

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

**NOTICE OF
AWARD (NOA)**

Under the authority of the *National Apprenticeship Act 29 U.S.C. 50; Consolidated Appropriations Act of 2018, P.L. 115-141*, this grant or agreement is entered into between the above named *Grantor Agency* and the following named *Awardee*, for a project entitled - **APPRENTICESHIP STATE EXPANSION.**

Name & Address of Awardee:
HIGHER EDUCATION COORDINATING COMMISSION
255 CAPITOL ST NE
SALEM, OREGON 97310-1390

Federal Award Id. No. (FAIN): AP-33505-19-60-A-41
CFDA #: 17.285- Apprenticeship USA Grants
Amount: \$1,132,574.79
EIN: 371737848
DUNS #: 079806658

Accounting Code: 1630-2019-0501741819BD201901740024185AP001A0000AATELSAATELS-A90600-410023-ETA-DEFAULT TASK-

Payment Management System DOC#: AP33505FT1

The Period of Performance shall be from **July 01, 2019 thru June 30, 2022.**
Total Government's Financial Obligation is **\$1,132,574.79** (unless other wise amended).

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

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

Uniform Administrative Requirements, Cost Principles, and Audit Requirements:

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

Other Requirements (Included within this NOA):

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

Contact Information

The Federal Project Officer (FPO) assigned to this grant is Tarah Holt. Tarah Holt will serve as your first line point of contact and can be contacted via e-mail - holt.tarah@dol.gov. If your FPO is not available, please call your Regional Office at 415-625-7900 for assistance.

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

Signature of Approving Official - **AWARDEE**

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

See SF-424 for Signature

No Additional Signature Required



MELISSA ABDULLAH, June 24, 2019
GRANT Officer

As a condition of this grant award, the recipient must agree to address the items identified in the following page(s) within the indicated timeframe. All items must be addressed and submitted to your Federal Project Officer (FPO). The recipient **MUST** contact the assigned FPO (as indicated in term 4 and on the Notice of Award) as soon as possible for additional guidance in addressing any special conditions.

Please note that a submittal of revised document(s) does not in and of itself constitute approval by ETA, and final approval must be given by the Grant Officer. Once approved by the Grant Officer, the revised document(s) will result in an official modification to this grant agreement and the special conditions will be resolved.

PROGRAMMATIC CONDITIONS:

For clarification purposes only at this time.

1) General Compliance Review (All Grantees)

After July 1, 2019 DOL/ETA staff will be completing a review of your documents to ensure that the programmatic aspects of the grant are in compliance with the requirements outlined in the TEGL. ETA will transmit the results of this review and instructions for response in a separate document after receipt of the grant award.

Required responses and due dates will be indicated within the Compliance Review Findings notification which will be transmitted to the Authorized Representative and Point of Contact on the SF-424 prior to the August grantee orientation. As a condition of award, the Grantee must respond to the actions cited in the Compliance Review Findings document.

2) Performance Reporting (All Grantees)

ETA requires grantees to track and report participant-level data for all participants served through the grant, and in alignment with ETA reporting requirements outlined within the TEGL, and identifies that grant funds can be used to support these efforts.

If a State applying for funds under this TEGL does not currently have an appropriate participant data tracking system in place, one should be developed with part of this funding in preparation for the future implementation of the WIPS system for these grants. Additional guidance, including collective and individual TA, will be provided as the period of performance progresses to support grantees in implementing reporting requirements prior to, during, and after the WIPS reporting roll-out takes place.

Initial information regarding reporting requirements under this award are identified in Sections 7, 13, and Attachment III of the TEGL funding vehicle:

- Section 7: "... Modernization of IT systems, such as enhancing data collection capabilities and reporting of programmatic data (discussed in further detail in Section 13).
 - This includes ensuring data collection and reporting capability for these grant[s] to report individual record level data (PIRL layout to be specified by ETA); an

associated Quarterly Narrative Report (QNR); and, employer record to capture apprenticeship outreach efforts (to be specified by ETA) ...”

- Attachment III, which states:
 - “Each grant proposal must include System Design strategies that result in the following deliverables ...
 - Development/Utilization of participant tracking system specifically for grant-related reporting purposes.
 - Should contain individual records for each participant to include export of .csv data files compatible with the Workforce Integrated Performance System (WIPS).”

The TEGL states in several places, “Participant data reporting must be derived exclusively from grant-related tracking mechanisms. The USDOL’s Registered Apprenticeship Partners Information Data System (RAPIDS 2.0), is not a source for grant-related performance tracking.” RAPIDS does not contain all the data points that will be required for grant-related quarterly reporting, however, coordination with the Apprenticeship Offices within States could garner some data which could be helpful in producing the required Annual Report (see TEGL Section 13.c.). Participants reported should be a sub-set of ‘all new RA enrollments’ in the State.

To be considered participants who ‘count’ towards the “Minimum Goals for Participants Served During the Grant”, they must be enrolled in a Registered Apprenticeship after July 1, 2019; and be either the recipient of training reimbursement expenditures, or enrolled in a Registered Apprenticeship developed through this award.

TERMS AND CONDITIONS LIBRARY

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1. Order of Precedence

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

- I. the National Apprenticeship Act, 29 U.S.C. 50;
- II. Other applicable Federal statutes;
- III. Public Law (P.L.) 115-141;
- IV. Implementing Regulations;
- V. Executive Orders;
- VI. OMB Circulars, including the Uniform Guidance at 2 CFR 200 and 2900;
- VII. DOL-ETA Directives;
- VIII. Terms and conditions of this award.

2. Notice of Award

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

3. Training and Employment Guidance Letter (TEGL)

The TEGL and any amendments (https://www.doleta.gov/grants/pdf/TEGL_17-18.pdf and https://www.doleta.gov/grants/pdf/TEGL-17-18-Change_1.pdf), are hereby incorporated into this Notice of Award (NOA). Award recipients are bound by the authorizations, restrictions, and requirements contained in the TEGL. Therefore, the expenditure of grant funds by the award recipient certifies that (your organization has read and will comply with all the parts that are contained in the NOA.

4. Federal Project Officer

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

Name: Tarah Holt
Telephone: (415) 625-7928
E-mail: holt.tarah@dol.gov

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

5. Indirect Cost Rate and Cost Allocation Plan

___ A. A **current** Federally approved Negotiated Indirect Cost Rate Agreement (NICRA) or current Federally approved Cost Allocation Plan (CAP) has been provided – copy attached.

For a NICRA only:

- (1) Indirect Rate approved:
- (2) Type of Indirect Cost Rate:
- (3) Allocation Distribution Base:
- (4) Current beginning and ending period applicable to rate:

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

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

___ B. (1) ___ Latest NICRA or CAP approved by the Federal Cognizant Agency (FCA) is not current, or

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

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

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

The total amount of the DOL’s financial obligation under this grant award **will not be** increased in order to reimburse the recipient for higher negotiated indirect costs.

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

If the DOL is your FCA, as a recipient, your organization must work with DOL’s DCD, which has delegated authority to negotiate and issue a NICRA or CAP on behalf of the Federal Government. More information about the DOL’s DCD is available at <http://www.dol.gov/oasam/boc/dcd/>. This website has guidelines to develop indirect cost rates, links to the applicable cost principles, and contact information. The DCD also has

Frequently Asked Questions to provide general information about the indirect cost rate approval process and due dates for provisional and final indirect cost rate proposals at <http://www.dol.gov/oasam/faqs/FAQ-dcd.htm>.

Starting the quarter ending September 30, 2016, all grant recipients with an approved NICRA or de minimis rate must report indirect costs on their **FINAL** ETA-9130 Form. Please see TEGL 2-16 for additional guidance at https://wdr.doleta.gov/directives/attach/TEGL/TEGL_2-16_acc.pdf

6. **Approved Statement of Work**

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

7. **Approved Budget**

The award recipient's budget documents are attached in this Notice of Award. The documents are: 1) the SF-424, included as Attachment A; 2) the SF-424 A, included as Attachment B; 3) the Budget Narrative, and 4) the Match Narrative, included as Attachment C. As the award recipient, your organization must confirm that all costs are allowable before creating any expenses. Pursuant to 2 CFR 2900.1, the approval of the budget as awarded does not constitute prior approval of those items specified in 2 CFR 200 or your grant award as requiring prior approval. The Grant Officer is the only official with the authority to provide such approval.

8. **Return of Funds**

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

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

9. **Evaluation, Data, and Implementation**

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

10. **Resources and Information**

Additional resources and information to assist you are located on the ETA website at <https://www.doleta.gov/grants/resources.cfm> and on the Grants Application and Management collection page located on WorkforceGPS.org at <https://grantsapplicationandmanagement.workforcegps.org/>. These sites contains information

about the Uniform Guidance, grant terms and conditions, financial reporting, indirect costs, recipient training resources, and other relevant information.

11. Cost Limitation Restrictions

a. Budget Flexibility

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

As directed in 2 CFR 200.308(e), for programs where the Federal share is over the simplified acquisition threshold (currently \$250,000), the transfer of funds among direct cost categories or programs, functions and activities is restricted such that if the cumulative amount of such transfers exceeds or is expected to exceed 10 percent of the total budget as last approved by the Federal awarding agency, the recipient must receive prior approval from the Grant Officer. Any changes within a specific cost category on the SF424(a) do not require a grant modification unless the change results in a cumulative transfer among direct cost categories exceeding 10% of total budget as noted above. It is recommended that your assigned FPO review any within-line changes to your budget prior to implementation to ensure they do not require a modification. For programs where the Federal share is below the simplified acquisition threshold, recipients are not required to obtain the Grant Officer's approval when transferring funds among direct cost categories. This includes transferring direct costs to the indirect cost category contained on the SF424 (a).

b. Consultants

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

c. Travel

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

d. Travel – Foreign

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

if service provided by such carrier is available.

e. Travel – Mileage Reimbursement Rates

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

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

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

12. Administrative Requirements

a. Audits

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

b. Closeout/Final Year Requirements

At the end of the grant period, the award recipient will be required to close the grant with the ETA. As the award recipient, your organization will be notified approximately 15 days prior to the end of the period of performance that the closeout process will begin once the grant ends. The information concerning the recipient's responsibilities at closeout may be found at 2 CFR 200.343. During the closeout process, the grantee must be able to provide documentation for all direct and indirect costs that are incurred. For instance, if an organization is claiming indirect costs, the documentation that is required is a Negotiated Indirect Cost Rate Agreement or Cost Allocation Plan issued by the grantee's Federal cognizant agency. Documentation for those approved to utilize a de minimis rate for indirect costs is demonstrated through the grant agreement. Not having documentation for direct or indirect costs will result in costs being disallowed and subject to debt collection. The only liquidation that can occur during closeout is the liquidation of accrued expenditures (NOT obligations) for goods and/or services received during the grant period (2 CFR 2900.15).

c. Creative Commons Attributions License

As required at 2 CFR 2900.13, any intellectual property developed under a competitive award process must be licensed under a Creative Commons Attribution 4.0 (CC BY) license, which

allows subsequent users to copy, distribute, transmit and adapt the copyrighted work and attribute the work in the manner specified by the recipient. For general information on CC BY, please visit <http://creativecommons.org/licenses/by/4.0>. The Instructions for marking your work with CC BY can be found at http://wiki.creativecommons.org/Marking_your_work_with_a_CC_license.

d. Equipment

Equipment purchases and other capital expenditures (as define in 2 CFR 200.439, 200.89 and 200.48) are not an allowable cost under this award. DOL will not approve any such expenses using funds from this grant.

e. Federal Funding Accountability and Transparency Act (FFATA)

1. Reporting of first-tier subawards.
 - I. *Applicability.* Unless your organization is exempt as provided in paragraph [4.] of this award term, you must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a subaward to an entity (see definitions in paragraph [5.] of this award term).
 - II. *Where and when to report.*
 - I. You must report each obligating action described in paragraph [1.i.] of this award term to <https://www.fsrc.gov>.
 - II. For subaward information, you must report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)
 - III. *What to report.* You must report the information about each obligating action that the submission instructions posted at <https://www.fsrc.gov> specify.
2. Reporting Total Compensation of Recipient Executives.
 - I. *Applicability and what to report.* You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if—
 - I. the total Federal funding authorized to date under this award is \$25,000 or more;
 - II. in the preceding fiscal year, you received—
 - (A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
 - (B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
 - III. The public does not have access to information on the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange

Commission total compensation filings at
<https://www.sec.gov/answers/execomp.htm>.)

- II. *Where and when to report.* You must report executive total compensation described in paragraph [2.a.] of this award term:
 - a. As part of your registration profile at <http://www.sam.gov>.
 - b. By the end of the month following the month in which this award is made, and annually thereafter.
3. Reporting of Total Compensation of Subrecipient Executives.
 - I. *Applicability and what to report.* Unless you are exempt as provided in paragraph [4.] of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if—
 - I. in the subrecipient's preceding fiscal year, the subrecipient received—
 - (A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
 - (B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and
 - II. The public does not have access to information on the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <https://www.sec.gov/answers/execomp.htm>.)
 - II. *Where and when to report.* You must report subrecipient executive total compensation described in paragraph [3.a.] of this award term:
 - I. To the recipient.
 - II. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.
4. Exemptions
If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:
 - a. Subawards, and
 - b. The total compensation of the five most highly compensated executives of any subrecipient.
5. Definitions.
For purposes of this award term:
 - a. *Entity* means all of the following, as defined in 2 CFR part 25:
 - I. A Governmental organization, which is a State, local government, or Indian tribe;
 - II. A foreign public entity;

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

f. Intellectual Property Rights

The Federal Government reserves a paid-up, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use for federal purposes: i) the copyright in all products developed under the grant, including a subgrant or contract under the grant or subgrant; and ii) any rights of copyright to which the recipient, subrecipient or a contractor purchases ownership under an award (including but not limited to curricula, training models, technical assistance products, and any related materials). Such uses include, but are not limited to, the right to modify and distribute such products worldwide by any means, electronically or otherwise. Federal funds may not be used to pay any royalty or license fee for use of a

copyrighted work, or the cost of acquiring by purchase a copyright in a work, where the Department has a license or rights of free use in such work, although they may be used to pay costs for obtaining a copy which is limited to the developer/seller costs of copying and shipping. If revenues are generated by selling products developed with grant funds, including intellectual property, these revenues are considered as program income. Therefore, program income must be used in accordance with the provisions of this grant award and 2 CFR 200.307.

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

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

g. Intellectual Property Rights and the Bayh-Dole Act

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

h. Personally Identifiable Information

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

i. Pre-Award

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

j. Procurement

The Uniform Guidance Procurement Standards at 2 CFR 200.317-326 require all award recipients and subrecipients to conduct procurement transactions in a manner that promote practical, open and free competition. If the award recipient specifies the entity that will provide

the goods or services in their statement of work, then the DOL ETA's description of award does not provide the justification for such sole-source procurement.

k. Program Income

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

YouthBuild program, please refer to 20 CFR 688.590 for guidance on program income.

l. Publicity

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

m. Recipient Integrity and Performance Matters

1. If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then you as the award recipient during that period of time must maintain the currency of information reported to the System for Award Management (SAM) that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)) about civil, criminal, or administrative proceedings described in paragraph 2 of this award term and condition. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 U.S.C. 2313). As required by section 3010 of Public Law 111-212, all information posted in the designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available.
2. Proceedings about which you must report. Submit the information required about each proceeding that:

- a. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;
 - b. Reached its final disposition during the most recent 5-year period; and
 - c. Is one of the following:
 - I. A criminal proceeding that resulted in a conviction, as defined in paragraph 5. of this award term
 - II. A civil proceeding that resulted in a finding of fault and liability and paying a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;
 - III. An administrative proceeding, as defined in paragraph 5. of this award term, that resulted in a finding of fault and liability and your payment of either monetary fine or penalty of \$5,000 or more or a reimbursement, restitution, or damages in excess of \$100,000; or
 - IV. Any other criminal, civil, or administrative proceeding if:
 - (A) It could have led to an outcome described in paragraph 2.c.I, II, or III of this award term;
 - (B) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and
 - (C) The requirement in this award term to disclose information about the proceeding does not conflict with applicable laws and regulations.
3. Reporting procedures. Enter in SAM Entity Management area (formerly CCR), or any successor system, the FAPIIS information that SAM requires about each proceeding described in paragraph 2. of this award term. You do not need to submit the information a second time under assistance awards that you received if you already provided the information through SAM (formerly CCR) because you were required to do so under Federal procurement contracts that you were awarded.
4. Reporting frequency. During any period of time when you are subject to the requirement in paragraph 1. of this award term, you must report FAPIIS information through SAM no less frequently than semiannually following your initial report of any proceedings for the most recent 5-year period, either to report new information about any proceeding(s) that you have not reported previously or affirm that there is no new information to report.
5. Definitions. For purposes of this award term:
- a. Administrative proceeding means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (e.g., Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and State level. It does not include audits, site visits, corrective plans, or inspection of deliverables.
 - b. Conviction, for purposes of this award term, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.
 - c. Total value of currently active grants, cooperative agreements, and procurement contracts includes —
 - I. Only the Federal share of the funding under any award with a recipient cost share or match; and

- II. The value of all options, even if not yet exercised.

n. Reports

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

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

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

- B. **Quarterly Narrative Progress Reports.** Recipients are required to submit a narrative quarterly and final report on grant activities funded under this award. All reports are due no later than 45 calendar days after the end of each specified reporting quarter. Reporting quarter end dates are March 31, June 30, September 30, and December 31.
 - 1. The last quarterly progress report that award recipients submit will serve as the grant's Final Performance Report. This report should provide both **quarterly and cumulative** information on the grant's activities. It must summarize project activities, employment outcomes and other deliverables, and related results of the project.
 - 2. The recipient shall use any standard forms and instructions to report on training and employment outcomes and other data relating to the progress reports as provided by ETA.
 - 3. The recipient shall utilize standard reporting processes and electronic reporting systems to submit their quarterly progress reports as provided by ETA.

o. Requirements for Conference and Conference Space

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

p. Subawards

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

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

q. Supportive Services & Participant Support Costs

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

r. System for Award Management

1. Requirement for System of Award Management (SAM)

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

2. Requirement for unique entity identifier

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

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

3. Definitions

For purposes of this award term:

- i. *System of Award Management (SAM)* is the Federal repository where award recipients register to do business with the U.S. government. Additional information about registration procedures may be found at the SAM Internet site (currently at <http://www.sam.gov>).
- ii. *Unique entity identifier* means the code that is unique to a registered entity in order to complete its registration on SAM.
- iii. *Entity*, as it is used in this award term, means all of the following, as defined at 2 CFR part 25, subpart C:
 - a. A Governmental organization, which is a State, local government, or Indian Tribe;
 - b. A foreign public entity;

- c. A domestic or foreign nonprofit organization;
- d. A domestic or foreign for-profit organization; and
- e. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

iv. *Subaward*:

- a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
- b. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see 2 CFR 200.330).
- c. A subaward may be provided through any legal agreement, including an agreement that you consider a contract.

v. *Subrecipient* means an entity that:

- a. Receives a subaward from you under this award; and
- b. Is accountable to you for the use of the Federal funds provided by the subaward.

s. Vendor/Contractor

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

13. Program Requirements

The TEGL contains the program requirements for this award.

14. 2018 Federal Appropriations Requirements

a. Buy American Notice

Pursuant to P.L. 115-141, Division E, Title VI, Section 606 and 607, by drawing down funds, the recipient agrees to comply with sections 8301 through 8303 of title 41, United States Code (commonly known as the “Buy American Act”). Additionally, no funds may be made available to any person or entity that has been convicted of violating the Buy American Act.

For the purposes of this award, the Buy American Act requires the recipient to use, with limited exceptions, only 1) unmanufactured items that have been mined or produced in the United States; and 2) manufactured items that have been manufactured in the United States substantially all from articles, materials, or supplies that were mined, produced, or manufactured in the United States.

These exceptions do not apply to 1) items for use outside of the United States, 2) items that are not mined, produced, or manufactured in the United States in sufficient and reasonably available commercial quantities and are not of a satisfactory quality; and 3) manufactured items procured under any contract with an award value that is less than the micro-purchase threshold

(currently \$10,000). In order to claim an exception under options 1 or 2, the recipient must get prior approval from the Grant Officer. Prior approval is not needed for purchases under the micro-purchase threshold.

b. Fair Labor Standards Act Amendment for Major Disasters

Pursuant to P.L. 115-141, Division H, Title I, Section 109, additional language will be applied to the Fair Labor Standards Act of 1938 in the “Maximum Hours Worked” section. This language specifically relates to occurrences of a major disaster (as designated by the State or Federal government) and are applied for a period of two years afterwards. The language is as follows:

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

- “(A) employed to adjust or evaluate claims resulting from or relating to such major disaster, by an employer not engaged, directly or through an affiliate, in underwriting, selling, or marketing property, casualty, or liability insurance policies or contracts;
- “(B) who receives from such employer on average weekly compensation of not less than \$591.00 per week or any minimum weekly amount established by the Secretary, whichever is greater, for the number of weeks such employee is engaged in any of the activities described in subparagraph (C); and
- “(C) whose duties include any of the following:
 - “(i) interviewing insured individuals, individuals who suffered injuries or other damages or losses arising from or relating to a disaster, witnesses, or physicians;
 - “(ii) inspecting property damage or reviewing factual information to prepare damage estimates;
 - “(iii) evaluating and making recommendations regarding coverage or compensability of claims or determining liability or value aspects of claims;
 - “(iv) negotiating settlements; or
 - “(v) making recommendations regarding litigation.

“(2) The exemption in this subsection shall not affect the exemption provided by section 13(a)(1).

“(3) For purposes of this subsection—

- “(A) the term ‘major disaster’ means any disaster or catastrophe declared or designated by any State or Federal agency or department;
- “(B) the term ‘employee employed to adjust or evaluate claims resulting from or relating to such major disaster’ means an individual who timely secured or secures a license required by applicable law to engage in and perform the activities described in clauses (i) through (v) of paragraph (1)(C) relating to a major disaster, and is employed by an employer that maintains worker compensation insurance coverage or protection for its employees, if required by applicable law, and withholds applicable Federal, State, and local income and payroll taxes from the wages, salaries and any benefits of such employees; and
- “(C) the term ‘affiliate’ means a company that, by reason of ownership or control of 25 percent or more of the outstanding shares of any class of voting securities of one or more companies, directly or indirectly, controls, is controlled by, or is under common control with, another company.”

c. Health Benefits Coverage for Contraceptives

Pursuant to P.L. 115-141, Division E, Title VII, Section 726, Federal funds may not be used to enter into or renew a contract which includes a provision for drug coverage unless the contract includes a provision for contraceptive coverage. Exemptions to this requirement apply to contracts with 1) the religious plans of Personal Care's HMO and OSF HealthPlans, Inc. and 2) any existing or future plan if the carrier for the plan objects to such coverage on the basis of religious beliefs.

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

d. Privacy Act

Pursuant to P.L. 115-141, Division E, Title VII, Section 732, no funds can be used in contravention of the 5 USC 552a (Privacy Act) or regulations implementing of the Privacy Act.

e. Prohibition on Contracting with Corporations with Felony Criminal Convictions

Pursuant to P.L. 115-141, Division E, Title VII, Section 746, the recipient may not knowingly enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporation that was convicted of a felony criminal violation under any Federal law within the preceding 24 months.

f. Prohibition on Contracting with Corporations with Unpaid Tax Liabilities

Pursuant to P.L. 115-141, Division E, Title VII, Section 745, the recipient may not knowingly enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

g. Prohibition on Procuring Goods Obtained Through Child Labor

Pursuant to P.L. 115-141, Division H, Title I, Section 103, no funds may be obligated or expended for the procurement of goods mined, produced, manufactured, or harvested or services rendered, in whole or in part, by forced or indentured child labor in industries and host countries identified by the DOL prior to December 18, 2015. DOL has identified these goods and services here: <http://www.dol.gov/ilab/reports/child-labor/list-of-products/index-country.htm> .

h. Prohibition on Providing Federal Funds to ACORN

Pursuant to P.L. 115-141, Division H, Title V, Section 522, these funds may not be provided to the Association of Community Organizations for Reform Now (ACORN), or any of its affiliates, subsidiaries, allied organizations or successors.

i. Reporting of Waste, Fraud and Abuse

Pursuant to P.L. 115-141, Division E, Title VII, Section 743, no entity receiving federal funds may require employees or contractors of such entity seeking to report fraud, waste, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

j. Requirement for Blocking Pornography

Pursuant to P.L. 115-141, Division H, Title V, Section 521, no Federal funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography.

k. Requirement to Provide Certain Information in Public Communications

Pursuant to P.L. 115-141, Division H, Title V, Section 505, when issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all non-Federal entities receiving Federal funds shall clearly state:

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

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

l. Restriction on Health Benefits Coverage for Abortions

Pursuant to P.L. 115-141, Division H, Title V, Sections 506 and 507, Federal funds may not be expended for health benefits coverage that includes coverage of abortions, except when the abortion due to a pregnancy that is the result of rape or incest, or in the case where a woman suffers from a physical disorder, physical injury, including life-endangering physical conditions caused by or arising from the pregnancy itself that would, as certified by a physician, place the women in danger of death unless and abortion is performed. This restriction does not prohibit any non-Federal entity from providing health benefits coverage for abortions when all funds for that specific benefit do not come from a Federal source. Additionally, no funds made available through this award may be provided to a State or local government if such government subjects any institutional or individual health care entity to discrimination on the basis that the health care entity does not provide, pay for, provide coverage of, or refer for abortions.

m. Restriction on Lobbying/Advocacy

Pursuant to P.L. 115-141, Division H, Title V, Section 503, no federal funds may be used by a grant recipient, other than for normal and recognized executive-legislative relationships, to engage in lobbying or advocacy activities related to the enactment of federal, state, or local legislation, regulation, appropriations, order, or other administrative action, except in presentation to Congress or a State or local legislature itself or for participation by an agency or officer of a State, local or tribal government in policymaking and administrative processes within the executive branch of that government.

n. Restriction on the Promotion of Drug Legalization

Pursuant to P.L. 115-141, Division H, Title V, Section 509, no Federal funds shall be used for any activity that promotes the legalization of any drug or other substance included in schedule I of the schedules of controlled substances established under section 202 of the Controlled Substances Act except for normal recognized executive-congressional communications or where the grant agreement provides for such use because there is significant medical evidence of a therapeutic advantage to the use of such drug or other substance.

o. Restriction on Purchase of Sterile Needles or Syringes

Pursuant to P.L. 115-141, Division H, Title V, Section 520, no Federal funds shall be used to purchase sterile needles or syringes for the hypodermic injection of any illegal drug.

p. Salary and Bonus Limitations

Pursuant to P.L. 115-141, Division H, Title I, Section 105 Recipients and subrecipients shall not use funds to pay the salary and bonuses of an individual, either as direct costs or as indirect costs, at a rate in excess of Executive Level II. The Executive Level II salary may change yearly and is located on the OPM.gov website (<http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2016/executive-senior-level>). The salary and bonus limitation does not apply to contractors (vendors) providing goods and services as defined in 2 CFR 200.330. Where States are recipients of such funds, States may establish a lower limit for salaries and bonuses of those receiving salaries and bonuses from subrecipients of such funds, taking into account factors including the relative cost-of-living in the State, the compensation levels for comparable State or local government employees, and the size of the organizations that administer Federal programs involved including Employment and Training Administration programs. See Training and Employment Guidance Letter No. 5-06 for further clarification, available at http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2262

15. Public Policy

a. Architectural Barriers

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

All new facilities designed or constructed with grant support must comply with these requirements.

b. Drug-Free Workplace

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

c. Executive Orders

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

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

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

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

d. Flood Insurance

The Flood Disaster Protection Act of 1973, as amended, 42 U.S.C. 4001 *et seq.*, provides that no Federal financial assistance to acquire, modernize, or construct property may be provided in communities in the United States identified as flood -prone , unless the community participates in the National Flood Insurance Program and flood insurance is purchased within 1 year of the

identification. The flood insurance purchase requirement applies to both public and private applicants for the DOL support. Lists of flood-prone areas that are eligible for flood insurance are published in the Federal Register by FEMA.

e. Hotel-Motel Fire Safety

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

f. Prohibition on Trafficking in Persons

1. Trafficking in persons.

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

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

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

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

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

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

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

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

- (A). Associated with performance under this award; or

(B). Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, “OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),” as implemented by our agency at 29 CFR Part 98.

c. Provisions applicable to any recipient.

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

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

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

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

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

d. Definitions. For purposes of this award term:

I. “Employee” means either:

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

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

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

III. “Private entity”:

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

(B). Includes:

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

ii. A for-profit organization.

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

g. Veterans’ Priority Provisions

The Jobs for Veterans Act (Public Law 107-288) requires recipients to provide priority service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job training program directly funded, in whole or in part, by the DOL. The regulations implementing this priority of service can be found at 20 CFR part 1010. In circumstances where a grant recipient must choose between two qualified candidates for a service, one of whom is a veteran or eligible spouse, the veterans priority of service provisions

require that the grant recipient give the veteran or eligible spouse priority of service by first providing him or her that service. To obtain priority of service, a veteran or spouse must meet the program's eligibility requirements. Recipients must comply with the DOL guidance on veterans' priority. ETA's Training and Employment Guidance Letter (TEGL) No. 10-09 (issued November 10, 2009) provides guidance on implementing priority of service for veterans and eligible spouses in all qualified job training programs funded in whole or in part by DOL. TEGL No. 10-09 is available at http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2816.

16. Attachments

Attachment A: [SF-424](#)

Attachment B: [SF-424A](#)

Attachment C: [Budget Narrative](#)

Attachment D: [Statement of Work](#)

Attachment E: [Indirect Cost Rate Agreement](#)

Attachment A: SF-424

Application for Federal Assistance SF-424								
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application			* 2. Type of Application: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision			* If Revision, select appropriate letter(s): _____ * Other (Specify): _____		
* 3. Date Received: 06/03/2019		4. Applicant Identifier: _____						
5a. Federal Entity Identifier: _____			5b. Federal Award Identifier: TEGL 17-18					
State Use Only:								
6. Date Received by State: _____		7. State Application Identifier: _____						
8. APPLICANT INFORMATION:								
* a. Legal Name: Higher Education Coordinating Commission								
* b. Employer/Taxpayer Identification Number (EIN/TIN): 37-1737848			* c. Organizational DUNS: 0798066580000					
d. Address:								
* Street1: 255 Capitol St. NE								
Street2: _____								
* City: Salem								
County/Parish: Marion								
* State: OR: Oregon								
Province: _____								
* Country: USA: UNITED STATES								
* Zip / Postal Code: 97301-0103								
e. Organizational Unit:								
Department Name: Office of Workforce Investment			Division Name: _____					
f. Name and contact information of person to be contacted on matters involving this application:								
Prefix: _____		* First Name: Jennifer						
Middle Name: _____								
* Last Name: Denning								
Suffix: _____								
Title: Program Analyst								
Organizational Affiliation: Higher Education Coordinating Commission								
* Telephone Number: 503-947-3034			Fax Number: _____					
* Email: jennifer.l.denning@oregon.gov								

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:**

Department of Labor/Employment and Training Administration

11. Catalog of Federal Domestic Assistance Number:

17.285

CFDA Title:

Apprenticeship USA Grants

*** 12. Funding Opportunity Number:**

TEGL 17-18

* Title:

State Apprenticeship Expansion Grant

13. Competition Identification Number:

TEGL 17-18

Title:

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

Add Attachment

Delete Attachment

View Attachment

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

Oregon will continue to expand apprenticeship into healthcare focusing on medical assistant registered apprenticeship programs.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:
* a. Applicant * b. Program/Project

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

17. Proposed Project:
* a. Start Date: * b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="1,132,574.79"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="1,132,574.79"/>

*** 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 218, Section 1001)**
 ** I AGREE
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:
Middle Name:
* Last Name:
Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: * Date Signed:

Attachment B: SF-424A

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 02/28/2022

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. State Apprenticeship Expansion Grant	17-285	\$ <input type="text"/>	\$ <input type="text"/>	\$ 1,132,574.79	\$ <input type="text"/>	\$ 1,132,574.79
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5. Totals		\$ <input type="text"/>	\$ <input type="text"/>	\$ 1,132,574.79	\$ <input type="text"/>	\$ 1,132,574.79

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
	State Apprenticeship Expansion Grant				
a. Personnel	\$ 65,313.62	\$	\$	\$	\$ 65,313.62
b. Fringe Benefits	41,806.73				41,806.73
c. Travel	6,821.44				6,821.44
d. Equipment	0.00				0.00
e. Supplies	0.00				0.00
f. Contractual	1,017,553.00				1,017,553.00
g. Construction	0.00				0.00
h. Other	1,080.00				1,080.00
i. Total Direct Charges (sum of 6a-6h)	1,132,574.79				\$ 1,132,574.79
j. Indirect Charges					\$
k. TOTALS (sum of 6i and 6j)	\$ 1,132,574.79	\$	\$	\$	\$ 1,132,574.79
7. Program Income	\$ 0.00	\$	\$	\$	\$ 0.00

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SECTION C - NON-FEDERAL RESOURCES

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

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ <input type="text" value="377,524.40"/>	\$ <input type="text" value="94,381.10"/>	\$ <input type="text" value="94,381.10"/>	\$ <input type="text" value="94,381.10"/>	\$ <input type="text" value="94,381.10"/>
14. Non-Federal	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
15. TOTAL (sum of lines 13 and 14)	\$ <input type="text" value="377,524.40"/>	\$ <input type="text" value="94,381.10"/>	\$ <input type="text" value="94,381.10"/>	\$ <input type="text" value="94,381.10"/>	\$ <input type="text" value="94,381.10"/>

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.	State Apprenticeship Expansion Grant	\$ <input type="text" value="377,524.39"/>	\$ <input type="text" value="377,524.39"/>	\$ <input type="text" value="377,524.39"/>	\$ <input type="text"/>
17.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
18.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
19.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
20. TOTAL (sum of lines 16 - 19)		\$ <input type="text" value="377,524.39"/>	\$ <input type="text" value="377,524.39"/>	\$ <input type="text" value="377,524.39"/>	\$ <input type="text"/>

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges: <input type="text" value="1132574.79"/>	22. Indirect Charges: <input type="text" value="0"/>
23. Remarks: <input type="text"/>	

Attachment C: Budget Narrative

**State Apprenticeship Expansion
Round 3
Budget Narrative**

SAE Round III: \$1,132,574.79

Personnel	\$65,313.62
Fringe Benefits	\$41,806.73
Travel	\$6,821.44
Equipment	
Supplies	
Contractual	\$1,017,553
Construction	
Other	\$1,080
Indirect Charges	

HECC Staffing Chart

The Higher Education Coordination Commission (HECC) will conduct grant management and oversight of all of the grant activities. The chart below includes all HECC staff that conduct activities related to the grant. Position costs, as shown in the table below support portions of nine positions (1.02 FTE) that will provide project management, partner coordination, reporting, training, procurement and accounting for this project. HECC will charge the grant for work completed for the first 18 months. The remaining staff costs will be covered with leveraged funds.

Total Cost: \$107,120.35

Position Title	Purpose	FTE	Length of Work	Salary	Total Salary	Benefits	Total Cost for 18 Months
Grant Accountant	Completes federal reporting, tracks and monitors budget in coordination with Grant Manager	0.20	18 Months	\$65,000	\$13,000	\$8,512.12	\$21,512.12
Program Analyst	Grant management	.60	18 Months	\$58,000	\$34,800	\$24,270.49	\$59,054.95
Procurement Specialist	Develop contracts and interagency agreements to distribute funds to grant partners	.10	18 Months	\$77,691	\$7,769.16	\$4,634.91	\$12,404.07

Ed Specialist	Provides knowledge and leadership on training and curriculum development	.06	18 Months	\$100,000	\$5,600	\$2,331.45	\$7,931.45
Director	Oversees program analyst manager and ed specialist, communicate grant goals and outcomes with partners	.01	18 Months	\$120,000	\$1,200	\$591.38	\$1,791.38
Support Staff	Create documents, order supplies, make travel arrangements	.01	18 Months	\$48,000	\$480	\$259.52	\$1,635.21
Accounts Payable	Enters payments into system	.02	18 Months	\$54,000	\$1,080	\$555.21	\$1,635.21
Budget Analyst	Oversees all budget activities	.01	18 Months	\$75,000	\$750	\$340.90	\$1,090.90
Accountant	Approves/releases batches for payment	.01	18 Months	\$65,000	\$650	\$310.76	\$960.76

Fringe Benefits are based on the sum of the following expenses: Employment Relations Board rate of \$1.65 per FTE per month; PERS (retirement) at 22.49% of salary; FICA at 7.65% of salary; Workers Compensation at \$2.44 per FTE per month; and Flexible Benefits (medical, dental, vision).

Travel

Total Cost: \$5,454.44

- Out-of-state travel to attend a two-night, in-person event in Washington D.C. for two people.
 - Airfare \$633
 - Hotel \$843 (\$251 x 12% tax x3 nights)
 - Per diem \$228 (\$76 x 3 days)
 - Shuttle \$60 (\$30 one way)
 - Parking \$30 (\$10/night x3 nights)
 - Mileage to airport \$63.22 (116 miles round trip x per diem rate .545/ mile)
 - **Total = \$1,857.22 x 2 people = \$3,714.44**
- Out-of-state travel to attend a two-night, in-person regional event for two people.
 - Airfare \$285
 - Hotel \$342 (\$102 x 12% tax x3 nights)
 - Per diem \$183 (\$61 x3 days)
 - Shuttle \$60 (\$30 one way)
 - Parking \$30 (\$10/night x3 nights)
 - Mileage to airport \$63.22 (116 miles round trip x per diem rate .545/mile)
 - **Total = \$870 x 2 people = \$1,740**
- In-state travel to attend meetings to help coordinate and provide technical assistance for grant activities and conduct monitoring of sub-recipients. Estimated at travel reimbursement will be paid at the approved federal rate per mile. 100 miles/month x \$.54 x 24 months.

Total: \$1,367

Other

Total Cost: \$1,080

Department of Justice (DOJ) legal fees. All contracts above \$150,000 must go to DOJ for legal sufficiency prior to the award. Estimated at \$180 per hour x 2 hours per contract x 3 contracts.

Contractual

Total Cost: \$1,020,000

Southwestern Oregon Workforce Investment Board (SOWIB)

Total Cost: \$700,000

Staffing:

Position Title	Purpose	FTE	Annual Salary & Fringe Benefits	Total Cost x 3 years
Apprenticeship Coordinator	Outreach to and registration of prospective apprentices and training agents; job coaching; central point of contact for all day-to-day apprenticeship activities	2.0	\$120,000	\$360,000
Project Director	Overall oversight; cross-regional coordination; advocacy around expansion of apprenticeship as a model	0.5	\$50,000	\$150,000
Admin Clerk	Clerical support; data entry; program support	0.5	\$15,000	\$45,000
Total				\$525,000

Fringe benefits for the Apprenticeship Coordinator positions are estimated at 20%. (The 20% fringe is an estimate as the Apprenticeship Coordinator positions will be hired by sub-recipients and exact numbers are not known at this time). SOWIB does not intend to charge fringe benefits costs to this grant for the Project Director or Admin Clerk.

Other: Related Training and Instruction

Total Cost: \$105,000

Up to \$3,000 per participant

Includes the costs for instructors, course fees, and all fees related to the certification exam. There will not be enough from this grant to cover the full costs for all expected apprentices so SOWIB will take on responsibility for finding leveraged funds.

Indirect Rate

10% de minimus rate

Total Cost: \$70,000

Worksystems

Total Cost: \$217,553

Staffing:

Position Title	Purpose	FTE	Annual Salary & Fringe Benefits	Total Cost
Project Manager	Grant management: procurement, contracting, monitoring and maintenance of Coaching Mentor, Career Link, Training Service and all other services. Coordinating with the evaluator; convening of grant committees; ensuring connectivity to WorkSource system.	1	Year 1 Salary: \$85,000 Fringe: \$28,569 Year 2: Salary: \$43,775 Fringe: \$29,426	\$186,770

Fringe benefits are calculated at: 8.46% FICA; 2.01% State UI; 0.25% Worker’s Compensation Insurance; 16.31% medical/dental/life insurance; 6.02% pension; 0.56% other

Travel

Total Cost: \$1,944

Travel reimbursement will be paid to staff for travel across the target area at the approved federal rate per mile. 150 miles/month for program meetings & monitoring, with an average distance of 15 miles/trip. 150 x \$.54 x 24 months.

Other: Related Training and Instruction

Total Cost: \$12,500

Training and related instruction costs for Public Sector Apprenticeship. Client Services Professional/Filing Clerk Career Pathway Certificate.

20 apprentices @ \$625 each = 108 credits total

Indirect Rate

Total Cost: \$16,339

WSI’s approved indirect rate is 8.12%

Akana

Total Cost: \$100,000

- Job readiness supportive services for apprentices at \$250 x 200 participants = \$50,000
- .25 FTE to implement the support services = \$50,000 (*we are working on gathering exact wage information and it was not available at the time of the grant submission*).

Attachment D: Statement of Work

**Advancing Oregon Apprenticeship: State Apprenticeship Expansion
TEGL 17-18: Round III
Project Narrative**

The *Advancing Oregon Apprenticeship (AOA)* project is requesting Round III funding from the State Apprenticeship Expansion (SAE) grant to expand Oregon’s apprenticeship initiatives in Healthcare and create new opportunities for apprenticeship in the Public Sector and Information Technology. Additional SAE funding will also allow the state to increase the number of pre-apprenticeship participants entering registered apprenticeship, increase the diversity and retention of underrepresented populations in apprenticeship, and expand the availability of supportive services to all registered apprentices in Oregon. The project is proposed by the State of Oregon’s Higher Education Coordinating Commission (HECC), with leadership by Oregon’s Governor, Kate Brown, engagement by Oregon’s Bureau of Labor and Industries (BOLI), Oregon Employment Department (OED), Oregon Department of Education (ODE), and local workforce and education partners.

Current Status of Registered Apprenticeship in the State

Approximately 85% of all registered apprentices in the State of Oregon work in the Construction Industry. The Industrial and Manufacturing industries also utilize apprentices, with the most common occupations being Manufacturing Plant Electrician and Industrial Maintenance Millwright. Over the past several years, registered apprenticeship in Oregon has also expanded in the Healthcare and Information Technology industries, primarily to the occupations of Medical Assistant, Software Developer, and Network Security Administrator.

Oregon has twenty one pre-apprenticeship programs approved by the Oregon State Apprenticeship and Training Council (OSATC). In order to get approved, all programs must

apply using a form and a tool kit which ensures that all pre-apprenticeship programs in Oregon meet the standards established through Training and Employment Notice (TEN) No. 13-12. Starting in the summer of 2019, information on pre-apprentices will be gathered and tracked by Oregon's state apprenticeship agency. Data from pre-apprentices will allow the state to better understand how many pre-apprentices go into registered apprenticeship and how pre-apprenticeship impacts the registration of under-represented populations. More information on who utilizes Oregon's registered apprenticeship system is below. The data is from April 2019:

- Number of Existing Registered Apprenticeship Sponsors: 147
- Number of Existing Registered Apprenticeship Programs: 289
- Number of Registered Apprentices: 9767
 - Women: 6.79%
 - Minorities: 19.44%

Oregon's state apprenticeship agency, the Bureau of Labor and Industries (BOLI), has well-established capacity, infrastructure, and expert support for Registered Apprenticeship. BOLI's Apprenticeship and Training Division (ATD) regulates the administration of apprenticeship and works with business, labor, government and education to increase training and employment opportunities. ATD provides technical assistance to local apprenticeship programs across Oregon to ensure that they provide quality training and equal employment opportunities, particularly for women and minorities, in technical and craft occupations.

Oregon's Workforce System works to provide outreach and referral services to potential apprentices and employers. The Oregon Employment Department's Apprenticeship Program Liaison works with American Job Center (AJCs) staff to ensure they have the knowledge needed

to appropriately refer apprentices and businesses to the correct apprenticeship services. Starting in summer 2019, registered apprenticeship training will be a part of new hire on boarding for staff in AJCs.

Registered Apprenticeship Expansion Goals

Oregon's goals for Round III of State Apprenticeship Expansion funding are as follows:

- Create a strategic plan to expand registered apprenticeship in Oregon and integrate it into the State's workforce development, education, and economic development programs
- Integrate registered apprenticeship data with the Participant Individual Record Layout (PIRL)
- Expand job readiness supportive services to all registered apprentices in Oregon
- Expand registered apprenticeship programs in Healthcare into two new geographical regions
- Expand registered apprenticeship in Healthcare into a new occupation
- Create one new registered apprenticeship program in the Public Sector
- Create one new registered apprenticeship program in Information Technology
- Assist 100 pre-apprenticeship participants in entering registered apprenticeship programs

Registered Apprenticeship Expansion Strategies

System Design Elements

All registered apprenticeship expansion efforts in Oregon are overseen by a state team that includes representatives from the Bureau of Labor and Industries, Higher Education Coordinating Commission (HECC), Oregon Employment Department (OED), and Oregon

Department of Education (ODE). While HECC takes on the task of project proposer and pass through entity, each agency participates in executing grant deliverables and assisting sub-recipients, businesses, registered apprenticeship programs, and community colleges with apprenticeship projects.

The Advancing Oregon Apprenticeship project will build on this cross agency collaboration by creating a strategic plan that will help guide future registered apprenticeship efforts in the state. The process will engage multiple stakeholders including registered apprenticeship and pre-apprenticeship partners, representatives from the Workforce System, and social services partners. The plan will also align with Oregon's Workforce Innovation and Opportunity Act (WIOA) State Plan and Governor Kate Brown's Future Ready Oregon workforce initiative. The Oregon Apprenticeship Team will also use the strategic plan as a format for submitting the Annual Apprenticeship Report to the U.S. Department of Labor. HECC, BOLI, OED, and ODE will collaborate to write the report and ensure it captures all the apprenticeship activity happening in Oregon.

Oregon plans to measure the success of its apprenticeship projects and strategic initiatives by improving its data reporting tools. BOLI and OED have worked collaboratively for several years to share data that will create a better picture of how registered apprentices and pre-apprentices interact with the workforce system. As the State Apprenticeship Agency, BOLI collects information from all registered apprentices, training agents, and pre-apprentices in the state. BOLI plans to transfer apprenticeship system data to OED in 2019 and OED will integrate it with its existing data on Title 1 and 3 participants. After the transfer is complete, OED will create an Apprenticeship Dashboard in its Business Intelligence (BI) tool, which will allow program managers, local AJCs, and other stakeholders to see how registered apprentices are

served by the workforce system. This project may also create a future opportunity to study the effects of registered apprenticeship on the workforce system to see if participating in the registered apprenticeship system results in individuals getting off public assistance faster.

The Bureau of Labor and Industries, Oregon Employment Department, and Higher Education Coordinating Commission will also continue to provide technical assistance to support the rapid development of registered apprenticeship programs. By providing intensive guidance, training, and resources to workforce boards, community colleges, and other community organizations, the team will continue to build state capacity to make it easier for industry to start and maintain programs. The Oregon Employment Department's Apprenticeship Program Liaison will continue to train job center staff and provide guidance on best practices when conducting outreach to employers around registered apprenticeship. The Oregon Department of Education's Apprenticeship Education Specialist will continue to work with Career and Technical Education programs across the state to create more opportunities to imbed pre-apprenticeship programs in high schools and support the development and recruitment of a diverse pipeline of apprentices.

Direct Participant Services

Expanding Registered Apprenticeship in the Healthcare Industry

Allied Health West Joint Apprenticeship and Training Committee (AHW JATC) operates the first Registered Apprenticeship program in the healthcare sector in Oregon. Since forming in late 2017 and going operational in April 2018, AHW JATC has enrolled 40 new apprentices in the Medical Assistant occupation, spread across 13 registered training agents. AHW JATC is seeking to both expand its geographic footprint for its Medical Assistant program and add new healthcare occupations. Currently, the goal is to add Surgical Technologist in 2020 and AHW

JATC is in the process of exploring the viability of creating an apprenticeship program for Community Health Workers.

The apprenticeship sponsor for the AHW JATC program is Southwestern Oregon Workforce Investment Board (SOWIB). For this project, SOWIB intends to partner with other Local Workforce Development Boards across the state, starting with Northwest Oregon Works and Rogue Workforce Partnership.

Per Oregon Employment Department (OED) data, Medical Assistant is one of the largest in the state. In 2017, there were 11,166 and by 2027 that number is expected to grow to 14,353. That 28.5% growth rate is listed by OED as “a much faster rate than the statewide average growth rate for all occupations through 2027.”

In Rogue Valley, the growth rate through 2027 is expected to be 29.5%, taking the total number of individuals employed as Medical Assistants to 1,273. While the numbers are smaller for Northwest Oregon (16.0% and 574, respectively), OED still notes that Medical Assistant has the fourth highest expected number of annual vacancies for that region. Additionally, OED prioritizes occupations for training based on wages, the number of openings, the size of the occupation, and supply and demand for the occupation. The highest-ranked occupations (tied) in Northwest Oregon for 2017 were Medical Assistants and Registered Nurses.

The overall number of Surgical Technologists needed is not high compared to other occupations, but it represents a critical need area in the state’s healthcare workforce, particularly in rural Oregon. Legislative changes in 2015 created a requirement that Surgical Technologists practicing in Oregon be certified; however, currently approved training programs for that occupation are few and cannot keep up with demand. Rural colleges are not able to build new

Surgical Technologist programs because the costs and time involved in getting a course accredited compared to the overall demand in any one region make it financially invariable and impossible to sustain.

Currently AHW JATC is working with four workforce boards across the state to start an apprenticeship program that would help meet the need for Surgical Technologists. Registered Apprenticeship is an attractive alternative to rural employers and the workforce system for three reasons: first, state law allows for Surgical Technologists in rural and medically underserved areas to practice prior to certification as long as they are enrolled in an approved training program; second, apprenticeship opens up the possibility of sharing classroom training capacity across multiple community colleges and because most of the training is completed on-the-job it eliminates the need to purchase expensive training equipment; and third, apprenticeship is a great “grow your own” tool that allows local areas to skill up the workforce already living in the community, which reduces the need to resort to expensive and often unsuccessful outside recruitment strategies.

Anecdotal feedback solicited from employer partners thus far suggests that there could be the need for as many as 50 Surgical Technologist apprentices across the four workforce areas involved, including both currently uncertified staff and openings that remain unfilled.

Similar to Surgical Technologist, the currently available data for Community Health Workers may not accurately reflect future needs. Largely seen as an underutilized position thus far, changes to the way Medicaid patients are served is expected to substantially increase the demand for Community Health Workers all across the state. While not as far along in the process as Surgical Technologist, AHW JATC has been researching other apprenticeship models from

across the country for Community Health Workers and would significantly expand those efforts under this grant.

Registered Apprenticeship is a cost-effective tool for employers to train their own employees, which most employers indicate they prefer. As such, one of the primary recruitment tools utilized by AHW JATC is working with employer partners to identify staff in lower level positions that are ready for promotion. To supplement the internal candidates identified by employers, AHW JATC maintains a pool of applicants who are ranked according to criteria set forth by the committee members. These applicants are pulled from a number of sources, including the WorkSource Oregon system established under the Workforce Innovation and Opportunity Act (WIOA), Department of Human Services (DHS) Self-Sufficiency programs and WIOA Title II Adult Basic Education programs. Additionally, AHW JATC's Apprenticeship Coordinator hosts regularly scheduled information sessions where any member of the public can come to get information, ask questions, and start the application process.

Apprentices in the program who are in need of supportive services are referred to WorkSource Oregon for enrollment in applicable WIOA Title I programs. SOWIB also has funding from non-federal sources that it can use to provide supportive services to individuals in need who for whatever reason may not qualify for Title I services. SOWIB intends to use a portion of grant funds for related training and also continues to look for funding from non-federal sources to pay for classroom costs. Grant funds will pay for instructor, curriculum, exam, and credential costs and associated fees.

AHW JATC expects to enroll approximately 400 new registered apprentices over the three-year cycle of this grant. The majority of new apprentices will be in the Medical Assistant

occupation, but some may also be enrolled in other healthcare occupations such as Surgical Technologist and Community Health Worker.

Creating Registered Apprenticeship opportunities in the Public Sector

Worksystems, Inc. (WSI), the local workforce board for the Portland metropolitan area, will increase the number of registered apprentices in the State of Oregon by creating and expanding programs in construction, information technology, public sector, and hospitality. The construction effort will leverage employer-driven local investments to diversify the construction industry by expanding apprenticeship opportunities for women and people of color. In information technology, WSI will implement a new Computer Support Specialist Apprenticeship. WSI will also use grant funds to develop pathways into public sector apprenticeships in response to requests from local cities and counties to leverage their significant investments in paid work experience for Portland-area young adults.

Construction: Over the past two years, 16,000 construction jobs were added to Oregon's workforce (20% growth), making construction the fastest growing industry in Oregon (State of Oregon Employment Department, 2017). Between 2014-24, it is estimated that there will be more than 25,000 high-wage, construction field job vacancies throughout Oregon that can be accessed through construction apprenticeships (Research Division of the Oregon Employment Department, 2018). A 2018 Construction Workforce Market Study for the region indicated that the region needs roughly 1,000 minority workers and 1,400 female workers over the next five years (80% journey, 20% apprentices) to meet the five-year target for large public projects in the pipeline.

Grant funds will go towards 100 pre-apprenticeship graduates into existing construction registered apprenticeships. Worksystems will work with employers to increase the number of apprentices entering registered apprenticeships from the city's four BOLI-certified construction pre-apprenticeship programs (PATPs) in the city: Constructing Hope (CH), Oregon Tradeswomen, Inc. (OTI), Portland OIC (POIC), and Portland YouthBuilders (PYB). These organizations are community-based, culturally-competent entities that specifically target the recruitment of women and people of color. Together these four PATPs are doing most of the heavy lifting in development of a diverse pipeline of apprentices. The grant will leverage existing resources to support retention of apprentices for up to one year through access to follow-up services from community-based career coaches.

Information technology: The tech industry in the Portland, Oregon Metro Area is growing dramatically and demand for tech workers is strong across all industries – 8,000 new technology jobs are due to be created in the local economy over the next decade, a 23% increase. Computer Support Specialists are expected to grow 22% by 2027 (1500 positions). Funds from this grant will support implementation of a new Computer Support Specialist registered apprenticeship. This program will give apprentices a strong foundation for a career in the IT industry. The program begins with 8 weeks of full-time technical and soft skills training, followed by 9 – 12 months of paid on-the-job training and up to 40 hours of additional related / supplemental instruction. Upon completion of the program, apprentices will have 2 industry-recognized IT certifications (CompTIA A+ and CompTIA Server) and valuable experience in the IT field.

Public Sector: Local government in the Portland metro area is projected to grow by 7%, adding 6,600 jobs by 2027. Local government constitutes seven out of ten government jobs in Oregon. A public sector apprenticeship model would leverage more than \$2 million in annual investments

by local governments in youth employment programs and provides a tool to address workforce equity concerns. Grant funds will allow WSI to develop a registered apprenticeship program that focuses on jobs within the City of Portland, Multnomah County and the wider public sector in the region. WSI will leverage existing resources including WorkSource-supported occupational skills training, dual credit options, internships and on-the-job training that will result in a registered apprenticeship program approved by Oregon's State Apprenticeship Agency.

Worksystems will convene and facilitate an apprenticeship planning process that engages education partners, the public workforce system, and the City. A grant award will enable us to support the costs of partner collaboration, systems alignment, model development and implementation of a pilot. Occupations will be determined by each participating local jurisdiction during the planning process and may include Social and Human Service Assistants, Office Services Specialist, and Facilities/Logistics occupations.

Worksystems has robust partnerships with community-based organizations, formally called the Aligned Partner Network, which are critical to the successful implementation of grant goals. This network is made up of roughly 30 organizations that adopt a common career coaching model which connects participants to the millions of dollars in training resources available through area One-Stop employment centers, known as WorkSource Portland Metro. Worksystems enters into formal MOUs and – in some cases – direct service contracts with these CBOs to ensure a robust outreach and networking that can recruit diverse candidates into available training and job opportunities in all of our focused sectors, including construction and information technology. Apprentices under this grant will be attached to a career coach at one of the 30 Aligned Partner Network community based organizations under contract or MOU with the local workforce board. Each coach has access to a support services budget to cover apprentice needs including travel,

clothing, tools, and child care and rent assistance. This rich complement of support services combines WIOA, City and County funds to ensure that apprentices have support service needs met. Worksystems will also use a portion of the grant funds to support the on-the job learning and related technical instruction components of the registered apprenticeship programs in addition to leveraging current federal and State funds to support the majority of these costs.

Under this grant, Worksystems will register two new apprenticeship programs in information technology and the public sector and register approximately 200 apprentices.

Expanding Support and Referral Services for newly registered Apprentices

The Bureau of Labor and Industries, Apprenticeship and Training Division has an interagency agreement with the Oregon Department of Transportation to manage a program to help diversify the heavy highway construction workforce by expanding outreach, training, and support services to women, minorities, and young adults. BOLI provides this program in partnership with Akana, the non-profit agency who issues payments to individuals who qualify for funds and ensures they are surrounded by other support services offered by the Workforce System. The Advancing Oregon Apprenticeship project will build on this existing best practice by providing funding to Akana for job readiness supportive services that will be available to apprentices who qualify in all occupations, not just the heavy highway construction trades. These services are essential in supporting women and minority apprentices that are often not offered adequate financial support to maintain steady work in industries that require significant travel time and expenses. Without appropriate supportive services to apprentices, many individuals from underrepresented populations are unable to persist past their first year of apprenticeship. By providing job readiness supportive services to all newly registered apprentices who qualify, the Advancing

Oregon Apprenticeship team hopes to remove barriers for individuals in their first year of apprenticeship. Supportive services may include job related supplies and equipment, fees, and transportation costs. Akana will be able to provide services to approximately 200 apprentices.

Staffing Plan and Organizational Chart

Higher Education Coordinating Commission		
Position	Purpose	Qualifications/Experience
Grant Accountant (.20 FTE)	Completes federal reporting, tracks and monitors budget in coordination with Program Analyst.	Grant Accountant has experience in administering federal funds including WIOA and federal discretionary grants including SAE apprenticeship.
Program Analyst (1 FTE)	Grant management.	Program Analyst has experience in managing federal funds including WIOA and SAE apprenticeship.
Procurement Specialist (.10 FTE)	Develop contracts and interagency agreements to distribute funds to grant partners.	Procurement Specialist has experience in developing contracts with federal funds including WIOA and federal discretionary grants including SAE apprenticeship.
Ed Specialist (.06 FTE)	Provides knowledge and leadership on training and curriculum development.	Ed Specialist has knowledge and expertise in developing trainings and curriculum.
Director (.01 FTE)	Oversees Procurement Analyst and Ed Specialist, communicate grant goals and outcomes with partners.	Director currently oversees WIOA and other DOL workforce related grants for the state.
Support Staff (.01 FTE)	Create documents, order supplies, and make travel arrangements.	Support Staff have expertise in providing necessary support and making in-state and out-of-state travel arrangements.
Accounts Payable (.02 FTE)	Enters payments into system.	Accounts Payable has experience in administering federal funds including WIOA and federal discretionary grants including SAE apprenticeship.
Budget Analyst (.01 FTE)	Oversees all budget activities	Budget Analyst has experience in administering federal funds including WIOA and federal discretionary grants including SAE apprenticeship.
Accountant (.01 FTE)	Approves/releases batches for payment.	Accountant has experience in administering federal funds including WIOA and federal discretionary grants

		including SAE apprenticeship.
Southwestern Oregon Workforce Investment Board		
Position	Purpose	Qualifications/Experience
Apprenticeship Coordinator (2 FTE)	Engaging and maintaining partnerships with employer partners; conducting outreach activities to identify prospective apprentices engagement; providing job coaching to program participants as needed; and ensuring compliance with all required administrative tasks.	Coordinators hired will have a minimum of three years in project management related to workforce development, preferably related to registered apprenticeship.
Program Director (.5 FTE)	Overall oversight; cross-regional coordination; advocacy around expansion of apprenticeship as a model.	Program director currently oversees and develops apprenticeship programs and was integral to starting the medical assistants register apprenticeship program.
Admin Clerk (.5 FTE)	Clerical support; data entry; program support.	Person hired will have previous experience in clerical/administrative tasks.
Worksystems		
Position	Purpose	Qualifications/Experience
Senior Project Manager (1 FTE)	Plan, develop, coordinate, manage and evaluate registered apprenticeship program activities delivered through contractual and other agreements between Worksystems, employers and community providers.	The Senior Project Manager will have five years of experience in planning and overseeing projects directly related to workforce development, economic development, human services, program administration, and/or community develop.
Akana		
Position	Purpose	Qualifications/Experience
Program Director (.25) FTE	Processing applications, verifying documents, processing payments, developing relationships with vendors, and participant outreach	Program Director has 10 years' experience working with apprentices and apprenticeship programs.

Organizational Chart

<p>Lead Applicant</p> <p>Higher Education Coordination Commission (HECC)</p>	<p>Staffing</p> <ul style="list-style-type: none"> • Grant Accountant • Program Analyst/Grant Manager • Procurement Specialist • Education Specialist
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<p>HECC will be the lead applicant and will administer the grant. HECC will provide 1 FTE 100% dedicated to the management of the grant. HECC will also be the fiscal agent and will conduct all procurements related to the grant.</p> <p>HECC will also be completing all reporting including the annual report.</p>	<ul style="list-style-type: none"> • Director • Support Staff • Accountant Payable • Budget Analyst • Accountant <p>Some grant funds will be used for staffing but the majority will be leveraged funds.</p> <ul style="list-style-type: none"> • 1 FTE Grant Manager (100% dedicated to the grant) • 1.02 FTE fiscal/operations staff will be dedicated to the grant
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<p style="text-align: center;">Partner/Sub-Recipient</p> <p style="text-align: center;">Southwestern Oregon Workforce Investment Board (SOWIB)</p> <p>SOWIB has expertise in developing apprenticeship programs and will serve as a consultant and will be a sub-recipient to expand the Medical Assistant Registered Apprenticeship across Oregon.</p>	<p style="text-align: center;">Staffing</p> <p style="text-align: center;">3 FTE</p> <ul style="list-style-type: none"> • 2 Apprenticeship Coordinators (100% dedicated to the grant) • .5 Project Director • .5 Admin Clerk <p>Staff time will be provided using grant funds.</p>
<p style="text-align: center;">Partner/Sub-Recipient</p> <p style="text-align: center;">Worksystems</p> <p>Worksystems will be a sub-recipient and will focus on expanding apprenticeship into public sector occupations.</p>	<p style="text-align: center;">Staffing</p> <p style="text-align: center;">1 FTE</p> <ul style="list-style-type: none"> • Senior Project Manager (100% dedicated to the grant) <p>Staff time will be provided using grant funds.</p>
<p style="text-align: center;">Partner/Sub-Recipient</p> <p style="text-align: center;">Akana</p> <p>Akana will provide job related readiness supplies to participants.</p>	<p style="text-align: center;">Staffing</p> <p style="text-align: center;">.25 FTE</p> <ul style="list-style-type: none"> • Program Director <p>Staff time will be provided using grants funds and leveraged funds.</p>

Timeline/Workplan

GOAL #1	Create a strategic plan for Oregon's Registered Apprenticeship System		
<i>Activity: Convene stakeholders to discuss strategic priorities</i>	Gather input from Registered Apprenticeship Community	<i>Lead/Support Implementer (s)</i>	Higher Education Coordinating Commission and Oregon Employment Department
<i>Deliverable (s): Strategic plan for Oregon's Registered Apprenticeship System</i>	Published strategic plan for Oregon's Registered Apprenticeship System		
<i>Milestones</i>	<i>Timeframe</i>	<i>Deliverable Dates</i>	
Convene first stakeholder meeting	August 2019	<i>Start:</i>	August 2019
Create draft strategic plan	June 2020	<i>End:</i>	March 2022
Gather feedback on draft strategic plan	August 2021	<i>Annual Costs</i>	
Final strategic plan approved	February 2022	<i>Year 1</i>	<i>\$500/ staffing to convene and organize stakeholders</i>
Oregon strategic plan published	March 2022	<i>Year 2</i>	<i>\$500/ staffing to convene and organize stakeholders</i>
		<i>Year 3</i>	<i>\$500/ staffing to convene and organize stakeholders</i>
		TOTAL	\$1,500

GOAL #2	Integrate registered apprenticeship data with the Participant Individual Record Layout (PIRL)		
<i>Activity: Transfer Apprenticeship Data from BOLI-ATD to OED</i>	Create Dashboard for Registered Apprenticeship in BI Tool	<i>Lead/Support Implementer (s)</i>	Oregon Employment Department
<i>Deliverable (s): PIRL that includes registered apprenticeship data</i>	Registered Apprenticeship Dashboard in BI Tool		
<i>Milestones</i>	<i>Timeframe</i>	<i>Deliverable Dates</i>	

OED receives apprenticeship data	December 2019	Start:	June 2019
Apprenticeship data incorporated into data warehouse	June 2020	End:	May 2022
Apprenticeship data integrated into BI tool	June 2021	<i>Annual Costs</i>	
Apprenticeship data in PIRL	February 2022	Year 1	\$0/leveraged staffing costs
		Year 2	\$0/leveraged staffing costs
		Year 3	\$0/leveraged staffing costs
		TOTAL	\$0

GOAL #3	Expand job readiness supportive services to all registered apprentices in Oregon		
Activity: Provide job readiness supportive services to 200 newly registered apprentices	Refer newly registered apprentices to workforce services	Lead/Support Implementer (s)	Higher Education Coordinating Commission and Akana
Deliverable (s): 200 newly registered apprentices receive job readiness supplies	Approximately 70 registered apprentices per year receive supportive services		
Milestones	Timeframe	Deliverable Dates	
Contract with Akana executed	October 2019	Start:	October 2019
Akana provides supportive service to first apprentice	January 2020	End:	June 2022
100 apprentices served	June 2021	<i>Annual Costs</i>	
200 apprentices served	June 2022	Year 1	\$25,000/staffing and supportive services
		Year 2	\$37,500/ staffing and supportive services
		Year 3	\$37,500/ staffing and supportive services
		TOTAL	\$100,000

GOAL #4		Register 400 Apprentices in the Healthcare Industry	
Activity: <i>Expand registered apprenticeship in the Healthcare sector to other regions/occupations</i>	Convene employers, develop standards, and register program with OSATC	Lead/Support Implementer (s)	Local area workforce board
Deliverables: <i>400 registered apprentices for MA, Surg Tech or other</i>	Register at least 133 apprentices per year over the life of the grant.		
Milestones	Timeframe	Deliverable Dates	
Enter into MOUs with other local workforce boards	Within 3 months of contract execution	Start:	July 2019
Begin enrolling MA apprentices in other areas	Within 3 months of contract execution	End:	End of Performance
Create a registered program for Surg Techs	April 2020	Annual Costs	
Begin enrolling Surg Tech apprentices	June 2020	Year 1	<i>\$233,333 to staff and administer program and train participants</i>
Program has 200 apprentices registered	June 2021	Year 2	<i>\$233,333 to staff and administer program and train participants</i>
Program has 400 apprentices registered	June 2022	Year 3	<i>\$233,333 to staff and administer program and train participants</i>
		TOTAL	\$700,000

GOAL #5		Diversify construction workforce by registering 100 women and people of color as apprentices	
Activity: <i>Contract with PATPs to develop diverse apprentice pipeline</i>	Convene employers, oversee transition from PATPs to registered apprenticeships	Lead/Support Implementer (s)	Worksystems, local workforce board
Deliverable (s): <i>100 registered apprentices in construction</i>	Register at least 30 apprentices per year		
Milestones	Timeframe	Deliverable Dates	
Convene employer partners	Within first 6 months of contract execution	Start:	July 2019
Recruit, support and coach PATP graduates into RAPs	With first six months of contract execution	End:	End of Performance

Register first 30 apprentices	Within first year of performance	<i>Annual Costs</i>	
Register 65 apprentices	Within first 2 years of performance	<i>Year 1</i>	\$24,693
Register 100 apprentices	By end of performance	<i>Year 2</i>	\$17,068
		<i>Year 3</i>	\$2000
		TOTAL	\$43,761

GOAL #6	Register 60 apprentices in Information Technology		
<i>Activity: Implement new registered apprenticeship program for Computer Support Specialist</i>	Convene employers, develop standards, and register program with OSATC	<i>Lead/Support Implementer (s)</i>	Worksystems, Local workforce board
<i>Deliverable (s): 60 registered apprentices</i>	Register at least 20 apprentices per year over the life of the grant.		
<i>Milestones</i>	<i>Timeframe</i>	<i>Deliverable Dates</i>	
Standards approved by OSATC	Within 6 months of contract execution	<i>Start:</i>	July 2019
Program begins registering apprentices	Within 7 months of contract execution	<i>End:</i>	End of Performance
		<i>Annual Costs</i>	
Program registers 10 apprentices	By end of first year	<i>Year 1</i>	\$37,039 / year to staff and administer apprenticeship program
Program registers 25 apprentices	By end of second year	<i>Year 2</i>	\$ 25,602/ year to staff and administer apprenticeship program
Program registers 25 apprentices	By end of third year	<i>Year 3</i>	\$3000 / year to staff and administer apprenticeship program
		TOTAL	\$65,641

GOAL #7	Register 40 Apprentices in the Public Sector		
<i>Activity: Create two new registered apprenticeship programs in the public</i>	Convene employers, develop standards, and register program with	<i>Lead/Support Implementer (s)</i>	Worksystems, Local workforce board

<i>sector</i>	OSATC		
<i>Deliverable (s): 40 registered apprentices</i>	Register at least 40 apprentices per year over the life of the grant.		
<i>Milestones</i>	<i>Timeframe</i>	<i>Deliverable Dates</i>	
Create draft standards of apprenticeship	Within 12 months of contract execution	<i>Start:</i>	July 2019
Submit standards for approval to OSATC	Within 12 months of contract execution	<i>End:</i>	End of Performance
Standards approved by OSATC	Within 18 months of contract execution	<i>Annual Costs</i>	
Program begins registering apprentices	Within 20 months of contract execution	<i>Year 1</i>	<i>\$62,110 / year to staff and administer apprenticeship program</i>
Program registers 40 apprentices	By the end of Year 3	<i>Year 2</i>	<i>\$42,932 / year to staff and administer apprenticeship program</i>
		<i>Year 3</i>	<i>\$ 3,109/ year to staff and administer apprenticeship program</i>
		<i>TOTAL</i>	<i>\$108,151</i>

Performance Outcomes

A. Apprenticeship Employment & Training Apprentice Performance Outcomes			
1	Total participants served (receiving a grant funded services and/or grant funded education/training)	Year 1: 200 Year 2: 350 Year 3: 300	Total: 850
2	Total participants that are hired by an employer and enrolled in a Registered Apprenticeship program	Year 1: 165 Year 2: 355 Year 3: 280	Total: 800
3	Total Registered apprentices who complete an apprenticeship education/training program	Year 1: 80 Year 2: 125 Year 3: 200	Total: 405
4	Total Participants who complete a Registered Apprenticeship program and receive a degree or other credential	Year 1: 80 Year 2: 125 Year 3: 165	Total: 370
5	Total number of participants identified as unemployed, LTU, dislocated or incarcerated prior to enrollment who complete an Registered Apprenticeship program and maintain their employment status with a new employer	Year 1: 25 Year 2: 30 Year 3: 60	Total: 115
6	Total number of incumbent worker apprentices who complete an apprenticeship education/training program and advance into a new position <small>This includes incumbent workers who advanced into a new position with their current employer or a new employer following the completion of a training program. Incumbent workers who did not advance into a new position (i.e., who retained their existing position or layoff aversion) following the completion of a training program should not be included in this outcome.</small>	Year 1: 75 Year 2: 120 Year 3: 115	Total: 310
7	Average hourly wage of apprentices at enrollment into Registered Apprenticeship program	Year 1: \$12.50-27.00 Year 2: \$14.00-27.00 Year 3: \$14.50-27.00	Total: \$12.50-27.00
8	Average hourly wage of apprentices at completion of Registered Apprenticeship	Year 1: \$14.00-29.00	

	program	Year 2: \$16.00-29.00 Year 3: \$18.00-29.00	Total: \$18.00-29.00
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B.	Expanding Apprenticeship Program Outputs		
1	Total number of newly created Registered Apprenticeship Programs (RAP) (including any other programs developed as a result of RAP efforts)	Year 1: 0 Year 2: 1 Year 3: 2	Total: 3

Key Partners			
Organization Name	Partnership MOU Status	Website	Contact name/email
Bureau of Labor and Industries	Inter-Agency Agreement in place	https://www.oregon.gov/boli/atd/Pages/index.aspx	Stephen Simms, simmss@boli.state.or.us
Oregon Employment Department	Inter-Agency Agreement in place	https://www.oregon.gov/employ/Pages/default.aspx	Shaun Engstrom, shaun.c.engstrom@oregon.gov
Oregon Department of Education	None	https://www.oregon.gov/ode/Pages/default.aspx	Gabby Nunley, gabby.nunley@state.or.us
Southern Oregon Workforce Investment Board	Contract in place	https://www.sowib.org/	Jake McClelland, JMcClelland@sowib.org
Worksystems, Inc.	None	https://worksystems.org/home-page	Jesse Aronson, jaronson@worksystems.org
Akana	None	http://akana.us/	Penny Painter, penny.painter@akana.us



KATE BROWN
Governor

May 28, 2019

Melissa Abdullah, Grant Officer
US Department of Labor, Employment & Training Administration
Office of Grants Management
200 Constitution Ave, NW
Room N-4716
Washington, DC 20210

RE: State Apprenticeship Expansion Grant Commitment Letter

Dear Ms. Abdullah:

As Governor of Oregon, I am committed to developing a thriving statewide economy and a seamless system of education. I support efforts that help both Oregonians and businesses prosper, and apprenticeship maximizes this potential. I am excited about the possibility of an additional \$1.13 million coming into Oregon from the Department of Labor through the State Apprenticeship Expansion Grant opportunity.

In Oregon, with the help of two previous awards from the Apprenticeship USA State Apprenticeship Expansion (SAE) Grant Program, we are working to expand registered apprenticeship into non-traditional fields including: IT, healthcare, wood manufacturing, and high-tech manufacturing. Funding from this grant opportunity will allow Oregon to expand our current Medical Assistants Registered Apprenticeship program, provide support services to participants in all apprenticeship programs, develop a statewide apprenticeship strategic plan, and support the development of new registered apprenticeship programs. I would greatly appreciate the opportunity, with this additional funding, to continue our critical work together.

Expanding apprenticeship opportunities in Oregon is a joint effort, bringing many state and local agencies together to reach a common goal. The Oregon Higher Education Coordinating Commission (HECC) is designated to receive the funds. HECC will work closely with the Apprenticeship and Training Division within the Bureau of Labor and Industries.

Thank you for your partnership and this exciting opportunity to expand our work together.

Sincerely,

Governor Kate Brown



Project Attestation Confirmation

Document must be printed out, signed by a person authorized to encumber the applicant organization, scanned, and submitted as an Attachment to the application via grants.gov.

By receiving a grant agreement, and subsequent draw-down of funds awarded under ETA-TEGL-17-18 the State agrees to the following:

The State attests that these grant funds will be utilized for projects/activities in alignment with the State's approved Unified or Combined WIOA State Plan.
The State attests that it will ensure that the grant is sufficiently staffed.
The State attests that it will deliver the required Annual report.
The State attests that it will serve the minimum required number of participants.
The State understands that ETA may conduct an independent evaluation of the processes, outcomes and benefits of these grants and that by accepting the grant, agree to participate in such an evaluation.

Attester Signature: Karen M. Humelbaugh
Printed Name: Karen Madden Humelbaugh
Title/Organization: Director, Office of Workforce Investments
E-Mail Address: karen.m.humelbaugh@oregon.gov HECC
Direct Telephone Number: 503-551-9322