to 2 CFR 200.474(a), recipients must have policies and procedures in place related to travel costs; however, for reimbursement on a mileage basis, this federal award cannot be charged more than the maximum allowable mileage reimbursement rates for Federal employees. The 2017 mileage reimbursement rates are:

Modes of Transportation	Effective/Applicability Date	Rate per mile
Privately owned automobile	January 1, 2017	\$0.535
Privately owned motorcycle	January 1, 2017	\$0.505

Mileage rates must be checked annually at www.gsa.gov/mileage to ensure compliance.

12. Administrative Requirements

a. Assurances and Certifications

The signed SF-424, Application for Federal Assistance, has been included as an attachment to this grant. The individual that signed 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, the 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>). You do not need to submit the SF-424B form separately.

b. Audits

Organization-wide or program-specific audits shall be performed in accordance with Subpart F, the Audit Requirements of the Uniform Guidance which apply to audits for fiscal years beginning on or after December 26, 2014. Recipients of DOL awards including for-profit and foreign entities that expend \$750,000 or more in a year in Federal awards must have an audit conducted for that year in accordance with the requirements contained in 2 CFR 200.501. OMB's approved exception at 2 CFR 2900.2 expands the definition of 'non-Federal entity' to include for-profit entities and foreign entities. For-profit and foreign entities that are recipients or subrecipients of a DOL award must adhere to the Uniform Guidance at 2 CFR 200.

c. Closeout/Final Year Requirements

At the end of the grant period, the recipient will be required to close the grant with ETA. The recipient will be notified approximately 15 days prior to the end of the period of performance that the closeout process will begin once the grant ends. Information concerning the recipient's responsibilities at closeout may be found in 2 CFR 200.343. During the closeout process, the grantee must be able to provide documentation for all direct and indirect costs incurred. Specifically, if an organization is claiming indirect costs, the documentation required is a Negotiated Indirect Cost Rate Agreement or Cost Allocation Plan issued by the grantee's Federal cognizant agency. Documentation for those approved to utilize a de minimis rate for indirect costs is demonstrated through the grant agreement. The lack of documentation for direct or indirect costs will result in costs being disallowed and subject to debt collection.

d. Equipment

Prior approval for equipment is not necessary, however the grantee is responsible for following the guidance at 2 CFR 200.313 or 2 CFR 200.439 for the purchase of any equipment as defined in the Uniform Guidance at 2 CFR 200.33.

Recipients may not purchase equipment in the last funded year of performance which is defined as full program service delivery (not follow up activities), which may not be the same as the last twelve months of the period of performance. If any approved acquisition has not occurred prior to the last funded year of performance, approval for that item(s) is rescinded.

e. Federal Funding Accountability and Transparency Act (FFATA)

1. Reporting of first-tier subawards.
 - i. *Applicability.* Unless you are exempt as provided in paragraph [4.] of this award term, you must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a subaward to an entity (see definitions in paragraph [5.] of this award term).
 - ii. *Where and when to report.*
 - a. You must report each obligating action described in paragraph [1.i.] of this award term to <https://www.frs.gov>.
 - b. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the

obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)

- iii. *What to report.* You must report the information about each obligating action that the submission instructions posted at <https://www.fsr.gov> specify.
2. Reporting Total Compensation of Recipient Executives.
 - i. *Applicability and what to report.* You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if—
 - a. the total Federal funding authorized to date under this award is \$25,000 or more;
 - b. in the preceding fiscal year, you received—
 - (A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
 - (B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
 - c. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <https://www.sec.gov/answers/execomp.htm>.)
 - ii. *Where and when to report.* You must report executive total compensation described in paragraph [2.i.] of this award term:
 - a. As part of your registration profile at <http://www.sam.gov>.
 - b. By the end of the month following the month in which this award is made, and annually thereafter.
3. Reporting of Total Compensation of Subrecipient Executives.
 - i. *Applicability and what to report.* Unless you are exempt as provided in paragraph [4.] of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if—
 - a. in the subrecipient's preceding fiscal year, the subrecipient received—
 - (A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
 - (B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and
 - b. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access

to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <https://www.sec.gov/answers/execomp.htm>.)

- ii. *Where and when to report.* You must report subrecipient executive total compensation described in paragraph [3.i] of this award term:
 - a. To the recipient.
 - b. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

4. Exemptions

If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:

- i. Subawards, and
- ii. The total compensation of the five most highly compensated executives of any subrecipient.

5. Definitions.

For purposes of this award term:

- i. *Entity* means all of the following, as defined in 2 CFR part 25:
 - a. A Governmental organization, which is a State, local government, or Indian tribe;
 - b. A foreign public entity;
 - c. A domestic or foreign nonprofit organization;
 - d. A domestic or foreign for-profit organization;
 - e. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.
- ii. *Executive* means officers, managing partners, or any other employees in management positions.
- iii. *Subaward*:
 - a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
 - b. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see [2 CFR 200.330]).
 - c. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.
- iv. *Subrecipient* means an entity that:
 - a. Receives a subaward from you (the recipient) under this award; and
 - b. Is accountable to you for the use of the Federal funds provided by the subaward.
- v. *Total compensation* means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):
 - a. *Salary and bonus.*
 - b. *Awards of stock, stock options, and stock appreciation rights.* Use the dollar amount recognized for financial statement reporting purposes with respect to

the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.

- c. *Earnings for services under non-equity incentive plans.* This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
- d. *Change in pension value.* This is the change in present value of defined benefit and actuarial pension plans.
- e. *Above-market earnings on deferred compensation which is not tax-qualified.*
- f. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

f. Intellectual Property Rights

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 grant, including a subgrant or contract under the grant or subgrant; 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. Federal funds may not be used 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 the Department has a license or rights of free use in such work, although they may be used to pay costs for obtaining a copy which is limited to the developer/seller costs of copying and shipping. If revenues are generated through selling products developed with grant funds, including intellectual property, these revenues are program income. Program income must be used in accordance with the provisions of this grant award and 2 CFR 200.307.

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

“This workforce product was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The product was created by the recipient and does not necessarily reflect the official position of the U.S. Department of Labor. The 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. Personally Identifiable Information

Recipients must recognize and safeguard personally identifiable information (PII) except where disclosure is allowed by prior written approval of the Grant Officer or by court order. Recipients must meet the requirements in Training and Employment Guidance letter (TEGL) 39-11,

Guidance on the Handling and Protection of Personally Identifiable Information (PII)), found at http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=7872.

h. Pre-Award

All costs incurred by the recipient prior to the start date specified in the award issued by the Department are ***incurred at the recipient's own expense***.

i. Procurement

(For non-state recipients)

The Uniform Guidance Procurement Standards at 2 CFR 200.317-326 require all recipient and subrecipients to conduct procurement transactions in a manner to provide, to the maximum extent practical, open and free competition. If the statement of work identifies a specific entity to provide goods or services, the DOL ETA's award does not provide the justification or basis to sole-source the procurement, i.e., avoid competition.

(For State recipients)

The Uniform Guidance (2 CFR 200.317) require States (as defined at 2 CFR 200.90) to follow the same procurement policies and procedures it uses for non-federal funds. The state will comply with §200.322 Procurement of recovered *materials* and ensure that every purchase order or other contract includes any clauses required by section §200.326 Contract provisions.

j. Program Income

The Addition method as described in 2 CFR 200.307 must be used in allocating any program income generated for this grant award. Program Income must be expended prior to drawing down additional funds as required at 2 CFR 200.305(b)(5) and 2 CFR 200.307(e). Any program income remaining at the end of period of performance must be returned to ETA. Reporting of program income must be included on the quarterly financial report, ETA-9130.

k. Publicity

No funds provided under this grant shall be used for publicity or propaganda purposes, for the preparation, distribution or use of any kit, pamphlet, booklet, publication, radio, television or film presentation designed to support or defeat legislation pending before the Congress or any state or local legislature or legislative body, except in presentation to the Congress or any state or local legislature itself, or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any state or local government, except in presentation to the executive branch of any state or local government itself. Nor shall grant funds be used to pay the salary or expenses of any recipient or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive Order proposed or pending before the Congress, or any state government, state legislature, or local legislative body other than for normal and recognized executive-legislative relationships or participation by an agency or officer of a state, local, or tribal government in policymaking and administrative processes within the executive branch of that government.

I. Reports

All ETA recipients are required to submit quarterly financial and narrative progress reports for each grant award.

- A. **Quarterly Financial Reports.** All ETA recipients are required to report quarterly financial data on the ETA-9130 Form. ETA-9130 reports are due no later than 45 calendar days after the end of each specified reporting quarter. Reporting quarter end dates are March 31, June 30, September 30, and December 31. A final financial report is required to be submitted no later than 90 calendar days after the grant period of performance ends. A closeout report will be submitted during the closeout process. For additional guidance on ETA's financial reporting, reference Training and Employment Guidance Letter (TEGL) 02-16 and https://www.doleta.gov/grants/pdf/ETA-9130_Financial_Reporting_Resources.pdf.

The instructions for accessing both the on-line financial reporting system and the HHS Payment Management System can be found in the transmittal memo accompanying this Notice of Award.

Quarterly Narrative Progress Reports. Recipients are required to submit a narrative quarterly and final report on grant activities funded under this award. All reports are due no later than 45 calendar days after the end of each specified reporting quarter. Reporting quarter end dates are March 31, June 30, September 30, and December 31.

1. The last quarterly progress report that recipients submit will serve as the grant's Final Performance Report. This report should provide both **quarterly and cumulative** information on the grant's activities. It must summarize project activities, employment outcomes and other deliverables, and related results of the project.
2. The recipient shall use any standard forms and instructions to report on training and employment outcomes and other data relating to the progress reports as provided by ETA.
3. The recipient shall utilize standard reporting processes and electronic reporting systems to submit their quarterly progress reports as provided by ETA.

m. Requirements for Conference and Conference Space

Conferences sponsored in whole or in part by the recipient of Federal awards are allowable if the conference is necessary and reasonable for the successful performance of the Federal Award. Recipients are urged to use discretion and judgment to ensure that all conference costs charged to the grant are appropriate and allowable. For more information on the requirements and allowability of costs associated with conferences, refer to 2 CFR 200.432. Recipients will be held to the requirements in 2 CFR 200.432. Costs that do not comply with 2 CFR 200.432 will be

questioned and may be disallowed.

n. Subawards

Subaward means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

The provisions of the Terms and Conditions of this award will be applied to any subrecipient under this award. The recipient is responsible for the monitoring of the subrecipient, ensuring that the Terms and Conditions are in all subaward packages and that the subrecipient is in compliance with all applicable regulations and the terms and conditions of this award (2 CFR 200.101(b)(1)).

o. Supportive Services & Participant Support Costs

When supportive services are expressly authorized by program statute, regulation, or FOA, this award waives the prior approval requirement for participant support costs as described in 2 CFR 200.456. Costs must still meet the basic considerations at 2 CFR 200.402 – 200.411. Questions regarding supportive services and participant support costs should be directed to the FPO assigned to the grant.

p. System for Award Management

1. Requirement for System of Award Management (SAM)

Unless you are exempted from this requirement under 2 CFR 25.110, you as the recipient must maintain the currency of your information in the SAM until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.

2. Requirement for unique entity identifier

If you are authorized to make subawards under this award, you:

- i. Must notify potential subrecipients that no entity (*see* definition in paragraph [3] of this award term) may receive a subaward from you unless the entity has provided its unique entity identifier to you.
- ii. May not make a subaward to an entity unless the entity has provided its unique entity identifier to you.

3. Definitions

For purposes of this award term:

- i. *System of Award Management (SAM)* means the Federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the SAM Internet site (currently at <http://www.sam.gov>).
- ii. *Unique entity identifier* means the identifier required for SAM registration to uniquely identify business entities.

- iii. *Entity*, as it is used in this award term, means all of the following, as defined at 2 CFR part 25, subpart C:
 - a. A Governmental organization, which is a State, local government, or Indian Tribe;
 - b. A foreign public entity;
 - c. A domestic or foreign nonprofit organization;
 - d. A domestic or foreign for-profit organization; and
 - e. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.
- iv. *Subaward*:
 - a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
 - b. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see 2 CFR 200.330).
 - c. A subaward may be provided through any legal agreement, including an agreement that you consider a contract.
- v. *Subrecipient* means an entity that:
 - a. Receives a subaward from you under this award; and
 - b. Is accountable to you for the use of the Federal funds provided by the subaward.

q. Vendor/Contractor

The term “contractor”, sometimes referred to as a vendor, is a dealer, distributor, merchant or other seller providing goods or services that are required for the conduct of a Federal program. (2 CFR 200.23) These goods or services may be for an organization's own use or for the use of beneficiaries of the Federal program. Additional guidance on distinguishing between a subrecipient and a contractor (vendor) is provided in 2 CFR 200.330. When procuring contractor provided goods and services, DOL ETA recipients and subrecipients must follow the procurement requirements 2 CFR 200.319, which call for free and open competition.

13. Program Requirements

The Funding Opportunity Announcement contains the program requirements for this award.

FY 2017 Appropriations

a. Buy American Notice

Pursuant to P.L. 115-31, Division E, Title VI, Section 606, by drawing down funds, the recipient agrees that it will comply with sections 8301 through 8303 of title 41, United States Code (commonly known as the “Buy American Act”).

b. Health Benefits Coverage for Contraceptives

Pursuant to P.L. 115-31, Division E, Title VII, Section 726, Federal funds may not be used to enter into or renew a contract which includes a provision providing drug coverage unless the contract includes a provision for contraceptive coverage. Exemptions to this requirement apply to contracts with 1) the religious plans of Personal Care's HMO and OSF HealthPlans, Inc. and 2) any existing or future plan if the carrier for the plan objects to such coverage on the basis of religious beliefs.

In implementing this section, any plan that enters into or renews a contract may not subject any individual to discrimination on the basis that the individual refuses to prescribe or otherwise provide for contraceptives because such activities would be contrary to the individuals' religious beliefs or moral convictions. Nothing in this term shall be construed to require coverage of abortion or abortion related services.

c. Privacy Act

Pursuant to P.L. 115-31, Division E, Title VII, Section 732, no funds can be used in contravention of the 5 USC 552a (Privacy Act) or implementing regulations implementing of the Privacy Act.

d. Prohibition on Contracting with Corporations with Felony Criminal Convictions

Pursuant to P.L. 115-31, Division E, Title VII, Section 746, the recipient may not knowingly enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporation that was convicted of a felony criminal violation under any Federal law within the preceding 24 months.

e. Prohibition on Contracting with Corporations with Unpaid Tax Liabilities

Pursuant to P.L. 115-31, Division E, Title VII, Section 745, the recipient may not knowingly enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

f. Prohibition on Procuring Goods Obtained Through Child Labor

Pursuant to P.L. 115-31, Division H, Title I, Section 103, no funds may be obligated or expended for the procurement of goods mined, produced, manufactured, or harvested or services rendered, in whole or in part, by forced or indentured child labor in industries and host

countries identified by DOL prior to December 18, 2015. DOL has identified these goods and services here: <http://www.dol.gov/ilab/reports/child-labor/list-of-products/index-country.htm> .

g. Prohibition on Providing Federal Funds to ACORN

Pursuant to P.L. 115-31, Division H, Title V, Section 522, these funds may not be provided to the Association of Community Organizations for Reform Now (ACORN), or any of its affiliates, subsidiaries, allied organizations or successors.

h. Reporting of Waste, Fraud and Abuse

Pursuant to P.L. 115-31, Division E, Title VII, Section 743, no entity receiving federal funds may require employees or contractors of such entity seeking to report fraud, waste, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

i. Requirement for Blocking Pornography

Pursuant to P.L. 115-31, Division H, Title V, Section 521, no Federal funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography.

j. Requirement to Provide Certain Information in Public Communications

Pursuant to P.L. 115-31, Division H, Title V, Section 505, when issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all non-Federal entities receiving Federal funds shall clearly state:

1. The percentage of the total costs of the program or project which will be financed with Federal money;
2. The dollar amount of Federal funds for the project or program; and
3. The percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

The requirements of this part are separate from those in the 2 CFR 200 and, when appropriate, both must be complied with.

k. Restriction on Health Benefits Coverage for Abortions

Pursuant to P.L. 115-31, Division H, Title V, Sections 506 and 507, Federal funds may not be expended for health benefits coverage that includes coverage of abortions, except when the abortion due to a pregnancy that is the result of rape or incest, or in the case where a woman suffers from a physical disorder, physical injury, including life-endangering physical conditions caused by or arising from the pregnancy itself that would, as certified by a physician, place the women in danger of death unless and abortion is performed. This restriction does not prohibit

any non-Federal entity from providing health benefits coverage for abortions when all funds for that specific benefit do not come from a Federal source. Additionally, no funds made available through this award may be provided to a State or local government if such government subjects any institutional or individual health care entity to discrimination on the basis that the health care entity does not provide, pay for, provide coverage of, or refer for abortions.

l. Restriction on the Promotion of Drug Legalization

Pursuant to P.L. 115-31, Division H, Title V, Section 509, no Federal funds shall be used for any activity that promotes the legalization of any drug or other substance included in schedule I of the schedules of controlled substances established under section 202 of the Controlled Substances Act except for normal recognized executive-congressional communications or where the grant agreement provides for such use because there is significant medical evidence of a therapeutic advantage to the use of such drug or other substance.

m. Restriction on Purchase of Sterile Needles or Syringes

Pursuant to P.L. 115-31, Division H, Title V, Section 520, no Federal funds shall be used to purchase sterile needles or syringes for the hypodermic injection of any illegal drug.

n. Salary and Bonus Limitations

Pursuant to P.L. 115-31, Division H, Title I, Section 105 no funds shall be used by a recipient or sub-recipient to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II. The Executive Level II salary may change yearly and is located on the OPM.gov website (<http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2016/executive-senior-level>). The salary and bonus limitation does not apply to contractors (vendors) providing goods and services as defined in 2 CFR 200.330. Where States are recipients of such funds, States may establish a lower limit for salaries and bonuses of those receiving salaries and bonuses from subrecipients of such funds, taking into account factors including the relative cost-of-living in the State, the compensation levels for comparable State or local government employees, and the size of the organizations that administer Federal programs involved including Employment and Training Administration programs. See Training and Employment Guidance Letter No. 5-06 for further clarification, available at http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2262.

14. Public Policy

a. Architectural Barriers

The Architectural Barriers Act of 1968, 42 U.S.C. 4151 et seq., as amended, the Federal Property Management Regulations (see 41 CFR 102-76), and the Uniform Federal Accessibility Standards issued by GSA (see 36 CFR 1191, Appendixes C and D) set forth requirements to make facilities accessible to, and usable by, the physically handicapped and include minimum design standards. All new facilities designed or constructed with grant support must comply with these requirements.

b. Drug-Free Workplace

The Drug-Free Workplace Act of 1988, 41 U.S.C. 702 *et seq.*, and 2 CFR 182 require that all organizations receiving grants from any Federal agency maintain a drug-free workplace. The recipient must notify the awarding office if an employee of the recipient is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for suspension or debarment.

c. Executive Orders

12928: Pursuant to Executive Order 12928, the recipient is strongly encouraged to provide subcontracting/subgranting opportunities to Historically Black Colleges and Universities and other Minority Institutions such as Hispanic-Serving Institutions and Tribal Colleges and Universities; and to Small Businesses Owned and Controlled by Socially and Economically Disadvantaged Individuals.

13043: Pursuant to Executive Order 13043, Increasing Seat Belt Use in the United States, dated April 16, 1997, recipients are encouraged to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented, or personally owned vehicles.

13166: As clarified by Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, dated August 11, 2000, and resulting agency guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI, recipients must take reasonable steps to ensure that LEP persons have meaningful access to programs in accordance with DOL's Policy Guidance on the Prohibition of National Origin Discrimination as it Affects Persons with Limited English Proficiency [05/29/2003] Volume 68, Number 103, Page 32289-32305. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. Recipients are encouraged to consider the need for language services for LEP persons served or encountered both in developing budgets and in conducting programs and activities. For assistance and information regarding your LEP obligations, go to <http://www.lep.gov>.

13513: Pursuant to Executive Order 13513, Federal Leadership On Reducing Text Messaging While Driving, dated October 1, 2009, recipients and subrecipients are encouraged to adopt and enforce policies that ban text messaging while driving company-owned or -rented vehicles or GOV, or while driving POV when on official Government business or when performing any work for or on behalf of the Government. Recipients and subrecipients are also encouraged to conduct initiatives of the type described in section 3(a) of this order.

d. Flood Insurance

The Flood Disaster Protection Act of 1973, as amended, 42 U.S.C. 4001 *et seq.*, provides that no Federal financial assistance to acquire, modernize, or construct property may be provided in identified flood-prone communities in the United States, unless the community participates in the National Flood Insurance Program and flood insurance is purchased within 1 year of the identification. The flood insurance purchase requirement applies to both public and private

applicants for DOL support. Lists of flood-prone areas that are eligible for flood insurance are published in the Federal Register by FEMA.

e. Hotel-Motel Fire Safety

Pursuant to 15 U.S.C. 2225a, the recipient must ensure that all space for conferences, and, conventions or training seminars funded in whole or in part with federal funds complies with the protection and control guidelines of the Hotel and Motel Fire Safety Act (P.L. 101-391, as amended). Recipients may search the Hotel Motel National Master List at <https://apps.usfa.fema.gov/hotel/> to see if a property is in compliance, or to find other information about the Act.

f. Prohibition on Trafficking in Persons

I. Trafficking in persons.

a. Provisions applicable to a recipient that is a private entity.

1. You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not—

- i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
- ii. Procure a commercial sex act during the period of time that the award is in effect; or
- iii. Use forced labor in the performance of the award or subawards under the award.

2. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity —

- i. Is determined to have violated a prohibition in paragraph a.1 of this award term; or
- ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either—
 - A. Associated with performance under this award; or
 - B. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, “OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),” as implemented by our agency at 29 CFR Part 98.

b. Provision applicable to a recipient other than a private entity. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity—

1. Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or
2. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either—
 - i. Associated with performance under this award; or

ii. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, “OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),” as implemented by our agency at 29 CFR Part 98.

c. Provisions applicable to any recipient.

1. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term.
2. Our right to terminate unilaterally that is described in paragraph a.2 or b of this section:
 - i. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and
 - ii. Is in addition to all other remedies for noncompliance that are available to us under this award.
3. You must include the requirements of paragraph a.1 of this award term in any subaward you make to a private entity.

d. Definitions. For purposes of this award term:

1. “Employee” means either:
 - i. An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or
 - ii. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.
2. “Forced labor” means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
3. “Private entity”:
 - i. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR 175.25.
 - ii. Includes:
 - A. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR 175.25(b).
 - B. A for-profit organization.
4. “Severe forms of trafficking in persons,” “commercial sex act,” and “coercion” have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102).

g. Veterans’ Priority Provisions

The Jobs for Veterans Act (Public Law 107-288) requires recipients to provide priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job training program directly funded, in whole or in part, by DOL. The regulations implementing this priority of service can be found at 20 CFR part 1010. In circumstances where a grant recipient must choose between two qualified candidates for a

service, one of whom is a veteran or eligible spouse, the veterans priority of service provisions require that the grant recipient give the veteran or eligible spouse priority of service by first providing him or her that service. To obtain priority of service, a veteran or spouse must meet the program's eligibility requirements. Recipients must comply with DOL guidance on veterans' priority. ETA's Training and Employment Guidance Letter (TEGL) No. 10-09 (issued November 10, 2009) provides guidance on implementing priority of service for veterans and eligible spouses in all qualified job training programs funded in whole or in part by DOL. TEGL No. 10-09 is available at http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2816.

15. Attachments

Attachment A: SF-424

Attachment B: SF-424A

Attachment C: Budget Narrative

Attachment D: Statement of Work

Attachment E: Negotiated Indirect Cost Rate Agreement (if applicable)

Attachment A: SF-424

Application for Federal Assistance SF-424

*** 1. Type of Submission:**

- Preapplication
- Application
- Changed/Corrected Application

*** 2. Type of Application:**

- New
- Continuation
- Revision

*** If Revision, select appropriate letter(s):**

*** Other (Specify):**

*** 3. Date Received:**

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

*** a. Legal Name:**

Florida Department of Economic Opportunity

*** b. Employer/Taxpayer Identification Number (EIN/TIN):**

36-4706134

*** c. Organizational DUNS:**

9689306640000

d. Address:

*** Street1:**

The Caldwell Building

Street2:

107 East Madison Street MSC G-229

*** City:**

Tallahassee

County/Parish:

Leon

*** State:**

FL: Florida

Province:

*** Country:**

USA: UNITED STATES

*** Zip / Postal Code:**

32399-4134

e. Organizational Unit:

Department Name:

Workforce Services

Division Name:

One Stop Program Support

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

*** First Name:**

Isabelle

Middle Name:

*** Last Name:**

Potts

Suffix:

Title:

Supervisor, Program Development and Research

Organizational Affiliation:

*** Telephone Number:**

(850) 921-3148

Fax Number:

*** Email:**

Isabelle.potts@deo.myflorida.com

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

A: State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

Department of Labor

11. Catalog of Federal Domestic Assistance Number:

CFDA Title:

*** 12. Funding Opportunity Number:**

17.207

* Title:

Employment Services/Wagner-Peyser Funded Activities

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Attachment - Areas Affected by Project.docx

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Disability Resource Coordinator Cooperative Agreement for Hurricane Irma Relief

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="1,000,000.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="1,000,000.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

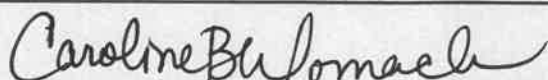
* Last Name:

Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: 

* Date Signed:

Areas Affected by Project (Cities, Counties, States, etc.):

The entire State of Florida has been affected by Hurricane Irma and/or Hurricane Maria.

Most of the impact from Hurricane Irma has been felt in the Florida Peninsula from Monroe County in the South to the Georgia border. The Florida Peninsula is also the main area impacted by the flow of evacuees from Puerto Rico and the Virgin Islands due to Hurricane Maria.

Attachment B: SF-424A

Attachment C: Budget Narrative

Attachment D: Statement of Work

**Statement of Work for the Florida Department of Economic Opportunity -
Disability Population Focus - Relief Efforts in Response
to Hurricane Irma and Hurricane Maria**

I. BACKGROUND

The nation is responding to several natural disasters. In September, Hurricane Irma had a significant impact on the state of Florida. Throughout Florida, it has been reported that at least 82 people died in storm-related incidents. In October, Hurricane Maria had a devastating impact to the neighboring Caribbean region including the U.S. Virgin Islands and Puerto Rico. The aftermath of Hurricane Maria has resulted in a major humanitarian crisis in this region off the coast of Florida. Based on the lessons learned from Hurricane Katrina in 2005, people with disabilities are disproportionately impacted when a natural disaster occurs. Currently in Florida, people with disabilities who have incurred losses of assistive technology, wheelchairs, glasses, and hearing aids are seeking support from governmental agencies and community-based organizations to rebuild their lives. There also continues to be reported cases of people with disabilities losing their medications and access to their medical providers as well as having limited access to transportation. Stress associated with job loss along with dealing with rebuilding or relocation can also have a negative effect on individuals' physical and mental health.

The U.S. Department of Labor (DOL) is responding to both of these major disasters by providing resources to assist Florida in its hurricane relief efforts for individuals with disabilities; these individuals include Florida residents affected by Hurricane Irma, as well as individuals affected by other hurricanes who have evacuated to Florida. Through this agreement, DOL will provide the Florida Department of Economic Opportunity (DEO) with funding in the amount of \$1 million. DEO will work with the relevant stakeholder partners to operationalize this effort. This statement of work document outlines the guiding principles to be followed by DEO and will be refined after award.

II. PROJECT GOALS

This project seeks to advance the following three overarching goals:

- 1) **Stabilization.** To increase stability in living status for hurricane-impacted individuals with disabilities in Florida in terms of safety, security, privacy, and access to water, food, sanitation, and health care. This could include providing funds to restore medical and assistive services to individuals with disabilities.
- 2) **Access to Services.** To improve access to mainstream relief and recovery services for displaced individuals with disabilities. This could include coordinating services to shared customers to allow people with disabilities access to necessary resources.
- 3) **Build Capacity to Find Jobs.** To provide supportive services to further help individuals with disabilities reconnect with employment. This could include providing enhanced career services, training, and job placement assistance to dislocated individuals with disabilities, in collaboration with state and local partners.

III. PROJECT DESCRIPTION

This grant will concentrate efforts at the local level in affected areas within the state of Florida to assess and respond to the unmet needs of individuals with disabilities impacted by Hurricane Irma and/or evacuees impacted by Hurricane Maria. This effort will provide the critical services and resources to assist those who may need assistance to obtain employment or re-employment opportunities.

DEO has already conducted and will continue employing outreach to the disability community to gauge the unmet needs impacting this population. Through these continued interactions, project staff will make linkages to essential services and benefits that are in alignment with DEO policies and initiatives. In addition to meeting immediate needs and coordinating essential supportive services, DEO will assist individuals in securing both temporary and long-term employment opportunities. Some examples of service linkages could include transportation, housing, health care, benefits planning and counseling, and employment and training services provided through the American Job Centers and Employment Networks funded through Ticket to Work.

Eligible Participants

Participants eligible to receive these services are individuals with disabilities who have been impacted by Hurricane Irma (within any of the counties in Florida included in the disaster declaration), and individuals with disabilities who have been impacted by Hurricane Maria in neighboring territories and who have evacuated to Florida (from any of the counties in those territories included in the disaster declaration). An individual must have a disability as defined in Section 3 of WIOA, which is aligned with Section 3 of the American with Disabilities Act of 1990.

Allowable Activities

Allowable uses of funds under this statement of work may include, but are not limited to, the following activities:

- **Identification Services:** Identifying the location and status of individuals with disabilities and assessing their immediate needs;
- **Assistance:** Assisting individuals with disabilities in obtaining access to immediate medical services and resources that could provide emergency benefits;
- **Connection to Services:** Connecting to or providing critical services and support to individuals with disabilities to prepare them to reconnect/connect with the workforce development system and other services that will result in employment. The critical connection to services could include, but is not limited to the following:
 - a. Communication devices, housing, and transportation;
 - b. Technology, including augmentative and assistive technology;
 - c. Benefits counseling and financial education;
 - d. Personal assistance services;
 - e. Prosthetics, durable medical equipment, medical supplies, medication; and
 - f. Systems coordination and collaboration; and
- **Resource Collaboration:** Collaborating with other agencies and organizations to obtain assistance for people with disabilities, or to leverage resources for people with disabilities;

- **Training:** Coordinate training for the local workforce development boards for disaster entities involved in the preparedness, response, and recovery phases of hurricanes to deal with the particularized needs of people with disabilities; and
- **Other Services:** Other reasonable and necessary expenses associated with the identification, stabilization, and employment of individuals with disabilities following a hurricane including the purchase of: (1) equipment and supplies; (2) physical construction for accessibility; and (3) devices.

Period of Performance

The Period of Performance for this award will be two years.

IV. SUBAWARDS

In an effort to most effectively and expeditiously reach the front lines of the disaster areas in Florida resulting from Hurricane Irma, as well as areas in Florida assisting evacuees affected by Hurricane Maria in neighboring territories, DEO may make subawards to entities focused on meeting the needs of individuals with disabilities including local workforce development boards, other state agencies (Department of Education, Agency for Persons with Disabilities, Department of Elder Affairs), and/or other States or territories that might contribute to or participate in the relief efforts for individuals with disabilities.

Please note the following guidance related to subawards as detailed in 2 CFR 200.308: for subawards, "...recipients must request prior approvals from Federal awarding agencies unless described in the application and funded in the approved Federal awards, the subawarding, transferring or contracting out of any work under a Federal award, including fixed amount subawards as described in §200.332 Fixed amount subawards. This provision does not apply to the acquisition of supplies, material, equipment or general support services." As noted below, DOL and DEO will cooperate to develop a detailed statement of work and implementation plan upon award; the making of subawards, and the necessary prior approvals, is one aspect of the project that will be addressed through that process.

V. APPLICATION INSTRUCTIONS

As soon as possible, provide a completed SF-424 "Application for Federal Assistance" (available at http://apply07.grants.gov/apply/forms/sample/SF424_2_1-V2.1.pdf). Note the following instructions:

- In the address field, fill out the nine-digit (plus hyphen) zip code. Nine-digit zip codes can be looked up on the USPS website at <https://tools.usps.com/go/ZipLookupAction!input.action>.
- The SF-424 must clearly identify your organization and must be signed by an individual with authority to enter into a grant agreement. Upon confirmation of an award, the individual signing the SF-424 on behalf of your organization is considered the Authorized Representative of the applicant. As stated in block 21 of the SF-424 form, the 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>). You do not need to submit the SF-424B with the application.

VI. AWARD CONDITIONS

As a condition of this award, DEO must submit the following within **45 days** of receipt of the Notice of Award:

- a. A full statement of work and implementation plan. Upon award of this cooperative agreement, DOL will help DEO to develop a more detailed statement of work and implementation plan, using this document as the foundation.
- b. A completed SF-424A “Budget Information Form” and Budget Narrative. Complete the SF-424A Budget Information Form (available at: <http://apply07.grants.gov/apply/forms/sample/SF424A-V1.0.pdf>). In preparing the Budget Information Form, provide a concise narrative explanation to support the budget request, explained in detail below. The budget narrative must provide a description of costs associated with each line item on the SF-424A. It should also include a description of leveraged resources provided (as applicable) to support activities under the cooperative agreement.

VII. GRANT DELIVERABLES AND OUTCOMES

As noted above, the goals of this cooperative agreement are to increase stability in living status, improve access to relief and recovery services, provide supportive services for displaced individuals with disabilities and move them back into employment. Within 45 days after award, DOL and DEO will negotiate grant deliverables and outcomes pursuant to those goals.

VIII. REPORTING REQUIREMENTS

Quarterly financial reports documenting all grant expenditures will be required during the entire cooperative agreement period of performance. A final financial report is required to be submitted no later than 90 calendar days after the grant period of performance ends.

Quarterly narrative reports documenting the subawards made, the number of individuals served, and the general nature of the services provided will be required during the entire cooperative agreement period of performance. Additional reporting requirements may be imposed in the future pursuant to the cooperative agreement.

Attachment E:
Negotiated Indirect Cost Rate Agreement
(if applicable)