

**Grant Modification / Notice of Award**

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

<b>GRANT MODIFICATION</b>		<b>No. 7</b>	<b>PROJECT:</b> Dislocated Worker Grants	
<b>GRANT NUMBER:</b> DW-32746-19-60-A-12	<b>EIN:</b> 364706134	<b>EFFECTIVE DATE:</b> 04/27/2020	<b>PAGE 1</b>	
<b>GRANTEE:</b> STATE OF FLORIDA, DEPARTMENT OF ECONOMIC OPPORTUNITY 107 EAST MADISON STREET MSC 120 TALLAHASSE, FLORIDA 32399-6545		<b>ISSUED BY</b> U.S. DEPARTMENT OF LABOR / ETA DIVISION OF FEDERAL ASSISTANCE 200 CONSTITUTION AVENUE NW - ROOM N-4716 WASHINGTON, DC 20210		

**Action:**

The Recipient's modification request of March 9, 2020 is approved for \$3,333,334.

Special Conditions of Award: N/A

This modification resolves all outstanding special conditions of award.

Notice: A review of the official grant file shows that a Negotiated Indirect Cost Rate Agreement (NICRA) approved by your Cognizant Agency is not current. It is important that the grantee have documentation to justify the utilization of indirect costs for the whole period of performance upon completion of the grant. The failure to have this documentation will cause the closeout of the grant to be delayed and potentially have indirect costs disallowed. Please submit all NICRAs to the FPO as they are approved by your Cognizant Agency.

<b>YEAR / CFDA PROGRAM ACCOUNT ID</b>	<b>Mod 0-6 CURRENT LEVEL</b>	<b>Mod 7 MODIFICATION</b>	<b>NEW LEVEL</b>	<b>PMS DOC #</b>
FY 19 / 17.277 WIOA DIS WKRS NAT RES - EMERGENCY (ADVANCE) <small>18 -1630-2019-0501741919BD201901740003195DW093A0000AOWI00AOWI00-A90200-410023-ETA-DEFAULT TASK-</small>	\$8,333,333.00	\$0.00	\$8,333,333.00	DW32746HB0
FY 19 / 17.277 WIOA DIS WKRS NAT RES - EMERGENCY (ADVANCE) <small>19 -1630-2019-0501741919BD201901740003195DW093A0000AOWI00AOWI00-A90200-410023-ETA-DEFAULT TASK-</small>	\$8,333,333.00	\$0.00	\$8,333,333.00	DW32746HB0
PY 19 / 17.286 WIOA DIS WKRS NAT RES – EMERGENCY Hurricanes <small>20 -1630-2020-0501741920JD202001740003195DW025A0000AOWI00AOWI00-A90200-410023-ETA-DEFAULT TASK-</small>	\$0.00	\$3,333,334.00	\$3,333,334.00	DW32746R51
<b>TOTAL FUND AVAILABILITY</b>	<b>\$16,666,666.00</b>	<b>\$3,333,334.00</b>	<b>\$20,000,000.00</b>	

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

Approved  
by   
**Lynn Fraga**

Date Signed **04/30/2020**

**Grant Officer**

**Disaster Recovery National Dislocated Worker Grant  
Federal Award Terms  
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## **1. Order of Precedence**

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

- I. Workforce Innovation and Opportunity Act;
- II. other applicable Federal statutes;
- III. Department of Labor Appropriations Act, 2020, P.L. 116-94 or the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), P.L. 116-136, as applicable;
- IV. Implementing Regulations;
- V. Executive Orders;
- VI. OMB Circulars, including the Uniform Guidance at 2 CFR 200 and 2900;
- VII. Training and Employment Guidance Letter WIOA No. 12-19, Operational Guidance for National Dislocated Worker Grants;
- VIII. other applicable DOL-ETA Directives; and the
- IX. terms and conditions of this award.

## **2. Notice of Award**

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

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

## **3. Funding Opportunity Announcement**

Training and Employment Guidance Letter (TEGL) WIOA No. 12-19 transmits the funding opportunity associated with this award. TEGL No. 12-19 and all applicable amendments are hereby incorporated into the Notice of Award. Award recipients are bound by the authorizations, restrictions, and requirements contained in the TEGL. Therefore, the expenditure of grant funds by the award recipient certifies that the recipient has read and will comply with all the parts that are contained in the NOA.

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

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

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

## 5. Federal Project Officer

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

Name: Susan Tesone

Telephone: 404-302-5375

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

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

## 6. Indirect Cost Rate and Cost Allocation Plan

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

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

For a NICRA only:

(1) Indirect Rate approved: %

(2) Type of Indirect Cost Rate: \_\_\_\_\_ Provisional/ final

(3) Allocation Distribution Base: \_\_\_\_\_

(4) Current beginning and ending period applicable to rate: \_\_\_\_\_

Estimated Indirect Costs are shown on the SF-424A budget form. If a new NICRA is issued during the grant's period of performance, it must be provided to DOL within 30 days of it being issued. Funds may be re-budgeted as necessary between direct and indirect costs as long as it is consistent with 10% Budget Flexibility term within this agreement, grant requirements and DOL regulations on prior approval. However, the total amount of the grant award will not be increased.

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

\_X\_ C. (1) X Latest NICRA or CAP approved by the Federal Cognizant Agency (FCA) is not current, or

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

**URGENT NOTICE:** Estimated indirect costs have been specified on the SF-424A, Section B, Object Class Category "j", however only \$7,400 (10% of personnel or indirect which ever is less) will be released to support the indirect costs in the absence of a NICRA or CAP approved by the cognizant agency. The remaining funds which have been awarded for Indirect Costs are restricted and may not be used for any purpose until the recipient provides a signed copy of the NICRA or CAP and document stating that the restriction is

lifted by the Grant Officer. Upon receipt of the NICRA or CAP, the Grant Officer will issue a grant modification to the award to remove the restriction on those funds.

As the award recipient, your organization must submit an indirect cost rate proposal or CAP. These documents should be submitted to the DOL's Division of Cost Determination (DCD) or to the recipient's FCA. In addition, the recipient must notify the Federal Project Officer (FPO) that the documents have been submitted to the appropriate FCA. **If this proposal is not submitted within 90 days of the effective date of the award, no funds will be approved for the reimbursement of indirect costs.** Failure to submit an indirect cost proposal by the above date means the award recipient will not receive further reimbursement for indirect costs until a signed copy of the federally approved NICRA or CAP is provided and the restriction is lifted by the Grant Officer. All indirect costs paid for using grant funds must be returned through the Payment Management System. No indirect costs will be reimbursed without a NICRA or an approved CAP. *The total amount of the DOL's financial obligation under this grant award **will not be** increased in order to reimburse the recipient for higher negotiated indirect costs.*

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

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

Starting the quarter ending September 30, 2016, all grant recipients with an approved NICRA or de minimis rate must report indirect costs on their **FINAL** ETA-9130 Form.

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

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

## **8. Approved Budget**

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

## **9. Return of Funds**

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

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

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

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

## **11. Resources and Information**

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



## 12. Cost Limitation Restrictions

### a. Administrative Costs

Administrative costs under this award follow the definition in the Workforce Innovation and Opportunity Act at 20 CFR 683.215.

There is a 15 percent limitation on a DWG project's total administrative costs when the direct recipient is not also serving as the project operator. Unless a written justification is approved by the Grant Officer, administrative costs may not exceed this 15 percent limit. Direct recipients of DWG funds are limited to spending no more than 5 percent of the total award on administrative costs. Project Operators are limited to spending no more than 10 percent of their allocation received from the direct recipient on administrative costs. Compliance with the administrative costs limit is monitored throughout the grant period. Any amounts exceeding this limitation at closeout will be disallowed and subject to debt collection.

For DWG recipients who are also serving as the project operator, the administrative costs limit is 10 percent of the total award.

### b. Budget Flexibility

Federal recipients are not permitted to make transfers that would cause any funds to be used for purposes other than those consistent with this Federal program. Any budget changes that impact the Statement of Work and agreed upon outcomes or deliverables require a request for modification and prior approval from the Grant Officer.

As directed in 2 CFR 200.308(e), for programs where the Federal share is over the simplified acquisition threshold (currently \$150,000), the transfer of funds among direct cost categories or programs, functions and activities is restricted such that if the cumulative amount of such transfers exceeds or is expected to exceed 10 percent of the total budget as last approved by the Federal awarding agency, the recipient must receive prior approval from the Grant Officer. Any changes within a specific cost category on the SF424(a) do not require a grant modification unless the change results in a cumulative transfer among direct cost categories exceeding 10% of total budget as noted above. It is recommended that your assigned FPO review any within-line changes to your budget prior to implementation to ensure they do not require a modification. For programs where the Federal share is below the simplified acquisition threshold, recipients are not required to obtain the Grant Officer's approval when transferring funds among direct cost categories. This includes transferring direct costs to the indirect cost category contained on the SF424 (a).

### c. Consultants

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

#### d. Travel

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

#### e. Travel – Foreign

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

#### f. Travel – Mileage Reimbursement Rates

Pursuant to 2 CFR 200.474(a), all award recipients must have policies and procedures in place related to travel costs; however, for reimbursement on a mileage basis, this Federal award cannot be charged more than the maximum allowable mileage reimbursement rates for Federal employees. The 2018 mileage reimbursement rates are:

Modes of Transportation	Effective/Applicability Date	Rate per mile
Privately owned automobile	January 1, 2019	\$0.58
Privately owned motorcycle	January 1, 2019	\$0.55

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

#### g. WIOA Infrastructure

WIOA sec. 121(b)(1)(B) and 20 CFR 678.400 require the following programs to be One-Stop partners: A. WIOA title I programs: Adult, Dislocated Worker, and Youth formula programs; Job Corps; YouthBuild; Native American programs; National Farmworker Jobs Program (NFJP); B. Wagner-Peyser Act Employment Service (ES) program authorized under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), as amended by WIOA title III; C. Senior Community Service Employment Program (SCSEP) authorized under title V of the Older Americans Act of 1965; D. Trade Adjustment Assistance (TAA) activities authorized under chapter 2 of title II of the Trade Act of 1974; E. Unemployment Compensation (UC) programs; F. Jobs for Veterans State Grants (JMSG) programs authorized under chapter 41 of title 38, U.S.C.; and G. Reentry Employment Opportunities (REO) programs (formerly known as Reintegration of Ex-Offenders Program (REXO) awarded prior to January 1, 2019 which were authorized under sec. 212 of the Second Chance Act of 2007 (42 U.S.C. 17532).

With the exception of Native American programs established under WIOA sec. 166, all One-Stop partner programs including all programs that are funded under title I of WIOA are required to contribute to the infrastructure costs and certain additional costs of the One-Stop delivery

system in proportion to their use and relative benefits received as required in 20 CFR 678.700 and 678.760. While Native American programs are not required to contribute to infrastructure costs per WIOA 121(h)(2)(D)(iv), they are strongly encouraged to contribute as stated in TEGL 17-16. The sharing and allocation of infrastructure costs between One-Stop partners is governed by WIOA sec. 121(h), WIOA's implementing regulations, and the Federal Cost Principles contained in the Uniform Guidance at 2 CFR part 200 and DOL's exceptions at 2 CFR part 2900. The Federal Cost Principles state that a partner's contribution is an allowable, reasonable, necessary, and allocable cost to the program and is consistent with other legal requirements.

## **13. Administrative Requirements**

### **a. Assurances and Certifications**

The signed SF-424, Application for Federal Assistance, has been included as an attachment to this grant. The individual that signed the SF-424 on behalf of the applicant is considered the Authorized Representative of the applicant. As stated in block 21 of the SF-424 form, the signature of the Authorized Representative on the SF-424 certifies that the organization is in compliance with the Assurances and Certifications form SF-424B (available at <http://apply07.grants.gov/apply/forms/sample/SF424B-V1.1.pdf>). You do not need to submit the SF-424B form separately.

### **b. Audits**

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

### **c. Changes in Micro-purchase and Simplified Acquisition Thresholds**

The Office of Management and Budget memorandum (M-18-18), issued on June 20, 2018, increased the threshold for micro-purchases under Federal financial assistance awards from \$3,500 to \$10,000 and the threshold for simplified acquisitions under Federal financial assistance awards from \$100,000 to \$250,000. Please note that these two threshold increases were effective for all Employment and Training (ETA) grantees as of October 1, 2018. All ETA grantees should carefully review the above-referenced memorandum and make any necessary updates to their financial and administrative policies, procedures and systems as a result of these threshold increases.

### **d. Closeout/Final Year Requirements**

At the end of the grant period, the award recipient will be required to close the grant with the ETA. As the award recipient, your organization will be notified approximately 15 days prior to the end of the period of performance that the closeout process will begin once the grant ends. The information concerning the recipient's responsibilities at closeout may be found at 2 CFR

200.343. During the closeout process, the grantee must be able to provide documentation for all direct and indirect costs that are incurred. For instance, if an organization is claiming indirect costs, the documentation that is required is a Negotiated Indirect Cost Rate Agreement or Cost Allocation Plan issued by the grantee's Federal cognizant agency. Documentation for those approved to utilize a de minimis rate for indirect costs is demonstrated through the grant agreement. Not having documentation for direct or indirect costs will result in costs being disallowed and subject to debt collection. The only liquidation that can occur during closeout is the liquidation of accrued expenditures (NOT obligations) for goods and/or services received during the grant period (2 CFR 2900.15).

#### e. Creative Commons Attributions License

As required at 2 CFR 2900.13, any intellectual property developed under a competitive award process must be licensed under a Creative Commons Attribution 4.0 (CC BY) license, which allows subsequent users to copy, distribute, transmit and adapt the copyrighted work and attribute the work in the manner specified by the recipient. For general information on CC BY, please visit <http://creativecommons.org/licenses/by/4.0>. The Instructions for marking your work with CC BY can be found at [http://wiki.creativecommons.org/Marking\\_your\\_work\\_with\\_a\\_CC\\_license](http://wiki.creativecommons.org/Marking_your_work_with_a_CC_license).

#### f. Equipment

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

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

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

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

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

month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)

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

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

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

4. Exemptions

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

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

5. Definitions.

For purposes of this award term:

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

- Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
- III. *Earnings for services under non-equity incentive plans.* This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
- IV. *Change in pension value.* This is the change in present value of defined benefit and actuarial pension plans.
- V. *Above-market earnings on deferred compensation which is not tax-qualified.*
- VI. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

## **h. Intellectual Property Rights**

The Federal Government reserves a paid-up, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use for federal purposes: i) the copyright in all products developed under the grant, including a subgrant or contract under the grant or subgrant; and ii) any rights of copyright to which the recipient, subrecipient or a contractor purchases ownership under an award (including but not limited to curricula, training models, technical assistance products, and any related materials). Such uses include, but are not limited to, the right to modify and distribute such products worldwide by any means, electronically or otherwise. Federal funds may not be used to pay any royalty or license fee for use of a copyrighted work, or the cost of acquiring by purchase a copyright in a work, where the Department has a license or rights of free use in such work, although they may be used to pay costs for obtaining a copy which is limited to the developer/seller costs of copying and shipping. If revenues are generated by selling products developed with grant funds, including intellectual property, these revenues are considered as program income. Therefore, program income must be used in accordance with the provisions of this grant award and 2 CFR 200.307.

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

“This workforce product was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The product was created by the recipient and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it.”

## **i. Intellectual Property Rights and the Bayh-Dole Act**

All small business firms, and non-profit organizations (including Institutes of Higher Education) must adhere to the Bayh Dole Act, which requirements are provided at 37 CFR 401.3(a) and at <https://doleta.gov/grants/pdf/BayhDoleGrantTerm.pdf>. To summarize, these requirements describe the ownership of Intellectual Property rights and the government’s nonexclusive, nontransferable, irrevocable, paid-up license to use any invention conceived or first actually

reduced to practice in the performance of work under this grant. These requirements are in addition to those found in the Intellectual Property Rights term provided in this document.

#### **j. Personally Identifiable Information**

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

#### **k. Pre-Award**

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

#### **l. Procurement**

The Uniform Guidance (2 CFR 200.317) require States (as defined at 2 CFR 200.90) to follow the same procurement policies and procedures it uses for non-Federal funds. The state will comply with 200.322 Procurement of recovered *materials* and ensure that every purchase orders or other contract includes any clauses required by section 200.326 Contract provisions. Award recipients must also follow the requirements regarding the competitive award of One-Stop Operators in the Workforce Innovation and Opportunity Act at WIOA Sec. 121(d) and sec. 123.

#### **m. Program Income**

The "Addition" method as described in 2 CFR 200.307 must be used in allocating any program income generated for this grant award. Award recipients must expend all program income prior to drawing down additional funds as required at 2 CFR 200.305(b) (5) and 2 CFR 200.307(e). Any program income found remaining at the end of period of performance must be returned to the ETA. In addition, recipients must report program income on the quarterly financial report using ETA-9130 form.

#### **n. Publicity**

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



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

1. If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then you as the award recipient during that period of time must maintain the currency of information reported to the System for Award Management (SAM) that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIS)) about civil, criminal, or administrative proceedings described in paragraph 2 of this award term and condition. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 U.S.C. 2313). As required by section 3010 of Public Law 111-212, all information posted in the designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available.
2. Proceedings about which you must report. Submit the information required about each proceeding that:
  - a. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from either the Federal Government;
  - b. Reached its final disposition during the most recent 5-year period; and
  - c. Is one of the following:
    - I. A criminal proceeding that resulted in a conviction, as defined in paragraph 5. of this award term
    - II. A civil proceeding that resulted in a finding of fault and liability and paying a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;
    - III. An administrative proceeding, as defined in paragraph 5. of this award term, that resulted in a finding of fault and liability and your payment of either monetary fine or penalty of \$5,000 or more or a reimbursement, restitution, or damages in excess of \$100,000; or
    - IV. Any other criminal, civil, or administrative proceeding if:
      - (A) It could have led to an outcome described in paragraph 2.c.I, II, or III of this award term;
      - (B) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and
      - (C) The requirement in this award term to disclose information about the proceeding does not conflict with applicable laws and regulations.
3. Reporting procedures. Enter in SAM Entity Management area (formerly CCR), or any successor system, the FAPIS information that SAM requires about each proceeding described in paragraph 2. of this award term. You do not need to submit the information a second time under assistance awards that you received if you already provided the information through SAM (formerly CCR) because you were required to do so under Federal procurement contracts that you were awarded.
4. Reporting frequency. During any period of time when you are subject to the requirement in paragraph 1. of this award term, you must report FAPIS information through SAM no less frequently than semiannually following your initial report of any proceedings for the most recent 5-year period, either to report new information about any proceeding(s) that you have not reported previously or affirm that there is no new information to report.

5. **Definitions.** For purposes of this award term:
- a. Administrative proceeding means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (e.g., Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and State level. It does not include audits, site visits, corrective plans, or inspection of deliverables.
  - b. Conviction, for purposes of this award term, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.
  - c. Total value of currently active grants, cooperative agreements, and procurement contracts includes —
    - I. Only the Federal share of the funding under any award with a recipient cost share or match; and
    - II. The value of all options, even if not yet exercised.

## **p. Reports**

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

### **1. Quarterly Financial Reports.**

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

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

*Note – The 9130(G) report for DWGs requires reporting on expenditures related to the training of participants (11b). Those DWGs that provide training services must report them on the 11b line of the 9130(G). Additionally, any expenditures related to transitional jobs must be reported on line 11c of the 9130(G) report.*

### **2. Quarterly Performance Reports.**

- a. **Reporting Resources:** DWG recipients must submit Quarterly Performance (QPR) and Quarterly Narrative Reports (QNR) in accordance with Training and Employment Guidance Letter (TEGL) 14-18, "Aligning Performance Accountability Reporting, Definitions, and Policies Across Workforce Employment and Training Programs Administered by the U.S. Department of Labor (DOL)", which may be

found at: [https://wdr.doleta.gov/directives/corr\\_doc.cfm?docn=7611](https://wdr.doleta.gov/directives/corr_doc.cfm?docn=7611). The requirements for DWG are specifically outlined in Attachment 6 of TEGL 14-18: [https://wdr.doleta.gov/directives/attach/TEGL/TEGL\\_14-18\\_Attachment-6\\_Acc.pdf](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_14-18_Attachment-6_Acc.pdf).

Additional resources on DWG performance are available on the DWG performance web page: <https://www.doleta.gov/DWGs/Performance-and-Reporting-Resources/>.

#### **b. Reporting System**

Recipients must submit grantee performance reports through the Workforce Integrated Performance System (WIPS): <https://dol.appiancloud.com/suite/>.

To gain access to WIPS, recipients must first create an account. To establish a new user account in WIPS, recipients must follow these steps:

- i. Visit the following website: <https://www.doleta.gov/performance/wips/>
- ii. Select “WIPS Technical Assistance Request”
- iii. Select “DWG” from the program drop-down menu
- iv. Enter the DWG grant number the report request is for
- v. Complete all required fields of the WIPS Technical Assistance Request template
- vi. Under “Description” request a new user account
- vii. Click “Submit”

Once a user account for WIPS is established, grantees must continue to request reporting permissions for the DWG narrative reports for each new grant award. See the QNR section below for more detail.

#### **c. Required Reports**

The required reports for all DWG grantees are:

- i. Quarterly Performance Report (ETA 9173) – The DWG Quarterly Performance Report (QPR) is generated from grantee’s submission of individual participant record files. Grantees must certify a 9173 QPR each quarter. This report captures participant characteristics, services, and outcomes according to the Participant Individual Record Layout (PIRL) layout:  
[https://doleta.gov/performance/pfdocs/ETA\\_9172\\_DOL\\_PIRL\\_1.18.81.pdf](https://doleta.gov/performance/pfdocs/ETA_9172_DOL_PIRL_1.18.81.pdf)

Recipients submit the QPR by uploading their participant record file in WIPS. Note that on the file upload screen under Schema Name, DWG recipients must select “State Integrated Record Schema (SIRS)” from the drop-down menu. Under Target Program, select “National Dislocated Worker Grants” from the drop-down menu.

- ii. Quarterly Narrative Report (ETA 9179) – DWG recipients submit the Quarterly Narrative Report (QNR) using the WIPS reporting system. This report is an opportunity for grantees to share information on project success stories, upcoming grant activities, and promising approaches and

processes. The final quarterly report must summarize the successes and/or challenges in delivering services to the target population, as well as address the topics of sustainability, replicability, and lessons learned. In order to activate the QNR feature in WIPS, grantees must request QNR reporting permissions for each new grant award by following these steps:

- a. Visit the following website:  
<https://www.doleta.gov/performance/wips/>
- b. Select “WIPS Technical Assistance Request”
- c. Select “DWG” from the program drop-down menu
- d. Enter the DWG grant number the report request is for
- e. Complete all required fields of the WIPS Technical Assistance Request template
- f. Under “Description”, enter a request for QNR reporting permission for that DWG
- g. Click “Submit”

### **3. Project Implementation Plan.**

Recipients must adhere to the Project Implementation Plan submission requirements of their respective regional office, in accordance with 20 CFR 687.150. Contact the assigned Federal Project Officer for further details.

### **q. Requirements for Conference and Conference Space**

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

### **r. Subawards**

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

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

## s. Supportive Services & Participant Support Costs

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

## t. System for Award Management

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

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

### 2. Requirement for unique entity identifier

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

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

### 3. Definitions

For purposes of this award term:

i. *System of Award Management (SAM)* is the Federal repository where award recipients register to do business with the U.S. government. Additional information about registration procedures may be found at the SAM Internet site (currently at <http://www.sam.gov>).

ii. *Unique entity identifier* means the code that is unique to a registered entity in order to complete its registration on SAM. \

iii. *Entity*, as it is used in this award term, means all of the following, as defined at 2 CFR part 25, subpart C:

- a. A Governmental organization, which is a State, local government, or Indian Tribe;
- b. A foreign public entity;
- c. A domestic or foreign nonprofit organization;
- d. A domestic or foreign for-profit organization; and
- e. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

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.

#### **u. SAM Registration Validation**

ETA advises grant recipients registered in SAM to log into SAM and review their registration information, particularly their financial information and points of contact. Further, the DUN and EIN numbers must remain active until the grant award closeout process is fully completed. See TEN 18-17 for additional guidance.

#### **v. Vendor/Contractor**

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

#### **w. Whistleblower Protection**

This grant and employees working on this grant are subject to the whistleblower rights and remedies established at 41 U.S.C. 4712. The recipient shall inform its employees in writing, in the predominant language of the workforce, of employee whistleblower rights and protections under 41 U.S.C. 4712, as described in section 3.908 of the Federal Acquisition Regulation (48 CFR 3.908; note that for the purpose of this term and condition, use of the term "contract," "contractor," "subcontract," or "subcontractor" in section 3.908 should be read as "grant," "grantee," "subgrant," or "subgrantee"). The recipient shall insert the substance of this clause in all subgrants and contracts over the simplified acquisition threshold.

### **14. Program Requirements**

[Training and Employment Guidance Letter \(TEGL\) WIOA No. 12-19](#) contains the program requirements for this award.

#### **a. Coordination with Federal Agencies**

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

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

The grantee must have in place a plan to recover WIOA funds which have been expended for activities or services for which other funds are available. Examples include, but are not limited to: activities/resources provided by FEMA or other Federal agencies; public or private insurance; and construction workers employed by private for-profit firms whose employment is covered by other available resources.

If additional areas are declared eligible for assistance by FEMA or another Federal agency as allowable under WIOA, you may immediately begin to provide services under this grant in those counties. However, the direct recipient must notify its Federal Project Officer in writing of the inclusion of any additional areas that have been appropriately approved by the federal agencies, and include such locations in a subsequent modification

## **b. Eligibility**

Grantees are responsible for setting appropriate policies and procedures for determining participant eligibility. The state has the authority to provide exceptions to its policies regarding the acceptable documentation local areas must collect to document participant eligibility, such as during a disaster. Such exceptions may rely on self-attestation. States eventually must collect all documentation necessary to demonstrate that each participant is eligible under 20 CFR 687.170(b).

When applying for a Disaster Recovery DWG in response to an influx of a substantial number of individuals relocating away from the disaster area, applicants must demonstrate that at least 50 individuals have relocated or evacuated from an area receiving a Federal declaration for the disaster event.

The Grantee should have a system in place to verify eligibility for individuals once better data are available. If the Grantee has such a system in place, and if a participant is later found to be ineligible, the costs incurred prior to the discovery of ineligibility will not be disallowed.

Limitations on Duration of Participation -- Participants in disaster-relief positions may be employed for a maximum of 12 months or 2,080 hours, whichever is longer. Grantees may submit a modification request to extend the period of employment for existing participants for up to an additional 12 months, and this modification request must justify the reason for extending participants' disaster-relief employment, as required by 20 C.F.R. 687.180(b)(1) If there remains humanitarian or clean-up needs after participants reach the limits on employment duration, the state should attempt to employ new eligible individuals to continue the work at hand rather than continue the employment or re-employment of participants that have reached 12 months or 2,080 hours of disaster-relief employment.

While each disaster is different, ETA expects that most humanitarian assistance needs will resolve within 12 months of the disaster event, as disaster-affected communities rebuild, and their populations obtain permanent housing and no longer need assistance in obtaining food and clothing. When providing a justification for extending employment to 20 C.F.R. 687.180(b)(1), grantees must demonstrate that humanitarian assistance needs remain.

### **c. Participant Compensation**

**Participant Wages.** The worksite employer that provides participants temporary disaster-relief employment under a Disaster Recovery DWG is required to pay the higher of the Federal, state, or local minimum wage, or the comparable rates of pay for other individuals employed in similar occupations by the same employer. In accordance with WIOA Section 181(a)(1)(A), generally, participants must be compensated at the same rates, including periodic increases, as employees who are similarly situated in similar occupations by the same employer and who have similar training, experience, and skills. Additionally, such rates must be in accordance with applicable law but in no event less than the higher of the rate specified in Section 6(a)(1) of the Fair Labor Standards Act of 1938 (29 U.S.C. 206(a)(1)) or the applicable state or local minimum wage law. Where applicable, fringe benefits should be paid in accordance with the policies of the worksite employer.

The wages paid to temporary disaster-relief workers must be consistent with the wages of the supervising entity's other employees—permanent or temporary—performing the same or similar work.

### **d. Employment Conditions**

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

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

**Health and Safety Standards** In all DWG projects, grantees must ensure that project participants follow the same health and safety standards established under Federal and state law applicable to working conditions of permanent employees. To the extent that state workers' compensation law applies, workers' compensation shall be provided to project participants on the same basis as individuals in similar employment, as required by WIOA Section 181(b)(4). In cases in which a project participant is not covered under a state workers' compensation law, the project participant must be provided with adequate on-site medical and accident insurance for work-related activities. The grantee must also ensure that project participants receive appropriate safety training in accordance with the Occupational Safety and Health Act (OSHA) of 1970 and assure safe working conditions. For more information, contact the OSHA field office. A listing of OSHA field offices is available at <http://www.osha.gov/html/RAmap.html>.

### **e. Worksite Selection and Work on Private Property**

Disaster-relief worksites must be located in the geographic disaster area covered by the qualifying declaration for the Disaster Recovery DWG (a disaster or emergency declaration under the Stafford Act or other Federal agency's declaration of a disaster or emergency of national significance).

Grantees must give the highest priority to clean-up of the disaster area's most severely damaged public facilities and to the cleanup and the provision of humanitarian assistance to economically disadvantaged areas within the disaster area. To the extent feasible,



administering funds according to these priorities must be in coordination with any projects administered by emergency management agencies, as described in this document within the section entitled “Coordination with Emergency Management Agencies.”

Projects may perform work on private property only under these circumstances:

1. The work must be intended to remove health and safety hazards to the larger community or to address or alleviate specific economic or employment-related impacts of the disaster, such as clean-up work needed for disaster-affected employers to resume operation;
2. The activities necessary to remove health and safety hazards on private lands or around homes or other structures may only return the land or structure(s) to a safe and habitable level, and not improve the original land or structure(s);
3. The project prioritizes service to older individuals and individuals with disabilities; and,
4. Grantees must not use Disaster Recovery DWG funds to cover the cost of materials to do repairs.

Prior approval of the grant officer is required before any disaster-relief employment work on private property.

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

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

## **15. Fiscal Year 2020 Federal Appropriations Requirements**

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

Pursuant to P.L. 116-94, Division A, Title I, Section 108, the Fair Labor Standards Act of 1938 (“FLSA”) will apply as if the following language was added to section 7 (the “Maximum Hours” section). This language specifically relates to occurrences of a major disaster (as declared or designated by the State or Federal government) and are applied for a period of two years afterwards. The language is as follows:

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

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

“(B) who receives from such employer on average weekly compensation of not less than \$591.00 per week or any minimum weekly amount established by the Secretary, whichever

is greater, for the number of weeks such employee is engaged in any of the activities described in subparagraph (C); and “(C) whose duties include any of the following: “(i) interviewing insured individuals, individuals who suffered injuries or other damages or losses arising from or relating to a disaster, witnesses, or physicians; “(ii) inspecting property damage or reviewing factual information to prepare damage estimates; “(iii) evaluating and making recommendations regarding coverage or compensability of claims or determining liability or value aspects of claims; “(iv) negotiating settlements; or “(v) making recommendations regarding litigation. “(2) The exemption in this subsection shall not affect the exemption provided by section 13(a)(1) [of the FLSA]. “(3) For purposes of this subsection— “(A) the term ‘major disaster’ means any disaster or catastrophe declared or designated by any State or Federal agency or department; “(B) the term ‘employee employed to adjust or evaluate claims resulting from or relating to such major disaster’ means an individual who timely secured or secures a license required by applicable law to engage in and perform the activities described in clauses (i) through (v) of paragraph (1)(C) relating to a major disaster, and is employed by an employer that maintains worker compensation insurance coverage or protection for its employees, if required by applicable law, and withholds applicable Federal, State, and local income and payroll taxes from the wages, salaries and any benefits of such employees; and “(C) the term ‘affiliate’ means a company that, by reason of ownership or control of 25 percent or more of the outstanding shares of any class of voting securities of one or more companies, directly or indirectly, controls, is controlled by, or is under common control with, another company.”

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

Federal funds may not be used to enter into or renew a contract which includes a provision for prescription drug coverage unless the contract also includes a provision for contraceptive coverage. This requirement does not apply to contracts with 1) the religious plans Personal Care’s HMO and OSF HealthPlans, Inc. and 2) any existing or future plan if the carrier for the plan objects to such coverage on the basis of religious beliefs.

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

## **c. Participant Minimum Age**

Pursuant to P.L. 116-94, Division A, Title I, Section 104, funds made available under section 414(c) of the American Competitiveness and Workforce Improvement Act of 1998 (29 U.S.C. 3224a) must only be used for training individuals and for the related activities necessary to support such training. This training must be in the occupations and industries for which employers are using H-1B visas to hire foreign workers, and it must be provided only to individuals who are older than 16 years of age and who are not currently enrolled in a school within a local educational agency.

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

No funds can be used in contravention of 5 U.S.C. 552a (the Privacy Act) or regulations implementing the Privacy Act.

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

The recipient may not knowingly enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporation that was convicted of a felony criminal violation under any Federal law within the preceding 24 months.

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

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

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

Pursuant to P.L. 116-94, Division A, Title I, Section 103, no funds may be obligated or expended for the procurement of goods mined, produced, manufactured, or harvested or services rendered, in whole or in part, by forced or indentured child labor in industries and host countries identified by the DOL prior to December 20, 2019. DOL has identified these goods and services here: <http://www.dol.gov/ilab/reports/child-labor/list-of-products>.

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

Pursuant to P.L. 116-94, Division A, Title V, Section 521, these funds may not be provided to the Association of Community Organizations for Reform Now (ACORN), or any of its affiliates, subsidiaries, allied organizations or successors.

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

No entity receiving federal funds may require employees or contractors of such entity seeking to report fraud, waste, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

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

Pursuant to P.L. 116-94, Division A, Title V, Section 520, no Federal funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography.

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

Pursuant to P.L. 116-94, Division A, Title V, Section 505, when issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all non-Federal entities receiving Federal funds shall clearly state:

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

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

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

Pursuant to P.L. 116-94, Division A, Title V, Section 506 and 507, Federal funds may not be expended for health benefits coverage that includes coverage of abortions, except when the pregnancy is the result of rape or incest, or in the case where a woman suffers from a physical disorder, physical injury, or physical illness, including a life-endangering physical condition caused by or arising from the pregnancy itself that would, as certified by a physician, place the women in danger of death unless an abortion is performed. This restriction does not prohibit any non-Federal entity from providing health benefits coverage for abortions when all funds for that specific benefit do not come from a Federal source. Additionally, no funds made available through this award may be provided to a State or local government if such government subjects any institutional or individual health care entity to discrimination on the basis that the health care entity does not provide, pay for, provide coverage of, or refer for abortions.

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

Pursuant to P.L. 116-94, Division A, Title V, Section 503, no federal funds may be used by a grant recipient, other than for normal and recognized executive-legislative relationships, to engage in lobbying or advocacy activities (including, for publicity or propaganda purposes, the preparation, distribution, or use of any kit, pamphlet, booklet, publication, electronic communication, radio, television, or video presentation) designed to support or defeat the enactment of federal, state, or local legislation, regulation, appropriations, order, or other administrative action, except in presentation to Congress or a State or local legislature itself or for participation by an agency or officer of a State, local or tribal government in policymaking and administrative processes within the executive branch of that government.

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

Pursuant to P.L. 116-94, Division A, Title V, Section 509, no Federal funds shall be used for any activity that promotes the legalization of any drug or other substance included in schedule I of the schedules of controlled substances established under section 202 of the Controlled Substances Act except for normal and recognized executive-congressional communications or where there is significant medical evidence of a therapeutic advantage to the use of such drug or

other substance or that federally sponsored clinical trials are being conducted to determine therapeutic advantage.

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

Pursuant to P.L. 116-94, Division A, Title V, Section 527, no Federal funds shall be used to purchase sterile needles or syringes for the hypodermic injection of any illegal drug.

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

Pursuant to P.L. 116-94, Division A, Title I, Section 105, recipients and subrecipients shall not use funds to pay the salary and bonuses of an individual, either as direct costs or as indirect costs, at a rate in excess of Executive Level II. The Executive Level II salary may change yearly and is located on the OPM.gov website (<http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2020/executive-senior-level>). The salary and bonus limitation does not apply to contractors (vendors) providing goods and services as defined in 2 CFR 200.330. Where States are recipients of such funds, States may establish a lower limit for salaries and bonuses of those receiving salaries and bonuses from subrecipients, taking into account factors including the relative cost-of-living in the State, the compensation levels for comparable State or local government employees, and the size of the organizations that administer Federal programs involved including Employment and Training Administration programs. See Training and Employment Guidance Letter No. 5-06 for further clarification, available at [http://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=2262](http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2262).

### **16. Public Policy**

#### **a. Architectural Barriers**

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

#### **b. Drug-Free Workplace**

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

#### **c. Executive Orders**

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

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

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

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

**13788:** Pursuant to Executive Order 13788, by drawing down funds, the recipient agrees to comply with sections 8301 through 8303 of title 41, United States Code (commonly known as the "Buy American Act"). Additionally, no funds may be made available to any person or entity that has been convicted of violating the Buy American Act. For the purposes of this award, the Buy American Act requires the recipient to use, with limited exceptions, only 1) unmanufactured items that have been mined or produced in the United States; and 2) manufactured items that have been manufactured in the United States substantially all from articles, materials, or supplies that were mined, produced, or manufactured in the United States. These requirements do not apply to 1) items for use outside of the United States, 2) items that are not mined, produced, or manufactured in the United States in sufficient and reasonably available commercial quantities and are not of a satisfactory quality; and 3) manufactured items procured under any contract with an award value that is equal to or less than the micro-purchase threshold (currently \$10,000). In order to claim an exception to these requirements under 1 or 2 above, the recipient must get prior approval from the Grant Officer. Prior approval is not needed for purchases under the micro-purchase threshold.

#### **d. Flood Insurance**

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

## e. Hotel-Motel Fire Safety

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

## f. Prohibition on Trafficking in Persons

### 1. Trafficking in persons.

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

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

- (A). Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
- (B). Procure a commercial sex act during the period of time that the award is in effect; or
- (C). Use forced labor in the performance of the award or subawards under the award.

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

- (A). Is determined to have violated a prohibition in paragraph a.1 of this award term; or
- (B). Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either—
  - i. Associated with performance under this award; or
  - ii. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, “OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),” as implemented by our agency at 2 CFR Part 2998.

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

I. Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or

II. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either—

- (A). Associated with performance under this award; or
- (B). Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, “OMB Guidelines to Agencies on

Governmentwide Debarment and Suspension (Nonprocurement),” as implemented by our agency at 29 CFR Part 98.

*c. Provisions applicable to any recipient.*

I. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term.

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

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

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

III. You must include the requirements of paragraph a.1 of this award term in any subaward you make to a private entity.

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

I. “Employee” means either:

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

(B). Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.

II. “Forced labor” means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

III. “Private entity”:

(A). Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR 175.25.

(B). Includes:

i. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR 175.25(b).

ii. A for-profit organization.

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

## **g. Veterans’ Priority Provisions**

The Jobs for Veterans Act (Public Law 107-288) requires recipients to provide priority service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job training program directly funded, in whole or in part, by the DOL. The regulations implementing this priority of service can be found at 20 CFR part 1010. In circumstances where a grant recipient must choose between two qualified candidates for a service, one of whom is a veteran or eligible spouse, the veterans priority of service provisions require that the grant recipient give the veteran or eligible spouse priority of service by first providing him or her that service. To obtain priority of service, a veteran or spouse must meet the program’s eligibility requirements. Recipients must comply with the DOL guidance on



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

## **17. Attachments**

**Attachment A: SF-424**

**Attachment B: SF-424A**

**Attachment C: Budget Narrative**

**Attachment D: Statement of Work**

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

## **Attachment A: SF-424**

Application for Federal Assistance SF-424		
<b>* 1. Type of Submission:</b> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	<b>* 2. Type of Application:</b> <input type="checkbox"/> New <input type="checkbox"/> Continuation <input checked="" type="checkbox"/> Revision	<b>* If Revision, select appropriate letter(s):</b> E: Other (specify) _____ <b>* Other (Specify):</b> Per special condition _____
<b>* 3. Date Received:</b> 01/22/2020	<b>4. Applicant Identifier:</b> _____	
<b>5a. Federal Entity Identifier:</b> _____	<b>5b. Federal Award Identifier:</b> DW-32746-19-60-A-12	
<b>State Use Only:</b>		
<b>6. Date Received by State:</b> _____	<b>7. State Application Identifier:</b> _____	
<b>8. APPLICANT INFORMATION:</b>		
<b>* a. Legal Name:</b> Florida Department of Economic Opportunity		
<b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b> 36-4706134	<b>* c. Organizational DUNS:</b> 9689306640000	
<b>d. Address:</b>		
<b>* Street1:</b> 107 E. Madison St.	_____	
<b>Street2:</b> MSC 120	_____	
<b>* City:</b> Tallahassee	_____	
<b>County/Parish:</b> Leon	_____	
<b>* State:</b> FL: Florida	_____	
<b>Province:</b>	_____	
<b>* Country:</b> USA: UNITED STATES	_____	
<b>* Zip / Postal Code:</b> 32399-6545	_____	
<b>e. Organizational Unit:</b>		
<b>Department Name:</b> _____	<b>Division Name:</b> _____	
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
<b>Prefix:</b> _____	<b>* First Name:</b> Isabelle	
<b>Middle Name:</b> _____	_____	
<b>* Last Name:</b> Potts	_____	
<b>Suffix:</b> _____	_____	
<b>Title:</b> Supervisor, Program Development and Researc		
<b>Organizational Affiliation:</b> _____		
<b>* Telephone Number:</b> 850-921-3148	<b>Fax Number:</b> _____	
<b>* Email:</b> isabelle.potts@deo.myflorida.com		

**Application for Federal Assistance SF-424**

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

A: State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

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

U.S. Department of Labor/ETA

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

17.277

CFDA Title:

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

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

N/A

\* Title:

N/A

**13. Competition Identification Number:**

Title:

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

Add Attachment

Delete Attachment

View Attachment

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

FL - Disaster - Hurricane Michael

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

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

Add Attachment

Delete Attachment

View Attachment

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

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

* a. Federal	<input type="text" value="20,000,000.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="20,000,000.00"/>

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

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

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

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

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

Yes  No

If "Yes", provide explanation and attach

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. GRANTEE ADMINISTRATIVE	17.277	\$	\$	1,869,980.00	\$	\$ 1,869,980.00
2. GRANTEE TOTAL OPERATIONS	17.277			18,130,020.00		18,130,020.00
3.						
4.						
5. Totals		\$	\$	20,000,000.00	\$	\$ 20,000,000.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)  GRANTEE ADMINISTRATIVE	(2)  GRANTEE TOTAL OPERATIONS	(3)	(4)	
<b>a. Personnel</b>	\$ <input type="text"/>	\$ 74,000.00	\$ <input type="text"/>	\$ <input type="text"/>	\$ 74,000.00
<b>b. Fringe Benefits</b>	<input type="text"/>	28,120.00	<input type="text"/>	<input type="text"/>	28,120.00
<b>c. Travel</b>	<input type="text"/>	20,548.00	<input type="text"/>	<input type="text"/>	20,548.00
<b>d. Equipment</b>	<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>e. Supplies</b>	<input type="text"/>	6,000.00	<input type="text"/>	<input type="text"/>	6,000.00
<b>f. Contractual</b>	1,789,002.00	17,890,019.00	<input type="text"/>	<input type="text"/>	19,679,021.00
<b>g. Construction</b>	<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>h. Other</b>	<input type="text"/>	111,333.00	<input type="text"/>	<input type="text"/>	111,333.00
<b>i. Total Direct Charges (sum of 6a-6h)</b>	1,789,002.00	18,130,020.00	<input type="text"/>	<input type="text"/>	\$ 19,919,022.00
<b>j. Indirect Charges</b>	80,978.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ 80,978.00
<b>k. TOTALS (sum of 6i and 6j)</b>	\$ 1,869,980.00	\$ 18,130,020.00	\$ <input type="text"/>	\$ <input type="text"/>	\$ 20,000,000.00
<b>7. Program Income</b>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

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SECTION C - NON-FEDERAL RESOURCES				
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e)TOTALS
8. <input type="text"/>	\$ <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"/>	\$ <input type="text"/>	\$ <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"/>	\$ <input type="text"/>	\$ <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. <input type="text"/>	\$ <input type="text"/>	\$ <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"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges: <input type="text"/>	22. Indirect Charges: <input type="text"/> Total Personnel & Fringe Benefits at 52.7675%
23. Remarks: <input type="text"/>	

## **Attachment C: Budget Narrative**

GRANTEE LEVEL

Personnel	Annual Salary	FTE %	Years	Total
Government Operations Consultant II	50,000.00	40.0%	2	40,000.00
Senior Management Analyst Supervisor	60,000.00	20.0%	2	24,000.00
Government Operations Consultant II Monitor	50,000.00	10.0%	2	10,000.00
<b>Total Personnel</b>				<b>74,000.00</b>
	Total Personnel Cost			
Fringe Benefits	During Period		Fringe Rate	Total
Government Operations Consultant II	40,000.00		38%	15,200.00
Senior Management Analyst Supervisor	24,000.00		38%	9,120.00
Government Operations Consultant II Monitor	10,000.00		38%	3,800.00
<b>Total Fringe benefits @ 38% personnel (FICA, WC, Retirement, Health)</b>				<b>28,120.00</b>
Travel 22 trips for 2 Staff members to provide Technical Assistance or Monitoring activities @ \$934 per trip (2 traveler in state, two hotel nights at \$150 per traveler, meals and per diem at \$132 per traveler, rental car, tolls, and gas at \$70 per trip). Trips average approximately 200 miles per trip.				20,548.00
Staff Supplies \$2000 per year - General Office consumables and Supplies including but not limited to office supplies, cell phones, and software licenses.				6,000.00
Other Costs				
Shared Agency Overhead Costs (Rent, cost pool allocations for utilities and internet, data processing)				69,174.00
Rental of Auto-Deploy Internet System				39,459.00
Risk Management Insurance (Made up of automobile insurance, general liability insurance, workers)				2,700.00
<b>Total Other Costs</b>				<b>111,333.00</b>
<b>Contractual - Program Operator Expenses</b>				
Temporary Jobs 819 @ \$13,411.48	13,411.48	819		10,984,000.00
Fringe benefits @ 35% (FICA, WC)				3,844,400.00
Subcontract: Staffing Agency Fee @ 10% of temp job wages & benefits				1,482,840.00
Training 25 @ \$4,000				100,000.00
Career Services 1000 @ \$160				160,000.00
Supportive Services 560 @ \$1,000				560,000.00
5 Case managers for two years	35,000.00	5	100.0%	350,000.00
3 Supervisors for two years at 25%	45,000.00	3	25.0%	67,500.00
Fringe benefits @ 38%				158,650.00
Staff Travel 5 case managers x \$48/week x 102 weeks (outreach, worksite visits)				24,480.00
Staff supplies @ \$3,196.50 per year				6,393.00
Pooled Career Center Costs @ 25% of staff-related costs)				151,756.00
Admin Costs @ 10% of project costs				1,789,002.00
<b>Total Contractual</b>				<b>19,679,021.00</b>
Indirect Rate 65.6860% of Total Personnel + fringe benefits (74,000+28,120)*79.2972% = \$80,978				80,978.00
<b>TOTAL GRANT</b>				<b>20,000,000.00</b>

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

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

## **Attachment D: Statement of Work**

**Ron DeSantis**  
GOVERNOR



**Ken Lawson**  
EXECUTIVE DIRECTOR

February 19, 2020

Ms. Susan Rae Tesone  
Federal Project Officer  
National Dislocated Worker Grants  
U.S. Department of Labor  
61 Forsyth Street, S.W., Room 6M12  
Atlanta, GA 30303

Dear Ms. Tesone,

Please accept this letter as a revision to our letter dated, January 27, 2020. This request is for an additional \$3,333,334 for the Hurricane Michael National Dislocated Worker Grant (DW-32746-18-60-A-12) for a total award of \$20,000,000. We are *not* requesting a no-cost extension. Instead, we intend to submit a new application for a National Dislocated Worker Grant to continue serving individuals affected by Hurricane Michael by providing disaster-relief temporary jobs to address the ongoing needs of the affected communities.

The affected areas in the Florida Panhandle have suffered extreme damage which continues to require clean-up and restoration activities, as well as humanitarian workers to provide the traumatized population assistance to deal with the aftermaths of the storm. Our project operators/local workforce development boards report that there is no slowing in the need for disaster-relief temporary workers.

This modification makes no changes to planned activities from our previous modifications. The additional funds will continue to support current participants as well as allow the enrollment of additional eligible participants into temporary jobs and training activities.

The state has reached a rate of expenditure of 77%. CareerSource Gulf Coast (which includes Bay, Franklin, and Gulf Counties) informs us that they have enough funds to operate for less than six weeks.

The current level of service is 840 participants of which 659 are in temporary jobs. With the additional funds, we expect to reach a level of service of 819 participants in temporary jobs and 25 in training activities.

Florida Department of Economic Opportunity | Caldwell Building | 107 E. Madison Street | Tallahassee, FL 32399  
850.245.7105 | [www.FloridaJobs.org](http://www.FloridaJobs.org)  
[www.twitter.com/FLDEO](https://www.twitter.com/FLDEO) | [www.facebook.com/FLDEO](https://www.facebook.com/FLDEO)

An equal opportunity employer/program. Auxiliary aids and service are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TTD equipment via the Florida Relay Service at 711.

Attached are the updated 424 and 424A Forms, Budget Narrative, Project Operator Form, Answers to the Request for Revision, and the Worksite Spreadsheet.

If you have any questions or need additional information, please contact me at (850) 245-7126 or email [caroline.womack@deo.myflorida.com](mailto:caroline.womack@deo.myflorida.com).

Thank you for your prompt consideration.



Caroline Womack, Chief

Bureau of Financial Management

<b>DISLOCATED WORKER GRANTS (DWG) – Project Operator Form</b>			
Project Operator 1 Name: <b>CareerSource Okaloosa Walton</b>			
Street Address 1: <b>109 8<sup>th</sup> Avenue</b>			
Street Address 2:			
City: <b>Shalimar</b>	County: <b>Okaloosa</b>	State: <b>FL</b>	Zip Code: <b>32579</b>
Duration of Project Operator Agreement	Start Date: <b>10/7/2018</b>	End Date: <b>9/30/2020</b>	
Contact Person Name: <b>Michele Burns</b>		Telephone: <b>850-651-2315 x212</b>	
E-mail: <a href="mailto:mburns@careersourceow.com">mburns@careersourceow.com</a>		FAX:	
<b>Projected Expenses &amp; Activities</b>	<b>Temporary Jobs</b>	<b>Training</b>	<b>Total</b>
Funding Level	\$0	\$0	\$0
Number of Participants	0	0	0
Counties included in Project Operator Service Area: <b>Okaloosa &amp; Walton</b>			

Project Operator 2 Name: <b>CareerSource Chipola</b>			
Street Address 1: <b>4636 Highway 90 East</b>			
Street Address 2: <b>Suite K</b>			
City: <b>Marianna</b>	County: <b>Jackson</b>	State: <b>FL</b>	Zip Code: <b>32446</b>
Duration of Project Operator Agreement	Start Date: <b>10/7/2018</b>	End Date: <b>9/30/2020</b>	
Contact Person Name: <b>Richard Williams</b>		Telephone: <b>850-633-2732</b>	
E-mail: <a href="mailto:Richard.williams@careersourcechipola.com">Richard.williams@careersourcechipola.com</a>		FAX:	
<b>Projected Expenses &amp; Activities</b>	<b>Temporary Jobs</b>	<b>Training</b>	<b>Total</b>
Funding Level	\$7,061,628	\$38,372	\$7,100,000
Number of Participants	307	8	315
Counties included in Project Operator Service Area: <b>Calhoun, Holmes, Jackson, Liberty, Washington</b>			

Project Operator 3 Name: <b>CareerSource Gulf Coast</b>			
Street Address 1: <b>5230 West U.S. Highway 98</b>			
Street Address 2:			
City: <b>Panama City</b>	County: <b>Bay</b>	State: <b>FL</b>	Zip Code: <b>32401-1058</b>
Duration of Project Operator Agreement	Start Date: <b>10/7/2018</b>	End Date: <b>9/30/2020</b>	
Contact Person Name: <b>Kimberly Bodine</b>		Telephone: <b>850-913-3284</b>	
E-mail: <a href="mailto:kbodine@4careersourcegc.com">kbodine@4careersourcegc.com</a>		FAX:	
<b>Projected Expenses &amp; Activities</b>	<b>Temporary Jobs</b>	<b>Training</b>	<b>Total</b>
Funding Level	\$12,117,393	\$61,628	\$12,179,021
Number of Participants	496	17	513
Counties included in Project Operator Service Area: <b>Bay, Franklin, Gulf</b>			

Project Operator 4 Name: <b>CareerSource Capital Region</b>			
Street Address 1: <b>325 John Knox Rd.</b>			
Street Address 2:			
City: <b>Tallahassee</b>	County: <b>Leon</b>	State: <b>FL</b>	Zip Code: <b>32303</b>
Duration of Project Operator Agreement	Start Date: <b>10/7/2018</b>	End Date: <b>9/30/2020</b>	
Contact Person Name: <b>Jim McShane</b>		Telephone: <b>850-617-4605</b>	
E-mail: <a href="mailto:jim.mcshane@careersourcecapitalregion.com">jim.mcshane@careersourcecapitalregion.com</a>		FAX:	
<b>Projected Expenses &amp; Activities</b>	<b>Temporary Jobs</b>	<b>Training</b>	<b>Total</b>
Funding Level	\$400,000	\$0	\$400,000
Number of Participants	16		16
Counties included in Project Operator Service Area: <b>Gadsden, Leon, Wakulla</b>			

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

**NOTES:**

1. Project operator staff, supportive services, and other costs (other than out-of-pocket expenses for temporary jobs or training) are allocated to the temporary jobs and training.
2. Total number of participants on this form includes only those enrolled in temporary jobs or training.



Worksite	Job Title	# of planned placements	Description of clean-up and recovery duties	Counties served	Status (Active/Inactive)	Remaining work
Backpack for Kids - Jackson County	Humanitarian Assistance for Disaster Relief	1	Provides weekend food for children attending Jackson County Schools who were impacted by Hurricane Michael. The non-profit has seen substantial increase in # of children who are homeless due to Hurricane Michael. The humanitarian worker is needed due to these increases, as well as the decreases in volunteers who have been impacted by the storm. Duties include sorting food, packing and assisting with delivery of weekend backpacks for school children impacted by the hurricane.	Jackson	Active	Distribution numbers are assessed monthly. Numbers are still higher than pre-hurricane and volunteers have been sick during January.
Calhoun County Board of County Commissioners	Humanitarian Assistance for Disaster Relief	2	Work with FEMA to assist individuals with applications for hurricane recovery assistance.	Calhoun	Active	Data is assessed weekly and need remains.
	Recovery Support Worker	3	Assist individuals affected by Hurricane Micheal to identify resources and determine program eligibility. Assist Emergency Operation Center with disaster-related increased workload and FEMA reports. Assist in issuance of building permits for rebuilding hurricane-damaged structures in Calhoun County		Active	Possibly completing in 6 months.
	General Laborer - Disaster Recovery	30	Assist with clean-up and restoration of Calhoun County buildings and parks that endured damage from Hurricane Michael.		Active	12 months for various laborers
Calhoun County Chamber of Commerce, Inc.	Recovery Support Worker	1	Assists businesses affected by Hurricane Michael to identify unmet needs, determines eligibility for services and helps clients access resources to meet those identified needs.	Calhoun	Completing 2/15/20	Worker is PT and is completing work 2/15/20.
Calhoun County School District	General Laborer - Disaster Recovery	2	School area clean-up, removing debris, removal and replacement of trees damaged by the storm.	Calhoun	On Hold -	On Hold
Calhoun-Liberty Ministry Center, Inc.	Humanitarian Assistance for Disaster Relief	17	Sorting, organizing, and distributing clothing donated specifically for those impacted by the storm.	Multiple	InActive	Completed
	General Laborer - Disaster Recovery	2	Heavy lifting, loading, and unloading clothes and other donated items specifically related to the storm.		InActive	Completed
Chipola Family Ministries, Inc.	Humanitarian Assistance for Disaster Relief	14	Unpack, sort, and hang donated clothing and other household items, as well as help distribute to individuals impacted by the storm. Assist with feeding program/food bank.	Jackson	InActive	Completed
	General Laborer - Disaster Recovery	18	Heavy lifting, loading and unloading clothes and other items that have been donated to those impacted by the storm. Remove debris and clean up grounds damaged by the storm. Warehousing and distribution of building supplies for damaged houses,		Active	At least 6 months -
City of Blountstown	General Laborer - Disaster Recovery	7	Clear debris, restore buildings and public spaces damaged by Hurricane Michael.	Calhoun	Active	12 months
City of Chipley	General Laborer - Disaster Recovery	2	Assist with park/building maintenance department clean-up, and restore County parks and buildings that were damaged by the storm.	Washington	Inactive	Completed

City of Marianna	Recovery Support Worker	2	Assist the city with hurricane related reports, insurance filing, receipts, and FEMA reports. This position will also be working with the city permit department to issue/bill/file permits for city residents requesting to rebuild damaged structures.	Jackson	Active	
	General Laborer - Disaster Recovery	35	Clean-up, remove debris, damaged tree/shrub removal and replace, clean-up of streets that have debris remaining from the storm.		Active	6 Months
City of Vernon	General Laborer - Disaster Recovery	3	Clear debris, restore buildings and public spaces damaged by Hurricane Michael.	Washington	Inactive	Completed
	Recovery Support Worker	1	Assists individuals affected by Hurricane Michael to identify unmet needs, determines eligibility for services and helps clients access resources to meet those identified needs. Assist in timely recovery efforts by helping to create, compile, and complete FEMA reports that allow the city to assess the damages due to the storm.		Inactive	Completed
Falling Waters State Park	Recovery Support Worker	1	Coordination with laborers working on damaged property and maintenance of damage and assessment reports related to the storm. Assist Emergency Operation Center with disaster-related workload and FEMA reports.	Washington	Inactive	Completed
	General Laborer - Disaster Recovery	1	Park area clean-up, removing debris, damaged shrub/tree removal and replating, cleaning/restoring paths and walkways damaged in the storm.		Inactive	Completed
Florida Caverns State Park	General Laborer - Disaster Recovery	15	Park area clean-up, removing debris, damaged shrub/tree removal and replating, cleaning/restoring paths and walkways damaged in the storm.	Jackson	Active	12 months or longer
Florida Guardian ad Litem, 14th Circuit	Humanitarian Assistance for Disaster Relief	2	Advocate for children affected by Hurricane Michael in judicial proceedings and assist the children in foster/relative care setting.	Multiple	Active	12 months
Innovative Charities of NW Florida, Inc.	Humanitarian Assistance for Disaster Relief	7	Obtain, organize and distribute disaster-relief supplies, including food, to families impacted by Hurricane Michael. Maintain log of those who receive assistance.	Jackson	Active	6 months or longer
Jackson County Board of County Commissioners	Recovery Support Worker	6	Obtain and update disaster-related information from county departments for FEMA submission, assist with filing applications for residential cleanup and restoration.	Jackson	Active	Possibly completing in 6 months.
	General Laborer - Disaster Recovery	17	Clear debris, restore buildings and public spaces damaged by Hurricane Michael.		Active	6 months
Jackson County ARC., Inc.	Recovery Support Worker	2	Secure, recover, reorganize and re-file records damaged by the storm (water damaged, torn or blown apart).	Jackson	Active	6 months
	General Laborer - Disaster Recovery	11	Clean-up of facilities, removal of debris, and replacement of damaged trees resulting from the storm.		Active	6 months
Jackson County Chamber of Commerce, Inc.	Recovery Support Worker	1	Assist businesses with disaster surveys, compile disaster reports, and apply for disaster assistance.	Jackson	Inactive	Completed
Jackson County	General Laborer - Disaster Recovery	8	School area clean-up, removing debris, damaged tree removal and replanting resulting from the storm.		Active	6 months

Jackson County School Board	Humanitarian Assistance for Disaster Relief	4	Assist with the delivery of services, including food and clothing and support to students who have been impacted by the storm.	Jackson	Active	6 months
Liberty County Board of County Commissioners	Recovery Support Worker	0	Working with individuals affected by the storm and contractors via telephone and email to obtain or update disaster information. Work with FEMA reimbursement paperwork and data entry support related to hurricane clean-up and recovery.	Liberty	Active	3 months
	General Laborer - Disaster Recovery	12	Clean-up and restoration of public facilities and land damaged by the storm.		Active	6 months or longer
Mt. Olive AME	General Laborer - Disaster Recovery	5	Clean-up and restoration of cemetery damaged by the storm.	Jackson	Inactive	Completed
Neal (W.T.) Civic Center	General Laborer - Disaster Recovery	1	Clean-up and restoration of damaged property	Calhoun	Inactive	Completed
North Florida Inland LT Rec	Recovery Support Worker	3	Assist individuals affected by Hurricane Michael: complete forms needed to file claims related to the storm, assess damage to properties, provide mental health resources	Jackson	Active	12 months
North FL Child Development	Humanitarian Assistance for Disaster Relief	1	Assist Families by contacting displaced families and update homeless residence location, follow-up on transportation alternatives for displaced children, act as 1st gatekeeper to ensure update on housing, transportation, employment of parents for barriers for children's attendance to school due to hurricane related issues, update the on-call guardian numbers as families enter Center and assist in classroom only if needed by children displaced by hurricane.	Calhoun	Active	Recent hire in February 2020. Will assess monthly.
North FL Child Development	General Laborer - Disaster Recovery	1	Clean-up of facilities, grounds, removal of debris, and replacement of damaged trees/shrubs resulting from the storm.	Calhoun	Active	Recent hire in February 2020. Will assess monthly.
Panhandle Pioneer Settlement	Recovery Support Worker	0	Respond to inquiries via telephone and emails to obtain or provide to the public information related to the disaster. Gather and maintain documentation related to such inquiries and disaster-recovery documents.	Calhoun	N/A	N/A
	General Laborer - Disaster Recovery	11	Assist with cleaning up and removing debris, damaged shrub/tree removal and replating, cleaning/restoring paths and walkways that have endured damage from the storm.		Active	12 months
Rivertown Community Church	Humanitarian Assistance for Disaster Relief	1	Assess needs and eligibility for assistance of individuals affected by Hurricane Michael, provide assistance & maintain records related to assistance.	Jackson	Inactive	Completed
The Wright Foundation	Humanitarian Assistance for Disaster Relief	6	Work with FEMA to assist individuals with applications for hurricane recovery assistance. Unpack and organize food and other household items at the site, as well as help distribute to individuals impacted by the storm.	Jackson	Active	3-6 months
	General Laborer - Disaster Recovery	12	Assist with clean-up and restoration due to the storm. Load and unload materials for humanitarian activities in response to the storm.		Active	6 months

Town of Alford	Recovery Support Worker	1	Help individuals affected by the disaster receive timely assistance by assisting answering the phone, scanning, faxing, emailing, record and accept payments for water/garbage accounts and providing disaster assistance to the public as needed. Report disaster-related activities to FEMA.	Jackson	Inactive	Completed
	General Laborer - Disaster Recovery	4	Clean-up and restoration of public facilities and land damaged by the storm.		Active	6 months or longer
Town of Altha	General Laborer - Disaster Recovery	4	Clean-up and restoration of public facilities and land damaged by the storm, assemble and install bleachers, erect street/road signs, rebuild damaged park dug-outs, repair/replace chain-link fencing around town properties.	Jackson	In process of meeting with town officials.	6 months or longer
Town of Esto	Recovery Support Worker	2	Respond to inquiries via phone and emails and obtain updated information related to the disaster recovery needs and resources. Gather and organize records related to disaster recovery efforts.	Holmes	Inactive	Completed
	General Laborer - Disaster Recovery	3	Clean-up and restoration of public facilities and land damaged by the storm.		Active	12 months or longer
Town of Grand Ridge	General Laborer - Disaster Recovery	2	Clean-up and restoration of public facilities and land damaged by the storm.	Jackson	Active	12 months
Town of Sneads	Recovery Support Worker	1	Respond to inquiries via phone and emails and obtain updated information related to the disaster recovery needs and resources. Gather and organize records related to disaster recovery efforts.	Jackson	Inactive	Completed
	General Laborer - Disaster Recovery	10	Clean-up and restoration of public facilities and land damaged by the storm.		Active	6 months or longer
Town of Wausau	Recovery Support Worker	1	Respond to inquiries via phone and emails and obtain updated information related to the disaster recovery needs and resources. Gather and organize records related to disaster recovery efforts.	Washington	Inactive	Completed
	General Laborer - Disaster Recovery	1	Clean-up and restoration of public facilities and land damaged by the storm.		Inactive	Completed
Washington County Board of County Commissioners	Recovery Support Worker	4	Assist in timely recovery efforts by helping to create, compile, and complete FEMA reports that allow county entities to assess the damages due to the storm.	Washington	Active	3 -6 months
	General Laborer - Disaster Recovery	1	Clean-up and restoration of public facilities and land damaged by the storm.		Inactive	Completed
Washington County School Board	Humanitarian Assistance for Disaster Relief	1	Assist with distribution of food, clothing, and other services to students who have been impacted by the storm. Organize clothing, shoes, and materials for students, and work with students who have lost their homes in the storm.	Washington	Inactive	Completed
	General Laborer - Disaster Recovery	4	Clean-up and restoration of public facilities and land damaged by the storm.		Inactive	Completed

<b>TOTAL LWDB 3</b>	<b>307</b>
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