



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT
DEPARTMENT OF CAREER SERVICES

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December 9, 2015

*Ms. Gail Brown
Executive Director
Gr Lowell WIB
107 Merrimack Street
Lowell, MA 01852*

**RE: *Rapid Response Bridge Set-Aside Funds for Multiple Companies in the Greater Lowell Area
(Cobham, AH Notini & Courier)***

Dear Ms. Brown:

This letter is in response to the Gr Lowell WIB's proposal dated November 25, 2015, requesting Rapid Response Bridge Set-Aside funds to serve 100 dislocated workers from Multiple Companies in the Greater Lowell Area (Cobham, AH Notini & Courier) as a bridge to the NEG.

Following a detailed review of the proposal, the Set-Aside Committee has approved the amount of \$320,066 as a bridge to the NEG. These funds will be utilized to provide career counseling and supportive services to the dislocated workers from the Multiple Companies as a bridge to the NEG. The award is to provide funds for the period June 1, 2015 – September 30, 2016.

These funds allocated for the following purposes:

- Provide core and intensive services, re-employment services.
- Provide one-on-one intensive Case Management, intensive career and job search/job development assistance, follow-up, re-employment workshops.
- Complete data entry as required for these customers in the MOSES system

Unexpended/un-obligated funds from this Rapid Response Set-Aside grant will be reimbursed to EOLWD/DCS subsequent to a monthly fiscal and operations review of the project. Modifications of the project may be submitted in writing to the Rapid Response Set-Aside Committee. Please refer to the Statement of Work for award specifications.

Questions may be directed to me at (617) 626-5703 or kmessina@detma.org.

Sincerely,

Ken Messina
Business Services Manager

Cc: *Set-Aside Committee
Barbara O'Neil, CC of Lowell*

<p align="center">Rapid Response Bridge Set-Aside Statement of Work Greater Lowell Multiple Companies (Cobham, AH Notini, Courier)</p>

Recipient: Greater Lowell Investment Board

Contact: Gail Brown, Executive Director

Amount: \$320,066.00 **Period of Performance:** 7-1-15 thru 9/30/16

Purpose: Provide intensive re-employment and case management, services for dislocated workers from Multiple Companies in the Greater Lowell (Cobham, AH Notini and Courier)

The Massachusetts Executive Office of Labor and Workforce Development (EOLWD)/Department of Career Services (DCS) hereby awards Rapid Response Bridge Set-Aside funds in the amount of \$320,066.00 to the Merrimack Valley Workforce Investment Board. Funds will be utilized to provide services to employees laid off from

Services

Funds will be utilized to provide intensive re-employment services and case management to the dislocated workers from Multiple Companies in Gr Lowell (Cobham, AH Notini & Courier.)

WIB Requested Amount	\$688,819.00
RRSA Awarded Amount	\$320,066.00
Staff Salaries and Fringe	\$ 91,116.00
Travel	\$ 100.00
NPS (Moses, Phone, Equipment)	\$ 19,958.00
Training	\$150,000.00
Indirect Charges	<u>\$ 58,892.00</u>
Total Cost of Project	\$320,066.00

Performance

This Rapid Response Set-Aside award is granted in order to provide dedicated staff to serve 100 dislocated workers from Multiple Companies in the Gr Lowell Area (Cobham, AH Notini & Courier) The staff will provide core and intensive re-employment services, workshops, one-on-one job development/job search assistance, individual career counseling.

Administrative Requirements

1. Program Reporting Requirements

Participant data will be entered in the Massachusetts One Stop Employment System (MOSES).

Please contact Norca Disla-Shannon at 978-722-7013, to assist you with setting up this project in the MOSES system or with any questions regarding an existing project. This must be set up in MOSES as a new project specific program for the purpose of tracking participants enrolled into Gr Lowell Multiple Companies Rapid Response Set-Aside Project.

2. Fiscal Reporting Requirements

Expenditures for Rapid Response Set-Aside funds will be tracked in the EOLWD/DCS TAARRNEG web-based system. The duration of this project will be 7-1-15 through 9-30-2015. Fiscal Status Reports (FSR's) will be submitted on a monthly basis, by the 20th of each month. The FSR should be entered into the web based EOLWD/DCS TAARRNEG system under the assigned project number # (tbd). Participant activity reports should also be submitted by the 20th of each month and e-mailed to the Regional Rapid Response Coordinator.

3. Recapture of Funds

These funds are awarded to provide services to workers affected by the layoffs from the Cobham, AH Notini & Courier therefore, funds unexpended or un-obligated from the Rapid Response Set-Aside grant subsequent to an operational and fiscal status review will be reimbursed to the Executive Office of Labor and Workforce Development, Department of Career Services.

4. Oversight

The DCS Rapid Response Set-Aside Committee will review the progress of this grant on a monthly basis. DCS may also conduct an on-site visit to ensure fiscal compliance with the Statement of Work, FSR submission process, cash requests, Integrated Budgeting and applicable OMB Cost Principles.