

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

**NOTICE OF  
AWARD (NOA)**

Under the authority of the **WIOA Sec. 170, National Dislocated Worker Grants**, this grant or agreement is entered into between the above named **Grantor Agency** and the following named **Awardee**, for a project entitled - **Reemployment & System Integration Dislocated Worker Grants**.

**Name & Address of Awardee:**  
EXECUTIVE OFFICE OF LABOR AND WORKFORCE  
DEVELOPMENT  
19 STANIFORD STREET  
BOSTON, MASSACHUSETTS 02114-2502

**Federal Award Id. No. (FAIN): DW-29777-16-60-A-25**  
**CFDA #: 17.277- WIOA National Dislocated Worker**  
**Grants / WIA National Emergency Grants (NEGs)**  
**Amount: \$1,100,000.00**  
**EIN: 046002284**  
**DUNS #: 947581567**

**Accounting Code:** 1630-2016-0501741616BD201601740003165DW093A0000AOWI00AOWI00-A90200-410023-ETA-DEFAULT TASK-

The Period of Performance shall be from **October 01, 2016 thru September 30, 2018**.  
Total Government's Financial Obligation is **\$1,100,000.00** (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 Danielle Worthen-ramos. Danielle Worthen-ramos will serve as your first line point of contact and can be contacted via e-mail - [worthen-ramos.daniel@dol.gov](mailto:worthen-ramos.daniel@dol.gov). If your FPO is not available, please call your Regional Office at 617-788-0170 for assistance.

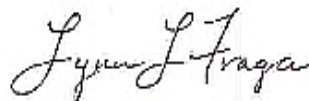
The awardee's signature below certifies full compliance with all terms and conditions as well as all applicable Statutes(s), grant regulations, guidance, and certifications.

Signature of Approving Official - **AWARDEE**

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

See SF-424 for Signature

No Additional Signature Required



**Lynn Fraga**, September 29, 2016  
Grant Officer

# Reemployment and System Integration (RSI) National Dislocated Worker Grants (NDWGs) Federal Award Terms

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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) Workforce Innovation and Opportunity Act; (2) Consolidated and Further Continuing Appropriations Act, 2015 – Public Law 113-235; (3) other applicable Federal statutes and their implementing regulations; (4) terms and conditions of award.

## **2. Funding Opportunity Announcement**

If a Funding Opportunity Announcement or other vehicle is used to announce the availability of these awards, these documents are hereby incorporated into this Grant Agreement. Recipients are bound by the authorizations, restrictions, and requirements contained in the Funding Opportunity Announcement or other vehicle.

## **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.

The grant may be modified in accordance with applicable procedures for grant modifications. All grant modifications (financial or non-financial) under this grant agreement will consist of and be tracked as sequential grant modifications.

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

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

## 6. 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)   X   Latest NICRA or CAP approved by the Federal Cognizant Agency<sup>1</sup> (FCA) is not current, or  
(2)          No NICRA or CAP has ever been approved by an FCA.

**URGENT NOTICE:** Estimated indirect costs have been specified on the SF-424A, Section B, Object Class Category “j”, however only **\$281** 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 increased to reimburse the awardee for higher negotiated indirect costs.

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<sup>1</sup> The Federal agency providing the organization the preponderance of direct Federal funds.

- \_\_\_\_ 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>.

## 7. Federal Project Officer

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

Name: Danielle Worthen-Ramos

Telephone: (617) 788-0314

E-mail: [WorthenRamosDanielle@dol.gov](mailto:WorthenRamosDanielle@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.

## **8. Applicable Authority**

### **a. Workforce Innovation and Opportunity Act**

Funds provided under this grant agreement must be expended in accordance with all applicable federal statutes, regulations and policies, including those of the Workforce Innovation and Opportunity Act (as presently in effect and as may become effective during the terms of this Agreement); the applicable approved State WIOA plan, including approved modifications and amendments to the plan, and any waiver plan; the negotiated performance levels and policies established pursuant to the Secretary's authority under WIOA Section 116; and the applicable provisions in the appropriations act(s).

### **b. Notice of Award**

Funds provided under this grant agreement must be expended in accordance with all applicable federal statutes, regulations and policies, including those of the Workforce Innovation and Opportunity Act (as presently in effect and as may become effective during the terms of this Agreement); the applicable approved State WIOA plan including approved modifications and amendments to the plan, and any waiver plan approved under WIOA Sec. 189(i)(3); the negotiated performance levels and policies established pursuant to the Secretary's authority under WIOA Section 116; and the applicable provisions in the appropriations act(s).

## **9. Funding Restrictions**

### **a. Administrative Costs**

Administrative costs under this award follow the definition in the Workforce Innovation and Opportunity Act. Administrative costs are limited to 10 percent of the RSI NDWG award. Unless a written justification is approved by the Grant Officer, administrative costs may not exceed this limit. Compliance with the administrative cost limit is monitored throughout the grant period. Any amounts exceeding this limitation at closeout will be disallowed and subject to debt collection.

### **b. Consultants**

For the purposes of this award, fees paid to a consultant shall be limited to \$585 per day without additional Grant Officer approval. Regulations regarding the determining of a consultant's rate of pay are located at 5 CFR 304.104 with the calculation for a maximum amount located at 5 CFR 304.105.

### **c. Salary and Bonus Limitations**

Under Public Law 113-235, Division G, 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/2014/executive-senior-level>).

The salary and bonus limitation does not apply to 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 sub-recipients of such funds, taking into account factors including the relative cost-of-living in the State, the compensation levels for comparable State or local government employees, and the size of the organizations that administer Federal programs involved including Employment and Training Administration programs. See Training and Employment Guidance Letter No. 5-06 for further clarification, available at [http://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=2262](http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2262)

#### **d. 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.

#### **e. 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 2015 Mileage Reimbursement Rates are:

Modes of Transportation	Effective/Applicability Date	Rate per mile
Privately owned automobile	January 1, 2015	\$0.575
Privately owned motorcycle	January 1, 2015	\$0.545

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

#### **f. Foreign Travel**

Pursuant to WIOA section 181 (e), no funds received shall be used for foreign travel.

#### **g. Restriction on Health Benefits Coverage**

The recipient must ensure that the use of these funds for health benefits coverage complies with 506 and 507 of Division G of Public Law 113-235, the Consolidated and Further Continuing Appropriations Act, 2015.

*Q: Federal law prohibits the use of federal funds to pay for an abortion or for "health benefits coverage" that includes the coverage of abortion, except in limited circumstances. Is a State grantee prohibited from offering a health benefit that covers abortions?*

*A: While States are prohibited from using federal funds for such purpose, a State may use State funds (other than the State's contribution of Medicaid matching funds) or other non-federal funds to contract separately with a managed care provider to provide abortion coverage. State grantees that wish to provide abortion coverage must determine how best to ensure compliance with federal law so that federal funds are not used for the cost of abortion coverage.*

## **h. OTCnet Program Check Capture Legal Notice**

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).

## **10. Administrative Requirements**

### **a. 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.

## **b. 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.

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

### d. 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.

### 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 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 application 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 without receiving approval from the Grant Officer. Such requests must be accompanied by strong justification and will be considered on a case-by-case basis. If any previously approved acquisition has not occurred prior to the last year of performance, approval for that item(s) is rescinded and the recipient must re-submit its request and justification to the Grant Officer for consideration.

### f. Program Income

The recipient is required to utilize the addition method if any Program Income is generated throughout the duration of this award. The recipient is allowed to deduct costs incidental to generating Program Income to arrive at a Program Income. Additional information about program income is located in 2 CFR 200.307(b).

## **g. Supportive Services**

Grant funds may be used to pay for supportive services such as transportation, child care, dependent care, registration fees paid on behalf of participants in connection with conferences or training, grooming, and emergency housing-related costs for participants who are participating in programs with activities authorized under WIOA 134 (c) paragraph (2) or (3)) *and* who are unable to obtain these supportive services through other programs (WIOA 134(d)(2)B)). No additional prior approval from the Grant Officer is required. However, costs such as needs-related payments, stipends, subsistence allowances, and/or *any* monetary payment provided directly to participants for any service, must receive written prior approval from the Grant Officer.

This list of supportive services is not all-inclusive. Questions regarding whether any additional supportive service requires written prior approval should be directed to the Federal Project Officer assigned to the grant. As a reminder, if it is determined that prior approval is needed, the Grant Officer is the only official with the authority to provide written prior approval.

## **h. Pre-Award**

Pre-award costs are those incurred prior to the effective date of the Federal award (2 CFR 200.458). The effective date of the award is the start date of the period of performance (2 CFR 200.209). All costs incurred by the recipient prior to the effective date specified in the award issued by the Department are ***incurred at the recipient's own expense***.

## **i. Reports**

All ETA recipients are required to submit quarterly financial 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) 02-16.

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](mailto: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](http://www.doleta.gov/grants/financial_reporting.cfm).

## **B. Quarterly Narrative Progress Reports.**

The specific format and submission requirements of this progress report will be conveyed by ETA to recipients in the upcoming months following approval by the Office of Management and Budget.

Upon approval, recipients will be required to submit both a quarterly narrative and a final report to the designated Federal Project Officer (FPO) regarding all grant activities funded under this award. All reports are normally 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. The report will provide both quarterly and cumulative information on the grant's activities. It must summarize project activities, outcomes and other deliverables of the project.

## **j. 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)).

## **k. Final Year/Closeout 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.

## **l. Publicity**

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

#### **m. Public Announcements**

When issuing statements, press releases, requests for proposals, bid solicitation, and other documents describing project 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 cost 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.

#### **n. Procurement**

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

#### **o. 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.

#### **p. 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. Internal use by an organization and/or personal use by an individual for non-commercial purposes is permissible. All other uses require the prior authorization of the copyright owner."***

## **q. Creative Commons License Requirement**

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

This license allows subsequent users to copy, distribute, transmit, and adapt the copyrighted Work and requires such users to attribute the Work in the manner specified by the recipient. Notice of the license shall be affixed to the Work. For general information on CC BY, please visit <http://creativecommons.org/licenses/by/4.0>.

Instructions for marking your work with CC BY can be found at [http://wiki.creativecommons.org/Marking\\_your\\_work\\_with\\_a\\_CC\\_license](http://wiki.creativecommons.org/Marking_your_work_with_a_CC_license).

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

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



## **r. 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.

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

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. (P.L. 113-6, 3003 (c)(d)(e)).

# **11. Program Requirements**

## **a. Certifications & Assurances**

In performing its responsibilities under this award, the recipient hereby certifies and assures that it will fully comply with the following Provisions of the Workforce Investment Act (WIA) codified in the following Codes of Federal Regulation:

- 20 CFR 667.200, Administrative Rules, Costs and Limitations
- 20 CFR 667.260, Prohibition on Real Property
- 20 CFR 667.300, Reporting Requirements
- 20 CFR 667.410, Oversight Roles and Responsibilities
- 20 CFR 667.500 & 667.510, Resolution
- 20 CFR 667.700, Procedure to Impose Sanctions
- 29 CFR Part 37, Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Investment Act of 1998 (WIA)

## 12. Public Policy

### a. 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.

### b. 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](http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2816).

### **c. 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.

### **d. 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.

### **e. 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.

### **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. Buy American Notice Requirement**

None of the funds made available under Titles I or II of the Workforce Innovation and Opportunity Act (Public Law 113-128) or under the Wagner-Peyser Act (29 U.S.C. 49 et seq.) 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”).

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

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.

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

The recipient is prohibited from entering 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, where the awarding agency is aware of the conviction, 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.

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

By drawing down Federal funds under this award, recipient attests that they are not entering into any contract, memorandum of understanding, or cooperative agreement with, making a

grant to, or providing 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, where the awarding agency has made the recipient aware of the unpaid 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.

## **l. Prohibition on Contracting with Inverted Domestic Corporations**

No funds made available under a Federal Act may be used for any contract with any foreign incorporated entity which is treated as an inverted domestic corporation under section 835(b) of the Homeland Security Act of 2002 (6 U.S.C. 395(b)) or any subsidiary of such an entity. Waivers to this regulation may be granted by the Secretary of Labor if the Secretary determines that the waiver is required in the interest of national security.

## **m. Violation of the Privacy Act**

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

## **13. Attachment(s)**

**Attachment A: SF-424**

**Attachment B: SF-424A**

**Attachment C: Budget Narrative**

**Attachment D: Statement of Work and MOUs / Letters of Commitment**

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

*Attachment A: SF-424*

## Application for Federal Assistance SF-424

\* 1. Type of Submission:

- ☐ Preapplication  
☒ Application  
☐ Changed/Corrected Application

\* 2. Type of Application:

- ☒ New  
☐ Continuation  
☐ Revision

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

\* Other (Specify):

\* 3. Date Received:

09/07/2016

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: Executive Office of Labor and Workforce Development

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

04-6002284

\* c. Organizational DUNS:

9475815670000

d. Address:

\* Street1:

19 Staniford Street

Street2:

\* City:

Boston

County/Parish:

\* State:

MA: Massachusetts

Province:

\* Country:

USA: UNITED STATES

\* Zip / Postal Code:

02114-2502

e. Organizational Unit:

Department Name:

Department of Career Services

Division Name:

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

Prefix:

\* First Name:

Diane

Middle Name:

\* Last Name:

Hurley

Suffix:

Title: Manager, Policy and Program Operations

Organizational Affiliation:

\* Telephone Number:

617 626 5701

Fax Number:

\* Email: Diane.L.Hurley@Massmail.state.ma.us



## 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:

17.277

CFDA Title:

WIOA National Dislocated Worker Grants / WIA National Emergency Grants

### \* 12. Funding Opportunity Number:

TEGL-5-16

\* Title:

Reemployment & System Integration Dislocated Worker Grants

### 13. Competition Identification Number:

TEGL-5-16

Title:

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

Add Attachment

Delete Attachment

View Attachment

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

Massachusetts WIOA Workforce Systems Integration Project

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

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

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

Add Attachment

Delete Attachment

View Attachment

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

* a. Federal	<input type="text" value="1,100,000.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="1,100,000.00"/>

**\* 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:

*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. Reemployment & System Integration Dislocated Worker Grant	17.277	\$ <input type="text"/>	\$ <input type="text"/>	\$ 1,100,000.00	\$ <input type="text"/>	\$ 1,100,000.00
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5. Totals		\$ <input type="text"/>	\$ <input type="text"/>	\$ 1,100,000.00	\$ <input type="text"/>	\$ 1,100,000.00

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Prescribed by OMB (Circular A -102) Page 1

## SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) <div style="border: 1px solid black; padding: 5px; font-size: 0.8em;">Reemployment &amp; System Integration Dislocated Worker Grant</div>	(2)	(3)	(4)	
<b>a. Personnel</b>	\$ <div style="border: 1px solid black; text-align: right;">76,670.00</div>	\$ <div style="border: 1px solid black;"></div>	\$ <div style="border: 1px solid black;"></div>	\$ <div style="border: 1px solid black;"></div>	\$ <div style="border: 1px solid black; text-align: right;">76,670.00</div>
<b>b. Fringe Benefits</b>	<div style="border: 1px solid black; text-align: right;">26,965.00</div>	<div style="border: 1px solid black;"></div>	<div style="border: 1px solid black;"></div>	<div style="border: 1px solid black;"></div>	<div style="border: 1px solid black; text-align: right;">26,965.00</div>
<b>c. Travel</b>	<div style="border: 1px solid black; text-align: right;">1,524.00</div>	<div style="border: 1px solid black;"></div>	<div style="border: 1px solid black;"></div>	<div style="border: 1px solid black;"></div>	<div style="border: 1px solid black; text-align: right;">1,524.00</div>
<b>d. Equipment</b>	<div style="border: 1px solid black; text-align: right;">30,000.00</div>	<div style="border: 1px solid black;"></div>	<div style="border: 1px solid black;"></div>	<div style="border: 1px solid black;"></div>	<div style="border: 1px solid black; text-align: right;">30,000.00</div>
<b>e. Supplies</b>	<div style="border: 1px solid black; text-align: right;">0.00</div>	<div style="border: 1px solid black;"></div>	<div style="border: 1px solid black;"></div>	<div style="border: 1px solid black;"></div>	<div style="border: 1px solid black;"></div>
<b>f. Contractual</b>	<div style="border: 1px solid black; text-align: right;">949,000.00</div>	<div style="border: 1px solid black;"></div>	<div style="border: 1px solid black;"></div>	<div style="border: 1px solid black;"></div>	<div style="border: 1px solid black; text-align: right;">949,000.00</div>
<b>g. Construction</b>	<div style="border: 1px solid black; text-align: right;">0.00</div>	<div style="border: 1px solid black;"></div>	<div style="border: 1px solid black;"></div>	<div style="border: 1px solid black;"></div>	<div style="border: 1px solid black;"></div>
<b>h. Other</b>	<div style="border: 1px solid black; text-align: right;">13,027.00</div>	<div style="border: 1px solid black;"></div>	<div style="border: 1px solid black;"></div>	<div style="border: 1px solid black;"></div>	<div style="border: 1px solid black; text-align: right;">13,027.00</div>
<b>i. Total Direct Charges (sum of 6a-6h)</b>	<div style="border: 1px solid black; text-align: right;">1,097,186.00</div>	<div style="border: 1px solid black;"></div>	<div style="border: 1px solid black;"></div>	<div style="border: 1px solid black;"></div>	\$ <div style="border: 1px solid black; text-align: right;">1,097,186.00</div>
<b>j. Indirect Charges</b>	<div style="border: 1px solid black; text-align: right;">2,814.00</div>	<div style="border: 1px solid black;"></div>	<div style="border: 1px solid black;"></div>	<div style="border: 1px solid black;"></div>	\$ <div style="border: 1px solid black; text-align: right;">2,814.00</div>
<b>k. TOTALS (sum of 6i and 6j)</b>	\$ <div style="border: 1px solid black; text-align: right;">1,100,000.00</div>	\$ <div style="border: 1px solid black;"></div>	\$ <div style="border: 1px solid black;"></div>	\$ <div style="border: 1px solid black;"></div>	\$ <div style="border: 1px solid black; text-align: right;">1,100,000.00</div>
<b>7. Program Income</b>	\$ <div style="border: 1px solid black; text-align: right;">0.00</div>	\$ <div style="border: 1px solid black;"></div>	\$ <div style="border: 1px solid black;"></div>	\$ <div style="border: 1px solid black;"></div>	\$ <div style="border: 1px solid black;"></div>

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**SECTION C - NON-FEDERAL RESOURCES**

	(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e)TOTALS
8.	Reemployment & System Integration Dislocated Worker Grant	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
9.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
12.	TOTAL (sum of lines 8-11)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

**SECTION D - FORECASTED CASH NEEDS**

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ <input type="text" value="1,100,000.00"/>	\$ <input type="text" value="1,100,000.00"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
14. Non-Federal	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
15. TOTAL (sum of lines 13 and 14)	\$ <input type="text" value="1,100,000.00"/>	\$ <input type="text" value="1,100,000.00"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input 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.	Reemployment & System Integration Dislocated Worker Grant	\$ <input type="text" value="1,100,000.00"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
17.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
18.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
19.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
20.	TOTAL (sum of lines 16 - 19)	\$ <input type="text" value="1,100,000.00"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

**SECTION F - OTHER BUDGET INFORMATION**

21. Direct Charges:	<input type="text" value="1,097,186"/>	22. Indirect Charges:	<input type="text" value="2,814"/>
23. Remarks: <input type="text"/>			

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*Attachment C: Budget Narrative*

**MASSACHUSETTS**  
**Reemployment & System Integration Dislocated Worker Grants (RSI-DWGs)**  
**Budget Narrative**  
**September 7, 2016**  
**Period of Performance: October 1, 2016 - September 30, 2018**

**CFDA**

**17.277 TEGL-5-16**

a.	<u>Personnel</u>	Salary	FTEs	TOTAL	
	<u>Functions</u>	Annual			
	Project Manager	\$100,991.00	0.346	\$35,000	
	EOLWD IT MOSES	\$100,991.00	0.346	\$35,000	
	Admin, Budget, Reporting	\$92,000.00	0.073	\$6,670	
	<b>TOTAL</b>		<b>0.765</b>	<b>\$76,670</b>	<b>76,670</b>
b.	<u>Fringe Benefits</u>				
	FY17 Fringe 33.5% and Tax 1.67%			35.17%	26,965
c.	<u>Travel</u>		Rate	0.45	1,524
	Travel includes parking, tolls, overnight, public transportation				
d.	<u>Equipment</u>				30,000
	Est. cost for server for data storage. Will move to State IT cloud services when available.				
e.	<u>Supplies</u>				-
	Consumable office supplies for materials specifically for the project				
f.	<u>Contractual</u>				949,000
(1) Contract for Workforce Connect software and related services, including installation, impementation, customization, and training (\$625,000)					
(2) Contract for IT staff development support services (\$114,000)					
(3) Contract with WIOA Partner Agencies (6 @ \$35,000)					
*MA Rehabilitation Commission (VR)/ Health and Human Services					
*MA Commission for the Blind (VR)/ Health and Human Services					
*Adult and Community Learning Services (Adult ED) / Dept of Elementary and Secondary Education					
*Dept. of Transitional Assistance (TANF) / Health and Human Services					
*Dept. of Unemployment Assistance / EOLWD					
*Senior Community Service Empl. Program / Dept. of Elementary and Secondary Education					
g.	<u>Construction</u>				
	NONE				
h.	<u>Other</u>				13,027
	Combined Non-Personnel services for costs such as; space, maintenance, insurance, utilities, telephone, IT, equipment rental				
i.	<b>Total Direct Charges</b>				<b>1,097,186</b>
j.	<u>Indirect Charges</u>				2,814
	Combined Indirect cost rate calculated at 3.67%				
k.	<b>TOTALS</b>				<b>1,100,000</b>
l.	<u>Program Income</u>				
	NONE				



*Attachment D: Statement of Work*

## **Background**

The Massachusetts Workforce Development System (MA WDS) is currently characterized by a successful partnership between a myriad of diverse workforce organizations including state and municipal agencies, non-profit and for-profit organizations operating within laws, conditions and regulations for more than 20 programs and special grants administered by the WIOA partners who are implementing a streamlined system to deliver quality workforce services to job seeker and business customers in 16 Local Workforce Development Areas (LWDA) led by 16 Business-Driven Workforce Development Boards (Local Boards) operating 32 One-Stop Career Centers (OSCCs) and local partner service locations across the Commonwealth.

As presented in Massachusetts WIOA Combined State Plan, it is the goal of the WIOA partners to create an integrated, technology-based intake and information system that will serve all partner customers and staff. Designing and implementing the technological infrastructure to execute a common intake application with real-time triage processes that feature strong skills and transferability assessments, job matching and job referral, common case management and reporting systems across all partners is imperative to our ability to strengthen the consistency and quality of services provided by the system to job seekers and businesses. This grant offering will allow the Massachusetts WIOA partners to move closer to integrating our systems to realize this vision.

Massachusetts is proposing to design and implement a new on-line, “front end” interface building on the Workforce Connect platform available through the National Association of Workforce Agencies’ (NASWA) Information Technology Support Center (ITSC) to register individuals working with WIOA program partners who will be enrolled for career development, job search, educational and occupational assessments, occupational training and job placement and specialized assistance and financial support services. The registration will include common data points required by each partner program and will provide real-time dashboards that bring forward information to both job seekers and staff in easy to grasp displays that support job matching and job referral and support case management across partner programs. The information captured at registration will be shared with partner agencies to populate appropriate fields within their respective data systems. The new IT system functionality will allow all program partners to register individuals at One Stop Career Centers, track referrals and track the service results for those “shared” customers. Currently, no cross-program, cross-agency tracking process exists.

## **Proposed Strategy for Massachusetts**

Adoption of the Workforce Connect suite of applications will provide a cost effective interface to WIOA partner systems to support the following:

1. a common registration platform that meets the information security requirements of the Commonwealth and partner agencies and programs;
2. enhanced case management capabilities through the creation of dashboards for both job seekers and staff at Career Centers and other WIOA partner locations that display information pertinent to the direct needs of the individuals being served; and
3. development of a scalable architecture supporting future enhancements and integration across WIOA partners; that allows for integration with on-line job seeker tools and other self-service applications; that permits identification and tracking of services and outcomes for job seekers across WIOA programs; and that supports performance reporting.

Massachusetts has sponsored demonstrations and technical reviews from the Information Technology Support Center (ITSC) on the Workforce Connect platform on several occasions: a March 28, 2016 Webinar; an April 28, 2016 morning presentation and afternoon technical review at DCS in Boston; and a June 1, 2016 presentation to local Career Center directors and staff and Workforce Development Board directors at the

Workforce Partners' Meeting in Marlboro, MA. The platform capabilities and dashboards generated a great deal of interest by all parties at these presentations. As noted below, the partner agencies have very different systems designed to support their unique programs and to capture the information needed for service tracking and federal and state reporting.

Utilizing the Workforce Connect platform as the main portal into the Massachusetts Workforce Development System will allow the Commonwealth to provide access to the myriad of services available through WIOA partner programs and track shared customers who are provided services by partner agencies. Additionally, information dashboards developed for dislocated workers and other job seekers will give them timely information to guide them along their career and service pathway and a complementary dashboard for partner staff working with these individuals, whether at a Career Center or other partner service location, will present information on the status and services provided and other pertinent data necessary to assist the individual. The chart on page 5 depicts this desired integration as it relates to customer service flows within the career centers. It is our intention to employ cloud data storage services as they become available through the auspices of the State's MassIT office; in the interim we will rely on server storage.

Benefits of a single sign-on/registration will not only include convenience and coordination to individuals seeking workforce services, but the information provided will allow us to immediately direct customers to resources specifically suited to their situation, for example: those applying for UI benefits or TANF can be registered in JobQuest / MOSES to begin job search and be ready for services at a Career Center (AJC); long-term unemployed can be advised of the Talent Connect program with specially designed services to update their skills through assessment, intensive job coaching and possible occupational skills, and educational training services; those recently laid off can be directed to Trade/TAA services based on their employment history; and the Rapid Response team will be able to direct resources to dislocated workers and employers who can benefit from early intervention and layoff aversion services based on recent layoff trends. A dashboard will be available to all job seekers that will bring together information to keep them on track with their employment or career goals and link them to labor market information and on-line resources, and a complimentary dashboard will be available to staff at the partner agencies that presents information on the status of individuals and the services and benefits they have received so staff can assist them to move toward their goals. Additionally, data will assist in tracking referrals of individuals across WIOA partner services.

### **Massachusetts Partner Agency Data Systems**

The primary workforce development programs are administered by the Department of Career Services (DCS) within the Executive Office of Labor and Workforce Development (EOLWD) and operate through the State's network of One-Stop Career Centers. DCS manages the Massachusetts One-Stop Employment System (MOSES) -- a client/server application and database that serves as the unified management information, client tracking, case management and reporting system used by staff at career centers and other workforce development service providers in Massachusetts. MOSES collects information on participants and services in the MOSES database for the following programs: Title I Adult, Dislocated Worker, and Youth; Rapid Response; Wagner-Peyser; National Dislocated Worker Grants (NDWGs); Jobs for Veterans State Grant (JVSG), Disability Employment Initiative Grants (DEI); Trade Adjustment Assistance (TAA); Migrant Seasonal Farm Worker (MSFW), Massachusetts Apprenticeship Initiative (MAI), and UI Reemployment Services and Eligibility Assessment (RESEA). MOSES is distributed to Career Centers and other users through Citrix.

Several web-based applications interface with the MOSES database, including: (a) JobQuest which is used by job seekers to access job listings, eligible training providers and courses, services and workshops at career centers, and assessment tools, such as TORQ and Career Readiness, and is also used by employers to post jobs and search for qualified applicants; (b) TrainingPro which is used by training providers to register for approval under WIOA ITAs, Trade TAA, and UI Section 30 (TOP, Training Opportunity Program for UI Claimants); and

(c) a new Foreign Labor Certification application through which employers/agents submit required H2A and H2B applications and DCS staff approve and manage the programs.

The Department of Elementary and Secondary Education's Adult and Community Learning Services (ACLS) provide adult basic education services. ACLS's SMARTT (System for Managing Accountability and Results Through Technology) is an Internet-based data management system used at the local level by adult education providers in Massachusetts for program planning and reporting. Used by programs to submit student-level data, SMARTT collects demographics, assessment, attendance, and goal attainment information required by the National Reporting System (NRS) under WIOA, in addition to supplemental information required by ACLS. At the state level, SMARTT provides program and aggregate data and a means to track program performance. It interfaces with systems that track information through data matching (e.g., University of Massachusetts, Educational Testing Service, National Student Clearinghouse, Department of Revenue) to capture student outcome information (e.g., assessment, high school equivalency obtainment, entry into postsecondary education, employment). Cognos, SMARTT's companion, web-based reporting system, produces reports on student demographics, local program, regional, and statewide performance. An interface with MOSES identifies some shared customers.

The Massachusetts Rehabilitation Commission (MRC) has a web-based Management Information System known as MRCIS, which serves as the case management and data system for MRC's Vocational Rehabilitation Program. Data is tracked and managed at the client level for all MRC VR consumers. The system documents and covers all aspects of the VR process from referral to exit. The system is used to produce a quarterly data file entitled the RSA-911 report submitted to the Rehabilitation Services Administration containing detailed client and employment data.

The Massachusetts Commission for the Blind (MCB) has a Management Information System known as System 7, which serves as the case management and data system for MCB's Vocational Rehabilitation Program. Data is tracked and managed at the client level for all MCB VR consumers. The system documents and covers all aspects of the VR process from referral to exit. The system is used to produce a quarterly data file entitled the RSA-911 report submitted to the Rehabilitation Services Administration containing detailed client and employment data.

The Department of Transitional Assistance (DTA) within the Executive Office of Health and Human Services (EOHHS) administers the Temporary Assistance for Needy Families (TANF) and the employment and training programs under the Supplemental Nutrition Assistance Program (SNAP) through the BEACON system. DCS and DTA operate an interface between BEACON and MOSES by which DCS provides information on services that selected TANF recipients (identified as work ready) received at career centers.

The Department of Unemployment Assistance (DUA) within the Executive Office of Labor and Workforce Development administers the UI program in Massachusetts through its use of UI Online, a web-based system which serves as a self-service application that both job seekers and employers can use to engage with DUA. DUA staff also uses UI Online to manage DUA's operations. DUA and DCS exchange data on UI Claimants and services through program interfaces.

### **WIOA Workforce Systems Integration Workgroup**

A workgroup comprising representatives from each of the WIOA partners will be responsible for participating in design and development activities and for coordinating their agency resources to complete this project. Workgroup members were chosen by their agency administrators for the breadth of knowledge they bring about their programs, services and participants and their technical expertise on their respective IT systems. The workgroup was established by and reports out to the WIOA Joint Partners Policy Group that is convened

biweekly by the Undersecretary for Workforce Development within EOLWD and is represented by the partner agency heads and their designees.

Members will participate in sessions to identify business requirements and components for the new interface. They may also participate in drafting proposals for procurement of software and technical resources. A meeting of the full workgroup was held on August 24, 2016 to discuss the project goals and anticipated outcomes.

The workgroup will provide input into an interface with information systems used by the WIOA Partner agencies to:

- institute a single sign-on and common intake/registration for individuals seeking services under WIOA programs,
- allow tracking of shared customers across WIOA partner agencies,
- create an on-line dashboard for individuals with information on resources and services relevant to their needs, such as job postings, workshops and job fairs, UI claims status, RESEA required review appointments, on-line tools and LMI, and
- create a dashboard for staff with information on the status, services and options for individuals they serve, such as enrollment status in WIOA programs across partner agencies, assessment results, recent Career Center services, employment related activities.

The workgroup also will identify subgroups as needed to bring together individuals with the requisite knowledge to address specific areas, such as requirements for dashboards or information elements for sign-on/registration.

A Security subgroup will be identified to monitor all assurances regarding security of personal information and adherence to UI laws and regulations and ensuring that necessary agreements for data sharing are established with partner agencies and individuals who register for services through the system.

The table below shows the partner agencies and specialty areas covered by members. Additional local and management staff will be brought into the project as needed.

WORKGROUP PARTNERS	MEMBER SPECIALITY AREAS	#
EOLWD	Asst. Secretary for Programs and Performance Management	1
EOLWD	Asst. Secretary for Policy and Planning (including LMI)	1
EOLWD	Commonwealth Corporation / Programs and Services	1
MA Office of Information Technology - MassIT	IT Systems Support	1
Dept. of Career Services	Systems Support and Reporting (Project Lead)	1
Dept. of Career Services	DCS Business Analysts (MOSES)	4+
Dept. of Career Services	WIOA Central Programs/Policy/Title I and ES	1
Dept. of Career Services	Trade/TAA	1
Dept. of Career Services	Operations and Quality Assurance	1
Dept. of Career Services	Rapid Response Services	2
Dept. of Career Services	Business Support Services	1
Dept. of Career Services	Veterans Programs	1
EOLWD IT	MOSES IT	2
Local One-Stop Career Centers	Programs and Services	2
Local Workforce Development Boards	Systems/Reporting /Service Populations	2
Dept. of Unemployment Assistance	IT Systems /Reporting and Economic Research	1
Dept. of Unemployment Assistance	UI Benefits Performance	1
Dept. of Unemployment Assistance	Integration, DUA and DCS Programs/Services/Systems	2
MA Rehabilitation Commission	IT Systems and Reporting / Programs and Services	2
MA Commission for the Blind	IT Systems and Reporting / Programs and Services	2
Adult and Community Learning Services	IT Systems and Reporting / Programs and Services	2

Department of Transitional Assistance	IT Systems and Reporting / Programs and Services	2
Senior Community Service Employment Prgms.	IT Systems and Reporting / Programs and Services	2
Department of Industrial Accidents	Director's Office	1
Department of Labor Standards	Apprenticeship Programs	1

## Timeline

Following is an estimated timeline for completion of the project tasks for single sign-on/registration and dashboards for job seekers and partner staff. DCS will coordinate the project and provide primary business analysis and IT support.

Task/Activity	Time Frame
Submit Grant Application	Due: September 8, 2016
Funds Available	Tentatively: September 30, 2016
Obtain Workforce Connect Software and ITSC Services	October 2016
Requirements and Design	October 2016 – April 2017
Joint Application Development Sessions	
Technical Assessments of all Partner Systems	
Application Design – Dashboards – Wireframes	
Functional and Technical Design Specifications	
Detail Design and Architecture	
Development and Interfaces	March 2017 – September 2017
Application Development and Testing	
Interfaces with Partner Systems	
User Training	October 2017 – November 2017
Implementation	December 2017 – January 2018

## Security of Information and Assurances

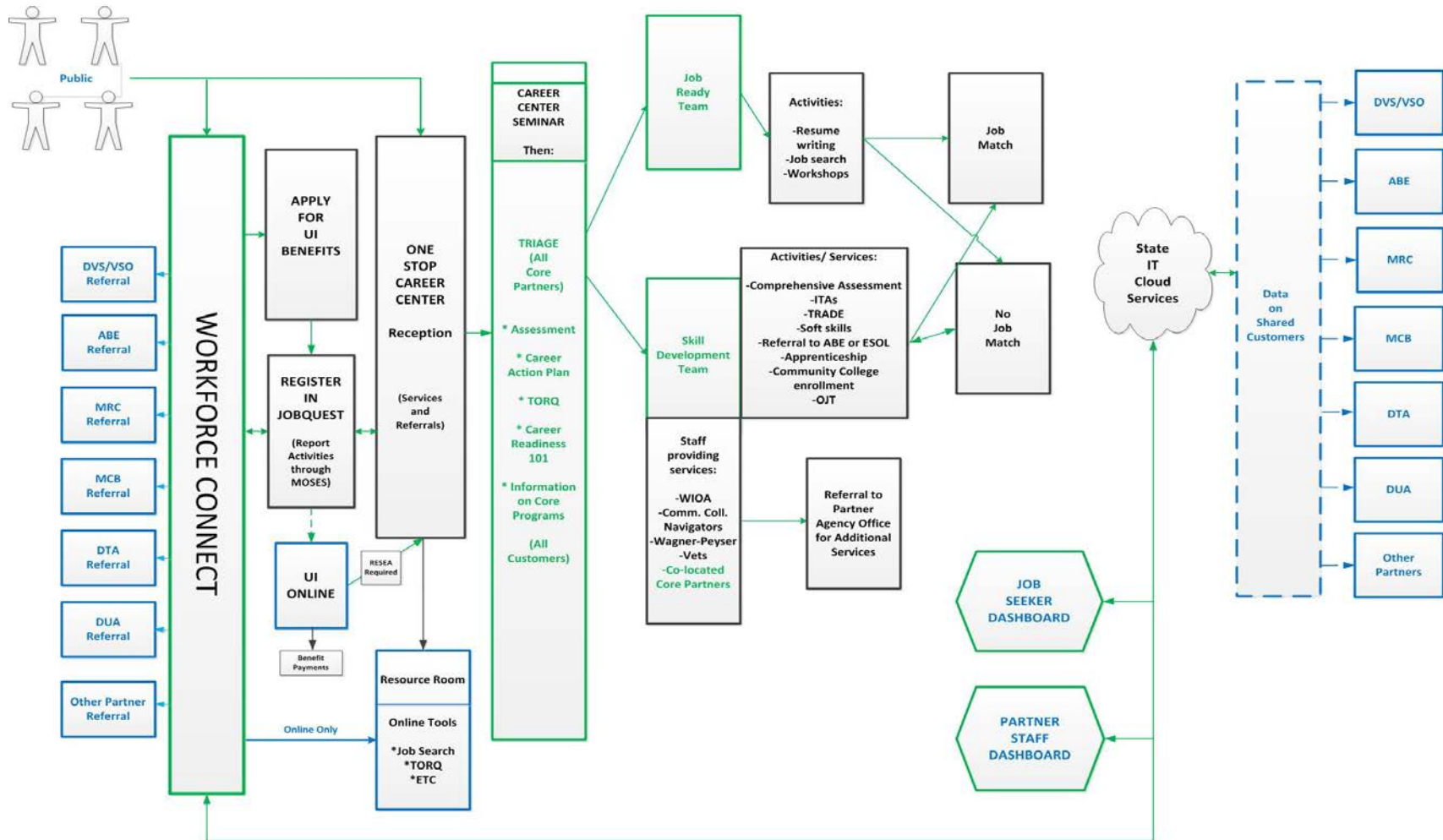
The intake/registration will require all individuals to actively opt-in and give permission to share information provided through this portal for purposes specified to them up front. UI confidentiality requirements and laws and regulations will be applied, as will data and personal confidentiality requirements of each partner agency be reflected throughout the system.

## ETA Independent Evaluation

Massachusetts agrees to participate in any independent evaluation of the processes, outcomes and benefits of the grant initiated by the Department of Labor, Employment and Training Administration (ETA). Additionally, Massachusetts welcomes the opportunity to share information, plans, processes, application updates to Workforce Connect, MOUs or other artifacts developed with project funds, and to participate in technical assistance, information sharing and other peer-to-peer learning activities as requested by ETA.



## CUSTOMER FLOW AND CUSTOMER TRIAGE WITH SINGLE SIGN-ON AND COMMON INTAKE THROUGH WORKFORCE CONNECT



Draft: August 29, 2016

*Attachment E: MOUs / Letters of Commitment*





THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT

CHARLES D. BAKER  
GOVERNOR  
KARYN E. POLITO  
LIEUTENANT GOVERNOR

RONALD L. WALKER, II  
SECRETARY

September 7, 2016

U.S. Department of Labor, Employment & Training Administration  
Office of Grants Management  
**Reference: RSI-DWG - TEGL-5-16**  
200 Constitution Avenue, NW Room: N-4716  
Washington, DC 20210

Office of Grants Management:

On behalf of Governor Baker, I am pleased to support the Massachusetts Executive Office of Labor and Workforce Development (EOLWD), Department of Career Services' (DCS) application for the **Reemployment & System Integration Dislocated Worker Grant**.

As noted in our Massachusetts Workforce Innovation and Opportunity Act (WIOA) Combined State Plan, it is the goal of the WIOA partners to create an integrated, technology-based intake and information system that will serve all partner customers and staff. Through investment in integrated technology solutions that support connectivity across programs and services provided by Massachusetts' WIOA partners we will strengthen the consistency and quality of services provided by the system to job seekers and businesses.

This grant offering will allow the Massachusetts WIOA partners to move closer to integrating our systems to realize this vision.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ronald L. Walker, II", written over a horizontal line.

Ronald L. Walker, II

Cc: Jennifer James, Undersecretary for Workforce Development  
Alice Sweeney, Director, DCS

*Attachment F: Negotiated Indirect Cost Rate Agreement  
(if applicable)*



The Commonwealth of Massachusetts  
Office of the Comptroller  
One Ashburton Place, Room 901  
Boston, Massachusetts 02108

THOMAS G. SHACK III  
COMPTROLLER

PHONE (617) 727-5000  
FAX (617) 727-2163  
INTERNET: <http://www.mass.gov/osc>

June 23, 2015

Mr. Robert Ford  
Chief Financial Officer  
Department of Labor and Workforce Development  
19 Staniford Street  
Boston, MA 02114

*Note: We have not yet received  
The letter for FY2017,  
but we are advised that  
The rates will remain  
The same.*

Dear Mr. Ford:

The enclosed negotiation agreement involving the FY2016 indirect cost rate for the Massachusetts Department of Labor and Workforce Development (EOL) represents an understanding between the Commonwealth and the U.S. Department of Labor concerning the rate that may be used to support a claim for Federal payment of indirect costs incurred for the performance of a Federal grant or contract. The rate was negotiated in accordance with OMB Circular A-87 and with regulations promulgated by the Secretary of Administration and Finance under Administrative Bulletin #5(A&F5), dated May 1, 2008, entitled *Fringe Benefits, Payroll Taxes and Indirect Costs*.

The automated indirect cost recovery program used to assess EOL's Federal grants and other non-budgetary accounts will reflect the FY2016 rate of 3.67% of salaries (subsidiary AA object codes) beginning with the closing of Period 01 (July), BFY2016.

The above-referenced administrative regulations prohibit indirect costs from being budgeted on federal grants and trusts at any rate or amount less than that approved under this agreement without prior authorization of this office.

Jerry Stephenson is available at 617-973-2638 to answer any questions that you may have regarding this agreement.

Sincerely,

Bryan Hightower  
Director, Federal Grants & Cost Allocation

Enclosure