



Award# 23A60DW000012-01-00

FAIN# 23A60DW000012

Federal Award Date: 09/14/2023

**Recipient Information**

**1. Recipient Name**

HIGHER EDUCATION COORDINATING  
COMMISSION  
3225 25th St SE  
Salem, OR 97302-1133  
971-345-1138

**2. Congressional District of Recipient**  
06

**3. Payment System Identifier (ID)**  
1371737848A2

**4. Employer Identification Number (EIN)**  
371737848

**5. Data Universal Numbering System (DUNS)**  
079806658

**6. Recipient's Unique Entity Identifier (UEI)**  
EP99SZE353U6

**7. Project Director or Principal Investigator**  
MRS. DEBRA WELTER  
DEBRA.A.WELTER@HECC.OREGON.GOV  
971-345-1135

**8. Authorized Official**

MS. JULIE STEINBERGER  
JULIE.STEINBERGER@HECC.OREGON.GOV  
(971) 345-1136

**Federal Agency Information**

ETA Office of Grants Management

**9. Awarding Agency Contact Information**

Jasper Jones  
Grants Management Specialist  
jones.jasper.d@dol.gov  
202-693-6613

**10. Program Official Contact Information**

Ms. Carol E Padovan  
Federal Project Officer  
padovan.carol@dol.gov  
415-625-7907

**Federal Award Information**

**11. Award Number**

23A60DW000012-01-00

**12. Unique Federal Award Identification Number (FAIN)**

23A60DW000012

**13. Statutory Authority**

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

**14. Federal Award Project Title**

2023 QUEST Disaster Recovery DWG

**15. Assistance Listing Number**

17.277

**16. Assistance Listing Program Title**

WIOA National Dislocated Worker Grants / WIA National Emergency Grants

**17. Award Action Type**

New

**18. Is the Award R&D?**

No

**Summary Federal Award Financial Information**

|   |            |                   |                |
|---|------------|-------------------|----------------|
| <b>19. Budget Period Start Date</b>   | 09/30/2023 | <b>- End Date</b> | 09/30/2026     |
| <b>20. Total Amount of Federal Funds Obligated by this Action</b>   |            |                   | \$5,000,000.00 |
| 20a. Direct Cost Amount   |            |                   | \$4,953,765.59 |
| 20b. Indirect Cost Amount   |            |                   | \$46,234.41    |
| <b>21. Authorized Carryover</b>   |            |                   | \$0.00         |
| <b>22. Offset</b>   |            |                   | \$0.00         |
| <b>23. Total Amount of Federal Funds Obligated this budget period</b>   |            |                   | \$0.00         |
| <b>24. Total Approved Cost Sharing or Matching, where applicable</b>  |            |                   | \$0.00         |
| <b>25. Total Federal and Non-Federal Approved this Budget Period</b>  |            |                   | \$5,000,000.00 |
| <b>26. Period of Performance Start Date</b>   | 09/30/2023 | <b>- End Date</b> | 09/30/2026     |
| <b>27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Period of Performance</b> |            |                   | \$5,000,000.00 |

**28. Authorized Treatment of Program Income**

ADDITIONAL COSTS

**29. Grants Management Officer - Signature**

Ms. Jenifer McEnery  
Grant Officer

**30. Remarks**

See Remarks (continuation)



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| Recipient Information   |
|---|
| <b>Recipient Name</b><br>HIGHER EDUCATION COORDINATING<br>COMMISSION<br>3225 25th St SE<br>Salem, OR 97302-1133<br>971-345-1138 |
| <b>Congressional District of Recipient</b><br>06  |
| <b>Payment Account Number and Type</b><br>1371737848A2  |
| <b>Employer Identification Number (EIN) Data</b><br>371737848   |
| <b>Universal Numbering System (DUNS)</b><br>079806658   |
| <b>Recipient's Unique Entity Identifier (UEI)</b><br>EP99SZE353U6   |
| <b>31. Assistance Type</b><br>Discretionary Grant   |
| <b>32. Type of Award</b><br>Other   |

| 33. Approved Budget<br>(Excludes Direct Assistance)                                 |                       |
|---|-----------------------|
| I. Financial Assistance from the Federal Awarding Agency Only                       |                       |
| II. Total project costs including grant funds and all other financial participation |                       |
| a. Salaries and Wages   | \$132,926.40          |
| b. Fringe Benefits  | \$65,705.03           |
| c. Total Personnel Costs  | \$198,631.43          |
| d. Equipment  | \$0.00                |
| e. Supplies   | \$1,134.16            |
| f. Travel   | \$4,000.00            |
| g. Construction   | \$0.00                |
| h. Other  | \$0.00                |
| i. Contractual  | \$4,750,000.00        |
| <b>j. TOTAL DIRECT COSTS</b>  | <b>\$4,953,765.59</b> |
| <b>k. INDIRECT COSTS</b>  | <b>\$46,234.41</b>    |
| <b>l. TOTAL APPROVED BUDGET</b>   | <b>\$5,000,000.00</b> |
| m. Federal Share  | \$5,000,000.00        |
| n. Non-Federal Share  | \$0.00                |

**34. Accounting Classification Codes**

| FY-ACCOUNT NO.                                    | DOCUMENT NO. | ADMINISTRATIVE CODE | OBJECT CLASS | CFDA NO. | AMT ACTION FINANCIAL ASSISTANCE | APPROPRIATION |
|---|--------------|---------------------|--------------|----------|---------------------------------|---------------|
| 0501742323BD202301740003235DW093A0000AOWI00AOWI00 | DW000012QL0  | ETA                 | 410023       | 17.277   | \$5,000,000.00                  | 01742323BD    |



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**Remarks (Continuation)**

To transmit an award in accordance with the 2023 Quality Jobs, Equity, Strategy, and Training (QUEST) Disaster Recovery National Dislocated Worker Grants (DWGs). Project implementation should proceed without delay to ensure timely milestones are achieved.

Please note, grant recipients are required to submit a participant data file and certify a Quarterly Performance Report (QPR). When preparing to report for this grant award, utilize the number DW00012 for PIRL 2003 the 23A60DW000012 data element.

Special Conditions of Award: All special conditions of the award must be addressed within 90 days. See Attachment 1 for details.

NOTICE REGARDING INDIRECT COSTS INCLUDED IN THE SUBMISSION OF THE FULL BUDGET AND PLAN: Indirect Costs charged to the grant must be supported by a Negotiated Indirect Cost Rate Agreement (NICRA) or Cost Allocation Plan approved by your Federal Cognizant Agency. Grantees must have documentation to justify the utilization of indirect costs for the whole period of performance upon completion of the grant. The failure to have this documentation will cause the closeout of the grant to be delayed and potentially have indirect costs disallowed. Submit all NICRAs and CAPs as they are approved by your Cognizant Agency to your assigned FPO.

# AWARD ATTACHMENTS

HIGHER EDUCATION COORDINATING COMMISSION

23A60DW000012-01-00

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1. Special Conditions of Award
2. Grant Agreement with Terms and Conditions

# Quality Jobs, Equity, Strategy, and Training (QUEST) Disaster Recovery National Dislocated Worker Grants (DWGs)

## TEGL-ETA-02-22 CHANGE 2

### SPECIAL CONDITIONS OF AWARD

The application to request funds under the Quality Jobs, Equity, Strategy, and Training (QUEST) Disaster Recovery National Dislocated Worker Grants (DWGs) funding opportunity received is conditionally approved. As a condition of this grant award, you must address the issues identified in this document by submitting a subsequent modification request via email to your assigned Federal Project Operator (FPO) within **90 business days** of the receipt of this grant award package. The modification request must incorporate all information requested below and **receive FPO concurrence that all conditions have been addressed.**

Recipients are advised to proceed with project implementation unless otherwise instructed to ensure timely milestones are achieved while working to resolve the conditions of the award.

Please note that a submittal of revised documents does not in and of itself constitute approval by the Employment and Training Administration (ETA), as final approval must be given by the Grant Officer. Once approved, the revised documents will comprise the official modification to this grant agreement and the special conditions of award will be resolved.

In addition to the conditions listed below, you must work closely with your assigned FPO to ensure compliance with award terms and the applicable Training and Employment Guidance Letters, providing documentation as requested to demonstrate eligibility requirements and allowable project activities. Recipients and subrecipients planning to purchase equipment (including information technology systems) must receive prior approval from the Grant Officer before making purchases, and may not purchase any equipment in the last year of the award.

Questions pertaining to the submission of the modification responding to these Conditions of Award must be directed to your FPO as soon as possible. Contact information for your assigned FPO is in the Federal Award Terms.

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### CONDITIONS OF AWARD

- 1) Revise the Budget (SF-424A and Budget Narrative) to:
  - a. Provide a breakdown of all component costs related to each line item on the SF-424A. The breakouts provided for each line item cost **must mathematically add up** to equal the total dollar amount indicated on the corresponding SF-424A line item. The line items must use whole numbers only, with no cents.
  - b. Provide an explanation of costs **for each budget category per the TEGl No. 2-22 Change 2 guidance for preparing the budget narrative (Attachment II)**. The explanation should clearly reflect reasonableness and allocability to the project as described. Specifically,

- i. Revise Personnel and Fringe Benefit calculations that could not be verified without the annual salary.
  - ii. Revise Travel costs, to be broken out in a way that the total calculations can be verified.
  - iii. Revise Supplies in categories that include items needed for management of the grant.
- 

## NOTICES

The following notices regarding your grant award may be resolved with your assigned Federal Project Officer and **do not require submission of a modification request to resolve the above-stated conditions of award.**

**ADMINISTRATIVE REQUIREMENTS:** Your budget does not clearly identify administrative costs for this project. For your awareness, Administrative Costs must not exceed 10 percent of the total award for DWG recipients who are also serving as the project operator, or 15 percent (5 percent for the recipient, and 10 percent for subrecipients/project operators) of the total award when DWG recipients subaward/subcontract project activities to subrecipients/project operators. Compliance with the administrative costs limit is monitored throughout the grant period. Any amounts exceeding this limitation at closeout will be disallowed and subject to debt collection.

**INDIRECT COSTS:** Your Negotiated Indirect Cost Rate Agreement (NICRA) or Cost Allocation Plan approved by your Federal Cognizant Agency does not cover the entire period-of-performance. Indirect Costs charged to the grant must be supported by a NICRA or CAP approved by your Federal Cognizant Agency. It is important that grantees have documentation to justify the utilization of indirect costs for the whole period of performance upon completion of the grant. The failure to have this documentation will cause the closeout of the grant to be delayed and potentially have indirect costs disallowed. Please submit all NICRAs and CAPs to the FPO as they are approved by your Cognizant Agency.

**2023 Quality Jobs, Equity, Strategy, and Training (QUEST)  
Disaster Recovery National Dislocated Worker Grants (DWGs)**

**TERMS AND CONDITIONS  
TABLE OF CONTENTS**

**PART A: GENERAL AWARD, SYSTEM FOR AWARD MANAGEMENT AND UNIFORM GUIDANCE ..... 4**

A(1.) COMPLIANCE AND THE ORDER OF PRECEDENCE..... 4

A(2.) TRAINING AND EMPLOYMENT GUIDANCE LETTER AND NOTICE OF AWARD ..... 5

A(3.) APPROVED STATEMENT OF WORK..... 5

A(4.) SF-424, APPLICATION FOR FEDERAL ASSISTANCE, AND SF-424B, ASSURANCES AND CERTIFICATIONS..... 5

A(5.) FEDERAL PROJECT OFFICER OR POINT OF CONTACT (POC) ..... 5

A(6.) SYSTEM FOR AWARD MANAGEMENT ..... 6

A(7.) UNIQUE ENTITY IDENTIFIER REQUIREMENTS ..... 7

A(8.) UNIFORM GUIDANCE REVISIONS ..... 7

A(9.) FOR-PROFIT ENTITIES, FOREIGN ENTITIES, AND PROFIT..... 7

A(10.) SUBAWARDS..... 7

A(11.) VENDOR/CONTRACTOR DEFINED ..... 8

A(12.) TECHNICAL ASSISTANCE, RESOURCES, AND INFORMATION ..... 8

A(13.) MONITORING, TECHNICAL ASSISTANCE, AND ADDITIONAL SPECIFIC CONDITIONS OF AWARD ..... 8

A(14.) EVALUATION, DATA, AND IMPLEMENTATION..... 9

A(15.) PROGRAM REQUIREMENTS ..... 9

**PART B: INDIRECT COSTS, BUDGET, AND COST SHARE (MATCH) ..... 9**

B(1.) INDIRECT COST RATE AND COST ALLOCATION PLAN ..... 9

B(2.) INDIRECT COST RATE – FINANCIAL REPORTING FOR NICRA AND DE MINIMIS..... 12

B(3.) BUDGET - APPROVED ..... 12

B(4.) BUDGET FLEXIBILITY ..... 12

B(5.) NON-FEDERAL COST SHARING OR MATCHING..... 13

**PART C: FUNDS MANAGEMENT..... 13**

C(1.) FUNDS – PAYMENT MANAGEMENT SYSTEM (PMS)..... 13

C(2.) FUNDS - RETURN & REFUNDS ..... 13

**PART D: COSTS - LIMITATIONS, ITEMS, AND RESTRICTIONS..... 13**

D(1.) ADMINISTRATIVE COSTS ..... 13

D(2.) CONSULTANTS..... 14

D(3.) EQUIPMENT ..... 14

|  |   |           |
|--|---|-----------|
| D(4.)  | PRE-AWARD COSTS.....  | 14        |
| D(5.)  | PROGRAM INCOME .....  | 14        |
| D(6.)  | SUPPORTIVE SERVICES & PARTICIPANT SUPPORT COSTS .....   | 15        |
| D(7.)  | TRAVEL .....  | 15        |
| D(8.)  | TRAVEL – FOREIGN .....  | 15        |
| D(9.)  | TRAVEL – MILEAGE REIMBURSEMENT RATES.....   | 15        |
| D(10.)   | TRAVEL – FOREIGN .....  | 15        |
| D(11.)   | CONFERENCES AND CONFERENCE SPACE .....  | 15        |
| D(12.)   | HOTEL-MOTEL FIRE SAFETY .....   | 16        |
| D(13.)   | WIOA INFRASTRUCTURE .....   | 16        |
| <b>PART E: REPORTING, AUDIT, AND CLOSEOUT.....</b>   |   | <b>17</b> |
| E(1.)  | REPORTS – FINANCIAL REPORTS .....   | 17        |
| E(2.)  | REPORTS – NARRATIVE PROGRESS REPORTS.....   | 17        |
| E(3.)  | PERFORMANCE REPORTS – PROGRAM-SPECIFIC .....  | 17        |
| E(4.)  | FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA OR<br>TRANSPARENCY ACT) .....  | 18        |
| E(5.)  | INTEGRITY AND PERFORMANCE MATTERS – FAPIIS .....  | 19        |
| E(6.)  | AUDITS.....   | 21        |
| E(7.)  | AUDIT SUBMISSION DEADLINE EXTENSION RELATED TO MAJOR DISASTER AREAS ..  | 22        |
| E(8.)  | CLOSEOUT/FINAL YEAR REQUIREMENTS .....  | 22        |
| <b>PART F: NATIONAL POLICY AND RESTRICTIONS.....</b> |   | <b>22</b> |
| F(1.)  | ARCHITECTURAL BARRIERS .....  | 22        |
| F(2.)  | DOMESTIC PREFERENCES FOR PROCUREMENTS.....  | 22        |
| F(3.)  | DRUG-FREE WORKPLACE.....  | 23        |
| F(4.)  | FLOOD INSURANCE.....  | 23        |
| F(5.)  | INTELLECTUAL PROPERTY RIGHTS .....  | 23        |
| F(6.)  | PROMOTING EQUITABLE DELIVERY OF GOVERNMENT BENEFITS AND EQUAL<br>OPPORTUNITY .....  | 24        |
| F(7.)  | PERSONALLY IDENTIFIABLE INFORMATION .....   | 24        |
| F(8.)  | PUBLICITY AND LOBBYING/ADVOCACY .....   | 25        |
| F(9.)  | TELECOMMUNICATIONS PROHIBITION .....  | 25        |
| F(10.)   | VETERANS’ PRIORITY PROVISIONS.....  | 26        |
| F(11.)   | WASTE, FRAUD AND ABUSE.....   | 26        |
| F(12.)   | WHISTLEBLOWER PROTECTION .....  | 26        |
| F(13.)   | EXECUTIVE ORDER 12928 – HISTORICALLY BLACK COLLEGES AND UNIVERSITIES AND<br>OTHER MINORITY INSTITUTIONS SUCH AS HISPANIC-SERVING INSTITUTIONS AND<br>TRIBAL COLLEGES AND UNIVERSITIES ..... | 27        |
| F(14.)   | EXECUTIVE ORDER 13043 - INCREASING SEAT BELT USE.....   | 27        |
| F(15.)   | EXECUTIVE ORDER 13166 - IMPROVING ACCESS TO SERVICES FOR PERSONS WITH<br>LIMITED ENGLISH PROFICIENCY.....   | 27        |



|  |   |           |
|--|---|-----------|
| F(16.)   | EXECUTIVE ORDER 13513 - FEDERAL LEADERSHIP ON REDUCING TEXT MESSAGING WHILE DRIVING ..... | 27        |
| F(17.)   | PUBLIC LAW: THE BUILD AMERICAN, BUY AMERICA ACT (BABAA).....                              | 28        |
| F(18.)   | SALARY AND BONUS LIMITATIONS .....  | 28        |
| F(19.)   | HARASSMENT PROHIBITED.....  | 28        |
| F(20.)   | INTELLECTUAL PROPERTY, OPEN LICENSING RIGHTS, AND THE BAYH-DOLE ACT ....                  | 29        |
| F(21.)   | PROCUREMENT .....   | 29        |
| <b>PART G: NATIONAL PROHIBITIONS AND OTHER RESTRICTIONS.....</b> |   | <b>30</b> |
| G(1.)  | CONTRACTING WITH CORPORATIONS WITH FELONY CRIMINAL CONVICTIONS PROHIBITED.....            | 30        |
| G(2.)  | CONTRACTING WITH CORPORATIONS WITH UNPAID TAX LIABILITIES PROHIBITED ...                  | 30        |
| G(3.)  | TRAFFICKING IN PERSONS PROHIBITED .....   | 30        |
| G(4.)  | HEALTH BENEFITS COVERAGE FOR CONTRACEPTIVES.....  | 32        |
| G(5.)  | HEALTH BENEFITS COVERAGE FOR ABORTIONS RESTRICTED .....                                   | 32        |
| G(6.)  | FAIR LABOR STANDARDS ACT AMENDMENT FOR MAJOR DISASTERS.....                               | 33        |
| G(7.)  | BLOCKING PORNOGRAPHY REQUIRED.....  | 34        |
| G(8.)  | PRIVACY ACT.....  | 34        |
| G(9.)  | PROCURING GOODS OBTAINED THROUGH CHILD LABOR PROHIBITED .....                             | 34        |
| G(10.)   | PROMOTION OF DRUG LEGALIZATION RESTRICTED .....   | 34        |
| G(11.)   | PUBLIC COMMUNICATIONS – CERTAIN INFORMATION REQUIREMENT .....                             | 34        |
| G(12.)   | PURCHASE OF STERILE NEEDLES OR SYRINGES RESTRICTED .....                                  | 35        |
| G(13.)   | RESTRICTIONS AGAINST THE CREATION OR RESEARCH OF EMBRYOS .....                            | 35        |
| <b>PART H: ATTACHMENTS.....</b>                                  |   | <b>35</b> |
| H(1.)  | ATTACHMENT A: SF-424 .....  | 35        |
| H(2.)  | ATTACHMENT B: SF-424A.....  | 35        |
| H(3.)  | ATTACHMENT C: BUDGET NARRATIVE .....  | 35        |
| H(4.)  | ATTACHMENT D: STATEMENT OF WORK.....  | 35        |
| H(5.)  | ATTACHMENT E: INDIRECT COST RATE AND COST ALLOCATION PLAN.....                            | 35        |

## **Part A: General Award, System for Award Management and Uniform Guidance**

### A(1.) Compliance and the Order of Precedence

The recipient of this Federal award must assure to fully comply with the rules and requirements specified in the award document. Program requirements may be located in the Training Employment Guidance Letter (TEGL), statutes, Executive Orders, government-wide regulations, agency regulations, agency policy guidance, and the terms outlined in the award document. The list below identifies the hierarchy of authority.

The following order of precedence applies to your activities under this Federal award. In the event of any inconsistency between the terms and conditions of this Notice of Award (NOA) and other requirements, consult the below order:

1. Workforce Innovation Opportunity Act (WIOA).
2. Other applicable Federal statutes.
3. Consolidated Appropriations Act, 2023 (Public Law 117-328) dated December 29, 2022.
4. Implementing Regulations.
5. Executive Orders and Presidential Memoranda.
6. The Office of Management and Budget (OMB) Guidance, including the Uniform Guidance at 2 CFR (Code of Federal Regulations) parts 200 and 2900.
7. The U.S. Department of Labor (DOL) or Employment and Training Administration (ETA) directives.
8. Terms and conditions of this award.

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

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

- a. "Any organization selected and/or funded under WIOA Title I, Subtitle D, is subject to having its award removed if an Administrative Law Judge (ALJ) decision so orders. As part of this process, the Grant Officer will provide instructions on transition and closeout to both the newly selected award recipient

and to the award recipient whose positions is affected, or which is being removed.”

A(2.) Training and Employment Guidance Letter and Notice of Award

The Training and Employment Guidance Letters (TEGLs) [02-22](#), [02-22 CHANGE 2](#), and [16-21](#) and any amendments found are hereby incorporated into this NOA. Award recipients are bound by the authorizations, restrictions, and requirements contained in the TEGL. Therefore, the expenditure of funds by the award recipient certifies that your organization has read and will comply with all the parts that are contained in the NOA.

**Notice of Award** The funds provided under this Notice of Award (NOA) must be expended according to all applicable Federal statutes, regulations and policies, and the applicable provisions in the appropriations act(s). The funds shall be obligated and expended via a NOA. These obligations and expenditures may not exceed the amount awarded by the NOA unless otherwise amended by the ETA.

A(3.) Approved Statement of Work

This project’s narrative is the approved Statement of Work (SOW). It has been included as Attachment D. If there is any inconsistency between the project narrative and the program statute, appropriation, regulations, Executive Orders, Uniform Guidance, and DOL or ETA directives, the order of precedence (as described in Section A(1). above) will prevail.

A(4.) SF-424, Application for Federal Assistance, and SF-424B, Assurances and Certifications

The signed SF-424, Application for Federal Assistance, has been included as an attachment to this award. The individual that signed the SF-424 on behalf of the applicant is considered the Authorized Representative of the applicant. As stated in block 21 of the SF-424 form, the signature of the Authorized Representative on the SF-424 certifies that the award recipient is in compliance with the Assurances and Certifications form SF-424B available at [Grants.gov](#). The award recipient does not need to submit the SF-424B form separately.

A(5.) Federal Project Officer or Point of Contact (POC)

The DOL/ETA Federal Project Officer (FPO) or Point of Contact for this award is identified on the Notice of Award (NOA), Federal Agency Information, 10. Program Official Contact Information.

The FPO named on the NOA 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 amendment process.

A(6.) System for Award Management

System for Award Management (SAM) is the official Federal system that collects, validates, stores, and disseminates business information about the Federal government's trading partners in support of contract awards, grants, and electronic payment processes.

A SAM registration is required for an entity to be able to apply for Federal awards, to request amendments to existing awards, and to enable them to closeout expiring awards. See [Training and Employment Notice \(TEN\) 18-17](#) for additional guidance.

Unless the award recipient is exempt from this requirement under 2 CFR 25.110, the grant award or cooperative agreement recipient must maintain current information in the SAM. This includes information on the recipient's immediate and highest-level owner and subsidiaries, as well as on all of the recipient's predecessors that have been awarded a Federal contract or Federal financial assistance within the last three years, if applicable, until the award recipient submits the final financial report required under this Federal award or receive the final payment, whichever is later.

DOL advises award recipients and other awardees of Federal awards such as cooperative agreements registered in SAM to review their registration information, particularly their financial information and points of contact. Assistance is available by contacting the Federal Service Desk at [FSD.gov](http://FSD.gov). Grant award or cooperative agreement recipients should contact ETA at [ETAAccountingGrants@dol.gov](mailto:ETAAccountingGrants@dol.gov) if they find that payments have been paid to a bank account other than their registered bank account.

DOL routinely checks the validity of a grant award or cooperative agreement recipient's SAM registration and verifies that the recipient is not included on the excluded parties list before making an award or approving a modification to an existing award. Failure to have an active SAM registration can delay award recipients from receiving their initial award or requested modifications to their existing awards.

DOL further encourages award recipients to review the expiration date of their SAM registration and begin the renewal process well in advance, to ensure that their registration remains valid. If the award recipient has not logged in and updated its entity registration record within at least the past 365 days, its record will expire and go into inactive status. Timely renewal will ensure that the award recipient can continue to request and receive modifications to their existing grants, as well as apply for new funding opportunities. Further, the EIN number must remain active until the award closeout process is fully completed.

A(7.) Unique Entity Identifier Requirements

Effective on April 4, 2022, the DUNS Number was replaced by a new, non-proprietary identifier requested in and assigned by [SAM.gov](https://sam.gov). This new identifier is called the Unique Entity Identifier (UEI), or the Entity ID. To learn more about how to access your UEI, please visit the U.S. General Service Administration (GSA), [Unique Entity Identifier Update webpage](#).

If the grant award or cooperative agreement recipient is authorized to make subawards (see definition below in Section A (10.)) under this award, then the recipient:

1. Must notify potential subrecipients that no entity may receive a subaward from the award recipient until the entity has provided its UEI to the recipient.
2. May not make a subaward to an entity unless the entity has provided its UEI to the grant award or cooperative agreement recipient. Subrecipients are not required to obtain an active SAM registration but must obtain a UEI.

A(8.) Uniform Guidance Revisions

The Office of Management and Budget issued revisions to 2 CFR parts 25, 170, 183, and 200 (the Uniform Guidance) on August 13, 2020, and February 22, 2021 (technical correction). These revisions became effective November 12, 2020, except for the amendments to 2 CFR 200.216 and 200.340, which were immediately effective on August 13, 2020. The award recipient must operate in compliance with these revised regulations. Please note that the section numbering in the Uniform Guidance has changed in some instances, and this terms and conditions document has been updated accordingly.

A(9.) For-Profit Entities, Foreign Entities, and Profit

For-profit and foreign entities are included in the definition of Non-Federal Entity (NFE) for DOL awards, per DOL's OMB-approved exception found at 2 CFR 2900.2. These entities, along with all other recipients of Federal awards, must comply with the Uniform Guidance found at 2 CFR parts 200 and 2900. The regulation at 2 CFR 2900.2 defines Non-Federal Entity as a state, local government, Indian tribe, institution of higher education (IHE), for-profit entity, foreign public entity, foreign organization or nonprofit organization that carries out a Federal award as a recipient or subrecipient.

The recipient is prohibited from earning a profit resulting from the implementation of this cooperative agreement. As directed in 2 CFR 200.400(g), non-Federal entities may not earn or keep any profit resulting from Federal financial assistance unless explicitly authorized in the Federal award. Additionally, the provision on profit only applies to WIOA Title 1 programs at 20 CFR 683.295.

A(10.) Subawards

A *subaward* means an award provided by a *Pass-Through Entity* (PTE) to a subrecipient for the subrecipient to carry out part of a Federal award received by the PTE. 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 PTE 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 complies with all applicable regulations and the Terms and Conditions of this award (2 CFR 200.101(b)).

A(11.) Vendor/Contractor Defined

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 (see 2 CFR 200.1). 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 200.331. When procuring contractors for goods and services, DOL/ETA recipients and subrecipients must follow the procurement requirements found at 2 CFR 200.320 (except states, pursuant to 2 CFR 200.317), which calls for free and open competition.

A(12.) Technical Assistance, Resources, and Information

Additional resources, training, and information to assist the award recipient are located on the ETA website, [Resources webpage](#) and on the Grants Application and Management collection page on [WorkforceGPS.org](#). [SMART training](#) is a technical assistance initiative sponsored by DOL/ETA to assist its award recipients and subrecipients in improving its program/project operations through effective grants management. Please take some time to review the training modules which are focused on:

**S**trategies for sound grant management that include:

**M**onitoring,

**A**ccountability,

**R**isk mitigation and

**T**ransparency.

These four themes are woven throughout the OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, also known as the Uniform Guidance (2 CFR Part 200 and 2 CFR Part 2900). The 508-compliant PowerPoints of the modules may be found on [WorkforceGPS.org](#) at the [Resource](#) page.

A(13.) Monitoring, Technical Assistance, and Additional Specific Conditions of Award

All award recipients, including states and territories managing the Unemployment Insurance programs, are subject to 2 CFR 200.208, *Specific conditions*, which indicates that the Federal awarding agency may adjust specific award conditions as needed. A specific condition is based on an analysis of the following factors:

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

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

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

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

A(14.) Evaluation, Data, and Implementation

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

A(15.) Program Requirements

The TEGs contain the program requirements for this award.

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

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

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

Identification with the Federal award rather than the nature of the goods and services involved is the determining factor in distinguishing direct from indirect (F&A) costs.

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

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

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

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

See 2 CFR 200.414(f) for more information on use of the de minimis rate. Please be aware that incurred indirect-type costs (such as but not limited to top management salaries, financial oversight, human resources, payroll, personnel, auditing costs, accounting and legal, etc. used for the general oversight and administration of the organization) must not be classified as direct costs; these types of costs are recovered as part of charging the de minimis rate.

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



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

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

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

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

The remaining funds which have been awarded for indirect costs are restricted and may not be used for any purpose until the recipient provides a signed copy of the NICRA or CAP. As the grant award or cooperative agreement recipient, the recipient must submit an indirect cost rate proposal or CAP to their FCA. Alternatively, the award recipient may request the de minimis rate if eligible in accordance with 2 CFR 200.414(f).

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

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

\_\_\_\_ (4) The award recipient elected to exclude indirect costs from the proposed budget. F&A costs should only be classified as direct costs if they meet the conditions specified in 2 CFR 200.413(c). If indirect costs are misclassified as direct costs, per the guidelines at 2 CFR 200.412 - 414, such costs may become disallowed through an audit or compliance review conducted by a Federal staff person. Please be aware that incurred indirect costs (such as but not limited to top management salaries, financial oversight, human resources, payroll, personnel, auditing costs, accounting and legal, etc. used for the general oversight and administration of the organization) must not be

classified as direct costs; these types of costs are indirect costs. Only direct costs, as defined by the cost principles contained in the Uniform Guidance will be charged.

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

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

B(3.) Budget - Approved

The award recipient's budget documents are attached in this NOA. The documents are: 1) the SF-424, included as Attachment A; 2) the SF-424A, included as Attachment B; and 3) the Budget Narrative, included as Attachment C. The award recipient must confirm that all costs are allowable, reasonable, necessary, and allocable before charging any expense. Pursuant to 2 CFR 2900.1, the approval of the budget as awarded does not constitute prior approval of those items specified in 2 CFR part 200 and 2 CFR part 2900 or as a part of the grant award as requiring prior approval. The Grant Officer is the only official with the authority to provide such approval.

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

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

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

B(4.) Budget Flexibility

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

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

As directed in 2 CFR 200.308(f), for programs where the Federal share is over the Simplified Acquisition Threshold (SAT) (currently \$250,000), the transfer of funds 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% of the total budget as last approved by the Federal awarding agency, the award recipient must receive prior approval from the Grant Officer. Any changes within a specific cost category on the SF-424A do not require a grant modification unless the change results in a cumulative transfer among direct cost categories exceeding 10% of total budget. It is recommended that the assigned Federal Project Officer or point of contact review any within-line changes to the award recipient's budget prior to implementation to ensure they do not require a modification.

For programs where the Federal share of the project is below the SAT of \$250,000, recipients are not required to obtain the Grant Officer's approval when transferring funds among direct cost categories.

B(5.) Non-Federal Cost Sharing or Matching

This award does not include a cost sharing or matching requirement.

## **Part C: Funds Management**

C(1.) Funds – Payment Management System (PMS)

Upon receipt of a NOA, in order to draw funds from the U.S. Department of Health and Human Services (HHS) [Payment Management System \(PMS\)](#), an active account must be established. To establish an account, award recipients must complete an SF-1199A and PMS Access form (shown as the PMS New User Access Request on the [PMS website](#)) (User Access). DOL is responsible for completing portions of the SF-1199A and submitting the completed SF-1199A to the Division of Payment Management, which operates PMS. Federal award recipients do not need to complete these forms if they already have an account with PMS.

C(2.) Funds - Return & Refunds

DOL does not accept paper checks for any type of returned funds. For active grants, all return of funds are to be submitted electronically through the PMS operated by the HHS via the same method as a drawdown. For grants that have been cancelled or are expired (typically older than five years), incoming payments, including returns and recoveries to DOL, must be made via the [Pay.gov](#) website.

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

## **Part D: Costs - Limitations, Items, and Restrictions**

D(1.) Administrative Costs

Administrative costs are defined in the WIOA at 20 CFR 683.215. Limitations on administrative costs are described at 20 CFR 683.205. Under no circumstances may the

administrative costs exceed these limits. The award recipient will be monitored for compliance with the administrative cost limits throughout the grant's period of performance. Any amounts that exceed these limitations will be disallowed and subject to debt collection.

D(2.) Consultants

For the purposes of this grant award, the Grant Officer has determined that fees paid to a consultant who provides services under a program shall be limited to \$815.00 a day (representing an eight-hour workday). Such costs must be reasonable, allocable, and allowable to the program. Any fees paid in excess of this amount cannot be paid without prior approval from the Grant Officer.

D(3.) Equipment

The award recipient(s) must submit a request to purchase equipment and receive **prior approval** from the Grant Officer as defined in the Uniform Guidance at 2 CFR 200.1. A request to purchase equipment will be reviewed and approved in a modification to the award. Prior approval is required only when the per unit's acquisition cost is \$5,000 or more regardless of the non-Federal entity's capitalization threshold. Equipment purchases must be made in accordance with 2 CFR 200.313 or 2 CFR 200.439.

Being awarded this grant **does not** automatically mean that the equipment specified in the approved budget or SOW is approved by the Grant Officer. The recipient must submit a detailed list describing the planned purchases to the FPO for review within 90 days of the NOA date. Recipients are strongly encouraged to submit requests to purchase equipment as early as possible in the grant's period of performance with as many planned pieces of equipment as possible.

Recipients may not purchase equipment during the last year of the period of performance or the last year of full program service delivery (not follow-up activities), whichever comes first. If any approved acquisition has not occurred prior to the last funded year of performance, approval for that item will be rescinded.

D(4.) Pre-Award Costs

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

D(5.) Program Income

The Addition method as described in 2 CFR 200.307 must be used in allocating any program income generated for this awards award. The award recipient must expend all program income prior to drawing down any additional funds as required at 2 CFR 200.305(b)(5) and 2 CFR 200.307(e). The DOL will require any program income remaining at the end of period of performance to be returned to DOL. In addition, award recipient(s) must report program income on the quarterly financial report using the applicable ETA-9130 or SF-425 reports.

D(6.) 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 and any requirements established by the applicable TEGL. Questions regarding supportive services and participant support costs should be directed to the FPO who is assigned to the award.

D(7.) Travel

This award waives the prior approval requirement for domestic travel as contained in 2 CFR 200.475. For domestic travel to be an allowable cost, it must be necessary, allowable, reasonable, allocable and conform to the non-Federal entity's 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 U.S. Flag air carrier if service provided by such carrier is available.

D(8.) Travel – Foreign

Foreign travel is not allowable except with prior written approval 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 U.S. Flag air carrier if service provided by such carrier is available.

D(9.) Travel – Mileage Reimbursement Rates

Pursuant to 2 CFR 200.475(a), all award recipients must have policies and procedures in place related to travel costs; however, for reimbursement on a mileage basis, this Federal grant award cannot be charged more than the maximum allowable mileage reimbursement rates for Federal employees. Mileage rates must be checked annually at GSA's [Privately Owned Vehicle \(POV\) Mileage Reimbursement Rates webpage](#) to ensure compliance.

D(10.) Travel – Foreign

Funds that are awarded and authorized to carry out an activity under WIOA, Subtitle B cannot be used for foreign travel.

D(11.) Conferences 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. 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.

D(12.) 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](#) to see if a property is in compliance, or to find other information about the Act.

D(13.) WIOA Infrastructure

WIOA, Section 121(b)(1)(B) and 20 CFR 678.400 require the following programs to be One-Stop partners:

1. WIOA, Title I programs: Adult, Dislocated Worker, and Youth formula programs, Job Corps, YouthBuild, Native American programs, National Dislocated Worker Grants (DWG), and NFJP;
2. Wagner-Peyser Act Employment Service (ES) program authorized under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), as amended by WIOA, Title III;
3. SCSEP authorized under Title V of the Older Americans Act of 1965;
4. Trade Adjustment Assistance (TAA) activities authorized under Chapter 2 of Title II of the Trade Act of 1974;
5. Unemployment Compensation (UC) programs;
6. Jobs for Veterans State Grants (JVSG) programs authorized under Chapter 41 of Title 38, U.S.C.; and

With the exception of Native American programs established under WIOA, Section 166 all One-Stop partner programs, including all programs that are funded under Title I of WIOA, are required to contribute to the infrastructure costs and certain additional costs of the One-Stop delivery system in proportion to their use and relative benefits received, per 20 CFR 678.700 and 678.760. While Native American programs are not required to contribute to infrastructure costs per WIOA Section 121(h)(2)(D)(iv), they are strongly encouraged to contribute as stated in TEGE No. 17-16. The sharing and allocation of infrastructure costs between One-Stop partners is governed by WIOA Section 121(h), WIOA's implementing regulations, and the Federal Cost Principles contained in the Uniform Guidance at 2 CFR part 200 and DOL's exceptions at 2 CFR part 2900.

If not deemed a required one-stop partner, it is strongly recommended that the award recipient partner with the local WIOA one-stop delivery system in its service area(s). The one-stop system can assist with referrals, labor market information, and many other services that will directly benefit the management and performance of your grant. The one-stop system also provides access to a wide range of publicly- and privately-funded education, employment, training, and supportive services while also providing high-quality customer service to job seekers, workers, and businesses.

## **Part E: Reporting, Audit, and Closeout**

### E(1.) Reports – Financial Reports

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

- 1) **Financial Reports.** All ETA award recipients are required to report financial data on the ETA-9130 Financial Report. 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 120 calendar days after the quarter encompassing the award end date ends, or 120 calendar days after the completion of the quarter in which all funds have been expended, whichever comes first. For additional guidance on ETA’s financial reporting, reference [ETA-9130 Financial Reporting Resources](#).

The instructions for accessing both the online financial reporting system and the HHS PMS can be found in the transmittal memo accompanying this NOA.

### E(2.) Reports – Narrative Progress Reports

- 1) **Narrative Progress Reports.** Award recipients are required to submit quarterly and final narrative reports 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.
  - a) 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 award’s activities. It must summarize project activities, employment outcomes and other deliverables, and related results of the project.
  - b) The award 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.
  - c) The award recipient shall utilize standard reporting processes and electronic reporting systems to submit their quarterly progress reports as provided by ETA.

### E(3.) Performance Reports – Program-Specific

QUEST DWG grant recipients must submit Quarterly Performance and Quarterly Narrative Reports in accordance with [TEGL 14-18, Attachment 6](#).

- 1) [Workforce Integrated Performance System \(WIPS\)](#) is the vehicle through which QUEST DWG grant recipients must submit individual records based on the Participant Individual Record Layout (PIRL).
- 2) Grant recipients are required to use the Joint Quarterly Narrative Report Template (ETA-9179) for quarterly performance narrative reporting. Grant recipients submit the Quarterly Narrative Report using the WIPS reporting system.
- 3) Information on QUEST DWGs awarded to states must be included in that state's WIOA Annual Statewide Performance Report Narrative in accordance with the guidance.

E(4.) Federal Funding Accountability and Transparency Act (FFATA or Transparency Act)

Applicable to grants and cooperative agreements:

- 1) Reporting of first-tier subawards.
  - a) *Applicability.* Unless the award recipient is exempt as provided in paragraph [4.] of this award term, the award recipient must report each action that equals or exceeds \$30,000 in Federal funds for a subaward to a non-Federal entity or Federal agency (see definitions in paragraph [5.] of this award term).
  - b) *Where and when to report.*
    - I. The Federal entity or Federal agency must report each obligating action described in paragraph [1.a.] of this award term to [FSRS.gov](#).
    - II. For subaward information, the recipient 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.)
  - c) *What to report.* The award recipient must report the information about each obligating action that the submission instructions posted at [FSRS.gov](#) specify.

2) Exemptions.

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

- a) Subawards; and
  - b) The total compensation of the five most highly compensated executives of any subrecipient.
- 3) Definitions.

For purposes of this award term:

- a) *Federal Agency* means a Federal agency as defined in 5 U.S.C. 551(1) and further clarified by 5 U.S.C. 552(f).
- b) *Non-Federal 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; and



- IV. A domestic or foreign for-profit organization.
- c) *Executive* means officers, managing partners, or any other employees in management positions.
- d) *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 the grant recipient received this award and that the grant recipient as the recipient award to an eligible subrecipient.
  - II. The term does not include the award recipient's payment to a contractor, as defined in 2 CFR 200.331, for property and services needed to carry out the project or program.
  - III. A subaward may be provided through any legal agreement, including an agreement that the grant recipient or a subrecipient considers a contract.
- e) *Subrecipient* means a non-Federal entity or Federal agency that:
  - I. Receives a subaward from the award recipient under this award; and
  - II. Is accountable to the grant recipient for the use of the Federal funds provided by the subaward.
- f) *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.

E(5.) Integrity and Performance Matters – FAPIIS

- 1) If the total value of the 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 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 the award recipient 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 grant recipient 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 the grant recipient's 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. The award recipient does not need to submit the information a second time under assistance awards that were received if the recipient already provided the information through SAM (formerly CCR) because the recipient was required to do so under Federal procurement contracts that the recipient was awarded.

- 4) Reporting frequency. During any period of time when the award recipient is subject to the requirement in Paragraph 1 of this award term, the award recipient must report FAPIIS information through SAM no less frequently than semiannually following the initial report of any proceedings for the most recent 5-year period, either to report new information about any proceeding(s) that the award recipient has not reported previously or to 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., SEC 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.

E(6.) Audits

Organization-wide or program-specific audits must be performed in accordance with Subpart F, the Audit Requirements of the Uniform Guidance. DOL award recipients 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 DOL exception at 2 CFR 2900.2 expands the definition of 'non-Federal entity' to include for-profit entities and foreign entities. As such, for-profit and foreign entities that are recipients/subrecipients of a DOL award must adhere to the Uniform Guidance at 2 CFR 200, including Subpart F. Audits of direct award recipients that are for-profit and foreign entities must be submitted directly to: USDOL ETA-OGM, Attn: Audit Resolution, 200 Constitution Ave NW, Room N-4716, Washington, DC 20210. All other audit reports are submitted through the Federal Audit Clearinghouse.

The Federal Audit Clearinghouse (FAC) will transition from the U.S. Census Bureau (Census) to the U.S. General Services Administration (GSA) on October 1, 2023. At that time, all submissions will need to be made through the [new FAC](#) hosted by GSA. Any draft not fully submitted to the Census FAC by October 1, 2023 may need to be completely re-started at the new GSA FAC.

E(7.) Audit Submission Deadline Extension Related to Major Disaster Areas

OMB announced on the [FAC website](#) that a six-month single audit submission extension is available to non-federal entity recipients in Puerto Rico, Alaska, Florida, South Carolina, and North Carolina that have due dates between September 18, 2022, and December 31, 2022. Although the extension is due to complications created by various weather-related events, the extension is available to all recipients in each of the states and not just those located in certain areas of the states most significantly impacted. OMB encourages recipients in less affected areas to submit their reports as soon as possible.

E(8.) Closeout/Final Year Requirements

At the end of the grant period, the award recipient will be required to close the grant with the DOL. The grant award and cooperative agreement recipient will be notified approximately 15 days prior to the end of the period of performance that the closeout process will begin when the period of performance ends. See ETA's [Grant Closeout](#) webpage for further information on the closeout process. The recipient's responsibilities at closeout may be found at 2 CFR 200.344. During the closeout process, the award recipient 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 required documentation is a NICRA or CAP issued by the award recipient's FCA. For those approved to utilize a de minimis rate for indirect costs, the grant agreement or cooperative agreement is sufficient documentation. 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 period of performance specified in this award (see 2 CFR 2900.15).

## **Part F: National Policy and Restrictions**

F(1.) 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 the U.S. General Services Administration (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.

F(2.) Domestic Preferences for Procurements

As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured

products). The requirements of 2 CFR 200.322 must be included in all subawards including all contracts and purchase orders for work or products under this award.

F(3.) Drug-Free Workplace

The Drug-Free Workplace Act of 1988, 41 U.S.C. 702 *et seq.*, and 2 CFR 182 require that all award recipients receiving awards 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.

F(4.) 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 Federal Emergency Management Agency (FEMA).

F(5.) 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: the copyright in all products developed under the grant, including a subgrant or contract under the grant or subgrant; and any rights of copyright to which the award 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 DOL 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. Program income must be used in accordance with the provisions of this grant award and 2 CFR 200.307.

The following language must be on all workforce 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 (DOL)’s Employment and Training Administration. The product was created by the recipient and does not necessarily reflect the official position of DOL. DOL 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.”

F(6.) Promoting Equitable Delivery of Government Benefits and Equal Opportunity

The Department of Labor (Labor) seeks to affirmatively advance equity, civil rights and equal opportunity in the policies, programs, and services it provides. Therefore, consistent with Executive Order 13985, *Advancing Racial Equity and Support for Underserved Communities Through the Federal Government*, grant award and cooperative agreement recipients must execute the terms and conditions of their award in a manner that advances equity for all, including people of color and others who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality. This extends to all award activities including, but not limited to, service delivery, selection of subrecipients and contractors, and procurement of goods and services. Government programs are designed to serve all eligible individuals. As an expectation, Labor’s award recipients should make the goods and services they provide widely available with the goal of effectively serving a diverse population of eligible individuals; fairly, justly, and impartially in administering the grant award. Award recipients are encouraged to engage in contracting and subcontracting for goods and services related to performing the terms and conditions of their grants in such a way to achieve equity.

The term “equity” means the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.

The term “underserved communities” refers to populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life, as exemplified by the list in the preceding definition of “equity.”

F(7.) Personally Identifiable Information

The award recipient(s) 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 [TEGL No. 39-11, Guidance on the Handling and Protection of PII](#).

F(8.)      Publicity and Lobbying/Advocacy

Publicity - Pursuant to P.L. 117-328, Division H, Title V, Section 503, the award recipient is not authorized to use any funds provided under this award—other than for normal and recognized executive–legislative relationships—for publicity or propaganda purposes, for the preparation, distribution or use of any kit, pamphlet, booklet, publication, electronic communication, radio, television, or video 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.

Lobbying/Advocacy - Pursuant to P.L. 117-328, Division H, Title V, Section 503, no federal funds may be used to pay the salary or expenses of any grant recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or executive order proposed or pending before the Congress or any state government, state legislature or local legislature or 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.

F(9.)      Telecommunications Prohibition

Award recipients must adhere to 2 CFR 200.216 - Prohibition on certain telecommunications and video surveillance services or equipment (effective August 13, 2020).

Grant award and cooperative agreement recipients, and subrecipients are prohibited from obligating or expending loan or grant funds to:

Procure or obtain;

Extend or renew a contract to procure or obtain; or

Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video

surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities). Including telecommunications or video surveillance services provided by such entities or using such equipment and telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

In implementing the prohibition under Public Law 115-232, section 889, subsection (f), paragraph (1), heads of executive agencies administering loan, grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained. See Public Law 115-232 (section 889) and 2 CFR 200.471 for additional information.

#### F(10.) Veterans' Priority Provisions

The Jobs for Veterans Act (Public Law 107-288) requires award 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 an award 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 award 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. Award recipients must comply with the DOL guidance on veterans' priority. ETA's [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.

#### F(11.) Waste, Fraud and Abuse

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

#### F(12.) Whistleblower Protection



All employees working for contractors, grantees/ grant recipients, subcontractors, subgrantees/ subrecipients, and recipients of cooperative agreements working on this Federal award are subject to the whistleblower rights and remedies established at 41 U.S.C. 4712. The award recipient shall inform its employees and applicable contractors and subrecipients, in writing, in the predominant language of the workforce, of employee whistleblower rights and protections under 41 U.S.C. 4712, as described in section 3.908 of the Federal Acquisition Regulation. The award recipient shall insert the substance of this clause in all subawards and contracts over the Simplified Acquisition Threshold.

F(13.) Executive Order 12928 – Historically Black Colleges and Universities and other Minority Institutions such as Hispanic-Serving Institutions and Tribal Colleges and Universities

Pursuant to Executive Order (EO) 12928, the award 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.

F(14.) Executive Order 13043 - Increasing Seat Belt Use

Pursuant to EO 13043, Increasing Seat Belt Use in the United States, dated April 16, 1997, the award 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.

F(15.) Executive Order 13166 - Improving Access to Services for Persons with Limited English Proficiency

As clarified by EO 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, award 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](#), 68 FR 32289 (May 29, 2003). Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. Award 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 [LEP.gov](#).

F(16.) Executive Order 13513 - Federal Leadership On Reducing Text Messaging While Driving

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

F(17.) Public Law: The Build American, Buy America Act (BABAA)

The Build America, Buy America Act (“BABAA”) was enacted on November 12, 2021 as part of the Infrastructure Investment and Jobs Act (IIJA), Public Law 117-58. With the passage of the IIJA, federal financial assistance projects for infrastructure must comply with domestic content procurement preference requirements established in BABAA Section 70914. These requirements went into effect May 14, 2022. The Buy America preference requires all iron, steel, manufactured products, and construction materials used for infrastructure projects in the United States under an award to be domestically manufactured. Covered activities include the construction, alteration, maintenance, or repair of public infrastructure, including buildings and real property (See OMB Memorandum M-22-11).

F(18.) Salary and Bonus Limitations

Pursuant to P.L. 117-328, Division H, Title I, Section 105, award 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](https://www.opm.gov) website. The salary and bonus limitation does not apply to contractors (vendors) providing goods and services as defined in 2 CFR 200.331. Where States are recipients of such funds, States may establish a lower limit for salaries and bonuses of those receiving salaries and bonuses from subrecipients, taking into account factors including the relative cost-of-living in the State, the compensation levels for comparable State or local government employees, and the size of the organizations that administer Federal programs involved including DOL programs. See [TEGL 5-06](#) for further clarification.

F(19.) Harassment Prohibited

The grant recipient and any subrecipients are prohibited from engaging in harassment of an individual based on race, color, religion, sex, national origin, age, disability, or political affiliation or belief, or, for beneficiaries, applicants, and participants only, based on citizenship status or participation in any WIOA Title I-financially assisted program or activity. Harassing conduct of this type is a violation of the nondiscrimination provisions of WIOA and of 29 CFR Part 38.

- i. Unwelcome sexual advances, requests for sexual favors, or offensive remarks about a person's race, color, religion, sex, national origin, age, disability, political affiliation or belief, or citizenship or participation, and other unwelcome verbal or physical conduct based on one or more of these protected categories constitutes unlawful harassment on that basis(es) when:
- ii. Submission to such conduct is made either explicitly or implicitly a term or condition of accessing the aid, benefit, service, or training of, or employment in the administration of or in connection with, any WIOA title I-financially assisted program or activity; or
- iii. Submission to, or rejection of, such conduct by an individual is used as the basis for limiting that individual's access to any aid, benefit, service, training, or employment from, or employment in the administration of or in connection with, any WIOA Title I-financially assisted program or activity; or
- iv. Such conduct has the purpose or effect of unreasonably interfering with an individual's participation in a WIOA Title I-financially assisted program or activity creating an intimidating, hostile or offensive program environment.
- v. Harassment because of sex includes harassment based on gender identity or sexual orientation; harassment based on failure to comport with sex stereotypes; and harassment based on pregnancy, childbirth, and related medical conditions. Sex-based harassment may include harassment that is not sexual in nature but that is because of sex or where one sex is targeted for the harassment.

#### F(20.) Intellectual Property, Open Licensing Rights, and the Bayh-Dole Act

As required at 2 CFR 2900.13, any intellectual property developed under a discretionary Federal award process must be licensed under an open 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.

All small business firms, and non-profit organizations (as defined in the link below, and including Institutions of Higher Education) must adhere to the Bayh-Dole Act, which requirements are provided at 37 CFR 401.3(a) and at [Bayh-Dole Act Required ETA Grant Term](#). 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 award. These requirements are in addition to those found in the Intellectual Property Rights term above.

#### F(21.) Procurement

The Procurement Standards found in the Uniform Guidance at 2 CFR 200.318-327 require all award recipients and subrecipients to conduct procurement transactions in a manner that promote practical, open, and free competition. The award recipient's description in the SOW of a specific entity that will provide goods or services does not constitute approval or justification of sole-source procurement from this entity.

The Uniform Guidance (at 2 CFR 200.317) requires States (as defined in 2 CFR 200.1) to follow the same procurement policies and procedures it uses for non-Federal funds. The State must comply with 2 CFR 200.321, 200.322, and 200.323 and ensure that every purchase order or other contract includes any clauses required by 2 CFR 200.327.

## **Part G: National Prohibitions and Other Restrictions**

### G(1.) Contracting with Corporations with Felony Criminal Convictions Prohibited

The award 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.

### G(2.) Contracting with Corporations with Unpaid Tax Liabilities Prohibited

The award 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(3.) Trafficking in Persons Prohibited

1) This part establishes a government-wide award term for grants and cooperative agreements to implement the requirement in regard to Trafficking in persons.

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

I. The award recipient, the award recipient's 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 grant award is in effect; or
- (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. DOL as the Federal awarding agency may unilaterally terminate this award, without penalty, if the award recipient or a subrecipient that is a private entity —

- (A). Is determined to have violated a prohibition in paragraph a) I. 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) I. 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.* DOL 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(I) of this grant 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(I) of this grant 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. The award recipient must inform DOL immediately of any information the award recipient receives from any source alleging a violation of a prohibition in paragraph a.1 of this grant award term.
  - II. DOL’s right to terminate unilaterally that is described in paragraph a.II 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 DOL under this grant award.
  - III. The award recipient must include the requirements of paragraph a) I. of this award term in any subaward the award recipient make to a private entity.
- d. *Definitions.* For purposes of this award term:
  - I. “Employee” means either:
    - (A). An individual employed by the grant award recipient 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 grant award and not compensated by the grant recipient 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(4.) Health Benefits Coverage for Contraceptives

Federal funds may not be used to enter in to or renew a contract which includes a provision for prescription drug coverage unless the contract also includes a provision for contraceptive coverage. This requirement does not apply to contracts with 1) the religious plans Personal Care's HMO and OSF Health Plans, 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.

G(5.) Health Benefits Coverage for Abortions Restricted

Pursuant to P.L. 117-328, Division H, Title V, Section 506 and 507, Federal funds may not be expended for health benefits coverage that includes coverage of abortions, except when the pregnancy is the result of rape or incest, or in the case where a woman suffers from a physical disorder, physical injury, or physical illness, including a life-endangering physical condition caused by or arising from the pregnancy itself that would, as certified by a physician, place the women in danger of death unless an abortion is performed. This restriction does not prohibit any non-Federal entity from providing health benefits coverage for abortions when all funds for that specific benefit do not come from a Federal source. Additionally, no funds made available through this grant 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.

G(6.) Fair Labor Standards Act Amendment for Major Disasters

Pursuant to P.L. 117-328, Division H, Title I, Section 108, the Fair Labor Standards Act of 1938 (FLSA) will apply as if the following language was added to Section 7 (the Maximum Hours Worked Section). This language specifically relates to occurrences of a major disaster (as declared or designated by the state or federal government) and are applied for a period of two years afterwards. The language is as follows:

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

(B) 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;

(C) who receives from such employer on average weekly compensation of not less than \$591.00 per week or any minimum weekly amount established by the Secretary, whichever is greater, for the number of weeks such employee is engaged in any of the activities described in subparagraph (C); and (C) whose duties include any of the following:

- (i) interviewing insured individuals, individuals who suffered injuries or other damages or losses arising from or relating to a disaster, witnesses, or physicians;
- (ii) inspecting property damage or reviewing factual information to prepare damage estimates;
- (iii) evaluating and making recommendations regarding coverage or compensability of claims or determining liability or value aspects of claims;
- (iv) negotiating settlements; or
- (v) making recommendations regarding litigation.

(2) The exemption in this subsection shall not affect the exemption provided by section 13(a)(1) [of the FLSA].

(3) For purposes of this subsection—

(A) the term ‘major disaster’ means any disaster or catastrophe declared or designated by any State or Federal agency or department;

(B) the term ‘employee employed to adjust or evaluate claims resulting from or relating to such major disaster’ means an individual who timely secured or secures a license required by applicable law to engage in and perform the activities described in clauses (i) through (v) of paragraph (1)(C) relating to a major disaster, and is employed by an employer that maintains worker compensation insurance coverage or protection for its employees, if required by applicable law, and withholds applicable Federal, State, and local income and payroll taxes from the wages, salaries and any benefits of such employees; and

(C) the term ‘affiliate’ means a company that, by reason of ownership or control of 25% 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.”

G(7.) Blocking Pornography Required

Pursuant to P.L. 117-328, Division H, Title V, Section 520, no Federal funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography.

G(8.) Privacy Act

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

G(9.) Procuring Goods Obtained Through Child Labor Prohibited

Pursuant to P.L. 117-328, Division H, Title I, Section 103, no Federal 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 29, 2022. DOL has identified these goods and services at ILAB's [List of Products Produced by Forced or Indentured Child Labor](#) webpage.

G(10.) Promotion of Drug Legalization Restricted

Pursuant to P.L. 117-328, 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 and recognized executive-congressional communications or where there is significant medical evidence of a therapeutic advantage to the use of such drug or other substance or that federally sponsored clinical trials are being conducted to determine therapeutic advantage.

G(11.) Public Communications – Certain Information Requirement

Pursuant to P.L. 117-328, 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 term are separate from those in 2 CFR Part 200 and, when applicable, both must be complied with.



G(12.) Purchase of Sterile Needles or Syringes Restricted

Pursuant to P.L. 117-328, Division H, Title V, Section 526, no Federal funds shall be used to purchase sterile needles or syringes for the hypodermic injection of any illegal drug. This limitation does not apply to the use of funds for elements of a program other than making such purchases if the relevant State or local health department, in consultation with the Centers for Disease Control and Prevention, determines that the State or local jurisdiction, as applicable, is experiencing, or is at risk for, a significant increase in hepatitis infections or an HIV outbreak due to injection drug use, and such program is operating in accordance with State and local law.

G(13.) Restrictions Against the Creation or Research of Embryos

Pursuant to P.L. 117-328, Division H, Title V, Section 508, no Federal funds shall be used for (1) the creation of a human embryo or embryos for research purposes; or (2) research in which a human embryo or embryos are destroyed, discarded, or knowingly subjected to risk of injury or death greater than that allowed for research on fetuses in utero under 45 CFR 46.204(b) and section 498(b) of the Public Health Service Act (42 U.S.C. 289g(b)). For purposes of this section, the term “human embryo or embryos” includes any organism, not protected as a human subjected under 45 CFR 46 as of December 29, 2022, that is derived by fertilization, parthenogenesis, cloning, or any other means from one or more human gametes or human diploid cells.

**Part H: Attachments**

H(1.) Attachment A: SF-424

H(2.) Attachment B: SF-424A

H(3.) Attachment C: Budget Narrative

H(4.) Attachment D: Statement of Work

H(5.) Attachment E: Indirect Cost Rate and Cost Allocation Plan

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

Application for Federal Assistance SF-424

Version 04

|   |   |   |
|---|---|---|
| * 1. Type of Submission:<br><input type="radio"/> Preapplication<br><input checked="" type="radio"/> Application<br><input type="radio"/> Changed/Corrected Application | * 2. Type of Application:<br><input checked="" type="radio"/> New<br><input type="radio"/> Continuation<br><input type="radio"/> Revision | * If Revision, select appropriate letter(s):<br><input type="text"/><br>* Other (Specify)<br><input type="text"/> |
|---|---|---|

|                                   |  |
|-----------------------------------|--|
| * 3. Date Received:<br>07/27/2023 | 4. Applicant Identifier:<br><input type="text"/> |
|-----------------------------------|--|

|  |   |
|--|---|
| 5a. Federal Entity Identifier:<br><input type="text"/> | * 5b. Federal Award Identifier:<br><input type="text"/> |
|--|---|

State Use Only:

|   |   |
|---|---|
| 6. Date Received by State: <input type="text"/> | 7. State Application Identifier: <input type="text"/> |
|---|---|

8. APPLICANT INFORMATION:

\* a. Legal Name: OREGON HIGHER EDUCATION COORDINATING COMMISSION

|   |                           |
|---|---------------------------|
| * b. Employer/Taxpayer Identification Number (EIN/TIN):<br>37-1737848 | * c. UEI:<br>EP99SZE353U6 |
|---|---------------------------|

d. Address:

\* Street1: 3225 25th St. SE  
 Street2:  
 \* City: Salem  
 County:  
 \* State: Oregon  
 Province:  
 \* Country: UNITED STATES  
 \* Zip / Postal Code: 97302-1133

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: Mrs. \* First Name: Debra  
 Middle Name: Ann  
 \* Last Name: Welter  
 Suffix:

Title: Workforce and Operations Policy Analyst

Organizational Affiliation:  
 Oregon Higher Education Coordinating Commission

\* Telephone Number: 1-971-345-1135 Fax Number:

\* Email: Debra.a.Welter@Hecc.oregon.gov

**Application for Federal Assistance SF-424**

Version 04

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

State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

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

Employment and Training Administration

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

17.277

CFDA Title:

WIOA National Dislocated Worker Grants / WIA National Emergency Grants

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

ETA-TEGL-02-22-CH2

\* Title:

2023 QUEST Disaster Recovery National Dislocated Worker Grants Funding Announcement

**13. Competition Identification Number:**

ETA-TEGL-02-22-CH2

Title:

2023 QUEST Disaster Recovery National Dislocated Worker Grants Funding Announcement

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

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

Employment & training activities, & supportive services to DW who were laid-off due to the COVID-19 pandemic, self-employed individuals who are under/unemployed, & long-term unemployed individuals

Attach supporting documents as specified in agency instructions.

Application for Federal Assistance SF-424

Version 04

16. Congressional Districts Of:

\* a. Applicant 06

\* b. Program/Project: 01-06

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

17. Proposed Project:

\* a. Start Date: 10/01/2023

\* b. End Date: 09/30/2026

18. Estimated Funding (\$):

|                     |         |
|---------------------|---------|
| * a. Federal        | 5000000 |
| * b. Applicant      | 0       |
| * c. State          | 0       |
| * d. Local          | 0       |
| * e. Other          | 0       |
| * f. Program Income | 0       |
| * g. TOTAL          | 5000000 |

\* 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.)

Yes  No

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: Julia

Middle Name: \_\_\_\_\_

\* Last Name: Steinberger

Suffix: \_\_\_\_\_

\* Title: Director - Office of Workforce Investments

\* Telephone Number: 1-971-345-1136 Fax Number: \_\_\_\_\_

\* Email: Julia.Steinberger@HECC.oregon.gov

\* Signature of Authorized Representative: Debra Welter \* Date Signed: 07/27/2023

**Application for Federal Assistance SF-424**

Version 04

**\* Applicant Federal Debt Delinquency Explanation**

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

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

### BUDGET INFORMATION - Non-Construction Programs

#### SECTION A - BUDGET SUMMARY

| Grant Program Function or Activity (a) | Catalog of Federal Domestic Assistance Number (b) | Estimated Unobligated Funds |                 | New or Revised Budget |                 |                |
|--|---|-----------------------------|-----------------|-----------------------|-----------------|----------------|
|  |   | Federal (c)                 | Non-Federal (d) | Federal (e)           | Non-Federal (f) | Total (g)      |
| 1. 2023 Quest - WIOA Natic             | 17.277  |                             |                 | \$5,000,000.00        |                 | \$5,000,000.00 |
| 2.                                     |   |                             |                 |                       |                 |                |
| 3.                                     |   |                             |                 |                       |                 |                |
| 4.                                     |   |                             |                 |                       |                 |                |
| 5. Totals                              |   |                             |                 | \$5,000,000.00        |                 | \$5,000,000.00 |

#### SECTION B - BUDGET CATEGORIES

| 6. Object Class Categories             | GRANT PROGRAM, FUNCTION OR ACTIVITY |     |     |     | Total (5)      |
|--|-------------------------------------|-----|-----|-----|----------------|
|  | (1) 2023 Quest - WIOA Nation        | (2) | (3) | (4) |                |
| a. Personnel                           | \$132,926.40                        |     |     |     | \$132,926.40   |
| b. Fringe Benefits                     | \$65,705.03                         |     |     |     | \$65,705.03    |
| c. Travel                              | \$4,000.00                          |     |     |     | \$4,000.00     |
| d. Equipment                           |                                     |     |     |     |                |
| e. Supplies                            | \$1,134.16                          |     |     |     | \$1,134.16     |
| f. Contractual                         | \$4,750,000.00                      |     |     |     | \$4,750,000.00 |
| g. Construction                        |                                     |     |     |     |                |
| h. Other                               |                                     |     |     |     |                |
| i. Total Direct Charges (sum of 6a-6h) | \$4,953,765.59                      |     |     |     | \$4,953,765.59 |
| j. Indirect Charges                    | \$46,234.41                         |     |     |     | \$46,234.41    |
| k. TOTALS (sum of 6i and 6j)           | \$5,000,000.00                      |     |     |     | \$5,000,000.00 |

|                   |  |  |  |  |  |
|-------------------|--|--|--|--|--|
| 7. Program Income |  |  |  |  |  |
|-------------------|--|--|--|--|--|

**Authorized for Local Reproduction**



**SECTION C - NON-FEDERAL RESOURCES**

| (a) Grant Program                                    | (b) Applicant | (c) State | (d) Other Sources | (e) TOTALS |
|--|---------------|-----------|-------------------|------------|
| 8 2023 Quest - WIOA National Dislocated Worker Grant |               |           |                   |            |
| 9.   |               |           |                   |            |
| 10.  |               |           |                   |            |
| 11.  |               |           |                   |            |
| 12. TOTAL (sum of lines 8-11)                        |               |           |                   |            |

**SECTION D - FORECASTED CASH NEEDS**

|                                    | Total for 1st Year | 1st Quarter  | 2nd Quarter  | 3rd Quarter  | 4th Quarter  |
|------------------------------------|--------------------|--------------|--------------|--------------|--------------|
| 13. Federal                        | \$2,000,000.00     | \$500,000.00 | \$500,000.00 | \$500,000.00 | \$500,000.00 |
| 14. Non-Federal                    |                    |              |              |              |              |
| 15. TOTAL (sum of lines 13 and 14) | \$2,000,000.00     | \$500,000.00 | \$500,000.00 | \$500,000.00 | \$500,000.00 |

**SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT**

| (a) Grant Program                                      | FUTURE FUNDING PERIODS (Years) |                |           |            |
|--|--------------------------------|----------------|-----------|------------|
|  | (b) First                      | (c) Second     | (d) Third | (e) Fourth |
| 16. 2023 Quest - WIOA National Dislocated Worker Grant | \$1,500,000.00                 | \$1,500,000.00 |           |            |
| 17.  |                                |                |           |            |
| 18.  |                                |                |           |            |
| 19.  |                                |                |           |            |
| 20. TOTAL (sum of lines 16-19)                         | \$1,500,000.00                 | \$1,500,000.00 |           |            |

**SECTION F - OTHER BUDGET INFORMATION**

|   |                                   |
|---|-----------------------------------|
| 21. Direct Charges:<br>4953765.59   | 22. Indirect Charges:<br>46234.41 |
| 23. Remarks: HECC has a federally approved provisional indirect rate of 22.69%. Total modified direct costs = \$203,765.59 x .2269 = \$46,234.41 - NICRA letter attached with budget narrative. |                                   |

## **Attachment C: Budget Narrative**

# Oregon HECC

## QUEST: Dislocated Worker Grant

### Budget Narrative

#### Budget Summary and Categories

#### DWG: \$5,000,000.00

|                  |              |
|------------------|--------------|
| Personnel        | \$132,926.40 |
| Fringe Benefits  | \$65,705.03  |
| Travel           | \$4,000.00   |
| Equipment        | \$0          |
| Supplies         | \$1,134.16   |
| Contractual      | \$4,750,000  |
| Construction     | \$0          |
| Other            | \$0          |
| Indirect Charges | \$46,234.41  |

HECC held 5% of the total grant amount for administrative costs (\$250,000).

#### Personnel and Fringe

Total Cost: \$198,631.43

Personnel: \$132,926.40

Fringe: \$65,705.03

| Position          | Description   | % of FTE    | Salary              | Fringe             | Total for           |
|-------------------|---|-------------|---------------------|--------------------|---------------------|
| Program Analyst 3 | Grant management of the local workforce development boards grants           | 0.25        | \$76,050.00         | 46,531.53          | \$122,581.53        |
| Manager           | Provides leadership and oversees the project                                | 0.07        | \$27,014.40         | 11,585.52          | \$38,599.92         |
| Director          | Provides leadership and strategic direction, communicates with stakeholders | 0.05        | \$29,862.00         | 7,587.98           | \$37,449.98         |
| <b>Total Cost</b> |   | <b>0.37</b> | <b>\$132,926.40</b> | <b>\$65,705.03</b> | <b>\$198,631.43</b> |

*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 of \$1,319 (medical, dental, vision).*

## Travel

Total Cost: \$4,000

This represents travel for coordination of the scale up throughout the state as well as monitoring the subgrants each year. \$25 for mileage for 25 meetings = \$625. Travel for monitoring (hotel, per diem, and mileage) = 9 boards @ once a year for 3 years = 27 trips. 27 x \$125 per trip = \$3,375

## Supplies

Total Cost: \$1,134.16

This represents the additional supplies purchased for management of the grant including monitoring and reporting.

## Indirect

Total Cost: \$46,234.41

HECC has a federally approved provisional indirect rate of 22.69%. The charges that are associated with this category are for work that the fiscal and operations staff (Grant Accountant, Procurement Specialist, Accounts Payable, Budget Analyst, Accountant) will be conducting to support the operation of the grant.

The formula used to reach the indirect cost is below:

Total modified direct costs = \$203,765.59 x .2269 = \$46,234.41

## Contractual

|             |             |
|-------------|-------------|
| Total Cost: | \$4,750,000 |
| Program:    | \$4,275,003 |
| Admin:      | \$474,997   |

The Higher Education Coordinating Commission (HECC) proposal aims to focus on infrastructure and the clean economy, while providing crucial services to dislocated workers. HECC will incorporate the Governor's priorities within the proposal, including efforts to build more housing, reduce homelessness, improve access to mental health and addiction services, and enhance educational opportunities for Oregon's children. HECC will be working with the existing nine workforce boards in Oregon to leverage resources and partnerships across the state. By sharing their expertise and disseminating the knowledge gained from their collaboration, we can empower Oregonians to secure quality jobs, promote economic equity, and address critical societal challenges while improving access to essential services and investing in the well-being of our community.

HECC will have the following subawards:

### Worksystems Inc. (WSI)

|                |                    |
|----------------|--------------------|
| <b>Total:</b>  | <b>\$1,631,625</b> |
| <i>Program</i> | <i>\$1,468,463</i> |
| <i>Admin:</i>  | <i>\$163,162</i>   |

### Clackamas Workforce Partnership (CWP)

|                |                  |
|----------------|------------------|
| <b>Total:</b>  | <b>\$406,600</b> |
| <i>Program</i> | <i>\$365,940</i> |
| <i>Admin:</i>  | <i>\$40,660</i>  |

### **Lane Workforce Partnership (LWP)**

**Total:** \$399,950

*Program:* \$359,955

*Admin:* \$ 39,995

### **Northwest Oregon Works (NOW)**

**Total:** \$273,125

*Program:* \$245,813

*Admin:* \$27,312

### **Rogue Workforce Partnership (RWP)**

**Total:** \$380,000

*Program:* \$342,000

*Admin:* \$38,000

### **Southwestern Oregon Workforce Investment Board (SOWIB)**

**Total:** \$314,925

*Program:* \$283,433

*Admin:* \$31,492

### **Willamette Workforce Partnership (WWP)**

**Total:** \$605,625

*Program:* \$545,063

*Admin:* \$60,562

### **East Cascades Works (ECWIB)**

**Total:** \$467,875

*Program:* \$421,088

*Admin:* \$46,787

### **Eastern Oregon Workforce Investment Board (EOWIB)**

**Total:** \$270,275

*Program:* \$243,248

*Admin:* \$27,027

## **Non-federal Resources**

HECC does not have any non-federal resources to contribute to this grant.

## **Forecasted Cash Needs**

HECC anticipates spending 40% of the funds in the first year, with the rest of the funds spread out evenly over the next two years.

## **Other Budget Information**

Total direct charges: \$4,953,765.59 Indirect Charges: \$46,234.41

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

**Oregon 2023 Quality Jobs, Equity, Strategy, and Training (QUEST) Disaster Recovery  
National Dislocated Worker Grants (DWGs) Grant Application**

**2023 QUEST DWG Suggested Application Form**

Instructions: The information in this form must be submitted along with other required application materials as described in the 2023 QUEST DWG Training and Employment Guidance Letter (TEGL) No. 2-22 Change 2. This attachment replaces the Suggested Application, Attachment B, to TEGL No. 2-22. If more space is required than this form provides, please attach up to five additional pages of information. Note that ETA will not review any information that exceeds five additional pages.

**A. Applicant Contact Information**

**B.** Instructions: Provide the information requested below that mirrors the information provided on the SF-424.

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

HIGHER EDUCATION COORDINATING COMMISSION

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

|       |  |       |                                   |
|-------|--|-------|-----------------------------------|
| Name  | Julia Steinberger                          | Phone | 1-971-345-1136                    |
| Title | Director - Office of Workforce Investments | Email | Julia.Steinberger@HECC.oregon.gov |

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

|       |   |       |                                |
|-------|---|-------|--------------------------------|
| Name  | Debra Ann Welter                        | Phone | 1-971-345-1135                 |
| Title | Workforce and Operations Policy Analyst | Email | Debra.a.Welter@Hecc.oregon.gov |

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

Instructions. Select the box for the eligible entity type below.

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

**C. Experience with National Dislocated Worker Grants**

Instructions. Mark the box below that reflects the applicant’s experience as a direct DWG grantee.

- The applicant is currently or has been a direct recipient of a DWG award within the past five years.
- The applicant has not been a direct recipient of a DWG award.

**D. Planned Participants**

Instructions. Provide the number of participants expected to be enrolled in the project during the period of performance and identify the eligible individuals or populations to be prioritized for recruitment and enrollment as requested below.

|  |                                   |
|--|-----------------------------------|
| <p><b>Number of Participants Projected to be Served by the Proposed Project</b> At right, provide the number of participants planned for the total funding request and period of performance.</p> <p><i>Please note: Planned participant totals may not be decreased after a grant is awarded.</i></p> | <p>450 participants statewide</p> |
|--|-----------------------------------|

**Oregon 2023 Quality Jobs, Equity, Strategy, and Training (QUEST) Disaster Recovery  
National Dislocated Worker Grants (DWGs) Grant Application**

|  |   |
|--|---|
| <p><b>Priority Participants.</b> At right, identify those individuals or populations of eligible participants who will be prioritized for participation in the QUEST DWG, including individuals from historically marginalized or underserved communities. Please also describe why these populations were chosen.</p> | <ul style="list-style-type: none"> <li>• Individuals temporarily or permanently laid off as a consequence of the COVID-19 pandemic.</li> <li>• Long-term unemployed individuals</li> <li>• Dislocated workers</li> <li>• Self-employed individuals who became unemployed or significantly underemployed due to the disaster.</li> </ul> <p>Focus will be on historically marginalized populations, individuals with barriers to employment and underemployed individuals including those who became unemployed or are threatened with job loss because of foreign trade. These populations were chosen based on local area need identified through current and historical labor market data from the Oregon Employment Department and other analysis.</p>   |
| <p><b>E. Industries and Geographic Areas to be Served</b></p>  |   |
| <p><b>Priority Industries.</b> At right, indicate which industries the project will engage by checking the relevant boxes and providing additional information as necessary.</p>   | <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Infrastructure</li> <li><input checked="" type="checkbox"/> Care Economy</li> <li><input checked="" type="checkbox"/> Climate and Environment</li> <li><input checked="" type="checkbox"/> Hospitality</li> <li><input checked="" type="checkbox"/> Other Growth Industry (Please name):<br/>Technology and other growth industries that have yet to be identified but will satisfy critical need in local areas.</li> </ul>   |
| <p><b>Project Service Area.</b> At right, indicate the geographic areas to be served by the proposed grant. <i>See section 4.d.iii of TEGl 2-22 for additional information.</i></p>  | <ul style="list-style-type: none"> <li><input type="checkbox"/> Outlying Area</li> <li><input type="checkbox"/> A subset of the state’s Local Workforce Development Areas (list the LWDAs):<br/>Clackamas Workforce Partnership (Clackamas County)<br/>East Cascade Works (Hood River, Sherman, Gilliam, Wasco, Jefferson, Wheeler, Crook, Deschutes, Lake, and Klamath Counties)<br/>Eastern Oregon Workforce Board (Morrow, Umatilla, Union, Wallowa, Baker, Grant, Harney, and Malheur Counties)<br/>Lane Workforce Partnership (Lane County)<br/>Northwest Oregon Works (Benton, Lincoln, Tillamook, Clatsop and Columbia Counties)<br/>Rogue Workforce Partnership (Jackson and Josephine Counties)<br/>Southwestern Oregon Workforce Investment Board (Curry, Coos and Douglas Counties)</li> </ul> |



**Oregon 2023 Quality Jobs, Equity, Strategy, and Training (QUEST) Disaster Recovery  
National Dislocated Worker Grants (DWGs) Grant Application**

|   |  |
|---|--|
|   | <p>Willamette Workforce Partnership (Yamhill, Marion, Polk and Linn Counties)</p> <p>Worksystems (Multnomah and Washington Counties),</p> <p><input type="checkbox"/> Counties/Parishes (list the counties/parishes):</p> <p><input checked="" type="checkbox"/> Other geographic areas such as Statewide and Native American Employment and Training areas (please define):</p> <p>This grant will be implemented statewide throughout Oregon.</p>  |
| <p><b>The rationale for Project Service Area:</b> At right, provide a brief (<i>no more than 250 words</i>) description of why the service area for this proposed project was chosen, including how providing services in the areas will address the goal of the QUEST DWG.</p> | <p>The service area for the QUEST DWG is the state of Oregon in its entirety. Funding will be provided through its nine Local Workforce Development Boards (LWDB) to eligible participants with both employment and training activities and supportive services.</p> <p>Grant funds will provide employment and training activities and supportive services to eligible dislocated workers who were laid-off as a result of the COVID-19 pandemic, self-employed individuals who are under or unemployed as a result of the disaster, and long-term unemployed individuals.</p> <p>The disruptions from COVID-19 worsened existing disparities throughout Oregon. Labor market data shows that workers in lower-paying occupations, workers with lower education, and female workers faced a disproportionate number of layoffs. Census Bureau’s survey confirms that Black, Hispanic, and Latino households in Oregon have experienced a loss of income. While the unemployment rate has dropped, employment levels have not returned to their pre-pandemic levels.</p> <p>The goals and outcomes of the QUEST DWG are in close alignment with Oregon Governor Kotek’s priorities for the next two years, including:</p> <ul style="list-style-type: none"> <li>• build more housing (<i>Construction and related</i>) and reduce homelessness,</li> <li>• improve access to <i>mental health</i> and <i>addiction services</i>, and</li> <li>• ensure that Oregon’s children are better served by our investments in early literacy, <i>childcare</i>, and K-12 schools.</li> </ul> <p>By braiding state resources with QUEST DWG funds, Oregon can leverage dollars to provide efficient and effective use of resources. The Portland area LWDBs are leading a three-county Quality Jobs Initiative. Statewide expansion of this effort will connect individuals to Good Jobs offered by participating employers.</p> |

**Oregon 2023 Quality Jobs, Equity, Strategy, and Training (QUEST) Disaster Recovery  
National Dislocated Worker Grants (DWGs) Grant Application**

**F. Project Summary: Alignment with QUEST DWG Goal**

Instructions: Per section 4.d.iii of TEG 2-22, applicants must briefly describe their proposed project and how it will achieve the goal of the QUEST DWG. Please address:

- The strategic partners who have or will inform a successful project design.
- The individuals, communities, industries, and companies the project will engage or serve.
- The required, and any allowable, activities that will be used.
- How the proposed project will achieve the QUEST DWG goal.

Please limit the Project Summary length to no more than 500 words using the space below or include it as an attachment.

Strategic Partnerships, existing and planned that will support and inform project design and grant activities and ensure successful outcomes are:

- State of Oregon Higher Education Coordinating Commission (HECC)
- Oregon Workforce Partnership
- 9 Local Workforce Development Boards:
  - Northwest Oregon Works (NOW)
  - Worksystems (WSI)
  - Clackamas Workforce Partnership (CWP)
  - Willamette Workforce Partnership (WWP)
  - Lane Workforce Partnership (LWP)
  - Southwestern Oregon Workforce Investment Board (SOWIB)
  - Rogue Workforce Partnership (RWP)
  - East Cascades Works (ECWIB)
  - Eastern Oregon Workforce Board (EOWIB)
- Quality Jobs Council (Portland Metro area): 19 cross-sectoral entities representing businesses, workers, labor, service providers, and government agencies.
- Oregon Employment Department, SNAP, TAA and other state agencies and programs
- Local employers and partner non-profits.

Individuals to be served.

- Individuals temporarily or permanently laid off as a consequence of the COVID- 19 pandemic disaster.
- Long-term unemployed individuals
- Dislocated workers
- Self-employed individuals who became unemployed or significantly underemployed due to the disaster.

The focus will be on historically marginalized populations, individuals with barriers to employment and underemployed individuals including those who became unemployed or are threatened with job loss because of foreign trade.

All communities in Oregon with a focus on:

- Low-income communities and high poverty Census tracts
- Areas in identified counties underserved by workforce programs.
- Neighborhoods with significant populations of BIPOC residents

**Oregon 2023 Quality Jobs, Equity, Strategy, and Training (QUEST) Disaster Recovery  
National Dislocated Worker Grants (DWGs) Grant Application**

Industries to be engaged:

- Infrastructure (including construction, electrical, water, highways, bridge construction and maintenance),
- Climate and Environment (including clean energy, water conservation and usage, monitoring, and standards),
- Care Economy (specifically mental health, childcare, and addiction services),
- Local niche industries that serve critical needs in the above identified communities.

Employers to be engaged:

- Participating employers on Quality Jobs Council
- Businesses that employ workers in Infrastructure, Climate and Environment, and Care Economies.
- Businesses active in Local Workforce Development Board-led sector partnerships
- Businesses receiving funds from current state and federally funded projects and partnerships.

Oregon's QUEST grant will support a variety of allowable activities aimed at enhancing workforce development and employment opportunities. These activities may include providing career counseling, occupational skills training, on-the-job training, apprenticeships, and support services for individuals seeking employment or career advancement. Additionally, the grant may be used to promote innovative approaches to job training and employment services, particularly for those with barriers to employment, such as individuals with disabilities, those facing economic disadvantages or disproportionately affected by the COVID-19 pandemic. The QUEST DWG will strive to foster a skilled and diverse local workforce, aligning with the broader goal of strengthening the nation's economic growth and competitiveness.

Required and Allowable Activities will include employment and training assistance, including those authorized at sections 134(c) through (d) and 170(b)(1) of WIOA and the provision of comprehensive, necessary supportive services, such as childcare, housing, transportation, mental health services, and other allowable services, to eligible program participants to enable them to successfully complete grant activities and meet their planned employment and training goals.

**Oregon 2023 Quality Jobs, Equity, Strategy, and Training (QUEST) Disaster Recovery  
National Dislocated Worker Grants (DWGs) Grant Application**

**G. Required Grant Activity: Developing Strategic Partnerships**

Instructions: Briefly describe existing and planned partnerships that will inform the project design and ensure successful outcomes. Please note each partner’s area of expertise (business, training and education, community service provider, other), and their expected contribution to the QUEST DWG project’s successful design, implementation, and outcomes.

Please limit this description to no more than 300 words using the space below or as an attachment.

HECC has a longstanding partnership with its nine Local Workforce Development Boards (LWDBs). Each board has developed an expertise for the communities that it serves. They also provide a connection to the local community colleges, training centers, regional professional technical schools, and work closely with the state employment offices and Worksource Oregon Centers. Grant funds will be distributed to the LWDBs and in turn, to their service providers through contracts that specifically outline allowable use of funds to conduct grant activities. Other examples of grant partners include the Quality Jobs Council member organizations, community colleges, community-based organizations, other local board-contracted partners, employer partners in direct hire programs and sector partnerships.

A strong strategic partnership strategy for LWDBs implementing dislocated worker grants is vital for fostering successful grant outcomes. By forging collaborative alliances with key stakeholders, such as employers, educational institutions, community business organizations, and other entities and agencies, these boards can optimize resources and streamline efforts to efficiently address the needs of dislocated workers. Strategies involve targeted employment and training programs, and career counseling services tailored to the specific demands of the local job market. Emphasizing flexible and innovative approaches, such as virtual training and upskilling opportunities, will empower dislocated workers to adapt to evolving industries and secure sustainable employment, ultimately enhancing the economic resilience of the community.

Instructions: Per section 4.d.iv of TEGL 2-22, applicants must provide the name of each partner (organization or individual) and their anticipated role in grant activities. Where applicable, applicants should also include a plan for how new partners are identified and included in the project as needed. Please provide the requested information using the table below or as an attachment.

| <b>Partner Name</b>   | <b>Partner Type<br/>(Employer/industry,<br/>education, economic<br/>development, community<br/>organization, etcetera.)</b> | <b>Partner Role(s) In Proposed Project</b>   |
|---|---|--|
| <i>Ex. Community Health Association</i>                         | <i>Community organization</i>   | <i>Outreach to potential participants</i>  |
| State of Oregon Higher Education Coordinating Commission (HECC) | Government entity   | <ul style="list-style-type: none"> <li>• Oversee grant implementation.</li> <li>• Convene grant partners.</li> <li>• Facilitate dissemination of Quality Jobs Framework to interested partners across the state</li> </ul> |

**Oregon 2023 Quality Jobs, Equity, Strategy, and Training (QUEST) Disaster Recovery  
National Dislocated Worker Grants (DWGs) Grant Application**

|  |                              |   |
|--|------------------------------|---|
| Clackamas Workforce Partnership<br>Worksystems   | Workforce Development Boards | <ul style="list-style-type: none"> <li>• Lead Quality Jobs Framework Program implementation</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Worksystems</li> <li>• Clackamas Workforce Partnership</li> <li>• Rogue Workforce Partnership</li> <li>• East Cascades Works</li> <li>• Eastern Oregon Workforce Board</li> <li>• Southwestern Oregon Workforce Investment Board</li> <li>• Willamette Workforce Partnership</li> <li>• Lane Workforce Partnership</li> <li>• Northwest Oregon Works</li> </ul> | Workforce Development Boards | <ul style="list-style-type: none"> <li>• Procure and oversee business technical assistance.</li> <li>• Procure and oversee participant outreach campaign.</li> <li>• Procurement, contracting, monitoring and implementation of training.</li> <li>• Ensure alignment with America’s Job Centers and community-based partners.</li> <li>• Ensure connectivity to Quality Jobs employer partners.</li> </ul> |
| <p><b>Strategic Partner Commitment Letters:</b></p> <p>Select the relevant box at right to indicate whether commitment letters from at least two of the Strategic Partners are included in the grant application.</p>  |                              | <input checked="" type="checkbox"/> Yes<br><input type="checkbox"/> No  |

**Oregon 2023 Quality Jobs, Equity, Strategy, and Training (QUEST) Disaster Recovery National Dislocated Worker Grants (DWGs) Grant Application**

| <b>G. Required Grant Activity: Community and Potential Participant Outreach</b>  |   |   |  |
|--|---|---|--|
| Instructions. In the space below, or as an attachment, insert your preliminary <b>Community and Potential Participant Outreach Plan</b> including objectives to attain the identified goals; timelines; expected outcomes; any anticipated challenges to reaching goals; and other information that will enable ETA to support the grant recipient. An example is provided.  |   |   |  |
| <b>A. <u>Outreach Goals and Objective(s)</u></b>   | <b>B. <u>Project Timeline</u></b>   | <b>C. <u>Anticipated Outcome(s)</u></b>   | <b>D. <u>Potential Challenge(s) and Solutions</u></b>  |
| <p><i>Goal #1: Develop a focused outreach campaign with partners to reach historically marginalized communities within 50 days of grant application submission.</i></p> <p><u>Objectives for Goal #1:</u></p> <ol style="list-style-type: none"> <li>1. Identify potential outreach partners.</li> <li>2. Create and send planning meeting invitations to potential outreach partners.</li> <li>3. Host a planning meeting and outline 2023 QUEST DWG goals, potential partner roles and tasks, and obtain initial commitments to collaborate on participant outreach.</li> <li>4. Draft partner agreements to delineate roles, activities, timelines, communication frequency, and communication channels.</li> <li>5. Host follow-up planning meeting with partner meeting to finalize partner commitments and refine next steps as needed.</li> </ol> | <ol style="list-style-type: none"> <li>1. Start Date – Completion Date</li> <li>2. Start Date – Completion Date</li> <li>3. Start Date – Completion Date</li> <li>4. Start Date – Completion Date</li> <li>5. Start Date – Completion Date</li> </ol>   | <p>Obtain commitment of community partners with expertise in and capacity for quickly engaging the targeted participant populations in a culturally appropriate manner in the 2023 QUEST DWG.</p>                           | <p>Challenge: A partner may not be able to quickly focus resources as described in the partner agreement creating a delay in project startup.</p> <p>Solution: Renegotiate the partner’s role and tasks and move tasks to other, more able partners.</p>   |
| <b>Goal #1:</b> Work with partners to develop a focused outreach campaign relevant to their local areas to reach historically marginalized communities.  |   |   |  |
| <p><u>Objectives for Goal #1:</u></p> <ol style="list-style-type: none"> <li>1. Identify potential outreach partners.</li> <li>2. Create and send planning meeting invitations to potential outreach partners.</li> <li>3. Host a planning meeting and outline 2023 QUEST DWG goals, potential partner roles and tasks, and obtain initial commitments to collaborate on participant outreach.</li> <li>4. Draft partner guidelines to delineate roles, activities, timelines, communication frequency and channels.</li> <li>5. Host ongoing partner meetings to solidify partner commitments and refine next steps as needed.</li> <li>6. Provide technical assistance to partners throughout lifetime of grant to ensure outreach efforts are meeting desired goals and outcomes</li> </ol>   | <ol style="list-style-type: none"> <li>1. Within 50 days of receipt of grant funds.</li> <li>2. Within 50 days of receipt of grant funds</li> <li>3. Within 50 days of receipt of grant funds December 1, 2023 – February 16, 2024.</li> <li>4. Within 60 days of receipt of grant funds</li> <li>5. Ongoing throughout grant lifecycle</li> <li>6. Ongoing throughout grant lifecycle</li> </ol> | <p>Obtain commitments of partners with expertise in and capacity for quickly engaging the targeted participant populations.</p> <p>Have executed grant agreements in place within 50 days after receipt of grant funds.</p> | <p>Challenge: Capacity issues with HECC staff and partners could potentially create a delay in project startup and grant execution.</p> <p>Solution: Ensure all partners have access to technical assistance of other, more able partners and that HECC staff prioritize the work of getting grant funds into contract within timely manner. Facilitate any communication needed between partners to expedite the process.</p> |

**Oregon 2023 Quality Jobs, Equity, Strategy, and Training (QUEST) Disaster Recovery National Dislocated Worker Grants (DWGs)  
Grant Application**

| <b>G. Required Grant Activity: Community and Potential Participant Outreach – Cont.</b>   |   |  |  |
|---|---|--|--|
| <b>A. Outreach Goals and Objective(s)</b>   | <b>B. Project Timeline</b>  | <b>C. Anticipated Outcome(s)</b>   | <b>D. Potential Challenge(s) and Solutions</b>   |
| <b>Goal #2</b> Work with partners to ensure they have identified sectors of focus, have created actionable project plans, and communicated methods for ensuring successful grant outcomes relevant to their chosen focus areas.   |   |  |  |
| <p><b>Objectives for Goal #2:</b></p> <ol style="list-style-type: none"> <li>1. Require written project plans outlining specific target populations, identified sectors, program partners, intended outreach efforts and enrollment timelines for grant participants within the first 3 months of grant implementation.</li> <li>2. Provide technical assistance to partners throughout the lifetime of grant to ensure goals and timelines outlined in project plans are being met</li> </ol>  | <ol style="list-style-type: none"> <li>1. October 1, 2023 – January 1, 2024</li> <li>2. Ongoing throughout grant lifecycle.</li> </ol>          | <p>Ensure all grant participants are enrolled in time to complete their training prior to grant end date and that they are provided with the necessary supports in order to be successful.</p> | <p>Challenge: Reaching participants in historically marginalized communities.</p> <p>Solution: Encourage robust partnerships and well-thought-out communication and outreach strategies focused on meeting the needs of eligible participants in the target populations</p>  |
| <p>Local Workforce Development Boards will leverage longstanding relationships with local partners, community-based organizations and access resources serving population-specific communities to recruit potential project participants disproportionately affected by the COVID-19 pandemic and described in section D. of this application. This will include underrepresented participants such as women who dropped out of the workforce and are re-entering, BIPOC individuals whose recovery from the economic impacts of COVID lag the overall community, dislocated hospitality workers and others in low-wage positions seeking to change careers, and people who faced barriers to employment prior to the pandemic.</p> | <p>Beginning within 60 days of receipt of funds and executed grant agreements and continuing throughout the lifecycle of the grant project.</p> | <p>Engagement of potential participants and enrollment into the grant, throughout the lifecycle of the grant project.</p>  | <p>Challenge: Engagement of participants historically overlooked including those deemed hard to serve.</p> <p>Solution: Strategy will include the recruitment and support of participants using trauma-informed, culturally responsive career coaching that features a common strengths-based model. Career coaches, WIOA-funded staff at WorkSource Oregon centers and other partner staff will be the conduit for wrap around / supportive services, connection to grant-funded training services, job placement and retention support for these participants.</p> |
| <p>Develop Good Jobs outreach and messaging campaign and associated materials</p>   | <p>2-6 months after receipt of grant funds.</p>   | <p>Engagement of potential participants and enrollment into the grant, throughout the lifecycle of the grant project.</p>  | <p>Challenges and Solutions are undetermined at this time.</p>   |

**Oregon 2023 Quality Jobs, Equity, Strategy, and Training (QUEST) Disaster Recovery National  
Dislocated Worker Grants (DWGs) Grant Application**

**H. Required Grant Activity: Business Engagement**

Instructions: Per section 4.d.iv of TEGL 02-22, please

- Describe the business engagement strategy including how the project will identify business needs and provide examples of the services and solutions the QUEST DWG will offer.
- Note how business engagement activities (both strategic and operational) support the goal of the QUEST DWG project.
- Highlight how the business engagement strategy aligns with any existing business engagement strategies and activities underway in the proposed project's geographic area.
- Identify any employers or industries that the QUEST DWG project anticipates engaging, and why they were selected.
- Note which, if any of the employers, currently offer good jobs (as described in TEGL No. 7-22).

*Please limit the following narrative to no more than 300 words using the space below or as an attachment.*

**Infrastructure (including construction, electrical, water, highways, bridge construction and maintenance)**

With the Governor's efforts to expand housing and the associated infrastructure to support the new construction it will be critical work closely with the partners that are already engaged with local businesses. By aligning efforts with Oregon's Workforce and Talent Development Board (WTDB), Oregon Employment Department, the Local Workforce Development Boards, and Industry organizations already working towards a solution. By expanding on the existing partnerships, we will be able to identify expanding opportunities for employment that can serve dislocated workers.

**Climate and Environment (including clean energy, water conservation and usage, monitoring, and standards)**

The Portland metro area has already identified this as a key element to its Good Jobs effort and has partnered with Portland Clean Energy Fund. We plan to leverage this partnership to other green energy organization across the state. Oregon has multiple alternative energy sources to be explored (wind, tide, hydrothermal) in rural areas of the state and the demand for workers can have a positive impact on the QUEST DWG project.

**Care Economy (specifically mental health, childcare, and addiction services)**

As services are expanded to underrepresented populations, there will be a growing demand for childcare and other care economy functions. Other USDOL grants in the state have been used to expand pre apprenticeship opportunities in Mental Health and Drug Treatment Counseling. QUEST DWG would extend and expand these opportunities in the state.

**Good Jobs**

The QUEST DWG project aligns with and will support existing Good Jobs business engagement strategies. For example, CWP and Worksystems are working with partners to diversify the Construction and Healthcare industry workforce by expanding targeted training opportunities, particularly for BIPOC individuals. More recently, they've convened employers and other stakeholders in a Quality Job Council to build out a Quality Jobs Framework.



**Oregon 2023 Quality Jobs, Equity, Strategy, and Training (QUEST) Disaster Recovery National  
Dislocated Worker Grants (DWGs) Grant Application**

**I. Required Grant Activity: Employment & Training Activities**

Applicants must describe the employment and training activities included in the proposed QUEST project design. These activities should enable participants impacted by the COVID-19 pandemic including its social and economic inequities to gain the skills and experience necessary to qualify for, obtain, and advance in safe and sustainable jobs, particularly good jobs (as defined in TEGE No. 7-22) in infrastructure, care, hospitality, climate and environment, and other growth industry sectors. This information must also include the applicant's approach to providing comprehensive, necessary supportive services, including childcare, transportation, housing, mental health supports, and other allowable services, to program participants to enable them to successfully complete grant activities and meet their planned employment and training goals.

*Please limit the narrative description to no more than 250 words using the space below or as an attachment.*

QUEST DWG participants will have access to:

- Cohort-based “direct hire” training programs developed by employers with explicit commitments to hire training graduates directly following completion.
- Individual training opportunities leading to industry-recognized credentials for family sustaining jobs in targeted industries.
- On-the-Job Training (OJT) at participating employers offering Good Jobs.
- Community based career coaching to prepare them for training, support them while in training, job search and job retention.

Supportive services will be provided for participants to ensure successful completion of their training and employment plans. These may include:

- Tools and equipment and other required work gear
- Work clothes, boots, and gear
- Books and supplies
- Transportation
- Housing assistance
- Childcare assistance
- Phone and/or data services
- Other supports as needed.

Funds will be used for occupational skills training for dislocated workers to either transition into similar fields for training or into occupations or industries that support the QUEST DWG focus areas of Infrastructure, Care Economy, Climate and Environment, or Other Growth Industries as identified by local area. The grant will specifically target individuals laid off due to shutdowns that occurred during the pandemic and will provide employment and training services to reintegrate eligible individuals back into the workforce. These services may include:

- outreach and referral initial and comprehensive assessments
- development of an individual employment plan
- labor market information
- eligible training provider information
- supportive services
- occupational training
- on-the-job training (including apprenticeships)
- entrepreneurial training
- customized training

**Oregon 2023 Quality Jobs, Equity, Strategy, and Training (QUEST) Disaster Recovery National  
Dislocated Worker Grants (DWGs) Grant Application**

**J. Allowable Grant Activity: Disaster-Relief Employment**

Instructions: If the applicant's project design includes allowable disaster-relief employment, the application must include a description of:

- the disaster-relief employment that will be created.
- impacts of the COVID-19 pandemic that created the need for these jobs.
- how the work done in each job will directly address the health, employment, or economic impacts of the pandemic;
- how the wage, employment duration, and other requirements defined in Training and Employment Guidance Letter 16-21 published on June 16, 2022, will be met.

We are not proposing Disaster Relief Employment for this grant.

**K. Achieving the QUEST Goal**

Instructions. Applicants must demonstrate that proposed projects will achieve the goal of the QUEST DWG and enable participants adversely affected by the COVID-19 pandemic and the social and economic inequities that the pandemic exacerbated, to enter, return to, or advance in good jobs (as defined in TEGL No. 7-22) in growth industries including Infrastructure, the Care Economy, Hospitality, Climate and Environment, and other growth sectors defined by the applicant. The TEGL's characteristics of good jobs align with The Good Jobs Principles, a shared federal vision of job quality published in 2022 by the Departments of Labor and Commerce. ETA recommends each applicant frame their project's job quality components using these Principles as they document how the activities of the proposed QUEST DWG project should result in improved individual and community resilience to the ongoing effects of the COVID-19 pandemic. *Please limit the following narrative to no more than 300 words using the space below or as an attachment.*

We are confident that we will achieve the goal of the QUEST DWG:

- History of strong performance outcomes in programs that serve historically marginalized groups.
- Employer participation on the Quality Jobs Council makes it more likely that other employers will explore materials and access assistance available through the project.
- Community based partners are well-known and trusted in their communities and have established outreach mechanisms to find and recruit individuals most adversely affected.
- Outreach methods and enrollment trends will be monitored and modified as needed to meet our goal of serving individuals from marginalized communities.
- Direct hire training programs in our project bring higher levels of employer commitment, leading to better outcomes for grant participants.

Specific deliverables are:

- Provide career services and opportunities to 450 Dislocated Workers.
- Train 100 individuals in Good Jobs concepts and programs.
- Disseminate Good Jobs information to 300 businesses.
- Deliver technical assistance to 175 small and medium-sized businesses.

Grant goals are specific to each local area. To achieve the grant goal of improving individual and community resilience to the ongoing effects of COVID-19, an example approach could include:

- Conduct a Community Needs Assessments to identify the specific challenges and needs faced by dislocated workers and the community.
- Develop and implement training programs to upskill and reskill dislocated workers, focusing on industries such as care economy, infrastructure, climate and environment, technology and others.
- Provide training on digital literacy skills and technology adoption to ensure dislocated workers can adapt to the changing job market.
- Provide supportive service strategies to help dislocated workers transition into new opportunities.
- Partner and collaborate with local organizations to leverage resources and expertise, maximizing the impact of the program.
- Regularly monitor, assess, and evaluate program effectiveness and make data-driven adjustments to ensure the program meets its goals of improving individual and community resilience

**Oregon 2023 Quality Jobs, Equity, Strategy, and Training (QUEST) Disaster Recovery National Dislocated Worker Grants (DWGs) Grant Application**

|  |   |
|--|---|
| <p><b>L. Attestations for Project Implementation – All grant recipients must comply with WIOA statute and regulations (including DWG regulations at 20 CFR part 687), TEGL 16-21, grant award terms and conditions, and Uniform Guidance (2 CFR parts 200 and 2900). Below are some, but not all, of the requirements relevant to project implementation. Select the appropriate box to confirm understanding of and compliance with specified requirements. If selecting “no”, provide additional information to support the response.</b></p>  |   |
| <p><b>i. Participant Eligibility</b></p>   |   |
| <p>Check the appropriate box to the right to acknowledge that QUEST DWG projects will <i>only</i> serve eligible individuals described below and in section 4.b.iii of TEGL 2-22.</p> <ul style="list-style-type: none"> <li>Dislocated workers as defined by WIOA Section 3(15) including workers who were adversely affected (i.e., workers who become unemployed or are threatened with job loss) by foreign trade.</li> <li>Individuals temporarily or permanently laid off because of the COVID-19 pandemic disaster.</li> <li>Long-term unemployed individuals, as defined by the applicant.</li> <li>Self-employed individuals who became unemployed or significantly underemployed due to the COVID-19 pandemic disaster.</li> </ul> | <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>                              |
| <p><b>ii. Policies and Procedures</b></p> <p>Instructions. DWG applicants must have policies and procedures in accordance with 20 CFR 687.170(b) and TEGL 19-16 to support the allowability of project activities. For each element below, check the appropriate box. (Reference <a href="#">TEGL 16-21</a>, Attachment I, Section 5)</p> <p>Note: A response of “no” to any element below will not be disqualifying for a 2023 QUEST DWG award, but a recipient will be required to resolve any issues following an award.</p>  |   |
| <p>Participant Eligibility: Participant eligibility determinations follow existing policies.</p>   | <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>                              |
| <p>Employment and Training Services: Employment and training activities follow existing policies.</p>  | <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>                              |
| <p>Supportive Services: Supportive services, including childcare, will be provided as described in existing policies.</p>  | <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>                              |
| <p>Worksite Selection and Management (including Health and Safety Standards): Activities related to disaster-relief employment and worksite management (including health and safety standards, and other relevant factors) follow existing policies and are in compliance with DWG requirements.</p> <p><i>Check “N/A” if no disaster-relief employment is planned.</i></p>  | <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A</p> |

**Oregon 2023 Quality Jobs, Equity, Strategy, and Training (QUEST) Disaster Recovery National Dislocated Worker Grants (DWGs) Grant Application**

|  |   |
|--|---|
| <p>Subrecipient Monitoring: Subrecipient monitoring to ensure that subrecipients (where applicable) are meeting grant terms and conditions, applicable guidance and regulations, and follow existing policies.</p>   | <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> |
| <p>As appropriate, include additional narrative regarding policies &amp; procedures affecting DWG project activities below.</p>  |   |
| <p>N/A</p>   |   |
| <p><b>iii. Grant-funded Activities (Reference <a href="#">TEGL 16-21</a>, Attachment I, pages 2 – 12)</b></p>  |   |
| <p>The highest priority will be given to the cleanup of the disaster areas’ most severely damaged public communities, facilities, and property, and to the cleanup and the provision of humanitarian assistance to economically disadvantaged areas. Where possible, grant recipients should prioritize enrollment of eligible participants most in need of economic support or workforce development services.</p> <p><i>Check “N/A” if no Disaster Relief Employment is planned.</i></p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A</p> |
| <p>Documentation will be maintained for all worksites, including the dates and hours worked by each participant. For work on private property, documentation will include the rationale for the determination that such work was allowable under this guidance.</p> <p><i>Check “N/A” if no Disaster Relief Employment is planned.</i></p>   | <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A</p> |
| <p>As appropriate, include additional narrative regarding grant-funded activities below.</p>   |   |
| <p>N/A</p>   |   |
| <p><b>iv. Partnership in the American Job Center (AJC) Network (Reference <a href="#">TEGL 16-21</a>, Attachment I, pages 21 - 22)</b></p>   |   |
| <p>DWG grants are funded through Title I of WIOA and are considered <u>required</u> partners in the local AJC network.<sup>1</sup> Grant recipients other than Indian tribal governments are required to be existing or become new one-stop partners.</p>  | <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>                              |
| <p>As appropriate, include additional narrative regarding AJC partnership activities below.</p>  |   |

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

| v. Performance Accountability. (Reference <a href="#">TEGL 16-21</a> , Attachment I, page 26)  |   |
|--|---|
| 2023 QUEST DWG grantee performance goals will mirror the relevant state’s current WIOA State Negotiated Levels of Performance for the title I Dislocated Worker Program. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 2023 QUEST DWG grant recipients must submit Quarterly Performance and Quarterly Narrative Reports in accordance with TEGL 14-18.   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |



June 26, 2023

Dear Grant Review Committee,

I am writing this letter to express my strong support for the State of Oregon's application to the (QUEST) Disaster Recovery National Dislocated Worker Grants (DWGs) funding opportunity. I wholeheartedly endorse Oregon's proposal, which aims to focus on infrastructure and the clean economy, while providing crucial services to Dislocated Workers. I am particularly pleased to see the incorporation of our Governor's priorities within the proposal, including efforts to build more housing, reduce homelessness, improve access to mental health and addiction services, and enhance educational opportunities for Oregon's children.

East Cascades Works is the local workforce development board that serves one third of the state of Oregon, encompassing 10 counties and 2 sovereign nations. Through our collaboration with local community colleges, non-profit organizations, and private sector employers we have successfully developed and implemented pre-apprenticeship training initiatives that have shown promising results. We are committed to disseminating these initiatives to other regions, fostering collaboration and knowledge exchange to promote job quality and economic equity statewide.

I urge the Grant Review Committee to consider the immense potential and benefits that the State of Oregon's proposal holds. The QUEST DWG offers a unique opportunity to focus on infrastructure and the clean economy, while simultaneously providing vital support to Dislocated Workers. East Cascades Works along with our partners, are fully committed to leveraging our experience and disseminating our successful quality jobs initiatives to other regions, thereby fostering economic equity, and building a more prosperous Oregon.

Thank you for your attention to this matter. Should you require any additional information or have any questions, please do not hesitate to contact me directly. I appreciate your time and consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Heather Ficht", with a stylized flourish at the end.

Heather Ficht  
Executive Director

EAST CASCADES WORKS

[www.eastcascadesworks.org](http://www.eastcascadesworks.org)



Subject: Letter of Support for USDOL QUEST Grant Application

Dear Grant Review Committee,

I am writing this letter to express my strong support for the State of Oregon's application to the U.S. Department of Labor's Quality Jobs, Equity, Strategy, and Training (QUEST) Disaster Recovery National Dislocated Worker Grants (DWGs) funding opportunity. I wholeheartedly endorse Oregon's proposal, which aims to focus on infrastructure and the clean economy, while providing crucial services to dislocated workers. I am particularly pleased to see the incorporation of the Governor's priorities within the proposal, including efforts to build more housing, reduce homelessness, improve access to mental health and addiction services, and enhance educational opportunities for Oregon's children.

Northwest Oregon Works is deeply committed to serving the needs of dislocated workers. We recognize the critical importance of expanding opportunities and pathways into high wage/high demand occupations. By sharing our expertise and disseminating the knowledge gained from our collaboration, we can empower Oregonians to secure quality jobs and promote economic equity.

The proposed QUEST DWG presents an invaluable opportunity to make significant strides in infrastructure development and the clean economy. We fully support the utilization of these funds to provide essential services to dislocated workers, thereby ensuring their smooth transition into quality jobs. Furthermore, we are particularly enthusiastic about the Governor's emphasis on key areas, such as housing, mental health, addiction services, and education. By embedding these priorities into the proposal, we can address critical societal challenges, such as homelessness, while improving access to essential services and investing in the well-being and future prospects of Oregonians.

In conclusion, I urge the Grant Review Committee to consider the immense potential and benefits that the State of Oregon's proposal holds. The QUEST DWG offers a unique opportunity to focus on infrastructure and the clean economy, while simultaneously providing vital support to dislocated workers. By embedding the Governor's priorities in the proposal, we can address pressing challenges related to housing, homelessness, mental health, addiction services, and education. Northwest Oregon Works along with our partners, is fully committed to leveraging our experience and disseminating our successful quality jobs initiatives to other regions, thereby fostering economic equity and building a more prosperous Oregon.

Thank you for your attention to this matter. Should you require any additional information or have any questions, please do not hesitate to contact me directly. I appreciate your time and consideration.

Sincerely,

A handwritten signature in blue ink that reads "Heather DeSart".

Heather DeSart, Executive Director

Subject: Letter of Support for USDOL QUEST Grant Application

Dear Grant Review Committee,

I am writing this letter to express my strong support for the State of Oregon's application to the U.S. Department of Labor's Quality Jobs, Equity, Strategy, and Training (QUEST) Disaster Recovery National Dislocated Worker Grants (DWGs) funding opportunity. I wholeheartedly endorse Oregon's proposal, which focuses on infrastructure and the clean economy while providing crucial services to dislocated workers. I am particularly pleased to see the incorporation of the Governor's priorities within the proposal, including efforts to build more housing, reduce homelessness, improve access to mental health and addiction services, and enhance educational opportunities for Oregon's children.

Willamette Workforce Partnership is deeply committed to serving the needs of dislocated workers. We recognize the critical importance of expanding opportunities and pathways into high-wage/high-demand occupations. By sharing our expertise and disseminating the knowledge gained from our collaboration, we can empower Oregonians to secure quality jobs and promote economic equity.

The proposed QUEST DWG presents an invaluable opportunity to make significant strides in infrastructure development and the clean economy. We fully support utilizing these funds to provide essential services to dislocated workers, ensuring their smooth transition into quality jobs. Furthermore, we are particularly enthusiastic about the Governor's emphasis on key areas, such as housing, mental health, addiction services, and education. By embedding these priorities into the proposal, we can address critical societal challenges, such as homelessness, while improving access to essential services and investing in Oregonians' well-being and prospects.

In conclusion, I urge the Grant Review Committee to consider the immense potential and benefits of the State of Oregon's proposal. The QUEST DWG offers a unique opportunity to focus on infrastructure and the clean economy while simultaneously providing vital support to dislocated workers. By embedding the Governor's priorities in the proposal, we can address pressing housing, homelessness, mental health, addiction services, and education challenges. Willamette Workforce Partnership and our partners are fully committed to leveraging our experience and disseminating our successful quality jobs initiatives to other regions, fostering economic equity, and building a more prosperous Oregon.

Thank you for your attention to this matter. Please do not hesitate to contact me directly if you require additional information or have any questions. I appreciate your time and consideration.

Sincerely,



Kim Parker Llerenas

Executive Director



[Subject: Letter of Support for USDOL QUEST Grant Application]

Dear Grant Review Committee,

I am writing to express my strong support for the State of Oregon's application to the U.S. Department of Labor's Quality Jobs, Equity, Strategy, and Training (QUEST) Disaster Recovery National Dislocated Worker Grants (DWGs) funding opportunity. I wholeheartedly endorse Oregon's proposal, which focuses on infrastructure and the clean economy, while providing crucial services to dislocated workers. I am particularly pleased to see the incorporation of the Governor's priorities within the proposal, including efforts to build more housing, reduce homelessness, improve access to mental health and addiction services, and enhance educational opportunities for Oregon's children.

Chemeketa Community College is deeply committed to serving the needs of dislocated workers. We recognize the importance of expanding opportunities and pathways into high-wage/high-demand occupations. By sharing our expertise and disseminating the knowledge gained from our collaboration, we can empower Oregonians to secure quality jobs and promote economic equity.

The proposed QUEST DWG presents an invaluable opportunity to make significant strides in infrastructure development. We fully support the utilization of these funds to provide essential services to dislocated workers, thereby ensuring their smooth transition into quality jobs. Furthermore, we are particularly enthusiastic about the Governor's emphasis on key areas, such as housing. By embedding these priorities into the proposal, we can address critical societal challenges, such as homelessness, while improving access to essential services and investing in the well-being and future prospects of Oregonians.

Willamette Workforce Partnership's extensive network of community-based workforce development partners has consistently demonstrated its impact in addressing these challenges. Through our collaboration with Willamette Workforce Partnership and Chemeketa Community College, we have successfully developed and implemented similar initiatives that have shown promising results. We are committed to disseminating these initiatives to other regions, fostering collaboration and knowledge exchange to promote job quality and economic equity statewide.

In conclusion, I urge the Grant Review Committee to consider the immense potential and benefits of the State of Oregon's proposal. The QUEST DWG offers a unique opportunity to focus on infrastructure, while simultaneously providing vital support to dislocated workers. By embedding the Governor's priorities in the proposal, we can address pressing housing, homelessness, mental health, addiction services, and education challenges. Willamette Workforce Partnership and our partners are fully committed to leveraging our experience and disseminating our successful quality jobs initiatives to other regions, fostering economic equity, and building a more prosperous Oregon.

Thank you for your attention to this matter. Please do not hesitate to contact me directly if you require any additional information or have any questions. I appreciate your time and consideration.

Sincerely,



Nol Cobb  
Interim Director, Apprenticeship



365 Warner Milne Rd, Suite 202  
Oregon City, OR 97045  
(503) 657-6644  
[www.clackamasworkforce.org](http://www.clackamasworkforce.org)

July 3, 2023

RE: Letter of Support for USDOL QUEST Grant Application

Dear Grant Review Committee,

I am writing on behalf of Clackamas Workforce Partnership to support for the State of Oregon's application to the U.S. Department of Labor's Quality Jobs, Equity, Strategy, and Training (QUEST) Disaster Recovery National Dislocated Worker Grants (DWGs) funding opportunity. I wholeheartedly endorse Oregon's proposal, which aims to focus on infrastructure and the clean economy, while providing crucial services to dislocated workers. I am particularly pleased to see the incorporation of the Governor's priorities within the proposal, including efforts to build more housing, reduce homelessness, improve access to mental health and addiction services, and enhance educational opportunities for Oregon's children.

Clackamas Workforce Partnership is deeply committed to serving the needs of dislocated workers and all the people in our community. We recognize the critical importance of expanding opportunities and pathways into high wage/high demand occupations. By sharing our expertise and disseminating the knowledge gained from our collaboration, we can empower Oregonians to secure quality jobs, promote economic equity, and address critical societal challenges while improving access to essential services and investing in the well-being of our community.

Clackamas Workforce Partnership's extensive network of community-based workforce development partners has consistently demonstrated its impact in addressing these challenges. Through our collaboration with the Immigrant and Refugee Community Organization, Clackamas Community College, Clackamas Education Service District we have successfully developed and implemented many job training and employment initiatives that have shown promising results. We are committed to disseminating these initiatives to other regions, fostering collaboration and knowledge exchange to promote job quality and economic equity statewide.

In conclusion, I urge the Grant Review Committee to consider the immense potential and benefits that the State of Oregon's proposal holds. The QUEST DWG offers a unique opportunity to focus on infrastructure and the clean economy, while simultaneously providing vital support to dislocated workers. Clackamas Workforce Partnership along with our partners, is fully committed to leveraging our experience and building a more prosperous Oregon.

Thank you for your attention to this matter. Should you require any additional information or have any questions, please do not hesitate to contact me directly. I appreciate your time and consideration.

Sincerely,

A handwritten signature in black ink that reads "Bridget Dazey".

Bridget Dazey  
Executive Director  
Clackamas Workforce Partnership

**MID-WILLAMETTE VALLEY HOMELESS ALLIANCE  
THE CONTINUUM OF CARE FOR  
THE MARION-POLK COUNTY REGION OF OREGON**

**BOARD OF DIRECTORS**

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**Cathy Clark**, Mayor,  
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City of Independence  
**Jeremy Gordon**, Commissioner,  
Polk County  
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Tribes of Grand Ronde  
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Community Solutions  
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Salem-Keizer School District  
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Enforcement Assisted Diversion  
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Communications & Community  
Relations Officer, Salem Health  
**Kloi Spencer**, Chair, Youth  
Action Board/Backbone  
**Rhonda Wolf**, CEO,  
United Way of the Mid-  
Willamette Valley  
**David Zepeda**, Subject Matter  
Expert

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CoC Collaborative Committee  
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Director, Mid-Willamette Valley  
Community Action Agency  
**Adam Mennig**, Co-chair,  
CoC Collaborative Committee  
**Nicole Utz**, Administrator,  
Salem Housing Authority

June 27, 2023

U.S. Department of Labor  
200 Constitution Avenue NW  
Washington, D.C. 20420

SUBJECT: QUEST Grant Application

Dear Grant Review Committee:

Please accept this letter of support for Oregon's Quality Jobs, Equity, Strategy, and Training (QUEST) Disaster Recovery National Dislocated Worker Grants application. This grant will provide \$500,000 over three years to individuals in Marion, Polk, Linn and Yamhill counties to create high quality jobs within the construction industry for dislocated workers. Funding will support workforce training and education services for individuals to enter or advance within the construction field.

According to the Oregon Office of Economic Analysis, Oregon needs about 13,000 more construction workers to build 9,000 houses each year. The vast majority of these 13,000 unfilled positions will be in occupations such as carpenters, laborers, electricians, plumbers, and painters, with an additional need for positions that support business operations, such as administrative and management positions. Funds from this grant will focus on training individuals for those occupations.

Willamette Workforce Partnership is an active participant with the Alliance, with the goal of ending and preventing homelessness in the Marion-Polk region. WWP staff served as co-chair of the CoC Collaborative Committee and currently chairs the CoC Performance & Evaluation Committee.

Workforce shortages in construction impact housing availability in the Willamette Valley. The Alliance Board of Directors supports this project, which will address a critical need in the Marion-Polk region.

Sincerely,



Commissioner Jeremy Gordon  
Chair, Mid-Willamette Valley Homeless Alliance  
OR-504 – Salem/Marion, Polk Counties Continuum of Care

July 6, 2023



**ROGUE WORKFORCE  
PARTNERSHIP**

Rogue Workforce Partnership  
37 N. Central Ave  
Medford, OR 9750  
971-940-0282

[Subject: Letter of Support for USDOL QUEST Grant Application]

Dear Grant Review Committee,

I am writing this letter to express my strong support for the State of Oregon's application to the U.S. Department of Labor's Quality Jobs, Equity, Strategy, and Training (QUEST) Disaster Recovery National Dislocated Worker Grants (DWGs) funding opportunity. I wholeheartedly endorse Oregon's proposal, which aims to focus on infrastructure and the clean economy, while providing crucial services to dislocated workers. I am particularly pleased to see the incorporation of the Governor's priorities within the proposal, including efforts to build more housing, reduce homelessness, improve access to mental health and addiction services, and enhance educational opportunities for Oregon's children.

Rogue Workforce Partnership is deeply committed to serving the needs of dislocated workers. We recognize the critical importance of expanding opportunities and pathways into high wage/high demand occupations. By sharing our expertise and disseminating the knowledge gained from our collaboration, we can empower Oregonians to secure quality jobs and promote economic equity.

The proposed QUEST DWG presents an invaluable opportunity to make significant strides in infrastructure development and the clean economy. We fully support the utilization of these funds to provide essential services to dislocated workers, thereby ensuring their smooth transition into quality jobs. Furthermore, we are particularly enthusiastic about the Governor's emphasis on key areas, such as housing, mental health, addiction services, and education. By embedding these priorities into the proposal, we can address critical societal challenges, such as homelessness, while improving access to essential services and investing in the well-being and future prospects of Oregonians.

Thank you for your attention to this matter. Should you require any additional information or have any questions, please do not hesitate to contact me directly. I appreciate your time and consideration.  
Sincerely,

A handwritten signature in cursive script that reads "Heather Stafford". The ink is dark and the signature is fluid and legible.

Heather Stafford  
Executive Director  
Rogue Workforce Partnership

June 14, 2023

Dear Grant Review Committee,

I am writing this letter to express my strong support for the State of Oregon's application to the U.S. Department of Labor's Quality Jobs, Equity, Strategy, and Training (QUEST) Disaster Recovery National Dislocated Worker Grants (DWGs) funding opportunity. I wholeheartedly endorse Oregon's proposal, which aims to focus on infrastructure and the clean economy, while providing crucial services to dislocated workers. I am particularly pleased to see the incorporation of the Governor's priorities within the proposal, including efforts to build more housing, reduce homelessness, improve access to mental health and addiction services, and enhance educational opportunities for Oregon's children.

Southwestern Oregon Workforce Investment Board (SOWIB) is deeply committed to serving the needs of dislocated workers. We recognize the critical importance of expanding opportunities and pathways into high wage/high demand occupations. By sharing our expertise and disseminating the knowledge gained from our collaboration, we can empower Oregonians to secure quality jobs and promote economic equity.

The proposed QUEST DWG presents an invaluable opportunity to make significant strides in infrastructure development and the clean economy. We fully support the utilization of these funds to provide essential services to dislocated workers, thereby ensuring their smooth transition into quality jobs. Furthermore, we are particularly enthusiastic about the Governor's emphasis on key areas, such as housing, mental health, addiction services, and education. By embedding these priorities into the proposal, we can address critical societal challenges, such as homelessness, while improving access to essential services and investing in the well-being and future prospects of Oregonians.

In conclusion, I urge the Grant Review Committee to consider the immense potential and benefits that the State of Oregon's proposal holds. The QUEST DWG offers a unique opportunity to focus on infrastructure and the clean economy, while simultaneously providing vital support to dislocated workers. By embedding the Governor's priorities in the proposal, we can address pressing challenges related to housing, homelessness, mental health, addiction services, and education. SOWIB, along with our partners, is fully committed to leveraging our experience and disseminating our successful quality jobs initiatives to other regions, thereby fostering economic equity and building a more prosperous Oregon.

Thank you for your attention to this matter. Should you require any additional information or have any questions, please do not hesitate to contact me directly. I appreciate your time and consideration.

Sincerely,



[Kyle Stevens \(Jun 15, 2023 16:55 PDT\)](#)

Kyle Stevens

Executive Director

Southwestern Oregon Workforce Investment Board



PO Box 415  
Coos Bay, OR 97420



844-532-6893



[www.sowib.org](http://www.sowib.org)




# QUEST DWG Letter of Support

Final Audit Report

2023-06-15

|                 |  |
|-----------------|--|
| Created:        | 2023-06-14                                   |
| By:             | Jennifer Spatz (jspatz@sowib.org)            |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAAskozUAfFh4lyEackIOVg2OBB61VIEd5L |

## "QUEST DWG Letter of Support" History

-  Document created by Jennifer Spatz (jspatz@sowib.org)  
2023-06-14 - 5:45:52 PM GMT
-  Document emailed to Kyle Stevens (kstevens@sowib.org) for signature  
2023-06-14 - 5:47:03 PM GMT
-  Email viewed by Kyle Stevens (kstevens@sowib.org)  
2023-06-15 - 11:55:10 PM GMT
-  Document e-signed by Kyle Stevens (kstevens@sowib.org)  
Signature Date: 2023-06-15 - 11:55:25 PM GMT - Time Source: server
-  Agreement completed.  
2023-06-15 - 11:55:25 PM GMT



July 11, 2023

Subject: Letter of Support for Oregon’s USDOL QUEST Grant Application

**Our Mission:**  
To coordinate a regional workforce system that supports individual prosperity and business competitiveness.

**Executive Board**  
**James Paulson**  
Chair  
Owner  
JMPDX LLC

**Travis Stovall**  
Vice-Chair  
Executive Director  
eRep

**Susheela Jayapal**  
Multnomah County  
Commissioner

**Roy Rogers**  
Washington County  
Commissioner

**Carmen Rubio**  
City of Portland  
Commissioner

**David Fortney**  
Workforce Development  
Planner/Manager  
PGE

**Caryn Lilley**  
Controller/HR Director  
KGW Media Group

**Paul Brown**  
President  
Cinder

**Josh Hall**  
State Labor Liaison  
Oregon AFL-CIO

Dear Grant Review Committee,

I am writing this letter to express my strong support for the State of Oregon's application to the U.S. Department of Labor's Quality Jobs, Equity, Strategy, and Training (QUEST) Disaster Recovery National Dislocated Worker Grants (DWGs) funding opportunity. I wholeheartedly endorse Oregon's proposal, which aims to focus on infrastructure and the clean economy, while providing crucial services to dislocated workers. I am particularly pleased to see the incorporation of the Governor's priorities within the proposal, including efforts to build more housing, reduce homelessness, improve access to mental health and addiction services, and enhance educational opportunities for Oregon's children.

Worksystems, is deeply committed to serving the needs of dislocated workers. We recognize the critical importance of expanding opportunities and pathways into high wage/high demand occupations. By sharing our expertise and disseminating the knowledge gained from our collaboration, we can empower Oregonians to secure quality jobs and promote economic equity.

The proposed QUEST DWG presents an invaluable opportunity to make significant strides in infrastructure development and the clean economy. We fully support the utilization of these funds to provide essential services to dislocated workers, thereby ensuring their smooth transition into quality jobs. Furthermore, we are particularly enthusiastic about the Governor's emphasis on key areas, such as housing, mental health, addiction services, and education. By embedding these priorities into the proposal, we can address critical societal challenges, such as homelessness, while improving access to essential services and investing in the well-being and future prospects of Oregonians.

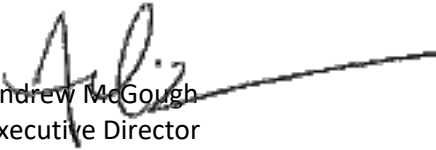
Worksystems’ extensive network of community-based workforce development partners has consistently demonstrated its impact in addressing these challenges. Through our collaboration with the Immigrant Refugee and Community Organization, the Urban League of Portland, Central City Concern, the Portland Opportunities Industrialization Center, Latino Network, SE Works, Our Just Future and the City of Portland, we have successfully developed and implemented a Clean Energy Sector Strategy supported by the Portland Clean Energy Fund. The program is providing career coaching, training, and job placement services in the Clean Energy Sector for low-income and underrepresented communities. The Portland Clean Energy Fund requires that participating businesses pay prevailing wages, so program participants are connected to family-sustaining jobs. We are committed to disseminating these initiatives to other regions, fostering collaboration and knowledge exchange to promote job quality and economic equity statewide.

In conclusion, I urge the Grant Review Committee to consider the immense potential and benefits that the State of Oregon's proposal holds. The QUEST DWG offers a unique opportunity to focus on infrastructure and the clean economy, while simultaneously providing vital support to dislocated workers. By embedding the Governor's priorities in the proposal, we can address pressing challenges related to housing, homelessness, mental health, addiction services, and

education. Worksystems, along with our partners, is fully committed to leveraging our experience and disseminating our successful quality jobs initiatives to other regions, thereby fostering economic equity and building a more prosperous Oregon.

Thank you for your attention to this matter. Should you require any additional information or have any questions, please do not hesitate to contact me directly. I appreciate your time and consideration.

Sincerely,

  
Andrew McGough  
Executive Director  
Worksystems



**Attachment E:**  
**Negotiated Indirect Cost Rate Agreement**

**NEGOTIATED INDIRECT COST RATE AGREEMENT**

**NON-FEDERAL ENTITY**

Oregon Higher Education  
Coordinating Commission  
3225 25th Street SE  
Salem, OR 97302

**UEI:** EP99SZE353U6

**EIN:** 37-1737848

**DATE:** 6/30/2023

**FILE REF.:** This  
replaces the agreement  
dated 9/30/2022

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

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

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**SECTION I: RATES**

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| <b><u>TYPE</u></b> | <b><u>APPROVAL</u></b> | <b><u>FROM</u></b> | <b><u>TO</u></b> | <b><u>RATE</u></b> | <b><u>BASE</u></b> | <b><u>LOCATION</u></b> | <b><u>APPLY TO</u></b> |
|--------------------|------------------------|--------------------|------------------|--------------------|--------------------|------------------------|------------------------|
| Indirect           | Final                  | 07/01/2020         | 06/30/2021       | 33.45%             | MTDC-3             | Loc-1                  | AP-11                  |
| Indirect           | Final                  | 07/01/2020         | 06/30/2021       | 17.52%             | MTDC-3             | Loc-1                  | AP-12                  |
| Indirect           | Final                  | 07/01/2021         | 06/30/2022       | 33.45%             | MTDC-3             | Loc-1                  | AP-11                  |
| Indirect           | Provisional            | 07/01/2021         | 06/30/2022       | 20.28%             | MTDC-3             | Loc-1                  | AP-12                  |
| Indirect           | Fixed                  | 07/01/2022         | 06/30/2023       | 22.62%             | MTDC-3             | Loc-1                  | AP-11                  |
| Indirect           | Fixed                  | 07/01/2022         | 06/30/2023       | 8.28%              | MTDC-3             | Loc-1                  | AP-12                  |
| Indirect           | Fixed                  | 07/01/2023         | 06/30/2024       | 22.69%             | MTDC-3             | Loc-1                  | AP-11                  |

**(SEE SPECIAL REMARKS)**

**BASE**

MTDC-3: Total direct costs excludes equipment, capital expenditures, charges for patient care, tuition remission, scholarships and fellowships, participant support costs and the annual portion of each subaward and subcontract in excess of \$25,000.

**LOCATION**

Loc-1: All Locations

**APPLY TO**

AP-11: All programs except the U.S. Department of Education programs that require a restricted rate per 34 CFR 75.563 and 34 CFR 76.563.

AP-12: The U.S. Department of Education (ED) programs that require a restricted rate per 34 CFR 75.563 and 34 CFR 76.563. This rate review and approval was performed by ED's Indirect Cost Division.

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

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

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**SECTION II: GENERAL**

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**A. LIMITATIONS**

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

1. No costs other than those incurred by the non-Federal entity or contractor were included in its indirect cost pool as finally accepted and that such incurred costs are legal obligations of the non-Federal entity and allowable under the governing cost principles.
2. The same costs that have been treated as indirect costs have not been claimed as direct costs.
3. Similar types of costs have been accorded consistent treatment.
4. The information provided by the non-Federal entity or contractor which was used as a basis for acceptance of the rate(s) agreed to herein is not subsequently found to be materially inaccurate by the Federal government. In such situations, the rate(s) may be subject to renegotiation at the discretion of the Federal government.
5. The rates cited in this Agreement are subject to audit.

6. Indirect costs charged to Federal grants/contracts by means other than the rate(s) cited in this Agreement should be adjusted to the applicable rate(s) cited herein and be applied to the appropriate base to identify the proper amount of indirect costs allocable to the program.
7. Contracts/grants providing for ceilings as to the indirect cost rate(s) or amount(s) which are indicated in Section I above, will be subject to the ceilings stipulated in the contract or grant agreements. The ceiling rate or the rate(s) cited in this Agreement, whichever is lower, will be used to determine the maximum allowable indirect cost on the contract or grant agreement.
8. Administrative costs consist of all Direct and Indirect costs associated with the management of a non-Federal entity's programs. Non-Federal entities should refer to their contracts/grants terms and specific program legislation for the applicable definition of Administrative Costs and any related limitations.

#### **B. ACCOUNTING CHANGES**

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

#### **C. NOTIFICATION TO FEDERAL AGENCIES**

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

#### **D. DEFINITION OF RATES**

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

rate, except that the difference between the estimated costs and the actual costs of the period covered by the rate is carried forward as an adjustment to the rate computation of a subsequent period.

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

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

#### E. **SPECIAL REMARKS**

1. Provisional/Final Rate approval and impact to closeout adjustments:

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

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

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

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

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

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

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

§200.344 Post-closeout adjustments and continuing responsibilities

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

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

§200.345 Collection of amounts due

- (a) Any funds paid to the non-Federal entity in excess of the amount to which the non-Federal entity is finally determined to be entitled under the terms of the Federal award constitute a debt to the Federal Government.
  - (b) Except where otherwise provided by statutes or regulations, the Federal awarding agency will charge interest on an overdue debt in accordance with the Federal Claims Collection Standards (31 CFR parts 900 through 999). The date from which interest is computed is not extended by litigation or the filing of any form of appeal.
2. Fringe benefits include the following: Social Security, Workers Compensation Insurance, Mass Transit, Health Insurance, Retirement.
  3. Equipment is defined as tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition. The capitalization threshold for equipment is \$5,000.
  4. The indirect salaries approved as part of the Rate/CAP in Section I comply with the applicable ETA TEGL 5-06 and/or Job Corps salary and bonus restrictions.

\*\*\* INTENTIONALLY LEFT BLANK \*\*\*

ACCEPTANCE

**BY THE NON-FEDERAL ENTITY**

Oregon Higher Education  
Coordinating Commission  
3225 25th Street SE  
Salem, OR 97302

(Non-Federal Entity)



(Signature)

Ben Cannon

(Name)

Executive Director

(Title)

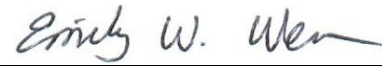
7/3/2023

(Date)

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

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

(U.S. Federal Government Agency)



(Signature)

*for*

Victor M. López

(Name)

Chief, Cost & Price Determination Division

(Title)

6/30/2023

(Date)

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