

U.S. DEPARTMENT OF LABOR EMPLOYMENT AND TRAINING ADMINISTRATION (DOL/ETA)	NOTICE OF AWARD (NOA)
Under the authority of the Workforce Innovation and Opportunity Act, P.L. 113-28 , this grant or agreement is entered into between the above named Grantor Agency and the following named Awardee , for a project entitled - Disability Employment Initiative (DEI) .	

Name & Address of Awardee:
Executive Office of Labor and Workforce Development
19 Staniford Street
BOSTON, MASSACHUSETTS 02114-2502

Federal Award Id. No. (FAIN): MI-29686-16-60-A-25
CFDA #: 17.207- Employment Service / Wagner-Peyser
Funded Activities
Amount: \$2,500,000.00
EIN: 046002284
DUNS #: 947581567

Accounting Code: 1630-2016-0501791617BD201601790012165OS007A0000AOWI00AOWI00-A90200-410010---

The Period of Performance shall be from **October 01, 2016 thru April 01, 2020**.
Total Government's Financial Obligation is **\$2,500,000.00** (unless other wise amended).

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

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

Uniform Administrative Requirements, Cost Principles, and Audit Requirements:

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

Other Requirements (Included within this NOA):

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

Contact Information

The Federal Project Officer (FPO) assigned to this grant is Michael Hotard. Michael Hotard will serve as your first line point of contact and can be contacted via e-mail - hotard.michael@dol.gov. If your FPO is not available, please call your Regional Office at 617-788-0170 for assistance.

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

Signature of Approving Official - **AWARDEE**

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

☒ Digital

See SF-424 for Signature

No Additional Signature Required

Jimmie Curtis, September 15, 2016
Grant Officer

**Disability Employment Initiative (DEI)
Round VII Grants
TERMS AND CONDITIONS**

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1. Order of Precedence

The terms and conditions of this Notice of Award and other requirements have the following order of precedence if there is any conflict in what they require: (1) Section 169, subsection (b), of the Workforce Innovation and Opportunity Act (WIOA); (2) Consolidated Appropriations Act of 2016 (Pub. L.114-113); (3) other applicable Federal statutes and their implementing regulations; (3) terms and conditions of award.

2. Funding Opportunity Announcement

The Funding Opportunity Announcement and any amendments located at <http://www.doleta.gov/grants/pdf/FOA-ETA-16-07.pdf> and http://www.doleta.gov/grants/pdf/FOA-ETA-16-07_Amend1.pdf are hereby incorporated into this Grant Agreement. Recipients are bound by the authorizations, restrictions, and requirements contained in the Funding Opportunity Announcement. Expenditure of grant funds certifies that your organization has read and will comply with all parts of this grant agreement.

3. Approved Statement of Work

The award recipient's project narrative is taken as the Statement of Work. It has been included as Attachment D. If there is any inconsistency between items in this project narrative and any Department of Labor (DOL) regulation, guidance or OMB cost principle, the DOL regulation, guidance or cost principle will prevail.

4. Approved Budget

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

5. Resources and Information

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

6. Evaluation, Data, and Implementation

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

7. Indirect Cost Rate and Cost Allocation Plan

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

- (1) Indirect Rate approved %
- (2) Type of Indirect Cost Rate.
- (3) Allocation Base:
- (4) Current period applicable to rate:

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

 X B. (1) Latest NICRA or CAP approved by the Federal Cognizant Agency¹ (FCA) is not current; it expired June 30, 2015.

(2) X No NICRA or CAP was submitted with application. **Incorrect Agency Indirect Cost Agreement submitted.**

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

The awardee must submit an indirect cost rate proposal or CAP. These documents should be submitted to DOL’s Division of Cost Determination (DCD), or to the awardee’s Federal Cognizant Agency. In addition, the awardee must notify the Federal Project Officer that the documents have been sent. Contact information for the DCD is available at <http://www.dol.gov/oasam/boc/dcd/>. 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 grantee will not receive further reimbursement for indirect costs until a signed copy of the federally approved NICRA or CAP is provided and the restriction is lifted by the Grant Officer. All indirect charges must be returned through the Payment Management System and no indirect charges will be reimbursed.

The total amount of DOL’s financial obligation under this grant award **will not** be

¹ The Federal agency providing the organization the preponderance of direct Federal funds.

increased to reimburse the awardee for higher negotiated indirect costs.

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

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

8.- Federal Project Officer

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

Name: Michael Hotard

Telephone: (617)-788-0114

E-mail: hotard.michael@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.

9. Notice of Award

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

10. OTCnet Program Check Capture Legal Notices

The Department of Labor, Employment Training and Administration will be using U.S. Treasury Paper Check Conversion. Henceforth, processing of Check Payments received in Person or by Mail will be converted into an electronic funds transfer (EFT).

11. Funding Restrictions

a. Budget Flexibility

As directed in 2 CFR 200.308(e), 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.

b. Foreign Travel

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

c. Mileage Reimbursement Rates

Pursuant to 2 CFR 200.474(a), recipients must have policies and procedures in place related to travel costs; however, for reimbursement on a mileage basis, this federal award cannot be charged more than the maximum allowable Mileage Reimbursement Rates for Federal employees. The 2016 Mileage Reimbursement Rates are:

Modes of Transportation	Effective/Applicability Date	Rate per mile
Privately owned automobile	January 1, 2016	\$0.54
Privately owned motorcycle	January 1, 2016	\$0.51

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

12. Administrative Requirements

a. Audits

Organization-wide or program-specific audits shall be performed in accordance with the Single Audit Act Amendments of 1996. Recipients that expend \$750,000 or more in a year in Federal awards shall have an audit conducted for that year in accordance with the requirements contained in 2 CFR 200.501. The provisions of 2 CFR Subpart F, Audit Requirements, will apply to audits of non-Federal entity fiscal years beginning on or after December 26, 2014. The revised audit requirements are not applicable to fiscal years beginning prior to that date.

b. Bayh-Dole Act and Intellectual Property

With the exception of grants made for educational purposes, all non-federal entities must adhere to the Bayh Dole Act, which requirements are provided at 37 CFR 401.3(a). To summarize, these requirements describe the ownership of Intellectual Property rights and the government's nonexclusive, nontransferable, irrevocable, paid-up license to use any invention conceived or first actually reduced to practice in the performance of work under this grant

c. Closeout/Final Year Requirements

At the end of the grant period, the recipient will be required to close the grant with ETA. The recipient will be notified approximately 15 days prior to the end of the period of performance that the initiation of closeout will begin at the end of the grant. Information concerning the recipient's responsibilities at closeout may be found in 2 CFR 200.343.

d. Creative Commons Attributions License

Pursuant to 2 CFR 2900.13, intellectual property 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 requires such users to 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>. Instructions for marking your work with CC BY can be found at http://wiki.creativecommons.org/Marking_your_work_with_a_CC_license.

e. Equipment

Recipients must receive **prior approval** from the DOL/ETA Grant Officer for the purchase of any equipment with a per unit acquisition cost of \$5,000 or more, and a useful life of more than one year. This includes the purchases of Automated Data Processing (ADP) equipment. Equipment purchases must be made in accordance with 2 CFR 200.313 or 2 CFR 200.439.

This grant award **does not** give approval for equipment specified in a recipient's budget or statement of work unless specifically approved above. If not specified above, the recipient must submit a detailed description list to the FPO for review within 90 days of the Notice of Award date. Failure to do so will necessitate the need for approval of equipment purchase on an individual basis.

Recipients may not purchase equipment in the last year of performance. If any approved acquisition has not occurred prior to the last year of performance, approval for that item(s) is rescinded.

f. Federal Funding Accountability and Transparency Act

1. Reporting of first-tier subawards.

- i. *Applicability.* Unless you are exempt as provided in paragraph [4.] of this award term, you must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a subaward to an entity (see definitions in paragraph [5.] of this award term).
- ii. *Where and when to report.*
 - a. You must report each obligating action described in paragraph [1.i.] of this award term to <http://www.fsrs.gov>.
 - b. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)
- iii. *What to report.* You must report the information about each obligating action that the submission instructions posted at <http://www.fsrs.gov> specify.

2. Reporting Total Compensation of Recipient Executives.

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

3. Reporting of Total Compensation of Subrecipient Executives.

- i. *Applicability and what to report.* Unless you are exempt as provided in paragraph [4.] of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most

highly compensated executives for the subrecipient's preceding completed fiscal year, if—

- a. in the subrecipient's preceding fiscal year, the subrecipient received—
 - (A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
 - (B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and
 - b. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)
- ii. *Where and when to report.* You must report subrecipient executive total compensation described in paragraph [3.i] of this award term:
- a. To the recipient.
 - b. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

4. *Exemptions*

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

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

5. *Definitions.* For purposes of this award term:

- i. *Entity* means all of the following, as defined in 2 CFR part 25:
 - a. A Governmental organization, which is a State, local government, or Indian tribe;
 - b. A foreign public entity;
 - c. A domestic or foreign nonprofit organization;
 - d. A domestic or foreign for-profit organization;
 - e. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.
- ii. *Executive* means officers, managing partners, or any other employees in management positions.
- iii. *Subaward:*
 - a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.

- b. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see [2 CFR 200.330]).
- c. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.
- iv. *Subrecipient* means an entity that:
 - a. Receives a subaward from you (the recipient) under this award; and
 - b. Is accountable to you for the use of the Federal funds provided by the subaward.
- v. *Total compensation* means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):
 - a. *Salary and bonus.*
 - b. *Awards of stock, stock options, and stock appreciation rights.* Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
 - c. *Earnings for services under non-equity incentive plans.* This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
 - d. *Change in pension value.* This is the change in present value of defined benefit and actuarial pension plans.
 - e. *Above-market earnings on deferred compensation which is not tax-qualified.*
 - f. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

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 through selling products developed with grant funds, including intellectual property, these revenues are program income. Program income must be used in accordance with the provisions of this grant award and 2 CFR 200.307.

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

"This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the recipient and does not necessarily reflect the

official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it."

h. Managing Subawards

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

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

i. Personally Identifiable Information

Recipients must recognize and safeguard personally identifiable information (PII) except where disclosure is allowed by prior written approval of the Grant Officer or by court order. Recipients must meet the requirements in Training and Employment Guidance letter (TEGL 39-11, Guidance on the Handling and Protection of Personally Identifiable Information (PII)), (located at http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=7872)

j. Pre-Award

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

k. Procurement

The Uniform Administrative Requirements (2 CFR 200.317-36) require all recipient procurement transactions to be conducted in a manner to provide, to the maximum extent practical, open and free competition. If the statement of work identifies a specific entity to provide goods or services, the DOL ETA's award does not provide the justification or basis to sole-source the procurement, i.e., avoid competition.

l. 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. The recipient is allowed to deduct costs incidental to generating Program Income to arrive at a Program Income. Reporting on program income expenditures must be reported on the ETA-9130.

m. 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 legislature 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.

n. Recipient Integrity and Performance Matters (for awards exceeding \$500,000)

- A. General reporting requirement. If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal agencies exceeds \$10,000,000 for any period of time during the project period of this award, then you as the recipient during that period of time must maintain the currency of information in the Federal Awardee Performance and Integrity Information System (FAPIIS)(then you as the recipient during that period of time must maintain the currency of information in the Federal Awardee Performance and Integrity Information System (FAPIIS) about civil, criminal, or administrative proceedings described in paragraph B. of this award term by updating the information in SAM) about civil, criminal, or administrative proceedings described in paragraph B. of this award term. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 U.S.C. 417b). As required by section 3010 of Public Law 111-212, all information posted in FAPIIS on or after April 15, 2011, except past performance reviews, will be publicly available.
- B. Proceedings about which you must report. Submit the information required about each proceeding that:
1. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from either the Federal Government or a State;
 2. Reached its final disposition during the most recent 5-year period; and
 3. Is one of the following:
 1. A criminal proceeding that resulted in a conviction, as defined in paragraph E. of this award term
 2. A civil proceeding that resulted in a finding of fault and liability and your paying a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;
 3. An administrative proceeding, as defined in paragraph e. 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
 4. Any other criminal, civil, or administrative proceeding if:
 - i. It could have led to an outcome described in paragraph B.3.a, b, or c of this award term;

- ii. It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and
 - iii. The requirement in this award term to disclose information about the proceeding does not conflict with applicable laws and regulations.
- C. 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 B. 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.
- D. Reporting frequency. During any period of time when you are subject to the requirement in paragraph A. 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.
- E. Definitions. For purposes of this award term:
 - 1. 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.
 - a. 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.
 - b. 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.

o. Reports

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

- A. **Quarterly Financial Reports.** All ETA recipients are required to report quarterly financial data on the ETA 9130. ETA 9130 reports are due no later than 45 calendar days after the end of each specified reporting quarter. Reporting quarter end dates are June 30, September 30, December 31, and March 31. A final financial closeout report is required to be submitted no later than 90 calendar days after the grant period of performance ends. For guidance on ETA's financial reporting, reference Training and Employment Guidance Letter (TEGL) 13-12.

ETA requires all grant recipients to submit the 9130 form electronically through an on-line reporting system. Expenditures are required to be reported on an accrual basis,

cumulative from the beginning of the life of a grant, through the end of each reporting period.

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. To gain access to the online financial reporting system, a request for a password and pin must be submitted via e-mail to ETApasword.pin@dol.gov. The Financial Report Access Document, copies of the ETA 9130, and detailed reporting instructions are available at www.doleta.gov/grants/financial_reporting.cfm.

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

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

p. Requirements for Conference and Conference Space

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

q. Supportive Services & Participant Support Costs

When supportive services are expressly authorized by program statute or regulation, 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 402 – 200.411. Questions regarding supportive services and participant support costs should be directed to the Federal Project Officer assigned to the grant.

r. System for Award Management and Universal Identifier Requirements

1. Requirement for System of Award Management

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

2. Requirement for unique entity identifier

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

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

3. Definitions

For purposes of this award term:

- i. *System of Award Management (SAM)* means the Federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the SAM Internet site (currently at <http://www.sam.gov>).
- ii. *Unique entity identifier* means the identifier required for SAM registration to uniquely identify business entities.
- iii. *Entity*, as it is used in this award term, means all of the following, as defined at 2 CFR part 25, subpart C:
 - a. A Governmental organization, which is a State, local government, or Indian Tribe;
 - b. A foreign public entity;
 - c. A domestic or foreign nonprofit organization;
 - d. A domestic or foreign for-profit organization; and
 - e. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.
- iv. *Subaward*:
 - a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
 - b. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see 2 CFR 200.330).
 - c. A subaward may be provided through any legal agreement, including an agreement that you consider a contract.
- v. *Subrecipient* means an entity that:
 - a. Receives a subaward from you under this award; and
 - b. Is accountable to you for the use of the Federal funds provided by the subaward.

s. Travel

This award waives the prior approval requirement for domestic travel as contained in 2 CFR 200.407. 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.

t. Vendor/Contractor

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

13. Program Requirements

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

14. 2016 Appropriations Requirements

a. Funding for Travel to and from Meetings with an Executive Branch Agency

Pursuant to P.L. 114-113, Division E, Title VII, Section 739, grant funds may not be used for the purposes of defraying the costs of a conference held by any Executive branch department, agency, board, commission, or office unless it is directly and programmatically related to the purpose for which the grant or contract was awarded.

No funds made available through DOL appropriations may be used for travel and conference activities that are not in compliance with Office of Management and Budget Memorandum M-12-12 dated May 11, 2012 or any subsequent revisions to that memorandum.

b. Prohibition on Contracting with Corporations with Felony Criminal Convictions

Pursuant to P.L. 114-113, 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, unless a Federal agency has considered suspension or debarment of the corporation and has made a determination that this further action is not necessary to protect the interests of the Government.

c. Prohibition on Contracting with Corporations with Unpaid Tax Liabilities

Pursuant to P.L. 114-113, 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, unless a Federal agency has considered suspension or debarment of the corporation and has made a determination that this further action is not necessary to protect the interests of the Government.

d. Prohibition on Procuring Goods Obtained Through Child Labor

Pursuant to P.L. 114-113, Division H, Title I, Section 103, no funds may be obligated or expended for the procurement of goods mined, produced, manufactured, or harvested or services rendered, in whole or in part, by forced or indentured child labor in industries and host countries identified by DOL prior to December 18, 2015. DOL has identified these goods and services here: <http://www.dol.gov/ilab/reports/child-labor/list-of-products/index-country.htm> .

e. Prohibition on Providing Federal Funds to ACORN

Pursuant to P.L. 114-113, 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.

f. Reporting of Waste, Fraud and Abuse

Pursuant to P.L. 114-113, 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.

g. Requirement for Blocking Pornography

Pursuant to P.L. 114-113, 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.

h. Requirement to Provide Certain Information in Public Communications

Pursuant to P.L. 114-113, 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 recipients 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.

i. Restriction on Health Benefits Coverage for Abortions

Pursuant to P.L. 114-113, 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.

j. Restriction on the Promotion of Drug Legalization

Pursuant to P.L. 114-113, 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.

k. Restriction on Purchase of Sterile Needles or Syringes

Pursuant to P.L. 114-113, 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.

l. Salary and Bonus Limitations

Pursuant to P.L. 114-113, Division H, Title I, Section 105 none of the funds appropriated under the heading "Employment and Training" shall be used by a recipient or sub-recipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II. The Executive Level II salary may change yearly and is located on the OPM.gov website (<http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2016/executive-senior-level>). The salary and bonus limitation does not apply to contractors (vendors) providing goods and services as defined in 2 CFR 200.330. Where States are recipients of such funds, States may establish a lower limit for salaries and bonuses of those receiving salaries and bonuses from subrecipients of such funds, taking into account factors including the relative cost-of-living in the State, the compensation levels for comparable State or local government employees, and the size of the organizations that administer Federal programs involved including Employment and Training Administration programs. See Training and Employment Guidance Letter No. 5-06 for further clarification, available at http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2262

15. 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. Buy American Notice Requirement

None of the funds made available under this act may be expended by an entity unless the entity agrees that in expending the funds it will comply with sections 8301 through 8303 of title 41, United States Code (commonly known as the “Buy American Act”).

c. Drug-Free Workplace

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

d. 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.

e. Flood Insurance

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

f. Hotel-Motel Fire Safety

Pursuant to 15 U.S.C. 2225a, the recipient must ensure that all space for conferences, meetings, 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 <http://www.usfa.dhs.gov/applications/hotel/> to see if a property is in compliance, or to find other information about the Act.

g. Prohibition on Trafficking in Persons

I. Trafficking in persons.

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

1. You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not—
 - i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
 - ii. Procure a commercial sex act during the period of time that the award is in effect; or
 - iii. Use forced labor in the performance of the award or subawards under the award.
2. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity —
 - i. Is determined to have violated a prohibition in paragraph a.1 of this award term; or
 - ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either—
 - A. Associated with performance under this award; or
 - B. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, “OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),” as implemented by our agency at 29 CFR Part 98.

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

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

c. *Provisions applicable to any recipient.*

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

d. *Definitions.* For purposes of this award term:

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

4. “Severe forms of trafficking in persons,” “commercial sex act,” and “coercion” have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102).

h. Veteran’s Priority Provisions

The Jobs for Veterans Act (Public Law 107-288) requires recipients to provide priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job training program directly funded, in whole or in part, by DOL. The regulations implementing this priority of service can be found at 20 CFR part 1010. In circumstances where a grant recipient must choose between two qualified candidates for a service, one of whom is a veteran or eligible spouse, the veterans priority of service provisions require that the grant recipient give the veteran or eligible spouse priority of service by first providing him or her that service. To obtain priority of service, a veteran or spouse must meet the program’s eligibility requirements. Recipients must comply with DOL guidance on veterans’ priority. ETA’s Training and Employment Guidance Letter (TEGL) No. 10-09 (issued November 10, 2009) provides guidance on implementing priority of service for veterans and eligible spouses in all qualified job training programs funded in whole or in part by DOL. TEGL No. 10-09 is available at http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2816.

i. Violation of the Privacy Act

These funds cannot be used in contravention of the 5 USC 552a or regulations implementing that section.

16. Attachments

Attachment A: SF-424

Attachment B: SF-424A

Attachment C: Budget Narrative

Attachment D: Statement of Work

Attachment E: Indirect Cost Rate Agreement (if applicable)

Attachment A: SF-424

Application for Federal Assistance SF-424*** 1. Type of Submission:**

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

*** 2. Type of Application:**

- ☒ New
☐ Continuation
☐ Revision

*** If Revision, select appropriate letter(s):***** Other (Specify):***** 3. Date Received:****4. Applicant Identifier:****5a. Federal Entity Identifier:****5b. Federal Award Identifier:****State Use Only:****6. Date Received by State:****7. State Application Identifier:****8. APPLICANT INFORMATION:***** a. Legal Name:** *** b. Employer/Taxpayer Identification Number (EIN/TIN):***** c. Organizational DUNS:****d. Address:***** Street1:** **Street2:** *** City:** **County/Parish:** *** State:** **Province:** *** Country:** *** Zip / Postal Code:** **e. Organizational Unit:****Department Name:****Division Name:****f. Name and contact information of person to be contacted on matters involving this application:****Prefix:** *** First Name:** **Middle Name:** *** Last Name:** **Suffix:** **Title:** **Organizational Affiliation:***** Telephone Number:** **Fax Number:** *** Email:**

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:

Employment and Training Administration

11. Catalog of Federal Domestic Assistance Number:

17.207

CFDA Title:

Employment Service/Wagner-Peyser Funded Activities

* 12. Funding Opportunity Number:

FOA-ETA-16-07

* Title:

Disability Employment Initiative Cooperative Agreements

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:

MASS DEI VII PATHWAY TO EMPLOYMENT FOR YOUTH

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424**16. Congressional Districts Of:*** a. Applicant * b. Program/Project

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

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:* a. Start Date: * b. End Date: **18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="2,500,000.00"/>
* 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="2,500,000.00"/>

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

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

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

☒ ** I AGREE

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

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title: * Telephone Number: Fax Number: * Email:

* Signature of Authorized Representative:

* Date Signed:

Massachusetts additional Congressional Districts

- . 3rd District
- . 7th District
- . 8th District

Attachment B: SF-424A

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 01/31/2019

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. MASS DEI VII PATHWAY TO EMPLOYMENT FOR YOUTH	17.207	\$ 2,500,000.00	\$	\$	\$	\$ 2,500,000.00
2.						
3.						
4.						
5. Totals		\$ 2,500,000.00	\$	\$	\$	\$ 2,500,000.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
	MASS DEI VII PATHWAY TO EMPLOYMENT FOR YOUTH				
a. Personnel	\$ 53,491.00	\$	\$	\$	\$ 53,491.00
b. Fringe Benefits	18,813.00				18,813.00
c. Travel	837.00				837.00
d. Equipment	0.00				
e. Supplies	0.00				
f. Contractual	2,415,806.00				2,415,806.00
g. Construction	0.00				
h. Other	9,089.00				9,089.00
i. Total Direct Charges (sum of 6a-6h)	2,498,036.00				\$ 2,498,036.00
j. Indirect Charges	1,964.00				\$ 1,964.00
k. TOTALS (sum of 6i and 6j)	\$ 2,500,000.00	\$	\$	\$	\$ 2,500,000.00
7. Program Income	\$ 0.00	\$	\$	\$	\$

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SECTION C - NON-FEDERAL RESOURCES				
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8. MASS DEI VII PATHWAY TO EMPLOYMENT FOR YOUTH	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>
9. <input style="width: 350px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
10. <input style="width: 350px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
11. <input style="width: 350px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
12. TOTAL (sum of lines 8-11)	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>

SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>
14. Non-Federal	\$ <input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
15. TOTAL (sum of lines 13 and 14)	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT				
(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16. MASS DEI VII PATHWAY TO EMPLOYMENT FOR YOUTH	\$ <input style="width: 100px;" type="text" value="714,285.00"/>	\$ <input style="width: 100px;" type="text" value="714,285.00"/>	\$ <input style="width: 100px;" type="text" value="714,285.00"/>	\$ <input style="width: 100px;" type="text" value="357,145.00"/>
17. <input style="width: 350px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
18. <input style="width: 350px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
19. <input style="width: 350px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
20. TOTAL (sum of lines 16 - 19)	\$ <input style="width: 100px;" type="text" value="714,285.00"/>	\$ <input style="width: 100px;" type="text" value="714,285.00"/>	\$ <input style="width: 100px;" type="text" value="714,285.00"/>	\$ <input style="width: 100px;" type="text" value="357,145.00"/>

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges: <input style="width: 300px;" type="text" value="2,498,036"/>	22. Indirect Charges: <input style="width: 300px;" type="text" value="1,964"/>
23. Remarks: <input style="width: 800px;" type="text"/>	

Attachment C: Budget Narrative

* f. Contractual – Scope of Service

1. The Hampden County Workforce system has budgeted \$1,000,000 to serve 250 youth with disabilities ages 14-24, with a focus on out of school youth ages 18-22. Program plan includes one-to-one support and partnering with/leveraging educational institutions and other community partners and workforce resources. Specifically
 - a. By developing a multi-tiered outreach plan
 - b. Adapting and developing existing curriculum
 - c. Embedding program staff, including Disability Resource Counsellors, Job Coaches and Job Developers
 - d. Continued education and training
 - e. Targeted business engagement
 - f. Job development and Job Retention support
2. The Career Center of Lowell has budgeted \$623,183 to provide direct services for 100 Youth with disabilities by
 - a. Building cross agency partnerships
 - b. Identifying industry sectors and engaging employers
 - c. Designing educational and training programs
3. University of Massachusetts Medical School/Work Without Limits (budget \$391,017) will provide the following services: Individualized benefits and work incentives counseling services; training and technical assistance on benefits and work incentives to career center staff, community employment service providers, and school system personnel; and needed levels of administrative support to the DEI VII Ticket to Work Employment Networks (EN).

Supplement to Budget Narrative

4. The Institute for Community Inclusion University of Massachusetts Boston (budget \$301,606) will provide the following services:
 - a. Technical assistance to the two project sites (Hampden and Lowell), customized to the needs of each site
 - b. Serve as a member to the partners' workgroup to assist with identifying issues to be addressed by the partners that are identified via technical assistance activities at project sites
 - c. Respond as requested to Department of Career Services project staff
 - d. Provide all necessary information for project reporting as requested by Department of Career Services
 - e. Participate as requested in project evaluation activities conducted by the external evaluator and technical assistance activities by the national technical assistance provider
5. Commonwealth Corporation (budget \$100,000) will provide the following services
 - a. Needs Assessment and Curriculum Customization – CommCorp staff will work with local operator staff to customize modules that meet the needs of local programs. The Signal Success curriculum provides built-in accommodations and modifications for youth with a variety of educational needs, including English language learners and youth with mild to moderate disabilities.
 - b. Implementation Support – CommCorp staff will work with local operator staff to implement the aforementioned curriculum with fidelity to its interactive design and customized scope and sequence. CommCorp will provide training and on-site

MASSACHUSETTS
Mass DEI VII Pathway to Employment for Youth
Budget Narrative
July 28, 2016

Period of Performance: October 1, 2016 - March 31, 2020

CFDA

17.207 FOA-ETA-16-07

a.	<u>Personnel</u>	Salary Monthly	FTEs	TOTAL	
	Project Manager	\$9,039	0.030	\$11,390	
	Project Coordinator	\$7,772	0.030	\$9,792	
	Grants Coordinator	\$7,772	0.020	\$6,528	
	Quality Assurance Supervisor	\$10,344	0.030	\$13,033	
	Quality Assurance Coordinator	\$8,203	0.037	\$12,748	
	TOTAL		0.147	\$53,491	53,491

b. Fringe Benefits
FY17 Fringe 33.5% and Tax 1.67% 35.17% 18,813

c. Travel 837
Travel includes parking, tolls, overnight, public transportation

d. Equipment

e. Supplies -
Consumable office supplies for materials specifically for the project

* f. Contractual 2,415,806
Combined contractual agreements with Career Centers and other partners

Hampden County Workforce System	\$1,000,000
Career Center of Lowell	\$623,183
Work without Limits, University of Mass medical	\$391,017
Institute for Community Inclusion, University of Mass Boston	\$301,606
Commonwealth Corporation	\$100,000

g. Construction
NONE

h. Other 9,089
Combined Non-Personnel services for costs such as; space, maintenance, insurance, utilities, telephone, IT, equipment rental

i. **Total Direct Charges** 2,498,036

j. Indirect Charges 3.67% 1,964
Combined Indirect cost rate calculated at

k. **TOTALS** 2,500,000

l. Program Income -
NONE

Supplement to Budget Narrative

instructional coaching to local operator staff to provide career preparation and work-based learning experiences to participating youth.

- c. Assessment- CommCorp will provide, through its Signal Success curriculum, a variety of formative and summative assessment tools to help students and instructors understand and respond to participant learning and skill gain. Additionally, CommCorp offers alternate assessment instruments such as portfolio and rating scales which provide accessibility to self-discovery. Further development and customization of appropriate alternate assessments at the individual and program outcome-level is part of the customization process that comes out of the needs assessment and is continued as part of implementation support.

Hampden County Workforce System

BUDGET			BUDGET NARRATIVE
Disability Employment Initiative DEI VII			
DEI TOTAL		\$1,000,000.00	
Agreement #			
CFDA #		17.283	
PHASE CODE			
NEG PROJECT OPERATOR			
		\$1,000,000.00	
START DATE	10/1/2016	10/1/2016	
END DATE	3/31/2020	3/31/2020	
Number of Participants		185	
Cost per participant		\$5,405	
ADMINISTRATION PERSONNEL	FTEs	BUDGET	Please give a brief description of each line item amount
Administration Salaries	0.85	52,750	This includes all FTE staff providing direct business support including oversight, contracting and accounting functions.
Administration Fringe	21%	\$11,005	Fringe related to the .85 FTE Administrative FTE including Health, Pension and taxes.
Administration Other/Non-Personal		36,245	Includes: \$1,000 travel, \$21,000 Administrative indirect (de minimus) and \$1,000 in associate non-personnel expenses including Rent, Telephone, Parking, postage etc.
Total Administration		100,000	
Project Operator Administration Percentage		10%	
PROGRAM PERSONNEL			
Program Salaries	3.00	488,571	3 FTE Program staff including a Disability Resource Coordinator at each of the Career Centers (2) as well as a .5 FTE Job Readiness/Career Coach Coordinator and a .5 FTE Youth Career Pathways Specialist for 42 Months
Program Fringe	30%	148,504	Fringe associated with 3 FTE Program staff including Medical, Dental, workers comp insurance, taxes.
Program Other/Non-Personal		116,263	Includes: \$21,000 for portable computer lab, \$30,100 for travel and \$14,000 in associate non-personnel expenses including Rent, Supplies, telephone, outreach, reproduction, postage etc.
Total Program		753,338	
Project Operator Program Percentage		75%	
TRAINING			
Occupational Skills Training (ITA)		-	
On-the-Job Training (OJT)		74,000	On the Job Training for 17 participants @50% wage reimbursement.
Other Training			
Other Activities			
Total Training		74,000	
Training Percentage		7%	
SUPPORT SERVICES			
Support Services		-	
Total Support Services		-	
Support Services Percentage		0%	
CONTRACTED SERVICES			
Contracted Services		-	
Total Contracted Services		-	
Contracted Services Percentage		0%	
TOTAL BUDGET PROJECT OPERATOR			
Subtotal Project Operator Budget		927,338	
Indirect Rate (De minimus)	10.00%	\$72,662	Indirect costs for Career Centers at 10% of MTDC (De minimus)
TOTAL PROJECT OPERATOR BUDGET		1,000,000	
Total Project Operator Percentage		93%	
DCS DATA ENTRY AREA ONLY			
Cash YTD DCS			
Cash YTD Percentage			

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Career Center of Lowell

Disability Employment Initiative DEI VII		BUDGET	BUDGET NARRATIVE
DEI TOTAL		\$623,183.00	
Agreement #		17,283	
CFDA #			
PHASE CODE			
NEG PROJECT OPERATOR		Career Center of Lowell	
START DATE		10/1/2016	
END DATE		3/31/2020	
Number of Participants		60	
Cost per participant		\$10,386	
ADMINISTRATION PERSONNEL	FTEs	BUDGET	Please give a brief description of each line item amount
Administration Salaries	0.20	\$41,264	The projected salaries of staff time spent on grant administration and financial management.
Administration Fringe	24.24%	\$10,003	The admin portion of this grant's equitable share of medical, dental, worker's comp, medicare tax, and retirement
Administration Other/Non-Personal		\$11,051	The admin portion of this grant's equitable share of pooled agency-wide costs that include IT, telephone, consummable supplies, postage and copier lease, as well as building lease, utilities, and maintenance.
Total Administration		\$62,318	
Project Operator Administration Percentage		10%	
PROGRAM PERSONNEL			
Program Salaries	1.30	\$249,342	The projected salaries of a full time DRC responsible for direct customer service, plus additional staff who will assist in the day-to-day operation of the program, as well as staff who will provide program oversight and coordination.
Program Fringe	24.22%	\$60,398	The program portion of this grant's equitable share of medical, dental, worker's comp, medicare tax, and retirement
Program Other/Non-Personal		\$77,112	The program portion of this grant's equitable share of pooled agency-wide costs that include IT, telephone, consummable supplies, postage and copier lease, as well as building lease, utilities, and maintenance. Also included is mileage reimbursement for staff travel directly related to the operation of this program.
Total Program		\$386,852	
Project Operator Program Percentage		62%	
TRAINING			
Occupational Skills Training (ITA)		\$40,000	Skills Training for customers procured through the ITA process.
On-the-Job Training (OJT)		\$0	
Other Training - Work Experience		\$68,513	The salaries and related fringe benefits for 48 customers to participate in a Work Experience program. 7 different cycles over the 42 month period of the grant.
Other Activities			
Total Training		\$108,513	
Training Percentage		17%	
SUPPORT SERVICES			
Support Services		\$2,500	Bus passes and/or bus tokens for program customers for transportation to worksites and/or to the Greater Lowell technical High School.
Total Support Services		\$2,500	
Support Services Percentage		0%	
CONTRACTED SERVICES			
Contracted Services		\$63,000	3 separate one year programs in collaboration with the Greater Lowell Technical High School to identify youth with disabilities, complete assessments and develop IEPs to set goals consistent with Career Pathways model which include soft skills, financial literacy, Career Readiness 101, subsidized employment, vocational skills, credentials and case management services
Total Contracted Services		\$63,000	
Contracted Services Percentage		10%	
TOTAL BUDGET PROJECT OPERATOR			
Subtotal Project Operator Budget		\$623,183	
Indirect Rate	0.00%	\$0.00	None proposed. All costs to this grant will be direct charged.
TOTAL PROJECT OPERATOR BUDGET		\$623,183	
Total Project Operator Percentage		100%	
DCS DATA ENTRY AREA ONLY			
Cash YTD DCS			
Cash YTD Percentage			

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UMass - Work Without Limits

Disability Employment Initiative DEI VII		BUDGET	BUDGET NARRATIVE
DEI TOTAL		\$391,017.11	
Agreement #			
CFDA #		17.283	
PHASE CODE			
NEG PROJECT OPERATOR			
START DATE		\$391,017.11	
END DATE		10/1/2016	
Number of Participants		3/31/2020	
Cost per participant		1	
ADMINISTRATION PERSONNEL		BUDGET	Please give a brief description of each line item amount
Administration Salaries	FTEs		
Administration Fringe	36.34%	\$0.00	
Administration Other/Non-Personal			
Total Administration		-	
Project Operator Administration Percentage		0%	
PROGRAM PERSONNEL			
Program Salaries	1.15	222,419	
Program Fringe	36.34%	80,827	
Program Other/Non-Personal		1	
Total Program		303,247	
Project Operator Program Percentage		78%	
Other Direct Costs			
Travel		4,890	
Supplies		3,500	
Occupancy		20,169	
Total Other Direct Costs		28,559	
Other Direct Costs Percentage		7%	
SUPPORT SERVICES			
Support Services		-	
Total Support Services		-	
Support Services Percentage		0%	
CONTRACTED SERVICES			
Contracted Services		-	
Total Contracted Services		-	
Contracted Services Percentage		0%	
TOTAL BUDGET PROJECT OPERATOR			
Subtotal Project Operator Budget		331,806	
Indirect Rate	19.00%	\$59,211.04	
TOTAL PROJECT OPERATOR BUDGET		391,017	
Total Project Operator Percentage		85%	
DCS DATA ENTRY AREA ONLY			
Cash YTD DCS			
Cash YTD Percentage			

For the project director to provide grant oversight and reporting, and to supervise staff. For staff to provide individualized and group benefits and work incentives counseling to grant participants and their family members, as well as training and technical assistance to staff of the career centers, community employment providers, and school system personnel. Fringe benefits are calculated at the established UMMS institutional rate of 36.34%.

For staff local travel expenses to DEI VII sites in Lowell, Springfield and Holyoke MA, and to attend statewide team and other meetings with EOLWD staff and other DEI partners. Current mileage reimbursement rate is \$0.54 per mile plus actual costs for parking and tolls.

For consumable and other office supplies needed for the project, including but not limited to copy paper, ink and toner, and materials needed for program and training purposes such as binders and dividers.

Occupancy costs for project staff located at 333 South Street, Shrewsbury MA are calculated at \$5,000 per FTE per year (total FTE 1.15).

An indirect rate of 19% is calculated on the total modified direct costs (Total Direct Costs less Occupancy). 19% is the UMMS agreed rate for MA state agencies.

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Disability Employment Initiative DEI VII		BUDGET	BUDGET NARRATIVE
DEI TOTAL		\$301,606	Subagreement for University of Massachusetts Boston/ Institute for Community Inclusion
Agreement #			
CFDA #		17.283	
PHASE CODE			
NEG PROJECT OPERATOR			
START DATE		10/1/2016	
END DATE		3/31/2020	
Number of Participants		1	
Cost per participant		\$301,606	
ADMINISTRATION PERSONNEL	FTEs	BUDGET	Please give a brief description of each line item amount
Administration Salaries	-	-	Salaries for TA Specialist (Hoff) (.15 FTE), Training Associate II (Enein-Donovan) (.25 FTE), Marketing & Communications staff (.05 FTE), and Grant Administrator (.05 FTE) Fringe benefits at 35.4% of salaries plus Health & Welfare tax of \$31 per pay period per FTE. \$7,500 for travel, \$1,080 for supplies, \$1,080 for telephone/communications, and \$3,500 for printing and postage.
Administration Fringe	0.00%	\$0.00	
Administration Other/Non-Personal		-	
Total Administration		-	
Project Operator Administration Percentage		0%	
PROGRAM PERSONNEL			
Program Salaries	0.50	152,547	
Program Fringe	35.40%	55,412	
Program Other/Non-Personal		13,160	
Total Program		221,119	
Project Operator Program Percentage		73%	
TRAINING			
Occupational Skills Training (ITA)		-	
On-the-Job Training (OJT)		-	
Other Training			
Other Activities			
Total Training		-	
Training Percentage		0%	
SUPPORT SERVICES			
Support Services		-	
Total Support Services		-	
Support Services Percentage		0%	
CONTRACTED SERVICES			
Contracted Services		-	
Total Contracted Services		-	
Contracted Services Percentage		0%	
TOTAL BUDGET PROJECT OPERATOR			
Subtotal Project Operator Budget		221,119	
Indirect Rate	36.40%	\$80,487	
TOTAL PROJECT OPERATOR BUDGET		301,606	
Total Project Operator Percentage		73%	
DCS DATA ENTRY AREA ONLY			
Cash YTD DCS			
Cash YTD Percentage			

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Commonwealth Corporation

Disability Employment Initiative DEI VII		BUDGET	BUDGET NARRATIVE										
DEI TOTAL		\$100,000.00	<p>Commonwealth Corporation will provide modularized curriculum customization, staff training and coaching, implementation oversight, and employability assessments using alternative assessments.</p> <table border="1"> <thead> <tr> <th>Timeline</th> <th>Tasks</th> </tr> </thead> <tbody> <tr> <td>Year 1 (Cycles 1 & 2)</td> <td> <ul style="list-style-type: none"> Design curriculum module sequence Develop alternative assessments Train school staff Launch school program (25-30 hours curriculum) Provide on-site coaching for staff Coaching Collect data for program assessment Support OIT/work component </td> </tr> <tr> <td>Year 2 (Cycles 3 & 4)</td> <td> <ul style="list-style-type: none"> Refine curriculum module sequence Refine alternative assessments Provide Professional Development for staff Launch school program (40-45 hours curriculum) Provide on-site coaching for staff Coaching Collect data for program assessment Support OIT/work component </td> </tr> <tr> <td>Year 3 (Cycles 5 & 6)</td> <td> <ul style="list-style-type: none"> Provide professional development to school staff Launch school program (40-45 hours curriculum) Provide on-site coaching for staff Coaching Collect data for program assessment Support OIT/work component </td> </tr> <tr> <td>Year 4 (Cycle 7)</td> <td> <ul style="list-style-type: none"> Provide Professional Development for staff Launch school program (25-30 hours curriculum) Close-out and report development </td> </tr> </tbody> </table>	Timeline	Tasks	Year 1 (Cycles 1 & 2)	<ul style="list-style-type: none"> Design curriculum module sequence Develop alternative assessments Train school staff Launch school program (25-30 hours curriculum) Provide on-site coaching for staff Coaching Collect data for program assessment Support OIT/work component 	Year 2 (Cycles 3 & 4)	<ul style="list-style-type: none"> Refine curriculum module sequence Refine alternative assessments Provide Professional Development for staff Launch school program (40-45 hours curriculum) Provide on-site coaching for staff Coaching Collect data for program assessment Support OIT/work component 	Year 3 (Cycles 5 & 6)	<ul style="list-style-type: none"> Provide professional development to school staff Launch school program (40-45 hours curriculum) Provide on-site coaching for staff Coaching Collect data for program assessment Support OIT/work component 	Year 4 (Cycle 7)	<ul style="list-style-type: none"> Provide Professional Development for staff Launch school program (25-30 hours curriculum) Close-out and report development
Timeline	Tasks												
Year 1 (Cycles 1 & 2)	<ul style="list-style-type: none"> Design curriculum module sequence Develop alternative assessments Train school staff Launch school program (25-30 hours curriculum) Provide on-site coaching for staff Coaching Collect data for program assessment Support OIT/work component 												
Year 2 (Cycles 3 & 4)	<ul style="list-style-type: none"> Refine curriculum module sequence Refine alternative assessments Provide Professional Development for staff Launch school program (40-45 hours curriculum) Provide on-site coaching for staff Coaching Collect data for program assessment Support OIT/work component 												
Year 3 (Cycles 5 & 6)	<ul style="list-style-type: none"> Provide professional development to school staff Launch school program (40-45 hours curriculum) Provide on-site coaching for staff Coaching Collect data for program assessment Support OIT/work component 												
Year 4 (Cycle 7)	<ul style="list-style-type: none"> Provide Professional Development for staff Launch school program (25-30 hours curriculum) Close-out and report development 												
Agreement #		17.283											
CFDA #													
PHASE CODE													
NEG PROJECT OPERATOR													
START DATE		10/1/2016											
END DATE		3/31/2021											
Number of Participants		245											
Cost per participant		\$408											
ADMINISTRATION PERSONNEL FTEs		BUDGET											
Administration Salaries	1.00	-											
Administration Fringe	1.00%	\$0.00											
Administration Other/Non-Personal		-											
Total Administration		-											
Project Operator Administration Percentage		#DIV/0!											
PROGRAM PERSONNEL													
Program Salaries	2.00	70,900											
Program Fringe		29,100											
Program Other/Non-Personal		-											
Total Program													
Project Operator Program Percentage		#DIV/0!											
TRAINING													
Occupational Skills Training (ITA)		-											
On-the-Job Training (OJT)		-											
Other Training													
Other Activities													
Total Training		-											
Training Percentage		#DIV/0!											
SUPPORT SERVICES													
Support Services		-											
Total Support Services		-											
Support Services Percentage		#DIV/0!											
CONTRACTED SERVICES													
Contracted Services		-											
Total Contracted Services		-											
Contracted Services Percentage		#DIV/0!											
TOTAL BUDGET PROJECT OPERATOR													
Subtotal Project Operator Budget		-											
Indirect Rate	1.00%	\$0.00											
TOTAL PROJECT OPERATOR BUDGET		-											
Total Project Operator Percentage		#DIV/0!											
DCS DATA ENTRY AREA ONLY													
Cash YTD DCS													
Cash YTD Percentage													

Please give a brief description of each line item amount

Associate Director of Curriculum and Training: \$75,000; .2 FTE; \$37,931

Instructional Coach: \$65,000; 2FTE; \$32,968

Fringe Benefits are calculated at a rate of 29.10% of direct salaries, as permitted by CommCorp's approved provisional cost rate structure. The fringe benefit rate includes costs for medical insurance (12.81%), short-term disability (0.40%), long-term disability (0.36%), pension (13.65%), workers compensation (0.22%), life/accident insurance (0.43%), Medicare tax (1.45%), state unemployment compensation (1.2%), and state medical insurance surcharge (0.03%). As a state governmental entity, CommCorp is

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**Attachment D: Awardee's Project Narrative incorporated
as the Statement of Work**

PROJECT NARRATIVE

I. Statement of Need

The Massachusetts economy is in many ways stable and growing. The state's gross domestic product grew at an annual rate of 2.3 percent in the first quarter of 2016 compared to a national rate of 0.5 percent during the same period (Mass Benchmarks, 2016). The state unemployment rate for June 2016 was 4.2%, down .7% over the year, compared to a rate of 4.9% nationally (MA Executive Office of Labor and Workforce Development). However, not all Massachusetts residents are experiencing the benefits of this growth. The percentage of those who are working part-time in Massachusetts but want to work full-time, and those who are marginally attached to the labor force, is still significantly above pre-recession levels, at 9.3% in March (Mass Benchmarks, 2016). When taking a look specifically at youth with disabilities, according to the most recent statistics, 26% of youth age 16 to 21 are employed vs. 43% of those without disabilities; the disparity becomes even greater for age 22 to 30 – 41% vs. 80%. In addition, those youth with disabilities age 22 to 30 who are working, make approximately half the annual earnings of those without disabilities. Also, only 79% of young people with disabilities age 22-30 have a high school diploma or equivalency certificate, vs. 95% of those without disabilities (Source: US Census, American Community Survey 2013). Thirty percent of individuals with disabilities in Massachusetts age 5 to 17 live in poverty, vs. 14% of those without disabilities. For individuals with disabilities age 18 to 64, 28% live in poverty vs. 10% without disabilities.

The Massachusetts Disability Employment Initiative (DEI) Career Pathways Project will address these needs by engaging two major workforce investment areas, Hampden and Lowell, both of which are major urban centers with significant socio-economic issues. The target population will be youth with disabilities, age 14 to 24. According to Social Security statistical

data from December 2014, in Hampden County, 5,605 individuals under 18 received Supplemental Security Income (SSI), significantly higher than any other county in the state. In Middlesex County, which includes the Lowell workforce region, there are 2,550 SSI recipients age 18 and under. These data clearly show the growing need in Massachusetts and in these specific regions to not only increase the employment rate for young people with disabilities, but just as importantly, to increase the ability of people with disabilities to embark on jobs and careers that result in a path out of poverty. Without intervention in terms of employment and careers, these young people are likely to spend their lives highly reliant on public assistance and living at the economic margins.

Over the past several decades, changes in our economic structure have made finding work more difficult for those with any kind of barrier. Youth with disabilities must compete for limited opportunities with fully-abled peers and adult workers; they must be better prepared than ever to find and keep employment. A comprehensive menu of creative and integrated services is now essential, including career mapping, on-going counseling and support, occupational training, job coaching and job development, all with an emphasis on workplace expectation and “soft” skills such as communication and team work.

The workforce and education systems both have challenges in addressing the needs of young people with disabilities to access career pathways. Currently there is limited knowledge and capacity in workforce training programs to accommodate youth with significant disabilities. There is too often a lack of understanding/knowledge among the academic and workforce system program operators of existing and potential support services and models that could facilitate meaningful participation by individuals with disabilities. Although progress has been made, there is still a major need for stronger links between workforce training programs and the disability

service system to assist and support the participation of young people with disabilities. For young people with disabilities still enrolled in secondary settings, a lack of sufficient focus on employment experiences during the transition process is a significant challenge. In addition, the need for stronger integration of students with disabilities into the state's school-to-career Connecting Activities program is also an area of need. Building of the self-determination skills of young people with disabilities in order to advocate for their needs, and manage disability issues with regard to education and employment is also a powerful need. Concerns over loss of public benefits by both individuals and families also pose a real barrier.

While the needs in terms of employment participation and economic well-being for youth and young adults with disabilities are serious and paramount, there are also compelling needs on the employer side of the equation. With the decrease in unemployment and retirement of baby boomers, labor shortages are becoming an issue in terms of businesses being able to find the workers they need – and labor shortages are predicted to be a growing crisis over the next several years. Industries from health care to manufacturing are facing worsening labor shortages. The state's prime working age population (24 to 55) is projected to shrink by more than 35,000 – about 1% of the total labor force, over the next 3 years. This labor shortage is likely to have a negative impact on the state's economic growth. (Boston Globe, February 17, 2016). In terms of education requirements, more than three out of five of the nearly 1.2 million job openings in Massachusetts between 2012 and 2022 will require less than a B.A. degree and one-third (33%) will require no more than a high school degree (Northeastern University, 2015). Given the expectation of labor shortages over the long-term in Massachusetts, it is critical that every effort be made to fully engage all potential members of the labor force who are currently under-represented, including youth with disabilities. DEI VII funding will allow Massachusetts to build

models for career pathways for young people with disabilities, helping them move out of poverty and long-term dependence on public benefits, while simultaneously addressing the needs of employers for a skilled capable workforce. The models developed will be replicable to ensure large-scale impact, well beyond the two workforce regions receiving funding.

PROJECT DESIGN

a) Proposed Strategic Approach

Overall Approach

Clear and Feasible Plan and Addressing of Challenges in Statement of Need: The

Massachusetts DEI VII project has developed a clear plan that addresses all 6 of the required elements under Career Pathways: 1) Build Cross-Agency Partnerships and Clarify Roles; 2) Identify Industry Sectors and Engage Employers; 3) Design Education and Training Programs; 4) Identify Funding Needs and Sources; 5) Align Policies and Programs; 6) Measure Systems Change and Performance.

The overall purpose of the Massachusetts DEI project is to ultimately improve the job placement rates for youth with disabilities in two workforce regions in Massachusetts through the use of career pathway strategies that prepare them and support them for employment success, and that includes access to credential-based education and training pathways. To accomplish this, Massachusetts will focus on seven interrelated objectives that, when taken together, can significantly increase long-term employment success for participants, while also teaching us how to ensure better services, service coordination and placement in future job preparation and placement programs. These objectives are to:

1. Through a multitude of strategies, integrate youth with disabilities into existing career pathway programs and provide expanded access to post-secondary career **technical training** and education resources in identified industry sectors.
2. Increase the number and type of **companies** providing work experiences and employing individuals with disabilities with a focus on emerging and in demand job clusters.
3. Blend and braid resources and supports to advocate career pathways through **stronger linkages between existing services designed to serve all young people, with those specific for youth with disabilities.**
4. Expand access to short-term subsidized work through strategies like work-based learning internships, On-the-Job Training, and other **direct work experiences.**
5. Provide support for job **retention** and placement into unsubsidized employment among those job seekers finding an initial placement.
6. Ensure that youth with disabilities have the **self-determination skills** to support them in a successful career pathway.
7. Develop a culture at the individual, education, service-provider, and employer levels of an **expectation of competitive integrated employment** for all youth with disabilities, with ready access to the tools and resources to fully support that expectation

Use of Alternative Assessments for Career Pathways: Assessment is the building block of all subsequent service delivery and availability of alternate assessments is critical to the success of individuals with disabilities. DEI VII will use the following core principles in identifying alternative assessments: a) Assessments driven by the individual needs and preferences of the youth; b) Assessments that are strength-based and based on a philosophy of “screening in”, not “screening out”; c) Maximizing the use of assessments that are universal as possible for a wide

range of user needs; d) Ensuring maximum access to accommodations as necessary.

Given the targeted age group for DEI VII (youth with disabilities 14-24), a starting point will be the alternate assessments that are used/have been used in the school setting. For students enrolled in schools, project staff will be part of the team that will develop and case manage the individual to ensure all possible accommodations and strategies are being used to meet the established goals. Massachusetts has invested significant resources into a structure and guidelines for use of Individual Learning Plans (ILPs), which will be used as a core component of the assessment process. The local school systems will have utilized standard and alternative assessments to develop an individual educational plan (IEP) that includes strategies and accommodations to assist in developing the skills required to continue in the best career pathway based on contextualized learning models and compressed training. Via technical assistance (TA) from the Institute for Community Inclusion (ICI), materials will be developed for staff and individuals on accommodations in assessment including legal rights, and possible alternatives. This TA will also include a systematic review of current assessments in the career pathway process, and integration of alternatives within them. Training will also be provided on use of alternative assessment such as Discovery.

Use of AJC Career and Training Services: Through a variety of initiatives, including funding from DEI III, the three Career Centers (AJCs) in the targeted regions are highly accessible to individuals with disabilities. As part of the Career Action Plan (CAP) developed for each youth in DEI VII, the services available via the AJC will be reviewed, and a ‘road map’ to the specific services needed will be created. The services available include career exploration and mapping; real time labor market research; resume development; interview preparation; contemporary job search techniques; workplace expectations; and access to training programs. DEI VII participants

will have access to targeted job development services which include providing business outreach and education; online job application assistance; cover letter assistance; mock interviewing; computer workshops; on-line job search assistance, interfacing with employers; and establishing e-mail accounts. The needs of youth in DEI VII will be incorporated within the industry-specific employer engagement teams at of the AJCs. In addition to the general services for all customers, each of these centers has staff and resources dedicated specifically to youth, which includes access to youth employment and training programs funded by WIOA as well as through state funds. The various youth-oriented services available via the AJCs will be systematically reviewed to ensure they are structured for maximum inclusion of young people with disabilities. A set of guidelines based on best practices for full inclusion will be developed, and the project's training and TA efforts will focus on their implementation.

DEI VII participants will be informed of career pathway options using the [Massachusetts Career Information System](#) (MassCIS), a comprehensive, internet-based career information delivery system that provides information on: career assessment and planning, occupations, the labor market, outlook and educational options, tools that will help individuals make better-informed career pathway choices. Through the use of MassCIS, young people will create a personal portfolio account that will be used to aid in the process of researching career options and setting education, training, and career goals.

Participants will also have access to [Career Ready 101](#) , a self-paced adaptive on-line remediation program with features such as resume builder, career exploration by category and skill level, interest survey, calendar to view assignments, and a portfolio of all individual users' work on Career Ready 101.

Strategies for Paid and Unpaid Work Experiences: DEI VII provides an unprecedented opportunity to bring together an array of resources to support paid and unpaid work experiences. The basis of this effort will be existing work experience initiatives for youth and young adults in each of the regions such as summer employment, and WIOA youth services. Additional examples include: Safe and Successful Youth Initiative (SSYI), a multifaceted, community-based strategy that combines public health and public safety approaches to eliminating serious violence among high-risk, urban youth ages 14-24; the YouthWorks summer employment program; CommunityWorks, a pre-apprenticeship program for women and people of color in the construction industry; the newly funded Mass Apprenticeship Initiative, all of which offer a variety of internships and work experience programs. The participation of DEI VII participants will be fully supported in these initiatives, with assistance and accommodations provided as necessary, using disability-specific services as needed. OJT funds from both workforce and public VR will also be used to support these efforts.

For high school students, DEI VII will provide a work-based experience, such as an internship or an on-the-job training, in cooperation with employers. As detailed later, this will be integrated within the existing Connecting Activities program that focuses on work-based learning. The work-based learning experience/internships will be a paid experience for students in the form of a stipend. These Work Based Learning Experiences/Internships will involve competitive, integrated employment where young people will interact with employees and other persons, as appropriate to the same extent that employees without disabilities interact with these persons.. The assessment tools used for worksite assignments include various interest inventories, surveys, and individual assessment and case management with staff. Young adults

will be matched with a worksite that is closely aligned with their knowledge, skills, aptitude, attitude and residential proximity.

Use of Intensive Wraparound Services and Extensive Support Services: Massachusetts DEI

VII will provide the five core services required as part of the DEI Program as a series of intensive wrap-around services and supports: (1) Job Exploration Counseling, (2) Workplace Readiness Training, (3) Work-Based Learning Experience/Internships, (4) Counseling on Enrollment in Post-Secondary Education or other Comprehensive Transition Training Programs, and (5) Economic Self-Sufficiency. Workplace readiness services will be designed to assist participants in preparing for employment through soft-skills training, job search training, and other related training. DEI VII will use the *Signal Success: ACCESS Confidence & Resiliency* Career Readiness Curriculum developed by the Commonwealth Corporation, which includes a Future Planning workshop. As discussed below under population specific services, the state's existing work-based learning system will be a primary asset to DEI VII. Assistance and support will be provided to students regarding various opportunities for enrollment in comprehensive transition or postsecondary educational programs at institutions of higher education based on their goals, needs, and preferences. Guidance on Economic Self-Sufficiency will occur via financial literacy workshops and counseling, supported via technical assistance by the Consumer Financial Protection Bureau.

A core strategy of Massachusetts DEI VII is cross-system linkages. For students with disabilities, Massachusetts has undertaken strategic efforts to support transition on a cross-agency level, including development of local transition resource teams. The DEI VII project will take full advantage of these efforts in order to bring in resources to provide wrap-around supports. This includes fully leveraging the significantly increased role of public VR in transition

under WIOA, the enhanced commitment of WIOA Title 1 youth services to individuals with disabilities, and the enhanced commitments of the state's developmental disability (DDS) and mental health (DMH) systems to competitive integrated employment. The role of DDS and DMH are particularly critical for those individuals needing long-term supports, including post-placement job coaching. Both project sites have extensive experience in providing wraparound services and support services to a wide variety of individuals with significant needs. Such services include: transportation, needs-related payments, travel-training, job coaching, housing assistance, food stamps assistance, legal services and interview clothing. The cross-system linkages which will result from the DEI VII effort will allow these to be significantly enhanced.

Ticket to Work: Both regions are highly successful and active Employment Networks under Ticket to Work, in terms of Ticket assignments and Ticket revenue. Since 2013, combined both regions have had over \$200,000 in Ticket revenue and over 150 successful employment outcomes. The strong Ticket to Work infrastructure that has been built ensures that Ticket will be a strong component in supporting and sustaining DEI VII.

Local Area Project Designs

Hampden

In addition to providing direct service to youth with disabilities with visible and non-visible disabilities including those with chronic health conditions, Hampden will use the DEI VII to build off the successful DEI III adult program model and expand the capacity of its' two AJCs to improve the employment outcomes for youth and young adults with disabilities by:

1. Developing a multi-tiered Outreach Plan.

2. Adapting and developing existing curriculum such as the youth-focused “Signaling Success” as well as a range of work experience and success skills workshops both centers have in their repertoire.
3. Embedding program staff, including Disability Resource Counselors, Job Coaches, and Job Developers into the Counseling and Youth Departments at both AJCs to streamline access and flow to all services.
4. Placing a strong emphasis on continued education and training.
5. Targeted Business Engagement.
6. Job Development and Job Retention support.

Lowell

In addition to providing direct services to youth, Lowell will use DEI VII to expand the capacity of the AJC in Lowell to improve the employment outcomes for youth and young adults with disabilities by:

1. Building Cross-Agency Partnerships and Clarify Roles
2. Identifying Industry Sectors and Engage Employers
3. Designing Education and Training Programs
4. Identifying Funding Needs and Sources
5. Aligning Policies and Programs
6. Measuring Systems Change and Performance

Population-specific approach

The Massachusetts DEI VII plan is focused on youth with disabilities age 14 to 24. The following outlines the specific operational plan at the regional level:

1. Each region will have well-qualified Disability Resource Coordinators (DRC) who will serve in a coordinating role.
2. Recruitment efforts will focus on both in-school and out-of-school youth. Sources of recruitment will include local high schools, youth service programs, community centers, disability providers, independent living centers, etc.
3. When individuals are accepted for the program, an analysis will be conducted by the DRC of the current status of the individual in terms of steps on a career pathway and current use of services. A Career Action Plan (CAP), aligned with complementary planning processes, will be created and regularly updated.
4. Upon completion of all necessary releases, the DRC will conduct outreach to any existing services and supports. If not already engaged, every effort will be made to engage the public Vocational Rehabilitation (VR) system in supporting the individual. The DRC will work with existing supports that the individual has access to, to blend and braid resources in support of a Career Pathway. The DRC will also conduct a resource scan to bring in additional resources to support the individual (both disability and non-disability specific). The existing resources from the youth services funded by WIOA and other sources will be a core component of these efforts. As appropriate, Individual Resource Teams (IRT) will be created to support these efforts. In such cases, the IRT will be used a complement to any existing team in place (e.g., IEP team).
5. For individuals enrolled in secondary school, with IEPs, the DRC will become a member of the student's transition team, and will undertake similar efforts with structures in place for other participants. If not already being utilized, the DRC will advocate for the use of the

[Individual Learning Plan](#) as a core planning and guidance document. As noted below, the use of the [Massachusetts Work-Based Learning Plan](#) will be a core component as well.

6. Self-determination skills are critical to the success of youth with disabilities. In September 2015, the Massachusetts Department of Elementary and Secondary Education issued [highly detailed guidance on self-determination](#) for students with disabilities. Self-determination is defined as "a combination of skills, knowledge, and beliefs that enable a person to engage in goal-directed, self-regulated, autonomous behavior. As such, self-determination includes an understanding of one's strengths and limitations, together with a belief of oneself as capable and effective." (Field, Martin, Miller, Ward, & Wehmeyer, 1998). This DESE guidance will be used as a core guide for DEI VII development of self-determination skills. Supporting this self-determination will be access to [Your Plan for the Future](#), which provides supports to young people on their journey from school to careers. The DRC will provide assistance to participants in use of Your Plan for the Future as necessary.
7. Intensive assistance with public benefits and use of work incentives will be provided to participants, as well as families and school personnel. Particularly given the specific population involved, it is critical that both individuals and families are engaged in this effort, and that the message regarding benefits as not being an insurmountable barrier to employment is consistent. Each DEI VII participant on public benefits and their family, as appropriate, will receive intensive 1:1 benefits counseling and ongoing assistance with benefits management. The services of BenePlan funded by project funds will be a major resource in this regard. (This intensive and easily accessible level of benefits assistance, beyond that available from WIPA, has proven to be highly successful under previous DEI efforts.) Individuals eligible for Ticket to Work will be asked to assign their Tickets.

8. Family engagement will be a key piece for many of the participants. In a way that is respectful of individual family cultures and dynamics, the DRC will work to engage parents/family members, to ensure their support for their family member in terms of moving forward on a career pathway and to address any concerns that may arise. (As part of the technical assistance efforts, resources and guidance will be provided to DRCs on effective engagement of parents/families of youth with disabilities regarding employment.)
9. As individuals progress through the project, a primary focus will be on ensuring exposure to various work experiences, via a continuum, to identify career interests. The framework for this will be opportunities and experiences that align with typical phases of career development, from development of career interests in the early teens, to crystalizing of preferences in the late teen years, and specification of a vocational preference followed by trial and stabilization from age 20-30 (Super, 1980). At the core will be employment experiences that align with those that are typical of teenagers and young adults, and avoiding experiences that segregate and stigmatize individuals with disabilities.
10. As career interests are crystalized, opportunities for post-secondary education/training, in in-demand occupations will be identified. The DRC will work closely with the individual and the individual's support services/team to ensure all necessary accommodations and supports are in place for successful completion of post-secondary education/training. Lowell will focus on certificates in Home Health Aide/Certified Nursing Assistant and Machining/Electronics as they are priority industry sectors.
11. As noted, at the stage of final placement, the DRC will provide assistance on the job search process, and work in partnership with the AJC Business Services and Partners' employer

outreach staff. The DRC also will work with the individual and support team on arranging necessary post-placement supports and wrap-around services as discussed earlier.

Throughout the delivery of services, a core tenet will be full integration of youth with disabilities into existing programs and services (e.g., Connecting Activities, Youth Services, etc.), and providing necessary supports, supplemented only as necessary by disability specific services.

Strengthening K-14 alignment and building scalable work-based learning infrastructure:

Massachusetts has a robust Connecting Activities school-to-career program for students. The program has a 20+ year history, supported by comprehensive Work-Based Learning tools, which provides an array of work experiences aligned with educational experiences. Under WIOA, the state's public rehabilitation agencies are now supporting work-based learning. DEI VII will bring together these efforts to support students with disabilities in highly structured work experiences aligned with their education to support their career pathways. It is expected that all participants currently in school will utilize the [Massachusetts Work-Based Learning Plan](#) (WBLP). The Career Center of Lowell will also require that youth be evaluated by their supervisor using the WBLP, which covers Foundation Skills, Specific Workplace and Career Skills, and Evaluation of Performance and Progress. These three sections will help guide the participant by working closely with his/her employer and staff. This will help each participant understand his/her actual job, basic and specific skills needed to succeed at the position, and learn areas where improvement is needed in a structured environment over the period of the program. This will allow for the development of skills and 'best practices' for success in an unsubsidized work environment.

Increasing co-enrollment in secondary and postsecondary institutions: Massachusetts has a very robust co-enrollment effort, under the [Early College Designs](#) initiative, including the

Commonwealth Dual Enrollment Program, Early College High Schools, the Gateway to College program, and STEM Early College High Schools. In addition, over the past 8 years, over 1,200 students with significant disabilities have participated in the Massachusetts Inclusive Concurrent Enrollment Initiative (MAICEI), participating in both credit and non-credit courses alongside their non-disabled peers in post-secondary settings, with a focus on gaining employment experience and enhanced post-secondary career pathways. DEI VII will fully leverage these initiatives, by creating a high degree of understanding of them by the DRCs, facilitating connections of individuals to them, and providing necessary assistance and accommodations.

Innovative approaches to facilitate successful transition from secondary to postsecondary

education: Successful transition from secondary to postsecondary education for students with disabilities requires: a) A well-designed and executed transition plan; b) A good match between the student's skills and abilities and the postsecondary setting; c) Development of self-determination skills that provide them the self-confidence to succeed in postsecondary education and an ability to advocate for necessary assistance and accommodations; d) Parent/family support; e) The availability of ongoing assistance and supports. DEI VII will use an intensive cross-systems case management approach, which ensures all 5 of these areas are addressed. Supporting this will be access to [Your Plan for the Future](#), which provides supports to young people on their journey from school to careers. As part of the training and technical assistance efforts, DRCs and other project/partner staff will build strong competency regarding self-determination. In addition, Your Plan for the Future will be fully reviewed to ensure a high degree of accessibility and responsiveness to the needs of youth with disabilities, and changes will be made as necessary.

Promote professional development for staff: Ongoing professional development will occur through a number of avenues. Staff will take full of the various training and technical assistance supports at a national level from NDI, as well as opportunities specific to Ticket to Work and benefits issues from Social Security and Maximus. Upon grant award, the Institute for Community Inclusion will conduct a survey among project staff and partners regarding staff development needs in terms of meeting the needs of youth with disabilities in Career Pathway programs, and provide training both in-person and via webinars on an array of topics (e.g., self-determination). Work Without Limits will also provide ongoing professional development to all project staff regarding work incentives and avoiding having benefits become a barrier to employment. There will also be an annual disability employment conference coordinated by the partners, and presented by Work Without Limits and the Institute for Community Inclusion.

Use of acceleration strategies: Contextualized learning will be a key strategy for DEI VII in terms of acceleration strategies. It encourages educators to choose and/or design learning environments that incorporate many different forms of experience in working toward the desired learning outcomes. In such an environment, students discover meaningful relationships between abstract ideas and practical applications in the context of the real world; concepts are internalized through the process of discovering, reinforcing, and relating. Compressed training will be utilized due to the time frame in which the youth will have to meet goals within the 42 months which will involve putting the course on the right level to cover all the main aspects a youth will need to become successful meeting the goals. The individuals will be co-enrolled in multiply resources as well as blending and braiding of services with all our workforce partners.

Inclusive and integrated approach aligned with “Guideposts for Success”: The two workforce regions participating in DEI VII fully embrace the principles of the “Guideposts for

Success” and have built their service models around them, as detailed within this application.

The service philosophy is to help youth reach their potential by providing supportive counseling, training, and advocacy. Youth are provided opportunities to better know their abilities, to explore occupations that might be good matches, and learn what education and skills are needed to accomplish their goals. This is done in individual career counseling, using career exploration tools, work readiness training, and experiential visits and learning. This ensures that support is individualized and recognizes the uniqueness of each participant’s capabilities and ambitions. Youth, and when appropriate - their parents, are active partners in the planning process. A core component of this effort will be the use of the *Signal Success: ACCESS Confidence & Resiliency* Career Readiness Curriculum developed by the Commonwealth Corporation for youth with disabilities. Sample topics include: Workplace Safety; Motivation, Initiative & Dependability; SMART Occupational Goals; Finding & Applying to Jobs; Acing the Interview; and Planning For Future Success: Education & Training. Commonwealth Corporation will support the delivery of *Signal Success*.

In addition, peer-to-peer mentoring will be integrated throughout the service delivery process. This will include post-employment support with peer career coaching and mentoring as a key job retention strategy. Young adult peers, preferably former graduates of one of our many youth programs, will offer coaching, cheerleading, and problem solving, assisting the newly hired youth with issues before they escalate into problems. This relationship builds skills for the youth in the program and has the added benefit of being excellent training for the peer coaches. This has worked very well for both summer youth and re-entry employment programs and we are eager to launch it with the DEI Youth Program. Coaching would take place at work sites, at Career Centers, or out in the community, as needed.

b) Integrating Resources

Clear understanding of IRT approach: Both regions participating in DEI VII are highly experienced in the use of the IRT approach. Such teams have consisted of friends, family members, public VR, TANF agency, state developmental disability or mental health agency representatives, community agencies, benefits specialists, school counselors, community colleges, etc. This process has greatly assisted in providing both information and designing effective supports through braiding and blending of resources. Oftentimes individuals on the IRT provide key information which the participant hasn't thought to share. These partnerships have not only helped people find employment and gain self-sufficiency, but have also greatly coordinated and streamlined processes which better serve all involved, from the individual to the employer. With the DEI VII focus on youth from 14 to 24, the makeup of the IRTs will shift with engagement of secondary school personnel, youth service providers, and youth support services. The previous experience of both regions in use of IRTs assures that they will be able to successfully apply the use of IRTs to this new population.

Braiding and blending resources: Over the past several years, great progress has been made in terms of cooperative partnerships across agencies. Due to the blending and braiding of services there has been a cross referral system for mutual customers which has been streamlined and has resulted in a general increase in the understanding of each entity's workings. More work will unfold during the life of DEI VII as WIOA MOUs are crafted that will include the coordination of resources that will be built around career pathway development as a foundation. DEI VII provides a tremendous opportunity to fully leverage resources across a number of agencies and systems as a result of: a) the expanded focus on transition and employment by the state Department of Elementary and Secondary Education (DESE); b) the expanded role of the state

public Vocational Rehabilitation Agencies in transition under WIOA; c) the expanded eligibility of youth with disabilities for WIOA Title I youth services; d) the long-term systems change efforts by the Department of Developmental Services to improve employment outcomes for individuals with intellectual and developmental disabilities (ID/DD) which include the ending of funding for sheltered work on 6/30/16; e) the increased focus on employment by the state department of mental health.

c) Partnerships and Collaboration

How partners will support expansion and adaptation of existing career pathways system:

The Institute for Community Inclusion (ICI) in its technical support role will be a strong partner in terms of facilitating necessary linkages, providing staff development, and providing guidance on such issues as rights under the ADA, disclosure, etc., as well as Ticket to Work. Also key is the partnership is with BenePlan at Work Without Limits, whose staff provide benefits training and counseling, a critical factor in allaying the concerns people often harbor about how going to work could impact their existing benefits. Commonwealth Corporation will play an important role in DEI VII, providing employability and career training to teens and young adults via the Signal to Success Curriculum. Letters of commitment are attached. Critical partners in DEI VII are also the state's two public VR agencies, the Massachusetts Rehabilitation Commission (MRC) and Massachusetts Commission for the Blind (MCB). Both have played a role in formulating this application. With the new responsibilities of both MRC and MCB in the transition process under WIOA, as individuals are enrolled in the DEI VII, coordination will occur between the Workforce Boards/AJCs and MRC or MCB in order that services can be provided in a seamless fashion, and that the VR system can assist in terms of providing necessary adaptations of the Career Pathway program. These agencies will also serve as

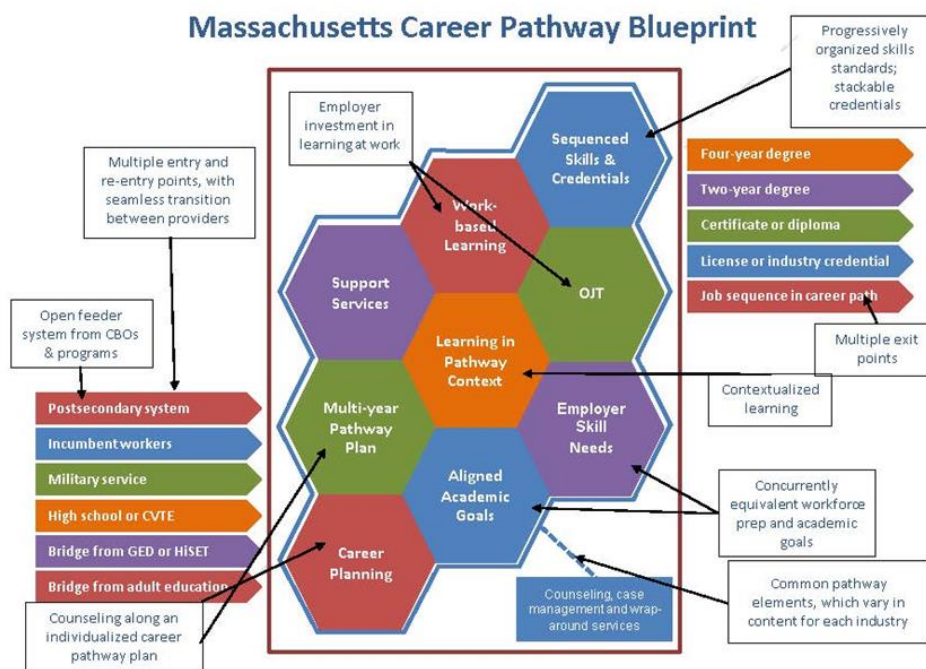
significant sources of referrals. Similar coordination will also occur with the state's developmental disability agency (DDS) and mental health agency (DMH). The strong linkages that have been built under previous DEI efforts will be an important asset to this new effort.

Partnerships to promote participation of people with disabilities in career pathways: As the two regions implement DEI VII, they will be developing career pathway models in line with the MA State WIOA Plan. Representatives from the regions and from ICI serve on the EOLWD WIOA Youth Committee that has taken initial steps to frame this work and this committee also has representation from MRC and other entities serving individuals with disabilities. Partnerships to promote participation of youth with disabilities in career pathway programs will also include collaboration with Title II Adult Education and Literacy's Adult Basic Education system in Massachusetts which is overseen by the Adult and Community Learning Services (ACLS) unit at the Department of Elementary and Secondary Education.

ACLS will also be a partner in this application to expand their existing Adult Career Pathways (ACP) programs to increase participation of individuals with disabilities.

Through the partnership with ACLS and the ACP programs, individuals who are basic skills deficient or lack secondary credentials will receive the academic preparation needed to participate in training programs provided through the AJCs.

The graphic below shows the general youth career pathway model; the regions will utilize this framework in local discussions to finalize our Umbrella MOU with MRC and MCB to address how we will work together to make this a reality for all youth that are served through workforce delivery system. The extensive guidance and strategies contained in the state's WIOA plan regarding Career Pathways for high demand occupations, will serve as a core guidance document for implementation of DEI VII.



Business partnerships' strategy: Involving the business community in the development of career pathway programs is the cornerstone to successful workforce development – it could serve as the definition of the term. The regions new Business Engagement Teams are part of the plan. The industry sectors of Health Care and Manufacturing each have a dedicated team, which will include a DEI/Disability staff person and as well as a Career Center BSR (Business Service Representative) who have established professional relationships with companies in those sectors. Together, the BSR and the DEI staff will be charged with helping identify potential employers open to hiring candidates with disabilities, and educating them as to the benefits of doing so. Each team will also be fully aware of their industry's career pathway options, from traditional occupation training, to internships and experiential learning, to pre-apprenticeships, to OJT's. Once additional industry sectors are defined, similar service models will be implemented for

each of them. The existing employer networks used for Connecting Activities (School-to-Career) will also be leveraged. While we have several main business partners already identified and committed, such as the Western Massachusetts Chapter of the National Tooling and Machining Association (support letter included), we are confident that the many businesses that engage with the Workforce Boards, Community Colleges, and the Career Centers will actively participate in the training, provide internship and mentoring opportunities, and be sources of potential employment after the Career Pathways educational component has been completed. Through the building of a coalition under DEI VII, these businesses can influence curriculum decisions by engaging in discussions about their skill needs, presenting opportunities, and participating in career awareness activities for participants such as informational interviews and job tours. Overall, our continuous communication loop between educators, employers and training providers will provides the forums and conduits for all to connect, share, inspire and transfer best practices around disability employment and build the “disability diversity confidence” of all of the organizations.

Leveraging of resources for training: In order for DEI VII objectives to be accomplished and sustained, partner resources must be leveraged and incorporated into program design and implementation. The strong partnerships at the state and local level within the One-Stop/AJC system, will serve as the basis for maximizing the resources from various partners. Each of the regions is committed to maximizing the enrollment of individuals in DEI VII into WIOA services, and using those dollars to leverage resources from other entities. As much as possible, individuals will be co-enrolled with MRC or MCB to ensure leveraging of public VR resources. In addition, depending on the individual’s needs and meeting of eligibility requirements, resources from an array of partner programs will be utilized to meet job seeker employment

assistance and long-term support such as DMH and DDS, as well as non-disability specific agencies. Due to the vast spectrum of agencies working together, this functional alignment and flow into the One-Stop provides the opportunity for agencies to maximize resources and reduce the duplication of services. In addition, given the target population, for those still in secondary school settings, enrollment in the Connecting Activities School-to-Career program will be an expectation, as well as leveraging the resources of the local schools.

Systemic change, sustainability, and replication: We see systemic changes unfolding as we develop and implement the career pathway models in line with the MA State WIOA Plan which will be done in partnership and collaboration with our VR core partners (MRC and MCB) and which will be sustained over time. Program elements such as industry specific business engagement teams and peer coaching will strengthen the linkages and collaboration between the many moving parts of our complicated system. DEI VII will work collaboratively with partners to develop a replication manual of the successful strategies we develop through this grant that can be shared with other regions and other partners.

3. EXPECTED OUTCOMES AND OUTPUTS

Expected outcome and outputs are sufficient, reasonable, and achievable: The specific outcomes and outputs are contained in the chart in the attachments. Based on the extensive experience and success to date with similar initiatives, we are confident that these achievable under DEI VII. By incorporating the six key elements in the career pathway model, we anticipate improving outcomes for individuals with disabilities by 30% over the period of operation. By consolidating our efforts upfront to recruit and screen applicants through alternative assessments, we anticipate improved assessment, matching, and referral to appropriate programming with

supports upfront. In addition to the specific outcomes for job seekers delineated in the attachment, it is expected the DEI VII will result in an outcome of a revamped structure for service delivery that incorporates innovative strategies that allows strategic use of partnerships and resources to meet the needs of youth with disabilities, enhancement of the current responsiveness of the workforce system for people with disabilities and across populations through the use of universal design strategies, and enhancement of a significant revenue stream through Ticket to Work. The stated outcomes represent a steady increase from current outcomes being achieved for youth with disabilities within the workforce development system.

Massachusetts is operating this project from a position of strength, in terms of an existing capacity to respond to the needs of job seekers with disabilities, avoiding major lag time in start-up activities. In addition to the general capacity that has been built over the past decade through various efforts and initiatives, the existing local partnership groups, along with the more recent focus in the state on Ticket to Work within the workforce development system will ensure that upon grant award, the participating Workforce Boards will be able to move forward quickly on implementation of service delivery strategies.

4. ORGANIZATIONAL, ADMINISTRATIVE, AND FISCAL CAPACITY

Overall Organizational Capacity: The highly-specialized divisions found within the Massachusetts Department of Career Services (DCS) ensure the agency has the capacity to implement the DEI VII Pathways to Employment proposal. DCS works with its sister agency, the Department of Unemployment Assistance, to provide relevant data (e.g. unemployment rate, high-growth sectors and industries, population data, etc.) that will be invaluable for designing effective DEI program strategies. The Administration and Finance Department includes experts

in fiscal and budgetary analysis that is crucial to analyze cost-benefits analyses and cost-effectiveness strategies of the DEI VII. The Legal Department will provide technical assistance regarding any accommodation and/or DEI strategy implementation. DCS oversees the 32 One-Stop Career Centers and is the designated agency overseeing WIOA and Wagner-Peyser programming. DCS operates under the auspices of the Executive Office of Labor and Workforce Development, which reports to the Massachusetts Governor. This direct linkage is vital to the successful administrative oversight of the MA DEI VII Pathways to Employment grant.

The organizational structure of DCS is well-established to ensure comprehensive oversight to a grant of this nature with a structure of checks and balances. The fiscal staff monitors and analyzes all expenditures and revenues associated with a program. The Accounting Department reports the expenditures and revenues to USDOL. Further, DCS has an excellent track record of timely fiscal and quarterly reporting to USDOL. The Massachusetts One Stop Employment System (MOSES) case management system will guarantee that participant data is available to USDOL upon request. Upon award, DCS staff will immediately proceed with comprehensive project implementation procedures established through the state's many other successful grant-funded projects to ensure that start-up activities immediately ensue award. In fact, the operation of the MA DEI III and DEI V projects have laid the foundation for an expedited start-up process for MA DEI VII.

Sustainability: The capabilities of the MA workforce development system, as a whole, to provide timely and effective services to individuals with disabilities, has evolved as a result of practices learned through the prior and current MA DEI. These practices are currently being disseminated through sharing of information and budget strategizing during the annual local planning process. As the DEI VII strategies and successful approaches become ingrained into the

service pattern of two targeted regions, Massachusetts plans to replicate the project's initiatives in all 16 regions. Sustainability will be significantly enhanced via the strong track record on Ticket to Work, and the cross-system leveraging of existing resources that is at the core of this application. Leadership at the highest level of the Massachusetts workforce development and disability systems has been involved in the development of this application, and will provide oversight of the implementation. Investment at these high decision-making levels ensures a commitment to ongoing sustainability, particularly if, as expected, the project is able to clearly demonstrate improved outcomes for youth with significant barriers, as well as increased efficiency and effectiveness in use of resources. A replication manual and replication materials will be developed to support sustainability and replication.

5. PAST PERFORMANCE – PROGRAMMATIC CAPABILITY

Our major career pathways in the public sector are supported by the Massachusetts' community colleges, in concert with the Commonwealth's higher education, economic development, adult basic education (ABE) and workforce development systems. These partners along with industry stakeholders came together to transform the delivery of education and training programs through Massachusetts' innovative "Transformation Agenda" funded by the USDOL. Through accelerated programs linked closely to industry need, the Transformation Agenda has been engaged in building a systems approach to enable greater economic opportunities for Massachusetts residents. The goal of the Transformation Agenda has been to develop a shared effort to support students along efficient career pathways into high-demand careers. The state has comprehensive guidelines for its Career Pathway programs which specify the roles of the various partners.

State and local workforce development entities are integrated with community colleges to support better access to the colleges. New or revised accelerated and stackable programming is being delivered at many campuses, statewide teams are developing or implementing industry recognized curriculum in targeted industry sectors, and the ABE system and developmental education faculty from most campuses helped develop and are utilizing contextualized curriculum modules to better prepare students for high demand careers.

We offer, as an example, information, to date, regarding progress of the TAACCTA in four priority areas. The *Transformation Agenda*, funded by a \$20-million grant from the US Department of Labor, has made tremendous progress toward its goals. The Massachusetts consortium has drawn national attention for its efforts to build shared systems between community colleges, adult basic education (ABE) and workforce development system partners and industry leaders to transform delivery of industry-aligned education and training programs. Through accelerated programs linked closely to industry need, these partners are removing barriers, reducing time to completion and meeting student and employer needs. Over 1/3 of new TA programs are offered in condensed formats, (e.g. 2 year degree reduced to 1 year; 8 week terms). Expanding policies offer credit for prior learning & work experience.

- 11 colleges are using grant-developed, contextualized curriculum, making it easier and faster for students to develop math and literacy skills needed for college success.
- 10 colleges have accelerated developmental education through self-paced curriculum, compressed sequences & co-requisite models. Consequently, retention and completion rates far exceed average.
- Intensive student supports, such as Achievement Coaches, have been integrated at all 15 community colleges.

- College & Career Navigators are co-located in One-Stop Career Centers ease college access; the Navigators provide proactive, career-focused advising.
- MA has 10 colleges with over 40 programs with stackable credentials and 151 degree & certificate programs have been newly developed or redesigned to be accelerated.
- Over 65% of students (3,800) have received innovative supports.

The job attainment rate among TA students was at 70% as of June 2013. Job attainment was largely achieved in six targeted industries: Advanced Manufacturing, IT, Healthcare, Clean Energy, Biotech and Entrepreneurship. Industry engagement in program design ensures that students graduate with the skills needed by today's employers. Stronger employer partnerships result in increased use of employer equipment and facilities, and opportunities for internships and work experience (2,950 participants enrolled in over 40 "earn & learn" programs). In addition, 84% completion rate of online credit hours (4,600 online credit hours completed). Ultimately, it is about transformation; it is about achieving long-term and systemic change that enables more people, including people with disabilities, to attain a college education and sustainable jobs. Each of the regions will build on the work started from the Transformation Agenda and support career pathways to employment for job seekers with disabilities.

In terms of past performance, it should also be noted that both of the regions participating in DEI VII received funds under DEI III that focused on adults. Both have exceeded their performance requirements under DEI III, and are therefore well-positioned to perform similarly under DEI VII with a different target population. Under DEI III in Hampden, 280 individuals with disabilities were served; of the 252 participants who exited, 128 have entered employment; 103 of the participants received occupational training with 93 completing the programs. Under

DEI III, Lowell served 191 adults with funding, far exceeding the project goals, with 170 individuals employed, and 25 receiving training.

Both regions also have extensive capabilities in serving the youth population. The Hampden County workforce system has a long history of creating and supporting successful programs and initiatives focusing on working with and supporting individuals with disabilities, including youth who are 14-24. As part of normal operations, the Youth Programs in both Career Centers provide career exploration and career counseling services for youth with disabilities. Youth Counselors attend Disability Team Meetings and share issues or concerns, and get additional support needed to work with youth customers. When a youth, or parent, discloses a disability, especially hidden ones, Youth Counselors are experienced at creating a relationship where the youth can tap into their existing strengths as well as identify resources to develop new ones. Similarly, the Lowell region also has the experience and capabilities in providing services and programs to high school students and young adults with disabilities to assist in their successful transition from school to post-secondary education or employment, and for improving long term competitive employment outcomes and self-sufficiency.

Attachment E: Negotiated Indirect Cost Rate Agreement (NICRA) or current federally approved Cost Allocation Plan (CAP) (if applicable)

COLLEGES AND UNIVERSITIES RATE AGREEMENT

EIN: 1043167352A1

DATE:04/05/2016

ORGANIZATION:

University of Massachusetts Medical
School

55 Lake Avenue North

Worcester, MA 01655-

FILING REF.: The preceding
agreement was dated
05/06/2015

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

SECTION I: Facilities And Administrative Cost Rates

RATE TYPES:		FIXED	FINAL	PROV. (PROVISIONAL)	PRED. (PREDETERMINED)
<u>EFFECTIVE PERIOD</u>					
<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE(%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
PRED.	07/01/2015	06/30/2019	67.50	On-Campus	Research
PRED.	07/01/2015	06/30/2019	26.00	Off-Campus	Research
PRED.	07/01/2015	06/30/2019	68.00	On-Campus	Research DOD Contract
PRED.	07/01/2015	06/30/2019	27.80	Off-Campus	Research DOD Contract
PRED.	07/01/2015	06/30/2019	18.25	All Locations	OSA-CM(SR#5)
PRED.	07/01/2015	06/30/2019	36.00	On-Campus	Other Sponsored Activities
PRED.	07/01/2015	06/30/2019	26.00	Off-Campus	Other Sponsored Activities
PROV.	07/01/2019	Until Amended			Use same rates and conditions as those cited for fiscal year ending June 30, 2019.

ORGANIZATION: University of Massachusetts Medical School

AGREEMENT DATE: 4/5/2016

*BASE

Modified total direct costs, consisting of all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). Modified total direct costs shall exclude equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

ORGANIZATION: University of Massachusetts Medical School

AGREEMENT DATE: 4/5/2016

SECTION II: SPECIAL REMARKS

TREATMENT OF FRINGE BENEFITS:

Fringe benefits applicable to direct salaries and wages are treated as direct costs.

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 are not made for the cost of these paid absences.

1. The following rate applies to research effort performed at the Massachusetts Biologics Laboratory (MBL):

TYPE	FROM	TO	RATE
PRED.	07/01/15	06/30/19	26.0%
PROV.	07/01/19	Until Amended	Use the rate cited for the period ending 6/30/19

The 26% rate noted above applies to the administrative costs of research at MBL. The facilities costs are directly charged for the space used by each project.

2. Fringe benefits are claimed using approved rates contained in the Massachusetts State-Wide Cost Allocation Plan. The following additional fixed fringe benefit charges are approved for the University:

	FYE 6/30/16	FYE 6/30/17
Workers' Compensation Insurance	.10% (S&W)	.37% (S&W)
Medicare	(1)	(1)
Health and Welfare	.97% (S&W)	.80% (S&W)
Unemployment	(1)	(1)

(1) Beginning for Fiscal Year 2008 the State negotiated rate incorporated Unemployment Insurance and Medicare in the Federally negotiated State "6B" rate.

3. Equipment means an article of nonexpendable, tangible personal property having a useful life of more than one year, and an acquisition cost of \$5,000 or more per unit.

ORGANIZATION: University of Massachusetts Medical School

AGREEMENT DATE: 4/5/2016

4. Commonwealth Medicine is the public, non-profit consulting and service organization founded by the University of Massachusetts Medical School. The Other Sponsored Activities - Commonwealth Medicine (OSA-CM) base consists of the direct costs of public service programs that have evolved through partnerships with State agencies.

This separate OSA-CM rate receives an allocation of applicable general and administrative and information services costs only. Departmental administration, sponsored projects administration and facilities costs are not applicable to these programs.

This rate agreement updates fringe benefit rates.

** Your next fringe benefit proposal based on actual costs for fiscal year ending June 30, 2016 will be due in our office by December 31, 2016.

** Your next indirect cost rate proposal for the fiscal year ending June 30, 2018 will be due in our office by December 31, 2018.

ORGANIZATION: University of Massachusetts Medical School

AGREEMENT DATE: 4/5/2016

SECTION III: GENERAL

A. LIMITATIONS:

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its facilities and administrative cost pools as finally accepted; such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as facilities and administrative costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

B. ACCOUNTING CHANGES:

This Agreement is based on the accounting system purported by the organization 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 authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from facilities and administrative to direct. Failure to obtain approval may result in cost disallowances.

C. FIXED RATES:

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

D. USE BY OTHER FEDERAL AGENCIES:

The rates in this Agreement were approved in accordance with the authority in Title 2 of the Code of Federal Regulations, Part 200 (2 CFR 200), and should be applied to grants, contracts and other agreements covered by 2 CFR 200, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

E. OTHER:

If any Federal contract, grant or other agreement is reimbursing facilities and administrative costs by a means other than the approved rate(s) in this Agreement, the organization should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of facilities and administrative costs allocable to these programs.

BY THE INSTITUTION:

University of Massachusetts Medical School

(INSTITUTION)

(SIGNATURE)

(NAME)

(TITLE)

(DATE)

ON BEHALF OF THE FEDERAL GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES

(AGENCY)

Darryl W. Mayes - A

Digitally signed by Darryl W. Mayes - A
DN: cn=US, ou=U.S. Government, ou=HHS, ou=PSC,
ou=People, o=2342.19200300.100.1, 1=2000131669,
c=Darryl W. Mayes - A
Date: 2016.04.23 09:11:18 -0400

(SIGNATURE)

Darryl W. Mayes

(NAME)

Deputy Director, Cost Allocation Services

(TITLE)

4/5/2016

(DATE) 0577

HHS REPRESENTATIVE: Michael Stanco

Telephone: (212) 264-2069