

**Grant Modification / Notice of Award**

**U.S. DEPARTMENT OF LABOR / EMPLOYMENT AND TRAINING ADMINISTRATION**

<b>GRANT MODIFICATION</b>		<b>No. 3</b>	<b>PROJECT:</b> Dislocated Worker Grants	
<b>GRANT NUMBER:</b> DW-32746-19-60-A-12	<b>EIN:</b> 364706134	<b>EFFECTIVE DATE:</b> 04/08/2019		PAGE 1
<b>GRANTEE:</b> STATE OF FLORIDA, DEPARTMENT OF ECONOMIC OPPORTUNITY 107 EAST MADISON STREET MSC 120 TALLAHASSEE, FLORIDA 32399-6545		<b>ISSUED BY</b> U.S. DEPARTMENT OF LABOR / ETA DIVISION OF FEDERAL ASSISTANCE 200 CONSTITUTION AVENUE NW - ROOM N-4716 WASHINGTON, DC 20210		

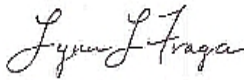
**Action:**

The modification request seeking additional funding, received in full on March 25, 2019, is conditionally approved for \$5,833,333. Please see attached special conditions of award.

<b>YEAR / CFDA PROGRAM ACCOUNT ID</b>	<b>Mod 0-2 CURRENT LEVEL</b>	<b>Mod 3 MODIFICATION</b>	<b>NEW LEVEL</b>	<b>PMS DOC #</b>
FY 19 / 17.277 WIOA DIS WKRS NAT RES - EMERGENCY (ADVANCE) <small>18 - 1630-2019-0501741919BD201901740003195DW093A0000AOWI00AOWI00-AB0200-410023-ETA-DEFAULT TASK-</small>	\$2,500,000.00	\$5,833,333.00	\$8,333,333.00	DW32746HB0
<b>TOTAL FUND AVAILABILITY</b>	<b>\$2,500,000.00</b>	<b>\$5,833,333.00</b>	<b>\$8,333,333.00</b>	

Except as modified, all terms and conditions of said grant /agreement remain unchanged and in full effect.

Approved  
by



**Lynn Fraga**

**Grant Officer**

**Date Signed**      **04/15/2019**

# NATIONAL DISLOCATED WORKER GRANT

## SPECIAL CONDITIONS OF AWARD

Grant Number: DW-32746-19-60-A-12

Recipient: Florida Department of Economic Opportunity

Project Title: Hurricane Michael

Federal Project Officer: Susan Tesone / Tesone.Susan.R@dol.gov / 404.302.5375

The National Dislocated Worker Grant (DWG) modification request for additional funding, received in full on March 25, 2019, is conditionally approved for \$5,833,333. The Department also approved an increased funding threshold of up to \$20,000,000 for this grant; however, no funds have been obligated beyond the \$8,333,333 awarded to date.

As a condition of this grant award, the recipient must address the issues identified in this document by submitting a subsequent modification request to the Federal Project Officer (FPO) within 30 days of the receipt of this grant award package. The modification must incorporate all information requested below. Questions pertaining to the submission of the modification responding to these Conditions of Award must be directed to the FPO as soon as possible.

Please note that a submittal of revised documents does not in and of itself constitute approval by the Employment and Training Administration, and final approval must be given by the Grant Officer. Once approved, the revised documents will comprise the official modification to this grant agreement and the previous special conditions of award will be resolved.

### CONDITIONS OF AWARD

- 1) Revise the SF-424 to reflect the total awarded to date: \$8,333,333.
- 2) Revise the SF-424A to reflect the total awarded to date of \$8,333,333.
- 3) Revise the Budget Narrative to provide a breakdown of all component costs related to each line item on the SF-424A, as well as an explanation of these costs. The breakouts provided for each line item cost must mathematically add up to equal the dollar amount indicated on the corresponding SF-424A line item.

**Disaster Recovery National Dislocated Worker Grant**  
**Federal Award Terms**  
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## **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;
- II. other applicable Federal statutes;
- III. Department of Labor Appropriations Act, 2019, P.L. 115-245;
- IV. Implementing Regulations;
- V. Executive Orders;
- VI. OMB Circulars, including the Uniform Guidance at 2 CFR 200 and 2900;
- VII. Training and Employment Guidance Letter WIOA No. 2-15, Operational Guidance for National Dislocated Worker Grants;
- VIII. other applicable DOL-ETA Directives; and the
- IX. terms and conditions of this award.

## **2. Notice of Award**

The funds that are provided under this Notice of Award must be expended according to all applicable Federal statutes, regulations and policies, including those of the Workforce Innovation and Opportunity Act ; the applicable approved State WIOA plan including approved modifications and amendments to the plan, and any waiver plan approved under WIOA Sec. 189(i)(3) or Workforce Flexibility (Workflex) plan approved under WIOA Sec. 190; the negotiated performance levels and policies established pursuant to the Secretary's authority under WIOA Section 116; and the applicable provisions in the appropriations act(s).

The funds shall be obligated and allocated via a Notice of Award (NOA) grant modification. These obligations and expenditures may not exceed the amount awarded by the NOA modification unless otherwise modified by the ETA.

## **3. Funding Opportunity Announcement**

Training and Employment Guidance Letter (TEGL) WIOA No. 2-15 transmits the funding opportunity associated with this award. TEGL No. 2-15 and all applicable amendments are hereby incorporated into the Notice of Award. Award recipients are bound by the authorizations, restrictions, and requirements contained in the TEGL. Therefore, the expenditure of grant funds by the award recipient certifies that the recipient has read and will comply with all the parts that are contained in the NOA.

## **4. Administrative Law Judge Removal of Award (WIOA)**

By drawing down funds, your organization as the award recipient agrees to the provisions of 20 CFR 683.820(b)(6), which states:

“Any organization selected and/or funded under WIOA title I, subtitle D, is subject to having its award removed if an ALJ decisions so orders. As part of this process, the Grant Officer will provide instructions on transition and closeout to both the newly selected grantee and to the grantee whose positions is affected or which is being removed.”

## 5. Federal Project Officer

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

Name: Susan Tesone

Telephone: 404-302-5375

E-mail: [Tesone.Susan.R@dol.gov](mailto:Tesone.Susan.R@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 process.

## 6. Indirect Cost Rate and Cost Allocation Plan

A. The recipient submitted an abbreviated emergency application without a budget to request disaster DWG funding. To charge indirect costs to this grant, the recipient must include in the first modification providing the full budget and plan, a current Federally approved Negotiated Indirect Cost Rate Agreement (NICRA) or current Federally approved Cost Allocation Plan (CAP).

B. A **current** Federally approved NICRA or current Federally approved CAP has been provided – copy attached.

For a NICRA only:

(1) Indirect Rate approved: 52.7675%

(2) Type of Indirect Cost Rate: Provisional

(3) Allocation Distribution Base: Total direct salaries and wages including all applicable fringe benefits.

(4) Current beginning and ending period applicable to rate: 7/1/18 to 6/30/20

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 it being issued. Funds may be re-budgeted as necessary between direct and indirect costs as long as it is consistent with 10% Budget Flexibility term within this agreement, grant requirements and DOL regulations on prior approval. However, the total amount of the grant award will not be increased.

Any changes to the budget that impact the Statement of Work and agreed upon outcomes or deliverables will require a request for modification and prior approval from the Grant Officer.

C. (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 \$N/A will be released to support the 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 document stating that 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.

As the award recipient, your organization must submit an indirect cost rate proposal or CAP. These documents should be submitted to the 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 award 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 costs paid for using grant funds must be returned through the Payment Management System. No indirect costs will be reimbursed without a NICRA or an approved CAP. *The total amount of the DOL's financial obligation under this grant award **will not be increased in order to reimburse the recipient for higher negotiated indirect costs.***

- \_\_\_ D. The award 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. According to 2 CFR 200.412, if indirect costs are misclassified as direct costs, such costs may become disallowed through an audit.
- \_\_\_ E. The award 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 the DOL is your FCA, as a recipient, your organization 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 the 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 to provide 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.

## **7. Approved Statement of Work**

The award recipient's project narrative is considered the approved 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.

## **8. Approved Budget**

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

## **9. Return of Funds**

Effective October 1<sup>st</sup>, 2017, the U.S. Department of Labor, Employment & Training Administration will no longer be accepting paper checks for any type of returned funds. 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](mailto:ETA-ARteam@dol.gov) for further assistance.

## **10. Evaluation, Data, and Implementation**

As the award recipient, your organization must cooperate during the implementation of a third-party evaluation. This means providing DOL or its authorized contractor with the appropriate data and access to program operating personnel and participants in a timely manner.

## **11. Resources and Information**

Additional resources and information to assist you are located on the ETA website at <https://www.doleta.gov/grants/resources.cfm> and on the Grants Application and Management collection page located on WorkforceGPS.org at <https://grantsapplicationandmanagement.workforcegps.org/>. These sites contains information about the Uniform Guidance, grant terms and conditions, financial reporting, indirect costs, recipient training resources, and other relevant information.



## 12. Cost Limitation Restrictions

### a. Administrative Costs

Administrative costs under this award follow the definition in the Workforce Innovation and Opportunity Act at 20 CFR 683.215. There is a 15 percent limitation on administrative costs for those direct recipients that are not also serving as the project operator. Unless a written justification is approved by the Grant Officer, administrative costs may not exceed this limit. Direct recipients of NDWG funds are limited to spending no more than 5 percent of each amount they are awarded on administrative costs. Sub-recipients are limited to spending no more than 10 percent of the amount of the allocation they receive from the direct recipient on administrative costs. Compliance with the administrative costs limit is monitored throughout the grant period. Any amounts exceeding this limitation at closeout will be disallowed and subject to debt collection. For those direct recipients who are also serving as the project operator, the administrative costs limit is 10 percent of the allocation.

### b. Budget Flexibility

Federal recipients are not permitted to make transfers that would cause any funds to be used for purposes other than those consistent with this Federal program. Any budget changes that impact 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 SF424(a) 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 obtain the Grant Officer's approval when transferring funds among direct cost categories. This includes transferring direct costs to the indirect cost category contained on the SF424 (a).

### c. Consultants

For the purposes of this award, the ETA Grant Officer has determined that fees paid to a consultant who provides services under a program shall be limited to \$710 per day (representing an eight hour work day). Any fees paid in excess of this amount cannot be paid without prior approval from the Grant Officer.

### 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 – Foreign**

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.

**f. Travel – Mileage Reimbursement Rates**

Pursuant to 2 CFR 200.474(a), all award 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 2018 mileage reimbursement rates are:

<b>Modes of Transportation</b>	<b>Effective/Applicability Date</b>	<b>Rate per mile</b>
Privately owned automobile	<b>January 1, 2018</b>	\$0.545
Privately owned motorcycle	<b>January 1, 2018</b>	\$0.515

Mileage rates must be checked annually at [www.gsa.gov/mileage](http://www.gsa.gov/mileage) to ensure compliance.

**g. WIOA Infrastructure**

WIOA sec. 121(b)(1)(B) and 20 CFR 678.400 require the following programs to be One-Stop partners: A. WIOA title I programs: Adult, Dislocated Worker, and Youth formula programs; Job Corps; YouthBuild; Native American programs; National Farmworker Jobs Program (NFJP); B. Wagner-Peyser Act Employment Service (ES) program authorized under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), as amended by WIOA title III; C. Senior Community Service Employment Program (SCSEP) authorized under title V of the Older Americans Act of 1965; D. Trade Adjustment Assistance (TAA) activities authorized under chapter 2 of title II of the Trade Act of 1974; E. Unemployment Compensation (UC) programs; F. Jobs for Veterans State Grants (JVSG) programs authorized under chapter 41 of title 38, U.S.C.; and G. Reentry Employment Opportunities (REO) programs (formerly known as Reintegration of Ex-Offenders Program (RExO) authorized under sec. 212 of the Second Chance Act of 2007 (42 U.S.C. 17532) and WIOA sec. 169.

With the exception of Native American programs established under WIOA sec. 166, all One-Stop partner programs including all programs that are funded under title I of WIOA are required to contribute to the infrastructure costs and certain additional costs of the One-Stop delivery system in proportion to their use and relative benefits received as required in 20 CFR 678.700 and 678.760. While Native American programs are not required to contribute to infrastructure costs per WIOA 121(h)(2)(D)(iv), they are strongly encouraged to contribute as stated in TEGL 17-16. The sharing and allocation of infrastructure costs between One-Stop partners is

governed by WIOA sec. 121(h), WIOA's implementing regulations, and the Federal Cost Principles contained in the Uniform Guidance at 2 CFR part 200 and DOL's exceptions at 2 CFR part 2900. The Federal Cost Principles state that a partner's contribution is an allowable, reasonable, necessary, and allocable cost to the program and is consistent with other legal requirements.

## **13. 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. DOL awards recipients including for-profit and foreign entities that expend \$750,000 or more in a year from any 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 award recipient will be required to close the grant with the ETA. As the award recipient, your organization 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. The information concerning the recipient's responsibilities at closeout may be found at 2 CFR 200.343. During the closeout process, the grantee must be able to provide documentation for all direct and indirect costs that are incurred. For instance, if an organization is claiming indirect costs, the documentation that is 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. Not having documentation for direct or indirect costs will result in costs being disallowed and subject to debt collection. The only liquidation that can occur during closeout is the liquidation of accrued expenditures (NOT obligations) for goods and/or services received during the grant period (2 CFR 2900.15).

### **d. Creative Commons Attributions License**

As required at 2 CFR 2900.13, any intellectual property developed under a competitive award process must be licensed under a Creative Commons Attribution 4.0 (CC BY) license, which allows subsequent users to copy, distribute, transmit and adapt the copyrighted work and

attribute the work in the manner specified by the recipient. For general information on CC BY, please visit <http://creativecommons.org/licenses/by/4.0>. The Instructions for marking your work with CC BY can be found at [http://wiki.creativecommons.org/Marking\\_your\\_work\\_with\\_a\\_CC\\_license](http://wiki.creativecommons.org/Marking_your_work_with_a_CC_license).

## e. Equipment

Award Recipients must receive **prior approval** from the Grant Officer to purchase any equipment as defined in the Uniform Guidance at 2 CFR 200.33. Equipment purchases must be made in accordance with 2 CFR 200.313 or 2 CFR 200.439.

Being awarded this grant **does not** automatically means you are approved for the equipment specified in a recipient's budget or statement of work unless it is specifically approved by the Grant Officer. If not specified above, the recipient must submit a detailed list describing the purchase to the FPO for review within 90 days of the Notice of Award date. We strongly encourage recipients to submit requests for equipment purchase as early as possible in the grant's period of performance with as many planned pieces of equipment as possible.

Recipients may not purchase equipment in the last funded year of performance which is defined as full program service delivery (not follow up activities), but yet 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.

## f. Federal Funding Accountability and Transparency Act (FFATA)

### 1. Reporting of first-tier subawards.

- I. *Applicability.* Unless your organization is 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.*
  - I. You must report each obligating action described in paragraph [1.i.] of this award term to <https://www.fsr.gov>.
  - II. For subaward information, you must 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—
  - I. the total Federal funding authorized to date under this award is \$25,000 or more;
  - II. 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
- III. The public does not have access to information on 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.a.] 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—
- I. 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
  - II. The public does not have access to information on 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.a] of this award term:
- I. To the recipient.
  - II. 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:

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

5. Definitions.

For purposes of this award term:

- a. *Entity* means all of the following, as defined in 2 CFR part 25:
  - I. A Governmental organization, which is a State, local government, or Indian tribe;
  - II. A foreign public entity;
  - III. A domestic or foreign nonprofit organization;
  - IV. A domestic or foreign for-profit organization;
  - V. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.
- b. *Executive* means officers, managing partners, or any other employees in management positions.
- c. *Subaward*:
  - I. This term is used as 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.
  - II. 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]).
  - III. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.
- d. *Subrecipient* means an entity that:
  - I. Receives a subaward from you (the recipient) under this award; and
  - II. Is accountable to you for the use of the Federal funds provided by the subaward.
- e. *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)):
  - I. *Salary and bonus.*
  - II. *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.
  - III. *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.
  - IV. *Change in pension value.* This is the change in present value of defined benefit and actuarial pension plans.
  - V. *Above-market earnings on deferred compensation which is not tax-qualified.*

- VI. 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.

## g. 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 by selling products developed with grant funds, including intellectual property, these revenues are considered as program income. Therefore, 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.”

## h. Personally Identifiable Information

Award 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. Award 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](http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=7872).

## i. Pre-Award

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

## **j. Procurement**

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 orders or other contract includes any clauses required by section 200.326 Contract provisions. Award recipients must also follow the requirements regarding the competitive award of One-Stop Operators in the Workforce Innovation and Opportunity Act at WIOA Sec. 121(d) and sec. 123.

## **k. 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. Award recipients must expend all program income prior to drawing down additional funds as required at 2 CFR 200.305(b) (5) and 2 CFR 200.307(e). Any program income found remaining at the end of period of performance must be returned to the ETA. In addition, recipients must report program income on the quarterly financial report using ETA-9130 form.

## **l. 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.

## **m. Recipient Integrity and Performance Matters**

1. If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then you as the award recipient during that period of time must maintain the currency of information reported to the System for Award Management (SAM) that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)) about civil, criminal, or administrative proceedings described in paragraph 2 of this award term and condition. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 U.S.C. 2313). As required by section 3010 of Public Law 111-212, all information posted in the designated integrity and performance system on or



after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available.

2. Proceedings about which you must report. Submit the information required about each proceeding that:
  - a. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from either the Federal Government;
  - b. Reached its final disposition during the most recent 5-year period; and
  - c. Is one of the following:
    - I. A criminal proceeding that resulted in a conviction, as defined in paragraph 5. of this award term
    - II. A civil proceeding that resulted in a finding of fault and liability and paying a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;
    - III. An administrative proceeding, as defined in paragraph 5. of this award term, that resulted in a finding of fault and liability and your payment of either monetary fine or penalty of \$5,000 or more or a reimbursement, restitution, or damages in excess of \$100,000; or
    - IV. Any other criminal, civil, or administrative proceeding if:
      - (A) It could have led to an outcome described in paragraph 2.c.I, II, or III of this award term;
      - (B) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and
      - (C) The requirement in this award term to disclose information about the proceeding does not conflict with applicable laws and regulations.
3. Reporting procedures. Enter in SAM Entity Management area (formerly CCR), or any successor system, the FAPIIS information that SAM requires about each proceeding described in paragraph 2. of this award term. You do not need to submit the information a second time under assistance awards that you received if you already provided the information through SAM (formerly CCR) because you were required to do so under Federal procurement contracts that you were awarded.
4. Reporting frequency. During any period of time when you are subject to the requirement in paragraph 1. of this award term, you must report FAPIIS information through SAM no less frequently than semiannually following your initial report of any proceedings for the most recent 5-year period, either to report new information about any proceeding(s) that you have not reported previously or affirm that there is no new information to report.
5. Definitions. For purposes of this award term:
  - a. Administrative proceeding means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (e.g., Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and State level. It does not include audits, site visits, corrective plans, or inspection of deliverables.

- b. Conviction, for purposes of this award term, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.
- c. Total value of currently active grants, cooperative agreements, and procurement contracts includes —
  - I. Only the Federal share of the funding under any award with a recipient cost share or match; and
  - II. The value of all options, even if not yet exercised.

## n. Reports

All ETA recipients are required to submit quarterly financial and narrative progress reports for each grant award, no later than 45 days after the end of each calendar year quarter:

### 1. 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 must 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](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.

### 2. Quarterly Performance Reports.

A. Participant Individual Record Layout (PIRL) – Recipients must report the characteristics, services received, and outcomes of participants served with WIOA funds. Performance accountability for DWG generally aligns with WIOA title I programs and WIOA sec. 116(b)(2)(A). The quarterly PIRL submission is the means for calculating individual participant performance outcomes as well as performance for the DWG program. The DOL-only PIRL (ETA 9172) was approved on June 30, 2016 (OMB Control No. 1205-0521). DWG grantees must submit an individual record file quarterly on all participants and exiters. The individual record layout may be found at the following web site: [https://doleta.gov/performance/pfdocs/ETA-9172\\_DOL%20PIRL\\_FINAL\\_V25\\_062816.pdf](https://doleta.gov/performance/pfdocs/ETA-9172_DOL%20PIRL_FINAL_V25_062816.pdf)

B. Workforce Integrated Performance System (WIPS) – Information on how to report are available on the WIPS Resource Page: <https://doleta.gov/performance/wips/>. All relevant data elements on the individual record layout must be completed. Note that in order to ensure that each DWG participant is appropriately recorded and tracked to a DWG project, the project's grant number must be captured in PIRL element 2003 "DWG Grant Number."

*NHE PIRL Special Instructions*

*In order to ensure that each participant is appropriately recorded and tracked, the ETA-assigned grant number must be captured in PIRL data element 105. The full grant number may contain 13 or 14 alpha-numeric characters. The required entry for PIRL data element 105 is the first seven alphanumeric digits of the grant number (without dashes). The ETA assigned grant number may be found in the grant award documentation.*

- C. WIOA Joint Narrative Template – Quarterly project narrative reports are required using the WIOA Joint Narrative template (OMB Control No. 1205-0448). This report is an opportunity for grantees to share information on project success stories, upcoming grant activities, and promising approaches and processes. The final quarterly report must summarize the successes and/or challenges in delivering services to the target population, as well as address the topics of sustainability, replicability, and lessons learned.
- D. Quarterly Performance Report ETA 9104 – Recipients who applied for DWG funding via the DWG applications system (e-System) must report quarterly through that system, using ETA 9104.
- E. Quarterly Performance Report for Alternative Submissions – Recipients who applied for DWG funding via a Funding Opportunity Announcement requiring a Grants.gov application submission, or who received special permission to submit a disaster application via email, must email a Quarterly Performance Report to the assigned Federal Project Officer (FPO) and Grant Officer. Contact the FPO for the required form.

**3. Project Implementation Plan.**

- A. Recipients must adhere to the Project Implementation Plan submission requirements of their respective regional office.

**o. Requirements for Conference and Conference Space**

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

**p. Subawards**

A *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 monitoring the subrecipient, ensuring that the Terms and Conditions are in all subaward packages and that the subrecipient comply with all applicable regulations and the terms and conditions of this award (2 CFR 200.101(b)(1)).

## **q. Supportive Services & Participant Support Costs**

When supportive services are expressly authorized by a 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 who is assigned to the grant.

## **r. System for Award Management**

### **1. Requirement for System of Award Management (SAM)**

Unless you are exempt from this requirement under 2 CFR 25.110, you as the award 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) is the Federal repository where award recipients register to do business with the U.S. government. 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 code that is unique to a registered entity in order to complete its registration on SAM. \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.
- 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 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.

### s. 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 to implement a Federal program. (2 CFR 200.23) These goods or services may be for an organization's own use or for the use of the 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 contractors for goods and services, DOL ETA recipients and subrecipients must follow the procurement requirements 2 CFR 200.319, which calls for free and open competition.

## 14. Program Requirements

[Training and Employment Guidance Letter \(TEGL\) WIOA No. 2-15](#) contains the program requirements for this award.

### 1. Coordination with Federal Agencies

Federal Emergency Management Agency (FEMA) - In accordance with WIOA Section 170 (d)(1)(A), funds made available for Disaster NDWGs “shall be used in coordination with the Federal Emergency Management Agency, as applicable,” in order to ensure non-duplication and maintenance of effort. Recipients of NDWG funding must coordinate the activities funded under this grant with those funded by and/or performed under the auspices of FEMA if FEMA has issued an appropriate declaration.

Other Federal Agencies –If another federal agency (outside of FEMA) with authority or jurisdiction over the federal response declares or otherwise recognizes an emergency or disaster that meets the definition at WIOA 170(A)(1)(B), NDWG funds made available for that disaster must be used in coordination with that agency, as applicable in order to ensure non-duplication and maintenance of effort.

The grantee must have in place a plan to recover WIOA funds which have been expended for activities or services for which other funds are available. This includes, but is not limited to: FEMA, other federal agencies, public or private insurance, donated time and construction workers employed by private for profit firms where resources are available to provide for such employment.

If additional areas are declared eligible for assistance by FEMA or another Federal agency as allowable under WIOA, you may immediately begin to provide services under this grant in those counties. However, the direct recipient must notify its Federal Project Officer in writing of the inclusion of any additional areas that have been appropriately approved by the federal agencies, and include such locations in the full application. For more information on the full application, please see the Condition of Award page included in this grant package.

## **2. Eligibility**

Self-certification – The participant file must document participants’ eligibility. Because of the circumstances surrounding the disaster, documentation of eligibility may be difficult to obtain during the initial stages. The Department is prepared to accept an individual's signed certification that they meet the eligibility criteria. The Grantee should have a system in place to verify eligibility for individuals once better data are available. If the Grantee has such a system in place, and if a participant is later found to be ineligible, the costs incurred prior to the discovery of ineligibility will not be disallowed.

Limitations on Duration of Participation -- Temporary jobs created under this grant shall be in public or private non-profit agencies. No individual shall be employed in Disaster Relief Employment for more than 12 months related to recovery from a single emergency or disaster, pursuant to WIOA Sec. 170(d)(3)(A). The Department will consider requests from a State to extend employment related to the recovery from this disaster involving the State, for up to an additional 12 months in accordance with WIOA Sec. 170(d)(3)(B).

## **3. Participant Compensation**

Rate of Pay – In accordance with WIOA Section 181(a)(1)(A), generally, participants shall be compensated at the same rates, including periodic increases, as employees who are similarly situated in similar occupations by the same employer and who have similar training, experience, and skills, and such rates shall be in accordance with applicable law, but in no event less than the higher of the rate specified in section 6(a)(1) of the Fair Labor Standards Act of 1938 (29 U.S.C. 206(a)(1)) or the applicable State or local minimum wage law.

Overtime - Participants may work overtime (subject to regulations of the Fair Labor Standards Act with respect to level of compensation), provided that this is part of the design of the project and regular employees of the employer in question are also working overtime, subject to the limit on duration of participation for workers under this project.

## **4. Employment Conditions**

Benefits and Working Conditions - All participants shall be provided benefits and working conditions at the same level and to the same extent as other employees working a similar length of time and doing the same type of work (WIOA Sec.

181(b)(5)). (Please see item 10f, Restrictions on Health Coverage). If the employer has different policies for temporary employees than for full-time employees, these policies may apply to these participants since the jobs under this grant are classified as temporary.

Health and Safety Standards - Health and safety standards established under Federal and State law otherwise applicable to working conditions of employees shall be equally applicable to working conditions of participants engaged in specified activities. To the extent that a State workers' compensation law applies, workers' compensation shall be provided to participants on the same basis as the compensation is provided to other individuals in the State in similar employment (WIOA 181(b)(4)). Where a participant is not covered under a state workers' compensation law, the participant shall be provided with adequate on-site medical and accident insurance for work-related activities.

Safety Training - In order to ensure compliance with the Occupational Safety and Health Act of 1970 and to assure safe working conditions for all temporary job participants, the Grantee must ensure that temporary job participants receive appropriate safety training. For more information, contact your servicing Occupational Safety and Health Administration (OSHA) field office. A listing of OSHA field offices is available at: <http://www.osha.gov/html/RAmap.html>.

## **5. Work on Private Property**

Work on private property is limited to the following two circumstances:

- a. Clean-up activities on private property may be performed by NDWG Disaster participants if workers from units of general local government are also (a) authorized to conduct such work and (b) are performing such work.
- b. As determined by the extenuating circumstances of the disaster for which Title I funds are being provided, repair and restoration activities are authorized on the private property of economically disadvantaged individuals, under the following specific conditions. In order to be authorized, all of the following conditions must be met:
  - i. Work can only be performed on the homes of economically disadvantaged individuals who are eligible for the federally-funded Weatherization program; and
  - ii. Work may be performed on private land or homes of such individuals if the non- WIOA employees of the employing unit or state or local government workers are authorized to do the same work and are in fact engaged in performing the work using non-WIOA funds; and
  - iii. Work on private land or buildings is performed to remove health and safety hazards to the larger community; and
  - iv. The work is limited to returning a home to a safe and habitable level -- not to make home improvements; and
  - v. Priority is given for service to the elderly and individuals with disabilities; and

- vi. WIOA funds cannot be used for the cost of materials to do repairs; and
- vii. Work must be disaster-related and not related to general home improvements authorized under the Federal Weatherization program; and
- viii. Work is coordinated with or supervised by the local agency responsible for the Federal Weatherization program.

#### **6. Fish and Wildlife Service (FWS)**

In order to ensure compliance with the National Environmental Policy Act (NEPA) and the Endangered Species Act (ESA) and to protect valuable habitats and endangered species, all disaster projects where participants will be entering or impacting natural areas must ensure that activities are not negatively affecting endangered species or their habitats. NEPA and ESA require NDWG projects to either affirm to FWS that there are no endangered species or habitats within the project area, or to consult with FWS to mitigate negative impacts where there are endangered species or protected habitats before beginning any work in those areas. For more information, contact a local FWS field office ([www.fws.gov/offices/](http://www.fws.gov/offices/)).

## **15. Fiscal Year 2019 Federal Appropriations Requirements**

### **a. Buy American Notice**

Pursuant to P.L. 115-141, Division E, Title VI, Section 606 and 607, by drawing down funds, the recipient agrees to comply with sections 8301 through 8303 of title 41, United States Code (commonly known as the “Buy American Act”). Additionally, no funds may be made available to any person or entity that has been convicted of violating the Buy American Act.

For the purposes of this award, the Buy American Act requires the recipient to use, with limited exceptions, only 1) unmanufactured items that have been mined or produced in the United States; and 2) manufactured items that have been manufactured in the United States substantially all from articles, materials, or supplies that were mined, produced, or manufactured in the United States.

These exceptions do not apply to 1) items for use outside of the United States, 2) items that are not mined, produced, or manufactured in the United States in sufficient and reasonably available commercial quantities and are not of a satisfactory quality; and 3) manufactured items procured under any contract with an award value that is less than the micro-purchase threshold (currently \$3,500). In order to claim an exception under options 1 or 2, the recipient must get prior approval from the Grant Officer. Prior approval is not needed for purchases under the micro-purchase threshold.

### **b. Fair Labor Standards Act Amendment for Major Disasters**

Pursuant to P.L. 115-141, Division H, Title I, Section 109, additional language will be applied to the Fair Labor Standards Act of 1938 in the “Maximum Hours Worked” section. This language specifically relates to occurrences of a major disaster (as designated by the State or Federal government) and are applied for a period of two years afterwards. The language is as follows:



“(s)(1) The provisions of this section [maximum hours worked] shall not apply for a period of 2 years after the occurrence of a major disaster to any employee—

“(A) employed to adjust or evaluate claims resulting from or relating to such major disaster, by an employer not engaged, directly or through an affiliate, in underwriting, selling, or marketing property, casualty, or liability insurance policies or contracts;

“(B) who receives from such employer on average weekly compensation of not less than \$591.00 per week or any minimum weekly amount established by the Secretary, whichever is greater, for the number of weeks such employee is engaged in any of the activities described in subparagraph (C); and

“(C) whose duties include any of the following:

“(i) interviewing insured individuals, individuals who suffered injuries or other damages or losses arising from or relating to a disaster, witnesses, or physicians;

“(ii) inspecting property damage or reviewing factual information to prepare damage estimates;

“(iii) evaluating and making recommendations regarding coverage or compensability of claims or determining liability or value aspects of claims;

“(iv) negotiating settlements; or

“(v) making recommendations regarding litigation.

“(2) The exemption in this subsection shall not affect the exemption provided by section 13(a)(1).

“(3) For purposes of this subsection—

“(A) the term ‘major disaster’ means any disaster or catastrophe declared or designated by any State or Federal agency or department;

“(B) the term ‘employee employed to adjust or evaluate claims resulting from or relating to such major disaster’ means an individual who timely secured or secures a license required by applicable law to engage in and perform the activities described in clauses (i) through (v) of paragraph (1)(C) relating to a major disaster, and is employed by an employer that maintains worker compensation insurance coverage or protection for its employees, if required by applicable law, and withholds applicable Federal, State, and local income and payroll taxes from the wages, salaries and any benefits of such employees; and

“(C) the term ‘affiliate’ means a company that, by reason of ownership or control of 25 percent or more of the outstanding shares of any class of voting securities of one or more companies, directly or indirectly, controls, is controlled by, or is under common control with, another company.”.

### **c. Health Benefits Coverage for Contraceptives**

Pursuant to P.L. 115-141, Division E, Title VII, Section 726, Federal funds may not be used to enter into or renew a contract which includes a provision for 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.

#### **d. Privacy Act**

Pursuant to P.L. 115-141, Division E, Title VII, Section 732, no funds can be used in contravention of the 5 USC 552a (Privacy Act) or regulations implementing of the Privacy Act.

#### **e. Prohibition on Contracting with Corporations with Felony Criminal Convictions**

Pursuant to P.L. 115-141, 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.

#### **f. Prohibition on Contracting with Corporations with Unpaid Tax Liabilities**

Pursuant to P.L. 115-141, 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.

#### **g. Prohibition on Procuring Goods Obtained Through Child Labor**

Pursuant to P.L. 115-141, 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 the 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> .

#### **h. Prohibition on Providing Federal Funds to ACORN**

Pursuant to P.L. 115-141, 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.

#### **i. Reporting of Waste, Fraud and Abuse**

Pursuant to P.L. 115-141, 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.

## **j. Requirement for Blocking Pornography**

Pursuant to P.L. 115-141, 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.

## **k. Requirement to Provide Certain Information in Public Communications**

Pursuant to P.L. 115-141, 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.

## **l. Restriction on Health Benefits Coverage for Abortions**

Pursuant to P.L. 115-141, 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.

## **m. Restriction on Lobbying/Advocacy**

Pursuant to P.L. 115-141, Division H, Title V, Section 503, no federal funds may be used by a grant recipient, other than for normal and recognized executive-legislative relationships, to engage in lobbying or advocacy activities related to the enactment of federal, state, or local legislation, regulation, appropriations, order, or other administrative action, except in presentation to Congress or a State or local legislature itself or for 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.

## **n. Restriction on the Promotion of Drug Legalization**

Pursuant to P.L. 115-141, 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.

## **o. Restriction on Purchase of Sterile Needles or Syringes**

Pursuant to P.L. 115-141, 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.

## **p. Salary and Bonus Limitations**

Pursuant to P.L. 115-141, Division H, Title I, Section 105 Recipients and subrecipients shall not use funds to pay the salary and bonuses of an individual, either as direct costs or as 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](http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2262)

## **16. 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 award 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 communities in the United States identified as flood-prone, 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 the 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**

### **1. Trafficking in persons.**

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

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

(A). Engage in severe forms of trafficking in persons during the period of time that the award is in effect;

(B). Procure a commercial sex act during the period of time that the award is in effect; or

(C). Use forced labor in the performance of the award or subawards under the award.

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

(A). Is determined to have violated a prohibition in paragraph a.1 of this award term; or

(B). 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—

i. Associated with performance under this award; or

ii. 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 2 CFR Part 2998.

*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—

I. Is determined to have violated an applicable 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 an applicable 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 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.*

I. 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.

II. Our right to terminate unilaterally that is described in paragraph a.2 or b of this section:

(A). Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and

(B). Is in addition to all other remedies for noncompliance that are available to us under this award.

III. 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:

I. "Employee" means either:

(A). An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or

(B). 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.

II. "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.

III. "Private entity":

(A). 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.

(B). Includes:

i. 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).

ii. A for-profit organization.

IV. "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 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 the 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 the DOL guidance on veterans' priority. ETA's Training and Employment Guidance Letter (TEGL) No. 10-09 (issued November 10, 2009) provides guidance on implementing priority of service for veterans and eligible spouses in all qualified job training programs funded in whole or in part by DOL. TEGL No. 10-09 is available at [http://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=2816](http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2816).

## **17. Attachments**

**Attachment A: SF-424**

**Attachment B: SF-424A**

**Attachment C: Budget Narrative**

**Attachment D: Statement of Work**

**Attachment E: NICRA or Cost Allocation Plan (if applicable)**



**SF - 424**

**Application for Federal Assistance SF-424**

<b>* 1. Type of Submission:</b> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	<b>* 2. Type of Application:</b> <input type="checkbox"/> New <input type="checkbox"/> Continuation <input checked="" type="checkbox"/> Revision	<b>* If Revision, select appropriate letter(s):</b> A: Increase Award  <b>* Other (Specify):</b>
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<b>* 3. Date Received:</b> 03/08/2019	<b>4. Applicant Identifier:</b>
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<b>5a. Federal Entity Identifier:</b>	<b>5b. Federal Award Identifier:</b> DW-32746-19-60-A-12
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**State Use Only:**

<b>6. Date Received by State:</b>	<b>7. State Application Identifier:</b>
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**8. APPLICANT INFORMATION:**

<b>* a. Legal Name:</b> Florida Department of Economic Opportunity	
<b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b> 36-4706134	<b>* c. Organizational DUNS:</b> 9689306640000

**d. Address:**

<b>* Street1:</b>	107 E. Madison St.
<b>Street2:</b>	MSC 120
<b>* City:</b>	Tallahassee
<b>County/Parish:</b>	Leon
<b>* State:</b>	FL: Florida
<b>Province:</b>	
<b>* Country:</b>	USA: UNITED STATES
<b>* Zip / Postal Code:</b>	32399-6545

**e. Organizational Unit:**

<b>Department Name:</b>	<b>Division Name:</b>
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**f. Name and contact information of person to be contacted on matters involving this application:**

<b>Prefix:</b>	<b>* First Name:</b> Isabelle
<b>Middle Name:</b>	
<b>* Last Name:</b>	Potts
<b>Suffix:</b>	

<b>Title:</b> Supervisor, Program Development and Researc
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<b>Organizational Affiliation:</b>
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<b>* Telephone Number:</b> 850-921-3148	<b>Fax Number:</b>
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<b>* Email:</b> isabelle.potts@deo.myflorida.com
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**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:**

U.S. Department of Labor/ETA

**11. Catalog of Federal Domestic Assistance Number:**

17.277

**CFDA Title:**

Workforce Innovation Opportunity Act (WIOA) National Dislocated Worker Grants (DWG)

**\* 12. Funding Opportunity Number:**

N/A

**\* Title:**

N/A

**13. Competition Identification Number:**

**Title:**

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

Add Attachment

Delete Attachment

View Attachment

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

FL - Disaster - Hurricane Michael

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.

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="20,000,000.00"/>
* 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="20,000,000.00"/>

**\* 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

**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:

**SF-424A**

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)  GRANTEE ADMINISTRATIVE	(2)  GRANTEE TOTAL OPERATIONS	(3)	(4)	
<b>a. Personnel</b>	\$ <input type="text"/>	\$ <input type="text" value="65,700.00"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text" value="65,700.00"/>
<b>b. Fringe Benefits</b>	<input type="text"/>	<input type="text" value="24,966.00"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="24,966.00"/>
<b>c. Travel</b>	<input type="text"/>	<input type="text" value="20,548.00"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="20,548.00"/>
<b>d. Equipment</b>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>e. Supplies</b>	<input type="text"/>	<input type="text" value="5,000.00"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="5,000.00"/>
<b>f. Contractual</b>	<input type="text" value="1,800,000.00"/>	<input type="text" value="18,000,000.00"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="19,800,000.00"/>
<b>g. Construction</b>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>h. Other</b>	<input type="text"/>	<input type="text" value="35,944.00"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="35,944.00"/>
<b>i. Total Direct Charges (sum of 6a-6h)</b>	<input type="text" value="1,800,000.00"/>	<input type="text" value="18,152,158.00"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text" value="19,952,158.00"/>
<b>j. Indirect Charges</b>	<input type="text" value="47,842.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text" value="47,842.00"/>
<b>k. TOTALS (sum of 6i and 6j)</b>	\$ <input type="text" value="1,847,842.00"/>	\$ <input type="text" value="18,152,158.00"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text" value="20,000,000.00"/>
<b>7. Program Income</b>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

## **Budget Narrative**

GRANTEE LEVEL

Personnel	Annual Salary	FTE %	Years	Total
Government Operations Consultant II	51,000.00	40.0%	2	40,800.00
Senior Management Analyst Supervisor	66,000.00	16.0%	2	21,120.00
Government Operations Consultant II Monitor	54,000.00	3.5%	2	3,780.00
<b>Total Personnel</b>				<b>65,700.00</b>
<b>Total Personnel Cost</b>				
Fringe Benefits	During Period		Fringe Rate	Total
Government Operations Consultant II	40,800.00		38%	15,504.00
Senior Management Analyst Supervisor	21,120.00		38%	8,026.00
Government Operations Consultant II Monitor	3,780.00		38%	1,436.00
<b>Total Fringe benefits @ 38% personnel (FICA, WC, Retirement, Health)</b>				<b>24,966.00</b>
Travel 22 trips for 2 Staff members to provide Technical Assistance or Monitoring activities @ \$934 per trip (2 traveler in state, two hotel nights at \$150 per traveler, meals and per diem at \$132 per traveler, rental car, tolls, and gas at \$70 per trip). Trips average approximately 200 miles per trip.				20,548.00
Staff Supplies \$2500 per year - General Office consumables and Supplies including but not limited to office supplies, cell phones, and software licenses.				5,000.00
<b>Other Costs</b>				
Shared Agency Overhead Costs (Rent, cost pool allocations for utilities and internet, data processing)				34,244.00
Risk Management Insurance (Made up of automobile insurance, general liability insurance, workers compensation insurance, and civil rights insurance. The charge is based on amount of FTEs accruing grant time)				1,700.00
<b>Total Other Costs</b>				<b>35,944.00</b>
<b>Contractual - Program Operator Expenses</b>				
Temporary Jobs 750 @ \$11,000	11,000.00	750		8,250,000.00
Fringe benefits @ 45% (FICA, WC)				3,877,500.00
Subcontract: Staffing Agency Fee @ 10% of temp job wages & benefits				1,212,750.00
Training and OJT services 250 @ \$4,500				1,125,000.00
Career Services 1000 @ \$650				650,000.00
Supportive Services @average of \$5,228.57 per 350 participants				1,830,000.00
8 Case managers for two years	35,000.00	8	85.0%	476,000.00
3 Supervisors for two years at 40%	45,000.00	3	35.0%	94,500.00
Fringe benefits @ 38%				216,790.00
Staff Travel 8 case managers x \$48/week x 104 weeks				39,936.00
Staff supplies estimated at approximately \$690.6 per month				16,574.00
Pooled Career Center Costs @ 25% of staff-related costs)				210,950.00
Admin Costs @ 10%: CS Okaloosa Walton: \$10,000, CS Chipola: \$730,000, CS Gulf Coast: \$1,000,000, CS Capital Region: \$50,000, CS North Florida \$10,000				1,800,000.00
<b>Total Contractual</b>				<b>19,800,000.00</b>
<b>Indirect Rate 52.7675% of Total Personnel + fringe benefits</b>				
<b>(65,700+24,966)*52.7675% = \$47,842</b>				<b>47,842.00</b>
<b>TOTAL GRANT</b>				<b>20,000,000.00</b>

**\*Please note for the "Other Costs" section: These costs are directly charged through agency cost pools and are not duplicated indirect. The cost pools are established in the Department's Cost Allocation Plan. The section does not contain any costs that are covered under our current indirect agreement.**

**\*\* All applicable DEO Admin for this project is Indirect under our current indirect agreement**



## Statement of Work

## DISASTER RECOVERY

### National Dislocated Worker Grants

**Project Name:** Hurricane Michael - State of Florida - Modification 3

**Disaster Event:** Hurricane Michael **Disaster Declaration #:** 4399-DR

**Project Type:** Disaster Full Application

Name of Federal Agency Declaring Disaster Event: FEMA

Date of Emergency or Disaster of National Importance: 10/09/2018

Targeted Groups: *(check all that apply)*

- Unemployed due to Disaster
- Long-term Unemployed
- Evacuees from Declared Disaster Area
- Dislocated Workers

**Total Federal Funding Request: \$** \$20,000,000.00

	Temporary Jobs	Career & Training	Total
a) Amount of Federal Award \$ projected:	\$18,000,000.00	\$2,000,000.00	\$20,000,000.00
b) Planned Number of Participants:	750	250	1,000
c) Planned Cost per Participant:	\$24,000.00	\$8,000.00	\$20,000.00
d) % of Planned Participants Receiving Needs-Related Payments (NRPs):	0%	0%	0%

**Counties included in Project Service Area:** Okaloosa, Walton (LWDB 2), Calhoun, Holmes, Jackson, Liberty, Washington (LWDB 3), Bay, Franklin, Gulf (LWDB 4), Gadsden, Leon, Wakulla (LWDB 5), Hamilton, Jefferson, Madison, Suwannee, Taylor (LWDB 6).

#### Narrative Statements

(note: You may only insert text in the below fields, charts and graphs must be submitted as a separate attachment)

**Impact of Disaster on the Community:** On October 10, 2018, Hurricane Matthew barrelled through the Florida Panhandle, causing extensive damage due to rain, wind, and storm surge to the counties listed above. In spite of the damage incurred by personnel and facilities of the local workforce development boards (LWDBs) in the affected areas, the LWDBs are diligently working on the development of disaster-

recovery worksites and have begun hiring temporary disaster-relief workers to provide assistance to those affected areas in the immediate aftermath and for long-term recovery.

Disaster-recovery activities funded under this grant have had a slow start due to several factors: the extent of the damage which affected local career centers and their staff, as well as entire communities; difficulties in securing staffing agencies who would employ heavy industrial workers to do some of the more demanding cleanup and restoration activities; and the stress of thousands of displaced families.

Now, the most severely affected local boards (CareerSource Chipola/LWDB 3 and CareerSource Gulf Coast/LWDB 4) are fully operational and responding vigorously to the recovery needs of their communities and their workforce. Unemployment claims in the affected areas have increased dramatically. Compared to 2017, Bay county experienced nearly 20 times more unemployment claims in October 2018; Franklin county saw 30 times more; Gulf county had more than 40 times more claims and Jackson county 12 times more. Moreover, to date, the counties of LWDB 3 have had collectively nearly 2,000 Disaster Unemployment Assistance (DUA) claims filed since Hurricane Michael; LWDB 4 has seen a staggering 12,000 claims filed since October. The immediate surrounding counties who were not considered apart of the most severely impacted regions, including the remainder of the panhandle into North Central Florida, have had over 600 DUA claims filed since the storm.

The expenditures for these two LWDBs are increasing at an alarming rate. Current expenditures, as of March 22, 2019 total \$1,621,622. This is 64.86% of awarded funds. Over the last two weeks, these LWDBs added approximately 50 new temporary disaster-relief workers and drew over 14% of the total award. Based on current expenditures (mostly for over 300 participants placed in temporary disaster-relief jobs), these two affected boards are anticipating the need for an additional \$850,000 immediately. This will put the state at 84.6% of awarded funds by the end of March 2019. By the end of the April 2019, the state will exceed 120% of awarded expenses. The need for the additional funds is immediate, and if the state does not receive additional funding immediately, disaster-recovery worksites may have to be closed and temporary disaster-recovery workers laid off.

While an exact number of individuals who have moved out of affected areas is not yet known, we estimate the number is in the thousands. An analysis of school enrollments show that many families have fled some of the most impacted areas. For example, Bay District Schools enrollment dropped by over 2,000 students since Hurricane Michael. Some schools lost more than 40% of their students, and the Bay County School Board is closing at least three schools. According to the Superintendent, among the county's homeless are 4,700 students. It is estimated 78,000 residents are still considered homeless, unable to move in with relatives or find a hotel room. Many have turned to living in tents, or have been forced to leave the area. Individuals who left the affected area have tended to resettle in neighboring areas, which covers the Florida Panhandle and North Central Florida areas. LWDBs 2 and 6 are included as Project Operators primarily to assist these evacuees.

In addition to temporary disaster-relief jobs, there is a need for career services and training, particularly for those workers affected by these long-term dislocations to assist them with retraining and, when necessary, relocation.

The State further anticipates serving evacuees from the affected areas in local areas that were not directly impacted by the storm by providing career and training services. The submitted budget reflects the updated needs in the affected areas.

**Description of Activities to be Provided:** Eligible participants may be placed in temporary disaster-relief jobs to clean up, repair, and restore damaged public/non-profit properties and the properties of individuals who qualify for weatherization assistance. Temporary workers may also provide humanitarian assistance to those individuals and local businesses that have been damaged as a result of the storm.

Participants may also receive career services and training due to the anticipated long-lasting impact of this storm on workers' ability to return to work in the same jobs. Such training may include on-the-job training and occupational skills (ITA) training, e.g. Any eligible participant may be placed in training instead of or following a temporary disaster-relief job, based on their assessed needs.

Supportive services consisting of transportation assistance, housing assistance, relocation assistance, tools and supplies for temporary employment and/or other WIOA services may also be provided as needed.

**Explanation of the procedures the recipient will use to identify funds not being utilized in accordance with the project plan:** The Grantee monitors grant activities frequently - at least weekly at the start of the grant and no less than monthly once grant operations are underway. Local areas receive cash draws weekly and grant expenditures are reported monthly by subrecipients. The Bureau of Financial Management and Bureau of One-Stop and Program Support meet to compare expenditures to grant activities. If grant funds are not being used in accordance with the project plan, funds may be deobligated and reallocated. Any funds misspent would be repaid by the subrecipient.

The Grantee requests USDOL award the balance of the already-approved funds before the 70% expenditure limit is reached, due to the extent of damage in affected areas, the high demand for temporary workers to assist in recovery efforts, the growth in monthly expenditures, and the risk of having to close worksites if grant funds run out.

**The recipient's plan for developing and implementing corrective action where required, to ensure adherence to the project goals:** Planned monitoring and oversight activities are carried out in accordance with DEO's monitoring plan.

The purpose of the programmatic monitoring review is to assess whether the local workforce development boards are complying with applicable laws, regulations, state plans, and all contract and agreement terms in administering their workforce programs. As such, the Department, in consultation with the state workforce board, CareerSource Florida, annually develops and implements a process for monitoring the local boards and for follow-up of findings that require corrective action.

Financial monitoring of LWDBs is conducted annually to ensure compliance with federal and state requirements.

**If the recipient is including a Career Services & Training component please provide the following information :**

Planned Entered Employment Rate: 83%

Planned 6-month Earnings: \$6,850.00

**Also provide a description of the Career Services to be provided (if applicable).** Note: Planned performance outcomes are based on Florida's negotiated goals for dislocated workers for PY 2018.

Career services may include but are not limited to assessment, development of an employability plan, job search assistance, soft skills training, remediation, GED preparation and ESL instruction, work experiences.

<b>DISLOCATED WORKER GRANTS (DWG) – Project Operator Form</b>			
Project Operator 1 Name: <b>CareerSource Okaloosa Walton</b>			
Street Address 1: <b>109 8<sup>th</sup> Avenue</b>			
Street Address 2:			
City: <b>Shalimar</b>	County: <b>Okaloosa</b>	State: <b>FL</b>	Zip Code: <b>32579</b>
Duration of Project Operator Agreement	Start Date: <b>10/7/2018</b>	End Date: <b>9/30/2020</b>	
Contact Person Name: <b>Michele Burns</b>		Telephone: <b>850-651-2315 x212</b>	
E-mail: <a href="mailto:mburns@careersourceow.com">mburns@careersourceow.com</a>		FAX:	
<b>Projected Expenses &amp; Activities</b>	<b>Temporary Jobs</b>	<b>Career &amp; Training</b>	<b>Total</b>
Funding Level		\$100,000	\$100,000
Number of Participants		7	7
Counties included in Project Operator Service Area: <b>Okaloosa &amp; Walton</b>			

Project Operator 2 Name: <b>CareerSource Chipola</b>			
Street Address 1: <b>4636 Highway 90 East</b>			
Street Address 2: <b>Suite K</b>			
City: <b>Marianna</b>	County: <b>Jackson</b>	State: <b>FL</b>	Zip Code: <b>32446</b>
Duration of Project Operator Agreement	Start Date: <b>10/7/2018</b>	End Date: <b>9/30/2020</b>	
Contact Person Name: <b>Richard Williams</b>		Telephone: <b>850-633-2732</b>	
E-mail: <a href="mailto:Richard.williams@careersourcechipola.com">Richard.williams@careersourcechipola.com</a>		FAX:	
<b>Projected Expenses &amp; Activities</b>	<b>Temporary Jobs</b>	<b>Career &amp; Training</b>	<b>Total</b>
Funding Level	\$7,275,000	\$725,000	\$8,000,000
Number of Participants	300	100	400
Counties included in Project Operator Service Area: <b>Calhoun, Holmes, Jackson, Liberty, Washington</b>			

Project Operator 3 Name: <b>CareerSource Gulf Coast</b>			
Street Address 1: <b>5230 West U.S. Highway 98</b>			
Street Address 2:			
City: <b>Panama City</b>	County: <b>Bay</b>	State: <b>FL</b>	Zip Code: <b>32401-1058</b>
Duration of Project Operator Agreement	Start Date: <b>10/7/2018</b>	End Date: <b>9/30/2020</b>	
Contact Person Name: <b>Kimberly Bodine</b>		Telephone: <b>850-913-3284</b>	
E-mail: <a href="mailto:kbodine@4careersourcegfc.com">kbodine@4careersourcegfc.com</a>		FAX:	
<b>Projected Expenses &amp; Activities</b>	<b>Temporary Jobs</b>	<b>Career &amp; Training</b>	<b>Total</b>
Funding Level	\$10,213,000	\$787,000	\$11,000,000
Number of Participants	425	125	550
Counties included in Project Operator Service Area: <b>Bay, Franklin, Gulf</b>			

Project Operator 4 Name: <b>CareerSource Capital Region</b>			
Street Address 1: <b>325 John Knox Rd.</b>			
Street Address 2:			
City: <b>Tallahassee</b>	County: <b>Leon</b>	State: <b>FL</b>	Zip Code: <b>32303</b>
Duration of Project Operator Agreement	Start Date: <b>10/7/2018</b>	End Date: <b>9/30/2020</b>	
Contact Person Name: <b>Jim McShane</b>		Telephone: <b>850-617-4605</b>	
E-mail: <a href="mailto:jim.mcshane@careersourcecapitalregion.com">jim.mcshane@careersourcecapitalregion.com</a>		FAX:	
<b>Projected Expenses &amp; Activities</b>	<b>Temporary Jobs</b>	<b>Career &amp; Training</b>	<b>Total</b>
Funding Level	\$512,000	88,000	\$600,000
Number of Participants	25	11	36
Counties included in Project Operator Service Area: <b>Gadsden, Leon, Wakulla</b>			

Project Operator 5 Name: <b>CareerSource North Florida</b>			
Street Address 1: <b>705 East Base St.</b>			
Street Address 2:			
City: <b>Madison</b>	County: <b>Madison</b>	State: <b>FL</b>	Zip Code:
Duration of Project Operator Agreement	Start Date: <b>10/7/2018</b>	End Date: <b>9/30/2020</b>	
Contact Person Name: <b>Diane Head</b>		Telephone: <b>850-973-1807</b>	
E-mail: <a href="mailto:diane.head@careersourcenorthflorida.com">diane.head@careersourcenorthflorida.com</a>		FAX:	
<b>Projected Expenses &amp; Activities</b>	<b>Temporary Jobs</b>	<b>Career &amp; Training</b>	<b>Total</b>
Funding Level	0	\$100,000	\$100,000
Number of Participants	0	7	7
Counties included in Project Operator Service Area: <b>Hamilton, Jefferson, Lafayette, Madison, Suwannee, Taylor.</b>			

**Worksites currently being used. Participating Local Workforce Developing Boards are developing new worksites. Updated worksite information will be provided quarterly.**

<b>LWDB</b>	<b>Worksite</b>	<b>Job Title</b>	<b># of planned openings</b>	<b>Description of clean-up and recovery duties</b>
3	Backpack for Kids - Jackson County	Humanitarian Assistance for Disaster Relief	1	Provides weekend food for children attending Jackson County Schools who were impacted by Hurricane Michael. The non-profit has seen substantial increase in # of children who are homeless due to Hurricane Michael. The humanitarian worker is needed due to these increases, as well as the decreases in volunteers who have been impacted by the storm. Duties include sorting food, packing and assisting with delivery of weekend backpacks for school children impacted by the hurricane.
		Humanitarian Assistance for Disaster Relief	1	Work with FEMA to assist individuals with applications for hurricane recovery assistance.
	Calhoun County Board of County Commissioners	Recovery Support Worker	3	Assist individuals affected by Hurricane Michael by obtaining and updating disaster-related information from county departments and prepare for FEMA submission.
		General Laborer - Disaster Recovery	11	Assist with clean-up and restoration of six Calhoun County Library buildings that endured damage from Hurricane Michael.
	Calhoun County Chamber of Commerce, Inc.	Recovery Support Worker	1	Assist businesses with disaster surveys, compile disaster reports, and apply for disaster assistance.
	Calhoun County School District	General Laborer - Disaster Recovery	2	School area clean-up, removing debris, removal and replacement of trees damaged by the storm.
	Calhoun-Liberty	Humanitarian Assistance for Disaster Relief	15	Sorting, organizing, and distributing clothing donated specifically for those impacted by the storm.



	Ministry Center, Inc.	General Laborer - Disaster Recovery	3	Heavy lifting, loading, and unloading clothes and other donated items specifically realted to the storm.
	Chipola Family Ministries, Inc.	Humanitarian Assistance for Disaster Relief	11	Unpack, sort, and hang donated clothing and other household items, as well as help distribute to individuals impacted by the storm. Assist with feeding program/food bank.
		General Laborer - Disaster Recovery	6	Heavy lifting, loading and unloading clothes and other items that have been donated to those impacted by the storm. Remove debris and clean up grounds damaged by the storm.
3	City of Chipley	General Laborer - Disaster Recovery	3	Assist with park/building maintenance department clean-up, and restore County parks and buildings that were damaged by the storm.
	City of Marianna	Recovery Support Worker	1	Answer inquires related to recovery needs and resources via telephone calls & e-mails; gather, track and update information regarding recovery activities related to identified needs and need for dissemination of information regarding resources.
		General Laborer - Disaster Recovery	5	Clean-up, removing debris, damaged tree/shrub removal and replating, clean-up of streets that have debris remaining from the storm.
	Falling Waters State Park	Recovery Support Worker	2	Coordination with laborers working on damaged property and maintenance of damage and assessment reports related to the storm.
		General Laborer - Disaster Recovery	2	Park area clean-up, removing debris, damaged shrub/tree removal and replating, cleaning/restoring paths and walkways damaged in the storm.

3	Florida Caverns State Park	General Laborer - Disaster Recovery	8	Park area clean-up, removing debris, damaged shrub/tree removal and replating, cleaning/restoring paths and walkways damaged in the storm.
	Innovative Charities of NW Florida, Inc.	Humanitarian Assistance for Disaster Relief	4	Unpack, sort, organize, and hang donated clothing and other household items, as well as help distribute to individuals impacted by storm.
	Jackson County Board of County Commissioners	Recovery Support Worker	4	Obtain and update disaster-related information from county departments for FEMA submission.
	Jackson County ARC., Inc.	Recovery Support Worker	1	Secure, recover, reorganize and re-file records damaged by the storm (water damaged, torn or blown apart).
		General Laborer - Disaster Recovery	5	Clean-up of facilities, removal of debris, and replacement of damaged trees resulting from the storm.
	Jackson County Chamber of Commerce, Inc.	Recovery Support Worker	1	Assist businesses with disaster surveys, compile disaster reports, and apply for disaster assistance.
	Jackson County School Board	General Laborer - Disaster Recovery	3	School area clean-up, removing debris, damaged tree removal and replanting resulting from the storm.
		Humanitarian Assistance for Disaster Relief	3	Assist with the delivery of services, including food and clothing and support to students who have been impacted by the storm.
	Liberty County Board of County Commissioners	Recovery Support Worker	1	Working with individuals affected by the storm and contractors via telephone and email to obtain or update disaster information. Work with FEMA reimbursement paperwork and data entry support related to hurricane clean-up and recovery.
		General Laborer - Disaster Recovery	1	Clean-up and restoration of public facilities and land damaged by the storm.

Panhandle Pioneer Settlement	Recovery Support Worker	2	Respond to inquiries via telephone and emails to obtain or provide to the public information related to the disaster. Gather and maintain documentation related to such inquiries and disaster-recovery documents.
	General Laborer - Disaster Recovery	3	Assist with cleaning up and removing debris, damaged shrub/tree removal and replating, cleaning/restoring paths and walkways that have endured damage from the storm.
The Wright Foundation	Humanitarian Assistance for Disaster Relief	6	Work with FEMA to assist individuals with applications for hurricane recovery assistance. Unpack and organize food and other household items at the site, as well as help distribute to individuals impacted by the storm.
	General Laborer - Disaster Recovery	6	Assist with clean-up and restoration due to the storm. Load and unload materials for humanitarian activities in response to the storm.
Town of Alford	Recovery Support Worker	1	Help individuals affected by the disaster receive timely assistance by assisting answering the phone, scanning, faxing, emailing, record and accept payments for water/garbage accounts and providing disaster assistance to the public as needed. Report disaster-related activities to FEMA.
	General Laborer - Disaster Recovery	2	Clean-up and restoration of public facilities and land damaged by the storm.
Town of Esto	Recovery Support Worker	1	Respond to inquiries via phone and emails and obtain updated information related to the disaster recovery needs and resources. Gather and organize records related to disaster recovery efforts.
	General Laborer - Disaster Recovery	1	Clean-up and restoration of public facilities and land damaged by the storm.

3

Town of Sneads	Recovery Support Worker	1	Respond to inquiries via phone and emails and obtain updated information related to the disaster recovery needs and resources. Gather and organize records related to disaster recovery efforts.
	General Laborer - Disaster Recovery	4	Clean-up and restoration of public facilities and land damaged by the storm.
Washington County Board of County Commissioners	Recovery Support Worker	3	Assist in timely recovery effects by helping to create, compile, and complete FEMA reports that allow county entities to assess the damages due to the storm.
	General Laborer - Disaster Recovery	4	Clean-up and restoration of public facilities and land damaged by the storm.
Washing County School Board	Humanitarian Assistance for Disaster Relief	1	Assist with distribution of food, clothing, and other services to students who have been impacted by the storm. Organize clothing, shoes, and materials for students, and work with students who have lost their homes in the storm.
	General Laborer - Disaster Recovery	9	Clean-up and restoration of public facilities and land damaged by the storm.
<b>TOTAL LWDB 3</b>		<b>142</b>	
City of Port St. Joe	General Laborer - Disaster Recovery	5	Repair, debris removal, cleaning, trimming trees, assist in mechanic shop - all in efforts for the Hurricane Recovery
City of Wewahitchka	General Laborer - Disaster Recovery	9	Repair, debris removal, cleaning, trimming trees, assist in mechanic shop - all in efforts for the Hurricane Recovery
	Humanitarian Assistance for Disaster Relief	1	Assist with data entry, record management & retention in regards to the recovery from Hurricane Michael. Obtain, file, scan, copy documentation that will be uploaded into the grants portal for reimbursement.
	General Laborer - Disaster Recovery	10	Clean-up, remove and throw away debris. Digging, raking, load and unload material to assist in rebuilding buildings and areas damaged by the hurricane.

Gulf District Schools	Humanitarian Assistance for Disaster Relief	2	Assist in contacting displaced families for appointments to update homeless residence location, follow-up on transportation alternatives for displaced children, ensure an update on housing, transportation, employment of parents for barriers to children attendance to school programs because of the hurricane.
	General Laborer - Disaster Recovery	8	Clean-up, remove and throw away debris. Digging, raking, load and unload material to assist in rebuilding buildings and areas damaged by the hurricane.
North Florida Child Development	Humanitarian Assistance for Disaster Relief	1	Assist in contacting displaced families for appointments to update homeless residence location, follow-up on transportation alternatives for displaced children, ensure an update on housing, transportation, employment of parents and resources for children.
CareerSource Gulf Coast	General Laborer - Disaster Recovery	1	Clean-up and removal from food distribution to help in the recovery efforts from Hurricane Michael
	Humanitarian Assistance for Disaster Relief	1	Assist with the food distribution, organize & sort donations, assist patrons with online assistance with disaster relief
St. Joseph Bay Humane Society	General Laborer - Disaster Recovery	4	Clean-up, debris removal, digging, shoveling, and assisting with intake of animals made homeless due to the hurricane.
Gulf County Board of Commissioners	Humanitarian Assistance for Disaster Relief	30	Assemble information related to county hurricane recovery efforts for reporting and requesting additional assistance; direct hurricane impacted citizens to resources.
	General Laborer - Disaster Recovery	30	Debris removal, clean up, trimming trees damaged by the storm. Work at Landfill to handle additional debris due to the storm.

City of Parker	General Laborer - Disaster Recovery	6	Recovery and restoration after damage by Hurricane Michael. Disaster Clean-up of debris, restoring street signs blown down by storm.
	Humanitarian Assistance for Disaster Relief	1	Assist individuals affected by Hurricane Michael by connecting them with recovery services via telephone, in person and via email. Tracking of services provided.
City of Springfield	General Laborer - Disaster Recovery	15	Recovery and restoration after damage by hurricane Michael. Disaster clean-up to include clearing trees, limbs and other debris from streets and sidewalks.
Catholic Charities	Humanitarian Assistance for Disaster Relief	2	Assist individuals with replacing losses due to Hurricane Michael, track needs and connect impacted citizens to helping programs such as DWG employment grant
Doorway of Northwest Florida	Humanitarian Assistance for Disaster Relief	5	Case Manager assists individuals with replacing losses due to Hurricane Michael by providing access to donations and referrals, track needs and connect impacted citizens to helping programs such as DWG employment grant. Track individuals/families served to insure that needs have been met.
Panama City Rescue Mission	General Laborer - Disaster Recovery	1	Removal of debris and repair of grounds damaged by Hurricane Michael
	Humanitarian Assistance for Disaster Relief	2	Assist individuals made homeless by Hurricane Michael connect with shelter opportunities, food and clothing. Reach out via phone to impacted individuals who have requested services. Refer to DWG to potential employment.
Apalachicola Bay Chamber of Commerce	Humanitarian Assistance for Disaster Relief	1	Assist in reorganization of flooded offices, call local businesses to obtain updated information about ongoing needs due to storm, provide assistance in accessing resources, update information on chamber website related to storm-impacted local businesses.

Apalachicola Center of History, Culture, & Art	General Laborer - Disaster Recovery	2	Clean up and removal, pressure wash interior and exterior of building, and clean-up and restoration duties assigned in the recovery efforts from Hurricane Michael
Apalachicola Margaret Key Library	Humanitarian Assistance for Disaster Relief	2	Assist patrons in locating online disaster assistance, help fill out disaster assistance forms, assist staff in developing and delivering programs to assist patrons in recovery efforts.
Franklin County Court House	General Laborer - Disaster Recovery	3	Clean-up, removing debris, damaged tree/shrub removal and replating, clean-up of streets that have debris remaining from Hurricane Michael.
Franklin County Emergency Management	Humanitarian Assistance for Disaster Relief	4	Assist with hurricane-related data entry, record management & retention in regards to the recovery from Hurricane Michael. Obtain, file, scan, copy documentation that will be uploaded into the grants portal for FEMA reimbursement
Franklin County Road Department	General Laborer - Disaster Recovery	3	Debris removal, clean up, trimming trees damaged by the storm. Work at Landfill to handle additional debris due to the storm.
Franklin County Ship Program	Humanitarian Assistance for Disaster Relief	1	Assist individuals affected by the storm in locating online disaster assistance, help fill out disaster assistance forms, assist staff in developing and delivering programs to assist patrons in recovery efforts.
Franklin County Solid Waste Management	General Laborer - Disaster Recovery	6	Clean-up, removing and throwing away debris, digging, raking, shoveling, and clean-up and restoration duties assigned in the recovery efforts from Hurricane Michael
CareerSource Franklin	Humanitarian Assistance for Disaster Relief	1	Assist individuals affected by the storm in locating inline disaster assistance, help fill out disaster assistance forms, assist staff in developing and delivering programs to assist patrons in recovery efforts.

Holy Family Senior Center	Humanitarian Assistance for Disaster Relief	3	Prepare lunch daily for visitors in need of food assistance after Hurricane Michael, maintain records of attendance, be actively involved in building the ECCC programs, including lunch service and reach seniors in need of Hurricane Relief.
	Disaster Recovery Laborer	1	Load and unload supplies donated for Hurricane relief, collect and dispose of solid waste from buildings and grounds, operate building, repair and maintenance of parts of the building damaged in the storm.
Project Impact Apalachicola	General Laborer - Disaster Recovery	3	Debris removal, replace damaged ceiling tiles due to hurricane damage, clean/mop floors in damaged areas, other facility repairs related to hurricane recovery.
<b>TOTAL LWDB 4</b>		<b>164</b>	
City of Gretna	Storm Recovery Team Leader	1	Operate as the lead point of contact for matters specific to storm recovery. Ensure the timely and successful delivery of recovery related activities according to customer needs and objectives. Respond to calls, letters, and emails from residents, and other participants providing recovery assistance.
	Storm Recovery Laborer	5	Cleaning storm debris from various public properties; light renovation of public property damaged by the storm; reorganization of facilities displaced by hosting FEMA employees and/or relocation of equipment and supplies; performing manual labor or maintenance work necessary for storm clean-up and recovery, such as lawn services.
City of Chattahoochee	General Laborer - Disaster Recovery	6	Perform debris clean-up from city streets and parks; loads and unloads material from trucks and vans;
<b>TOTAL LWDB 5</b>		<b>12</b>	



**Project Plan - Regular  
Hurricane Michael  
PERFORMANCE FACTOR**

<i>Planned Participants</i>	<b>12/31/18</b>	<b>3/31/2019</b>	<b>6/30/2019</b>	<b>9/30/2019</b>	<b>12/31/2019</b>	<b>3/31/2020</b>	<b>6/30/2020</b>	<b>9/30/2020</b>
Employed in Temporary Disaster Relief Assistance	137	300	450	575	650	725	750	750
Receiving Career Services**	168	350	525	675	750	825	900	1000
Receiving Supportive Services	16	50	100	175	300	350	350	350
Completed NDWG Services (exited)	16	30	60	100	150	250	500	1000
Employed at Completion of NDWG Services	13	27	54	90	120	225	450	830
Training	0	0	10	25	50	100	200	250
Entered OJT employment at exit	0	0	0	0	0	5	30	47
Entered OJT related employment at exit	0	0	0	0	0	0	2	3
<b>Total Planned Participants</b>	<b>217</b>	<b>350</b>	<b>500</b>	<b>600</b>	<b>700</b>	<b>800</b>	<b>900</b>	<b>1000</b>
Enrolled in OJT	0	0	5	10	20	35	50	60

<i>Grantee-Level Expenditures</i>	<b>12/31/18</b>	<b>3/31/2019</b>	<b>6/30/2019</b>	<b>9/30/2019</b>	<b>12/31/2019</b>	<b>3/31/2020</b>	<b>6/30/2020</b>	<b>9/30/2020</b>
Supportive Services								
Admin Excluding NRP Processing*	4,714.63	7,500.00	14,224.00	20,948.00	27,672.00	34,396.00	41,120.00	47,842.00
Other*	36,993.25	67,000.00	81,193.00	95,386.00	109,579.00	123,772.00	137,965.00	152,158.00
Total: Program Management And Oversight	41,707.88	74,500.00	95,417.00	116,334.00	137,251.00	158,168.00	179,085.00	200,000.00
Indirect* (this line not included in calculated total)	4,714.63	7,500.00	14,224.00	20,948.00	27,672.00	34,396.00	41,120.00	47,842.00
<b>Total Expenditures: Grantee Level</b>	<b>41,707.88</b>	<b>74,500</b>	<b>95,417</b>	<b>116,334</b>	<b>137,251</b>	<b>158,168</b>	<b>179,085</b>	<b>200,000</b>

<i>Project Operator-Level Expenditures</i>	<b>12/31/18</b>	<b>3/31/2019</b>	<b>6/30/2019</b>	<b>9/30/2019</b>	<b>12/31/2019</b>	<b>3/31/2020</b>	<b>6/30/2020</b>	<b>9/30/2020</b>
Local Administration	36,716.30	75,000.00	287,500.00	575,000.00	862,500.00	1,150,000.00	1,437,500.00	1,800,000.00
Participant Fringe Benefits	15,984.50	125,000.00	625,417.00	1,250,834.00	1,876,251.00	2,501,668.00	3,127,085.00	3,877,500.00
Participant Wages	52,179.00	325,000.00	1,320,833.00	2,641,666.00	3,962,499.00	5,283,332.00	6,604,165.00	8,250,000.00
Program Management and Oversight (Non Admin Costs)	315,301.46	475,000.00	298,750.00	597,500.00	896,250.00	1,195,000.00	1,493,750.00	2,267,500.00
Training	-	-	187,500.00	375,000.00	562,500.00	750,000.00	937,500.00	1,125,000.00
Career Services	-	7,500.00	107,083.00	214,166.00	321,249.00	428,332.00	535,415.00	650,000.00
Support Services	500.00	1,500.00	239,750.00	544,500.00	849,250.00	1,154,000.00	1,458,750.00	1,830,000.00
<b>Total Expenditures: Project Operator Level</b>	<b>420,681</b>	<b>1,009,000</b>	<b>3,066,833</b>	<b>6,198,666</b>	<b>9,330,499</b>	<b>12,462,332</b>	<b>15,594,165</b>	<b>19,800,000</b>



FEMA

# Initial Notice



Navigation

Search

Languages

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**Date of Notice:**

Thursday, October 11, 2018

Billing Code 9111-11-P

DEPARTMENT OF HOMELAND SECURITY

Federal Emergency Management Agency

[Internal Agency Docket No. FEMA-4399-DR]

[Docket ID FEMA-2018-0001]

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News

(/disaster/notices/updates-  
blog-and-news)

Florida; Major Disaster and Related Determinations

AGENCY: Federal Emergency Management Agency, DHS.

ACTION: Notice.

SUMMARY: This is a notice of the Presidential declaration of a major disaster for the State of Florida (FEMA-4399-DR), dated October 11, 2018, and related determinations.

DATE: The declaration was issued October 11, 2018.

FOR FURTHER INFORMATION CONTACT: Dean Webster,  
Office of Response and Recovery, Federal Emergency  
Management Agency, 500 C Street, SW, Washington, DC  
20472, (202) 646-2833.

SUPPLEMENTARY INFORMATION: Notice is hereby given that, in a letter dated October 11, 2018, the President issued a major disaster declaration under the authority of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121 *et seq.* (the "Stafford Act"), as follows:

I have determined that the damage in certain areas of the State of Florida resulting from Hurricane Michael beginning on October 7, 2018, and continuing, is of sufficient severity and magnitude to warrant a major disaster declaration under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121 et seq. (the "Stafford Act"). Therefore, I declare that such a major disaster exists in the State of Florida.

In order to provide Federal assistance, you are hereby authorized to allocate from funds available for these purposes such amounts as you find necessary for Federal disaster assistance and administrative expenses.

You are authorized to provide Individual Assistance and assistance for debris removal and emergency protective measures (Categories A and B) under the Public Assistance program in the designated areas, Hazard Mitigation throughout the State, and any other forms of assistance under the Stafford Act that you deem appropriate subject to completion of Preliminary Damage Assessments (PDAs). Direct Federal assistance is authorized.

Consistent with the requirement that Federal assistance is supplemental, any Federal funds provided under the Stafford Act for Hazard Mitigation and Other Needs Assistance will be limited to 75 percent of the total eligible costs. Federal funds provided under the Stafford Act for

Public Assistance also will be limited to 75 percent of the total eligible costs, with the exception of projects that meet the eligibility criteria for a higher Federal cost-sharing percentage under the Public Assistance Alternative Procedures Pilot Program for Debris Removal implemented pursuant to section 428 of the Stafford Act.

Further, you are authorized to make changes to this declaration for the approved assistance to the extent allowable under the Stafford Act.

The time period prescribed for the implementation of section 310(a), Priority to Certain Applications for Public Facility and Public Housing Assistance, 42 U.S.C. 5153, shall be for a period not to exceed six months after the date of this declaration.

The Federal Emergency Management Agency (FEMA) hereby gives notice that pursuant to the authority vested in the Administrator, under Executive Order 12148, as amended, Thomas J. McCool, of FEMA is appointed to act as the Federal Coordinating Officer for this major disaster.

The following areas of the State of Florida have been designated as adversely affected by this major disaster:

Bay, Franklin, Gulf, Taylor, and Wakulla Counties for Individual Assistance.

Bay, Calhoun, Franklin, Gadsden, Gulf, Hamilton, Jackson, Jefferson, Leon, Liberty, Madison, Suwannee, Taylor, and Wakulla Counties for debris removal and

emergency protective measures (Categories A and B), including direct federal assistance, under the Public Assistance program at 75 percent federal funding.

All areas within the State of Florida are eligible for assistance under the Hazard Mitigation Grant Program.

The following Catalog of Federal Domestic Assistance Numbers (CFDA) are to be used for reporting and drawing funds: 97.030, Community Disaster Loans; 97.031, Cora Brown Fund; 97.032, Crisis Counseling; 97.033, Disaster Legal Services; 97.034, Disaster Unemployment Assistance (DUA); 97.046, Fire Management Assistance Grant; 97.048, Disaster Housing Assistance to Individuals and Households In Presidentially Declared Disaster Areas; 97.049, Presidentially Declared Disaster Assistance - Disaster Housing Operations for Individuals and Households; 97.050, Presidentially Declared Disaster Assistance to Individuals and Households - Other Needs; 97.036, Disaster Grants - Public Assistance (Presidentially Declared Disasters); 97.039, Hazard Mitigation Grant.

/s/

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Brock Long,

*Administrator,*

*Federal Emergency Management Agency.*

Last Updated: 10/13/2018 - 14:23

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<https://www.oig.dhs.gov/hotline>

 Official website of the Department of Homeland Security

Affected Congressional Districts  
Hurricane Michael National Dislocated Worker Grant  
FL 1, 2, 5.

**Indirect Cost Rate**



**Rick Scott**  
GOVERNOR



**Cissy Proctor**  
EXECUTIVE DIRECTOR

October 1, 2018

Mr. Damon Tomchick  
U.S. Department of Labor  
Division of Cost Determination  
224 Westbridge Place  
Mount Airy, NC 27030

Dear Mr. Tomchick:

Enclosed is the signed copy of the Negotiated Indirect Cost Rate Agreement for the State of Florida, Department of Economic Opportunity.

Sincerely,

Damon Steffens  
Chief Financial Officer

DS/fmk

Enclosures

**NEGOTIATED INDIRECT COST RATE AGREEMENT (NICRA)  
STATE DEPARTMENT/AGENCY**

**DEPARTMENT/AGENCY:** EIN: 36-4706134  
State of Florida Department of Economic Opportunity (DEO)  
Caldwell Building, 107 East Madison Street  
Tallahassee, Florida 32399-4120

**DATE:** September 24, 2018  
**FILE REF:** This replaces  
the agreement dated  
June 28, 2018

The indirect cost rate(s) contained herein are for use on grants and contracts with the Federal Government. 2 CFR Part 200, Subpart E applies subject to the limitations contained in Section II, A, below. The rate(s) were negotiated between the State of Florida, Department of Economic Opportunity (DEO) and the U. S. Department of Labor in accordance with the authority contained in 2 CFR Part 200, Appendix VII, D.1.

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**SECTION I: RATES**

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<u>TYPE</u>	<u>EFFECTIVE PERIOD</u>		<u>RATE*</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
	<u>FROM</u>	<u>TO</u>			
Final	7/1/16	6/30/17	11.4965% (a)	All	UC
Final	7/1/16	6/30/17	.5394% (b)	All	HCP
Final	7/1/16	6/30/17	.2909% (b)	All	WIA
Final	7/1/16	6/30/17	.8095% (b)	All	WTS/FSET
Final	7/1/16	6/30/17	12.6448% (a)	All	OP
Final	7/1/17	6/30/18	11.8606% (a)	All	UC
Final	7/1/17	6/30/18	.7909% (b)	All	HCP
Final	7/1/17	6/30/18	.3526% (b)	All	WIA
Final	7/1/17	6/30/18	.8320% (b)	All	WTS/FSET
Final	7/1/17	6/30/18	12.8647% (a)	All	OP
Provisional	7/1/18	6/30/20	30.4190% (a)	All	RAP
Provisional	7/1/18	6/30/20	52.7675% (a)	All	WSP
Provisional	7/1/18	6/30/20	8.3300% (a)	All	WJMP
Provisional	7/1/18	6/30/20	41.0816% (a)	All	CDP
Provisional	7/1/18	6/30/20	62.1549% (a)	All	SBDP
Provisional	7/1/18	6/30/20	40.1433% (a)	All	FSP

See the Special Remarks section for abbreviation explanations and additional information.

**\*BASE**

- (a) Total direct salaries and wages including all applicable fringe benefits.
- (b) Total direct salaries and wages including all applicable fringe benefits plus flow-through funding.

**TREATMENT OF FRINGE BENEFITS:** Fringe benefits are specifically identified to each employee and are charged individually as direct costs. The directly claimed fringe benefits are listed in the Special Remarks Section of this Agreement.

**TREATMENT OF PAID ABSENCES:** Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims for the cost of these paid absences are not made.

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## SECTION II: GENERAL

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- A. **LIMITATIONS:** Use of the rate(s) contained in the Agreement is subject to all statutory or administrative limitations and is applicable to a given Federal award or contract only to the extent that funds are available. Acceptance of the rate(s) agreed to herein is predicated upon the following conditions:
- (1) that no costs other than those incurred by the non-Federal entity or contractor were included in its indirect cost pool as finally accepted and that such incurred costs are legal obligations of the non-Federal entity and allowable under the governing cost principles,
  - (2) that the same costs that have been treated as indirect costs have not been claimed as direct costs,
  - (3) that similar types of costs have been accorded consistent treatment, and
  - (4) that the information provided by the non-Federal entity or contractor which was used as a basis for acceptance of the rate(s) agreed to herein is not subsequently found to be materially inaccurate by the Federal government. In such situations, the rate(s) may be subject to renegotiation at the discretion of the Federal government.
  - (5) The rates cited in this Agreement are subject to audit.
- B. **ACCOUNTING CHANGES:** This agreement is based on the accounting system purported by the non-Federal entity or contractor to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the Office of Cost Determination. Such changes include, but are not limited, changes in the charging of a particular type of cost from indirect to direct. Failure to obtain approval may result in cost disallowances.
- C. **NOTIFICATION TO FEDERAL AGENCIES:** A copy of this document is to be provided by the non-Federal entity or contractor to other Federal funding sources as a means of notifying them of the Agreement contained herein.
- D. **PROVISIONAL-FINAL RATES AND ADJUSTMENTS:** When seeking initial reimbursement of indirect costs using the provisional/rate methodology, provisional rates

must be established within 90 days of receiving a Federal award (financial assistance, grants, cooperative agreements, and cost reimbursable contracts) requiring to account for actual costs incurred. The non-Federal entity or contractor must submit an indirect cost rate proposal within six (6) months after the end of their fiscal year to establish a final rate.

Once a final rate is negotiated, billings and charges to federal awards must be adjusted if the final rate varies from the provisional rate. If the final rate is greater than the provisional rate and there are no funds available to cover the additional indirect costs, the non-Federal entity or contractor may not recover all indirect costs. Conversely, if the final rate is less than the provisional rate, the non-Federal entity or contractor will be required to reimburse the funding agency for the excess billings.

Non-Federal entities or contractors receiving a Federal cost reimbursable contract(s) - Must adhere with FAR 52.216-7(d)(2)(v), to settle final indirect cost rates typically on annual basis:

“The contractor shall update the billings on all contracts to reflect the final settled rates and update the schedule of cumulative direct and indirect costs claimed and billed, as required in paragraph (d)(2)(iii)(I) of this sections, within 60 days after settlement of final indirect cost rates.”

In addition, the contractor shall provide to the Contracting Officer the noted cumulative costs schedule within 60 days of the execution of this agreement.

If the non-Federal entity or contractor has completed performance under any of the contracts covered by this Agreement, a final invoice or voucher must be submitted no later than 120 days from the date on which this Agreement is executed, following guidance from FAR 52.216-7(d)(5) and FAR 52.216-7(h).

Non-Federal entities receiving Federal awards (financial assistance, grants, and cooperative agreements) – Note that even if Federal awards are administratively closed prior to the settlement of final indirect cost rates, non-Federal entities still must comply with the following 2 CFR Part 200 clauses stating, in part:

§200.344 Post-closeout adjustments and continuing responsibilities

(a) The closeout of a Federal award does not affect any of the following:

- (1) The right of the Federal awarding agency or pass-through entity to disallow costs and recover funds on the basis of a later audit or other review. The Federal awarding agency or pass-through entity must make any cost disallowance determination and notify the non-Federal entity within the record retention period.

(2) The obligation of the non-Federal entity to return any funds due as a result of later refunds, corrections, or other transactions including final indirect cost rate adjustments.

§200.345 Collection of amounts due

(a) Any funds paid to the non-Federal entity in excess of the amount to which the non-Federal entity is finally determined to be entitled under the terms of the Federal award constitute a debt to the Federal Government.

(b) Except where otherwise provided by statutes or regulations, the Federal awarding agency will charge interest on an overdue debt in accordance with the Federal Claims Collection Standards (31 CFR parts 900 through 999). The date from which interest is computed is not extended by litigation or the filing of any form of appeal.

**E. SPECIAL REMARKS:**

1. Indirect costs charged to Federal grants/contracts by means other than the rate(s) cited in the Agreement should be adjusted to the applicable rate cited herein and be applied to the appropriate base to identify the proper amount of indirect costs allocable to the program.
2. Contracts/grants providing for ceilings as to the indirect cost rates(s) or amount(s) which are indicated in Section I above, will be subject to the ceilings stipulated in the contract or grant agreements. The ceiling rate or the rate(s) cited in this Agreement, whichever is lower, will be used to determine the maximum allowable indirect cost on the contract or grant agreement.
3. The indirect cost pool for 2018 final rates in Section I above consists of allowable, allocable expenses of the following:

Director's Office	General Counsel
Inspector General	Budget Management
Financial Management	Human Resources Management
General Services	Shared Costs
Information Technology Services	Terminal Leave
UC Benefits	Financial Monitoring & Accountability
State-wide Cost Allocation Plan Costs	
Chief Financial Officer/Finance & Admin	

The indirect cost pool for 2019 and 2020 provisional rates consists of all of the above except for Terminal Leave.

4. Fringe benefits other than paid absences consist of the following:

Retirement	Social Security
Group Health Ins	Life Ins
Senior Mgt. Disab. Ins	Pre-Tax Benefits

5. Explanations of the abbreviations used in Section I above for 2018 final rates, are as follows:

UC = Unemployment Compensation Programs  
HCP = Housing & Community Programs  
WIA = Workforce Investment Act Programs  
WTS/FSET = Welfare Transition Programs & Food Stamp Employment and Training  
OP = Other Programs (all agency programs not included in another rate entity)

And for the 2019 & 2020 provisional rates:

RAP = Reemployment Assistance Program  
WSP = Workforce Services Program  
WJMP = Workforce Jointly-Managed Program  
CDP = Community Development Program  
SBDP = Strategic Business Development Program  
FSP = Facilities Services Program

\*\*\* Intentionally Left Blank \*\*\*

6. The Florida Department of Economic Opportunity maintains and operates a number of state/federal-owned facilities acquired with various sources of federal and state funds. Maintenance and operating costs associated with these facilities are directly billed to users. Billing rates are designed to recover anticipated service costs on a breakeven basis.

Direct billings made in accordance with the agency's "Facilities Services Rate Plan" are hereby approved.

**ACCEPTANCE**

**BY THE ORGANIZATION:**

State of Florida  
Department of Economic  
Opportunity (DEO)  
Caldwell Building – MSC 120  
107 East Madison Street  
Tallahassee, Florida 32399

(Grantee/Contractor)



(Signature)

Damon Steffens

(Name)

Chief Financial Officer

(Title)

10-2-18

(Date)

**BY THE COGNIZANT AGENCY  
ON BEHALF OF THE  
FEDERAL GOVERNMENT:**

U.S. DEPARTMENT OF LABOR  
Office of Cost Determination  
224 Westbridge Place  
Mount Airy, NC 27030

(Government Agency)



(Signature)

*for*  
Victor M. Lopez

(Name)

Director, Office of Cost Determination

(Title)

September 24, 2018

(Date)

Negotiated By: Damon L Tomchick  
Telephone No.: 202-693-4108 or 240-475-2786