



Award# 23A60DW000022-01-01

FAIN# 23A60DW000022

Federal Award Date: 01/19/2024

Recipient Information

1. Recipient Name

FLORIDA DEPARTMENT OF COMMERCE
107 E Madison St # msc120
Tallahassee, FL 32399-6545
850-245-7126

2. Congressional District of Recipient
02

3. Payment System Identifier (ID)
1364706134A2

4. Employer Identification Number (EIN)
364706134

5. Data Universal Numbering System (DUNS)
968930664

6. Recipient's Unique Entity Identifier (UEI)
WVR6ECT1G9F8

7. Project Director or Principal Investigator

Ms. Keantha Moore
Deputy Chief of One Stop and Program Support
keantha.moore@commerce.fl.gov
850-245-7413

8. Authorized Official

Ms. Caroline Womack
Chief Financial Officer
caroline.womack@commerce.fl.gov
850-245-7126

Federal Agency Information

ETA Office of Grants Management

9. Awarding Agency Contact Information

Mrs. Sabrina M Guerrier
Grants Management Specialist
guerrier.sabrina.m@dol.gov
202-693-3509

10. Program Official Contact Information

Ms. Latanya Shani Lowery
Federal Project Officer
Employment Training Administration
lowery.latanya@dol.gov
(404) 302-5354

30. Remarks

See Remarks (continuation)

Federal Award Information

11. Award Number

23A60DW000022-01-01

12. Unique Federal Award Identification Number (FAIN)

23A60DW000022

13. Statutory Authority

Workforce Innovation and Opportunity Act (WIOA), Title I, Section 170, National Dislocated Worker Grant (NDWG)

14. Federal Award Project Title

FL - Hurricane Idalia - Disaster Recovery DWG

15. Assistance Listing Number

17.277

16. Assistance Listing Program Title

WIOA National Dislocated Worker Grants / WIA National Emergency Grants

17. Award Action Type

DOL - Budget Realignment

18. Is the Award R&D?

No

Summary Federal Award Financial Information

Table with 2 columns: Item Number and Amount. Rows include Budget Period Start Date (08/28/2023 - End Date 08/27/2025), Total Amount of Federal Funds Obligated by this Action (\$0.00), Total Federal and Non-Federal Approved this Budget Period (\$6,666,667.00), and Period of Performance Start Date (08/28/2023 - End Date 08/27/2025).

28. Authorized Treatment of Program Income

ADDITIONAL COSTS

29. Grants Management Officer - Signature

Ms. Jenifer McEnery
Grant Officer



Award# 23A60DW000022-01-01

FAIN# 23A60DW000022

Federal Award Date: 01/19/2024

<b>Recipient Information</b>	
<b>Recipient Name</b> FLORIDA DEPARTMENT OF COMMERCE 107 E Madison St # msc120 Tallahassee, FL 32399-6545 850-245-7126	
<b>Congressional District of Recipient</b> 02	
<b>Payment Account Number and Type</b> 1364706134A2	
<b>Employer Identification Number (EIN) Data</b> 364706134	
<b>Universal Numbering System (DUNS)</b> 968930664	
<b>Recipient's Unique Entity Identifier (UEI)</b> WVR6ECTIG9F8	
<b>31. Assistance Type</b> Discretionary Grant	
<b>32. Type of Award</b> Other	

<b>33. Approved Budget</b> (Excludes Direct Assistance)	
I. Financial Assistance from the Federal Awarding Agency Only	
II. Total project costs including grant funds and all other financial participation	
a. Salaries and Wages	\$178,000.00
b. Fringe Benefits	\$67,640.00
c. Total Personnel Costs	\$245,640.00
d. Equipment	\$0.00
e. Supplies	\$0.00
f. Travel	\$24,060.00
g. Construction	\$0.00
h. Other	\$17,960.00
i. Contractual	\$6,267,118.00
<b>j. TOTAL DIRECT COSTS</b>	<b>\$6,554,778.00</b>
<b>k. INDIRECT COSTS</b>	<b>\$111,889.00</b>
<b>l. TOTAL APPROVED BUDGET</b>	<b>\$6,666,667.00</b>
<b>m. Federal Share</b>	<b>\$6,666,667.00</b>
<b>n. Non-Federal Share</b>	<b>\$0.00</b>

**34. Accounting Classification Codes**

FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	CFDA NO.	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
0501742324BD202301740003235DW020A0000AOWI00AOWI00	DW000022NT0	ETA	410023	17.277	\$0.00	01742324BD



Award# 23A60DW000022-01-01

FAIN# 23A60DW000022

Federal Award Date: 01/19/2024

**Remarks (Continuation)**

The amendment request received in full on January 16, 2024, is approved:

- To correct the SF-424 award amount and period of performance dates in accordance with Attachments 1 and 2.
- To realign the budget and budget narrative in accordance with Attachments 1 and 3 through 4.
- To modify the statement of work in accordance with Attachments 1 and 5.
- To revise Term B.I. Indirect Cost Rate and Cost Allocation Plan and incorporate the current Indirect Cost Rate Agreement in accordance with Attachments 1 and 6.

Special Conditions of Award: This modification addresses condition of award #1. All conditions are now resolved.

Notice: A review of the official grant file shows that a current Negotiated Indirect Cost Rate Agreement (NICRA)/Cost Allocation Plan (CAP) approved by your Cognizant Agency has not been provided or does not cover the project's entire period of performance. 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 may result in disallowed costs. Please submit all NICRAs/CAPs to your assigned FPO as they are approved by your Cognizant Agency.

# AWARD ATTACHMENTS

FLORIDA DEPARTMENT OF COMMERCE

23A60DW000022-01-01

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1. Cover Letter
2. SF-424
3. SF-424A
4. Budget Narrative
5. Statement of Work - Suggested Application
6. Terms Replacement Pages with NICRA



December 14, 2023

Jenifer McEnery  
Grant Officer  
National Dislocated Worker Grants  
Employment and Training Administration  
Office of Grants Management  
United States Department of Labor  
200 Constitution Avenue NW  
Washington, D.C. 20210

**Re: Modification of Florida's Hurricane Idalia Disaster Recovery Dislocated Worker Grant  
DW- 23-A60DW-00-00-22**

Dear Ms. McEnery,

The Florida Department of Commerce is submitting a modification in accordance with the special terms and conditions of the Notice of Award issued on September 18, 2023. This modification provides the required SF-424, SF424A, Disaster Recovery Suggested Application, and the current Negotiated Indirect Cost Rate Agreement.

If you have any questions or need further information, please contact me at 850-245-7126 or email [Caroline.Womack@Commerce.FL.Gov](mailto:Caroline.Womack@Commerce.FL.Gov).

Sincerely,



Caroline Womack  
Chief Financial Officer

cc: Enclosures

**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> COA Response _____
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<b>* 3. Date Received:</b> _____	<b>4. Applicant Identifier:</b> _____
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<b>5a. Federal Entity Identifier:</b> _____	<b>5b. Federal Award Identifier:</b> 23-A60DW-00-00-22
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**State Use Only:**

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

<b>* a. Legal Name:</b> Florida Department of Commerce	
<b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b> 36-4706134	<b>* c. UEI:</b> WVR6ECT1G9F8

**d. Address:**

<b>* Street1:</b>	107 E. Madison St.
<b>Street2:</b>	MSC 120
<b>* City:</b>	Tallahassee
<b>County/Parish:</b>	_____
<b>* State:</b>	FL: Florida
<b>Province:</b>	_____
<b>* Country:</b>	USA: UNITED STATES
<b>* Zip / Postal Code:</b>	32399-6508

**e. Organizational Unit:**

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

<b>Prefix:</b> MS.	<b>* First Name:</b> Keantha
<b>Middle Name:</b> _____	
<b>* Last Name:</b> Moore	
<b>Suffix:</b> _____	

<b>Title:</b> Chief, Bureau of One Stop and Program Support
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<b>Organizational Affiliation:</b> Florida Department of Commerce
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<b>* Telephone Number:</b> 850-245-7413	<b>Fax Number:</b> _____
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<b>* Email:</b> Keantha.Moore@Commerce.FL.GOV
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**Application for Federal Assistance SF-424**

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

A: State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

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

Employment and Training Administration

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

17.277

CFDA Title:  
WIOA National Dislocated Worker Grants / WIA National Emergency Grants

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

ETA-TEGL-16-21

\* Title:  
Updated National Dislocated Worker Grant Program Guidance

**13. Competition Identification Number:**

Title:

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

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

FL-Disaster-Hurricane Idalia

Attach supporting documents as specified in agency instructions.

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

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

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

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

* a. Federal	<input type="text" value="6,666,667.00"/>
* 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="6,666,667.00"/>

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

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

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

Yes  No

If "Yes", provide explanation and attach

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, 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:

**BUDGET INFORMATION - Non-Construction Programs**

**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. NDWG - FL - Hurricanes Idalia	17.277	\$	\$	6,666,667.00	\$	6,666,667.00
2.						
3.						
4.						
<b>5. Totals</b>		\$	\$	6,666,667.00	\$	6,666,667.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
	NDWG - FL - Hurricanes Idalia				
<b>a. Personnel</b>	\$ 178,000.00	\$	\$	\$	178,000.00
<b>b. Fringe Benefits</b>	67,640.00				67,640.00
<b>c. Travel</b>	24,060.00				24,060.00
<b>d. Equipment</b>					
<b>e. Supplies</b>					
<b>f. Contractual</b>	6,267,118.00				6,267,118.00
<b>g. Construction</b>					
<b>h. Other</b>	17,960.00				17,960.00
<b>i. Total Direct Charges (sum of 6a-6h)</b>	6,554,778.00				\$ 6,554,778.00
<b>j. Indirect Charges</b>	111,889.00				\$ 111,889.00
<b>k. TOTALS (sum of 6i and 6j)</b>	\$ 6,666,667.00	\$	\$	\$	\$ 6,666,667.00
<b>7. Program Income</b>					
	\$	\$	\$	\$	

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**SECTION C - NON-FEDERAL RESOURCES**

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8. NDWG - FL - Hurricanes Idalia	\$ 0.00	0.00 \$	0.00 \$	0.00 \$
9.				
10.				
11.				
12. TOTAL (sum of lines 8-11)	\$ 0.00	0.00 \$	0.00 \$	0.00 \$

**SECTION D - FORECASTED CASH NEEDS**

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 6,666,667.00	60,000.00 \$	6,606,667.00 \$		
14. Non-Federal	\$				
15. TOTAL (sum of lines 13 and 14)	\$ 6,666,667.00	60,000.00 \$	6,606,667.00 \$		

**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. NDWG - FL - Hurricanes Idalia	\$ 6,666,667.00	\$	0.00 \$	0.00 \$
17.				
18.				
19.				
20. TOTAL (sum of lines 16 - 19)	\$ 6,666,667.00	\$	0.00 \$	0.00 \$

**SECTION F - OTHER BUDGET INFORMATION**

21. Direct Charges:	6,554,778.00	22. Indirect Charges:	Provisional / \$111,889
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23. Remarks: N/A

**ATTACHMENT**  
**SECTION 8: Project Budget - Budget Narrative**

**A. Personnel** – List all staff positions by job title. For each staff position, identify the annual salary, the percentage of time devoted to the project, the salary amount funded by the grant, and the total cost for the full period of performance.

	Staff Position/Job Title	Annual Salary	%FTE	Total Annual Salary Funded by Grant	No. of Grant Years	Total
a)	Government Operations Consultant II	\$50,000.00	50%	\$25,000.00	2	\$50,000.00
b)	Government Operations Consultant II	\$50,000.00	50%	\$25,000.00	2	\$50,000.00
	Government Operations Consultant II	\$50,000.00	50%	\$25,000.00	2	\$50,000.00
c)	Senior Management Analyst Supervisor	\$70,000.00	20%	\$14,000.00	2	\$28,000.00
<b>Total Costs</b>						<b>\$178,000.00</b>
<b>First Increment Estimated Total</b>						<b>\$178,000.00</b>

**Narrative** - Provide a brief description (no more than 250 words) to justify budget costs provided above.

State level personnel will direct charge time to this grant based upon benefits received; i.e., based upon actual time worked on this grant). This is our normal state level personnel time charging process for all of our Federal grants such as the Workforce Innovation and Opportunity Act, NDWGs, Dislocated Worker Training Grants, and other Discretionary Grants. The budgeted costs will cover personnel costs related to grant administration at the state level as well as oversight, monitoring, and grant reporting, etc., as with all of our Federal Awards. The budgeted Personnel Costs are \$178,000.00.

**B. Fringe Benefits** – Provide the overall fringe benefit percentage which reflects the recipient’s organizational fringe. Provide the fringe benefit calculation for each staff position listed under the Personnel line item. In the Narrative, list the component benefits, such as health insurance, FICA, retirement, etc.

	Fringe Benefit for Each Staff Position	Fringe Benefit Percentage	Fringe Benefit Calculation	Total
a)	Government Operations Consultant II	38%	\$50,000 x 38%	\$19,000.00
b)	Government Operations Consultant II	38%	\$50,000 x 38%	\$19,000.00
	Government Operations Consultant II	38%	\$50,000 x 38%	\$19,000.00
c)	Senior Management Analyst Supervisor	38%	\$28,000 x 38%	\$10,640.00
<b>Total Costs</b>				<b>\$67,640.00</b>
<b>First Increment Estimated Total</b>				<b>\$67,640.00</b>

**Narrative** - Provide a brief description (no more than 250 words) to justify budget costs provided above.

Total Fringe Benefit is calculated at 38% of salary, and includes the usual payroll taxes, retirement, insurance, etc.

**C. Travel** - Specify the type and purpose of travel related costs. Include applicable cost breakdowns to calculate the final total for each line item. For example, include number of travelers, approximate mileage, per diem rates, estimated number of trips, and other associated travel costs as applicable.

Travel Purpose and Type	No. of Trips	No. of Travelers	Cost (per mile, daily, per diem)	Units (nights, mileage, etc.)	Total
Mileage @ 0.445 per mile	12	1	0.445	1,000	\$5,340.00
Hotel @ 2 nights	20	2	150	2	\$12,000.00
Meals @ \$36 per day x 3 days	20	2	36	3	\$4,320.00
Rentals/Fuel/Tolls	8	1	100	3	\$2,400.00
<b>Total Costs</b>					<b>\$24,060.00</b>
<b>First Increment Estimated Total</b>					<b>\$24,060.00</b>

**Narrative** - Provide a brief description (no more than 250 words) to justify budget costs provided above.

The costs include travel for two staff members to provide technical assistance and other grant oversight activities.



**D. Equipment** – Identify each item of equipment to be purchased which has an estimated acquisition cost of \$5,000 or more per unit and a useful lifetime of more than one year. Equipment includes information technology systems. List the quantity and unit cost per item. Items with a unit cost of less than \$5,000 are considered supplies.

Item	Useful Life	Per Unit Cost	No. of Units	Total
N/A				
<b>Total Costs</b>				<b>\$0.00</b>
<b>First Increment Estimated Total</b>				<b>\$0.00</b>

**Narrative** - Provide a brief description (no more than 250 words) to justify budget costs provided above.

N/A

**E. Supplies** – Identify supply categories (e.g., office supplies, cell phones, personal tools for disaster cleanup, etc.) List the cost and unit quantity associated with each supply category. Supplies include all tangible personal property other than equipment that have a per unit cost of less than \$5,000.

Item	Useful Life	Per Unit Cost	No. of Units	Total
N/A				
<b>Total Costs</b>				<b>\$0.00</b>
<b>First Increment Estimated Total</b>				<b>\$0.00</b>

**Narrative** - Provide a brief description (no more than 250 words) to justify budget costs provided above.

N/A

**F. Contractual** – Under the Contractual line item, list all subrecipients and contractors. Subrecipients are entities that receive a subaward to carry out the project or program under a federal award. In accordance with 2 CFR 200.22, a subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract. Contractors are entities providing goods or services to the grant recipient in a procurement transaction. All subrecipients

Subrecipient Name	Description of Project or Program Activities and Services to be Provided	Total
<b>LWDB 3</b> (Chipola Regional Workforce Development Board, Inc.)	Project operator in charge of implementing disaster recovery employment and career and training services	\$150,000.00
<b>LWDB 4</b> (Gulf Coast Workforce Development Board, Inc.)	Project operator in charge of implementing disaster recovery employment and career and training services	\$150,000.00
<b>LWDB 5</b> (Big Bend Jobs and Education Council, Inc.)	Project operator in charge of implementing disaster recovery employment and career and training services	\$150,000.00
<b>LWDB 6</b> (North Florida Workforce Development Board Inc.)	Project operator in charge of implementing disaster recovery employment and career and training services	\$2,200,000.00
<b>LWDB 7</b> (Florida Crown Workforce Board, Inc.)	Project operator in charge of implementing disaster recovery employment and career and training services	\$1,617,118.00
<b>LWDB 10</b> (Citrus Levy Marion Regional Workforce Development Board, Inc.)	Project operator in charge of implementing disaster recovery employment and career and training services	\$1,000,000.00
<b>LWDB 14</b> (WorkNet Pinellas, Inc.)	Project operator in charge of implementing disaster recovery employment and career and training services	\$500,000.00
<b>LWDB 16</b> (Pasco-Hernando Workforce Board, Inc.)	Project operator in charge of implementing disaster recovery employment and career and training services	\$500,000.00
<b>Contractor Name</b>	<b>Description of Services and/or Goods to be Provided</b>	
N/A		
<b>Total Costs</b>		<b>\$6,267,118.00</b>
<b>First Increment Estimated Total</b>		<b>\$6,267,118.00</b>

**Narrative** - Provide a brief description (no more than 250 words) to justify budget costs provided above.

Program Operator Expenses: Temporary disaster relief wages, fringe benefits, and sub-contract for staffing agency fees; equipment rental; training and career services; supportive services; 15 case managers/worksite developers and eight (8) supervisors at .25 FTE for two years with fringe benefits; supplies and travel for staff; pooled career center costs; and administrative costs not to exceed 10%.

**G. Construction** – Construction costs are not allowed, and this line must reflect zero costs.

**H. Other** –List each item in sufficient detail for the Department to determine whether the costs are reasonable or allowable. Direct costs included under Other should not fit into any other line-item category. For example, costs for subscription services, leases, and contributions to infrastructure costs for one-stop partners. Disaster-relief employment and employment and training services, including career and support services, that are not sub-awarded should also be listed under Other. As a reminder, if charging rent, utilities, or expenses typically considered indirect costs, the proportional cost must be calculated based on the benefit to the proposed DWG project and the methodology used to calculate the proportional cost clearly described in the Narrative.

Item	Per Unit Cost	No. of Units	Total
Shared Agency Overhead Costs			\$13,535.00
Risk Management Insurance			\$4,425.00
<b>Total Costs</b>			<b>\$17,960.00</b>
<b>First Increment Estimated Total</b>			<b>\$17,960.00</b>

**Narrative** - Provide a brief description (no more than 250 words) to justify budget costs provided above.

**Shared Agency Overhead Costs also includes cost allocation for rent, utilities, internet, and data processing. Risk Management Insurance made up of automobile insurance, general liability insurance, workers compensation insurance and civil rights insurance. The charge is based on amount of FTEs accruing grant time. Neither of these charges is included in the approved indirect rate.**

**I. Indirect Charges** - If charging indirect costs to the grant, this line item must be populated. Include the current provisional or approved Negotiated Indirect Cost Rate Agreement (NICRA) or Cost Allocation Plan (CAP), signed by the Federal cognizant agency, as an attachment to the grant application. Any costs not supported by a current NICRA or CAP must be limited to 10 percent the Modified Total Direct Cost until an approved NICRA or CAP covering the applicable program period is submitted.

Type of Rate	Period From:	Period To:	Rate	Base Total	Total
Provisional	7/1/2023	6/30/2024	45.55%	245,640	\$111,889.00
<b>Total Costs</b>					<b>\$111,889.00</b>
<b>First Increment Estimated Total</b>					<b>\$111,889.00</b>

**Narrative** - Provide a brief description (no more than 250 words) to justify budget costs provided above.

The indirect charges are estimated for the two-year length of this award at the current provisional rate (45.55%) of wages and benefits.

\$399,549.00
<u>Grantee Total</u>
\$6,267,118.00
<u>Subgrantee Total</u>
<b>\$6,666,667.00</b>
<b><u>TOTAL</u></b>

# NATIONAL DISLOCATED WORKER GRANT (DWG)

## SUGGESTED GRANT APPLICATION FOR DISASTER RECOVERY

### SECTION 1. Application for Federal Assistance SF-424

Complete the SF-424, version 4.0, provided on Grants.gov and submit as part of the application package. (Reference [TEGL 16-21](#), Attachment I, Section 6: How to Apply, pages 24-25)

The Application for Federal Assistance SF-424 form, version 4.0, is located on [GRANTS.gov](#).

Applicant information provided on the SF-424 must match with the SAM registration, including the Applicant Legal Name, Address, nine-digit zip code, employer identification number (EIN), and UEI.

### SECTION 2. Statement of Work – General Information

**A. Contact Information** – Provide the information requested below to reflect the information provided on the SF-424.

**i. Legal Name of Grant Applicant (SF-424, line 8.a)**

Florida Department of Commerce

**ii. Authorized Representative (SF-424, line 21)**

Name	Caroline Womack	Phone	850-245-7126
Title	Chief Financial Officer	Email	Caroline.Womack@Commerce.FL.gov

**iii. Other Project Point of Contact (SF-424, line 8f)**

Name	Keantha B. Moore	Phone	850-245-7466
Title	Chief, Bureau of One-Stop and Program Support	Email	Keantha.Moore@Commerce.FL.gov

**iv. Type of Applicant (Reference [TEGL 16-21](#), Attachment I, page 4)**

- State
- Outlying area
- Indian tribal governments as defined by the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122(6))

**B. Qualifying Event** – Select the box(es) below to indicate the eligible qualifying event(s) applicable to the application. Provide the emergency declaration information requested.

(Reference [TEGL 16-21](#), Attachment I, page 3)

<input checked="" type="checkbox"/> <b>i. FEMA Emergency/Major Disaster</b>	FEMA Declaration No.	EM-3596-FL DR-4734-FL
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<input type="checkbox"/> <b>ii. Federal Agency/ Executive Emergency/ Major Disaster of National Significance</b>	Federal Agency Declaration	
<input type="checkbox"/> <b>iii. Relocation of Individuals from Disaster Area</b>	Originating Disaster Area	
	Originating FEMA or Agency Declaration	

**iv. Attestation for Qualifying Event** – Select the boxes below to confirm understanding of and compliance with specified requirements.

A copy of the relevant declaration of the qualifying event is attached to this application.

Documentation is available to demonstrate a potential loss of at least 50 jobs within the disaster area or relocation of a substantial number of individuals from an affected disaster area.

**C. Federal Funding Request** – Provide the total funding request for the period of performance. The total funding request must reflect the total federal funding request amount listed on the SF-424, line 18a, and the budget (SF-424A) and budget narrative. *Note that ETA generally awards in one-third increments of the requested funding amount, with an overall ceiling equal to the total funding request.* (Reference [TEGL 16-21](#), Attachment I, page 18)

<b>i. Total Federal Funding Request Amount (SF-424, line 18a)</b>	<b>\$ 6,666,667</b>
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**D. Period of Performance (POP)** – The period of performance for DWG funds begins at the project start date and continues through the project end date, as specified in the grant award. The requested period of performance does not exceed 24 months from the project start date. The start date is generally the date of the award. (Reference [TEGL 16-21](#), Attachment I, page 19)

**i. Project Start Date** – Check **one** of the following two options:

<input type="checkbox"/> Date of Award	<input checked="" type="checkbox"/> Request for Earlier Start Date of: 08/28/2023
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**If an Earlier Start Date is requested, provide justification for this requested date here:**

We requested the start date to be the date of the FEMA Disaster Declaration for Hurricane Idalia (DR-4734) for the deployment of resources as soon as possible, allowing project operators to acquire and train adequate staff. The original award start date is August 28, 2023.

**ii. Project End Date for Quarter Ending** - Check **one** of the following two options:

<input type="checkbox"/> <b>12 months</b> from Project Start Date	<input checked="" type="checkbox"/> <b>24 months</b> from Project Start Date
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**E. Planned Participants** – Provide the number of participants planned for the total funding request and period of performance. Approved planned participant totals may not be decreased after approval of the full application. (Reference [TEGL 16-21](#), Attachment I, page 26, Participant Enrollments)

<b>i. Total Number of Planned Participants:</b>	<b>500</b>
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<p><b>ii. <u>Attestation for Eligible Participants</u></b> - Select the box below to confirm that the applicant will only enroll eligible participants as listed below:</p>
<p><input checked="" type="checkbox"/> Eligible participants are limited to:</p> <ol style="list-style-type: none"> <li>1. Individuals temporarily or permanently laid off as a consequence of the emergency or disaster.</li> <li>2. A dislocated worker (as defined in WIOA Section 3(15)), including displaced homemakers as defined in WIOA Section 3(16).</li> <li>3. Long-term unemployed individuals.</li> <li>4. Self-employed individuals who became unemployed or significantly underemployed as a result of the emergency or disaster.</li> </ol>

**SECTION 3. Statement of Work – Abstract**

<p><b>A. <u>Office of Management and Budget (OMB) Requirements</u></b> – All grant awards require a synopsis that summarizes the planned ETA-funded project. Descriptions should be brief (2-3 sentences) and focus on the priority elements for each item below.</p>
<p><b>i. <u>Summary of Project Purpose</u></b> – State the primary purpose of the project, what occurred, and why grant funding is needed.</p>
<p>The Florida Department of Commerce (FloridaCommerce) is requesting a Disaster Recovery Dislocated Worker Grant to provide areas impacted by Hurricane Idalia with immediate assistance with:</p> <ul style="list-style-type: none"> <li>• Cleanup and restoration on public properties including debris and tree or stump removal; clean-up of ditches and drainage areas; clearing and restoration of roadways.</li> <li>• Clean-up of businesses to remove health and safety hazards to the greater community or alleviate the economic impact of the disaster.</li> <li>• Debris removal and restoration in and around homes or other structures to remove health and safety hazards and return these properties to a habitable level or operational status, with priority given to the elderly, individuals with disabilities, and low-income individuals.</li> <li>• Humanitarian assistance to help individuals affected by the storm by providing staff for evacuation shelters, storage and distribution of food and necessary supplies, to help provide access to resources and assistance from governmental and other agencies; and to provide mental health support.</li> </ul>
<p><b>ii. <u>Specific Project Activities to be Performed</u></b> – Identify the project activities that will be performed.</p>
<ul style="list-style-type: none"> <li>• Temporary disaster relief employment in cleanup and restoration, as well as humanitarian assistance, such as staffing of shelters, assistance with food and supplies storage and distribution, assistance to individuals accessing disaster-recovery resources (including business owners), and support to service agencies with a significant workload increase due to the disaster.</li> <li>• Career and training services to prepare individuals who need assistance in obtaining self-sufficient unsubsidized employment. These activities will be focused on demand occupations in affected areas, such as construction, healthcare, manufacturing, information technology and cybersecurity, and logistics and transportation, to assist job seekers achieve the skills needed by local employers.</li> <li>• Supportive services to include, for example, childcare, transportation, and safety supplies such as steel-toed boots, work gloves, and hard hats.</li> <li>• For certain cleanup and restoration activities on public and private properties, rental of heavy equipment, such as backhoes, dump trucks, and stump grinders.</li> </ul>
<p><b>iii. <u>Deliverables or Expected Outcomes</u></b> – Identify the expected deliverables and outcomes that will occur because of this project.</p>

Based on the \$20,000,000:

Anticipated number of total enrollments: 500

Anticipated number of participants placed in temporary disaster relief employment: 300

Anticipated number of participants enrolled in career and/or training services: 75

Anticipated number of participants placed in temporary disaster relief employment, career and/or training services: 125

For individuals enrolled in career services and/or training, FloridaCommerce expects to meet the Workforce Innovation and Opportunity Act (WIOA) negotiated performance outcomes.

**iv. Priority Participant Beneficiaries** – Identify those individuals or populations of eligible participants who will be prioritized for participation, including individuals from historically marginalized or underserved communities. Describe why these participants are prioritized for the proposed project.

Priority will be given to the following populations:

- Workers (including self-employed individuals) dislocated due to Hurricane Idalia.
- Residents of low-income neighborhoods significantly affected by the storm who meet the grant eligibility criteria.
- Individuals who are dislocated workers as defined in section 3(15) of WIOA.
- Individuals who are long-term unemployed (unemployed for six of the previous 13 weeks).

**v. Subrecipients and Subrecipient Activities** – Identify all subrecipient entities that will receive grant funds through a subaward to carry out the project. Briefly describe the project activities the subrecipients will carry out. A subaward may be provided through any form of legal agreement, including a contract, and must be accounted for in the budget narrative.

(Reference [TEGL 16-21](#), Attachment I, pages 23 - 24)

**Local Workforce Development Boards (LWDBs) that may receive the funding:**

LWDB 3, CareerSource Chipola (Calhoun and Liberty Counties)

LWDB 4, CareerSource Gulf Coast (Bay, Gulf and Franklin Counties)

LWDB 5, CareerSource Capital Region (Leon, Gadsden, and Wakulla Counties)

LWDB 6, CareerSource North Florida (Madison, Suwannee, Taylor, Hamilton, Jefferson, and Lafayette Counties)

LWDB 7, CareerSource Florida Crown (Gilchrist, Columbia, Dixie, and Union Counties)

LWDB 10, CareerSource (Citrus, Levy, Marion Counties)

LWDB 14, CareerSource Pinellas

LWDB 16, CareerSource Pasco Hernando

**Functions:**

- Assistance in the development of a Project Implementation Plan.
- Coordination with local recovery agencies to determine local needs.
- Development of worksites/worksites agreements for disaster-recovery employment based on identified needs.
- Outreach and recruitment of potential participants.
- Participant eligibility determination & provision of grant services.
- Placement of eligible participants in disaster-recovery employment.
- Grant management to include oversight of disaster-recovery worksites and payroll, program, and financial reporting, etc.
- Participation in coordination/technical assistance calls with FloridaCommerce staff.



**B. Abbreviated Project Summary** – Provide a brief synopsis of the project that demonstrates allowable activities in accordance with TEGL 16-21. (Reference [TEGL 16-21](#), Attachment I, pages 3 – 12)

**i. Proposed Project Service Area** – List the counties/parishes, cities, or communities to be served by the proposed project in the space below. Note that the service area must not include areas that are not covered by the qualifying disaster declaration.

Bay, Calhoun, Citrus, Columbia, Dixie, Franklin, Gadsden, Gilchrist, Gulf, Hamilton, Hernando, Jefferson, Lafayette, Leon, Levy, Liberty, Madison, Marion, Pasco, Pinellas, Suwannee, Taylor, Union, and Wakulla counties.

Other counties included in the FEMA declarations that seemed less affected may be added if the need arises.

**ii. Impact of the Declared Disaster on the Proposed Service Area** – Provide a brief (no more than 250 words) description of the declared disaster’s impact on the proposed project service area. Include information demonstrating the projected level of job loss in the disaster area.

Hurricane Idalia was a powerful and destructive storm that landed in the Northeastern Gulf Coast of Florida as a Category 3 Hurricane. Reports indicate severe damage to homes, businesses, infrastructures, and public lands in the northern part of the Florida Peninsula. Storm surges were record-breaking from the Big Bend area down to the Tampa Bay area and flooded the entire coastline along the Western Peninsula and the Big Bend coastline. All areas in the path of the storm have experienced fallen trees, downed power lines, and loss of power. As response teams continue to go into the most severely affected areas, the nature and extent of the damage will become clearer. The preliminary assessment conducted by the Florida Department of Agriculture and Consumer Services indicated that the storm caused damage to 289,096 acres of timber. Due to the decades-long investment between the time of planting to harvesting, these communities will not only need immediate support, but also long-term solutions to recover. Multiple areas suffered significant damage, with some isolated pockets of catastrophic damage due to tornados and downdrafts. It can take months or years for the negative effects to become apparent, according to the Florida Forest Service. Also, we were advised from a representative of the Department of Agriculture that all of the crops that were ready for harvesting were destroyed as well as the crops that were in the beginning phases. This includes dairy farmers, egg producers, and clam farmers.

The affected areas need assistance immediately, with debris removal, water damage-clean-up, clean-up of ditches and drainage areas, clean-up of public and private properties, tree and stump removal, and clearing of roadways. Additionally, there is an urgent need for humanitarian assistance to address immediate, basic needs for those displaced by the storm as well as to provide help in navigating the various public and private resources that may be available to individuals and businesses affected by the storm. As with other disasters, mental health assistance will also be needed.

Because of the remoteness of some of the areas impacted in the Big Bend area, these counties may need more time to complete the recovery work compared with past hurricanes in more urban areas. The National Weather Service in Tallahassee, Florida called Idalia “an unprecedented event” since no major hurricanes on record have ever passed through the more seriously affected areas. The low population and low property values in the Big Bend area, compared to the rest of the state, means local governments have fewer financial resources to respond.

News reports from multiple areas demonstrate the destruction of businesses which will result in the dislocation of numerous workers. Many businesses including restaurants, shops, and hotels were forced to close due to the storm. The full impact of Hurricane Idalia on tourism and local businesses is still being assessed. However, it is clear that the storm has had a significant negative impact on the area’s economy.

As reported in the Florida Disaster Business Damage Assessment Survey, so far, over 250 businesses in the affected counties have reported damage due to Hurricane Idalia with layoffs exceeding 150 workers.

**iii. Urgent Disaster-Related Needs to be Immediately Addressed** – Provide a brief description (no more than 250 words) of the immediate community needs resulting from the disaster and the project activities and enrollments that will occur to address these needs.

**LWDB 3** (Calhoun and Liberty Counties)

1. Disaster-Recovery Team Member
2. Disaster-Recovery Crisis Team Member
3. Disaster Recovery Relief Navigator
4. Disaster Recovery Specialist

**LWDB 4** (Bay, Franklin, and Gulf Counties)

1. Disaster-Recovery Team Member
2. Disaster-Recovery Crisis Team Member
3. Disaster Recovery Relief Navigator
4. Disaster Recovery Specialist

**LWDB 5** (Gadsden, Leon, and Wakulla Counties)/ Big Bend Jobs and Education Council, Inc.

1. Disaster-Recovery Team Member
2. Disaster-Recovery Crisis Team Member
3. Disaster-Recovery Relief Navigator
4. Disaster-Recovery Specialist

**LWDB 6** (Hamilton, Jefferson, Lafayette, Madison, Suwannee, and Taylor Counties)

1. Disaster-Recovery Team Member
2. Disaster-Recovery Crisis Team Member
3. Disaster-Recovery Relief Navigator
4. Disaster-Recovery Specialist

**LWDB 7** (Columbia, Dixie, Gilchrist, and Union Counties)

1. Disaster-Recovery Team Member
2. Disaster-Recovery Crisis Team Member
3. Disaster-Recovery Relief Navigator
4. Disaster-Recovery Specialist

**LWDB 10** (Citrus, Levy, Marion Counties)

1. Disaster-Recovery Team Member
2. Disaster-Recovery Crisis Team Member
3. Disaster-Recovery Relief Navigator
4. Disaster-Recovery Specialist

**LWDB 14** (Pinellas County)

1. Disaster-Recovery Team Member
2. Disaster-Recovery Crisis Team Member
3. Disaster-Recovery Relief Navigator
4. Disaster-Recovery Specialist

**LWDB 16** (Pasco and Hernando Counties)

1. Disaster-Recovery Team Member



2. Disaster-Recovery Crisis Team Member 3. Disaster-Recovery Relief Navigator 4. Disaster-Recovery Specialist	
<b>iv. Abbreviated Justification for and list of Immediate Disaster-Relief Employment Jobs</b> – In order to begin work prior to submission of the full application, provide a list of positions/job titles and a brief position description on the job responsibilities that will address the immediate community needs resulting from the disaster as described above. The position description should also briefly describe how these positions were identified.	
Job Title	Position Description
1. Disaster-Recovery Team Member	Cleanup and recovery efforts including demolition, cleaning, repair, renovation, and reconstruction of damaged and destroyed structures, facilities and debris in the disaster impacted area.
2. Disaster-Recovery Crisis Team Member	Provision of crisis and trauma resources, activities, and counseling to community residents impacted by the disaster.
3. Disaster-Recovery Relief Navigator	Provision of humanitarian assistance, including but not limited to, distribution of food, water, basic needs, health and safety, and employment and training resources, as well as assistance to community residents and business owners impacted by the disaster to access resources (i.e., personal identifying information recovery, Disaster Unemployment Assistance, FEMA, Small Business Administration, and other related resources), including coordination and liaison with recovery entities.
4. Disaster-Recovery Specialist	Identification of and guidance to community residents impacted by the disaster to access resources from community partners to recover pre-disaster employment status, distribute health and safety information, and provide basic needs, including coordination and liaison with recovery entities.

**☒ SECTION 4. Statement of Work – Community Needs Assessment**

<p><b>Overview</b> – The community needs assessment is to be submitted as part of a DWG application and conducted pursuant to 20 CFR 687.140, provides the context for the effects of the qualifying event, and sets the scope of the planned response. (Reference <a href="#">TEGL 16-21</a>, Attachment I, pages 5 - 11, and 22 - 24)</p>
<p><b>A. Disaster-Relief Employment Needs and Jobs</b></p>
<p><b>i. Description of Cleanup, Renovation, and Restoration Needs</b> – Provide a brief description of the cleanup and recovery needs resulting from the disaster. Describe how these needs were identified including any coordination activities that occurred with the appropriate organizations, including state emergency management agencies, to avoid duplication of activities and appropriately respond to the affected community’s needs after the disaster. For work on private property, provide the rationale for the determination that such work was allowable under this guidance.</p>
<p>Participating LWDBs are coordinating their needs assessments with emergency partners, including local government (counties and cities), federal and state agencies, economic development agencies, and community-based (and faith-based) service organizations to determine the extent of physical damage to public buildings and outdoor properties, as well as to non-profit service organizations, local businesses, and low-income housing. Areas affected by Hurricane Idalia suffered significant damage to buildings, homes, roadways, waterways, etc. Local governments are engaging with LWDBs to explore large-scale recovery work on public properties. Work on private property will take place to resolve hazardous situations and to allow businesses, particularly critical businesses in low-income areas to operate. Work on damaged housing of low-income residents will also take place through collaboration with local government and local voluntary organizations active in disaster (VOAD).</p>

LWDBs are responsible for ensuring non-duplication of services as they work with their local partners.

**ii. Description of Humanitarian Assistance Needs** – Provide a brief description of the humanitarian assistance needs resulting from the disaster. Describe how these needs were identified including any coordination activities that occurred with the appropriate organizations, including state emergency management agencies, to avoid duplication of activities and appropriately respond to the affected community’s needs after the disaster. (Reference [TEGL 16-21, Attachment I, pages 5 - 6](#))

Those residing in areas affected by Hurricane Idalia have suffered significant losses which are straining resources (food and supplies) and requiring enhanced access to recovery resources (FEMA, insurance, public assistance, housing, etc.). These extreme needs are also exacerbated by a loss of volunteers as a wide swath of the population is mired in their own recovery. Past experience indicates that mental health issues will manifest and require attention, particularly with families and children.

Here again, LWDBs have been working with local governments and service agencies to identify the needs of the clients they serve.

**iii. Proposed Disaster-Relief Employment Jobs to Address Needs Described Above** – Provide a list of positions, the work location/project service area where work will occur, the anticipated start date, and a brief position description on how these positions will address the needs resulting from the disaster as described above. The position description should also identify general job responsibilities and briefly describe how these positions were identified. If more space is needed, include an attachment (no more than 2 pages).

Job Title	Position Description
1. Disaster-Recovery Team Member	<p>Cleanup and recovery efforts including demolition, cleaning, repair, renovation, and reconstruction of damaged and destroyed structures, facilities and debris in the disaster impacted area.</p> <p>How identified: LWDBs working with local government and social agencies, including VOAD organizations.</p> <p>Work locations: Public facilities, structures, and land; private structures, as described in subsection i, above.</p> <p>(Anticipated) start date: November 2023 ongoing.</p>
2. Disaster-Recovery Crisis Team Member	<p>Provision of crisis and trauma resources, activities and counseling to community residents impacted by the disaster.</p> <p>How identified: LWDBs working with service agencies.</p> <p>Work locations: Local service agencies.</p> <p>(Anticipated) start date: November 2023 ongoing.</p>
3. Disaster-Recovery Relief Navigator	<p>Provision of humanitarian assistance, including but not limited to, distribution of food, water, basic needs, health and safety, and employment and training resources, as well as assistance to community residents and business owners impacted by the disaster to access resources (i.e., personal identifying information recovery, Disaster Unemployment Assistance, FEMA, Small Business Administration, and other related resources).</p> <p>How identified: LWDBs working with service agencies.</p> <p>Work locations: Local service agencies.</p> <p>(Anticipated) start date: November 2023 ongoing.</p>
4. Disaster-Recovery Specialist	<p>Identification of and guidance to community residents impacted by the disaster to access resources from community partners to recover pre-disaster employment status, distribute health and safety information, and provide basic needs.</p> <p>How identified: LWDBs working with local government and service agencies.</p>

Work locations: Local government and service agencies.  
(Anticipated) start date: November 2023 ongoing.

**B. Employment and Training Needs and Activities** – DWG projects may provide employment and training activities to eligible participants following a qualifying disaster or emergency, per WIOA Section 170(d)(1)(C) regardless of an individual’s participation in disaster relief employment. (Reference [TEGL 16-21, Attachment I, pages 6 -7, and 17](#))

**i. Description of Early Intervention and Rapid Response Efforts** – Provide an overview of early intervention and rapid response efforts that occurred prior to the qualifying event. Describe the results of these efforts including any identified career services or training needs among the affected employees. Applicants that are not a state workforce agency or local workforce development board (LWDB) must describe coordination strategies with appropriate local WDBs or with the state to ensure coordination with Rapid Response and early intervention activities.

LWDBs conduct outreach to affected business owners to help them access recovery resources; determine whether the physical condition of their place of business presents a hazard or prevents their continued operations and their ability to retain employees; and whether any laid off employee needs upskilling or retraining to regain employment.

**ii. Description of Employment and Training Needs** – Provide an overview of the economic situation and layoff impacts on the communities to be included in the project. Include information such as unemployment rates, poverty rates, and educational attainment data. Describe employment opportunities within the project service area and include job growth in high quality occupations. Describe the workforce needs in the project service area, identifying any barriers to employment.

Hurricane Idalia caused both a decrease in the number of individuals employed in the months since its landfall in Florida and an increase in the number of unemployed individuals. Both FloridaCommerce and LWDBs have developed and refined lists of demand occupations with high growth potential and sustainable wages. LWDBs will provide training to grant participants based on their needs, their aptitudes, and barriers, as well as the demands of the local labor market. See: <http://floridajobs.org/workforce-statistics/publications-and-reports/labor-market-information-reports/regional-demand-occupations-list>.

**iii. Description of Employment and Training Activities** – Provide a brief description (no more than 250 words) of employment and training strategies to address the needs described above. Describe how the specific needs of each participant will be determined, and strategies planned or in place to allow participants to obtain unsubsidized, sustainable, and quality employment following the conclusion of grant-supported activities. Describe how DWG funds will support the goal of enabling individuals to return to or enter high quality employment as a result of project activities. These goals might prioritize employment that includes a living wage and benefits, promotion potential, offers workers a voice in the operation of the organization, equitable hiring practices, or other factors as described by the applicant. Identify populations to be targeted for services including those who have been historically marginalized. Describe project strategies to address barriers to employment.

LWDBs have identified a need for short-term occupational skills training to permit participants to engage in work activities that require specialized skills (e.g., operating heavy equipment). This training may be included as part of a temporary disaster recovery position or offered as a stand-alone activity. The long-term benefit to the participant is to obtain skills that are in demand in the workforce, thus enhancing their ability to obtain long-term, unsubsidized employment.

Presently, the primary focus of this grant is on temporary disaster-relief employment. However, LWDBs are prepared to assist eligible participants who need regular WIOA employment and training activities to (re)enter

the workforce and obtain self-sustaining employment. LWDBs are deeply engaged with demand industries and employers in their area and maintain a list of targeted occupations with growth opportunities and a living wage. Based on a participant's employment goal, access to selected training programs will be made accessible to them.

**SECTION 5. Statement of Work: Preliminary Project Implementation Plan**

**Overview** - Please insert your draft or preliminary Project Implement Plan that reflects your proposed project design and funding parameters in the grant award. Be sure to include project goals, objectives to attain the identified goals, project timelines, anticipated outcomes, and any potential challenges for reaching targets, as well as any other information that will enable ETA to support the grant recipient. An example is provided in the first row for reference purposes only. If awarded, applicants will be assigned a federal project officer in their region to assist with further developing the project implementation plan. (Reference [TEGL 16-21](#), Attachment I, pages 12 and 27)

<b><u>A. Project Goals and Objective(s)</u></b>	<b><u>B. Project Timeline</u></b>	<b><u>C. Anticipated Outcome(s)</u></b>	<b><u>D. Potential Challenge(s)</u></b>
<p><u>Goal #1:</u> Execution of subrecipient agreements Fully executed subrecipient agreements within 50 days of grant application submission.</p>	<p>Notices of Funds Availability (NFAs) issued 09/21/2023.</p>	<p>Identified affected subrecipients with adequate capacity and understanding of the short-term and high visibility of DR DWGs.</p>	<p>N/A</p>
<p><u>Goal #2:</u> Technical assistance to subrecipients</p> <ol style="list-style-type: none"> <li>1. Periodic virtual technical assistance meetings (semi-monthly, then monthly).</li> <li>2. Ad-hoc virtual technical assistance meetings to address challenges (e.g., participant outreach and recruitment, worksite development).</li> <li>3. Onsite visits to participating LWDBs to glean best practices and offer technical assistance to LWDBs facing challenges.</li> </ol>	<p>September 2023 and ongoing.</p>	<p>Shared understanding of TEGL 16-21 requirements and flexibility to facilitate implementation of grant activities. Drawing on expertise developed through experience by participating and other LWDBs to provide targeted technical assistance and reach grant goals.</p>	<p>N/A</p>

<b><u>A. Project Goals and Objective(s)</u></b>	<b><u>B. Project Timeline</u></b>	<b><u>C. Anticipated Outcome(s)</u></b>	<b><u>D. Potential Challenge(s)</u></b>
<p><u>Goal #3:</u> Worksite Development</p> <p>LWDBs develop adequate worksites to address physical and humanitarian needs in their areas.</p> <ol style="list-style-type: none"> <li>Continued engagement with local government and other entities that deal with property damage.</li> <li>Continued monitoring of humanitarian needs.</li> </ol>	<p>Worksite agreements developed beginning in September 2023 and ongoing.</p>	<p>Development of adequate worksites to address disaster-related needs.</p>	<ul style="list-style-type: none"> <li>Extensive physical damage due to Hurricane Idalia.</li> <li>Local governments generally not ready to use temporary disaster-relief workers due to focus on FEMA relief and other imperatives.</li> <li>Uncertainty about working with private businesses.</li> <li>Uncertainty about availability of VOAD partners to work on cleanup and restoration of low-income housing.</li> </ul>
<p><u>Goal #4:</u> Participant Recruitment</p> <p>LWDBs recruit adequate number of eligible participants to employ in temporary disaster-relief jobs to meet physical and humanitarian needs in their areas.</p> <ol style="list-style-type: none"> <li>Development of outreach strategies to include social media, onsite participation with social service agencies, to employers that had to lay off workers due to the disaster, etc.</li> <li>Accelerated processes to minimize dropouts during the application and placement processes.</li> </ol>	<p>September 2023 and ongoing.</p>	<ul style="list-style-type: none"> <li>Enrollment of a total 500 participants in grant activities.</li> <li>Enrollment of 300 participants in temporary disaster-relief employment.</li> <li>Enrollment of 75 participants in career and training services.</li> <li>Enrollment of 125 participants placed in temporary disaster relief employment, career and/or training services.</li> </ul>	<ul style="list-style-type: none"> <li>Extensive damage due to Idalia affects availability of potential participants.</li> </ul>
<p><u>Goal #5:</u> Program Implementation</p> <ol style="list-style-type: none"> <li>LWDBs continue implementation—worksite development, participant enrollment, matching of participants to worksites, monitoring worksite activities, payroll, etc.</li> <li>LWDBs provide employment and training services to meet long-term employment needs of participants.</li> </ol>	<p>September 2023 and ongoing.</p>	<ul style="list-style-type: none"> <li>Enrollment of a total of 500 participants in grant activities.</li> <li>Request for, and receipt of additional grant funds to expand grant activities.</li> </ul>	<ul style="list-style-type: none"> <li>Extensive damage due to Hurricane Idalia affects availability of potential participants.</li> </ul>

<b><u>A. Project Goals and Objective(s)</u></b>	<b><u>B. Project Timeline</u></b>	<b><u>C. Anticipated Outcome(s)</u></b>	<b><u>D. Potential Challenge(s)</u></b>
<p><u>Goal #6:</u> Disaster Recovery Implementation</p> <ol style="list-style-type: none"> <li>1. LWDBs implement cleanup and restoration of public land and structures with governmental entities within their areas (including waterways, forested areas, roadways, buildings).</li> <li>2. LWDBs implement cleanup and restoration of private properties to remove hazards, allow private businesses to resume operations and make homes safe for occupation.</li> <li>3. LWDBs provide temporary disaster relief workers to deliver humanitarian assistance to individuals affected by the disaster.</li> </ol>	<p>November 2023 and ongoing.</p>	<ul style="list-style-type: none"> <li>• Completion of identified cleanup and restoration projects.</li> <li>• Provision of humanitarian assistance.</li> </ul>	<ul style="list-style-type: none"> <li>• Inability to fully obligate funds to all necessary projects due to incremental distribution of funds.</li> <li>• Extensive damage due to Hurricane Idalia affects availability of potential participants.</li> </ul>
<p><u>Goal #7:</u> Grant management and oversight</p> <p>FloridaCommerce continues grant management and oversight activities:</p> <ul style="list-style-type: none"> <li>• Coordinate with national and state organizations that are active in disaster recovery.</li> <li>• Examine enrollments &amp; worksite activities &amp; provide ongoing technical assistance.</li> <li>• Examine expenditures to de-obligate and re-obligate funds to best serve affected areas.</li> <li>• Consult with USDOL and state and local partners to refine state policies and processes.</li> <li>• Monitor LWDBs' compliance with grant requirements.</li> </ul>	<p>Grant management and oversight began immediately after landfall, ongoing.</p>	<p>Effective use of funds to meet grant goals and comply with grant requirements.</p>	<p>N/A</p>



<p><b>E. <u>Attestations for Project Implementation</u></b> – All grant recipients must comply with WIOA statute and regulations (including DWG regulations at 20 CFR part 687), TEGL 16-21, grant award terms and conditions, and Uniform Guidance (2 CFR parts 200 and 2900). Below are some, but not all, of the requirements relevant to project implementation. Select the appropriate box to confirm understanding of and compliance with specified requirements. If selecting “no”, provide additional information to support response.</p>	
<p><b>i. Policies and Procedures</b> - DWG applicants must have the following policies and procedures in accordance with 20 CFR 687.170(b) and TEGL 19-16 to support the allowability of project activities. (Reference <a href="#">TEGL 16-21</a>, Attachment I, Section 5)</p>	
Participant Eligibility: Policies are in place for determining participant eligibility (including “long-term unemployed” and “significantly underemployed”).	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Employment and Training Services: Policies are in place to effectively carry out employment and training services including career services, training services, and supportive services.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Participant Support Services: Policies in place align with state or local area supportive service policies in accordance with the TEGL 16-21, Attachment I.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Worksite Selection and Management (including Health and Safety Standards): Policies are in place to ensure compliance with DWG requirements.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Subrecipient Monitoring: Policies are in place to ensure subrecipients meet the grant award terms and conditions and applicable regulations.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Please add any additional narrative regarding policies & procedures activities below.	
This year, the state issued an updated DWG <a href="#">administrative policy</a> to ensure the flexibilities envision by TEGL 16-21, Attachment I are operationalized.	
<p><b>ii. Performance and Reporting</b> (Reference <a href="#">TEGL 16-21</a>, Attachment I, page 26)</p>	
Ability to report through WIPS and submit a DWG Participant Individual Record Layout (PIRL). Access may include an agreement with a State Workforce Agency to report enrollment and performance on the applicant’s behalf.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Planned performance goals for this project align with the agreed-upon negotiated goals for the state WIOA Dislocated Worker program	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Please add any additional narrative regarding performance and reporting activities below.	
N/A	





<b>iii. Grant-funded Activities (Reference <a href="#">TEGL 16-21</a>, Attachment I, pages 2 – 12)</b>	
Disaster-relief employment will occur only geographic disaster area covered by the qualifying declaration for the Disaster Recovery DWG.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Highest priority will be given to cleanup of the disaster areas' most severely damaged public communities, facilities, and property, and to the cleanup and the provision of humanitarian assistance to economically disadvantaged areas within the disaster area. Where possible, grant recipients should prioritize enrollment of eligible participants most in need of economic support or workforce development services.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Documentation will be maintained for all worksites, including the dates and hours worked by each participant. For work on private property, documentation will include the rationale for the determination that such work was allowable under this guidance.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Please add any additional narrative regarding grant-funded activities below.	
N/A	
<b>iv. Partnership in the American Job Center (AJC) Network (Reference <a href="#">TEGL 16-21</a>, Attachment I, pages 21 – 22)</b>	
DWG grants are funded through Title I of WIOA and are considered <u>required</u> one-stop partners in the local AJC network. <sup>1</sup> Grant recipients other than Native American programs (described in WIOA sec. 166) are required to confirm or commit to becoming one-stop partners by selecting the appropriate box.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Please add any additional narrative regarding AJC partnership activities below.	
N/A	

<sup>1</sup> Guidance related to required WIOA partners, MOUs, and IFAs can be found in [TEGL 16-16](#) and [TEGL 17-16](#).

**SECTION 6. Statement of Work – Enrollment and Expenditure Plan**

**A. Enrollment Projections Summary** – Provide the estimated enrollment projections for the first increment and total funding request. For the purposes of this application, applicants should plan on receiving one-third of the total funding request for their first increment. Include an enrollment breakdown by year and quarter, for the total funding request and entire period of performance. Note the information provided is for planning and technical assistance purposes and should reflect achievable metrics. If awarded, applicants will be assigned a federal project officer in their region to assist with further developing the enrollment and expenditure plan.

	# Planned Participants for the First Increment	# Planned Participants for the Total Funding Request	Enrollment Breakdown for Total Funding Request for Period of Performance							
			Year 1				Year 2			
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Total Number of Planned Participant <i>Note that this number should align with the planned participant total provided in this application, Section 2, E. Planned Participants.</i>	170	500	35	52	68	78	75	72	65	55
Of the total number of participants, how many will ONLY be enrolled in disaster-relief employment?	100	300	19	30	41	50	47	42	39	32
Of the total number of participants, how many will ONLY receive employment and training services?	45	75	7	8	13	15	10	9	7	6
Of the total number of participants who will receive employment and training services, how many will ALSO engage in disaster-relief employment?	25	125	6	11	16	22	22	19	16	13

**SECTION 6. Statement of Work – Enrollment and Expenditure Plan**

<p><b>B. Disaster-Relief Employment Expenditures</b> – Provide the wage and hour information below. The wage information must clearly reflect participant wage limitations established under WIOA and TEGL 16-21. (Reference <a href="#">TEGL 16-21</a>, Attachment I, pages 8 - 9)</p>		\$3,926,270		
<p><b>Estimated Disaster-Relief Employment Costs</b> (i.e., estimated total amount for disaster-relief employment including fringe, supplies, and other costs in accordance with TEGL 16-21)</p>				
<p><b>Disaster-Relief Employment Positions</b> (add additional rows as necessary)</p>	<p><b>Hourly</b></p> <p><b>Wage Range</b> (when there are multiple Disaster-Relief Employers for a position)</p>		<p><b>Estimated Hours</b></p> <p><b>Per Participant (Not to Exceed 2080)</b></p>	
	<p><b>Lowest Wage</b></p>	<p><b>Highest Wage</b></p>		
	<p><b>Position/Job Title 1</b></p>	<p>\$15</p>	<p>\$40</p>	<p>2,080</p>
	<p><b>Position/Job Title 2</b></p>	<p>\$15</p>	<p>\$40</p>	<p>2,080</p>
	<p><b>Position/Job Title 3</b></p>	<p>\$15</p>	<p>\$30</p>	<p>2,080</p>
	<p><b>Position/Job Title 4</b></p>	<p>\$15</p>	<p>\$35</p>	<p>2,080</p>
<p><b>Position/Job Title 5</b></p>	<p>\$</p>	<p>\$</p>		
<p><b>Description of Participant Wage Determination</b> – Briefly (250 words or less) describe and if necessary, justification for how participant wages were determined per TEGL 16-21, Attachment I, pages 8 – 9.</p>				
<p>Each position includes front-line workers as well as immediate supervisors who oversee teams of frontline workers and participate in their work. Depending on the specific job duties and the location, wages will fluctuate. The wage range is based on already-developed worksite and past experience. The wage will not be lower than \$15.</p> <p>The minimum wage of \$15 per hour means that a full-time temporary disaster-relief worker’s annual wage will be a minimum of \$31,200. With the addition of benefits and staffing agency fees, the cost per participant increases to \$44,000. Many workers will be paid above the minimum. Other costs are involved, such as equipment rentals which are necessary to address cleanup and restoration of public lands in the affected area, and the overall cost of implementing the grant.</p>				

By way of comparison, the average cost per participant for the Hurricane Matthew DWG was above \$35,000 due to the high cost of cleanup and restoration of properties. Seven years later, all related costs have increased.

As the Project Operators in the most affected areas are inexperienced in dealing with a natural disaster and are facing severe damage to most of their economic engines, there is a need for a higher level of staffing than in other situations. This too contributes to the high cost per participant for this disaster.

**i. Attestations for Disaster-Relief Employment Expenditures** - Select the boxes below to confirm understanding of and compliance with specified requirements.

- Yes Disaster-relief employment activities meet requirements included in TEGL 16-21, Attachment I.
- Yes Individual participant duration in disaster-relief employment is limited to 12 months (or 2,080 hours) unless the grantee requests an extension of up to an additional 12 months through a grant modification, and DOL grants such an extension.

**C. Employment and Training Services Projected Expenditures** (excluding Disaster-Relief Employment Wages) – Provide the estimated expenditure projections for the first increment and total funding request.

	Estimated Dollar Amount Allocated for the First Increment	Estimated Dollar Amount Allocated for the Total Funding Request
Career services	\$112,000	\$336,000
Training services	\$100,000	\$300,000
Supportive services	\$70,000	\$210,000
<b>Totals</b>	<b>\$282,000</b>	<b>\$846,000</b>

**i. Options for Employment and Training Services** – Check the relevant boxes below to indicate whether an employment and training services element is part of your NDWG project design.

- Yes On-the-job training (OJT)
- Yes Needs related payments (NRPs)
- Yes Transitional Jobs
- Other

**If selecting Other, please describe:**

## SECTION 7. Project Budget – Non-Construction Programs SF-424A

Complete the following form provided on [Grants.gov](https://www.grants.gov) and include as an attachment to the application submission.

The Budget Information – Non-Construction Programs SF-424A form is located at: [SF-424 Family | GRANTS.GOV](#)

The line-item cost projections on the SF-424A must match the associated costs identified in the Budget Narrative.

## SECTION 8. Project Budget – Budget Narrative

SEE ATTACHED Budget Narrative

**J. Attestations for DWG Budgets and Budget Narratives** – Select the boxes to confirm understanding of/compliance with specific requirements.

Allowability – All costs must be allowable in accordance with the Cost Principles, now found in the Office of Management and Budget’s Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), codified at 2 CFR part 200 and at 2 CFR part 2900. Among the requirements met, all costs proposed are necessary and reasonable for the performance of this project; are consistent with policies and procedures that apply to both federally financed and other activities of the non-Federal entity; and are accorded consistent treatment.

Proportional Benefit – All costs are allocable to the project activities described in the Statement of Work. Where there are shared benefits to other programs or projects not included in the Statement of Work, documentation is available to demonstrate that costs charged to this award reflect proportional benefit to this award.

Supportive Services Policy – Select 1 of the 2 statements immediately below.

- a) All costs for supportive services included in the statement of work, such as needs-related payments and transitional jobs, reflect existing policies and procedures and WIOA limitations.
- b) If not currently in place, all applicable costs will be considered unallowable until a supportive service policy is developed in consultation with American Job Center partners, other community service providers, and ETA (Regional and Program Offices) to apply broadly to WIOA programs.

On-the-Job Training – On-the-Job-Training (OJT) does not exceed 50 percent of the wage rate for on-the-job training participants, or, up to 75 percent if certain criteria are met as outlined in WIOA section 134(c)(3)(H).

Administrative Cost Limitation – Administrative Costs will not exceed 10 percent of the total award for DWG recipients who are also serving as the project operator, or 15 percent (5 percent for the recipient, and 10 percent for subrecipients/project operators) of the total award when DWG recipients subaward/subcontract project activities to subrecipients/project operators. 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.

Equipment –

- ☒ Prior approval will be requested from the Grant Officer via a grant modification request before the applicant or subrecipient purchases equipment, including information technology systems and software, meeting the \$5,000 threshold. Software is considered equipment if the purchase, inclusive of ancillary equipment and acquisition costs, exceeds \$5,000.
- ☒ Equipment will not be purchased by the applicant or subrecipients in the last year of the grant award.

☒ Contractual – Procurement of goods and services will be conducted in accordance with the applicant’s written procurement policies and procedures.

☒ Indirect Costs – Any indirect costs not supported by a submitted and current signed NICRA or CAP and exceed the de minimis rate of 10 percent of modified total direct costs as defined in the Uniform Guidance, codified at 2 CFR 200.1 “Modified Total Direct Cost (MTDC)”, are not allowable.

## ☒ SECTION 9. Budget Form and Narrative Instructions

**Budget Information Form** – You must complete the [Budget Information for Non-Construction Programs \(SF-424-A\)](#). In preparing the Budget Information Form, you must provide a concise narrative explanation to support the budget request, explained in detail below.

**Budget Narrative** – The Budget Narrative must provide a description of costs associated with each line item on the SF-424A. It must separate the primary cost components of each line item, which when added together provide the line-item total. It must also provide the basis for the costs, and the function or use of items. The Budget Narrative should also include a section describing any leveraged resources provided (as applicable) to support grant activities. Leveraged resources are all resources, both cash and in-kind, in excess of this award. Valuation of leveraged resources follows the same requirements as match. Applicants are encouraged to leverage resources to increase stakeholder investment in the project and broaden the impact of the project itself. Each category should include the total cost for the period of performance. Use the following guidance for preparing the Budget Narrative.

**Personnel** – List all staff positions by title (both current and proposed) including the roles and responsibilities. For each position give the annual salary, the percentage of time devoted to the project, and the amount of each position’s salary funded by the grant.

**Fringe Benefits** – Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement, etc.

**Travel** – For grantee staff only, specify the purpose, number of staff traveling, mileage, per diem, estimated number of in-state and out-of-state trips, and other costs for each type of travel. More information on federal per diem rates can be found on the [GSA per diem page](#).

**Equipment** – Identify each item of equipment you expect to purchase that has an estimated acquisition cost of \$5,000 or more per unit (or if your capitalization level is less than \$5,000, use your capitalization level) and a useful lifetime of more than one year (see 2 CFR 200.1 for the definition of Equipment). List the item, quantity, and the unit cost per item. Items with a unit cost of less than \$5,000 are supplies, not “equipment.” In general, we do not permit the purchase of equipment during the last funded year of the grant.

**Supplies** – Identify categories of supplies (e.g., office supplies) in the detailed budget and list the item, quantity, and C-2 the unit cost per item. Supplies include all tangible personal property other than “equipment” (see 2 CFR 200.1 for the definition of Supplies).

**Contractual** – Under the Contractual line item, delineate contracts and subawards separately. Contracts are defined according to 2 CFR 200.1 as a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. A subaward, defined by 2 CFR 200.1, 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. For each proposed contract and subaward, specify the purpose and activities to be provided, and the estimated cost.



**Construction** – Construction costs are not allowed, and this line must be left as zero. Minor alterations to adjust an existing space for grant activities (such as a classroom alteration) may be allowable. We do not consider this as construction, and you must show the costs on other appropriate lines such as Contractual.

**Other** – Provide clear and specific detail, including costs, for each item so that we can determine whether the costs are necessary, reasonable, and allocable. List items, such as stipends or incentives, not covered elsewhere.

**Indirect Costs** – If you include an amount for indirect costs (through a Negotiated Indirect Cost Rate Agreement or De Minimis) on the SF-424A budget form, then include one of the following: 1) If you have a Negotiated Indirect Cost Rate Agreement (NICRA), provide an explanation of how the indirect costs are calculated. This explanation should include which portion of each line item, along with the associated costs, are included in your cost allocation base. Also, provide a current version of the NICRA. or 2) If you intend to claim indirect costs using the 10 percent de minimis rate, please confirm that your organization meets the requirements as described in 2 CFR 200.414(f). Clearly state that your organization does not have a current negotiated (including provisional) rate, and is not one described in 2 CFR 200, Appendix VII (D)(1)(b). Applicants choosing to claim indirect costs using the de minimis rate must use Modified Total Direct Costs (see 2 CFR 200.1 below for definition) as their cost allocation base. Provide an explanation of which portion of each line item, along with the associated costs, are included in your cost allocation base. Note that there are various items not included in the calculation of Modified Total Direct Costs. See the definitions below to assist you in your calculation.

- **2 CFR 200.1 Modified Total Direct Cost (MTDC)** means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs. The definition of MTDC in 2 CFR 200.1 no longer allows for any sub-contracts to be included in the calculation. You will also note that participant support costs are not included in modified total direct cost. Participant support costs are defined below.
- **2 CFR 200.1 Participant Support Cost** means direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences, or training projects.

Also, see [DOL's Cost-Price Determination Division page](#) for additional information regarding the negotiation of Indirect Cost Rates at DOL.

The SF-424, SF-424A, and Budget Narrative must include the entire federal grant amount requested (not just one year). Do not show leveraged resources on the SF-424 and SF-424A. You should describe leveraged resources in the Budget Narrative.

**Applicants should list the same requested federal grant amount on the SF-424, SF-424A, and Budget Narrative. If minor inconsistencies are found between the budget amounts specified on the SF-424, SF-424A, and the Budget Narrative, ETA will consider the SF-424 the offer.**

1. Based on the criteria in §200.206, *Federal awarding agency review of risk posed by applicants*;
2. The applicant or recipient's history of compliance with the general or specific terms and conditions of a Federal award;
3. The applicant or recipient's ability to meet expected performance goals as described in 2 CFR 200.211; or
4. A responsibility determination of an applicant or recipient.

Additional Federal award conditions may include items such as the following:

1. Requiring payments as reimbursements rather than advance payments;
2. Withholding authority to proceed to the next phase until receipt of evidence of acceptable performance within a given performance period;
3. Requiring additional, more detailed financial reports;
4. Requiring additional project monitoring;
5. Requiring the non-Federal entity to obtain technical or management assistance; or
6. Establishing additional prior approvals.

Award recipients may be required to obtain technical or management assistance through an established provider/contractor that has been selected or hired by DOL/ETA that may include in-person or remote assistance.

A(14.) Evaluation, Data, and Implementation

Award recipients must cooperate during the implementation of a third-party evaluation. This means providing DOL/ETA or its authorized contractor with the appropriate data and access to program operating personnel and participants in a timely manner.

A(15.) Program Requirements

The TEGs contain the program requirements for this award.

**Part B: Indirect Costs, Budget, and Cost Share (Match)**

B(1.) Indirect Cost Rate and Cost Allocation Plan

An award recipient that is claiming indirect costs to a Federal award must have a Negotiated Indirect Cost Rate Agreement (NICRA), Cost Allocation Plan (CAP), or elect to utilize the de minimis rate of 10% of modified total direct costs (MTDC). Indirect (facilities & administrative (F&A)) costs are costs incurred for a common or joint purpose that benefit more than one cost objective and are not readily assignable to one cost objective without specifically benefitting effort disproportionate to the results achieved. Direct costs, by contrast, can be identified specifically with a particular cost objective, such as a Federal award, or other internally or externally funded activity that

can be directly assigned to such activities relatively easily with a high degree of accuracy. Identification with the Federal award rather than the nature of the goods and services involved is the determining factor in distinguishing direct from indirect (F&A) costs.

If the DOL serves as the Federal Cognizant Agency (FCA) for the award recipient, then the award recipient must work with DOL's Cost & Price Determination Division (CPDD), which has delegated authority to negotiate and issue a NICRA or CAP on behalf of the Federal Government. More information about the DOL's CPDD is available at DOL's Cost & Price Determination Division (CPDD) their [website](#) and provides guidelines to help develop indirect cost rates, links to the applicable cost principles, and contact information. The CPDD 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.

If a new NICRA is issued during the award's period of performance, it must be provided to DOL within 30 days of issuance. Funds may be re-budgeted as necessary between direct cost categories as long as they are consistent with the Budget Flexibility term within this agreement, grant requirements, and DOL regulations on prior approval. However, the total amount of the award will not be increased.

  X   (1) The award recipient has a federally approved NICRA or CAP covering the entirety or a portion of the grant period of performance and the NICRA or CAP is included as Attachment E. If the NICRA or CAP covers only a portion of the period of performance, a new approved NICRA or CAP will need to be provided for the remaining portion of the period of performance. Once approved, the NICRA or CAP must be submitted to your Federal Project Officer.

     (2) The award recipient has elected to use the De Minimis Rate of 10% of Modified Total Direct Costs (MTDC). To avoid a serious inequity in the distribution of indirect cost, DOL defines MTDC as all direct salaries and wages, applicable fringe benefits, materials and supplies, services, and travel up to the first \$25,000 of each subaward or subcontract (regardless of the period of performance of the subawards and subcontracts under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward or subcontract in excess of \$25,000.

See 2 CFR 200.414(f) for more information on use of the de minimis rate. Please be aware that incurred indirect-type costs (such as but not limited to 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 recovered as part of charging the de minimis rate.

To use de minimis, the award recipient must not have a current negotiated (including provisional) rate.

A governmental department or agency unit that receives more than \$35 million in direct Federal funding must submit its indirect cost rate proposal to its cognizant agency for indirect costs and cannot utilize the de minimis rate in accordance with 2 CFR 200.414(f).

De minimis may be used indefinitely. If the award recipient elects to utilize the de minimis rate, this methodology must be used consistently for all Federal awards until such time as the award recipient chooses to negotiate for an indirect cost rate, which the award recipient may apply to do at any time.

\_\_\_\_\_ (3) The award recipient has claimed indirect costs on the SF-424A; however, an approved NICRA or CAP approved by the FCA covering the entirety or a portion of the grant period of performance was not provided and the award recipient did not elect to utilize the de minimis rate of 10% of MTDC. An approved NICRA or CAP must be submitted to the Grant Officer, or the award recipient must elect to utilize the de minimis rate of 10% of MTDC in order to charge indirect costs to the Federal award.

**URGENT NOTICE:** Estimated indirect costs have been specified on the SF-424A Budget Information form, however only the de minimis rate of 10% of MTDC will be allowed to support the indirect costs in the absence of a NICRA or CAP approved by the FCA.

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. As the grant award or cooperative agreement recipient, the recipient must submit an indirect cost rate proposal or CAP to their FCA. Alternatively, the award recipient may request the de minimis rate if eligible in accordance with 2 CFR 200.414(f).

As the award recipient, the recipient must submit an indirect cost rate proposal or CAP. If the FCA for indirect costs is DOL, these documents should be submitted to the DOL's Cost & Price Determination Division (CPDD). Otherwise, they should be submitted to the award recipient's FCA. Alternatively, the award recipient may request the de minimis rate if eligible (see section b. above). In addition, the recipient must notify the FPO that the documents have been submitted to the appropriate FCA.

**If the award recipient does not submit a NICRA proposal within 90 days of award, they will be limited to the de minimis rate of 10% of Modified Total Direct Costs (MTDC).**

\_\_\_\_\_ (4) The award recipient elected to exclude indirect costs from the proposed budget. F&A costs should only be classified as direct costs if they meet the conditions specified in 2 CFR 200.413(c). If indirect costs are misclassified as direct costs, per the guidelines at 2 CFR 200.412 - 414, such costs may become disallowed through an audit or compliance review conducted by a Federal staff person. Please be aware that incurred indirect costs (such as but not limited to 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 cost principles contained in the Uniform Guidance will be charged.

**B(2.) Indirect Cost Rate – Financial Reporting for NICRA and De Minimis**

All award recipients with an approved NICRA or de minimis rate must report indirect costs on their **FINAL** ETA-9130 Financial Report. If an award recipient has a NICRA and a CAP, only the indirect costs tied to the NICRA are reported on the FINAL ETA-9130 Financial Report. The grant recipient may refer to the [ETA-9130 Report](#) for additional guidance.

**B(3.) Budget - Approved**

The award recipient's budget documents are attached in this NOA. The documents are: 1) the SF-424, included as Attachment A; 2) the SF-424A, included as Attachment B; and 3) the Budget Narrative, included as Attachment C. The award recipient must confirm that all costs are allowable, reasonable, necessary, and allocable before charging any expense. 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 part 200 and 2 CFR part 2900 or as a part of the grant award as requiring prior approval. The Grant Officer is the only official with the authority to provide such approval.

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

If the period of performance will include multiple budget periods, subsequent budget periods are subject to the availability of funds, program authority, satisfactory performance, and compliance terms and conditions of the Federal award.

Unless otherwise authorized in a grant award or cooperative agreement or subsequent modification, recipients must expend funds with the shortest period of availability first (20 CFR 683.110).

**B(4.) Budget Flexibility**

Award 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 SOW and agreed upon outcomes or deliverables require a request for modification and approval from the Grant Officer.

Any request for a budget modification or non-competing extension of the final budget should be submitted to the Grant Officer, in writing, at least 30 days before the Period of Performance is scheduled to expire. Such requests usually are for a period of up to 12 months.

As directed in 2 CFR 200.308(f), for programs where the Federal share is over the Simplified Acquisition Threshold (SAT) (currently \$250,000), the transfer of funds



1/24/2023

Allyce Moriak  
Chief Financial Officer  
Florida Department of Economic Opportunity  
Caldwell  
107 E. Madison Street  
Tallahassee, FL 32399

Building

Dear Ms. Moriak:

Enclosed is a copy of the Negotiated Indirect Cost Rate Agreement (NICRA). This document reflects an understanding reached by the Florida Department of Economic Opportunity (the Department) and the U.S. Department of Labor (USDOL) concerning indirect costs use on grants and contracts funded by the USDOL and other Federal agencies.

Please sign and date the agreement. The signed agreement must also be emailed back to the cost negotiator noted below. Since the agreement does not become effective until it is signed by a duly authorized representative, please give this matter your immediate attention.

As a state workforce agency administering the USDOL's unemployment insurance (UI) program, the Department is required to comply with the USDOL Employment and Training Administration's (ETA) Technical Employment Guidance Letters (TEGL) 6-05 and 15-09. TEGL 6-05 requires a submission of a separate Cost Allocation Plan (CAP) showing the allocation of shared costs if the Department is using the UI system to administer additional state tax programs. Similarly, if the Department assesses penalty and interest (P&I) fees on unemployment compensation taxes, a CAP submission is also required when the Department uses P&I revenues for programs other than the UI.

After reviewing the Department's submitted CAP (if applicable), the USDOL approves the Department's certifications as follow:

**ETA's TEGL 6-05:** The Department certified that it did not collect State taxes other than for the benefit of the UI program during FYE 6/30/2022. Based on TEGL 6-05, no CAP submission is required for review and approval.

**ETA's TEGL 15-09:** The Department certified that less than 100% of the P&I fees collected were used for the benefit of UI program for FYE 6/30/2022. No cost sharing plan is required, however, since DEO does not assess the UC tax. DEO subcontracts collecting and assessing UC tax as well as other taxes to the Florida Department of Revenue. State funds are used to pay total costs to assess and collect P&I for UC tax. CPDD found the CAP acceptable and is hereby approved.



The Department's next indirect cost proposals for FYE 6/30/2023 is due by 12/31/2023. The proposals must be supported by the appropriate documents listed in the applicable checklist for [state/local](#) entities. Ensure that **no** personal identifiable information ([PII](#); Ex. social security numbers) is submitted with the proposal. Please email the proposals to the cost negotiator noted below.

If you have any questions, please contact Damon Tomchick of my staff at (240) 475-2786, or at [tomchick.damon@dol.gov](mailto:tomchick.damon@dol.gov).

Sincerely,

*D.L. Tomchick*

*for*

Victor M. López, Chief  
Cost & Price Determination Division  
Strategy & Administration Office/OSPE/OASAM  
200 Constitution Avenue, N.W., S-1510  
Washington, DC 20210  
Tel: 202-693-4106; Email: [lopez.victor@dol.gov](mailto:lopez.victor@dol.gov)  
[Office Website](#)

Enclosures

**NEGOTIATED INDIRECT COST RATE AGREEMENT (NICRA)**

**NON-FEDERAL ENTITY**

Florida Department of Economic  
Opportunity  
Caldwell Building  
107 E. Madison Street  
Tallahassee, FL 32399

**EIN:** 36-4706134

**DATE:** 1/24/2023

**FILE REFERENCE:** This  
replaces the agreement dated  
11/3/2021

The indirect cost rate(s) contained in this Agreement are for use on grants, contracts, and other agreements with the Federal Government. This Agreement was negotiated by **Florida Department of Economic Opportunity** (non-Federal entity) and the **U.S. Department of Labor** in accordance with the authority contained in the Federal Acquisition Regulation (FAR) for commercial entities, or Title 2 of the Code of Federal Regulations, Part 200 for nonprofit and state/local entities. This Agreement is subject to the limitations in Section II, A, below.

When applicable, the rates presented in this Agreement may only be applied to: (1) cost-reimbursement contracts and (2) actual costs for materials in time-and-materials (T&M) contracts. Any indirect rates for labor costs in T&M, labor-hour and fixed-price contracts must be negotiated with the Contracting Officer during pre-award in accordance with FAR Part 15.404-1(c).

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**SECTION I: RATES**

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<u>TYPE</u>	<u>APPROVAL</u>	<u>FROM</u>	<u>TO</u>	<u>RATE</u>	<u>BASE</u>	<u>LOCATION</u>	<u>APPLY TO</u>
Indirect	Final	07/01/2021	06/30/2022	28.99%	SW-1	Loc-1	AP-2
Indirect	Final	07/01/2021	06/30/2022	39.99%	SW-1	Loc-1	AP-3
Indirect	Final	07/01/2021	06/30/2022	5.22%	SW-1	Loc-1	AP-4
Indirect	Provisional	07/01/2022	06/30/2023	32.23%	SW-1	Loc-1	AP-2
Indirect	Provisional	07/01/2022	06/30/2023	45.55%	SW-1	Loc-1	AP-3
Indirect	Provisional	07/01/2022	06/30/2023	6.19%	SW-1	Loc-1	AP-4
Indirect	Provisional	07/01/2023	06/30/2024	32.23%	SW-1	Loc-1	AP-2
Indirect	Provisional	07/01/2023	06/30/2024	45.55%	SW-1	Loc-1	AP-3
Indirect	Provisional	07/01/2023	06/30/2024	6.19%	SW-1	Loc-1	AP-4

(SEE SPECIAL REMARKS)

**BASE**

SW-1: Total direct salaries and wages including vacation, holiday, sick pay, other paid absences, and all applicable fringe benefits.

**LOCATION**

Loc-1: All Locations

**APPLY TO**

AP-2: DEO In-House Programs



Loc-1: All Locations

AP-3: DEO Oversight

Loc-1: All Locations

AP-4: Workforce Jointly-Managed Programs

**TREATMENT OF FRINGE BENEFITS:** Fringe benefits are specifically identified to each employee and/or are charged individually as direct or indirect cost (as applicable). See Special Remarks section of this Agreement for more details.

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

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## SECTION II: GENERAL

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### A. LIMITATIONS

Use of the rate(s) contained in the Agreement is subject to all statutory or administrative limitations and is applicable to a given Federal award or contract only to the extent that funds are available. Acceptance of the rate(s) agreed to herein is predicated upon the following conditions:

1. No costs other than those incurred by the non-Federal entity or contractor were included in its indirect cost pool as finally accepted and that such incurred costs are legal obligations of the non-Federal entity and allowable under the governing cost principles.
2. The same costs that have been treated as indirect costs have not been claimed as direct costs.
3. Similar types of costs have been accorded consistent treatment.
4. The information provided by the non-Federal entity or contractor which was used as a basis for acceptance of the rate(s) agreed to herein is not subsequently found to be materially inaccurate by the Federal government. In such situations, the rate(s) may be subject to renegotiation at the discretion of the Federal government.
5. The rates cited in this Agreement are subject to audit.
6. Indirect costs charged to Federal grants/contracts by means other than the rate(s) cited in this Agreement should be adjusted to the applicable rate(s) cited herein and be applied to the appropriate base to identify the proper amount of indirect costs allocable to the program.
7. Contracts/grants providing for ceilings as to the indirect cost rate(s) or amount(s) which are indicated in Section I above, will be subject to the ceilings stipulated in the contract or grant agreements. The ceiling rate or the rate(s) cited in this Agreement, whichever is lower, will be used to determine the maximum allowable indirect cost on the contract or grant agreement.
8. Administrative costs consist of all Direct and Indirect costs associated with the management of a non-Federal entity's programs. Non-Federal entities should refer to their contracts/grants terms and specific program legislation for the applicable definition of Administrative Costs and any related limitations.

**B. ACCOUNTING CHANGES**

This agreement is based on the accounting system purported by the non-Federal entity or contractor to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval from the Cost & Price Determination Division (CPDD). Such changes include, but are not limited to changes in the charging of a particular type of cost from indirect to direct. Failure to obtain approval may result in cost disallowances.

**C. NOTIFICATION TO FEDERAL AGENCIES**

A copy of this document (original, and revised (if applicable)) is to be provided by the non-Federal entity or contractor to other Federal funding sources as a means of notifying them of the Agreement contained herein.

**D. DEFINITION OF RATES**

1. Final rate means an indirect cost rate applicable to a specified past period which is based on the actual costs of the period. A final rate is not subject to adjustment.
2. Provisional rate or billing rate means a temporary indirect cost rate applicable to a specified period which is used for funding, interim reimbursement, and reporting indirect costs on Federal awards pending the establishment of a final rate for the period.
3. Predetermined rate means an indirect cost rate, applicable to a specified current or future period, usually the organization's fiscal year. The rate is based on an estimate of the costs to be incurred during the period. A predetermined rate is not subject to adjustment.
4. Fixed rate means an indirect cost rate which has the same characteristics as a predetermined rate, except that the difference between the estimated costs and the actual costs of the period covered by the rate is carried forward as an adjustment to the rate computation of a subsequent period.

The Special Remarks section of this agreement may include a carry forward amount(s) for the applicable fiscal year(s).

5. G&A rate – If published in Section I, it is the acronym for “General and Administrative” type of indirect expenses. G&A means any management, financial, and other expense which is incurred by, or allocated to, a business unit and which is for the general management and administration of the business unit as a whole.

**E. SPECIAL REMARKS**

1. Provisional/Final Rate approval and impact to closeout adjustments:  
When seeking initial reimbursement of indirect costs using the provisional/final rate methodology, a provisional proposal must be submitted within 90 days of receiving a Federal award (financial assistance, grants, cooperative agreements, and cost reimbursable contracts) that requires accounting for actual costs incurred. The non-Federal entity or contractor must submit an indirect cost rate proposal within six (6) months after the end of their fiscal year to establish a final rate.



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

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

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

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

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

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

§200.344 Post-closeout adjustments and continuing responsibilities

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

- (1) The right of the Federal awarding agency or pass-through entity to disallow costs and recover funds on the basis of a later audit or other review. The Federal awarding agency or pass-through entity must make any cost disallowance determination and notify the non-Federal entity within the record retention period.
- (2) The obligation of the non-Federal entity to return any funds due as a result of later refunds, corrections, or other transactions including final indirect cost rate adjustments.

§200.345 Collection of amounts due

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

(b) Except where otherwise provided by statutes or regulations, the Federal awarding agency

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

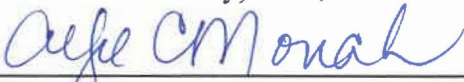
2. Fringe benefits include the following: Retirement, Social Security, Group Health Insurance, Life Insurance, Senior Management Disability Insurance, and Pre-Tax Benefits.
3. Equipment is defined as tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition. The capitalization threshold for equipment is \$5,000.
4. The indirect salaries approved as part of the Rate/CAP in Section I comply with the applicable ETA TEGL 5-06 and/or Job Corps salary and bonus restrictions.

**ACCEPTANCE**

**BY THE NON-FEDERAL ENTITY**

Florida Department of Economic Opportunity  
Caldwell Building  
107 E. Madison Street  
Tallahassee, FL 32399

(Non-Federal Entity)



(Signature)

Allyce Moriak

(Name)

Chief Financial Officer

(Title)

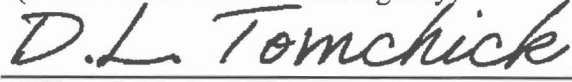
1/24/2023

(Date)

**BY THE COGNIZANT AGENCY FOR  
INDIRECT COSTS, ON BEHALF OF THE  
U.S. FEDERAL GOVERNMENT**

U.S. Department of Labor  
Cost & Price Determination Division  
200 Constitution Ave., N.W., S-1510  
Washington, DC 20210

(U.S. Federal Government Agency)



(Signature)

for

Victor M. López

(Name)

Chief, Cost & Price Determination Division

(Title)

1/24/2023

(Date)

Negotiated By: Damon Tomchick  
Office Phone: (240) 475-2786  
Email: tomchick.damon@dol.gov